

The background of the cover features a series of overlapping, wavy, semi-transparent red lines that create a sense of movement and depth. The lines are most prominent on the left side and fade towards the right.

# **EMPLOYEE HANDBOOK**

**Professional and Support Staff**

**Jennings School District  
2019-2020**

## **Board of Education**

Mr. Harold Austin  
President

Mr. Reggie Hall  
Vice President

Ms. Yolonda  
Fountain-  
Henderson  
Secretary

Mr. John Schlereth  
Treasurer

Mrs. Miranda Jones  
Director

Ms. Rose Mary Johnson  
Director

Mr. Terry Wilson  
Director

## **Superintendent's Office**

Dr. Art Mc Coy  
Superintendent of Schools

Dr. Rhonda Key  
Assistant Superintendent

Mrs. Stephanie R. Alexander  
Director of Federal Programs & Personnel Services

Mr. Michael O'Connell  
Chief Financial Officer

Dr. Vernice Hicks-  
Prophet  
Director of Elementary  
Education

# Table of Contents

<b>Introduction</b>	<b>Page 5</b>
<b>District Overview</b>	
District Mission, Core Beliefs, Covenant	Page 6
Equal Employment Opportunity	Page 6
Notice of Non-Discrimination	Page 7
Commitment to Compliance	Page 7
Staff Conduct	Page 9
Public Relations	Page 10
School Hours of Operation	Page 11
Tobacco Free District	Page 11
Drug-free Workplace	Page 11
Communicable Diseases	Page 11
Discrimination and Harassment	Page 12
Sexual Harassment	Page 12
<b>Employment Information</b>	
Personnel Policies	Page 13
Recruitment	Page 13
Background Checks	Page 13
Department of Family Services	Page 14
Change of Name/Address	Page 14
Personnel Records	Page 14
Separation Procedures	Page 14
Staff Complaints and Grievances	Page 15
Employee Handling of Cash	Page 15
Use of District Resources	Page 15
Research and Grants	Page 15
Travel Reimbursement & Meal Allowances	Page 15
<b>Compensation and Benefits</b>	
Group Health, Life and Dental Insurance	Page 16
Tuition Reimbursement	Page 16
Worker's Compensation	Page 17
Fidelity and Liability Insurance	Page 18
Method of Payment	Page 18
Payroll Deductions	Page 18
Retirement	Page 19
<b>Employee Leaves and Absences</b>	
Excessive Absences or Tardiness	Page 20
Short Term Leaves and Absences	Page 20
Personal Time Off	Page 20
Holidays	Page 21
Vacation	Page 21

Other Types of Leaves	Page 22
Family Medical Leave	Page 22
Extended Leave	Page 23
<b>Emergency Closings</b>	
Inclement Weather or Other Emergencies	Page 24
<b>Professional Staff</b>	
Teacher employment	Page 26
Probationary Teachers	Page 26
Tenured Teachers	Page 26
Release from Contract	Page 26
Certification Requirements	Page 27
Teacher Salary	Page 27
General Responsibilities for Teachers	Page 28
Teacher Absence	Page 28
Evaluation	Page 29
Sabbatical Leave	Page 29
Transfers/Reassignments	Page 29
Channel Changes	Page 29
Extra Duty Assignments & Extended Year Contracts	Page 29
Promotion, Acceleration and Retention	Page 29
Student Records	Page 30
Accidents	Page 30
School Property	Page 30
Records and Reports	Page 30
Student Discipline	Page 30
<b>Support Staff</b>	
Classification of Employees	Page 33
Work Schedules	Page 33
Time Sheets	Page 33
Overtime and Compensatory (Comp) Time	Page 33
Transfers/Reassignments	Page 33
Disciplinary Action/Termination with District	Page 33
Causes for Disciplinary Action/Termination with District	Page 34
<b>Appendix</b>	
Technology Usage Policy	Page 36
Media Consent	Page 39
Laptop/Mobile Devices	Page 39
<b>Employee Handbook Signature Page</b>	Page 41

This handbook was prepared by the Office of Personnel Services solely as a guide to inform employees of the policies, procedures, and benefits of the Jennings School District. It is not intended to be and should not be construed as a contract. The District reserves the right to review the policies, procedures, and benefits and make revisions based on the need for or desirability of change. Thus, any policy, procedure, or benefit outlined in this Handbook may be modified with or without advance notice. District policy is available on the district web site [www.jenningsk12.org](http://www.jenningsk12.org). Employees are urged to refer to this handbook or district policies when questions arise.

It is our desire that all employees of Jennings School District find their employment to personally and professionally rewarding. As such our objective is to create a work environment that is conducive to these goals and in turn create an atmosphere of excellence in supporting our educational mission. We ask that all employees be dedicated to providing the very best educational experience for the students of Jennings School District.

## DISTRICT OVERVIEW

### Mission

The Jennings School District will provide an excellent education for all students and enable them to realize their full intellectual potential and become successful citizens in a global society.

### District Core Beliefs:

- All children can learn, regardless of their socioeconomic status, race or gender.
- Parents must be included in the education process.
- Competent, caring, properly supported teachers are essential to student learning.
- The community must be involved in encouraging high achievement for all children.
- The Jennings School District is obligated to help students overcome any obstacles that may hinder their learning by forming partnerships with the entire community.

### District Covenant

- Principle I – High Academic Achievement
- Principle II – Safe and Orderly Environment
- Principle III – Community Collaboration
- Principle IV – Equity in Resources
- Principle V – Effective and Efficient Support Operations

### Equal Opportunity Employer

It is the policy of the Jennings School District not to discriminate on the basis of race, color, religion, gender, national origin, age, or disability in its programs or employment practices as required by Title 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.

Inquiries related to District employment practices may be directed to the Jennings School District, Director of Federal Programs and Personnel, 2559 Dorwood Drive, Jennings, Missouri 63136; telephone number 314-653-8000. Inquiries related to District programs may be directed to the Jennings School District, Title IX Coordinator, 2559 Dorwood Drive, Jennings, Missouri 63136; telephone number 314-653-8000. Inquiries related to District Section 504 compliance may be directed to the Jennings School District Section 504 Coordinator, 2559 Dorwood Drive, Jennings, Missouri 63136; telephone number 314-653-8000.

Inquiries and complaints may also be directed to the Kansas City Office, Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; telephone: 816-268-0550; FAX: 816-823-1404; TDD: 877-521-2172 Reference: **Policy GBA**

### **Notice of Non-Discrimination**

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Jennings School District ("School District") are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. "In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups."

Any person having inquiries concerning the School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act, is directed to the respective Compliance Coordinator listed below, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the laws and regulations cited above may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

### **COMPLIANCE COORDINATOR**

**Director of Federal Programs and Personnel Services  
2559 Dorwood Drive  
Jennings, MO 63136  
314-653-8000**

### **Commitment to Compliance Under the Americans with Disabilities Act**

In accordance with the requirements of Title II of the Americans with Disabilities Act of 1990 ("ADA"), the Jennings School District ("School District") does not discriminate on the basis of disability against qualified individuals with a disability with respect to the School District's services, programs or activities.

**Employment:** The School District does not discriminate on the basis of disability in its hiring or employment practices. The School District complies with the federal regulations under Title I of the ADA (which governs the application of the ADA in the hiring and employment setting).

**Effective Communication:** The School District will comply with the ADA with respect to providing auxiliary aids and services leading to effective communication for qualified persons with disabilities so they can participate equally in School District programs, services, and activities. These aids and services are designed to make information and communications accessible to people who have impairments, in areas such as speech, hearing, and vision. The School District will not place a surcharge on a qualified individual with a disability, or any group of qualified individuals with disabilities, to cover the cost of providing

auxiliary aids/services or reasonable modifications of policy (for example, retrieving items from locations that are open to the public but inaccessible to users of wheelchairs).

Anyone who requires an auxiliary aid or service for effective communication, or a modification of policies or procedures to participate in a service, program, or activity of the School District should contact the respective Compliance Coordinator, whose contact information is listed below. Such contact should be made as soon as possible, but not later than 48 hours before the scheduled event (and, preferably, at least five (5) business days before the event).

***Modifications to Policies and Procedures:*** The School District will make reasonable modifications to policies and programs to ensure that qualified individuals with disabilities have an equal opportunity to enjoy its services, programs and activities.

The ADA does not require the School District to take any action that would fundamentally alter the nature of its programs or services or impose an undue financial or administrative burden.

Complaints that a School District service, program, or activity is not accessible to persons with a disability may be directed to the Compliance Coordinator below. In addition, as stated in the School District's Notice of Nondiscrimination, a person who is unable to resolve a problem or grievance arising under Title II of the ADA may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, Missouri 64114; telephone (816) 268-0550.

**COMPLIANCE COORDINATOR**

**Director of Federal Programs and Personnel Services  
2559 Dorwood Drive  
Jennings, MO 63136  
314-653-8000**

## **Staff Conduct**

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

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.

16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
- 20.** Employees will not use any time during the working day for campaigning purposes, unless allowed by law. **Reference: Policy GBCB**

#### **Public Relations**

Employees shall set proper examples of citizenship and endeavor to foster good public relations between the school and community. Employees will strive to maintain professional relationships with administrators, colleagues, students, staff, parents and other community stakeholders.

**School Hours of Operation**

Fairview Elementary School .....	8:00 AM--3:00 PM
Jennings Educational & Training School (JETS) .....	Schedule may vary
Jennings Middle School .....	8:00 AM--2:50 PM
College Prep Academy.....	8:00 AM--4:00 PM
Jennings Senior High School.....	8:00 AM—3:00 PM
Kenneth C. Hanrahan Elementary School .....	8:00 AM--3:00 PM
Northview Elementary School.....	8:00 AM--3:00 PM
Woodland Elementary School .....	8:00 AM--3:00 PM

**Tobacco Free District**

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times. This prohibition extends to all facilities the district owns contracts for or leases to provide educational services, routine health care, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individual’s dependent on, or addicted to, drugs or alcohol in which the district provides services.

***Reference: Policy AH***

**Drug-free Workplace**

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcoholic beverages or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. ***Reference: Policy GBEBA***

**Communicable Diseases**

Employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza, and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services (DHSS) and local county or city health departments. Such management may include, but is not limited to, exclusion from school or reassignment as needed for the health and safety of students and staff.

An employee infected with chronic communicable diseases that do not pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to continue work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases. ***Reference: Policy EBB***

## **Discrimination and Harassment**

The School District of Jennings Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The School District of Jennings is an equal opportunity employer. Students, employees and others will not be disciplined for speech in circumstances where it is protected by law. The Board also prohibits:

1. Retaliatory actions based on making complaints of prohibited discrimination or harassment, or based on participation in an investigation, formal proceeding or informal resolution concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination or harassment.
3. Discrimination or harassment against any person because of such person's association with a person protected from discrimination or harassment due to one (1) or more of the above-stated characteristics.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute illegal discrimination or harassment. **Reference: Policy AC**

## **Sexual Harassment**

Sexual Harassment – A form of discrimination, as defined above, on the basis of sex. Sexual harassment is unwelcome conduct that occurs when a) benefits or decisions are implicitly or explicitly conditioned upon submission to, or punishment is applied for refusing to comply with, unwelcome sexual advances, requests for sexual favors or conduct of a sexual nature; or b) the school or work environment becomes permeated with intimidation, ridicule or insult that is based on sex or is sexual in nature and that is sufficiently severe or pervasive enough to alter the conditions of participation in the district's programs and activities or the conditions of employment. Sexual harassment may occur between members of the same or opposite sex. The district presumes a student cannot consent to behavior of a sexual nature with an adult regardless of the circumstance.

Behaviors that could constitute sexual harassment include, but are not limited to:

1. Sexual advances and requests or pressure of any kind for sexual favors, activities or contact.
2. Conditioning grades, promotions, rewards or privileges on submission to sexual favors, activities or contact.
3. Punishing or reprimanding persons who refuse to comply with sexual requests, activities or contact.
4. Graffiti, name calling, slurs, jokes, gestures or communications of a sexual nature or based on sex.
5. Physical contact or touching of a sexual nature, including touching of intimate parts and sexually motivated or inappropriate patting, pinching or rubbing.

**Reference: Policy AC**

## EMPLOYMENT INFORMATION

### Personnel Policies

The district recognizes that the recruitment and retention of excellent employees are essential to and the most important resource for conducting a quality learning environment. The district is committed to employing highly qualified personnel, conducting appropriate staff development activities, establishing policies and working conditions which enable each employee to make the fullest contribution to the district's programs and services.

District personnel goals include the following:

1. Recruit, select and employ the best qualified personnel available.
2. Provide staff compensation and benefit program sufficient to attract and retain exceptional employees.
3. Provide professional development for employees to improve their performance and rate of retention and promotion of staff.
4. Conduct employee appraisal programs that will contribute to the continuous improvement of staff performance.
5. Assign personnel to ensure they are utilized as effectively as possible.

Develop and maintain quality human and working relationships necessary to obtain maximum staff performance and personal satisfaction. **Reference: Policy GA**

### Recruitment

Recruitment procedures will not overlook the talents and potential of individuals already employed by the School District. Any current qualified employee meeting the stated requirements may apply for any position in the District.

When a staff vacancy occurs or when a new position is created, a posting shall be placed on the district website, at Central Office and in all district buildings. Currently employed staff members with the appropriate state required certification and/or minimum qualifications may apply for any position which becomes available and shall be considered for an interview.

### Criminal Record Check

Final candidates for positions with the Jennings School District must submit to a criminal record check before hiring is complete.

### **Department of Family Services**

In the event that a complaint is filed with the Missouri Division of Family Services or other similar agency alleging that an employee of the District has engaged in abuse or neglect as defined by the Missouri Child Abuse Act, the District will implement such measures as are required and permitted by law and Board policy to safeguard the interests of District students, while also permitting the employee an opportunity to respond to the complaint. The District acknowledges that resolving such complaints involves a careful balancing of the rights of employees and students, together with the District's obligations under state and federal law.

### **Background Checks**

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. The district will provide the Department of Elementary and Secondary Education (DESE) the relevant personnel information necessary to conduct postemployment background checks as allowed by law.

**Reference: GBEC**

### **Change of Name and/or Address**

All employees shall be responsible for promptly notifying their immediate supervisor and Central Office of any change in address or name. PSRS/PEERS Notice of Change forms are located on the district website under Federal Programs & Personnel Services.

### **Personnel Records**

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

**Reference: GBL**

### **Separation Procedures**

An employee who wishes to resign or retire for the district should present a written letter to the Director of Personnel Services and a copy to his/her immediate supervisor. The letter should indicate the effective date and the reason for the employee's retirement or resignation. Non-certificated employees are requested to provide at least two (2) weeks' notice prior to the date of resignation/retirement. Certificated employees are requested to provide at least sixty (60) days' notice prior to the date of the resignation/retirement.

When an employee submits a letter of resignation or retirement of service with the district, he/she will need to schedule an exit interview with the Personnel Services Office. The employee will meet with the Director of Personnel Services to discuss such items as the retirement fund, final paycheck, and if applicable, retirement payment and continuation of benefits under COBRA. **Reference: GCPB & GDPB**

Employee Separation----- When an employee separates from the district, their final payroll will be issued by direct deposit upon verification that all district property has been returned and an exit interview has been held with personnel. Employees separating from the district are required to return all district issued items prior to their last day of employment. Any items not retrieved at the time of separation, the employee will incur the cost of those items.

- Room keys \$100
- Technology devices/equipment (current market cost)

### **Staff Complaints and Grievances**

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore, the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints. **Reference: Policy GBM**

When filing a staff complaint/grievance, all staff should adhere to the following protocol:

- Step 1: Building Level Administrator/Supervisor
- Step 2: District Level Administrator/Supervisor (if applicable)
- Step 3: Human Resources
- Step 4: Assistant Superintendent
- Step 5: Superintendent of Schools
- Step 6: Board of Education

### **Employee Handling of Cash**

Each building and department will have at least one person responsible for collected and depositing cash and checks. Any employee that receives cash or checks must give it to the designated person daily. If the funds cannot be deposited that day, they must be placed in a secured location designated by the principal. Failure to follow proper procedures will make the employee liable for any missing funds and be subject to disciplinary action up to and including termination.

### **Use of District Resources**

Employees of the Jennings School District are expected to utilize district provided resources which may include vehicles, cell phones or school district supplies for approved district purposes only. Materials cannot be used for personal purposes. **Reference: EBH, GBCC**

### **Research and Grants**

All grants written on behalf of the district must have the superintendent's prior approval. All research for grants should be directed to the district's data and assessment coordinator prior to any grant submission. Grants that require the district to match funding will not be approved.

### **Travel Reimbursement**

*The district will pay for travel expenses for district employees and Board members who travel outside of the St. Louis metropolitan area for training, professional development, attendance at district-related meetings or for other approved reasons related to their positions with the district. All persons traveling at the district's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience avoid unnecessary fees and excessive charges. **Reference: DLCA***

### **Meal Allowances**

*Employees are expected to limit meals to a reasonable expense amount. The district will reimburse for gratuity of up to 20 percent of the meal cost. The district will not reimburse employees for alcoholic beverages, nor will the district reimburse employees for the cost of meals that will be paid for or reimbursed by the district as part of the registration fees. **Reference: DLCA***

*The district will use the GSA per diem guidelines for meal allowances as it relates to the geographical area an employee may be traveling. <https://www.gsa.gov/travel/plan-book/per-diem-rates>*

## COMPENSATION AND BENEFITS

### Group Health, Life, Vision and Dental Insurance

The Board of Education has contracted to furnish group hospitalization and dental insurance to all full-time employees of the district. Limited life insurance coverage is provided also. Vision insurance is available for all full-time employees at an additional cost covered by the employee. Specific questions concerning coverage should be directed to the insurance representatives.

The following conditions apply to the district's insurance program:

1. To be eligible the participant must work at least thirty hours per week and meet the requirements of the insurance programs.
2. Coverage will begin **sixty days (60)** after the first day of service to the district, provided all required insurance forms are on file in the Central Office. Coverage will continue as long as employed and the policy remains in force.
3. Coverage beyond those provided in the basic policy may be supplemented at an individual's expense.
4. This benefit is offered as a service. The Board of Education and/or school district will not be liable for the adjudication of claims in the event of disputes.
5. The Board of Education reserves the right to terminate this coverage at the end of any academic year.

### Tuition Reimbursement

1. The Jennings School District will reimburse tuition payments of up to six credit hours annually for courses taken at accredited regional colleges or universities (to include SIUE). Certificated and professional employees may not receive reimbursement for courses below the master's level.
2. Full-time certificated employees with three or more years of experience in the Jennings School District are eligible for tuition reimbursement. Substitute teachers are not eligible for tuition reimbursement. Administrative employees may be immediately eligible for tuition reimbursement if the graduate work meets certification requirements.
3. The maximum reimbursement will be \$2,000 per fiscal year. The maximum total lifetime reimbursement will be \$4,000, with exception of administrator's working on doctoral degrees the total reimbursement amount can be request as one lump sum.
4. Courses wherein a grade of C or below are received shall not be eligible for reimbursement.
5. All requests for tuition reimbursement will be submitted through the director of human resources and must be approved by the superintendent. Reimbursement may not be available due to fiscal limitations.
6. All employees submitting requests for tuition reimbursement must have had a minimum overall satisfactory rating on their employee evaluations.
7. Employees who leave within one year of the district investing in tuition will have to reimburse the district for the tuition.
8. Requests for reimbursement must be submitted by the following dates:
  - Summer Semester Courses – Last workday in October
  - Fall Semester Courses – Last workday in January
  - Spring Semester Courses – Last workday in May **Reference: Policy GCL**

## **Reporting Incidents**

All incidents including but not limited to student and staff accidents, vehicle accidents, vandalism or theft on or to district property should be reported to the Superintendent and his specific designee listed below within a 24-hour period.

- Superintendent of Schools
- Superintendent Secretary
- Director of Federal Programs & Personnel
- Chief Financial Officer

1. The building administrator or designee should complete the district incident report and contact law enforcement as needed.

## **Worker's Compensation**

The Board of Education has provided Workers' Compensation insurance for the benefit and protection of all school district employees.

As required by the Missouri Workers' Compensation Law (under which all employees of the School District of Jennings are covered), employees are to report immediately any accident in which they are involved at work, even if the accident is not serious enough to require medical attention. This report is to be submitted to the employee's immediate supervisor for routing to the Central Office. Accident report blanks may be secured from any of the school offices. **Reference: Policy GBEA**

When reporting a worker's compensation injury follow the procedures listed below:

### **Reporting of the Claim**

- Complete **WC Form – Music Workers' Compensation Reporting Line Claim/Injury Report Internal (YELLOW) Form** and send original copy to the Payroll office **within 24 hours** of accident/injury
- Complete **Employer's Authorization for Examination or Treatment (GREEN) form or MUSIC Worker's Compensation Treatment Authorization (BLUE) form** in the event of EMS transport. Send one copy to the Payroll office **within 24 hours**.
- Collect statements for all witnesses.
- Call Personnel Services or Payroll immediately for claims involving serious injuries.
- Call Human Resources/Personnel Services if there are any questions regarding compensability or other related questions.

**MEDICAL CENTER LOCATION INFORMATION  
WORKER'S COMPENSATION AUTHORIZED MEDICAL FACILITIES**

<b>CONCENTRA</b>		
<b>Concentra Midtown</b> 6726 Manchester St. Louis, MO. 63139 (314) 647-0081 Fax: (314) 647-5485 Hours: M-F, 8 a.m.-8 p.m.	<b>Concentra Soulard</b> 1617 South Third Street St. Louis, MO. 63147 (314) 421-2557 Fax: (314) 421-2046 Hours: M-F, 8 a.m.-5 p.m.	<b>Concentra St. Charles</b> 1794 Zumbuhl Rd. St. Charles, MO 63303 (636) 947-1666 Fax: (636) 947-4185 Hours: M-F, 8 a.m.-5 p.m.
<b>Concentra Westport</b> 83 Progress Parkway Maryland Heights, MO. 63043 (314) 434-8174 Fax: (314) 434-8706 Hours: M-F, 8 a.m.-8 p.m.	<b>Concentra Fenton</b> 128 Matrix Commons Dr. Fenton, MO. 63026 (636) 349-6850 Fax: (636) 349-6641 Hours: M-F, 8 a.m.-5 p.m.	
<b>Concentra North Broadway</b> 8340 North Broadway St. St. Louis, MO. 63147 (385) 385-9563 Fax: (314) 385-9350 Hours: M-F, 8 a.m.-5 p.m.	<b>Concentra Hazelwood</b> 463 Lynn Haven Lane Hazelwood, MO. 63042 (314) 731-0448 Fax: (314) 731-0495 Hours: M-F, 8 a.m. – 5 p.m.	

**Fidelity and Liability Insurance**

The School District of Jennings carries a blanket fidelity bond on all employees.

The School District of Jennings carries public liability insurance as a part of the total insurance program. The policies provide protection within policy terms for teachers and non-certificated employees for liability claims while acting in the scope of their duties as employees of the Jennings School District.

An employee transporting students by car shall be required to carry liability insurance coverage.

**Method of Payment**

Employees will be paid twice a month on the 15th and last day of the month. When the 15th or last day of the month fall on a weekend or a holiday, employees shall receive paychecks on the last business day preceding the 15th or last day of the month. All employees are **required** to participate in direct deposit of their paychecks. Employees needing guidance on how to enroll in a direct deposit program should contact Personnel Services or Payroll. Should an employee need to make changes to their current direct deposit information, forms may be obtained on the district website on the Federal Programs & Personnel Service page and must be submitted 10 days prior to the upcoming payroll date.

During the month of December, the payroll dates will be adjusted to accommodate winter break and as a courtesy the district will pay out the December 31<sup>st</sup> payroll on an earlier date in December identified on the yearly payroll calendar. If an employee not work all the hours that they have been paid during the pay period of December 1<sup>st</sup>-15<sup>th</sup>, those hours will be deducted on the January 15 payroll.

### **Payroll Deductions**

Payroll deductions will be made from all salaries as required by law and requested by the teacher or staff member in writing and sanctioned by the rules and regulations of the Board of Education. Changes must be submitted 10 days prior to the next payroll.

Payroll deductions include:

- Withholding tax (Federal and State of Missouri) which is determined by the individual's salary and exemptions.
- Retirement fund as required by state law.
- Missouri State Teachers Association accident and sickness group insurance premiums for supplemental coverage. \*
- Deposits on tax-favored annuity purchase. The school district only participates in payroll deduction for Valic. \*
- City of St. Louis earnings tax (for employees residing in the City of St. Louis).
- Other withholdings mandated by law, such as garnishments or approved by the superintendent.
- Dues to local teacher organizations\*

\* denote voluntary participation

### **Retirement**

All eligible district employees shall participate in either the Public School Retirement System (PSRS) of the State of Missouri or in the Public Education Employees Retirement System (PEERS) of Missouri as allowed by law. **Reference: Policy GCP**

## EMPLOYEE LEAVES AND ABSENCES

### Excessive Absences or Tardiness

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or the superintendent or otherwise authorize by law, an employee's absence or tardiness is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for that particular leave and is not protected by law.

Paid leave will be granted only for reasons specifically authorized under board policy, and only for the particular period for time such paid leave has been specifically granted. In the event that (1) the Board or superintendent permits an employee to be absent or tardy for a reason that does not qualify for paid leave under Board policy or (2) and employee is absent or tardy beyond the period of time authorized by the district, the employee shall not receive compensation for such absences or tardiness. **Reference: Policy GCBDA & Policy GDBDA**

### Short Term Leaves and Absences

The following leaves with pay will be accorded full-time employees. Part-time employees will receive these leaves on a pro rata basis.

### Personal Time Off

Employees shall be given the following personal time off per school year. **PTO days cannot be used around—to extended—weekend or holiday.**

12 Month Employees	12 PTO days
11 Month Employees	11 PTO days
10.5 Month Employees	10 PTO days
9.5 Month Employees	10 PTO days

Absences may be charged to personal leave for the following reasons:

- a. Personal/Family Illness
- b. Routine doctor or dental appointments
- c. Non-school related court appearances
- d. Weddings or Graduations
- e. Religious holidays
- f. FMLA leave
- g. All other personal or family related absences not listed above.

Employees request for personal time off for anything other than illness must be submitted to Human resources one (1) week prior to the date requested, if applicable.

Under this policy the day before and after Thanksgiving Break, Winter Break and Spring Break are not to be taken or used as personal days. No more than five percent (5%) of the professional staff in each building will be allowed to take personal days at one time.

Personal time off is cumulative under this policy. Any unused personal time off will be accrued at the end of each school year. An employee can accrue up to 120 days.

Upon retirement from the district, any unused personal time off will be bought back by the district at the substitute pay rate for that job category up to 120 days.

A district employee shall not be entitled to use personal time off during the period the employee receives Workers' Compensation for time lost to work-related accidents.

Any employee who is a member of a retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Workers' Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

***Reference: Policy GCBDA & Policy GDBDA***

**During the state testing window and final two weeks of the school year personal time off will not be approved with the exception of emergency situations.**

**Five consecutive absences due to a medical condition will require a doctor's statement. The statement must indicate a return to work date and the district may request the employee to complete the FMLA documentation for short term leaves.**

### **Holidays**

The Board annually adopts a calendar which recognizes the following holidays for professional and support staff:

- New Year's Day
- Martin Luther King, Jr. Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

**Vacation**

Employees who work 12 months of the year shall be entitled to the following vacation time. Vacation is accrued according to the school fiscal year July 1- June 30. Vacation time is awarded on July 1<sup>st</sup> of each year. Employees working less than a year will be prorated.

- a. Employees with one year of service---1 week
- b. Employees with 5 or more years of service---2 weeks
- c. Employees with 15 or more years of service---3 weeks

Twelve month employees hired prior to July 1, 2010 will be grandfathered under preceding vacation guidelines. **Reference: Policy GCBDA & Policy GDBDA**

Vacation time for 12 month non-certificated employees hired prior to July 1, 2010

- a. Employees with more than one year of service --2 weeks
- b. Employees with more than eight (8) years of service---3 weeks
- c. Employees with 15 or more years of service---4 weeks\*\*

*\*\*refers only to maintenance and custodial staff*

**With the advance approval of the superintendent, a 12-month employee who has been issued a contract to return to the district for the subsequent school year may use her/his annual leave during July of the subsequent school year while school is out of session. Reference: Policy GCBDA & Policy GDBDA**

**Administrators must ensure all closing of school matters, which includes a final approved master schedule is completed before summer vacations are approved. School based administrators are encouraged to return from vacation when secretaries return for the new academic year.**

**Other Types Leaves**

Professional Leave	Leave for Court Subpoena	Military Leave
Jury Duty	Bereavement	Election Leave
Leave to Vote	Crime Leave	Firefighter Leave

**Reference: Policy GCBDA & Policy GDBDA**

**Bereavement Leave is defined as follows:**

**Immediate (up to 5 days) - mother, father, sister, brother, daughter, son, grandchildren, grandparent or in-law of the same**

**Extended (2 days) – maternal/paternal aunt or uncle**

**Family Medical Leave**

Employee’s accrued **paid** leave (such as personal time off or vacation leave) will run concurrently to cover some or all of the FMLA leave. Once accrued paid leave has been used the employee’s FMLA leave benefits will be **unpaid**.

To be eligible for FMLA leave benefits, the employee must:

- 1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
- 2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
- 3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one (1) of the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee that makes the employee unable to perform one (1) or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered service member with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the armed forces. **Reference: Policy GBB**

#### **Extended Leave**

**The district supports staff members in addressing catastrophic illness by allowing employees to have up to three months of paid leave (i.e., catastrophic illness leave) within the same academic school year that the illness occurred if they exhaust their personal time off and if--as of the date of application for catastrophic illness leave--they have been absent for three months or less.**

**Reference: Policy GCBDA & Policy GDBDA**

## EMERGENCY CLOSINGS

### Inclement Weather or Other Emergencies

Should it become necessary to close any or all of the schools of the district by reason of weather or other emergencies, the superintendent may order the closing of any schools so affected. Notification of such closings will be given to all district employees, students, and public under a plan of notification developed by the superintendent and approved by the Board.

The superintendent encourages employees to view the district webpage, listen for School Reach notifications and local television stations for notification of school closings due to inclement weather.

The superintendent will also have the authority to delay the opening of any or all schools or to dismiss them early because of weather conditions and other emergencies.

If the district's schools are dismissed due to inclement weather after school has been in session for three hours, that day shall count as a school day, including afternoon session kindergarten. When the time lost due to inclement weather decreases the total hours of the school term below the required minimum number of hours by more than 12 hours for all day students or six (6) hours for one-half day kindergarten students, the time must be made up in one-half day or full day additions to the term unless the school calendar was sufficient to provide the required days and hours after subtracting those lost.

On days when school is not in session because of inclement weather, there will be no student-related activities in the school buildings, unless approved by the superintendent.

**When school is not in session due to inclement weather or emergencies, all administrators and other 12 month employees should report to work at their scheduled time unless otherwise notified.**

# **PROFESSIONAL STAFF**

## PROFESSIONAL STAFF

### Teacher Employment

Contracts of certificated personnel will be offered on or before May 15<sup>th</sup> of each year as prescribed by Missouri Statutes.

### Probationary Teachers

Teachers new to the district will be employed on a probationary contract for one year, and will continue on one-year probationary contracts until qualified for and awarded indefinite contract status. Their selection will be on recommendation of the superintendent or principal, with approval of the Board of Education. On or before April 15, the Board shall notify in writing those probationary teachers whose contracts will not be renewed.

### Tenured Teachers

Permanent teachers will receive permanent contracts modified each year to show salary and length of school term.

### Release from Contract

Any contract may be terminated at any time by mutual consent. Any request for release from a contract by a professional staff member shall be submitted in writing and directed to the Superintendent/ or designee.

A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1, or at the time a new contract is executed with the district if executed prior to June 1. A probationary teacher has a binding contract with the district once the teacher and the Board have executed a contract.

Once under contract, only the Board has the authority to release the teacher from a contract. The Board considers serious illness, transfer of spouse and military service legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis. A teacher will not be released from a contract unless a suitable replacement is found. **Should a teacher be released after the June 1 date, they will pay the district \$1,000.**

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teacher's certificate revoked or seeking a monetary judgment. **Reference: Policy GCPB**

## **Certification Requirements**

All teachers employed in the Jennings School District must obtain and at all-time maintain a valid certificate of license to teach in the State of Missouri. Jennings School District expects all teachers to be appropriately certified in each grade/subject area he/she is teaching. Teachers issued a license prior to September 1, 1988, have a Life Classification and maintain this certificate without completing any further requirements after the initial issue.

In 2003, legislation created a two-tier plan of professional classification:

**INITIAL PROFESSIONAL CERTIFICATE (IPC)** is valid for four years and assigned to new graduates of teacher education programs and individuals with less than four years of teaching experience who meet the minimum requirements and qualifications. To advance to the next level during the valid dates of the classification, a teacher must meet the following requirements:

- Participation in a district-provided and approved mentoring program for two years
- Successful completion of 30 contract hours of professional development which may include college credits
- Participation in a Beginning Teacher Assistance program
- Successfully participate in a performance-based teacher evaluation
- Complete four years of approved teaching experience
- Have professional development and growth plan

**CAREER CONTINUOUS PROFESSIONAL CERTIFICATE (CCPC)** is valid continuously (99 years) depending on an individual meeting the following:

- The requirements of the IPC, PCI, PCII or CPC level
- Successful, yearly completion of 15 contact hours of professional development which may include college credit
- Have a local professional development and growth plan

OR

Two of the following items:

- Ten (10) years of teaching experience
- A master's degree; or
- National Board Certification

**Please make sure you are aware of the expiration date for your Initial PC, PC I, PC II, or CPC. As of June 1, 2011 DESE has gone to an online certification system. All educators will need to complete the upgrade/extension or additional certification applications online at [www.dese.mo.gov](http://www.dese.mo.gov) . Once completed DESE will send a message to the district to complete the district section of the application process. For assistance with the online application processes contact the Personnel Services.**

## Teacher Salary

All classroom teachers will be employed and placed on the salary schedule according to its provisions.

**Reference: Policies GCBA**

## General Responsibilities for Teachers

All teachers will be expected to teach and/or manage their assigned classes or rooms and their extracurricular assignments to the best of their ability under the supervision of the building administrator and the superintendent of schools.

Teachers should:

- Consistently develop good citizenship in students.
- Conduct themselves in a professional manner at all times.
- Maintain student records and reports promptly and accurately.

At a minimum, staff members are expected to be on duty in accordance to the hours of operation in the building they are assigned, 15 minutes prior to the start of the school day and 20 minutes after dismissal.

***Principals may make variations to the schedule, as circumstances dictate due to faculty meetings, department meetings, parent conferences, staffing, and other professional obligations as necessary.***

For general purposes the expected duty time is as follows unless variations mentioned above have been noted.

- Elementary/Intermediate Schools (PK-6) 7:45 am – 3:20 pm
- Junior High School (7-8) 7:45 am – 3:20 pm
- Senior High School (9-12) 7:45 am – 3:20 pm
- College Prep Academy (6-12) 7:45 am – 4:00 pm
- JETS Alternative Program (7-12) 8:45 am – 3:45pm

The Board of Education believes that it is essential to have staff supervision of students during and after school hours in extreme emergency situations including (but not limited to) earthquakes, tornadoes, and other natural disasters. The principal of each school may require any or all teachers or staff members to remain on school premises in emergency situations during and after school hours in order to facilitate the safe and effective functioning of the school in coping with any extreme emergency situations.

## Teacher Absence

Teachers who anticipate an absence shall inform the building principal or designee as soon as possible, and enter the absence prior to 6:30 am in the AESOP-Absence & Substitute Management System.

Absences should be entered online at [www.aesoponline.com](http://www.aesoponline.com) or by phone 1-800-942-3767. Employees will receive a login and passcode upon employment.

In the case of sudden illness, or similar emergency, the teacher shall inform the principal at the earliest opportunity. All teachers should maintain adequate lesson plans to enable a substitute to take over a class

with a minimum amount of time lost and in continuation of the previous lessons; these lesson plans can be uploaded for the substitute in AESOP for each absence.

### **Evaluation**

The primary purpose of the district's Performance Based Evaluation Program (PBTE) is to facilitate and improve instruction that enhances student achievement. The evaluation system will identify performance areas and provide direction for maintaining and improving skills. The secondary purpose is to determine whether performance meets the degree of competency required for continued employment and/or tenure.

**Reference: Policy GCN**

### **Sabbatical Leave**

Sabbatical leave may be granted to a limited number of teachers. **Reference: Policy GCBDB**

### **Transfers/Reassignments**

The superintendent may reassign staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of the school year in order to meet the requirements of operating the schools most efficiently. **Reference:**

**Policy GCI**

### **Channel Changes**

Teachers anticipating a channel (lateral) movement to MA or MA+30 channels on the Teachers' Salary Schedule must have official transcripts received by Personnel Services prior to the first day of school for the current school year.

### **Extra Duty Assignments & Extended Year Contracts**

Staff members who have had prior performance concerns will not be considered for additional duty assignments within the district. Additionally, staff members who work outside of their contractual obligations will be compensated at the extra service pay amount unless approved by the superintendent.

Extra duty time sheets must be signed by the employee's supervisor and submitted according to the pay period calendar. Any time sheet received after the specified date will be paid on the next scheduled payroll.

Employees who take PTO or vacation as a full day or half day PM, are not eligible to work extra duty in any capacity.

Employees cannot be compensated for extra duties performed during their normal work day.

Employees who have extended year contracts such as counselors and librarians will work 5 consecutive days before the school year and 5 consecutive days after the school year ends unless otherwise approved by the building administrator.

### **Promotion, Acceleration and Retention of Students**

The School District of Jennings is committed to the continuous development of students enrolled in the district's schools, and to student achievement of the skills for the current grade assignment, for promotion to a higher grade. The superintendent, in cooperation with the professional staff, shall develop administrative procedures for the promotion, acceleration, and retention of students.

In evaluating student achievement, each teacher will make use of all available information, including results of common assessments, other measures of skill and content mastery, standardized test results, and teacher observation of student performance. The building administrator will direct and aid teachers in student evaluations, and will review grade assignments in order to ensure uniformity of evaluation standards. **Reference: Policy IKE**

### **Student Records**

In order to provide students with appropriate instruction and educational services, it is necessary for the district to maintain extensive and sometimes personal information about students and families. These records must be kept confidential in accordance with law, but must also be readily available to district personnel who need the records to effectively serve district students. **Reference: Policy JO**

### **Accidents**

1. In the event of an accident, the child's welfare is of first importance.
2. In case of an accident to any child, the teacher in closest contact with the accident should follow this procedure:
  - a. Render first-aid immediately.
  - b. Building principal and/or school office should be notified promptly. At the discretion of the building principal, parents will be notified.
  - c. If parent is not available and injury warrants, the child should be taken to a doctor immediately or a hospital emergency room.
  - d. Accident report form, in duplicate, should be filed with the principal on the same day.

**Reference: Policy EBBA**

### **School Property**

It is the policy of the Board of Education to keep all school facilities in the best possible repair. Teachers shall supervise the use of school property in their rooms and shall report the misuse of any school equipment or property at once. They shall maintain inventory of all supplies, textbooks, equipment, technology devices, furniture and any other instructional resources, and make such reports as are requested by the administration.

**\*\*Replacement badges will cost \$5 each**

### **Records and Reports**

Records and reports that are the responsibility of the individual teacher should be handled promptly and accurately. Teacher grade books are property of the Jennings School District and shall become part of the school permanent record. Any health related communications received by individual teachers should be immediately forwarded to the school nurse.

### **Student Discipline**

The Board of Education has the legal authority to make all needed policies, rules and regulations for organizing and governing the school district. This includes the power to suspend one hundred eighty (180) school days or more, or expel a student for conduct which is prejudicial to good order and discipline in the schools or impairs the morale or good conduct of the students.

The superintendent may suspend a student for up to one hundred eighty (180) school days.

Building principals are responsible for the development of rules and regulations regarding student conduct needed to maintain proper behavior in schools under their supervision. Principals, subject to appropriate due process procedures, may summarily suspend any student for up to ten (10) school days for violation of these policies, rules and regulations.

Teachers shall have the authority to make and enforce necessary rules for the internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom.

***Reference: Policies JG and JG-R, Policy JGA, Policy JGB, Policy JGD, Policy JGE, and Policy JGF***

# **SUPPORT STAFF**

# SUPPORT STAFF

## **Classification of Employees**

### **Exempt**

Exempt employees are classified as professionals under the provisions of the Fair Labor Standards Act. These employees are not eligible for overtime pay or compensatory hours.

Exempt employees may be compensated for additional duties, if and only if it occurs outside the work calendar approved by the district.

### **Non-Exempt**

Non-exempt employees are compensated hourly. These employees are eligible for overtime pay or compensatory hours, if they physically work 40 hours or more in a work week.

## **Work Schedules**

The work week is from Sunday –Saturday. The work day for support staff will be prescribed by the superintendent or designee in consultation with principals and/or supervisors. Any deviation from the prescribed work day must be approved by the principal or supervisor. Support Staff calendars indicate all paid and unpaid work days for the current school year.

All facilities staff must report on inclement weather days which include weekends or holidays unless otherwise notified by the director of facilities. Should the inclement weather day fall on a weekend or holiday, staff will be compensated according to district procedures.

## **Probationary Period (Facilities Staff Only)**

Newly hired staff will complete a 60-day probationary period beginning their official date of hire. After the completing of the 60-day period, staff will eligible for district paid benefits.

## **Time Sheets**

Time sheets must be signed by the employee's supervisor and submitted according to the pay period calendar. Any time sheet received after the specified date will be paid on the next scheduled payroll.

## **Overtime Pay and Compensatory (Comp) Time**

Overtime will be compensated when an employee physically works more than 40 hours in a work week. All overtime must be preapproved by principal/supervisor prior to being worked. Overtime will be paid at time and a half of the employee's hourly rate. The employee may select to be awarded compensatory (comp) hours instead of overtime pay. Employee must choose only one option; time cannot be split between overtime and compensatory hours. Should the employee elect to receive compensatory time, it will be rewarded as one and one-half days.

Compensatory time must be taken prior to the start of a new fiscal year. An employee may only accrue up to 15 hours of compensatory time in a given pay period. All other hours worked will be automatically paid in overtime. An employee's compensatory balance cannot exceed 40 hours in a given school year. Compensatory time will not be accrued during the final month of the fiscal year. Any remaining overtime unused will be paid out in overtime by June 30<sup>th</sup>.

**Evaluation**

The evaluation system will identify performance areas and provide direction for maintaining and improving skills. Each administrator and/or supervisor will evaluate support staff members on a yearly basis.

### **Transfers/Reassignments**

The district reserves the right to make employee transfers and/or reassignments in order to meet the requirements of operating the schools most efficiently.

### **Disciplinary Action/Termination with District**

Employees shall be subject to termination with the district and lose all rights to accumulated benefits except vacation earned if:

1. They resign their position with the district.
2. They are physically and/or mentally unable to perform their duties.
3. They are discharged for cause by the district due to the violation of district policies and/or other district rules and regulations including those in this handbook.

### **Causes for Disciplinary Action and/or Termination**

The operation of the school program and/or the safety and convenience of a great many personnel may be jeopardized by the acts of employees. Therefore, restrictions must be placed on employees for the good of the entire group. Violations of district and/or handbook policies may be sufficient grounds for reprimand, disciplinary action, and/or termination.

1. Failure to report to work, excessive absenteeism, or excessive tardiness
2. Abusing, defacing, misusing, or destroying district property, including tools and equipment.
3. Unauthorized operation of machines, tools, and equipment.
4. Improper or unauthorized operation of motor driven school vehicles.
5. Poor workmanship or unsatisfactory performance.
6. Walking off the job.
7. Refusal or failure to do work assignment or to obey orders of supervisor.
8. Falsification of personnel or other records.
9. Unauthorized possession of weapon(s) on district premises at any time.
10. Unauthorized removal of district property or records from premises.
11. Theft or misappropriation of property from fellow employees of the district.
12. Sabotage.
13. Threatening, intimidating, coercing, or interfering with employees of the district.
14. Making false, vicious, or malicious statements concerning other employees, supervisors, or the district.
15. Fighting on the premises at any time.
16. Possession, consumption, or reporting to work under the influence of a mind altering substance.
17. Disregarding safety rules or common safety practices.
18. Participating in gambling, lottery, or other games of chance on district premises.
19. Unauthorized distribution of literature, written or printed, on district premises.
20. Immoral conduct or indecency including abusive language, foul language, or sexual harassment.
21. Other acts unbecoming of a school district employee.
22. Rule infractions subject to immediate termination.

***Reference: Policy GDPD***

# APPENDIX

## **Technology Usage- Policy EHB**

### **Mission**

The mission of the district's technology will be to provide guidance and resources that help enrich instructional effectiveness and improve student instructional performance by determining the appropriate computer hardware necessary. Effective technology integration is a slow process that requires a great deal of planning and forethought. The ultimate goal is to enable the instructional practices. In addition, administrative use of technology should increase the effectiveness of communication, data management and information exchange.

### **General**

The Jennings School District recognizes the value of computer and other electronic resources to improve student learning and enhance the administration and operation of its schools. To this end, the Jennings School District Board of Education encourages the responsible use of computers; computer networks, including the Internet; and other electronic resources in support of the mission and goals of the Jennings School District and its schools.

Because the Internet is an unregulated, worldwide vehicle for communication, information available to staff and students is impossible to control. Therefore, the Jennings School District Board of Education adopts this policy governing the voluntary use of electronic resources and the Internet in order to provide guidance to individuals and groups obtaining access to these resources on district-owned equipment or through Jennings School District's affiliated organizations.

Because technology changes rapidly and employees and students need immediate guidance, the superintendent or designee is directed to create procedures to implement this policy and to regularly review those procedures to ensure they are current.

### **Definitions**

For the purposes of this policy and related procedures and forms, the following terms are defined:

*Technology Resources* – Technologies, devices and services used to access, process, store or communicate information. This definition includes, but is not limited to: computers; modems; printers; scanners; fax machines and transmissions; telephonic equipment; mobile phones; audio-visual equipment; Internet; electronic mail (e-mail); electronic communications devices and services, including wireless access; multi-media resources; hardware; and software. Technology resources may include technologies, devices and services provided to the district by a third party.

*User* – Any person who is permitted by the district to utilize any portion of the district's technology resources including, but not limited to, students, employees, School Board members and agents of the school district.

*User Identification (ID)* – Any identifier that would allow a user access to the district's technology resources or to any program including, but not limited to, e-mail and Internet access.

*Password* – A unique word, phrase or combination of alphabetic, numeric and non-alphanumeric characters used to authenticate a user ID as belonging to a user.

### **Authorized Users**

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent

to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

Use of the district's technology resources is a privilege, not a right. No potential user will be given an ID, password or other access to district technology if he or she is considered a security risk by the superintendent or designee.

### **User Privacy**

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources including, but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorize users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or their designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

### **Technology Administration**

Administrators of district technology may monitor the use of district technology resources and the online activity of users. This may include real-time monitoring of network activity and/or maintaining a log of Internet activity for later review. Administrators of district technology resources may suspend access to and/or availability of the district's technology resources to diagnose and investigate network problems or potential violations of the law or district policies and procedures. The administrator may permanently remove a person's access to district technology, including access to the network, upon authorization of the superintendent or designee. All district technology resources are considered district property. The district may remove, change or exchange hardware or other technology between buildings, classrooms or users at any time without prior notice. Authorized district personnel may install or remove programs or information, install equipment, upgrade any system or enter any system at any time.

District technology administrators are directed to provide guidelines and make reasonable efforts to train staff and students in acceptable use and policies governing online communications.

### **Content Filtering and Monitoring**

The district will monitor the online activities of minors and operate a technology protection measure ("content filter") on the network and all district technology with Internet access, as required by law. In accordance with law, the content filter will be used to protect against access to visual depictions that are obscene or harmful to minors or are child pornography. Content filters are not foolproof, and the district cannot guarantee that users will never be able to access offensive materials using district equipment. Evading or disabling, or attempting to evade or disable, a content filter installed by the district is prohibited.

The superintendent, designee or the district's technology administrator may fully or partially disable the district's content filter to enable access for an adult for bona fide research or other lawful purposes. In making decisions to fully or partially disable the district's content filter, the administrator shall consider whether the use will serve a legitimate educational purpose or otherwise benefit the district.

### **Online Safety, Security and Confidentiality**

In addition to the use of a content filter, the district will take measures to prevent minors from using district technology to access inappropriate matter or materials harmful to minors on the Internet. Such measures shall include, but are not limited to, supervising and monitoring student technology use, careful planning when using technology in the curriculum, and instruction on appropriate materials. The superintendent, designee and/or the

district's technology administrator will develop procedures to provide users guidance on which materials and uses are inappropriate, including network etiquette guidelines.

All minor students will be instructed on safety and security issues, including instruction on the dangers of sharing personal information about themselves or others when using e-mail, social media, chat rooms or other forms of direct electronic communication. Instruction will also address cyberbullying awareness and response and appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms.

This instruction will occur in the district's computer courses, courses in which students are introduced to the computer and the Internet, or courses that use the Internet in instruction. Students are required to follow all district rules when using district technology resources and are prohibited from sharing personal information online unless authorized by the district.

All district employees must abide by state and federal law and Board policies and procedures when using district technology resources to communicate information about personally identifiable students to prevent unlawful disclosure of student information or records.

All users are prohibited from using district technology to gain unauthorized access to a technology system or information; connect to other systems in evasion of the physical limitations of the remote system; copy district files without authorization; interfere with the ability of others to utilize technology; secure a higher level of privilege without authorization; introduce computer viruses, hacking tools, or other disruptive/destructive programs onto district technology; or evade or disable a content filter.

#### **Closed Forum**

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage will provide information about the school district, but will not be used as an open forum.

All expressive activities involving district technology resources that students, parents/guardians and members of the public might reasonably perceive to bear the imprimatur of the district and that are designed to impart particular publications. All curricular publications are subject to reasonable prior restraint, editing and deletion on behalf of the school district for legitimate pedagogical reasons. All other expressive activities involving the district's technology are subject to reasonable prior restraint and subject matter restrictions as allowed by law and Board policies.

#### **Records Retention**

Trained personnel shall establish a retention schedule for the regular archiving or deletion of data stored on district technology resources. The retention schedule must comply with the *Public School District Records Retention Manual* as well as the *General Records Retention Manual* published by the Missouri Secretary of State.

In the case of pending or threatened litigation, records will be maintained on the district server for a period of time as directed by the district's attorney.

#### **Use of Property**

All users will use the district's property as it was intended. Technology or technology hardware will not be lifted, moved or relocated without permission of the Technology Department. All users will be held accountable for any damage they cause to district technology resources.

## **Media Consent**

From time to time representatives of the news media or the district's own public relations division are invited to schools to cover events. When this occurs there is a possibility you, the employee may be photographed, videotaped, interviewed for a news story or district advertisement.

## **Laptop/Mobile Devices**

The following agreement is for the protection of all district staff regarding the use of district laptop computers/mobile devices.

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources.

All district technology resources are considered district property. The district may maintain or improve technology resources at any time. The district may remove, change or exchange hardware or other technology between buildings, classrooms, employees, students or any other user at any time without prior notice. Authorized district personnel may load or delete new programs or information, install new equipment, upgrade any system or enter any system to correct problems at any time.

The district may examine all information stored on district technology resources at any time. The district may monitor employee and students technology usage. Electronic communications, all data stored on the district's technology resources and downloaded material, including files deleted from a user's account, may be intercepted, accessed or searched by district administrators or designees at any time.

District staff members are permitted to:

1. Take the laptop computer/electronic device home after school hours - evenings, weekends, and vacations, including summer vacation.
2. Install software pertinent to his/her curriculum/job responsibilities or for evaluation as part of a site-based software review committee. Users must present proof of license on any third-party software.

District staff members are encouraged to:

1. Store documents on Google Drive or in their personal space on the building server.
2. Use the laptop computers/mobile devices to support their educational growth while enrolled in district approved workshops, training or coursework.
3. Enroll in district approved technology related training or workshops to enhance their skills.

District staff members must:

1. Attend any and all district required training.
2. Keep the laptop computer/electronic device in a locked location at all times when not in use.
3. Report repair needs immediately to the building principal or most immediate administrator and have a Technology Service Request form completed and signed by their building principal or administrator.
4. Report the loss or theft of a district laptop computer/electronic device and the pertinent inventory information immediately to their building principal or supervisor.
5. Use the laptop computers/mobile devices to support instruction in their classroom and integrate technology into teaching and learning or in completion of their job responsibilities.

6. Have or obtain adequate homeowner's or renter's liability insurance policies or have the financial means that will cover damage or loss of the laptop computers/mobile devices. District staff members will be responsible for any deductible incurred as a result of damage or loss of the laptop computer/electronic device.
7. District staff members are prohibited from:
  1. Allowing students to use the laptop computers/mobile devices unless under direct supervision by district staff members.
  2. Downloading information or files that are not related to classroom instruction or job responsibilities.

Use of the district's technology resources is a privilege, not a right. A user's privileges may be suspended pending an investigation concerning use of the district's technology resources. Any violation of district policies, regulations or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges.

The administration may use disciplinary measures to enforce district policies, regulations and procedures. Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's policies, regulations and procedures. Any attempted violation of district policies, regulations or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation.

NOTE: District staff members are expected to exercise reasonable care and security for the laptop computers/mobile devices. If a district staff member is negligent in the care or use of the laptop computer/electronic device and the laptop computer/electronic device is damaged as a result of such negligence, the district staff member will be liable for the repair or replacement of the laptop computer/electronic device. Likewise, if a district staff member is negligent and as a result of such negligence the laptop computer/electronic device is lost or stolen, the district staff member will be liable for its replacement cost. A district staff member will also be liable for damage to or loss of the laptop computer/electronic device due to intentionally reckless use or security of the laptop computer/electronic device. Lost or stolen laptop computers/mobile devices due to negligence will not be replaced with district funds.



## Jennings School District Employee Handbook Signature Page

Employee Name	
Building/Department:	Position:
<b>CHECKLIST</b>	
<input type="checkbox"/> Employee Handbook <p>As an employee of the Jennings School District, I have received, read and understand that it is my responsibility to read and comply with the policies and procedures within this handbook and any revisions made to it.</p>	
<input type="checkbox"/> Technology Usage Policy <p>I have received, understand and will abide by the Technology Usage policy EHB when using computer and other electronic resources owned, leased or operated by the Jennings School District. I further understand that any violation of these provisions is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, disciplinary action may be taken, and/or appropriate legal action may be initiated.</p>	
<input type="checkbox"/> Media Consent <p>I have received, read and understand that I may be photographed or videotaped for media and advertisement purposes of the Jennings School District.</p>	
<input type="checkbox"/> Annual Sexual Misconduct Video Date viewing completed _____, 20_	
Employee Printed Name _____	
Employee Signature _____	Date _____, 20__

**One copy for building/department files and original sent to Personnel Services.**