

Raytown C-2  
School District  
Handbook  
2018-2019



**RAYTOWN  
QUALITY  
SCHOOLS**  
Expect the Exceptional

Human Resources Department  
6608 Raytown Road  
Raytown, MO 64133

Phone No. 816-268-7000  
Fax No. 816-268-7009

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## FORWARD

The intent of this handbook is to provide information for all Raytown employees. This handbook will help with questions and pave the way for a successful year. Not all district policies and procedures are included, and those that are included have been summarized.

This handbook is neither a contract nor a substitute for the official district policy manual. It is not intended to, and it does not, alter the at-will status of noncontract employees in any way. Rather, it is a guide to and a brief explanation of district policies and procedures related to employment. The policies stated in this handbook are reviewed and revised as needed by the Office of Human Resources. They can change at any time and will be incorporated in the handbook on a continuing basis (when they become effective as approved by the Raytown Board of Education). These changes shall supersede any handbook provisions that are not compatible with the change. Although it is expected that this handbook will align with the district policies, to the extent any discrepancy is identified, the district policies are prevailing. To the extent this handbook varies from any other District handbook created by a specific school, department, or other Raytown school district entity, this handbook and district policies are prevailing. If you have any questions, please feel free to contact the Office of Human Resources.

Corrections or suggested clarifications are welcome and should be submitted in writing to the Office of Human Resources. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the Office of Human Resources. District policies can be accessed on line at [www.raytownschools.org](http://www.raytownschools.org). Click on policies under District Info.

# **DISTRICT ORGANIZATION**

## **Mission**

Raytown Quality Schools: A unified learning community leading individuals to achieve the exceptional.

## **Goals**

Based upon the guiding principle that we put children first in all we do, the Raytown Quality Schools Board of Education hereby adopts the following goals for the 2018-2019 school year:

1. Meet or exceed student academic growth performance goals equivalent to full accreditation status using both state and district assessment measures.
2. Ensure that the school community is welcomed and valued as an integral part of our district by creating a culture that says “You are welcome, you are important to us, and we want to work with you to educate your children.”
3. Utilize established hiring guidelines and best practices to continue to attract and retain staff for an effective, high quality educational environment.
4. Achieve a minimum of 20 percent minority certificated new hires for the Raytown Quality Schools staff for the 2018-2019 school year.
5. Provide salary and compensation package for effective staff that is within the upper 50 percent of the districts in the metropolitan area.
6. Assure that all children and staff are in a safe environment through the continued maintenance and review of the district’s crisis/disaster plans and the continued cooperation of various outside agencies.
7. Support the implementation of the approved two-year technology plan for effective classroom delivery including the use of virtual technology and social networking.
8. Expand district preschool education to include the educational needs of students from birth to age four.

# RAYTOWN C-2 SCHOOL DISTRICT BOARD OF EDUCATION

- Dr. Kristie Collins ..... President
- Mr. Terry E. Landers ..... Vice-President
- Ms. Beth Plank..... Member
- Dr. Pam Arlund..... Member
- Mr. Rick Moore ..... Member
- Mrs. Bobbie Saulsberry ..... Member
- Ms. Amy Tittle..... Member
- Dr. Allan Markley..... Superintendent of Schools
- Mrs. Rachel Johnston..... Secretary to the Board

## CENTRAL OFFICE ADMINISTRATION

Dr. Allan Markley.....Superintendent of Schools  
Dr. Steve Shelton ..... Associate Superintendent of Operations  
Dr. Brian Huff..... Associate Superintendent of Curriculum and Instruction  
Mrs. Kim Bielawski .....Assistant Superintendent of Instructional Leadership  
Dr. Anthony Moore.....Assistant Superintendent of Instructional Leadership  
Dr. Travis Hux .....Assistant Superintendent of Support Services  
Dr. Marlene DeVilbiss .....Assistant Superintendent of Human Resources  
Mr. Josh Hustad .....Director of Facility Operations  
Mrs. Tonya Crompton..... Director of Great Expectations Before and After School Care  
Ms. Shirley Earley ..... Director of Administrative Services/Residency  
Mr. Randy Thomas ..... Director of District Athletics/Activities  
Mr. Kevin Easley .....Director of Transportation  
Dr. Andrea Mixon.....Director of Curriculum and Instruction  
Mrs. Melissa Tebbenkamp..... Director of Instructional Technology  
Mr. Tim Young.....Director of Food Services  
Mr. Rob Brockschink..... Director of Fitness Center



## ELEMENTARY SCHOOLS

### **Blue Ridge Elementary (Grades K-5)**

6410 Blue Ridge Boulevard  
Raytown, MO 64133-4827  
Mrs. Danielle Miles, Principal  
816-268-7200

### **Norfleet Elementary (Grades K-5)**

6140 Norfleet Road  
Kansas City, MO 64133-4529  
Mrs. Lori Kang, Principal  
816-268-7240

### **Eastwood Hills Elementary (Grades K-5)**

5290 Sycamore  
Kansas City, MO 64129-2365  
Mrs. Amanda Coleman, Principal  
816-268-7210

### **Robinson Elementary (Grades K-5)**

6707 Woodson Road  
Kansas City, MO 64133-6101  
Mrs. Jamie Washington, Principal  
816-268-7260

### **Fleetridge Elementary (Grades K-5)**

13001 E 55<sup>th</sup> Street  
Kansas City, MO 64133-3101  
Mrs. Stephanie Vickers, Principal  
816-268-7220

### **Southwood Elementary (Grades K-5)**

8015 Raytown Road  
Raytown, MO 64138-2106  
Dr. Catherine Miller, Principal  
816-268-7280

### **Laurel Hills Elementary (Grades K-5)**

5401 Lane  
Raytown, MO 64133-2740  
Dr. Suzanne Brennaman, Principal  
816-268-7230

### **Spring Valley Elementary (Grades K-5)**

8838 E 83<sup>rd</sup> Street  
Raytown, MO 64138-3167  
Dr. Judith Jordan Campbell, Principal  
816-268-7270

### **Little Blue Elementary (Grades K-5)**

13900 E 61<sup>st</sup> Street  
Kansas City, MO 64133-4529  
Dr. Julie Schmidli, Principal  
816-268-7740

### **Westridge Elementary (Grades K-5)**

8500 E 77<sup>th</sup> Street  
Kansas City, MO 64138-1207  
Mr. Matt Jones, Principal  
816-268-7290

## MIDDLE SCHOOLS

### **Raytown Middle (Grades 6-8)**

4900 Pittman Road  
Kansas City, MO 64133-2259  
Dr. Georgetta May, Principal  
816-268-7360

### **Raytown South Middle (Grades 6-8)**

8401 E 83<sup>rd</sup> Street  
Raytown, MO 64138-3006  
Mr. Carl Calcara, Principal  
816-268-7380

### **Raytown Central Middle (Grades 6-8)**

10601 E 59<sup>th</sup> Street  
Raytown, MO 64133-3429  
Dr. Jaime Sadich, Principal  
816-268-7400

## HIGH SCHOOLS

### **Raytown High (Grades 9-12)**

6019 Blue Ridge Boulevard  
Raytown, MO 64133-3934  
Dr. Chad Bruton, Principal  
816-268-7300

### **Raytown South High (Grades 9-12)**

8211 Sterling Avenue  
Raytown, MO 64138-2647  
Dr. Kevin Overfelt, Principal  
816-268-7330

## **SPECIAL PROGRAM SCHOOLS**

**Northwood School (Grades K-12)**

4400 Sterling Avenue  
Kansas City, MO 64133-1855  
Mrs. Marybeth Sprecher, Principal  
816-268-7250

**Three Trails Preschool (PK)**

8812 Gregory E Boulevard  
Raytown, MO 64133  
Mrs. Tara Baker, Principal  
816-268-7145

**Raytown Success Academy (Grades 1-12)**

9020 E 51 Terrace,  
Kansas City, MO 64133  
Mrs. Lori Forte, Principal  
816-268-7180

**New Trails Early Learning Center (PK)**

6325 Hunter Avenue  
Raytown, MO 64133-3429  
Mrs. Donna Denney, Director  
816-268-7430

**Herndon Career Center (Grades 11-12)**

11501 E 350 Highway  
Raytown, MO 64138-2695  
Dr. Cheryl Reichert, Principal  
816-268-7140

## SCHOOL DISTRICT CALENDAR

For district calendars, login to the District's [www.raytownschools.org](http://www.raytownschools.org) and click on Calendars.

## LEGAL NOTICES

### 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.

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

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures and law.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. The employee must make such notification to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the superintendent or designee receives such

notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

The district will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the district will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

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

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

Board Policy GBEB A

### **Tobacco-Free District (Tobacco or Tobacco Products)**

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 individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students who possess or use tobacco products on district grounds, district transportation or at district activities will be disciplined in accordance with Board policy.

Board Policy AH

## Equal Opportunity Employment

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer. The Board designated compliance coordinator is the Director of Administrative Services, 816-268-7000.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

Board Policy AC

## Employee Assistance Program

The Employee Assistance Program provides the employee and his/her family FREE professional consultation and short-term assistance that can help to identify problems, discuss possible solutions and, if necessary, refer you to a helping resource that is specifically suited to your situation.

The EAP is voluntary and strictly confidential. When the employee or family member feels that help is needed, simply call for an appointment. The EAP is a benefit provided by an independent organization. Neither the employer nor co-workers will know the employee sought help. Code is: **Raytown SD.**

New Directions Employee Assistance Program (EAP)  
913-982-8398 General Line  
800-624-5544  
[www.ndbh.com](http://www.ndbh.com)

## Evaluations

To assure high quality professional staff performance, and to advance the instructional programs of the Raytown C-2 School District, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs. The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

Classified employees are evaluated with a classified employee's appraisal form based on their job functions.

## **HIPAA – Health Insurance Portability and Accountability Act**

As part of the implementation of the Health Insurance Portability and Accountability Act of 1996 (“HIPAA”), the Department of Health and Human Services (“HHS”) has adopted standards for protecting personal health information. These regulations address the security and privacy of health data. The regulations set forth comprehensive compliance requirements that will affect both the provision of health benefits to employees and health-related services provided by school systems to their students, for which the school systems are reimbursed by Medicaid.

## **Discrimination and Harassment**

### *Anti-Discrimination Law Compliance*

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

Marital, maternal or paternal status shall not affect the rights and privileges of district students to receive an education. Those students are eligible to participate in all activities and receive all honors the same as any other students enrolled in the school district.

### *Collateral Prohibitions*

As part of this obligation, the Board is also prohibited from, and declares a policy against:

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



### ***Compliance Officer Appointment***

To ensure that these obligations are met, the Board designates the following individual to act as the district's nondiscrimination laws compliance coordinator, who shall also be the appointee for all laws specifically mandating such an appointment, and who shall have the duty of keeping the superintendent informed of the state of compliance with this policy district-wide:

Compliance Officer/Director of Administrative Services  
10750 E State Route 350, Raytown, MO 64138  
Phone: 816-268-7000/Fax: 816-268-7029

### ***Reporting Complaints***

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance officer. Any employee of the district or member of the Board of Education who becomes apprised of a possible violation of this policy must report the matter to the officer. In the event the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to: Assistant Superintendent of Human Resources, 6608 Raytown Road, Raytown, MO 64133-5265, Phone: 816-268-7000/Fax: 816-268-7029, who will assume the officer's duties for the purpose of that complaint.

### ***Grievance Procedure and Resolution of Complaints***

The administration will establish an effective grievance procedure and take any other actions necessary to carry out this policy, with due regard for the substantive and procedural rights of all parties concerned.

### ***Confidentiality and Records***

To the extent permitted by law, any public record held by this school district that is generated or received pursuant to this policy shall be closed and available only to the Board acting as a quorum, a committee appointed by the Board to carry out this policy on a permanent or ad hoc basis, the compliance officer and other administrators whose duties require access to the record in order to carry out this policy. Such persons may share access, on an individual basis, to such records with complainants or participants in a grievance or other resolution; only to the extent such disclosure promotes the purposes of this policy and is not prohibited by FERPA or any other law. Certain other limited disclosures may be required when material in the records is integral to an action affecting a constitutionally recognized property or liberty interest.

***Public Notice and Dissemination***

A copy of this policy will be posted in a public area of each building used for instruction and/or administrative offices. A copy of this policy will also be distributed annually to employees, parents or guardians, and students. The administration is directed to further publicize this policy and provide for such training or instruction as necessary to ensure district-wide compliance with anti-discrimination laws, including instruction in recognizing behavior indicative of a violation of this policy.

***Limitations***

Nothing in this policy shall be construed as creating a cause of action. Neither the proscriptions of, nor actions taken under, this policy shall on that basis stop the Board from fully arguing for or against the existence of any fact and the scope or meaning of any law in any forum.

Board Policy AC

# PROFESSIONAL AND PERSONAL CONDUCT

## 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, and 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, which shall include the timely response to phone calls and e-mails as shall be set forth in administrative procedure.
3. All communications with students shall be professional, appropriate and in accordance with state law. This includes electronic forms of communications such as email, texts, social media and other user-generated media, as well as conferencing with students.
4. Keep current on developments affecting the employee's area of expertise or position.
5. Transact all official business with the appropriate designated authority in the district in a timely manner.
6. 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.
7. Care for, properly use and protect school property.
8. Attend all required staff meetings called by district administration, unless excused.
9. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
10. 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.
11. 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.

12. Obey all safety rules, including rules protecting the safety and welfare of students.
13. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
14. Refrain from using profanity.
15. Dress professionally and in a manner that will not interfere with the educational environment.
16. 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.
17. 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.
18. 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.
19. 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.
20. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
21. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

Board Policy GBCB

## **Staff Conduct – Staff Dress Code**

The Board of Education expects that each professional and support staff member shall dress professionally and in a manner that will not interfere with the educational environment. District staff are involved in the profession of education, and should strive for a level of dress consistent with the position and type of work the staff member performs. Although "good taste" is often a matter of individual opinion, each staff member should dress to convey a professional image of the school district to all members of the community. Recognizing that there is a range of appropriate and professional dress for educational staff, the following guidelines will assist staff and administrators in determining appropriateness:

1. Clothing and footwear should be clean and in good condition.
2. Clothing should not attract inappropriate attention to the staff member, i.e., clothing that is too tight, too loose and/or too revealing.
3. Logos, designs and other writing on clothing should be appropriate to the school setting, i.e., no advertising for alcohol, tobacco, drugs; not sexually suggestive or provocative.
4. Footwear that is professional and deemed appropriate by district administration.
5. Casual pants, slacks, skirts and collared shirts are acceptable.
6. Blue jeans may be worn as approved by the district administration.
7. Spaghetti straps; short shorts; low riding pants; shirts, blouses and dresses that do not cover the front, back, waist or midriff are not acceptable.
8. Jewelry affixed to the nose, tongue, cheek, lip or eyebrow is not appropriate.
9. Staff members are expected to choose the highest level of professional dress for formal occasions of interaction with parents and community members (e.g., commencement, parent-teacher conferences, and other occasions as deemed appropriate by district administrators).

The above examples, while not all inclusive, serve as a guide to appropriate attire. Exceptions for appropriate attire may differ in different school situations. Any questions should be directed to the principal who is responsible for maintaining the standard of appropriate school attire. The principal will make the final decision on the appropriateness of any staff member's attire.

The district will make reasonable accommodations for persons with disabilities or to accommodate an employee's religion in accordance with law.

Board Policy CBCB-AP

## **Staff Dispute Resolution – Conflict Resolution Procedure**

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.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or his/her designee and the employee has received responses from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

### **I. Definition**

*Complaint and/or Grievance:* An employee's assertion that he or she is adversely affected by a violation, misinterpretation or misapplication of a published district policy, procedure or regulation, or of an employee handbook, employee contract or existing law. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC and Regulation AC-R.

### **II. Exclusions**

This regulation shall not apply to complaints for which state law establishes a procedure for obtaining a Board hearing. In addition, complaints about non-renewal of a probationary teacher's contract, or about any other official Board action, shall be directed to the Board; and a hearing on the same, unless required by state law, shall be discretionary with the Board. Complaints concerning evaluations, except those which lead to a loss of pay, will be excluded.

Board Policy GBM

# DUTIES AND RESPONSIBILITIES

## Professional Development

The district will provide for professional growth through the following:

1. Establish a Professional Development Committee (PDC) that will adopt and implement a Professional Development Plan (PDP) based on the district's Comprehensive School Improvement Plan (CSIP).
2. Allocate adequate funding for professional development as required by state law.
3. Provide leave and dismissal time for approved professional growth activities.
4. Provide opportunities for advancement on the salary schedule with additional education or training in accordance with Board policy and PDC procedures.

Reimbursements for expenses related to conferences and visitations will be as approved by the superintendent in accordance with district procedures, provided that the expenses are within budget allocations.

Board Policies and Administrative Procedures GCL/GCL-AP1

### *Professional Development – Conferences and Travel*

Individuals requesting to attend a professional meeting should submit a Professional Meeting Attendance Request form for approval. The Associate Superintendent of Curriculum and Instruction must receive the form and Assessment not less than two weeks prior to the intended departing date for the meeting.

After returning from an approved meeting, the Request form, along with a completed expense form, should be returned to the Associate Superintendent's Office within twenty (20) days. Receipts verifying expenditures must accompany the forms in order for the reimbursement to be approved and processed. Failure to obtain approval for meeting attendance as stated above may result in no reimbursement for expenses plus the loss of a day's pay for each day absent from work.

Money is allocated for staff attendance and expenses at professional development meetings according to the following guidelines:

1. The exact amount of the allocation is determined by the amount available within the District's budget based on the one percent rule per annual state funds.
2. All expenses, including substitute costs, related to the staff member's travel will be charged against the building allocation.
3. Building allocations for travel related expenses are cumulative to a maximum of two times the annual allocation.
4. Mileage reimbursement will not be approved for local trips of fifty miles (round trip) or less. Travel expenses will be allotted at the rate as determined by the Board of Education per mile traveled per car driven or actual common carrier (i.e., airlines, train) expense.

Board Policy GCL-AP2



# ATTENDANCE REQUIREMENTS/ABSENCES

## School Building Time Schedules

School	Principal Arrive	Teacher Arrive	Classes Begin	School Dismissal	Teacher Dismissal	Principal Dismissal	Wednesday Early Release	Early Dismissal (½ Day)
Early Elementary	7:45am	8:15am	8:30am	3:35pm	3:50pm	4:20pm	2:05pm	11:50am
Late Elementary	8:20am	8:50am	9:05am	4:10pm	4:20pm	4:55pm	2:40pm	12:25am
Middle Schools	7:10am	7:30am	7:55am	2:58pm	3:00pm	3:43pm	1:25pm	11:10pm
High Schools	6:33am	7:00am	7:18am	2:17pm	2:30pm	3:02pm	12:45pm	10:25am
Herndon	6:55am	7:15am	7:40am 11:30am	10:10am 2:45pm	3:00pm	3:30pm	N/A	10:05am
RSA	6:30am	6:55am	7:10am	2:15pm	2:30pm	3:00pm	12:40pm	10:25am
Northwood	7:45am	8:15am	8:30am	3:30pm	3:45pm	4:15pm	2:05pm	11:50am
New Trails	8:20am	8:50am	9:05am 1:10pm	12:05pm 4:10pm	4:20pm	4:55pm	N/A	N/A
Three Trails	7:15am	7:45am	8:00am 11:30am	11:30am 3:00pm	3:15pm	3:45pm	N/A	N/A

## **Staff Absences and Tardiness**

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

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

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absence results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 3 days a month, 15 days in a semester or 25 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

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

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

## **Absence Reports**

All absences are to be entered into Absence Management, the District's substitute placement and absence management system. It is encouraged that the absence be entered prior to the day the absence is to occur. However, in the case of illness an absence should be entered before the start of employee's work day. All twelve (12) month employees will receive two (2) to three (3) weeks of vacation per year. An employee must submit a request for vacation using Absence Management. If the employee's absence disrupts district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

Board Policy GCBDA/GDBDA

## **Leave Policies and Regulations**

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time (30 hours or more per week) professional staff employees. This policy does not apply to temporary or substitute staff members unless otherwise noted.

Persons in the following types of employment are not entitled to leave benefits:

- ▶ Casual employees who work on an on-call or as-needed basis.
- ▶ Part-time employees who work less than 30 hours per week on a normal basis.
- ▶ Probationary employees who have worked less than 60 days.

Leave days are earned at the rate of one day a month, but full credit for total eligible leave days will be awarded annually at the beginning of each year, or fiscal year, July 1. Leave days will not be reinstated upon re-employment after a previous resignation or termination from the school district. All leave must be taken in 15-minute increments.

1. Paid Leave for Illness – Full-time district employees earn one day of paid leave for each month worked, but full credit for total eligible leave days will be awarded at the beginning of each school year. Professional staff employees whose assignments call for 12 months of full-time employment will receive 12 days of paid leave, those with 11 months of full-time employment will receive 11 days of paid leave, and those whose assignments call for ten months of full-time employment will receive ten days of paid leave. Unused paid leave will be cumulative to 100 paid leave days.

Absences for illness may be charged against paid leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider'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-qualifying absences, even if such absences are paid leave.
  - b. Illness, injury, incapacity, or death of a member of the immediate family. The Board defines "immediate family" to include employee's spouse, parents, children, children's spouses, father or mother-in-law, brother or sister-in-law, grandparents, grandchildren and siblings, any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver, or any other person as granted by the superintendent. (Note: "Immediate family" for FMLA purposes is defined differently by federal statute.)
  - c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent
  - d. Pregnancy, childbirth and adoption leave in accordance with this policy
2. Bereavement – Full-time employees may take up to three days per year for bereavement in the case of the death of an immediate family member. These days are in addition to the days provided for sickness and personal business. These days do not carry over to the next year if not used. If the employee needs more than three days, he or she may use Paid Leave for Illness with permission of direct supervisor. The Board defines "immediate family" to include employee's spouse, parents, children, children's spouses, father or mother-in-law, brother- or sister-in-law, grandparents, grandchildren and siblings, any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver, or any other person as granted by the superintendent. (Note: "Immediate family" for FMLA purposes is defined differently by federal statute.)
  3. Personal Business Days – Full-time employees may designate up to four days earned each year as personal business days (PBDs). No more than two personal business days may be taken consecutively. If an employee has a critical event that requires more than two consecutive personal business days, he or she must request permission with an explanation to the human resources assistant superintendent at least one calendar week prior to the first requested absences.

Permission will be granted only for events that are deemed critical. Vacations are not considered critical. Whenever possible, it is expected that requests for one or two consecutive PBDs will be made in writing to the designated administrator at least 48 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request.

The following conditions apply to PBDs:

- Only four leave days per year may be designated as PBDs.
- Only two PBDs may be used consecutively. If the employee would like to use three to four PBDs consecutively, the employee must request permission from the assistant superintendent of human resources at least one calendar week prior to the first absence. Permission will only be given for critical events such as the wedding of an immediate family member taking place out of state or a "once in a lifetime" event. Documentation will be required to substantiate the critical event. Permission will not be given for vacations.
- The following times are ineligible for employees to use PBDs:
  - Any day preceding or following a holiday or vacation period
  - The contract days preceding the first day of school (This includes evening events such as "Meet the Teacher" night.)
  - The first or last week of school
  - Royals Opening Day
  - St. Patrick's Day
  - Parent/Teacher Conferences (Employees that work these conferences may take up to three hours to attend their children's conferences with permission from their immediate supervisor. Employees are responsible for scheduling a conference to accommodate their absence.)
- If an employee is absent on an ineligible day, he or she will not be paid unless:
  - The employee contacted his or her supervisor and the human resources director prior to or the morning of the absent day with a personal illness, illness of a child, or death of an immediate family member. The supervisor or human resources director may require the employee to present documentation of the illness or death.
  - The employee obtained permission from the director of human resources at least one calendar week before the ineligible day with an explanation of a critical event such as a family wedding or graduation and was granted permission. Documentation will be

required to substantiate the critical event. Permission to be absent on ineligible days will not be granted for vacation.

If an employee chooses to be absent on an ineligible day without illness or permission, he or she will not be paid for that day.

Twelve-month employees that have vacation may take vacation days on ineligible days. However, the employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use or earn paid leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Any certificated employee who is a member of a retirement system shall remain a member during any period of leave under paid 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.

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 superintendent, or otherwise authorized 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.
3. Is for a reason authorized by Board policy but exceeds three (3) days a month, 15 days in a semester or 25 days per school year.

The employee's salary will be docked if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, even if the absence or tardiness is authorized by the Board or the superintendent. No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board policy GBBDA). The district may require an employee to provide the district verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health. This policy does not apply to temporary or substitute staff members unless otherwise noted. The following leaves **with pay** will be provided to full-time support staff employees (30 hours or more per week). Persons in the following types of employment are not entitled to leave benefits:

1. Casual employees who work on an on-call or as-needed basis.
2. Part-time employees who work less than 30 hours per week on a normal basis.
3. Probationary employees who have worked less than 60 days.

Leave days are earned at the rate of one day a month, but full credit for total eligible leave days will be awarded annually at the beginning of each year, or fiscal year, July 1. Leave days will not be reinstated upon re-employment after a previous resignation or termination from the school district. All leave must be taken in 15-minute increments.

### ***Illness Days Buy-Back***

Upon retirement from the district or upon death while a current employee but eligible for retirement from the district, employees are eligible for remuneration for all appropriate accumulated paid leave up to the maximum amount allowed by this policy. Support staff employees' remuneration for accumulated leave upon retirement shall be at the rate of 25% of their daily rate of pay. The daily rate of pay is formulated upon the employee's base pay without extra duty compensation.

### ***Vacation***

All support staff employed on a 12-month basis will receive paid vacation days each year, the number of which will depend on their years of service in the district. Employees with up to ten completed years of service to the district will receive ten days of vacation per year, accrued at a rate of .8334 days per month or partial month worked. Unused vacation days for these employees will be cumulative to a maximum of 20 vacation days as of December 31 each fiscal year, meaning that the employees must use the excess days before January 1 or they will lose any days accumulated over 20.

Beginning with their eleventh year of employment with the district, employees will receive 15 days of vacation per year, accrued at a rate of 1.2500 days per month or partial month worked. Unused vacation days for these employees will be cumulative to a maximum of 30 vacation days as of December 31 each fiscal year, meaning that the employees must use the excess days before January 1 or they will lose any days accumulated over 30.

All previous years of full-time service in the district will be considered in determining the rate of vacation days earned. Part-time years of service will be prorated to full-time equivalency for the purposes of calculating vacation time.

Employees must submit a vacation request using Absence Management. The supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation if the absence causes a disruption in service.

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

### ***Vacation Buy-Back***

Upon separation or retirement from the district, employees are eligible for remuneration for all accumulated vacation. Support staff employees' remuneration for vacation days shall be at the daily rate of pay. Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees.

1. **Bereavement-** Full-time employees may take up to three days per year due to death of an immediate family member. These days are in addition to the days provided for sickness and personal business. These days do not carry over to the next year if not used. If the employee needs more than three days, he or she may use PBDs or Illness with permission of direct supervisor. See board policy for definition of "immediate family". (GCBDA/GCBDB)
2. **Holidays** – New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, July 4<sup>th</sup>, Labor Day, Thanksgiving Day and Christmas Day.  
The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
3. **Professional Leave** – Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee and arranged well in advance.



4. **Military Leave** – The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.
5. **Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.
6. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisor(s) will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.
7. **Jury Duty Leave** – An employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons. The employee shall present documentation of his or her jury service to the building principal or an immediate supervisor.
8. **Leave for Court Subpoena** – If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from PBDs.
9. **Firefighter Leave** – Employees will be allowed to use PBDs, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to an emergency. Employees shall make every reasonable effort to notify the principal or supervisor if

the employee may be absent from or late to work under this section. Employees are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

10. **Crime Victim Leave** – Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation, PBDs or paid leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding or participate in the preparation of the criminal proceeding.
11. **Civil Air Patrol Leave** – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotic missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotic missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.
12. **Coast Guard Auxiliary Leave** – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to 15 working days in any calendar year, but is unlimited when responding to a state or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

#### ***Authorized Absence without Pay***

When an employee desires to be absent for personal reasons not included in the Board's provisions for leaves and absences, the employee may apply for an authorized absence without pay.

To apply for an authorized absence without pay, the employee must submit a request using Absence Management stating the reasons for requesting the leave and any special circumstances that exist. The request shall be made at least two days in advance of the absence.

If approved for an authorized absence without pay, the employee's salary is deducted at his/her daily rate of pay for each day of absence. Support personnel shall be limited to five days of authorized absence without pay per school year. Absence for longer than five days must have the approval of the superintendent or designee.

Absence without approval from the district will be treated by the Board of Education in accordance with Missouri law and Board policy regarding grounds for termination.

### ***Pregnancy, Childbirth and Adoption Leave***

This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If a 30-days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall apply up to 12 weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to 12 weeks of leave for the birth, first-year care, adoption, or foster care of a child and may use any combination of accrued paid leave, PBDs, vacation leave or unpaid leave.

Pregnant employees who need more than 12 weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

### ***Leave Under the Family and Medical Leave Act***

The following information is a basic overview of the Family and Medical Leave Act. If you have any questions regarding your eligibility or any matter related to FMLA, please contact Millie Purtle, HR Coordinator.

#### ***Basic Leave Entitlement***

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
  2. To care for the employee's child after birth, or placement for adoption or foster care;
  3. To care for the employee's spouse, son, daughter or parent, who has a serious health condition;
- or

4. For a serious health condition that makes the employee unable to perform their job.

### ***Length of Leave - All Employees***

When both spouses are employed in the District, the combined amount of leave for birth, adoption and illness of a parent is limited to sixty (60) working days. The limitation for personal illness and illness of a spouse or child is not limited if both parents are employees of the District. When the leave requested involves a birth, adoption or foster placement, the entitlement for child care ends after the child reaches the age of one (1) or twelve (12) months after the adoption or placement.

### ***End of Term Exceptions - Instructional Employees***

An instructional employee is one whose principal function is to teach. This would include teachers, athletic coaches and special education assistants or interpreters. If an instructional employee starts FMLA leave more than five (5) weeks before the end of the academic term, the District may require the employee to continue the leave until the end of the term if:

1. The leave is of at least three (3) weeks duration; and
2. The return would be during the three (3) week period before the term's end.

If an instructional employee starts FMLA leave with five (5) weeks or less before the end of the academic term, the District may require the employee to continue the leave until the end of the term if:

1. The leave will last more than two (2) weeks; and
2. The return would be during the two (2) week period before the term's end.

If an instructional employee starts FMLA leave with three (3) weeks or less before the end of the academic term, the District may require the employee to continue the leave until the end of the term if the leave will last more than five (5) working days. The End of Term exceptions will be applied with consideration of all applicable law.

### ***Job Restoration***

Employees who return from family and medical leave shall be entitled to return to his/her prior position or an equivalent position with equivalent benefits, pay and conditions of employment. The determination as to what constitutes an equivalent position shall be made on the basis of established District policies and practices. Such leaves will not impair tenure that had been previously acquired. Upon return to work, an employee who has been on leave for personal medical reasons shall provide a valid physician's certification, which attests to the employee's ability to return to duty. When an employee is not required to report for work for one (1) or more weeks, (e.g., instructional employees who do not report for work during winter/spring breaks or during the summer) such days do not count

against the employee's FMLA leave.

### ***Intermittent or Reduced Leave***

Employees cannot take leave on an intermittent or reduced leave schedule, except where medically necessary or upon approval by the Superintendent or designee.

### ***Military Family Leave Entitlements***

Eligible employees whose spouse, son, daughter or parent is on covered active duty or called to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service-member during a single 12-month period. A covered service member is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.

### ***Benefits and Protections***

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

### ***Benefits – Insurance Premiums***

Employees who are eligible for leave are entitled to the continuation of benefits during the period of the leave.

1. Employees retain coverage under the District's group medical plan

2. All health premiums currently being paid by the District will continue to be paid
3. If the employee has elected a buy-up health insurance option, the excess premium above that which the Board pays must be paid by the employee
4. If the employee is on an unpaid FMLA leave for an entire pay period

An employee who does not return to work at the end of an authorized leave may be subject to termination. If an employee fails to return to work after the period of unpaid family or medical leave has ended, the District may recover health insurance premiums paid under the group plan during the leave period, except in certain circumstances (e.g., continuing serious health condition of employee or family member needing care, or other circumstances beyond control of the employee).

The District may recover any other insurance premiums (e.g., premiums for supplemental life insurance or for dependent coverage), submitted on behalf of the employee, for which the District has not been reimbursed, either upon the employee's return to work or the employee's failure to return after unpaid family or medical leave has ended.

### ***Eligibility Requirements***

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

### ***Definition of Serious Health Condition***

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

### ***Use of Leave***

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. The District will make

reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the District's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

### ***Substitution of Paid Leave for Unpaid Leave***

Employees may choose to use, or the District may require use of, accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the District's normal paid leave policies.

**\*\* *The Raytown School District requires employees to use accrued paid leave while taking FMLA leave.***

### ***Employee Responsibilities***

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days advance notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the District's normal call-in procedures.

**\*\* *Notice should be provided to the employee's direct supervisor and to the HR Coordinator.***

Employees must provide sufficient information for the District to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave.

Employees also must inform the District if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

### ***District Responsibilities***

Upon notice, the District will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the District will provide a reason for the ineligibility. The District will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the District determines that the leave is not FMLA-protected, the District will notify the employee.

### ***Unlawful Acts by the District***

FMLA makes it unlawful for the District to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA; and
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

If you believe that the District, or any employee of the District, has engaged in any unlawful conduct, contact the Office of Human Resources immediately.

### ***Enforcement***

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the District. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

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

The foregoing regulation presents the pertinent provisions of the Family and Medical Leave Act of 1993 and complies with the requirements of the Act. If any employee desires additional information or explanation of the procedures and provisions of the Act, he/she is encouraged to seek additional information by obtaining a copy of the Act through the administrative offices or arranging a conference with the Superintendent or his/her designated assistant.

Board Policy GCBDA/GDBDA

### ***Extended Leave for Illness***

The Assistant Superintendent of Human Resources may grant extended leave with or without pay to any employee whose illness, injury or incapacity extends beyond the period of accumulated leave days and who does not meet FMLA eligibility requirements. The Assistant Superintendent of Human Resources may grant this extended leave without pay not to exceed 20 days in a school year. The Board may grant an extension of this leave. These leave days shall not carry over to the following school year. Each employee, at the request of the superintendent, may be required to provide a physician's certificate validating the reason for the prolonged absence.

If you have any questions regarding your eligibility or any matter related to FMLA or Extended Leave, contact Millie Purtle, HR Coordinator.

### ***Employees Excluded from Leave Benefits***

Casual or part-time employees who work on an on-call or as-needed basis are NOT entitled to leave benefits.

### ***Leave Accrual***

Leave days are earned at the rate of one (1) day a month, but full credit for total eligible leave days will be awarded annually at the beginning of each year, or fiscal year, July 1.

### ***Status of Leave Benefits upon Resignation or Termination***

Leave days will not be reinstated upon re-employment after a previous resignation or termination from the school district.



# REQUIREMENTS FOR EMPLOYMENT

## Substitutes

When a substitute teacher is needed, the teacher should enter the absence in the automated substitute system as early as possible. **Teachers are responsible for entering their own absences.** When the absence is for a reason that is known in advance, the teacher should notify the principal as soon as possible. Teachers should leave the following materials:

1. Daily lesson plans that are clear, meaningful and easily located.
2. An up-to-date substitute folder of materials that contains the following:
  - a. Daily schedule
  - b. Routine procedures and explanation; attendance, tardies, clinic visits, lunch count, etc.
  - c. Emergency procedures; fire, tornado, etc.
  - d. Seating charts
  - e. Discipline procedures and forms
  - f. Names of co-workers who can assist
  - g. Names of students who can assist
  - h. List of the teacher's duty assignments

## **Assignments & Transfers**

### ***Assignments***

The Board directs the superintendent to assess the professional staffing needs of the district annually and to assign professional staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. 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.

Board Policy GCI

### ***Staff Transfer***

Professional staff may request a transfer through TalentEd Recruit and Hire to a different position or building by communicating the request to the superintendent or designee. Transfer requests for the following school year must be submitted on or before February 1.

Board Policy GCI

## Contracts

As required by law, non-tenured professional staff will receive written notice on or before April 15<sup>th</sup> if they will not be re-employed for the following school year. Principals, assistant principals and other certificated employees in positions ineligible for tenure, except the superintendent, shall be notified via email to check TalentEd Records concerning re-employment on or before April 15<sup>th</sup> of the year in which the current contract expires.

Board Policy GCI

Probationary teachers will be notified via email to check TalentEd Records of the Board of Education's intent to re-employ them on or by April 15<sup>th</sup>. Teachers have fifteen (15) days upon receipt of contract to accept or reject. Acceptances or rejections will be entered into TalentEd Records.

Permanent teachers will be provided with an indefinite contract as provided by state statute. In accordance with state statute, permanent teachers who desire to terminate their contract at the end of a school term must give notice, using TalentEd Records, not later than June 1<sup>st</sup>.

RsMo 168.106/168.126

### ***Extra Duty Contracts***

Faculty members to be appointed to extra-duty positions will be recommended by the superintendent and approved by the Board. Appointees will be issued a contract for the terms of their extra-duty employment stating the particular assignment, its duration and the compensation to be paid. Professional staff members will be paid stipends that are commensurate with the demands of their specific extra-duty assignments. Most stipends will be paid on an annual or seasonal basis, although certain assignments not related to the teaching act, performed at irregular or infrequent intervals, may be paid at an hourly rate.

Board Policy GCKA

### ***Letters of Reassurance***

Letters of Reasonable Reassurance for continued employment for classified personnel are issued annually.

## **Credentials**

### ***Teaching Certificates and Transcripts***

To teach in the public schools of Missouri, the teacher must possess an appropriate and valid teaching certificate. The certificate, along with official copies of transcripts showing all college hours and degrees, must be kept on file in the Human Resources Office. Official transcripts are required for movement from one column to the next column on the salary schedule.

### ***Licenses***

Classified employees who hold a position for which a license is required must submit a copy of the valid license for their personnel file. Examples of licensed positions include: bus driver, licensed practical nurse, registered nurse, occupational therapist, physical therapist.

## **Movement on the Teachers' Salary Schedule**

### ***Compensation – General Guidelines***

Maintenance of the teachers' salary schedule is dependent on the local levy and state financial support. The teachers' salary schedule will be submitted to the Board of Education each year for approval.

At the discretion of the Superintendent and the Board, a teacher may be given an additional payment for extra work or for the assumption of extra responsibility beyond the normal expected duties.

Any change in the teacher placement must be evidenced by a change in the teacher's contract with the teacher's signature on the new contract. The Human Resources Office will be notified of the contract change after the new contract has been executed.

The salaries of special teachers will be determined by the Board upon the recommendation of the superintendent.

It is understood that this schedule is a statement of the present policy of the Board with respect to the teachers' salaries. The schedule may be revised or abandoned at any time the Board finds it advisable.

The daily rate of pay for each contract teacher shall be determined by dividing the annual salary by the number of working days of service required by the contract.

All employee absence and payroll reports are due in the school Payroll Office according to a time schedule published at the beginning of the school year. Paydays will be according to a published schedule.

A teacher's salary is paid in twelve (12) monthly installments beginning in September unless otherwise stated in the contract. Direct deposit notification will be issued by the 25<sup>th</sup> of the month or the last working day before the 25<sup>th</sup>.

Substitute teachers shall be reported the same for payroll purposes as regular teachers and shall be paid a daily rate in accordance with existing board policy.

### ***Transcripts***

On or before September 1st of each school year, teachers shall submit to the Human Resources Office official transcripts from all colleges or universities from which the employee has earned credit hours that have not been previously reported on an official transcript. This will enable the District to make salary adjustment in accordance with the adopted salary schedule and to certify the classification report to the Department of Secondary and Elementary Education.

### ***Placement on Teachers' Salary Schedule***

For initial placement on the teachers' salary schedule, teachers may be granted credit for previous teaching experience in other school districts on the basis of one (1) experience step for each year taught up to a maximum of fifteen (15) years credit.

Official verification of employment from other districts is required for placement on the teachers' salary schedule.

### ***Movement on the Teachers' Salary Schedule***

Movement on the teachers' salary schedule is dependent on the step and column (education level) of the teacher.

1. A teacher may move only one step (experience) vertically each level.
2. A teacher may move over columns (education level) based upon completion of approved graduate hours.
3. To move to any column, the teacher should send a letter or email to the Director of Human Resources requesting a move to the next appropriate column.
4. Official, sealed transcripts are required for movement from one column to the next column. Advancement to the higher salary category with the appropriate salary adjustment is dependent.
5. Advancement to the next column with the appropriate salary adjustment will begin with the pay period following the receipt of the official transcript.
6. Official placement resulting in salary and contract adjustment is effective only at the time all required materials and clarifications have been received in the Human Resources Office and not at the time course work is completed.
7. Official transcripts received after April 1 will qualify a teacher to advance to the next column at the beginning of the next school year.
8. In situations where the teacher has requested transcripts and the college or university does not supply them by the ***September 1 deadline***, the teacher may contact the Director of Human Resources regarding a time extension.

### ***Criteria for Placement of BS+16***

To be eligible for placement on the BS+16 level, it is necessary for the teacher to present to the Director of Human Resources the following:

1. A completed Teacher Salary Movement Application in TalentEd Records from the teacher stating the intent to initiate a Master's Degree.
2. A copy of the approved Master's program showing the courses needed for the degree and signed by the college advisor or department chairperson.
3. An official transcript from the college or university where the degree is sought showing all completed and accepted hours of graduate credit toward the degree. Sixteen (16) hours must have been completed and accepted toward the degree.
4. Only upon receipt of all three items; application, Master's program, official transcript, can the teacher's eligibility for placement on BS+16 be determined.
5. The intent of the BS+16 salary schedule is to provide an incentive for teachers in the District to work toward the obtainment of a Master's Degree. Graduate hours, which have been completed by a teacher but are not applicable to the Master's Degree granted by the home-base College or University, ***do not*** apply to the BS+16.
6. The Master's Degree must be obtained in the teacher's major teaching field, minor teaching field or in Guidance, Administration and Supervision, Special Education or an approved special field. (Approval from the Director of Human Resources.)

### ***Criteria for Placement on Master's Degree Level***

To be eligible for placement on the Master's level, it is necessary for the teacher to present to the Director of Human Resources the following:

1. Proof of holding a Master's Degree must be shown by providing a copy of an official transcript showing the awarding of the degree.

2. The Master's Degree must be in the teacher's major or minor teaching field or special area by approval.
3. Teachers who obtain a minimum of thirty-two (32) hours toward a Master's Degree in Guidance and Counseling will be placed on the Master's Degree level if an official transcript is presented showing the completion of thirty-two (32) hours of graduate credit toward the degree. In the event that the Master's Degree is not obtained, the teacher concerned will remain at the same salary step and will not advance on the salary schedule until the Master's Degree is granted.
4. Completing the Teacher Salary Movement application advising the Human Resources Office that the degree has been officially completed should be submitted so that the transcripts will be expected.
5. In cases where a teacher's teaching assignment has been changed for administrative reasons, thereby causing the teacher to be teaching in another teaching field in which they received their Master's Degree, the teacher will not be penalized.

### ***Criteria for Placement on MS+16***

To be eligible for placement on the MS +16 level, it is necessary for the teacher to present to the Director of Human Resources the following:

1. The intent of MS+16 on the salary schedule for teachers in the District is to encourage continued professional growth.
2. In order to be considered for placement on MS+16, the teacher must complete sixteen (16) graduate hours of credit above the Master's Degree. The course work must be taken at an accredited institution of higher learning and be selected from the teacher's present teaching field or an accepted related field such as Administration, Supervision, Curriculum, etc.
3. Transcripts showing the sixteen (16) graduate hours must be presented to the Director of Human Resources with a letter asking for evaluation, explaining the hours completed, and stating the colleges where these hours were obtained.



4. The development of a second teaching field or courses taken for additional certification in another subject area may be authorized providing prior approval is given by the Director of Human Resources.
5. Teachers who complete a Master's Degree in Guidance and Counseling that requires a minimum of forty-eight (48) graduate hours may be placed on the MS+16 level by providing an official transcript showing the awarding of the degree.

### ***Criteria for Placement on MS+32***

To be eligible for placement on the MS+32 level, it is necessary for the teacher to present to the Director of Human Resources the following:

1. In order to be considered for placement on the MS+32 level on the salary schedule, the teacher must complete thirty-two (32) graduate hours of credit above the Master's Degree. The course work must be taken at an accredited institution of higher learning and be selected from the teacher's present teaching field or an accepted related field such as Administration, Supervision, Curriculum, etc.
2. Transcripts showing the thirty-two (32) graduate hours must be presented with a letter to the Director of Human Resources asking for evaluation, explaining the hours completed and stating the colleges where these hours were obtained.
3. The development of a second teaching field or courses taken for additional certification in another subject area may be authorized providing prior approval is given by the Director of Human Resources.

### ***Criteria for Placement on the Second Advanced Degree / MS+48 Level***

To be eligible for placement on the Second Advanced Degree /MS+48 level, it is necessary for the teacher to present to the Director of Human Resources the following:

1. In order to be considered for placement on the Second Advanced Degree / MS+48 level, the teacher must complete a Second Master's, Specialist, Doctorate, or forty-eight (48) graduate hours of credit beyond the Master's degree in the teacher's major teaching field, minor teaching

field or in the area of Guidance, Administration, Supervision, or other special field approved by the Director of Human Resources.

2. The degree or graduate hours must be granted by an accredited college or university.
3. An official transcript showing receipt of a Second Master's, Specialist, Doctorate, or forty-eight (48) graduate hours must be presented, along with a letter to the Director of Human Resources for evaluation.

Board Policy and Regulation GCBA/GCBA-R

## **Resignation**

### ***Professional Staff***

The district encourages teachers to enter their notification of resignation into TalentEd Records as soon as the teacher decides not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

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 has 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.

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.

### ***Support Staff***

Any support staff member who desires to resign must submit through TalentEd Records a resignation notice. The notice should specify when the resignation is to be effective and should be submitted at least seven (7) days prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The Board need not approve the resignation.

## **Retirement Notification**

Professional staff members shall be participants in the Public School Retirement System (PSRS) of the State of Missouri or in the Public Education Employee Retirement System (PEERS) as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans.

Persons engaged by the district as independent contractors, including consultants, are not by virtue of such engagement considered employees of the district for purposes of membership or contribution to PSRS or PEERS.

Any person retired and currently receiving a retirement allowance other than for disability may be employed in any capacity on either a part-time or temporary-substitute basis not to exceed a total of 550 hours in any one (1) school year, and through such employment, may earn up to 50 percent of the annual compensation payable under the employing district's salary schedule for the position or positions filled by the retiree, given such person's level of experience and education, without a discontinuance of the person's retirement allowance.

If the position in question is not subject to the district's salary schedule, a retiree employed may earn up to 50 percent of the annual compensation paid to the person or persons who last held such position or positions. If the position or positions did not previously exist, the compensation limit shall be determined in accordance with rules of the board of trustees of the retirement system; provided that, it shall not exceed 50 percent of the annual compensation payable for the position in the school district that is most comparable to the position filled by the retiree.

In any case where a retiree fills more than one (1) position during the school year, the 50 percent limit on permitted earnings shall be based on the annual compensation of the highest paid position occupied by the retiree for at least one-fifth of the total hours worked during the year. Such a person shall not contribute to the retirement system or to PEERS because of earnings during such period of employment. If such a person is employed in any capacity by such a district on a regular, full-time basis, he or she shall not be eligible to receive his or her retirement allowance for any month during which he or she is so employed and shall contribute to the retirement system.

Any person retired and currently receiving a retirement allowance from either PSRS or PEERS, other than for disability, who elects to return to work in an employment capacity covered by either of the aforementioned retirement systems, shall undertake such service under a new membership in the applicable system.

Contributions shall be made to the retirement system for any covered employment under the new membership at the same time and in the same manner as contributions are made for covered employment generally.

*For complete details consult the PSRS/PEERS website: [www.psr-peers.org](http://www.psr-peers.org) or call 1-800-392-6848.*

Board Policy GCPC/GDPC

Non-certificated support staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans.

Persons engaged by the district as independent contractors, including consultants, are not by virtue of such engagement considered employees of the district for purposes of membership or contribution to the Public School Retirement System or PEERS.

Board Policy GCPC

# COMPENSATION AND BENEFITS

## Compensation

### *Direct Deposit*

All employees are required to have direct deposit of their salary to the banking institution of their choice. If you wish to change accounts or banking institutions, the Payroll Department must be notified by the 5<sup>th</sup> of the month. **CHANGES CANNOT BE MADE IN JUNE, JULY AND AUGUST.**

If you believe or suspect that your direct deposit is not accurate, it is your responsibility to notify the Payroll Department as soon as possible of the error. It is recommended to use TalentEd Records using PR Direct Deposit Blank Doc and include the date of deposit and a description of the error.

Board Policy DLB-AP

### *Paydays*

Certified/Exempt Employees: Paydays are the 25<sup>th</sup> of the month or the last working day before the 25<sup>th</sup>. A payday schedule is published each school year. An employee's annual salary is divided into twelve (12) equal monthly installments. Exceptions to the twelve (12) installments are hourly, temporary, seasonal, and substitutes.

Classified/Nonexempt Employees: Paydays are the 10<sup>th</sup> and 25<sup>th</sup> of the month or the last working day before the 10<sup>th</sup> and 25<sup>th</sup>. A payday schedule is published each school year. An employee's annual salary is divided into twenty-four (24) equal monthly installments. Exceptions to the twenty-four (24) installments are hourly, temporary, seasonal, and substitutes.

Board Policy DLB/DBLA-F1

**Payroll Periods**

The payroll schedule is updated annually by the payroll department and can be accessed online at: [www.raytownschools.org](http://www.raytownschools.org). Click on For Staff>Payroll/Benefits>Payroll Processing Schedule 2018-2019

**2018-2019 PAYROLL PROCESSING SCHEDULE**

PAY MONTH AND DAY	CHANGES EFFECTIVE DATES WITHIN PAYROLL PERIOD		HR NEW HIRE AND CHANGES PAPERWORK & BLDG PAYROLL REPORTS DUE TO PAYROLL OFFICE BY 2:00 PM	HR DROP DEAD DATES FOR NEW HIRE PAPERWORK DUE TO PR OFFICE BY 2:00 PM HIRE DATE IS ON OR BEFORE THIS DATE
	BEGINNING	ENDING		
July 25, 2018	06/03/18	06/30/18	07/03/18	07/10/18
August 24, 2018	07/01/18	08/04/18	08/07/18	08/10/18
September 25, 2018	08/05/18	09/01/18	09/04/18	09/10/18
October 25, 2018	09/02/18	09/29/18	10/02/18	10/10/18
November 20, 2018	09/30/18	10/27/18	10/30/18	11/09/18
December 21, 2018	10/28/18	12/01/18	12/04/18	12/10/18
January 25, 2019	12/02/18	01/05/19	01/08/19	01/10/19
February 25, 2019	01/06/19	02/02/19	02/05/19	02/08/19
March 25, 2019	02/03/19	02/23/19	02/26/19	03/08/19
April 25, 2019	02/24/19	03/30/19	04/02/19	04/10/19
May 24, 2019	03/31/19	04/27/19	04/30/19	05/10/19
June 25, 2019	04/28/19	06/02/19	06/04/19	06/10/19

**2018-2019 Classified Semi-Monthly Payroll Processing Schedule**

PAY MONTH AND DAY	CHANGES EFFECTIVE DATES WITHIN PAYROLL PERIOD		HR NEW HIRE AND CHANGES PAPERWORK & BLDG PAYROLL REPORTS DUE TO PAYROLL OFFICE BY 2:00 PM	HR DROP DEAD DATES FOR NEW HIRE PAPERWORK DUE TO PR OFFICE BY 10:00 AM HIRE DATE IS ON OR BEFORE THIS DATE
	BEGINNING	ENDING		
July 10, 2018	06/17/18	06/30/18	07/02/18	07/05/18
July 25, 2018	07/01/18	07/14/18	07/16/18	07/18/18
August 10, 2018	07/15/18	07/28/18	07/30/18	08/02/18
August 24, 2018	07/29/18	08/11/18	08/13/18	08/15/18
September 10, 2018	08/12/18	08/25/18	08/27/18	08/30/18
September 25, 2018	08/26/18	09/08/18	09/10/18	09/14/18
October 10, 2018	09/09/18	09/29/18	10/01/18	10/04/18
October 25, 2018	09/30/18	10/13/18	10/15/18	10/18/18
November 9, 2018	10/14/18	10/27/18	10/29/18	11/02/18
November 20, 2018	10/28/18	11/10/18	11/12/18	11/14/18
December 10, 2018	11/11/18	11/24/18	11/26/18	11/30/18
December 21, 2018	11/25/18	12/08/18	12/10/18	12/14/18
January 10, 2019	12/09/18	12/29/18	01/04/19	01/18/19
January 25, 2019	12/30/18	01/12/19	01/14/19	01/18/19
February 8, 2019	01/13/19	01/26/19	01/28/19	01/31/19
February 25, 2019	01/27/19	02/09/19	02/11/19	02/15/19
March 8, 2019	02/10/19	02/23/19	02/25/19	03/01/19
March 25, 2019	02/24/19	03/09/19	03/11/19	03/13/19
April 10, 2019	03/10/19	03/30/19	04/01/19	04/04/19
April 25, 2019	03/31/19	04/13/19	04/15/19	04/18/19
May 10, 2019	04/14/19	04/27/19	04/29/19	05/03/19
May 24, 2019	04/28/19	05/11/19	05/13/19	05/17/19
June 10, 2019	05/12/19	05/25/19	05/28/19	05/31/19
June 25, 2019	05/26/19	06/15/19	06/17/19	06/18/19

### ***Exception Pay***

Exception pay is additional pay that is used for monetary compensation for an employee's work outside the certificated employee's contract and the classified employee's scheduled hours. Some examples of exception pay are: sports or activity supervision, specified trainings and curriculum writing. Law enforcement security officials, English Language Learner (ELL) tutors and Community Education personnel are paid through exception pay. Exception pay utilizes the regular payroll schedule. It should be noted, however, that the employee's payroll timesheet must be turned in to the building supervisor by the deadline dates established by the Payroll Office. If the timesheet is not received by the deadline date, the employee's exception pay will be reflected in the following month's paycheck.



## **Insurance**

### ***Accident Insurance***

Accident insurance protection is available to all students K-12, all faculty members and full-time school employees. Applications are available from building administrators.

### ***Dental Insurance***

The District offers employees participation in a dental plan at group rates. The employee pays the full premium for the insurance premium through payroll deduction. Changes in your enrollment are subject to insurance qualifying events. Qualifying events are life changes such as: marriage, divorce, birth/adoption/foster care for a child, loss of a spouse, or loss of other insurance.

Board Policy GCBC/GDBC

### ***Vision Insurance***

The District offers employees participation in a vision plan at group rates. The employee pays the full premium for the insurance premium through payroll deduction. Changes in your enrollment are subject to insurance qualifying events. Qualifying events are life changes such as: marriage, divorce, birth/adoption/foster care for a child, loss of a spouse, or loss of other insurance.

Board Policy GCBC/GDBC

### ***Health Insurance***

A health insurance program is offered for professional and support staff employees, retirees and their dependents. The District's current provider is Blue Cross Blue Shield.

### ***Professional Staff Fringe Benefits***

The Board recognizes that fringe benefits are an integral part of the total compensation plan for full-time professional staff members. The Board of Education shall provide fringe benefits to all regular and full-time professional staff members, excluding temporary and seasonal employees, by offering participation in a group insurance plan.

Board Policy GCBC

### ***Support Staff Fringe Benefits***

The Board recognizes that fringe benefits are an integral part of the total compensation plan for support staff members. The Board of Education shall provide fringe benefits to all regular and full-time support staff employees, excluding temporary and seasonal employees, by offering participation in a group insurance, *effective the first of the month subsequent to the first paycheck after successfully completing the 60 calendar days of probationary employment.*

1. At open enrollment in the spring of each year, employees must enroll or waive insurance for the following benefits:
  - a. Health
  - b. Dental
  - c. Vision
2. These changes would become effective July 1.
3. Changes will not show until the first paycheck of the new school year.
4. Employees in the Cafeteria 125 Tax Saving Plan are, by law, required to remain in the plan for the entire duration of the plan year.
5. Changes can only be made during the year if there is a qualifying event in the family status
6. Qualifying events are life changes such as: marriage, divorce, birth/adoption/foster care for a child, loss of a spouse or loss of other insurance.
7. Changes must be in to the Payroll Office by the 5<sup>th</sup> (fifth) day of the month to become effective the first day of the following month.
8. Employees who fail to enroll or waive during open enrollment will be automatically waived.

### ***Health Insurance – Notice of Enrollment Rights***

Benefits in addition to basic salary are recognized by the Board of Education as an integral part of the total compensation plan for full-time professional staff members. The benefits extended to the certificated staff will be designed to promote its present and future economic security, and to provide incentive for professional development that will be of benefit to the district.

The contract for insurance will be submitted to competitive bidding at least every three years. Any plan of group health insurance shall include a provision allowing persons who retire, or who have retired, to become members of the plan if they are eligible to receive benefits under the Public Education Employee Retirement System (PSRS/PEERS), by paying premiums at the same rate as other members of the group, pursuant to the limitations set forth in § 169.590, RSMo. In addition, the Board of Education shall establish

a premium-only cafeteria plan, as permitted under federal law, accessible by employees of the school district.

At the time of commencement of coverage under the plan, an employee shall be given his or her first notification of rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Further notification is contingent upon the occurrence of a qualifying event and, in applicable situations, notification to the district that a qualifying event has occurred, as required by law.

Board Policy GCBC/GDBC

### ***Health Insurance – Medicare***

In accordance with federal ruling, the Board of Education pays 1.45% of the eligible salary for certificated personnel hired after April 1986 for Medicare coverage. The Board of Education also pays 1.45% of the eligible salary for all classified employees. These payments match the 1.45% withheld from employees' eligible earnings for a total contribution of 2.9% each month to Medicare.

### ***Life Insurance***

Each non-probationary full-time (30 hours or more) employee is provided \$15,000 of life insurance at no cost to the employee. In order for the life insurance policy to become effective, the employee must complete an application, which designates the beneficiary. The life insurance policy becomes effective the first day of the month following the first paycheck for non-probationary full-time (30 hours or more).

Additional life insurance may be purchased by the employee.

### ***Professional Liability Insurance***

The Board of Education provides, at no cost to the employee, Employment Practice/Educators Legal Liability Insurance coverage for all employees in the District. The policy contains a maximum coverage of \$1,000,000 per occurrence and aggregate \$2,000,000. The coverage is automatic upon employment and no application is necessary.

### ***Unemployment Insurance***

All employees are covered by unemployment insurance. The Raytown C-2 School District reimburses the state for claims for which the District is ruled liable.

### ***Workers' Compensation Insurance***

Employees who suffer an injury or illness caused by an accident or occupational disease arising out of and in the course of employment (“work-related injury”) will receive benefits paid by the District according to the Workers’ Compensation Law of the State of Missouri (“the law”).

The District’s insurer shall determine whether the injury is compensable under the law. If the injury is deemed compensable, the employee will receive, subject to all provisions of the law:

1. Medical treatment (if approved by the district in advance)
2. Temporary Total Disability (TTD) payments, paid by the insurer. TTD payments are two-thirds (2/3) of the employee’s average weekly wage up to a state maximum while temporarily and totally disabled, if the employee is off work more than three (3) work days.
3. A lump-sum benefit for the disability if awarded by the Division of Workers’ Compensation, if the injury is judged by the Division of Workers’ Compensation as severe and causing permanent disability.

### ***Notice Requirements & Direction of Medical Care – Workers’ Compensation***

The employee is required to report an injury to an immediate supervisor immediately. If an immediate supervisor cannot be contacted, the employee should report the injury to Regina Goodwin, Secretary to the Assistant Superintendent of Support Services. The employee must report all accidents even though the accident may not require seeing a physician. All reports must be in writing.

Employees will be required to complete an employee injury statement following the injury. The injury statement needs to be completed as soon as possible following the injury.

When an injury occurs at work, the District requires the employee to use the District Quality Care Clinic (see clinic hours @[www.raytownschools.org](http://www.raytownschools.org). Select For Staff > Finance/Human Resources /Payroll > FMLA/Work Comp). If the employee uses unauthorized medical providers, the District is not responsible for the medical costs.

For non-life threatening, work-related injuries occurring after District Quality Care Clinic hours, the District still requires the employee to use U.S. Health Works. The on-call physician will determine if the employee will be sent to an emergency room. For an emergency medical situation, use the emergency room of Research Medical Center or St. Luke’s East Hospital. If an injured employee fails to report an injury in writing within 30 days, the Division of Workers’ Compensation may be entitled to deny any benefits under the law.

## Retirement PSRS/PEERS

Transitioning from Employee to Retiree:

### Raytown C-2 Retirement Process

- Write a letter to the Director of Human Resources declaring your intent to retire at the conclusion of the year.
- Contact the PSRS/Peers Retirement System to obtain paperwork to receive your retirement.
- Receive the Retiree Information Packet from Human Resources or at the Retiree Information Meeting. Contact Human Resources for meeting times.
- Complete the insurance and benefit forms in the packet provided by Human Resources
- Turn in the insurance and benefit forms within a week of the due date of completion of retirement benefit forms. Contact Human Resources for schedule.

Contact PSRS/PEERS website at [www.psr-peers.org](http://www.psr-peers.org) or call 1-800-392-6848