

Employee Handbook 2016-2017

Table of Contents

From the Superintendent:	3
Mission	4
Vision	4
Goals	4
Personnel Goals	4
2016-2017 Board of Education	5
Administration	5
Association and Political Activities	6
Breakfast/Lunch Charges	6
Certification Status	6
Chain of Command	7
Staff Grievances	7
Employee Use of Facilities	12
HIPPA	15
Job Descriptions	15
Paraprofessional and Auxiliary Employees	19
Part-Time and Substitutes	19
Pay Checks	19
Personnel Records	20

Professional Dress Code	20
Support Staff Resignations	22
Safety (Policies EB, GBE)	22
School Closings	23
Standards of Conduct (Policy GBCB)	24
Supplemental Insurance Benefits	26
Unemployment Compensation Insurance	27
Unused Sick Leave	27
Workers' Compensation Insurance	28
Employee Handbook Receipt	29

From the Superintendent:

Whether a new or returning employee, you are a member of a proud tradition of excellence in educating students and serving the community. We are committed to working together to ensure that tradition flourishes. It is imperative that we embrace our individual and collective responsibility for helping to ensure the academic success of our students, regardless of the positions we hold. Whether you are new to the Houston R-I family or a returning staff member, please take time to read carefully the very important policies and procedures covered in this employee handbook. It is intended to give you an understanding and overview of many issues that may involve employees. It is our hope that this information will be helpful to you as an employee regardless of your tenure with the district. Not all District policies and procedures are included, and those that are have been summarized.

This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the status of employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible. More information on Houston R-I School District Board Policies is available at www.houston.k12.mo.us

Thank you for all that you will be doing for our students and for the advancement of our district. I extend my best wishes to you for a successful year.

Mission

Striving for Excellence...Learning for All

Vision

We are becoming a district where the adults in our schools create, maintain, and work incessantly to enhance a culture of learning and collectively accept the responsibility for ensuring that every student graduates with the tools needed for success.

Goals

- Every child reading at or above grade level by the end of fourth grade.
- Become a school where our students read and write more, and at higher levels, than any other school in the state.
- By the end of their freshman year, every student masters the essential standards for Algebra I.
- District graduation rates consistently above 95%.
- Every graduate of the district leaves high school well prepared for post-high school education or to enter the workplace.

Personnel Goals

The personnel employed by the district constitute the most valuable resource for effectively producing a quality learning program. Important contributions to a successful education program are made by all staff members. The District's program will function best when it employs highly qualified personnel, encourages appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which assist each staff member in making the fullest contribution to district programs and services.

Board of Education

Missouri law grants the Board of Education the power to govern and oversee the management of the district's schools. The board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations. The Board of Education is elected by the citizens of the district to represent the community's commitment to a strong educational program for the District's children. Board members are elected at large and serve without compensation, must be registered voters and must reside in the District.

The Board of Education usually meets the second Tuesday of each month. Meetings begin at 6:00 p.m. All meetings are open to the public. In certain circumstances, Missouri law permits the Board to go into a closed session. Circumstances that may be included are personnel issues, including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation, real estate property acquisition, etc.

2016-2017 Board of Education

President	Jo Holland
Vice President	Sam Kelley
Treasurer	Leon Slape
Member	Curtis Hubbs
Member	Stacy Ely
Member	Russell Gaither
Member	Jennifer Scheets
Board Secretary	Tanya Bathon

Administration

Superintendent	Dr. Allen Moss
High School Principal	Mrs. Amy Smith
Asst. High School Principal	Mr. Eric Sloan
Middle School Principal	Mrs. Amber Stephens
Elementary Principal	Mrs. Jody Jarrett
Curriculum Director	Mrs. Audrey Kell
Cooperative Director	Mr. Jeremy Smith

Directors and Coordinators

Federal Programs	Audrey Kell	Transportation	Matt Robertson
Title One	Audrey Kell	Special Education	Pat Oakley
Athletic Director	Brent Hall	At-Risk	Amy Smith
Gifted	Jody Jarrett	Food Service	Joyce Jones
Safety	Allen Moss	Testing	Pat Oakley
PAT	Shannon Nunnery	Homeless	Allen Moss
ESOL	Allen Moss	ADA Compliance	Don McCallister
PDC	Dana Wilson	Custodial Services	Danny Backus
Curriculum	Audrey Kell	Technology	Kelsen Gilbert

Attendance (Policy GCBDA GDBDA)

It is the goal of the Board of Education to promote excellent attendance. Absences have a serious impact on the educational mission of the district. Absences also cause inconvenience to coworkers and incur additional costs. It is the employee's responsibility to maintain an acceptable attendance record.

The Board has provided for temporary absences, long term leaves of absences and military absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security.

Arrival and Departure Time

Administrators, teachers and paraprofessionals are to report to work at 7:40 a.m. and remain until 3:20 p.m. daily, unless given a specific directive to deviate from this schedule by a direct supervisor. All other positions will have their arrival and departure times determined by their respective supervisors.

Association and Political Activities

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

Breakfast/Lunch Charges

Employees are welcomed to eat breakfast and lunch in the district's cafeterias. Adult prices for the 2016-2017 school year are \$2.00 for lunch and \$1.40 for breakfast. Meals need to be paid for, in full, each month.

Cafeteria Plan Benefits (Section 125).

Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit annually. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. Insurance programs include dependent health, accidental death and dismemberment, cancer and dread disease, dental, additional term life insurance, a medical reimbursement account, and a dependent care reimbursement account. A third-party administrator handles employee claims made on these accounts. Please pay close attention to notification of open enrollment dates as they are different for each plan.

Certification Status

Employees in positions requiring certification are expected to obtain and maintain appropriate certification for all grade levels and subjects taught. Board approved contracts for professional employees stipulate that current certification status is a condition for employment.

Chain of Command

For an organization the size of the Houston school district to function effectively it is important to observe an appropriate chain of command with regards to policy, supervision, and decision making matters. Personnel should address questions, concerns, or complaints first with their immediate supervisor, then progress up the chain of command as needed. If after addressing a concern with the district superintendent resolution has not been achieved, the proper procedure for addressing the school board is to request to be placed on the agenda for the next board meeting. Agenda requests should be submitted to the superintendent's office at least five days prior to the board meeting.

Communicable Diseases (Policy EBD)

An employee of the school district shall not work in a school setting if the employee is known to be afflicted with any contagious or infectious disease, or while liable to transmit such disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the employee is no longer infected or liable to transmit the disease, or (2) the employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Staff Grievances

Staff grievances are governed by board policy GBM.

Grievance Process

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.

6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor/Principal or Designee (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor/principal or designee of a grievance. If the issue is not resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor/principal or designee. The written grievance must clearly indicate that it is a grievance and specify which provision(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. The principal or immediate supervisor shall have a period of not more than five (5) days during which he or shall hold a conference with the grievant. Following the conference, but not later than ten (10) days of receiving the written grievance, the immediate supervisor/principal or designee will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Superintendent or Designee (Step 2)

1. Within 15 days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee shall schedule and hold a conference within five (5) days of receipt of such grievance. The superintendent or designee will, within three (3) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 3)

Within 15 days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

Computer Use and Data Management (Policy EHB)

The district's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. Use of technology resources in a disruptive, manifestly inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal

responsibility is expected of all users granted access to the district's technology resources. Limited personal use of the system is permitted if the use:

1. Imposes no tangible cost to the district
2. Does not unduly burden the district's computer or network resources
3. Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are **not confidential** and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures.

Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the district's Technology Systems Coordinator.

Confidentiality (Policy EHBC)

Confidentiality of student information is extremely important. Information about students should never be shared with anyone other than a parent or legal guardian outside of school personnel. Information should only be shared with other school personnel when there is an educationally justifiable reason for doing so.

Contracts and Compensation Plans (Policy GCBA)

The Board recognizes that attractive compensation plans which include adequate base salary, professional development incentives and employee benefits are necessary to recruit and retain highly qualified staff to provide an effective instructional program. The Board shall have final authority in determining the salary schedule and benefits for all teachers in the district.

The contracts of qualified professional personnel shall be in writing, including the consideration and shall be dated when made. All consideration and performance shall be provided after the contract is offered. In accordance with the law, individual contracts will be issued to all certificated teachers and administrators. Contracts shall be made by order of the Board, shall specify the number of months and/or days to be worked and wages per year and shall be signed by the employee and President of the Board and attested by the Secretary of the Board. Every contract and modification shall be in duplicate, the original to be filed with the district and a copy provided to the employee.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Salaries, Wages, and Stipends (Policies GCBA, GCBB, GDBB)

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or

provided overtime pay for each overtime hour worked. *Overtime must have prior approval from the employee's supervisor.*

Dismissal and Suspension (Policy GCPD, GDPD)

The Board delegates to the superintendent the authority to suspend any staff member for violation of Board policies, for violation of state law, for any other good cause or to investigate allegations of misconduct in accordance with this policy and law. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

Drug-free Workplace (Policy GBEB)

Student and employee safety is of paramount concern to the Board of Education. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students and to other employees. Therefore, the Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances or alcoholic beverages on any school property or on any school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs. Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy, and will notify the superintendent of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent in writing no later than five calendar days after conviction. The superintendent will provide notice in writing of such violation to the United States Department of Education, or other appropriate federal agency within 10 calendar days after the superintendent receives such notification, if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education. The district will take appropriate disciplinary action within 30 days.

The 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.

When it is evident that a staff member has consumed alcoholic beverages or controlled substances off school property during and/or before a school activity, the staff member will not be allowed on school property, or to participate in school activities. Staff members who violate this regulation will be subject to the same penalties as for possession or consumption on school property.

The Board of Education hereby commits itself to a continuing good-faith effort to maintain a drug-free workplace.

Searches and Alcohol and Drug Testing (Policy GBEBB, GBEBB)

It is the intent of the Board of Education and Administration of the Houston School District that employees comply with all federal and state laws pertaining to a drug-free workplace and a drug-free school environment. Accordingly, the Board has prepared and adopted policies that define the expectations and obligations of employees in a drug-free workplace and environment. The policy specifically bans the use, possession, consumption or sale of illegal drugs, alcohol and other substances that create a risk to employees and students. Likewise, legal drugs are banned when their use in the workplace could result in danger or difficulty on the job. Employees must comply with these policies as a condition of employment. Employees of the District must recognize their responsibilities as role models for the students; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution.

Non-investigatory searches in the workplace, including assessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers and private vehicles parked on District premises or worksites or used in District business.

Reasonable Suspicion Drug Testing

The District reserves the right to require testing of any employee for alcohol and/or drug intoxication or use while on any District premises, facilities, or worksites, or while conducting District business or attending any school-related function or activity, on or off school property. Failure to submit to such testing will be considered as testing positive and will result in appropriate disciplinary action.

Safety-Sensitive Positions

Employees assigned to positions that have been classified as safety-sensitive shall be subject to random drug/alcohol testing under the guidelines and procedures as established by the District for drivers of commercial motor vehicles, including school buses.

Chemical Dependence Health Policy

District employees diagnosed as chemically dependent shall receive the same consideration and opportunity for treatment extended to district employees with other types of illnesses. The district's responsibility is limited to the effects on the employee's job performance. A diagnosis of chemical dependency in and of itself or the employee's request for treatment for chemical dependency, will not affect job security or professional opportunities.

Employees Required to have a Commercial Driver's License. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing.

Electronic Communication of Student and Staff Information (Policy GBH)

The Family Educational Rights and Privacy Act provides privacy protection for “personally identifiable information” regarding present and former students. These protections require the District and its employees to keep personally identifiable information confidential. This information includes any personal data about a present or former student that would allow anyone to identify the student, including, but not limited to the student’s name, photograph, parents’ names, address, physical attributes, nicknames, date of birth, telephone number, etc. Information about students in the District is not an acceptable subject for web-blogs, discussions on social networking web-pages or *personal* electronic mail messages. It is inappropriate to post photographs of students on any web-page other than District authorized web-pages. As of August, 2011 it is illegal in Missouri for a teacher to be “Friends” with any students on Facebook or other social network. Further, staff members should refrain from engaging in *social* interaction with students on the internet or through electronic mail. As employees of a public entity, faculty and staff of the District should be aware of their responsibility to maintain a professional image which is conducive to the performance of their job duties and is consistent with the mission of Houston Schools. Employees should be cautious to ensure that pictures, comments, and stories about themselves posted on publically accessible websites are appropriate for viewing by the public and do not hinder the employee’s ability to maintain a professional image.

Employee Use of Facilities

Employees may use school equipment after school hours at their own risk. Employees may bring family members to use equipment after school hours at their own risk. However, the employee must be present and supervising the entire time that the family members use the equipment. At no time should any non-employee be given access to the school building without an employee being present. This includes family members of all ages. DO NOT GIVE YOUR KEYS TO YOUR CHILDREN OR ANYONE ELSE FOR ANY REASON. DO NOT ALLOW ANYONE TO HAVE A COPY OF A KEY MADE. If you see non-employees in the building you should question them as to why they are in the building and who they are being supervised by, no matter the age. If they do not have an employee supervising them, then you should ask them to leave the building. Exceptions to the rule above would be a group who follows school policy to rent a facility.

School owned equipment should not be taken off campus for personal use without administrative approval.

Enforcement of Student Rules (Policy JG)

Teachers have the authority and responsibility to make and enforce necessary rules for internal governance in the classroom, subject to review by the building principal. The Board expects each teacher to maintain a satisfactory standard of conduct in the classroom. All district staff are required to enforce district policies, regulations and procedures in a manner that is fair and developmentally appropriate and that considers the student and the individual circumstances involved. Staff members are considered to be “on duty” related to enforcement of student rules and discipline policy campus wide and throughout the school day as well as at any school events attended.

Equal Employment Opportunity (Policy AC)

The Houston R-I School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age, military status, or disability should contact the district superintendent.

Staff Ethics (Policies GBCA, GBCB)

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

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Take efforts to remain knowledgeable about the employee's position and the developments in that position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation and/or protect the safety of students and others if necessary.
9. 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.
10. Obey all safety rules, including rules protecting the safety and welfare of students.
11. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
12. Refrain from using profanity in the school setting.
13. Dress professionally and in a manner that will not interfere with the educational environment.
14. Come to work at the time specified by the employee handbook or by the employee's supervisor. Employees who are frequently late to work or stop working before the scheduled time may be terminated for excessive absences.
15. 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 which employs such teacher.
16. Employees will not use district funds to advocate, support or oppose any ballot measure or candidate for public office.
17. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

Fund Raising (Policy IGDF)

The superintendent and principals will be directly responsible for all district-sponsored fundraising activities conducted in the district or sponsored in any manner by the district. All district-sponsored fundraising activities must first be approved by the building principal and/or the superintendent or designee and must comply with the requirements set out in district policies and procedures, including the district's wellness program and district funds management rules. All funds collected in a district-sponsored fundraiser will be deposited in district accounts.

Harassment (Policies AC, GBCB)

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the Building Principal or supervisor. If the Building Principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the superintendent. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor. Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Health, Life Insurance, and Long-Term Disability (Policy GCBC)

Group health insurance is available through the district. The District's contribution to employee insurance premiums is currently 100% and is determined annually by the Board of Education.

Current employees can make changes in their health insurance coverage during open enrollment each year. Currently the district requires employees to request changes to their health insurance by the last day of school in May. Please pay close attention to notification on enrollment deadlines each year. You will be notified of updated rates and deadlines via e-mail. Employees should contact Christa in central office for more information on insurance benefits.

HIPPA

On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's main goal is to protect the health coverage of people who switch from one job to another or leave a job without taking another one. To achieve this goal of making health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods and eligibility restrictions based on health status.

Individualized Education Plans (IEPs) (Policy IGBA)

IEPs are legally binding documents. It is the responsibility of all instructional staff to be aware of IEP contents of students assigned to them and to make all accommodations stipulated in the document.

Job Vacancy Announcements (Policy GCD and GDC)

It is the responsibility of the superintendent, with the assistance of the administrative staff, to determine the personnel needs of the school district and the individual schools. District administrators locate suitable candidates to recommend to the Board for employment. The district's hiring procedures comply with all federal and state hiring practices. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system.

Job Descriptions

Job descriptions for all positions within the district have been approved by the board. Upon hiring, each new employee is presented a copy of the job description for which he or she has been employed. Employees are expected to return the signature page of the job description to their administrator to be kept on file in the central office.

Leaves and Absences (Policy GCBDA)

Leave – Professional Staff

The following leaves with pay will be provided to full-time professional staff employees. Part-time professional staff employees will receive these leaves on a pro rata basis:

1. **Sick Leave** -- Professional staff employees whose assignments call for 12 months full-time employment will be entitled to 12 days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 10 days of sick leave. The employee shall be credited with a total number of days for the current year beginning with the first day the employee reports for duty after July 1, or that current school year for which employment is offered. Unused sick leave will be cumulative to 90 sick leave days. Unused sick leave over 90 days shall be paid for at the same rate it would cost for a substitute per day at the end of each year.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, children's spouses, grandparents, grandchildren and siblings of an employee or employee's spouse and any other person living with or wholly dependent upon such employee. (Note: "Family" for FMLA purposes is more limited.)
- 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.

An absence of over one (1) through four (4) hours shall be counted as a half-day of sick/personal leave.

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. 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.

Employees not using any leave (personal, sick or bereavement) during the year will be awarded \$500 for perfect attendance.

Leave - Support Staff (Policy GDBDA)

The following leaves with pay will be provided to full-time support staff employees. Part-time support staff employees will receive these leaves on a pro rata basis:

1. **Sick Leave** -- Any support staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to 10 days of sick leave. The employee shall be credited with a total number of days for the current year beginning with the first day the employee reports for duty after July 1, or that current school year for which employment is offered. The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absence. 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.

Unused sick leave will be cumulative to 90 sick leave days. Unused sick leave over 90 days shall be paid for at the same rate it would cost for a substitute per day at the end of each year.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, children's spouses, grandparents, grandchildren and siblings of an employee or employee's spouse and any other person living with or wholly dependent upon such employee. (Note: "Family" for FMLA purposes is more limited.)
- 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.

Any employee with at least 20 hours of accumulated comp time will be required to use comp time prior to using leave days. New employees will be awarded leave on a pro-rata basis for the first year if they are hired after the regular term start date.

Employees not using any leave (personal, sick or bereavement) during the year will be awarded \$500 for perfect attendance.

Personal Leave -- Each employee may request two (2) days of personal leave per year for whatever reason the employee may wish or to transact such business that is of a personal nature and cannot be conducted at any other time other than when the employee is required to be on duty. The employee will not be required to state reasons for his or her request for a personal day. A request should be received 24 hours in advance by the principal. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Personal days will not be granted the day before or after a holiday or vacation, or during the first two (2) weeks or last week of school, except for extenuating circumstances with special permission from the superintendent.

Vacation -- All support staff employed on a 12-month basis will receive two (2) weeks of vacation per year for the first ten (10) years of service in the district. During 11-20 years of service in the district 12-month employees will receive three (3) weeks of vacation and 21 years of service and above will receive four (4) weeks of vacation. All vacation days carried over from the previous fiscal year must be used by August 1 of each succeeding year. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, 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.

Bereavement Leave -- When a death occurs in an employee's immediate family, employees may take up to five (5) days off with pay to attend the funeral or make funeral arrangements. The district may require verification of the need for the leave. The Board defines "immediate family" to include spouse, parents, children, children's spouses, grandparents, grandchildren

and siblings of an employee or employee's spouse, and any other family member residing with the employee. After the exhaustion of the five (5) days of bereavement leave, the employee may use personal leave.

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 immediate supervisor, arranged well in advance and is not considered personal leave. Attending meetings of organizations that engage in or support collective bargaining is not considered a professional growth activity.

Military Leave -- The Board shall grant military leave as required by law.

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.

Family and Medical Leave (Policy GDBDA)

Leave that qualifies for Family and Medical Leave Act (FMLA) protection will be administered in accordance with federal law. To be eligible for FMLA leave benefits, the employee must have been employed in the district for at least 12 months and have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave, be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite, and provide the district at least a 30-day notice of any expected absence for foreseeable circumstances, if practical.

Memorials (Policy FFA)

The Houston R-I School District Board of Education recognizes that the loss of a member of the school community is deeply felt, and that on occasion it may be desirable to remember a deceased individual by establishing a memorial. All memorials must be approved by the superintendent and building-level administration before being placed within a school building or on school grounds. To avoid unnecessary expense and possible disappointment, the district recommends that individuals refrain from purchasing any type of memorial until it is approved by the administration.

Overtime Compensation (Comp Time) (Policy GDBB)

Nonexempt employees include all district employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances non-certificated staff members may qualify for exempt status. Hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work. Meal periods and break periods of 20 minutes or longer do not count as hours worked unless the individual performs work during the meal period. *If a nonexempt employee has accumulated 20 or more hours of comp time, this time must be used prior to taking leave days.*

Comp time must be approved by the supervisor. Employees should not report to work early or stay late unless authorized by supervisor. Unauthorized overtime could result in nonpayment. The board discourages overtime work by nonexempt employees. *The district uses comp time in lieu of overtime.*

Paraprofessional and Auxiliary Employees

Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Part-Time and Substitutes

At the beginning of each school year, the Superintendent or designee shall have prepared a list of properly qualified persons to serve as temporary substitute teachers. Part-Time teachers and substitutes are required to meet background checks and screenings required of full time teachers in the district as well as substitute certification through DESE.

The Board considers part-time and substitute support employees in the areas of support services as an integral and essential part of the school system. These employees play a very important role in a continuous program of quality instruction.

Teachers should contact their building principal in advance when it is known that they are going to miss a day of school. The principal will arrange for a substitute. Teacher preference for a substitute will be considered when possible.

Support staff should contact their immediate supervisor when a substitute is needed.

Pay Checks

All employees are paid monthly. Pay checks will be direct deposited on the 20th of every month. If payday falls on a weekend, checks will be deposited on the preceding Friday. During the school year, pay statements are delivered to each building. Payment will not be released to any person other than the District employee named on the check without the employee's written authorization. During summer breaks pay statements will be mailed.

Performance Evaluation (Policies GCN, GDN)

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria.

To assure high quality professional staff performance and to advance the instructional programs of the district the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs (PBTE). The evaluation shall be

ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. All employees will be given an explanation of duties and responsibilities and will be provided guidance by their immediate supervisors in performing them satisfactorily. All supervisors and/or principals will complete a written evaluation on all support staff under their supervision.

Personnel Records

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to state law, the names, positions, salaries and lengths of service of all employees are public information and must be released upon request. In accordance with federal law, the district shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Professional Dress Code

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Teachers will dress in a professional manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates disruption in the classroom. Exceptions to the dress code may be made at the discretion of building principal (e.g. blue jeans day), but should be infrequent and reserved for special occasions. Professional appearance should also be maintained when employees are away from school in a professional capacity. Some employees are required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where they may be obtained.

Purchasing Procedures (Policy DJF)

No purchases, charges, or commitments to buy goods or services for the District can be made without proper authorization. The District may choose not reimburse employees or assume responsibility for purchases made without authorization. Contact your immediate supervisor for additional information on purchasing procedures.

Reassignments/Reduction in Workforce (Policy GCI, GDI)

All personnel are subject to assignment and reassignment. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employee's contract. When reassignments are due to enrollment shifts or programs changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time. The transfer of staff members from one building to another can provide opportunities for professional growth, increase effectiveness of personnel, the challenge of a new position and stimulation through changed surroundings. For these reasons, staff members should feel free to request transfers within the School District. Staff members may need to be reassigned to another position in the District in order to meet the needs of the School District. The most common needs occur when enrollment patterns change either by school attendance areas or by course offering and there are excess staff members at a school needing to be reassigned elsewhere.

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to decrease in pupil enrollment, school district reorganization or the financial condition of the school district.

Whenever it becomes necessary because of lack of funds, lack of work or in the interest of economy, the Board of Education may reduce the number of non-instructional personnel.

Reporting Suspected Child Abuse (Policy JHG)

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, will immediately make a report to the building principal or his or her designee, including any report of excessive absences that may indicate educational neglect. The principal or designee will then become responsible for making a report via the Child Abuse Hotline to CD, as required by law. This policy does not preclude any employee from directly reporting abuse or neglect to CD. However, the school official or employee must notify the building principal or designee immediately after making a report.

Resignation of Professional Staff Members (Policy GCPB)

The district encourages teachers to notify the superintendent 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 have executed a contract.

Once under contract, only the Board has the authority to release the teacher from a contract. The Board considers serious illness, transfer of spouse and military service legitimate reasons

for resignation of professional staff. However, the Board will consider each resignation on an individual basis. The Board may choose not to release an employee from a contract if a suitable replacement cannot be found.

When a professional staff member is released from his or her contract, he or she will be charged damages to cover the cost of filling the vacancy created. Advertising costs, administrative costs and the time and effort involved in screening applicants, setting up and conducting interviews, and making reference calls are all reasonable factors considered in establishing the cost filling a position. Since filling positions becomes increasingly more difficult later in the year, the Board has established the following graduated scale for accepting resignations:

1. Between the last day of school and May 31.....\$500
2. June 1 through June 30.....\$1000
3. After July 1.....\$1500

Support Staff Resignations

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks 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 resignation need not be approved by the Board.

Retirement (Policy GCPC)

All staff members who qualify shall be participants in the Public School Retirement System (PSRS) or the Public Education Employee's Retirement System (PEERS) of the State of Missouri. Employees who plan to retire under PSRS/PEERS should notify their supervisor and central office as soon as possible. Inquiries should be addressed to: Teacher (Non-Teacher) Retirement System of Missouri, P. O. Box 268, Jefferson City, Missouri 65102 or call 1 (800) 392-6848 or 1 (573) 634-5290. You may also e-mail member_services@psrsmo.org.

Safety (Policies EB, GBE)

The Board recognizes the necessity for a planned safety program to create a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff. Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthful environment is encouraged by the Board.

Safe practices will be a scheduled part of instruction in the classrooms, laboratories and school shops. Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the Board and corrected. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and procedures.

The district will fully utilize federal, state and local violence prevention programs and resources available to students, teachers or staff that the district determines are necessary and cost effective for the school district.

Faculty and staff are expected to assist in ensuring that safety procedures are posted in all appropriate areas. All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them. Any questions regarding safety concerns or procedures should be directed to district safety coordinator Mr. Scott Dill.

School Closings

It is occasionally necessary to close school due to inclement weather or other emergencies. In the event that school is closed employees will be contacted via Dewsly notifications. Closings will also be reported to the Springfield School Closing Network.

Seclusion and Restraint (Policy JGGA)

Board policy JGGA establishes guidelines, expectations, and restrictions for the use of seclusion and restraint by school personnel. Staff members should familiarize themselves with the contents of this policy. Selected individuals, including administrators, special education personnel, and others have received specialized training in the use of seclusion and restraint. On the very rare occasions when seclusion and/or restraint are appropriate, it should only be applied by trained personnel.

Sexual Harassment (Policy AC)

Sexual Harassment/Employee-to-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

1. Submission to such conduct is explicitly or implicitly a term or condition of employment.
 1. Submission to or rejection of such conduct is used as the basis for employment
 2. decisions.
2. The conduct unreasonably interferes with an individual's work performance or creates an
3. intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

Sexual Harassment/Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

1. Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
2. Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
3. Engaging in physical contact that would reasonably be construed as sexual in nature.
4. Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.
- 5.
- 6.
- 7.

In most instances, sexual abuse of a student by an employee violates a student's constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the Building Principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student's parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

Staff Development (Policy GCL, GCLB, GDL)

Professional Development is a high value of the Board of Education for its personnel and is committed to providing systematic professional development for the district's professional educators. The Board of Education supports a Professional Development Committee (PDC) which will assist with the planning and implementation of professional development activities. Early Release Wednesdays play a vital role in staff development in our district. Collaborative activities are highly valued as quality professional development in the Houston district. Wednesday afternoons are contract time and should not be treated any differently than any other contractual time.

Training and development opportunities for non-instructional employees are essential to the efficient and economical operation of the schools. Non-instructional employees are encouraged to grow in job skills and to take additional training that will improve skills on the job.

Standards of Conduct (Policy GBCB)

It is the desire of the Board of Education that each working environment be safe and pleasant so as to enhance the educational experience for the students in the school district. Realization of this goal is dependent upon appropriate behavior of professional and support staff personnel. The examples listed below illustrate conduct which is inappropriate and behavior which is prohibited in a public school environment. While the list is not all inclusive, it represents examples of conduct which will subject a school district employee to discipline, up to and including discharge:

1. Improper physical contact with a student; having a physical or mental condition unfitting the employee to instruct or associate with children, or engaging in conduct which demonstrates that the employee should not instructor associate with children;
2. Immorality;
3. Incompetency or inefficiency in the line of duty;
4. Insubordination;
5. Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the Board of Education.
6. Excessive or unreasonable absence from performance of duties;
7. Conviction of a felony or crime involving moral turpitude;
8. Theft, or attempted theft of school district property or property belonging to others;
9. Use of threatening, intimidating, coercive, racial, discriminatory or abusive language toward any student, parent, supervisor or fellow employee at any time; engaging in conduct which violates Board of Education Policy ABC, Staff and Student Harassment; ACA, Nondiscrimination on the Basis of Sex, ACAA, Sexual Harassment; or, ACB, Nondiscrimination on the Basis of Disability;
10. Possession, use or distribution of intoxicating liquor or alcoholic beverages on or in school district property, in any vehicle used to transport students to or from school or school activities, or off school property at any school-sponsored or school approved activity, event or function.
11. Reporting to a school assignment after having consumed intoxicating liquor or alcoholic beverages;
12. Possession, use, distribution or manufacture of a controlled substance, controlled substance analogue, anabolic steroid or drug paraphernalia on or in school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school sponsored, or school-approved activity, event or function. Reporting to a school assignment after having consumed any of the substances listed in this paragraph. An employee who is charged with a crime involving the possession, use, distribution or manufacture of any of the substances listed in this paragraph, or any similar substances, shall be suspended from employment with the school district or removed from association with children, until a court of competent jurisdiction renders a final decision on the employee's guilt or innocence, or the District has sufficient information from which the need for disciplinary action can be determined.
13. Falsification of any timekeeping record or other record maintained by the school district with the intent to deceive the District;
14. Fighting or threatening physical confrontation on school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function;
15. Failure to report an absence promptly to the proper person;
16. Reporting a false reason for an absence;
17. Absence beyond the expected date of return from a leave of absence, excused time off, vacation or holiday without permission;
18. Failure to begin work at the scheduled time or quitting work before the scheduled time, including at breaks and meal periods;
19. Commission of any crime or illegal activity on school district-property; in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function, or while performing assigned duties for the school district.
20. Possession or use of a firearm or other weapon referenced in Board of Education Policy JFCJ, Weapons, unless approved in advance by the Board of Education, on or in school district property in any vehicle used to transport students to and from school or school

activities, off school property at any school-sponsored or school-approved activity, event or function or where the weapon is possessed or used unlawfully, or displayed or flourished in a threatening manner.

21. Failure to obey safety rules, including rules regarding the school district's legal responsibility for the safety and welfare of students.
22. Failure to obey Employee Internet Usage Guidelines

An employee who is charged with a criminal offense may be suspended from employment with the school district or removed from association with children until a final decision on the charges is made by a court of competent jurisdiction, or the District has sufficient information from which the need for disciplinary action can be determined.

Supplemental Insurance Benefits

At their own expense, employees can enroll in supplemental insurance programs during open enrollment. Premiums for these programs are required to be paid through payroll deduction and are subject to Cafeteria Plan (Section 125) requirements.

Teaching About Religion (Policy IGAC)

Pursuant to state and federal law, the Houston R-I School District may teach about religion but may not promote any particular religion or religious belief. No course or portion of any course taught in the district will have the primary purpose or effect of illegally advancing or inhibiting religion.

Tobacco Use (Policy AH)

The Houston R-I District is smoke-free in and on all school district property. All persons are expected to refrain from the use of tobacco in any form while in and/or on school property. This includes all school and non-school events held on school property.

Travel Expense Reimbursement (Policy DLC)

The district shall attempt to reimburse employees for travel and related expense incurred in connection with District business. The employee will not suffer, nor gain financially as a result of such travel or expense. Meetings and out-of-town conventions and meetings for the purpose of conducting school business shall be approved in advance by the appropriate department or school administrator.

The travel and expense reimbursement form is available on the District intranet site and should be completed, signed and returned immediately upon return. The form must be completed fully, within 3 months of the travel/expense occurring. Employees must possess a valid driver's license in order to utilize a personal vehicle for school business travel. Employees using their personal vehicle for business will be required to maintain liability insurance consistent with state law. Employees transporting students must seek approval from their building administrator. Mileage will be paid at a rate of \$0.40 per mile.

Reimbursement is allowed for meal expenses, not to exceed \$25.00 per day for three meals. Reimbursement for any one meal should not exceed \$25.00. Detailed receipts are required for all meal or other expense reimbursements. Meals are reimbursable only when they are a part of a meeting or activity where District business is discussed and individuals from outside the District are present.

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact Mrs. Hinkle in central office.

Unused Sick Leave

Any employee who has accumulated more than 90 days of sick leave will be compensated for the number of days above 90 at the end of that school year. The rate of pay will be based on the base substitute pay for that position.

All unused sick leave days shall be forfeited when a teacher leaves the Houston R-I School District. A teacher who retires from the Houston R-I School shall be compensated for all unused sick leave days (a maximum of 90 days) at a rate of 50 percent of the current substitute pay. Teachers who submit their retirement resignation letter prior to the regular Board meeting in January will be compensated at a rate of 80 percent of the current regular substitute pay or teachers who submit their retirement resignation prior to the regular Board meeting in February will be compensated at a rate of 70 percent of the current regular substitute pay instead of the 50 percent. An employee will only be compensated for unused sick leave once. If an employee retires from the district and returns in a part-time or other capacity, that employee will not be compensated for unused sick leave once the employee finally leaves the district.

Any employee who resigns from the district will only be compensated for sick days accumulated beyond 90 days.

Visitors in the Workplace (Policy KK)

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge. Regular visits by family and friends during working hours are not appropriate.

Workers' Compensation Insurance

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. All work-related accidents or injuries should be reported immediately to the employee's immediate supervisor and to Mrs. Christa Hinkle in central office.

Employee Handbook Receipt

Name _____ Date _____

I hereby acknowledge receipt of or access to the Houston R-I School District Employee Handbook. I agree to read the handbook and abide by the standards, policies, and procedures defined or referenced in this document.

Signature