

PERSONNEL SERVICES

Policy 4110

Employment

Equal Opportunity Employment

The Fox C-6 School District is an equal opportunity employer. It is the policy of this district to afford equal employment opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. The Board commits itself to the policy that there shall be no unlawful discrimination or harassment against any person because of race, color, national origin, ethnicity, sex, religion, disability, age, sexual orientation or perceived sexual orientation. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits, and termination.

The goals of this policy are to (1) offer job training and educational opportunities to help employees succeed in their current jobs and prepare for advancement, giving protected groups every opportunity to participate; (2) assist employees in securing positions commensurate with their skills and knowledge, assuring equal access to promotion and advancement; and (3) efficiently address concerns and grievances relating to this policy.

To ensure implementation of this policy, the superintendent has designated the Assistant Superintendent of Human Resources as the District's Compliance Coordinator for Title II, Title IV, Title IX and the Age Act. The District's Compliance Coordinator for Section 504 is the Assistant Superintendent of Secondary Education. The Coordinators will develop administrative practices consistent with the goals of this policy; annually notify staff, students and the public of the policies and procedures, and report regularly to the board on the progress toward these goals.

Adopted: 11/98
Revised: 11/03

Effective: 07/99
Effective: 11/03

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4120 **(Regulation 4120)**

Employment

Employment Procedures

The Board of Education, upon recommendation of the Superintendent, votes on the employment of all staff members. In approving applicants the Board will be guided by the desire to obtain individuals committed to providing the highest quality education for the District's students.

No person will be employed by the Board until the District obtains a clear criminal records check and a clear check of the Child Abuse/Neglect Registry maintained by the Missouri Department of Social Services. Similarly, all persons employed by outside vendors/contractors who will have contact with students will be required to successfully undergo a criminal records and a clear check of the Child Abuse/Neglect Registry prior to contact with students. Such background checks will be performed at the vendors/contractors' expense and will, upon request, be shared with the District. All finalists for an employment position will be required to sign a release of liability authorizing prior employers, including school districts, to furnish any information about the applicant and the applicant's work performance, including but not limited to discipline records and performance evaluations. The administration may also conduct random background checks after employment. Failure to check references and prior employment for new hires prior to their start date may result in disciplinary action up to and including suspension without pay.

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

All vacancies should be posted for a minimum of six (6) school days before the Superintendent may recommend a qualified applicant to the Board for employment. In an emergency situation the Superintendent may temporarily employ an applicant prior to the expiration of the posting. The temporary applicant may be considered along with other applicants for the position after the six (6) days.

The Superintendent or his designee is the person who shall respond to requests from potential employers for information regarding a former District employee. The information the District should provide is title, position, length of employment, whether the employee was terminated or resigned, and whether the District would re-hire the employee.

Additionally, when requests for information regarding a former employee against whom allegations of sexual misconduct involving a student have resulted in the employee being terminated or resigning in lieu of termination, or allegations of sexual misconduct have been substantiated by Children's Division, the Superintendent or his designee shall disclose the allegations of sexual misconduct and the findings of a CD investigation when responding to requests for information to a potential public school employer .

Any school district employee who is permitted to respond to requests for information, acting in good faith, who reports authorized information, as provided in this policy or, who, in good faith, reports alleged sexual misconduct on the part of a District employee, will not be disciplined or discriminated against because of such report.

This foregoing policy is intended to comply with the Amy Hestir Student Protection Act, Senate Bill 54, including section 162.068 RSMo. The District shall provide notice of this policy to all current employees and to all potential employers who contact the District regarding the possible employment of a District employee.

Adopted: 11/98
Revised 06/12

Effective: 07/99
06/12

PERSONNEL SERVICES

Policy 4125

Employment

Notice of Arrest, Abuse Complaint, Traffic Citation

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

Whenever the District receives a finding of substantiated sexual or physical abuse from the Children's Division against an employee, the employee will be immediately suspended with pay. The employee so affected may be returned to work if the allegation is unsubstantiated, revised or reversed on appeal.

Adopted:

Consolidated School District No. 6 (Fox)

August, 2011

PERSONNEL SERVICES

Policy 4130
(Regulation 4130)
(Form 4130)

Employment

Certificated Staff Contracts

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4131
(Form 4131)

Employment

Extra Duty and Extended Duty Contracts

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

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

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

PERSONNEL SERVICES

Policy 4140

Employment

Certificated Personnel Reemployment

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4150

Employment

Substitute Employment

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

Substitute teachers shall meet all requirements as established by the State Board of Education. Rate of compensation shall be according to the annual school budget approved by the Board of Education.

Records shall be kept by the Superintendent concerning number of days taught by substitutes and the amount of funds expended.

Adopted: 11/98

Effective: 07/99

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4210 **(Regulation 4210)**

Personnel Assignment and Transfer

Transfer Request

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

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

An employee who desires a change in grade and/or subject assignment and/or a transfer to another building shall request the transfer on the prescribed form which will be available in the Personnel Office.

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

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Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4220
(Regulation 4220)

Personnel Assignment and Transfer

Certified Staff Duties, Schedules and Working Hours

The school year will be set annually by the Board of Education. The start date, end date, and number of contracted days will be contained in staff contracts. The teaching day begins twenty (20) minutes before class begins and ends fifteen (15) after the end of the classes.

Certified staff are required to be on duty during the teaching day. In addition to the teaching day, certified staff are required to attend activities such as scheduled staff meetings, open house, parent conference days, IEP meetings, and other meetings as may be determined by the administration and/or Board of Education.

Adopted: 11/98

Effective: 07/99

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4221
(Regulation 4221)
(Form 4221)

Personnel Assignment and Transfer

Classified/Support Staff Duties, Schedules and Working Hours

The working hours for 8-hour employees are generally from 8:00 a.m. to 4:30 p.m. with an unpaid one-half hour for lunch. The starting and ending times may be changed by the administration as needed. The hours for those employees who work less than eight hours are as set by their supervisors.

Regular attendance is essential in providing the support system necessary for maintaining a high quality of instruction. Classified employees, with reasonable notice, will be subject to disciplinary action when their absenteeism is deemed to be excessive.

Overtime/Compensatory Time

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

Time Reporting

All non-exempt employees must record their actual daily hours worked by completing a daily time sheet or log as required by the Fair Labor Standards Act. Employees must record start time of work, time in and out for meal breaks, and time work ended each day.

Daily records of hours worked by non-exempt employees are maintained by department management or building administrator.

Each employee is responsible for accurate clocking/recording of his/her time. Any falsification of time records is a violation of district policy and is grounds for discipline up to and including termination.

Individuals who begin work earlier or work later than their assigned hours must receive prior authorization from an immediate supervisor and/or an assistant superintendent/superintendent. Failure to do so may result in disciplinary action.

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4310 **(Regulation 4310)**

Absences, Leave, and Vacation

General Attendance

Regular attendance is essential in providing District students with a high quality of instruction. The District grants employees reasonable sick leave and personal leave to attend to personal illness or other issues. Employees who work a 9, 10, or 11 month contract or letter of assignment have eight (8) sick and four (4) personal days per academic year for their use. Employees who work on a 12-month contract or letter of assignment have ten (10) sick and four (4) personal days per academic year for their use.

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4320
(Regulation 4320)

Absences, Leave, and Vacation

Personnel Leave

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

Sick Leave
Personal Leave
Bereavement Leave
Civic Duty Leave
Administrative or Association Leave
Family and Medical Leave Act Leave
Military Leave
Sabbatical Leave
Professional Development Leave
Special Leave-Exceptional Cases

Specific provisions of the various forms of district leave are set out in the district administrative regulations.

Adopted: 11/98

Effective: 07/99

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4321
(Regulation 4321)
(Form 4321)

Absences, Leave and Vacation

Family and Medical Leave

The Board of Education recognizes that leaves of absence are occasionally necessary due to family or medical reasons or in certain circumstances associated with servicemembers' service in the Armed Forces. The District has adopted detailed procedures to ensure compliance with the Family and Medical Leave Act of 1993 (FMLA). As provided by District regulations, eligible employees are entitled to use up to twelve (12) workweeks of unpaid leave for family and medical reasons (up to 26 workweeks for covered events related to those serving in the Armed Forces). The Board of Education has designated a District administrator to act as FMLA Compliance Officer. As part of its compliance program, the District will notify each employee of the name, address and telephone number of the District's FMLA Compliance Officer and will provide a statement of commitment to adhere to FMLA regulations. The FMLA Compliance Officer will regularly evaluate the District's FMLA compliance to ensure fair and equitable opportunities for all eligible employees.

Adopted:

Consolidated School District No. 6 (Fox)

October, 2013

PERSONNEL SERVICES

Policy 4330

Absences, Leave, and Vacation

Holidays and Vacation

The Board will annually adopt a calendar, which will provide for the following holidays:

New Year's Day
Martin Luther King's Birthday
President's Day
* Easter Thursday OR Easter Monday
Good Friday
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve Day
Christmas
New Year's Eve Day

The above holidays will be paid holidays for qualified employees. The Board reserves the right to schedule student attendance on a holiday in which case, employees would need to be in attendance for work.

* Depending upon week of Spring Break.

Vacation - Administrators

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

Vacation for building administrators cannot be taken on days teachers are contracted.

Vacation-Classified

Classified employees on a 12-month full-time work basis shall receive vacation as follows:

<u>Length of Service in 12 month position</u>	<u>Allowed Vacation</u>	
0-7 years	ten days	(accrue .83 month)
8-14 years (end of 8 th fiscal year)	fifteen days	(accrue 1.25 month)
15 + years (end of 15 th fiscal year)	twenty two days	(accrue 1.83 month)

Vacations are based on past service in the current position and are accruable from July 1 through June 30 of each fiscal year. Only those categories of employment that qualify for vacation can accumulate length of service years. Employees hired after July 1 but before January 1 of the fiscal year will receive credit for an entire year of service for vacation purposes and will accrue vacation at the rate of .83 per month. Employees hired after January 1 will not receive credit for an entire year of service for vacation purposes and will accrue vacation at the rate of .83 per month.

Classified building employees cannot take vacation on days in which teachers are contracted. All vacation shall be scheduled in compliance with the vacation regulations and is subject to Superintendent approval. An employee may accrue up to 15 vacation days for use during the immediate following fiscal year. None of the accrued vacation days may be carried beyond the immediate following fiscal year.

Employees who terminate employment in the District before taking vacation shall receive vacation allowance at the time of termination. Temporary employees and part-time employees are not eligible for paid vacation.

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4331

Absences, Leave, and Vacation

Vacation-Certified

All twelve month administrators shall receive twenty-two (22) days of vacation each fiscal year and accrue at the rate of 1.83 days per month. An employee may accrue up to 15 vacation days for use during the immediate following fiscal year. None of the accrued vacation days may be carried beyond the immediate following fiscal year.

Vacation shall be scheduled in compliance with the vacation regulations and is subject to Superintendent approval.

When an administrator leaves the district, the district will determine the last working day of the contractual agreement.

Adopted: 11/98
Revised: 10/02, 09/04, 06/06, 07/07

Effective: 07/99
Effective: 07/02, 09/04, 06/06, 07/07

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4335

Absences, Leave, Vacation

Employee Emergency Service

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

Adopted:

Consolidated School District No. 6 (Fox)

November, 2008

PERSONNEL SERVICES

Policy 4340

Absences, Leave, and Vacation

Vacation-Classified

Classified employees on a 12-month full-time work basis shall receive vacation as follows:

<u>Length of Service in 12 month position</u>	<u>Allowed Vacation</u>	
0-7 years	ten days	(accrue .83 month)
8-14 years (end of 8 th fiscal year)	fifteen days	(accrue 1.25 month)
15 + years (end of 15 th fiscal year)	twenty two days	(accrue 1.83 month)

Vacations are based on past service in the current position and are accruable from July 1 through June 30 of each fiscal year. Only those categories of employment that qualify for vacation can accumulate length of service years. Employees hired after July 1 but before January 1 of the fiscal year will receive credit for an entire year of service for vacation purposes and will accrue vacation at the rate of .83 per month. Employees hired after January 1 will not receive credit for an entire year of service for vacation purposes and will accrue vacation at the rate of .83 per month.

Classified building employees cannot take vacation on days in which teachers are contracted. All vacation shall be scheduled in compliance with the vacation regulations and is subject to Superintendent approval. An employee may accrue up to 15 vacation days for use during the immediate following fiscal year. None of the accrued vacation days may be carried beyond the immediate following fiscal year.

Employees who terminate employment in the District before taking vacation shall receive vacation allowance at the time of termination. Temporary employees and part-time employees are not eligible for paid vacation.

Adopted: 11/98
Revised: 10/02, 06/06, 07/07

Effective: 07/99
Effective: 07/02, 06/06, 07/07

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4410

Professional Activities, Training and Professional Growth

General Professional Development

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

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4411 **(Regulation 4411)**

Professional Activities, Training and Professional Growth

Professional Development Program

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4420
(Regulation 4420)

Professional Activities, Training and Professional Growth

Conferences and Travel

The Superintendent may authorize professional leave for attendance of personnel at state, regional, and national meetings without pay deduction. The number of absences allowable for professional leave is a judgment value on the part of the Superintendent and is subject to budget limitations for employing substitutes and reimbursement for travel, meals and lodging and registration.

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4430

Professional Activities, Training and Professional Growth

District Committees

Guidelines for District-wide Committees

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

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

Guidelines for District-wide Committees with Employee Representation

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Compensation

Policy 4505
(Regulation 4505)

Salary Schedules

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

Revised: 12/06

Adopted:

Consolidated School District No. 6 (Fox)

Compensation and Related Benefits

Benefits

Benefits in addition to basic salary are recognized by the Board as an integral part of the total compensation plan for all employees. The benefits extended to regular full-time employees will be designed to promote the economic security of those employees.

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

Insurance coverage for staff members includes:

1. Liability Insurance
2. Workers' Compensation Insurance
3. Unemployment Compensation Insurance
4. Dental Insurance
5. Life Insurance
6. Medicare Coverage
7. Medical Insurance

Liability Insurance-All employees will be provided liability insurance that will cover, subject to the provisions thereof, claims arising from acts performed within the scope of their employment.

Workers' Compensation Insurance-All employees are covered by workers' compensation insurance and are eligible for compensation for an injury incurred in the performance of their job. Any accident resulting in injury, no matter how minor, must be reported to the immediate supervisor, who in turn will notify the appropriate administrative office. Following treatment, proper forms must be completed and submitted to the appropriate administrative offices.

Unemployment Compensation Insurance-All eligible school employees are covered by unemployment compensation, and are subject to the provisions thereof. Based on an analysis of district data, the Board will annually determine if the district shall pay on the basis of reimbursement, or purchase unemployment compensation insurance.

Dental Insurance-Dental insurance will be provided to all employees.

Life Insurance-Life insurance will be provided to all employees.

Medical Insurance-Medical insurance will be provided to all full-time employees and half-time certified employees. One-half of the medical insurance premium at the district choice HMO rate, will be paid to all part-time employees who work at least 20 hours a week.

Medicare Coverage-All certified employees hired after March 31, 1986, and all classified employees are included in the Medicare system, and thus will become eligible for Medicare hospitalization coverage at age 65, or as otherwise provided by federal law.

Retirement-Employees who are regularly employed for 17 or more hours a week are eligible for membership in the Public School Retirement System (PSRS) or the Non-Teacher Retirement System (PEERS). The Board of Education matches contributions made to the system by the employee.

Legal Refs: Chapter 287, RSMo. (Worker's Compensation Law)
Chapter 288, RSMo. (Employment Security)

Adopted: 11/98
Revised: 09/00

Effective: 07/99
Retroactive: 07/00

PERSONNEL SERVICES

Policy 4520

Compensation

Salary Deductions

Withholding Taxes

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

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

Public School Retirement System (PSRS) of Missouri

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

Public Education Employees Retirement System (PEERS)

All support employees who work twenty (20) hours or more per week on a regular basis for thirty (30) calendar days are members of PEERS and are also covered by Social Security.

Medical

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

Credit Union and Tax Sheltered Plan

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

Tax Sheltered Annuities

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

Additional Deductions

Any staff member may authorize additional voluntary deductions for payment of tax-sheltered annuities, dues to professional organizations, credit union, and dependent coverage for medical benefits. The District will comply with State law regarding the withholding of court-required sums, including those to honor garnishments and court-ordered child support payments.

Effective: 11/05

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4525

Compensation

Payment of Salary

All certificated employees who are employed in certificated positions will be paid their full salary earned prior to each payday.

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4530

Compensation

Workers' Compensation Benefits

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4540
(Regulation 4540)

Compensation and Related Benefits

Group Insurance Benefits

The Board of Education directs that medical group insurance coverage for staff members will be provided. The Superintendent/designee will solicit proposals and make recommendations to the Board of Education for approval of the insurance provider.

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

The contract for medical insurance will be submitted for competitive bidding at least once every three (3) years.

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

Effective: 11/05

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4550

Compensation

Retirement Compensation

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

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

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

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

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

Effective: 5/06

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4610 **(Regulation 4610)**

Performance Evaluation

Certificated Personnel Performance Evaluation

The Board of Education's ultimate goal in education is to provide the highest quality educational experience to all District students. The District's performance-based evaluation system contributes to that goal by promoting the professional improvement of each staff member and, when necessary, by providing data to remove an employee whose employment is detrimental to students.

Performance-based evaluation is a process endorsed by the Board of Education for performance improvement that includes identification of performance expectations, documentation of performance, discussion of performance, development of improvement plans, and making personnel decisions based upon performance. The evaluation process for every employee is an on-going process that takes place every day. Formal, summative evaluations will be prepared and reviewed with each tenured teacher at least every other year. All other District employees will receive summative evaluations annually.

The District's performance evaluation system incorporates the seven "Essential Principles of Effective Evaluation" adopted by the State Board of Education and set out as follows:

1. Uses research-based and proven practices to measure educator performance;
2. Establishes performance indicators for educators based on their level of performance;
3. Aligns the evaluation process with an educator's probationary period to provide for an appropriate accumulation of performance data;
4. Uses student learning, based on a variety of performance measures, in the evaluation process;
5. Assesses educator performance on a regular basis and provides feedback to teachers and administrators that they can use to improve their performance through their careers;
6. Ensures evaluators are highly trained so that evaluation ratings are fair, accurate and reliable; and
7. Uses the evaluation process to guide school district policies that impact the development of educators and student learning.

Notwithstanding the State's essential principles, the major focus on the District's evaluation system is on positive learning outcomes, cognitive and affective, for District students. Educators are responsible for the positive learning outcomes for their students.

The Board recognizes the fundamental experience differences between tenured and probationary teachers. Accordingly, District evaluators will focus their attention, non-exclusively, on probationary teachers and on tenured teachers whose practices adversely affect student learning. District evaluators will be trained and assessed on their ability to consistently evaluate educators under their discretion.

Adopted:

Effective:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4620
(Regulation 4620)

Performance Evaluation

Employee Evaluation: Classified Staff

The development of a competent support staff is a major objective of the performance evaluation. All supervisors and/or principals will complete an annual written evaluation on all support staff under their supervision. The following areas will be evaluated:

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

This evaluation will be used to improve job proficiency and to determine eligibility for reemployment.

Adopted:

Consolidated School District No. 6 (Fox)

Staff Conduct

The Fox C-6 School District requires all staff members to serve as positive role models for District students. District schools exist to provide quality, cognitive, and affective education for District students.

All professional and support staff members have the responsibility to become familiar with and abide by the federal and state statutes as these affect the performance of job duties, policies of the board and the regulations designed to implement them. Since the realization of district goals is dependent upon the behavior of professional and support staff, the following conduct will be required of all employees:

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

16. Dress in a professional manner.
17. Attend to all duties in a punctual manner.
18. Remain faithful and prompt in attendance at work.
19. Attend all regular and special meetings called or authorized by the superintendent or his/her designee.
20. Pay careful attention to all professional and support staff duties, including pupil transportation, food services, maintenance and custodial services, attendance keeping and record keeping, student discipline, reporting to parents/guardians, and supervision of pupils.
21. Refrain from leaving the buildings during regular work days whether on school district business or not, unless approved by the principal or supervisor.
22. Dating between employees and students is not allowed.
23. Staff should refrain from conduct which creates a disruptive and/or offensive learning/work environment.

Adopted:

Consolidated School District No. 6 (Fox)

Performance Evaluation**Teaching Standards**

District teaching standards include, but are not limited to:

- Ensuring that students are actively participating and are successful in the learning process.
- Teacher will monitor and manage student learning by specific assessment vehicles.
- Student and teacher will be prepared and knowledgeable of the curricular content.
- Teacher will maintain students' on task behavior.
- Teacher will use professional communications and interactions with the school community.
- Teacher will remain current on instructional knowledge.
- Teacher will seek and explore changes in teaching behaviors that will enhance student learning.
- Teacher will act responsibly in the overall mission of the school.
- Teacher creates learning experiences that make the subject matter meaningful.
- Teacher demonstrates knowledge of the subject matter by implementing instruction pertinent to the subject matter.
- Teacher provides learning opportunities that support the intellectual, social and personal development of all students.
- Teacher cultivates the unique skills and talents of every student.
- Teacher will use a variety of instructional activities of critical thinking, problem solving, and performance skills.
- Teacher creates a positive learning environment that encourages active engagement in learning, positive social interactions and self-motivation.
- Teacher models effective verbal, nonverbal and media communication techniques with students and parents to foster active inquiry, collaboration and supportive interaction in the classroom.

- Teacher will use formal and informal strategies to assess learners' progress.
- Teacher will actively seek out opportunities to grow professionally in order to improve learning for all students.
- Teacher will maintain effective working relationships with students, parents, colleagues and community members.

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

Revised: 8/10

Adopted:

Consolidated School District No. 6 (Fox)

Performance Evaluations**Communication with Students by Electronic Media**

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

Communications between employees and students will be primarily direct, oral or written in nature. Employees may not communicate with district students via electronic media regardless of whether created or maintained by the employee or students. As restricted in this policy the phrase “electronic media” includes but is not limited to social networks, texting, and emails. This policy does not preclude electronic communication between teachers and their siblings and children who may be district students.

The District will provide official electronic media which may be utilized by employees for communication with students for dissemination of school related information (i.e. homework, practice schedules, supplemental instructional material.)

Adopted:

Consolidate School District #6 (Fox)

Separation

Resignation: Certified Staff

Certificated employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign after June 1 and prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4711

Separation

Resignation: Support Staff

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

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

Adopted:

Consolidated School District No. 6 (Fox)

Separation

Suspension or Termination: Support Staff

Non-Contractual Employees

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

Contractual Employees

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4730
(Regulation 4730)
(Form 4730)

Separation

Nonrenewal/Termination: Probationary Teacher

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

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4731 **(Regulation 4731)**

Separation

Termination of Contract: Permanent Teacher

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4732
(Regulation 4732)

Separation

Termination of Employment: Administrators

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

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

Adopted:

Consolidated School District No. 6 (Fox)

November, 2008

PERSONNEL SERVICES

Policy 4740
(Regulation 4740)

Separation

Reduction in Force: Certificated Staff

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4741
(Regulation 4741)

Separation

Reduction in Force: Support Staff

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Staff Welfare

Sexual Harassment

Policy 4810
(Regulation 4810)
(Form 4810)

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4820 **(Regulation 4820)**

Staff Welfare

Employees with Communicable Diseases

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

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

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4830
(Regulation 4830)

Staff Welfare

Board/Staff Communications

While the primary line of communication between the staff and the Board of Education remains through the Superintendent, the Board expresses a desire to maintain open communication with the certificated and support staff. Open communication between Board and staff facilitates continuing improvement of education and the proper disposition of personnel matters that may arise.

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4831
(Regulation 4831)

Staff Welfare

Staff Involvement in Decision Making

The Board of Education encourages employees to contribute their ideas for the betterment of the School District. Members of both certified and classified staff may be asked to assist in developing policies, rules and regulations and establishing the district goals and objectives, budget, and curriculum. The Superintendent is authorized to establish any committees viewed as appropriate to recommend policies, rules and regulations for the proper functioning of the district. Staff members should be advised, however, that the final decision on matters on which their advice is requested or received will rest with the Board or with the administrator(s) to whom the Board has delegated responsibility.

The Superintendent will establish channels for the intercommunication of ideas among the certified and classified, the administration and the Board regarding the operation of the schools. In addition, the Superintendent shall also weigh with due consideration the counsel given by employees, and especially that given by groups designated to represent large segments of the certified and classified staff. The Superintendent shall inform the Board of such counsel when presenting reports of administrative action and recommendations for Board action. The Superintendent's recommendations may vary from the advice of such counsel when, in his or her judgment, other considerations prevail.

Each building administrator will maintain channels for conferring with both the certified and classified staff in establishing building rules and regulations. In addition, certified staff employees will be given opportunity and encouragement to contribute in the development of the curriculum and other policies, rules and regulations pertaining to the instructional program.

Adopted: 11/98

Effective: 07/99

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4840
(Regulation 4840)

Staff Welfare

Conflict of Interest

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4850
(Regulation 4850)

Staff Welfare

Staff Dispute Resolution

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4860

Staff Welfare

Personnel Records

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

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

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

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

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4870
(Regulation 4870)
(Form 4870)

Staff Welfare

Drug Free Workplace

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

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

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

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

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

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

The District's responsibility for chemical dependency is limited to its effects on the employee's job performance. If the employee violates this policy, refuses to accept diagnosis and treatment, or fails to respond to treatment, and performance is adversely affected, the employee will be subject to employment action in proportion to the performance problem. Implementation of

this policy will not require or result in any special regulations, privileges or exemptions from the standard administrative practice applicable to job performance requirements.

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

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

Driver Drug Testing

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

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4872
(Form 4872)

Staff Welfare

Alcohol And Illicit Drugs

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

Post Accident Drug / Alcohol Testing

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

Post accident testing will be utilized after any accident

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

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

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

Safety Sensitive Positions:

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

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

Revised: 5/06

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES

Policy 4873

Staff Welfare

Staff Cell Phone Usage

The use of cell phones, iPads and similar personal electronic devices during work time presents a significant safety risk, as well as, adversely impacts work time. For safety and educational reasons, the instructional staff and support staff, except as provided in this policy for transportation employees, are not permitted to use such personal electronic devices during instructional time. Exceptions will be made for bonafide school related emergencies.

Bus drivers and other employees driving district vehicles and employees driving while on District business are prohibited from using cell phones, iPads, and related electronic devices while driving. If an emergency occurs, the vehicle should be parked and remain parked in a safe location during the use of the electronic device. Bus drivers and employees driving District vehicles should log those work time emergency calls with date, time, call duration and vehicle location with their supervisor as soon as is practicable.

Effective: 7/12

Adopted:

Consolidated School District No. 6 (Fox)

PERSONNEL SERVICES**Policy 4880****Staff Welfare****Use of District Property**

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

Adopted:

Consolidated School District No. 6 (Fox)