# Missouri Consultants for Education, LLC

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**Re: October, 2013 Updates**

Dear Principal,

Attached you will find updates on our Policy and Regulation 2710 and Policy and Regulation 4321 relating to reporting Child Abuse and FMLA. We have not needed to update policies concerning FLSA-Overtime, but some questions have arisen concerning non-certified staff and extra duty positions. The Department of Labor now allows non-certified employees work hours to be separated from extra-duty assignments, if the two positions are substantially dissimilar, i.e., secretary and bus driver. However, the extra-duty work has to be occasional or seasonal, i.e., secretary and substitute bus driver. If you have any questions about this exception, feel free to call.

If you have any questions concerning the new policy revisions, or navigating through our website, please feel free to call me at the office, (314) 878-5600, or on MCE’s phone line, (636) 405-0649. The October, 2013 updates provide as follows:

**OCTOBER 2013 POLICY, REGULATION AND FORM UPDATES**

**Policy and Regulation 2710 – Reporting Student Abuse**

Changes in existing policy are necessitated by changes in the “Amy Hestir” law. As you will note, the primary change includes requiring student reports of sexual abuse of a student by an employee to be hotlined immediately. In addition, teachers receiving such reports must hotline themselves rather than simply reporting to their supervisor. **Adoption of these changes are Mandatory**.

**Policy, Regulation and Forms 4321 – Family and Medical Leave**

The changes in this policy are updates required by federal law, particularly with respect to Armed Forces’ members and veterans. **Adoption of these changes are Mandatory**.

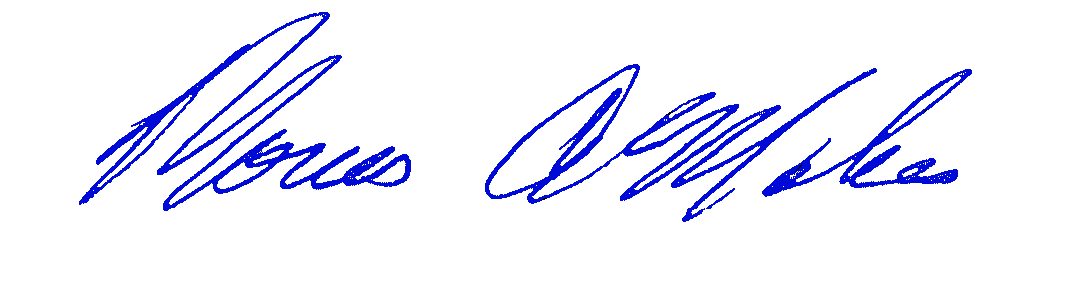
We also recommend adoption of the change in the Regulation, page 5 (D) requiring employees to take FMLA leave concurrently with other leave, i.e. sick leave, vacation, etc. This will prevent employees from prolonging their absence from work. **Adoption of this change is Recommended**.

**BOARD ACTIONS**

Revised policies and regulations may be voted upon with a single motion as follows. I move to adopt the following policies and regulations:

Policy and Regulation 2710

Policy and Regulation 4321

 Sincerely,

MISSOURI CONSULTANTS FOR EDUCATION, LLC

Thomas A. Mickes

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TAM/ndb

Enclosures