

WAYNESVILLE R-VI SCHOOL DISTRICT

CERTIFICATED

PERSONNEL HANDBOOK

2023-2024

2023-2024



Office of Personnel Services
Waynesville R-VI School District
200 Fleetwood Drive
Waynesville, MO 65583
Phone: (573) 842-2094
Fax: (573) 433-2968

WAYNESVILLE R-VI SCHOOL DISTRICT

CERTIFICATED PERSONNEL HANDBOOK

2023-2024

Originally Adopted April 7, 1988

Latest revision March, 2023

The Waynesville R-VI School District Board of Education is committed to maintaining a workplace and educational environment that is free from illegal discrimination or harassment in admission or access to, or treatment or employment in, its programs, activities, and facilities. Discrimination or harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age or any other characteristic protected by law is strictly prohibited in accordance with law. The Waynesville R-VI School District is an equal opportunity employer.

Any persons having inquiries concerning compliance with the regulations implementing federal legislative requirements is directed to contact the building level principal or the assistant superintendent for personnel services, (573) 842-2094 (Title IX, Title VI, and ADA), or the director of special services, (573) 842-2007 (Section 504).

Personnel handbooks and Board policies may be viewed online at <http://www.waynesville.k12.mo.us>

Table of Contents

SECTION I - INTRODUCTION AND STATEMENT OF ACCOUNTABILITY AND BOARD POLICIES	2
A. INTRODUCTION AND STATEMENT OF ACCOUNTABILITY	2
B. BOARD POLICIES.....	2
SECTION II - CLASSIFICATION OF EMPLOYEES	3
A. CERTIFIED STAFF	3
B. ADMINISTRATORS	3
SECTION III - PERSONNEL POLICIES, LEAVES/ABSENCES, VACATIONS, AND HOLIDAYS	3
A. PERSONNEL POLICIES	3
1. <i>Required Information in Office Files</i>	3
2. <i>Personnel File/Online Information</i>	4
3. <i>Current Personal Information</i>	4
4. <i>Professional Liability</i>	5
5. <i>Tenure</i>	5
6. <i>ESSA Teacher Qualifications</i>	5
7. <i>Duty Time</i>	5
8. <i>School Activity Duty</i>	5
9. <i>Inclement Weather</i>	5
10. <i>Job Descriptions</i>	6
11. <i>Notice of Vacant Positions</i>	6
12. <i>Absence from Duty</i>	6
13. <i>Meetings</i>	6
14. <i>Membership in Professional Organizations and Attendance at School-Community Events</i>	6
15. <i>Rebates, Gifts, or Rewards for Purchasing</i>	6
16. <i>Loss of Personal Property</i>	7
17. <i>Employee Technology Agreement</i>	7
18. <i>Guidelines for Implementation of Acceptable Use for Digital Information, Communication, and Technology Resources</i>	7
19. <i>Verification of Employment</i>	11
20. <i>Resignation/Termination of Employment</i>	11
B. PROFESSIONAL STAFF LEAVES AND ABSENCES	12
1. <i>Pregnancy, Childbirth, and Adoption Leave (Board Policy GCBDA)</i>	12
2. <i>Lactation Support (Board Policy EBBC)</i>	12
3. <i>One-Year General Leaves of Absence (Board Policy GCBDB)</i>	13
4. <i>Family and Medical Leave</i>	13
5. <i>Health Leave</i>	14
6. <i>Health Leave Pool</i>	16
7. <i>Unused Health Leave Pay Policy</i>	17
8. <i>Bereavement Leave</i>	18
9. <i>Personal Business Leave</i>	18
10. <i>Professional Leave</i>	18
11. <i>Leave for Professional Development/Certification</i>	19
12. <i>Professional Development Leaves of Absence</i>	19
13. <i>Armed Forces Leave</i>	19
14. <i>Election Leave</i>	19
15. <i>Leave to Vote</i>	19

16. Jury Duty/Subpoenas	20
17. Administrative Leave.....	20
18. Discretionary Leave	20
19. Other Leave	20
20. Return from Leave of Absence.....	20
C. LEAVE FOR ADMINISTRATORS.....	20
D. ADMINISTRATIVE PROFESSIONAL DEVELOPMENT GUIDELINES	20
E. VACATION FOR 12-MONTH ADMINISTRATORS	21
F. HOLIDAYS	21
1. Religious Holidays	21
2. Administrator Paid Holidays.....	21
3. Teacher Paid Holidays	21
G. RESIGNATION OF ADMINISTRATORS.....	21
SECTION IV - CERTIFIED EMPLOYEE COMPENSATION PLAN, FRINGE BENEFITS, PAYROLL PROCEDURES, AND EARLY SEPARATION	
INCENTIVE PLAN	ERROR! BOOKMARK NOT DEFINED.
A. CERTIFIED EMPLOYEE COMPENSATION PLAN	23
1. Contracts for Certified Employees	23
2. Schedule is a Part of Contract.....	23
3. Teacher Salary Schedule	23
4. Purpose of the Salary Schedule	23
5. Extra-Duty Pay Schedule.....	23
6. Career Education Teachers	23
7. Prior Teaching Experience Allowed on Salary Schedule.....	23
8. Graduate/Career Education Credit for Salary Advancement.....	23
9. Service in Industrial, Military, and Night Schools	24
10. Service in Parochial or Private Schools.....	24
11. Exceptions to this Schedule	24
12. Board Right to Adjust Schedule	24
13. Reasons for Salary Differentials	24
14. Definition of a "Teaching Year"	24
15. Duration of this Schedule	24
16. Extra Pay	24
SOS (SUPPORT OUR STUDENTS)	24
CAREER LADDER	27
B. FRINGE BENEFITS	28
1. Health Insurance	28
2. Life Insurance	28
3. COBRA Continuous Coverage	28
4. Medicare Prescription Drug Coverage.....	30
5. Workers' Compensation	31
6. Public School Retirement System (PSRS).....	31
7. Activity Passes	32
8. Attendance Privileges for Children of Nonresident Employees.....	32
C. PAYROLL PROCEDURES.....	33
1. Date and Number of Monthly Payments.....	33
2. Salary Withholdings and Deductions.....	33
3. Garnishments	33
4. 403(b) Plan Annuities	33
5. Social Security/Medicare Program	33

SECTION I - INTRODUCTION AND STATEMENT OF ACCOUNTABILITY AND BOARD POLICIES

A. INTRODUCTION AND STATEMENT OF ACCOUNTABILITY

This handbook serves as a general guide to selected district policies, procedures, and benefits. It is not a contract, substitute for the official district policy manual, or intended to alter the at-will status of respective employees in any way. The information provided in this handbook does not supersede policies or procedures that have been formally approved or amended by the Board. The district reserves the right to make revisions at any time without advanced notice based on the need or desirability for change.

It is each employee's responsibility to familiarize themselves with the handbook's contents as well as applicable Board policies. Electronic copies of the handbook as well as district policies may be found on the district's website at: <http://www.waynesville.k12.mo.us>. Employees are required to sign and return a handbook statement each year made available by logging into SafeSchools through the district website (www.waynesville.k12.mo.us).

For questions or more information about a particular policy or procedure, employees may refer to the district policy, ask their supervisor, or contact the appropriate district office. Suggestions for additions or changes to the handbook are welcomed and may be submitted to the assistant superintendent for personnel services.

B. BOARD POLICIES

The Board of Education shall determine the policies to serve as a basis for the administration of the school district. Compliance of Board policies is mandatory for all employees of the Waynesville R-VI School District. Board policies may be found on the district's website.

AC*	Prohibition Against Illegal Discrimination and Harassment <i>(last revised 7/2022)</i>	GBH*	Staff/Student Relations <i>(last revised 2/21/12)</i>
AH	Tobacco-Free District <i>(last revised 7/2021)</i>	GBLB*	References <i>(last revised 1/2023)</i>
EBBC	Lactation Support <i>(adopted 6/2022)</i>	GBM*	Staff Grievances <i>(last revised 3/21/11)</i>
EGAAA	Reproduction of Copyrighted Materials <i>(last revised 7/21/03)</i>	GCBDA	Professional Staff Short-Term Leaves and Absences <i>(last revised 6/2022)</i>
EHB	Technology Usage <i>(last revised 12/18/17)</i>	GCBDB	Professional Long-term Leaves and Absences <i>(last revised 7/21/2003)</i>
GBBDA*	Family and Medical Leave <i>(last revised 9/21/2015)</i>	GCBC	Professional Staff Fringe Benefits <i>(last revised 11/23/15)</i>
GBCA-	Staff Conflict of Interest <i>(last revised 10/2020)</i>	GCI	Staff Assignments and Transfers <i>(adopted 2/2020)</i>
GBCB	Staff Conduct <i>(last revised 9/2019)</i>	GCPB	Resignation of Professional Staff <i>(last revised 2/2020)</i>
GBCC	Staff Use of Communication Device <i>(last revised 4/21/14)</i>	GCPD	Suspension of Professional Staff <i>(last revised 6/19/2017)</i>
GBE	Staff Health and Safety <i>(last revised 10/15/07)</i>	GCPE	Termination of Professional Staff Members <i>(last revised 2/2020)</i>
GBEA	Workers' Compensation <i>(adopted 3/2021)</i>	JFCF*	Hazing and Bullying <i>(last revised 1/17/17)</i>
GBEBA*	Drug-Free Workplace <i>(last revised (12/15/05)</i>	JHG*	Reporting and Investigating Child Abuse/Neglect <i>(last revised 1/2023)</i>
GBEBB-2	Employee Alcohol and Drug Testing <i>(last revised 10/2020)</i>		
GBEBC	Criminal Background Checks <i>(last revised 2/2020)</i>		

* - See Appendix

* * * * *

SECTION II - CLASSIFICATION OF EMPLOYEES

A. CERTIFIED STAFF

Full Time:

An appropriately-certified employee scheduled to work in a position that requires at least a 184-day contract.

Flex Time:

An appropriately-certified employee scheduled to work in a position that requires 218-239 days, July through June.

Part Time:

An employee scheduled to work in a position that requires less than 7.75 hours per day.

Hourly:

An employee who works at an hourly rate.

B. ADMINISTRATORS

Central Office:

An employee who holds district-wide responsibilities.

Building Principal:

An employee who has been assigned responsibilities for a specific building.

Assistant Principal:

An employee who has been assigned as support to the building principal.

Intern Administrator:

An employee assigned administrative duties while involved in a mentorship program with a building principal providing the individual with valuable leadership experiences necessary to transfer into the position of assistant principal, principal, or program coordinator. The intern administrator must be working towards or have obtained his/her administrative certification.

* * * * *

SECTION III - PERSONNEL POLICIES, LEAVES/ABSENCES, VACATIONS, AND HOLIDAYS

A. PERSONNEL POLICIES

1. Required Information in Office Files

Before beginning employment in the district, it is required of each contracted certified staff member to complete the following: If any of the requirements below are not met, the district has the option to cease automatic deposit of an employee's monthly pay beginning with the September payroll for employees hired prior to August (this deadline will be adjusted for those employees hired after August). Exceptions will be reviewed by the Assistant Superintendent of Personnel Services for approval. Employees will be notified and required to pick up their paycheck in the Personnel Services Office and report on the status of their documents until all of the requirements are met. The required information includes:

- a. Completed FBI/Missouri Highway Patrol fingerprinting at employee's expense before having contact with students
Important Information Regarding Fingerprint Submission
 - All full-time and part-time staff, including any individual that will have direct contact with students attending Waynesville R-VI School District, must complete an FBI Criminal History by fingerprinting

through the Missouri State Highway Patrol at their own expense. All individuals being fingerprinted must register on the Missouri Automated Criminal History System (MACHS) website using a Waynesville R-VI School District 4-digit code. The appropriate code will be provided by the Personnel Services Office. This 4-digit code allows district personnel to view the criminal history and enrolls the individual in the state Rap-Back system, a requirement for all district personnel. Failure to register with the appropriate 4-digit code will void any fingerprint submission and a new fingerprint submission will be required, at the individual's expense. (See Board Policy GBEC, GBEC-AP1, GBEC-AF1)

- b. Completed background check through the Missouri Family Care Safety Registry (FCSR) at employee's expense before having contact with students
- c. A signed contract for employment
- d. The following electronic forms:
 - ✓ Job Description Acknowledgment Form
 - ✓ Employee Handbook Acknowledgment and Receipt Form
 - ✓ Acceptable Use of Technology Form
 - ✓ Student Confidentiality Agreement
 - ✓ Video Certification and Training Confirmation Form
 - ✓ Federal and Missouri W-4 Forms
 - ✓ Social Security Form SSA-1945 – *statement concerning your employment in a job not covered by social security*
 - ✓ I-9 Employment Eligibility Form – *federal law requires employers to verify the identity and employment eligibility of every employee. In order to comply with these requirements, all certificated staff must complete the Form I-9, Employment Eligibility Verification form, prior to the third day of the beginning of their contract. **Original documentation must be presented at this time for verification.** The Waynesville R-VI School District participates in the Social Security Administration's E=Verify program.*
 - ✓ Emergency Contact Form
- e. Completed insurance and benefits online enrollment (*required within two (2) weeks of contract start date for payroll purposes.*)
- f. **Official transcripts or E-scripts** indicating completed degrees and/or graduate hours must be on file in the Personnel Services Office by, **August 1st** of the school year. Employees will be paid according to what is received by that date OR the base salary on the certified salary schedule until ALL transcripts for correct placement are received. **This will be initiated immediately beginning with the first payroll in August.** Employees hired after August 1st will be required to provide official transcripts or E-scripts within thirty (30) days of the first day of employment.
- g. Current Missouri teaching certificate for the contracted teaching assignment (the employee will be required to obtain a Missouri substitute teacher certificate until appropriate Missouri certification is on file).
- h. Employee Social Security Number - The Waynesville R-VI School District may request a copy of the Social Security card for the following:
 - 1) Upon employment with the district
 - 2) Legal name change
 - 3) Wage and tax reporting
 - 4) Insurance enrollment reporting
 - 5) Worker's compensation reporting
- i. Verification of Experience Form(s) - New employees will begin on step 1 of the salary schedule until prior teaching experience is provided to the Personnel Services Office. Documentation must be received prior to the first payroll in August to ensure that proper years of experience are applied. Employees hired after the first day of school will be required to provide verification within thirty (30) days of the first day of employment. If after 60 days these form(s) are not received, the employee will remain on step 1 of the salary schedule, with no adjustments, until the following school year.

2. Personnel File/Online Information

A personnel file is maintained in the Personnel Services Office for each employee that has been employed in the district prior to the 2020-2021 school year. Both paper files and online files will contain information pertinent to the individual's employment relationship with the district. An employee may review the contents of his/her personnel file in the presence of the assistant superintendent for personnel services or superintendent at a mutually convenient time.

3. Current Personal Information

Contact Information -- If the employee has a change of address or telephone number, the employee shall immediately notify their department's administrative office. Additionally, the employee shall notify the Personnel Services Office.

Name Change – The district, by law, is required to use the employee's name as it appears on their social security

card. Name changes can only be made if the employee's social security card has been updated and a copy has been provided to the Personnel Services Office.

Dependents – In the event the employee has a change in dependents, the employee shall immediately notify the Payroll and Benefits Specialist in the Operational Services Office at 573-842-2069.

4. Professional Liability

Employees performing their job responsibilities as defined by job descriptions and Board of Education policies are covered by professional liability insurance.

5. Tenure

Teachers new to the district will be given one (1) year of credit toward tenure if they have taught two (2) or more consecutive years in another district (does not have to be in Missouri). When these teachers have completed four (4) years of teaching (without incurring an unpaid leave of absence for any reason) in the Waynesville district, they will be allowed to go on tenure the following school year. All teachers with one year or less of prior experience must complete five (5) years of teaching (without incurring an unpaid leave of absence for any reason) to obtain tenure.

If an unpaid leave of absence occurs, those teachers would receive tenure once they surpass the completed four-year mark of teaching during the following school year.

A tenured teacher that leaves the Waynesville School District must teach one (1) year upon returning to the district in order to again attain tenure status with the district.

Tenure provisions are all subject to Missouri law.

6. ESSA Teacher Qualifications

The Every Student Succeeds Act (ESSA) requires all teachers to meet their state licensing requirements.

Teachers not meeting these requirements are at risk of reassignment or replacement.

7. Duty Time

a. Hours of Duty - The school day consists of seven hours and forty-five minutes, which is required for all teachers (exceptions may arise when regular or special faculty meetings are held and mandatory attendance of faculty members is required). The building principal will be responsible for scheduling teachers for a seven-hour, forty-five minute day. The principal should require teachers to arrive at a reasonable time before school begins and remain on duty for a reasonable time after school is dismissed. Due to bus schedules, all schools will not begin and end at the same time, but all teachers will be required to spend the same amount of time on duty. Car pools do not excuse teachers from remaining for called or regular meetings. Duty time for administrators is a minimum of eight (8) hours daily. They will be expected to meet the professional requirement of supervising school activities when scheduled.

b. Non-School Employment - It is recognized that district employees may hold jobs with other organizations; however, it is expected that this second job will not hinder the performance of the job in Waynesville R-VI. If such a hindrance occurs and the employee does not take action to correct the conflict after being so informed, the employee will be terminated from the Waynesville R-VI position.

c. Summer Hours - With approval by the superintendent or superintendent's designee, an immediate supervisor may grant a flexible work schedule for employees who normally work during the summer months.

8. School Activity Duty

It is agreed that each teacher (if requested to do so) is to be on duty in all of the schools of the district without extra pay for a maximum of five (5) school activities during the school year. These are exclusive of any activities for which the teacher will receive other compensation (e.g. from a grant, district, or state funded program).

See paragraphs 13 and 14, page 6, for attendance at such school community events as PTA/PTO, Open House, or other Teacher/Community events.

9. Inclement Weather

After approval from immediate supervisor, Certified staff members missing work while school is in session due to inclement weather may use an available personal business day to cover the absence. If no days are available, a salary deduction will occur.

Any certified staff member who works less than ten (10) months is not required to report to work on a "snow day" unless instructed to work by their supervisor. In order for the employee to fulfill their amount of contracted days, any work missed due to bad weather must be made up on a non-school work day and pre-approved by their supervisor.

All personnel working in excess of 200 days (key and essential) will work on inclement weather or "snow days." If approved

by immediate supervisor, available vacation or approved compensatory time may be arranged. Any exception to this must be approved by the superintendent of schools or superintendent's designee. The superintendent or superintendent's designee may declare a liberal leave policy which will allow the employee to use any leave that is available to the employee or they may declare administrative leave for all employees in cases of extreme inclement weather conditions.

All administrators will work on inclement weather or "snow days." Twelve-month administrators choosing not to work due to bad weather may use available vacation time. Eleven-month administrators choosing not to work due to bad weather may observe the use of flex time.

All key and essential personnel will report to work at their regularly scheduled time on "delayed start" days due to inclement weather. Key and essential personnel are: Central Admin Office Administrators and Staff, Building Principals, Building Secretaries, Custodians, and Building and District Technology Staff.

Any exception to these procedures must be approved by the superintendent of schools or designee. The superintendent or designee may declare administrative leave for all employees in cases of extreme inclement weather conditions. If a "make-up" day occurs on a district designated holiday, those employees who were required to work will be provided with a compensatory day off at a time that is mutually agreed upon between employee and supervisor.

Automated calls, texts and emails go out to all District staff and parents.

The news media listed below are contacted for school closing announcements due to inclement weather or other emergencies.

Only local media are contacted for early dismissal announcements.

KFBD/KJPW - 97.9 FM/102.3 FM	KUNQ/KBTC - 99.3
FMKJEL/KBNN - 103.7 FM	KFLW - 98.9
FMKCLQ/KLTW - 107.9	Channel 12 TV
KZNN/KTTR - 105.3 FM	Sunny 104.5
Springfield Broadcast Council	

10. Job Descriptions

Job descriptions for certificated employees are located on the district's website.

11. Notice of Vacant Positions

All open positions are posted at the following locations:

- ✓ Local Channel 12 television station
- ✓ Each school building in the district
- ✓ Select Missouri colleges and universities
- ✓ Waynesville R-VI School District website: <http://www.waynesville.k12.mo.us>
- ✓ MOTEACH website: <http://www.moteachingjobs.com>
- ✓ MOREAP website: <http://www.moreap.net>
- ✓ AppliTrack website: K12JobSpot.com
- ✓ Other websites as needed

12. Absence from Duty

In case of necessary absence, a teacher will notify his/her principal in accordance with established building procedures and enter the absence in AESOP. Administrators will notify the superintendent or the assistant superintendent for personnel services in case of their absence and enter the absence in AESOP.

13. Meetings

It is agreed that certificated personnel shall attend such regular and special faculty meetings as may be required by the principals or superintendent.

14. Membership in Professional Organizations and Attendance at School-Community Events

Membership in professional teacher associations and in a Waynesville R-VI district-based teacher's organization is strongly urged as an indication of professional interest. Attendance at such school-community events as PTA/PTO meetings is also considered an indication of good teaching service and community cooperation.

15. Rebates, Gifts, or Rewards for Purchasing

(See Board Policy GBCA--Staff Conflict of Interest)

Employees will not accept gifts of substantial value from vendors, students, or parents unless authorized by the Board of Education. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$100.

An employee will not use his or her position with the district to influence purchases made by students or their parents/guardians resulting in the financial gain of the employee, the employee's spouse, the dependent children of the employee, or businesses with which they are associated unless authorized by the Board of Education.

Employees of the Board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Waynesville R-VI School District staff.

16. Loss of Personal Property

The school district will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

17. Employee Technology Agreement

The district's technology resources may be used by students, employees, School Board members, and other authorized persons such as consultants, legal counsel, and independent contractors. All users must agree to follow the district's policies and procedures (see Board Policy EHB). Unless authorized by the superintendent or designee, all users must have a signed *User Agreement* each year made available by logging into SafeSchools through the district website (www.waynesville.k12.mo.us) before they are allowed access to district technology resources.

18. Guidelines for Implementation of Acceptable Use for Digital Information, Communication, and Technology Resources

Waynesville R-VI School District (Waynesville R-VI) provides access to technology devices, the Internet, and data systems to employees and students for educational and business purposes. This Acceptable Use Policy (AUP) governs all electronic activity of employees using and accessing the district's technology, Internet, and data systems regardless of the user's physical location.

Guiding Principles

- Online tools, including social media, should be used in our classrooms, schools, and central offices to increase community engagement, staff and student learning, and core operational efficiency.
- Waynesville R-VI has a legal and moral obligation to protect the personal data of our students, families, and staff.
- Waynesville R-VI should provide a baseline set of policies and structures to allow schools to implement technology in ways that meet the needs of their students.
- All students, families, and staff must know their rights and responsibilities outlined in the AUP and government regulations.
- Nothing in these guidelines shall be read to limit an individual's constitutional rights to freedom of speech or expression or to restrict an employee's ability to engage in concerted, protected activity with fellow employees regarding the terms and conditions of their employment.

The AUP is reviewed annually by the Waynesville R-VI Assistant Superintendent of Personnel Services and is located in the district's personnel handbooks. Technology users are required to verify that they have read and will abide by the AUP annually.

Copies of the AUP and the student contract for Internet use are included in Waynesville R-VI handbooks, given to all students at the beginning of the school year. The Student Contract for Internet Use must be completed and signed by all students and their parent/guardian after going over the AUP together. The signed contract must be returned to the school before the student may begin using the Internet at any Waynesville R-VI location and/on any Waynesville R-VI device.

Use of all Waynesville R-VI technology resources is a privilege, not a right. By using Waynesville R-VI Internet Systems and devices, the user agrees to follow all Waynesville R-VI regulations, policies and guidelines. Students and staff are encouraged to report misuse or breach of protocols to appropriate personnel, including building administrators, direct supervisors and to the Media Center. Abuse of these privileges may result in one or more of the following consequences:

- Suspension or cancellation of use or access privileges.
- Payments for damages or repairs.
- Discipline under appropriate Waynesville R-VI policies, up to and including termination of employment
- Liability under applicable civil or criminal laws.

The Missouri Open Meetings and Record Act, commonly referred to as the Sunshine Law, allows members of the public access to district meetings, records and votes.

Family Educational Rights and Privacy Act (FERPA) - (EHB) The FERPA law protects the privacy, accuracy, and release of information for students and families of the Waynesville R-VI School District. Personal information stored or transmitted by agents of the Waynesville R-VI School District must abide by FERPA laws and the Waynesville R-VI School District is required to protect the integrity and security of student and family information. For more information, visit <http://www.ed.gov/policy/gen/guid/fpco/ferpa/index.html>

Children's Internet Protection Act (CIPA) (EHB) Requires schools that receive federal funding through the E-Rate program to protect students from content deemed harmful or inappropriate. The Waynesville R-VI School District receives E-Rate funds is therefore required to filter internet access for inappropriate content, monitor the internet usage of minors, and provide education to students and staff on safe and appropriate online behavior.

Communication & Social Media

Employees and students are provided with district email accounts and online tools to improve the efficiency and effectiveness of communication, both within the organization and with the broader community. Communication should be consistent with professional practices used for all correspondence. When using online tools, members of the Waynesville R-VI School District community will use appropriate behavior:

1. *when acting as a representative or employee of the Waynesville R-VI School District.*
2. *when the communication impacts or is likely to impact the classroom or working environment in the Waynesville R-VI School District.*

All communication sent by an employee using district property or regarding district business could be subjected to public access requests submitted through a Sunshine Law request. Users need to be aware that data and other material/files maintained on the school district's systems may be subject to review, disclosure, or discovery. Use of personal email accounts and communication tools to conduct school business is strongly discouraged and may open an individual's personal account to be subject to Sunshine Law inquiries. Waynesville R-VI School District will cooperate fully with local, state, and federal authorities in any investigation concerning or related to any illegal activities or activities not in compliance with school district policies or government regulations.

Guidelines for Online Communication

- Communication with students should not include content of a personal nature.
- When communicating with parents/guardians of students, employees should use email addresses and phone numbers listed in the Student Information System (SIS) unless steps have been taken to verify that the communication is occurring with a parent/guardian that has educational rights for the student.
- When communicating with a parent/guardian, refrain from discussing any non-related students when possible.
- Employees who use internal or external social media (blogs, Twitter, etc.) are expected to refrain from discussing confidential information and/or discussing specific students. Information that can be traced back to a specific student or could allow a student to be publicly identified should not be posted on any social media sites.
- Employees should identify that they are speaking for themselves and not the school district when posting on social media for personal purposes.
- When using social media, employees must follow district policies pertaining to the confidentiality of student records.
- Employees are required to request permission from their principal and the Director of Communications and Marketing before setting up an online site to facilitate student learning. Employees are encouraged to monitor/moderate online communication to the best of their abilities.
- Employees who operate a social media site on behalf of the school district or its clubs, organizations, or sports should understand the district's social media guidelines, including the limited reasons for how and when a comment may be hidden, deleted, or reported.
- Employees are advised not to add any students/former students who are still in school or parents as 'friends' or contacts on social media unless the site is specifically set up to support classroom instruction or school business.
- Employees may communicate with Waynesville R-VI graduates (+18 years old) on social media but must maintain professionalism and caution when communicating online.

- Employees are advised not to add parents/guardians of students as ‘friends’ or contacts on social media to maintain professionalism and to avoid any appearance of conflict of interest.
- Avoid responding to spam or phishing attempts that require a user to click on any links or to provide any account information. Note: Waynesville R-VI will never ask for a user’s account password for any purpose and users are advised to report any suspicious requests for account information directly to the Media Center at (573-842-2021)

Solicitation

Web announcements and online communication promoting a business are prohibited by the Waynesville R-VI Solicitation Policy. The Superintendent’s Office may make exceptions if benefits are judged sufficient to merit exception.

Use of Copyrighted Materials (EGAAA & EGAAA-AP1)

Violations of copyright law that occur while using the Waynesville R-VI network or other resources are prohibited and have the potential to create liability for the district as well as for the individual. Waynesville R-VI staff and students must comply with regulations on copyright plagiarism that govern the use of material accessed through the Waynesville R-VI network.

Users will refrain from using materials obtained online without requesting permission from the owner if the use of the material has the potential of being considered copyright infringement. The Waynesville R-VI School District will cooperate with copyright protection agencies investigating copyright infringement by users of the computer systems and network of the Waynesville R-VI School District. For copyright questions, please contact Michael Henson at mhenson@waynesville.k12.mo.us.

Network Usage (EHB-AP1)

Network access and bandwidth is provided to schools for academic and operational services. Waynesville R-VI reserves the right to prioritize network bandwidth and limit certain network activities that are negatively impacting academic and operational services. Users are prohibited from using the Waynesville R-VI network to access content that is inappropriate or illegal, including but not limited to content that is pornographic, obscene, illegal, or promotes violence.

Network Filtering & Monitoring (EHB)

As required in the Children’s Internet Protection Act (CIPA), Waynesville R-VI is required to protect students from online threats, block access to inappropriate content, and monitor Internet use by minors on school networks. Waynesville R-VI’s Media Center is responsible for managing the district’s Internet filter and will work with the Waynesville R-VI community to ensure the filter meets the academic and operational needs of each school while protecting minors from inappropriate content.

By authorizing use of technology resources, Waynesville R-VI does not relinquish control over materials on the systems or contained in files on the systems. There is no expectation of privacy related to information stored or transmitted over the Waynesville R-VI network or in Waynesville R-VI systems. Waynesville R-VI reserves the right to access, review, copy, store, or delete any files (unless other restrictions apply) stored on Waynesville R-VI computers and all employee and student communication using the Waynesville R-VI network. Electronic messages and files stored on Waynesville R-VI computers or transmitted using Waynesville R-VI systems may be treated like any other school property. District administrators and network personnel may review files and messages to maintain system integrity and, if necessary, to ensure that users are acting responsibly. Waynesville R-VI may choose to deploy location tracking software on devices for the sole purpose of locating devices identified as lost, stolen, or not returned to the district.

Personal Use (EHB-AP1)

Waynesville R-VI recognizes that users may use Waynesville R-VI email, devices, and network bandwidth for limited personal use; however, personal use should not interfere with or impede district business and/or cause additional financial burden on the district. Excessive use or abuse of these privileges can be deemed in violation of the AUP.

Network Security

The Waynesville R-VI School District’s infrastructure and network are implemented with performance planning and appropriate security measures in mind. Any additional network electronics including, but not limited to, switches, routers, and wireless access

points must be approved, purchased, installed, and configured solely by the Waynesville R-VI Media Center to ensure the safety and efficiency of the network. Users are prohibited from altering or bypassing security measures on electronic devices, network equipment, and other software/online security measures without the written consent of the Waynesville R-VI Media Center.

Data & Systems (EHB & EHBC)

Access to view, edit, or share personal data on students and employees maintained by Waynesville R-VI central offices, individual schools, or by persons acting for the district must abide by local, state, and federal regulations, including the Family Educational Rights and Privacy Act. Student and staff information and data may only be shared with individuals deemed eligible to have access by the person(s) responsible for oversight of that data. Outside parties and/or non-Waynesville R-VI employees requesting protected data must receive approval from the Office of Personnel Services and have a non-disclosure agreement with the Waynesville R-VI School District. Individuals requesting ongoing access to data through Waynesville R-VI systems are required to have a designated Waynesville R-VI administrator who will act as a “sponsor” to ensure the safety of the data.

Electronic Transmission of Data (EHB & EHBC)

When educational records or private data are transmitted or shared electronically, staff are expected to protect the privacy of the data by password-protecting the record/file and only using Waynesville R-VI systems to transmit data. Staff are also expected to ensure records are sent only to individuals with a right to said records and must take reasonable measures to ensure that only the intended recipients are able to access the data.

Passwords (EHB-AP1)

Users are required to adhere to password requirements set forth by the Waynesville R-VI School District when logging into school computers, networks, and online systems. Users are not authorized to share their password and must use extra caution to avoid email scams that request passwords or other personal information.

Media & Storage

All local media (USB devices, hard drives, flash drives, etc.) with sensitive data must be securely protected with a password and/or encrypted to ensure the safety of the data contained. Use of cloud-storage services for storage or transmission of files containing sensitive information must be approved by the Waynesville R-VI Media Center. Users are encouraged to use Waynesville R-VI approved data/information systems for the storage and transmission of sensitive data whenever possible and avoid storage on local hardware that cannot be secured.

Electronic Devices

Waynesville R-VI defines electronic devices as, but not limited to, the following:

- Laptop and desktop computers, including like-devices
- Tablets
- Wireless email and text-messaging devices, i.e., iPod
- Smartphones
- Donated devices

Device Support

Waynesville R-VI provides basic installation, synchronization, and software support for Waynesville R-VI-issued electronic devices. Devices must be connected to the Waynesville R-VI network on a regular basis to receive up-to-date software and antivirus updates and for inventory purposes. Password protection is required on all Waynesville R-VI-issued electronic devices to prevent unauthorized use in the event of loss or theft. Users are responsible for making periodic backups of data files stored locally on their devices.

Loss/Theft

Users must take reasonable measures to prevent a device from being lost or stolen. In the event an electronic device is lost or

stolen, the user is required to immediately notify appropriate school staff and/or their direct supervisor, local authorities, and the Waynesville R-VI Media Center at 573-842-2021. The Waynesville R-VI School District will take all reasonable measures to recover the lost property and to ensure the security of any information contained on the device.

Return of Electronic Devices

All technology purchased or donated to the Waynesville R-VI School District is considered district property and any and all equipment assigned to employees or students must be returned prior to leaving their position or school. All equipment containing sensitive information and data must be returned directly to Waynesville R-VI Media Center before it can be redeployed.

Personal Electronic Devices

The use of personal electronic devices is permitted at the discretion of the

Principal and Waynesville R-VI Media Center. Waynesville R-VI recognizes that users may use Waynesville R-VI email, devices, and network bandwidth for limited personal use; however, personal use should not interfere with or impede district business and/or cause additional financial burden on the district. Excessive use or abuse of these privileges can be deemed in violation of the AUP. Additionally, the Waynesville R-VI School District is not responsible for the maintenance and security of personal electronic devices and assumes no responsibility for loss or theft. The district reserves the right to enforce security measures on personal devices when used to access district tools and remove devices found to be in violation of this agreement.

Energy Management

Waynesville R-VI strives to reduce our environmental footprint by pursuing energy conservation efforts and practices. The district reserves the right to adjust power-saving settings on electronics to reduce the energy consumption.

Technology Purchasing & Donations (DJF-AP1)

Technology hardware and software must be purchased or donated through the Waynesville R-VI Media Center with prior approval through the Business Office. All technology purchases and donations must abide by district procurement policies and are subject to approval by the Waynesville R-VI Media Center. Technology pricing can include additional expenses required to ensure proper maintenance and security, including but not limited to warranties, hardware/software upgrades, virus protection, and security/inventory software. Schools or departments applying for technology grants, funding, or donations must budget for any additional expenses associated with the requested technology and can be held responsible for any additional expenses incurred.

19. Verification of Employment

All employment verifications are completed by the Personnel Services Office. Due to the number of verification requests received on a daily basis in addition to normal day-to-day operations, every effort is made to process requests within three (3) business days.

20. Resignation/Termination of Employment

Employees who resign or retire at the end of a school year will receive payment for any unused vacation and/or unused health leave remaining at the end of that school year. For purposes of this provision, "the end of the school year" shall mean the last day on which the employee is required by the district to perform the duties of the employee's position for that fiscal school year (the fiscal year ends on June 30).

Except as otherwise required by law, an employee who resigns or is discharged from, or who abandons, his/her position prior to the end of the school year will not be eligible to receive payment for unused vacation, SOS compensation and/or health leave.

- a. Discharge: Discharge occurs when an employee is terminated by the district prior to the end of the school year, as defined above, regardless whether such termination occurs with or without cause.
- b. Abandonment: An employee is deemed to have abandoned his/her position if the employee fails to report to work for three (3) consecutive days and does not, within such three-consecutive-day period, provide an explanation satisfactory to the administration, in its judgment and its sole discretion, for not reporting. Except as

otherwise required by law, such employee shall be deemed to have abandoned the employee's position and to have voluntarily resigned.

B. PROFESSIONAL STAFF LEAVES AND ABSENCES

(See Board Policies GBBDA, GCBDA, and GCBDB for full policies)

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. The district considers presence at both instructional and professional development days to be essential to the district's operations. When a professional staff member is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Professional staff members may be terminated for excessive or unreasonable absences or tardiness. An unreasonable absence includes, but is not limited to, any absence taken in violation of Board Policy. Unless authorized by the Board, superintendent, or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

- a. Is for a reason not granted as paid or protected leave under Board policy.
- b. Exceeds the number of days allotted by the Board for that particular leave.
- c. Is for a reason authorized by Board policy but exceeds five (5) days a month, 20 days in a semester, or 40 days per school year.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

The district may require an employee to provide the district verification of illness from a healthcare provider before the district applies sick leave or other applicable paid leave to the absence. Generally, such verifications will be requested for absences that occur on professional development days. 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.

Excessive deductions for leaves/absences may affect retirement benefits (see Payroll Procedures).

All absences that qualify for paid leave will be compensated and will be deducted from the employee's leave entitlement under Board policy. Employees will not be granted unpaid leave in lieu of a qualifying paid absence. All paid absences that qualify for FMLA leave will be deducted from the employee's entitlement to FMLA leave, as provided by Board policy.

1. Pregnancy, Childbirth, and Adoption Leave *(Board Policy GCBDA)*

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

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA, as detailed in Board Policy GBBDA.

Employees who are ineligible for FMLA leave may take leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued health leave, personal business leave, vacation leave or unpaid leave. Employees requesting leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

In addition to the provisions of this policy, an employee may request up to five (5) days consisting of no more than two (2) accumulated health leave days plus three (3) accumulated personal business leave days for their children's maternity or adoption.

2. Lactation Support *(Board Policy EBBC)*

For the convenience of district staff, students and the public and to support the care of children, the district will provide accommodations as required by law for lactation activities. For the purposes of this policy, "lactation activities" include expressing breast milk, breastfeeding a child or addressing other needs related to lactation. The district will provide employees and students a minimum of three opportunities during a school day, at intervals agreed upon by the district and the individual, to express breast milk or breastfeed a child for at least one year following the child's birth.

In accordance with state law, the district allows breastfeeding or expressing breast milk, with discretion, in any public or private location where the person is otherwise authorized to be. To further accommodate lactation activities, the superintendent or

designee will identify at least one room that is not a restroom in each school building to be used exclusively for lactation activities. The room will meet the requirements of state law.

Employees are encouraged to notify their supervisors in advance if they need accommodations for lactation activities. The supervisor will work with the employee to address arrangements and scheduling to ensure that the employee's duties are covered during the break time and minimize disruptions to the school day. Providing breaks to classroom teachers and other employees who directly supervise students throughout the day is particularly challenging because students cannot be left unsupervised and student learning cannot be disrupted. The district expects these employees to be particularly flexible and, when possible, to use planning periods, lunch breaks, routine breaks in their class schedule or other free time to meet their lactation-related needs.

3. One-Year General Leaves of Absence (*Board Policy GCBDB*)

The Board of Education may grant a one-year general leave of absence for reasons other than the continuation of professional study – for example, illness, child rearing, adoption, or other personal reasons. If applicable, the provisions of the Family and Medical Leave Act (FMLA) will be followed as required by law. General leaves are subject to the following conditions:

- a. The leave of absence shall be based upon application by the teacher; it shall coincide with the school year and not be for a period of more than one (1) year. Leaves will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.
- b. The applicant shall have been a certificated employee of the school district for not less than six (6) consecutive years immediately preceding the application.
- c. The teacher shall request the leave in writing to the assistant superintendent for personnel services 90 calendar days prior to the end of the school year preceding the leave period.
- d. The Board of Education shall be able to make satisfactory arrangements for the performance of the ordinary duties of the applicant during the period for which the leave of absence is requested.
- e. The number of leaves granted in any one (1) year shall be left to the discretion of the Board of Education.
- f. Upon the staff member's return to the school system, the employee shall be reinstated at the proper position on the salary schedule, losing only that time during which regular duties were not performed. The Board retains the right to reassign the teacher.
- g. The leave of absence shall be without pay or benefits by the school district. The employee may continue health insurance through the district plan at own expense.

4. Family and Medical Leave

(See Board Policy GBBDA for full policy. Copy also included in Appendix.)

Leave that qualifies for Family and Medical Leave Act 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 (but not necessarily consecutively).
- 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.

For all FMLA purposes, the district adopts a 12-month leave year measured forward from the date an employee's first FMLA leave begins.

- a. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - 1) Birth and first-year care of the employee's child.
 - 2) Adoption or foster placement of a child with the employee.
 - 3) Serious health condition of the employee that makes the employee unable to perform one (1) or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child, or parent.
 - 4) A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the armed forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
- b. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent, or next of kin who is a covered service member. Twenty-six weeks of leave are available per service member, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
- c. During the 12-month duration of military caregiver leave, an employee is limited to a total of 26 weeks of leave for all combined FMLA reasons; with a 26-week limit on military caregiver leave and a 12-week limit for birth, adoption, and serious health condition of the employee or the employee's spouse, child, or parent. For example,

an employee could take 16 weeks of military caregiver leave and still have 10 weeks available for the birth of a child. However, an employee who used 10 weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse, or child will be designated first as military caregiver leave.

- d. When spouses entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employee's child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where the spouses both use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the spouses would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When spouses are both employed by the district and both wish to use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
- e. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, giving proper notice to the employee. If an employee's accrued paid leave is exhausted, but an FMLA-qualifying reason for absence persists or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until allowable FMLA leave has been used, but such absences will be unpaid.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits, and working conditions at the conclusion of the leave, in accordance with law. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; however, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

5. Health Leave

(See Board Policy GCBDA)

Each new employee will be entitled to health and business leave after the first day of his or her service in fulfillment of the contract with the school district. Health leave will be prorated according to the number of total contracted days for employees with extended contracts. Employees employed for less than a full year, or less than full time, excluding hourly employees, shall be entitled to health leave on a pro rata basis.

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

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a health care provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid health leave.
- b. Absences occurring during the "**Blackout Dates**", see the attached blackout dates calendar. A physician's excuse attesting to the illness or incapacity of the staff member will be required for Professional Development days. Business leave days are not allowed on blackout dates, for extenuating circumstances please contact your building principal. Administration reserves the right to request a written physician's excuse for any health leave absence.

Waynesville R-VI School District

2023-2024 Black Out Day Calendar



 School Closed	 Teacher In-Service (no school for students)	 New Teacher Meetings
 Early Release/In-service day	 Summer School	 End of Semester-Early Release-Records Day
 Graduation	 First and Last Day of School	★ District Offices/Buildings Closed

Aug 16	WMS, WHS, WCC Meet the Teacher 4-6 pm	Dec 20	Early Release- Records Day
Aug 17	Pre-K/Elementary/WSGC Meet the Teacher 4-6 pm	Dec 21 - Jan 2	Winter/Semester Break - School Closed
Aug 21	First Day of School	Jan 3rd	Teacher In-Service Day- No School
Sept 4	Labor Day - School Closed	January 15	Martin Luther Jr Day - School Closed
Oct 6	Early Release-Homecoming/Records Day	February 19	President's Day - School Closed
Oct 9	Teacher In-Service Day- No School	March 18-22	Spring Break - School Closed
Oct 23-26	Parent/Teacher Conferences	March 29	Spring Weekend- School Closed
	Elementary Oct 23 & 26 4:00-7:30	May 24	Last Day of School- Early Release Day
	Secondary Oct 24 & 26 3:00-6:30	June 19	Juneteenth - School Closed
Oct 27	School Closed		
Nov 10	Veteran's Day - School Closed		
Nov 20-24	Thanksgiving Break - School Closed		

School Hours	Full Day	Late Start	Early Release
WHS/MIDDLE/6TH	7:30-2:35	8:00-2:35	12:00 PM
ELEMENTARY	8:30-3:30	9:00-3:30	1:00 PM

Board Adopted: 7-27-2023

- c. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include spouse, parents, spouse's 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. (Note: "Family" for FMLA purposes is more limited.)
- d. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- e. Pregnancy, childbirth, and adoption leave in accordance with this policy.

f. Health Leave Pro Rata Chart:

LEAVE DAYS

Contract	Days	Months	1st Year	2nd Year	3rd Year	Maximum Accumulated Days Allowed
184 (base)		8.46	9.00	10.00	12.00	90
186		8.55	9.00	10.00	12.00	91
189		8.69	9.00	11.00	13.00	92
190		8.74	9.00	11.00	13.00	94
194		8.92	9.00	11.00	13.00	95
196		9.00	9.00	11.00	13.00	97
204		9.38	9.00	11.00	14.00	100
218		10.00	10.00	12.00	15.00	107
220		10.07	10.00	12.00	15.00	109
223		10.25	10.00	12.00	15.00	109
227		10.44	10.00	12.00	15.00	114
239		11.00	11.00	13.00	16.00	117
261		12.00	12.00	15.00	17.00	128
		(To nearest 1/100 of a month)		(To nearest 1/4 of a day)		(To nearest day)

Any contract length different than those listed above will be compared to the 184-day base for leave days determination and possible accumulation.

Health leave may not be used for any absence from extra-duty contract responsibilities.

6. Health Leave Pool

The purpose of the health leave pool is to provide continuing income for employees who incur extended absence due to the employee's own serious health condition, illness, injury, or disability. The health leave pool is for "employee absences" only, and not available for an employee to use due to the serious health condition, illness, injury, or disability of a family member or other person.

Each new employee shall contribute one (1) day of health leave to the pool. However, a new employee is not eligible to draw days from the Health Leave Pool until he/she has been employed by the district for at least twelve months, as required in accordance with the application requirements below:

a. Health Leave Reserve

The health leave reserve shall be maintained as follows:

- 1) At the beginning of each school year, days lost to employees who have accumulated the maximum number of days permitted for their positions shall automatically roll over into the health leave pool.
- 2) Upon retirement or resignation, employees may voluntarily donate part or all of their unused days in lieu of receiving the pro rata rate provided in Section B, "Support Staff Leaves and Absences," Subsection 5, "Unused Health Leave Pay Policy." Such donation shall be documented on district forms designated for this process.
- 3) The Board of Education may, but is not required to, contribute additional days, into the health leave pool reserve if needed to maintain a minimum balance of 300 days.

b. Administering of Health Leave Pool

The assistant superintendent for Personnel Services and the Operational Services Office will administer the health leave pool. An employee who has used all accumulated paid health, personal, and vacation leave (if applicable) may apply to the Operational Services Office for paid health leave days from the health leave pool. The employee must meet all requirements for eligibility and participation.

c. Application Process for Health Leave Pool Access

- 1) Applications to receive paid health leave days from the health leave pool are available in the Operational Services Office.
- 2) The employee must complete page one (1) of the application. Page one (1) must include a detailed explanation of the reason for requesting days from the health leave pool and specify the number of health leave days being requested.
- 3) A licensed physician must complete pages two (2) and three (3) of the application stating the nature of the illness and that the employee is unable to work due to illness or accident.
- 4) The completed application must be returned to and approved by the Operational Services Office before any payment for health leave days from the pool will be remitted to the employee.
- 5) The Operational Services Office may request additional information from the employee, the employee's physician, a physician of the district's choosing, and/or other sources, as may be necessary,

in the district's opinion, to make a decision regarding the application.

- 6) The employee must submit the application to draw days from the health leave pool as soon as reasonably possible after the employee is aware of the need to request such days; and it must be within the same fiscal year in which the health leave pool days are requested. Failure to submit a timely application may result in denial of the request.
- 7) The assistant superintendent for personnel services will review the application and will submit it to the superintendent for final approval.
- 8) Employee shall be notified by the superintendent.
- 9) Decisions of the superintendent may be appealed to the Board of Education in writing. Such appeals must be submitted to the Board of Education, in writing, no later than fifteen (15) days after the employee's receipt of the superintendent's decision.

d. Requirements for Health Leave Pool Participation

- 1) The employee must have been employed by the district for at twelve months immediately preceding the date on which (a) the request for additional health leave from the health leave pool is submitted or (b) the first day of health leave from the pool is used, whichever is later.
- 2) Days from the health leave pool will be granted only after all of the employee's available leave (health, personal, and vacation (if applicable)) has been depleted, and after the employee has been absent without pay for five (5) consecutive work days following depletion of such leave. On the sixth consecutive work day of leave, an employee who has met all requirements and whose application has been approved may begin to draw the designated number of days from the health leave pool. The employee will not be reimbursed for the five (5) consecutive work day waiting period, even if the request for health leave pool is approved.
- 3) The employee may draw only the number of days approved. Under no circumstances may an employee draw more than fifty (50) days in a single school year (July 1 through June 30). In no event shall an employee be granted more than a total of ninety (90) days from the health leave pool during the individual's employment with the district.
- 4) Once an employee has utilized the 50 maximum allowable days and does not return to work, he/she will have a deduction in pay for any days missed thereafter.
- 5) Employees who repeatedly request excessive health leave pool days on an annual basis may be denied for a two-year period.
- 6) One day of health leave from the pool shall be equivalent to the number of hours an employee works in a normal workday. Part-time employees will be given days from the pool on a pro-rated basis.
- 7) Termination of an employee's employment from the district terminates membership in the health leave pool with no refund of days.
- 8) Any unused days from the health leave pool shall revert to the health leave pool upon the employee's return to work unless otherwise explicitly provided in the initial approval.
- 9) The Operational Services Office will monitor the status of the health leave pool and will issue reports as requested by the superintendent and/or Board of Education. The plan will be reviewed annually and may be amended as required to maintain the integrity and purpose of the health leave pool, and to ensure that it is consistent with the best interests of the district, all as determined by the Board of Education in its judgment and at its sole discretion.

7. Unused Health Leave Pay Policy

Unused health leave will be purchased by the school district when an employee: (1) leaves the district, or (2) retires from teaching. Health leave reimbursement will not be provided to employees who break a contract or who are terminated for cause. The maximum days to be purchased shall not exceed the maximum accumulated days plus current years unused leave. Personnel working less than full time shall be paid for their health leave at a pro rata rate.

- a. Cashing in all unused health leave when leaving the system.

Payment Rate:

Less than ten (10) consecutive years \$25/day

Ten (10) consecutive years or more \$30/day

- b. Cashing in all unused health leave upon retirement from the district.

Retirement is defined as meeting all of the criteria of the Public School Retirement System of Missouri and filing for retirement with that system. This is to include years of service and/or age, or a combination of these two.

Payment Rate:

Less than ten (10) consecutive years \$40/day

Ten (10) consecutive years or more, less

than twenty (20) consecutive years \$50/day

Twenty (20) consecutive years or more \$60/day

c. In the event of death of an employee who has a valid contract with the district, the district shall purchase the balance of the employee's health leave at the same rate as set forth above, and pay that amount to the employee's designated beneficiary or to the estate if no beneficiary is designated. The amount shall be over and above the amount paid under other parts of this agreement. A part-time employee's rate will be prorated.

d. Payment will be made on the first Friday of July for the previous year. Payment for death benefits will be paid as soon as feasible and will be paid on a payroll check. Federal and state taxes will be held out of the total pay. Medicare tax at .0145 percent will be withheld on teaching personnel new to the district after April 1, 1986. It will not enter into or affect retirement pay.

e. The plan will be reviewed annually.

8. Bereavement Leave

(See Board Policy GCBDA)

A maximum of three (3) days of bereavement leave will be granted for each death that occurs in the immediate family of the employee or employee's spouse. The Board defines "immediate family" to include spouse, parents, children, grandparents, grandchildren, son-in-law, daughter-in-law, and siblings of an employee or employee's spouse or any person who is wholly dependent upon the employee. (This leave, when approved by the superintendent or the assistant superintendent for personnel services, will not be deducted from available leave time.) Funeral attendance for extended family may be approved upon request to the superintendent or designee without a deduction from the employee's available health leave. Funeral attendance in other instances may be approved by the supervisor and would be a deduction from the employee's available health leave.

9. Personal Business Leave

Both 12-month full-time and regular school term employees will be granted four (4) personal business leave days per year that will be **subtracted from unused accrued health leave**. Personal business leave is part of health leave, not in addition to health leave. When a personal business leave day is taken, the employee's personal business leave and health leave are both reduced by the amount of time the employee is absent. Unused personal business leave days do not accumulate. A deduction in pay will occur if all available health leave days are used prior to the personal business leave day that is requested.

Absences may be allowed for personal business leave for the following reasons:

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding or graduation for 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 family member residing with the employee.
- d. Observance of a religious holiday and/or ceremony.
- e. Conducting of business of such a nature that it cannot be performed on a Saturday, Sunday, or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to, leave under the FMLA.

The above criteria should be applied; however, further explanation or reason for using personal business leave days will be left to the professional discretion of the employee.

Whenever possible, it is expected that requests for leave will be made to the designated administrator at least 3 days in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's request.

Personal business leave days requested to be taken during "**Blackout Dates**", during a professional development day, or where the requests for personal business leave day may negatively impact the instructional process, will be denied. Exceptions for extenuating circumstances will be approved by the Assistant Superintendent of Personnel Services.

10. Professional Leave

Employees may be granted professional leave to attend classes or conferences, meet with mentors, or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance, and is not considered personal business leave. The substitute's salary for this leave is to be paid by the school district. Actual expenses will be allowed for overnight room cost, registration fees and commercial conveyance. Beginning July 1, 2012, personal auto use will be reimbursed at the rate of 45.5 cents per mile. Daily meal costs up to \$50 will be allowed. Detailed, itemized receipts must be attached for reimbursement. Other itemized costs may be paid such as parking fees, toll fees, transportation fees, etc., based on presenting paid receipts.

11. Leave for Professional Development/Certification

Leave for professional development/certification by participating in college or university classes may be granted to certified staff. This leave must be submitted in writing and approved in advance by the superintendent or the assistant superintendent for personnel services.

12. Professional Development Leaves of Absence

(See Board Policy GCBDB for full policy)

The Board of Education may grant professional development leaves of absence to certificated employees for further professional study at the graduate level.

13. Armed Forces Leave

Required Leave (See Board Policies GCBDA and GCBDB): The Board of Education will grant military leave as required by law and as described in Board policy:

Pursuant to federal law, employment and re-employment rights shall be maintained for periods of service up to five (5) years or more as required by statute.

Pursuant to state law (RSMo. 105.270), employees taking military leave are entitled to up to 120 hours of paid leave per federal fiscal year for military duty. Pay will only be available for hours of military leave that occur at a time when the employee would otherwise have been required to be at work.

Leaves for military service will not be counted as continuous full-time service when computing tenure but shall not impair tenure previously acquired nor affect any credit toward tenure previously earned.

After initial employment with the district, time spent on military leave shall be counted in determining placement on the salary schedule.

Before any payment of salary is made covering the period of the leave, the employee shall file with the assistant superintendent for personnel services an official order from the appropriate military authority showing evidence of such duty for which military leave pay is granted. The order shall contain the certification of the employee's commanding officer of performance of duty in accordance with the terms of such order.

Requested Leave: Staff members may request **up to a total of five (5) days** armed forces leave per year (July 1-June 30) due to an active duty spouse, son, or daughter's deployment or return from their permanent duty station in support of a "military contingency operation." A "military contingency operation" is defined as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or results in the call or order to, or retention on, active duty of members of the uniformed services under pertinent section(s) of the United States Code, or any other provision of law during a war or during a national emergency declared by the President or Congress.

The following guidelines will regulate the procedures for the armed forces leave request(s):

- a. The staff member must submit the Armed Forces Leave Request form to the Personnel Services Office, and
- b. The staff member must submit sufficient documentation to request armed forces leave such as a copy of the military member's active duty orders or other documentation from the military certifying that the military member is on active duty or has been notified of a call to active duty in support of a military contingency operation.

14. Election Leave

(Board Policy GCBDA)

Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

15. Leave to Vote

(Board Policy GCBDA)

Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of up to three (3) hours to permit the employees three (3) successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to Election Day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination, or loss of wages or salary.

16. Jury Duty/Subpoenas

Employees 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. Paid leave for court subpoena will be granted if the subpoena is directly related to the employee's school duties. Other court appearances will be deducted from the employee's personal leave.

A photocopy of the court document should be submitted to the employee's supervising principal, director, or coordinator and forwarded to the Personnel Services Office as soon as the employee receives notification from the court.

17. Administrative Leave

Administrative leave may be authorized by the superintendent of schools to employees for extreme circumstances beyond regular leave allowable by handbook policies and will be determined on a case-by-case basis.

18. Discretionary Leave

Employees may request discretionary leave for extreme extenuating circumstances. This detailed request must be made in writing to the superintendent of schools.

19. Other Leave

Please see Board Policy GCBDA for information on Firefighter Leave, Crime Victim Leave, Civil Air Patrol Leave, and Coast Guard Auxiliary Leave.

20. Return from Leave of Absence

Leave of absence may be requested based on reasons such as extended illness, family health care, or other reasons approved by the Board of Education. The leave, if approved, is to allow the faculty member to return to the system with the same health and personal leave status as the amount accumulated when the leave was granted, provided the faculty member returns to work in the Waynesville R-VI Schools the year immediately following his/her leave. Upon return to the district following a one-year leave of absence, the employee shall be required, at own expense, to complete an FBI/Missouri Highway Patrol fingerprinting and Missouri Highway Patrol Request for Criminal Record Check. The Board retains the right to reassign the teacher.

C. LEAVE FOR ADMINISTRATORS

All vacation, flex leave and business leave must be approved by the Superintendent.

D. ADMINISTRATIVE PROFESSIONAL DEVELOPMENT GUIDELINES

Continued professional growth of administrators is a district priority and administrators are encouraged to participate in professional development activities that will facilitate their success as the instructional leader of the building. To ensure consistency in the professional development approval process, administrators are expected to follow the same guidelines as other certificated staff.

1. Administrative PD should be aligned to the goals and action steps outlined in the BSIP.
2. All Administrative PD is to be entered in to My Learning Plan.
 - a. PD activities that do not require an overnight stay are to be entered at least two weeks before the activity occurs.
 - b. For activities requiring an overnight stay, the activity should be entered into My Learning Plan and approval received before any conference, airplane or hotel reservations are made. This needs to occur at least two weeks prior to the activity.
 - c. Airplane reservations need to be arranged through the Instructional Services Office.
3. Building PD funds are allocated for professional development activities for teachers. Administrative PD costs should be charged to your building budget.
4. If a PD activity becomes available and a two-week notice is not possible, contact the Instructional Services Office to discuss the activity and the need for special approval.
5. Failure to follow the guidelines will result in the PD activity request being denied. Any fees that were paid without approval would be your personal responsibility and the leave will be charged as personal business leave or vacation.

Please Note: Administrators should continue to notify the Superintendent and Assistant Superintendent of Personnel Services of their absence. The absence should be entered into the AESOP system as Professional Development Leave.

E. VACATION FOR 12-MONTH ADMINISTRATORS

Vacation time for all 12-month administrators working a 261-day contract will be earned as follows:

First two (2) years 10 days per year

Third year and thereafter 15 days per year

Administrators employed for less than a full year or who have a contract change during the school year from one that is less than 261 days to a 261-day contract, shall be entitled to vacation on a pro rata basis. Vacation time cannot accumulate more than two (2) times the maximum days earned annually plus the current year.

Administrators must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the administrator's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the administrator may take his or her vacation.

Upon retirement, vacation days will be paid out based off the staff member's daily rate of pay times how many days left of vacation. Retirement is defined as meeting all of the criteria of the Public School Retirement System of Missouri and filing for retirement with that system. This is to include years of service and /or age, or a combination of these two.

F. HOLIDAYS

1. Religious Holidays

Personal business leave may be used for religious holidays. These days are to be requested in advance and must be approved by the principal and assistant superintendent for personnel services. If religious days are requested in addition to the amount of business leave available, pay at the individual's daily salary rate will be deducted.

2. Administrator Paid Holidays

Administrators will receive their normal rate of pay for all designated holidays provided the holidays fall during the contract employment period. These employees will receive the following paid holidays during the 2023-2024 school year: July 4, Labor Day, November 10, November 22, Thanksgiving Day, November 24, December 22, 25, 26, 29, and January 1 and 2, Martin Luther King, Jr. Day, Presidents' Day, March 21, 202 and 29, Memorial Day and Juneteenth. If school schedules are changed due to inclement weather or other reasons, other work days/holidays may be designated.

3. Teacher Paid Holidays

Teachers are contracted for 184 days including three (3) paid holidays. The paid holidays are designated as: Thanksgiving Day, Christmas Day, and New Year's Day. All teachers will work 181 days being paid for 184 days. Daily rate of pay will be computed on 184 days.

G. RESIGNATION OF ADMINISTRATORS

(Board Policy GCPB)

The Board of Education seeks to employ the best qualified employees available. To ensure that the District has an adequate pool of qualified candidates, the Board requires sufficient notice of vacancies. To encourage prompt notification of intent to resign or retire and to provide adequate time to recruit and employ administrators to fill such vacancies, the Board of Education has adopted policy GCPB regarding resignation of administrators.

Administrators who will not be returning for the next school year must submit written notice of their intent to resign or return to the Board of Education by the dates shown below for the then-current school year. The dates designated are the dates on which the written notice of resignation/retirement is **received** in the Administrative Office, not the date shown on the notice.

Administrators who are employed pursuant to an administrator contract or who have signed a contract as an administrator for the next school year and who wish to be released from their contract on or after March 1, will be subject to the liquidated damages listed below:

March 1 – March 31	\$2,000
April 1 – April 30	\$4,000
May 1 and after	\$6,000

The Board of Education has the exclusive authority to release an administrator from a contract, and to determine whether

good cause exists to excuse an employee from the liquidated damages set forth in policy GCPB.

The Board will consider each request for resignation/retirement/excusal from liquidated damages on an individual basis. An administrator will not be released from a contract unless a suitable replacement is found. If the Board does not accept the administrator's resignation and the employee leaves the District, the District reserves the right to pursue any and all remedies available under law. If the Board does accept the administrator's resignation and the employee fails to pay all liquidated damages owed, the District will pursue all appropriate measures available under law to collect the fee, as well as other action permitted by law.

* * * * *

SECTION IV - CERTIFIED EMPLOYEE COMPENSATION PLAN, FRINGE BENEFITS, PAYROLL PROCEDURES, AND EARLY SEPARATION INCENTIVE PLAN

A. CERTIFIED EMPLOYEE COMPENSATION PLAN

1. Contracts for Certified Employees

a. Probationary Teachers

Probationary teachers will be approved for re-employment and issued a contract by May 15 annually. Probationary teachers will be notified in writing by April 15 if they are not being recommended for re-employment.

b. Tenured Teachers

Tenured teachers will be issued contracts annually.

2. Schedule is a Part of Contract

The certified teachers' salary schedule constitutes a part of the contract between the Board of Education and the faculty member concerned. The terms for employment and compensation are indicated on the employee contract.

3. Teacher Salary Schedule

The certificated teachers' salary schedule is based on 184 working days, according to the school district calendar as approved by the Board of Education and altered during the school year as necessary.

4. Purpose of the Salary Schedule

The purpose of the certified salary schedule is to attract and retain highly-qualified teachers. The schedule promotes continued education and professional development resulting in quality instruction and supports staff morale.

5. Extra-Duty Pay Schedule

The Extra-Duty Pay Schedule is based on the beginning teacher salary from the current certificated salary schedule. This competitive schedule is designed to compensate those staff contracted for extra-duty assignments.

6. Career Education Teachers

Career education teachers will be employed on the basis of the regular salary schedule.

- a. New career education teachers may be allowed credit on the teacher salary schedule for work experience upon entry into district employment. Such work experience shall be in the career education field or trade area of teaching.
- b. Career education teachers can move into the fifth column on the salary schedule upon receiving a continuing career education certificate (CCEC).

7. Prior Teaching Experience Allowed on Salary Schedule

New teachers may be allowed prior experience on the salary schedule. Teaching experience will be allowed only for working in a position in which certification is required. Prior administrative work experience will apply if the work was in a position requiring an administrative certificate. Verification of Experience form(s) must be forwarded to the Personnel Services Office to ensure proper credit on the salary schedule.***

Effective at the beginning of the 2011-2012 school year, no new or additional in-district increments may be earned or paid. In-district increments earned through the end of the 2010-2011 school year will continue to be paid to eligible employees, unless such increments are modified or repealed by the Board of Education as permitted by Section 168.110 of the Missouri Revised Statutes. Employees who move out of the district will immediately forfeit all earned increment pay.

8. Graduate/Career Education Credit for Salary Advancement

Graduate credit for salary advancement will be allowed according to the established salary schedule. Only coursework from the six (6) accrediting agencies recognized by the Missouri Department of Elementary and Secondary Education will be accepted for salary advancement. Coursework must be completed by September 1 of the school year and official transcripts or E-scripts turned in to the Personnel Services Office by November 1 in order to receive salary advancement according to Section III.A-1.

Graduate credit will be accepted according to the following terms:

- a. Graduate coursework in the field of education or supporting an area of the teacher's certification. b.

Graduate coursework received during the last college semester.

- c. Graduate coursework required to obtain a provisional or temporary authorization certificate.
- d. Graduate coursework beyond a master's degree must be earned after the Master's completion date.
- e. New employees with an advanced degree in an area other than education but directly related to their area of certification will be allowed advanced degree credit on the salary schedule. Career education credit for salary advancement will be allowed according to the salary schedule. The renewed certificate must be issued prior to September 1 and submitted to the Personnel Services Office by November 1 in order to receive salary advancement for the current year.

9. Service in Industrial, Military, and Night Schools

No credit on the salary schedule is allowed for service in industrial, military, or night schools except where career education teachers take required training or work within their trade area.

10. Service in Parochial or Private Schools

Credit is given on the salary schedule for experience in parochial or private schools if the teacher had a state teaching certificate during the time such teaching was done, and the school where taught was accredited by a non-public accrediting agency.

11. Exceptions to this Schedule

Exceptions to the certified salary schedule are not to be made except in "must" cases after sincere effort has been made to secure a teacher at the scheduled salary, and after it is found not reasonably possible to do so.

12. Board Right to Adjust Schedule

The Board of Education reserves the right to adjust the certified salary schedule at any time it considers such adjustments advisable except that salaries in teachers' contracts already signed shall not be lowered.

13. Reasons for Salary Differentials

Any salary differentials above the certified salary schedule are for: (a) more days per year of service, (b) extra time required during the regular school term, and (c) added responsibility.

14. Definition of a "Teaching Year"

In order to be considered a "year" of credit on the salary schedule, a certificated staff member must complete at least 75 percent of the contract length for their specific position.

15. Duration of this Schedule

This salary schedule is to be in effect until changed by the Board of Education.

16. Extra Pay

Extra pay to staff assisting with detention, 8th hour, homebound, and tutoring will be paid at the rate of \$18.50 per hour for non-certificated staff, and \$25.50 per hour for certificated staff and GED instructors. Adult Community Education instructors will be paid \$2.55 per student per hour or minimum wage.

SOS (Support Our Students)

The availability of the Support Our Students program will be considered by the district on an annual basis.

Eligibility

1. Teachers with the appropriate certification in area(s) of employment, SLP Assistants, Physical Therapists, Occupational Therapists and Athletic Trainers.
2. Signed verification by the assigned PBTE evaluator on the Application Form that the participant does not have an active Performance Improvement Plan (PIP) or current Notice of Deficiencies on file.
3. Administrators and Administrator Interns are not eligible.

Requirements

1. Eligible professional staff may choose to participate in the SOS program for the upcoming school year by submitting the AppliTrack Application Form electronically to the building principal or designee by August 31 of the then-current school year.

2. Activities must occur between August 1 and the last day of school of the then-current school year, unless approved by the Assistant Superintendent of Personnel Services.
3. Proposals must involve 100% direct participant contact with Waynesville School District students on district property or off district property at a district sponsored or district approved activity/event. Supervision of events directly related to the classroom will not be accepted as an activity, unless approved by the Assistant Superintendent of Personnel Services.
4. Proposals must directly link all activities to PLC, PBS, RtI, SMART goals, or specific building academic or behavioral goals outlined in the district's CSIP.
5. Activities must occur outside the regular school day.
6. Activities may not be used when the participant will receive other compensation (i.e., sports, clubs fundable via grants, etc.).
7. The building principal or designee will review proposals to ensure activities comply with SOS guidelines and notify participants electronically through AppliTrack whether the proposals have been approved.
8. Participants will sign students in daily at the time of tutoring/service using the Youth Enrollment System (YES) attendance website.
9. The building principal or designee will monitor SOS activities on an ongoing basis.
10. The building principal or designee will review and approve participants' YES attendance report.
11. The following ratios shall be used when determining SOS student to teacher ratios:
 - ✓ Tutoring/academic assistance for general education students: A daily average of 5 students to 1 teacher; If you are having difficulty achieving this ratio on a regular basis, please see your building principal to work on strategies to increase student participation.
 - ✓ After-school activity with multiple teachers: An average of 5 students to 1 teacher ratio; ratio may vary depending upon activity and shall be pre-approved through the building administrator
 - ✓ Tutoring involving special needs or high at-risk students: pre-approved ratio through building principal
 - ✓ Preparation for state or national competition: pre-approved ratio through building principal
 - ✓ Saturday schools will vary based upon need and no pre-approval is required for Saturday school.

Please note this list is not comprehensive, but will serve as a guidance to principals and teachers.

Compensation

1. Compensation is dependent upon the participant's completion of all follow-up requirements (daily logging of attendance in YES) by the last day of the quarter in which the activity occurred.
2. Eligible participants will be compensated for hours logged in YES. Payment options are:
 - ✓ December and June Payment
 - To receive a payment in December, participants must log a minimum of 20 hours in YES by 4 PM on the Tuesday prior to Thanksgiving break. December payments are posted by direct deposit on the first Friday in December.

Please note: *If participant does not log the minimum of 20 hours in YES by the deadline specified above, compensation for all hours logged (up to 50 hours) will be paid in June.*

- In June, participant will receive payment for the remaining hours logged, up to 50 hours total for the school year. June payments will be posted by direct deposit on the first Friday in June.
- ✓ June payment only
 - All hours must be logged by 4 PM on the last day of school in May of each school year. Compensation will be paid for up to 50 hours logged in YES.
 - June payments will be posted by direct deposit on the first Friday in June.
- 3. Eligible participants will receive compensation in the amount of \$37.50 per hour, up to 50 hours.
- 4. Compensation will be provided only for hours that fulfill all requirements of the SOS program, including approval by the administration prior to initiating the activities and again after the activities have been completed.
- 5. Failure to provide complete and accurate documentation in connection with the SOS program, including but not limited to recording daily attendance in YES, will result in loss of compensation under the program, and such additional consequences as may be appropriate.
- 6. Teachers that resign, retire, are discharged from, or who abandons his/her position prior to the end of the school year will not be eligible for SOS compensation. See also page 7 of the Certified Handbook-Resignation/Termination of Employment.

V. APPEAL PROCESS

Application of the Appeal Process

1. This appeal process applies only to the SOS program, and is not applicable to any other type of grievance or appeal under Board policy.
2. This appeal procedure shall also be the **only** method for filing a grievance or appeal regarding the SOS program, unless another method is explicitly required by law.

Definition of Appeal

1. An applicant for or participant in the SOS program may appeal **only** the following decisions:
 - a. Rejection by the building principal or the principal's designee of proposed activities submitted by an applicant to participate in the program;
 - b. A determination by the administration that the participant has not completed all activities that were included in the original proposal;
 - c. A determination by the administration that the activities were not completed in the manner that was anticipated or required when the original proposal was approved;
 - d. A determination by the administration that the participant has submitted incomplete, inaccurate, or falsified records.

2. A participant in the SOS program may NOT grieve or appeal the following with respect to the operation of this program:
- a. The receipt or content of any performance evaluation or assessment, whether formal or informal, formative or summative, or in any other form;
 - b. The receipt or content of a performance improvement plan, letter of reprimand, or any other disciplinary or remedial notice or action;
 - c. The receipt or content of a notice of deficiencies, statement of charges or any other document or action pertaining to unsatisfactory performance; misconduct, whether during or outside of the regular school day or school year; or the statutory procedures for termination or non-renewal of a probationary or tenured teacher.

General Procedures

Appeals/grievances must be filed according to current district policy/procedure which may be found on the district's website or by contacting the Personnel Services Office. Appropriate forms shall be used in the processing of all written appeals. The forms will be available from the Personnel Services Office or the Certificated Personnel Handbook located on the district's website.

Failure at any step of the procedure to appeal a decision to the next step within the specified time limits shall be deemed to be acceptance of the decision rendered at that level; provided, however, that the administration and/or Board of Education may extend timelines for good cause, as determined by the administration and/or Board, in their judgment and at their sole discretion.

Career Ladder

Career Ladder provides additional pay for qualified individuals who provide support for students through certain activities outside regular duty hours.

Options based on years of service:

New teachers employed **less than two years** as a public school teacher in Missouri may apply for **SOS only** and can complete up to 50 hours of SOS for up to \$1,875. The district reimburses (prorates) for any number of hours logged up to 50 hours. *For example, a teacher may be paid \$937.50 for 25 hours of SOS.*

Teachers who have completed two years of teaching experience in a Missouri public school(s) may participate in SOS at 50 hours as Career Ladder Stage I.

Option 2 years of teaching +: 50 hours

- Complete SOS as Career Ladder Stage I at 50 hours for \$1,875

Teachers who have completed three years of teaching experience in a Missouri public school(s) may participate in SOS at 50 hours or participate in Career Ladder for Stage I and Stage II.

Option 3 years of teaching +: 75 hours

- Complete SOS at 50 hours for \$1,875
- Enroll in Career Ladder and complete Stage I (SOS) at 50 hours for \$1,875 plus move to Stage II and complete 25 additional hours for an extra \$1,500. Making the total for all Stage II participants \$3,375

Teachers who have completed five years of teaching experience in a Missouri public school(s) may participate in SOS at 50 hours or participate in Career Ladder for Stage I and Stage III.

Option 5 years of teaching +: 100 hours

- Complete SOS at 50 hours for \$1,875
- Enroll in Career Ladder and complete Stage I (SOS) at 50 hours for \$1,875 plus move to Stage III and complete 50 additional hours for an extra \$3,500. Making the total for all Stage III participants \$5,375

B. FRINGE BENEFITS

1. Health Insurance

*See Board Policy GCBC-AP
(Professional Staff Members).*

The Waynesville R-VI School District seeks to provide all full-time professional staff members access to district-sponsored health insurance or a group health plan ("health coverage"). For the purposes of health coverage, a "full-time" employee is one who works an average of 30 hours or more per week. Access to district-sponsored health insurance will also be provided to each eligible contracted employee who works at least one half (1/2) time (20 hours) on a regular basis.

There are some employees who work such varied hours that the district does not reasonably know whether they will work an average of 30 hours or more per week throughout a plan year. For those employees, the district will set a measurement period to give the district an opportunity to evaluate the employee's hours. Employees who work an average of 30 hours per week during the measurement period will be offered access to district-sponsored health coverage during a stability period.

The employee's spouse and other dependents may be added to the insurance program with the individual employee paying the additional premium amount. A person on a leave of absence for maternity, child-rearing, or professional leave may be eligible for COBRA coverage and will be responsible for the payment of insurance for themselves and dependents. If you qualify for Family Medical Leave, you may not need to pay the premium for yourself, but will need to pay for your covered dependents. Certificated staff members who retire from the Waynesville R-VI School District and who qualify under the guidelines of the Public School Retirement System of Missouri for retirement may continue to be a part of the group medical, dental, and vision insurance policies upon payment of the regular monthly premium to the school district. The district paid insurance will terminate the last working day of the month in which the employee leaves the district.

2. Life Insurance

A term life insurance policy is provided for each contracted employee. The amount of this policy will be one and one-half (1 1/2) times the dollar amount of the employee's current teaching/administrative contract rounded up to the next highest thousand. An employee has the option to purchase additional life insurance through a district payroll deduction plan. A beneficiary form must be completed and presented to the Operational Services Office for each employee's financial file. Coverage will end on the last day of the month in which the employee leaves the district. Upon attaining the age of 65, the employee's life insurance coverage will be reduced or terminated.

3. COBRA Continuous Coverage

This notice contains important information about your rights to COBRA continuation coverage, which is a temporary extension of coverage under the district's group health insurance plan. The right to

COBRA continuation coverage was created by, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage is available to you and to other members of your family who are covered under the Plan when you would otherwise lose your group health coverage. This notice commonly explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it. This notice provides only a summary of your COBRA continuation coverage rights.

The Waynesville R-VI School District Plan Administrator is: The Payroll and Benefits Specialist in the Operational Services Office at 573-842-2069. The COBRA continuation coverage for the Plan is currently administered through: Waynesville R-VI School District, 200 Fleetwood Drive, Waynesville, MO 65583, telephone: 573-842-2069.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed in this notice. COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." A qualified beneficiary is someone who will lose coverage under the Plan because of a qualifying event. Depending on the type of qualifying event, employees, spouses of employees, and dependent children of employees may be qualified beneficiaries. **Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay 100% of the premium under COBRA continuation coverage.**

If you are an employee, you become a qualified beneficiary if you lose your coverage under the Plan because either one

(1) of the following
qualifying events happens:

- a. Your hours of employment are reduced, or
- b. Your employment ends for a reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- a. Your spouse dies.
- b. Your spouse's hours of employment are reduced.
- c. Your spouse's employment ends for any reason other than their gross misconduct.
- d. Your spouse becomes enrolled in Medicare (Part A, B or both). Specific circumstances will determine the length of COBRA.
- e. You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- a. The parent-employee dies,
- b. The parent-employee's hours of employment are reduced,
- c. The parent-employee's employment ends for any reason other than their gross misconduct, d. The parent-employee become enrolled in Medicare (Part A, B or both),
- e. The parents become divorced or legally separated, or
- f. The child stops being eligible for coverage under the Plan as "dependent child."

Sometimes filing a proceeding in bankruptcy under Title 11 of the United States Code can be a qualifying event. If a proceeding in bankruptcy is filed, and that bankruptcy results in the loss of coverage with respect to the employer of any returned employee covered under the Plan, the returned employee is a qualified beneficiary with respect to the bankruptcy. The employee's spouse, surviving spouse, and dependent children will also be qualified beneficiaries if bankruptcy results in the loss of their coverage under the Plan.

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, commencement of a proceeding in bankruptcy with respect to the employer,
or enrollment of the employee in Medicare (part A, B or both), other qualifying events including

divorce or legal separation of the employee and spouse, or a dependent child's losing eligibility for coverage as a dependent child, the employee must notify the Plan Administrator of the qualifying event within 30 days following the date active coverage ends.

For other qualifying events including divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child, the Plan requires you to notify the Plan Administrator within 60 days after the qualifying event occurs. Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiary's involved. For each qualified beneficiary who elects COBRA continuation coverage, COBRA continuation will be effective on the date that active Plan coverage would otherwise have been lost.

COBRA continuation coverage is **temporary** continuation of coverage. When the qualifying event is the death of the employee, enrollment of the employee in Medicare (part A, B or both), divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage may last up to **36 months**. When the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage may last for up to **18 months**. There are two (2) ways in which this 18-month period of COBRA continuation coverage can be extended.

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled at any time during the first 60 days of COBRA continuation coverage and you notify the Plan Administrator in a timely fashion, you and your entire family can receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of **29 months**. You must make sure that the Plan Administrator is notified of the Social Security Administration's determination within 60 days of the date of the determination and before the end of the 18-month period of COBRA continuation coverage. A copy of the Social Security Administration disability qualification notice must be sent to the Payroll and Benefits Specialist in the Operational Services Office in order to be eligible for this extension.

If your family experiences another qualifying event while receiving COBRA continuation coverage, the spouse and dependent children in your family may be eligible for additional months of COBRA continuation, up to a maximum of **36 months**. This extension is available to the spouse and dependent children if the former employee dies, enrolls in Medicare (Part A, B or both), or becomes divorced or legally separated. The extension is available to a dependent child when that child stops being eligible under the Plan as a dependent child. In all of these cases, you must make sure that the Plan Administrator is notified of the second qualifying event within 60 days of the second qualifying event. Notice and documentation must be sent to the Payroll and Benefits Specialist in the Operational Services Office in order to be eligible for this extension.

If you have questions about your COBRA continuation coverage, please contact the Payroll and Benefits Specialist in the Operational Services Office at 573-842-2069, or visit the U.S. Department of Labor's Employee Benefits Security Administration's website at www.dol.gov/ebsa.

4. Medicare Prescription Drug Coverage

This notice has information regarding your current prescription drug coverage with the Waynesville R-VI School District and prescription coverage available for persons with **Medicare**. It also informs you where to locate more information to assist you in making decisions about your prescription drug coverage.

- a. Effective January 1, 2006, the **Medicare** prescription drug coverage was available to everyone who is **Medicare eligible**.
- b. Waynesville R-VI School District determined that the prescription drug coverage offered through our health insurance group plan is, on average for all plan participants, expected to pay as much or more as the standard **Medicare** prescription drug coverage will pay, with the exception of the qualified high deductible health plan (QHDHP).
- c. Read this notice carefully. The notice describes the options you have under **Medicare** prescription drug coverage, and can help you decide whether or not you want to enroll.
- d. Because your existing prescription drug coverage is, on average at least as good as the standard **Medicare** prescription drug coverage, you can keep this coverage and not pay extra if you later decide to enroll in the **Medicare** prescription drug coverage plan.
- e. Because you have existing prescription drug coverage as good as the standard **Medicare**

coverage plan, you can choose to join a **Medicare** prescription drug plan at a later time. Each year you have the opportunity to enroll in a **Medicare** prescription drug plan between October 15 and December 31 each year.

If you do decide to enroll in a Medicare prescription drug plan and drop your Waynesville R-VI School District coverage, be aware that you may not be able to get this coverage back. You should compare your current coverage, including

which drugs are covered, with the coverage and costs of the plans offering **Medicare** prescription drug coverage in your area.

Your current coverage pays for other health expenses in addition to prescription drugs, and you will no longer be eligible to receive your current health and prescription benefits if you choose to enroll in a **Medicare** prescription drug plan.

You should also know that if you drop or lose your coverage with Waynesville R-VI School District and don't enroll in the **Medicare** prescription drug coverage after your current coverage ends, you may pay more to enroll in the **Medicare** prescription drug coverage at a later date. You will have to pay this higher premium as long as you have **Medicare** coverage. Additionally, you may have to wait another year to enroll in the **Medicare** prescription drug plan which may increase your premium again.

For more detailed information regarding your options under the **Medicare and/or Social Security** prescription drug coverage: Visit: www.medicare.gov, www.socialsecurity.gov, or call 1-800-772-1213 (TTY: 1-800-325-0778).

5. Workers' Compensation

(see Board Policy GBEA for full policy)

Pursuant to state law, an employee of the Waynesville R-VI School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days.

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

District procedure requires that all Workers' Compensation injuries be reported immediately to the employee's immediate supervisor who, in turn, will notify the Operational Services Office regarding the injury. All employees who have suffered a **"Workers' Compensation related injury"** are **REQUIRED to seek treatment at Mercy Clinic, 608 Old Route 66 E, St. Robert, MO 65584, Telephone (573) 336-5100. "Initial treatment" at any other facility will not be approved, nor paid, by the Waynesville R-VI School District.** If an "emergency injury" occurs, and the physicians at Mercy Clinic are unavailable to provide medical treatment, the employee should seek treatment at the nearest available medical facility.

6. Public School Retirement System (PSRS)

All certificated personnel are required to belong to the Public School Retirement System (PSRS). Certificated personnel will contribute 14.5 percent (subject to change per PSRS) of his/her income to the

plan and the school district contributes a matching amount. Employees who terminate their employment with the district may withdraw contributions according to the rules and regulations of the Retirement System and must personally contact the Retirement Office. All questions regarding retirement should be directed to PSRS. The address is P. O. Box 268, Jefferson City, Missouri 65102. The toll free number is 1-800-392-6848. The retirement system manual is available at www.psrsmo.org.

7. Activity Passes

The Athletic Office no longer issues activity passes. Staff must now present their district ID for the current year in order to receive free admission to all athletic events (excluding all state-sponsored activities).

8. Attendance Privileges for Children of Nonresident Employees

Eligible nonresident employees may request attendance privileges for their children to attend Waynesville Schools. The following conditions, policies, and guidelines will apply:

- a. The employee must be the parent/legal guardian of the child and legally authorized to make educational decisions for the child.
- b. A Request for Attendance Privileges for Child of Nonresident Employee form must be submitted to the Office of Student Services. If approved, the child may attend succeeding grades in the District without submission of further requests.
- c. Eligible employees will not be charged tuition for their child(ren) to attend school in the District; however, the child(ren) may incur expenses related to voluntary participation in activities/programs in the same manner as resident students.
- d. Attendance privileges are contingent upon the requested school's enrollment not exceeding the minimum standard under the MSIP in the grade affected. Another school may be offered if the requested school does not have available space.
- e. Admission is contingent upon the employee's acceptance of the conditions, policies, and guidelines for attendance privileges.
- f. Attendance privileges for children of nonresident employees will be granted at the discretion of the superintendent or designee.
- g. Eligible employees include certified, classified and part-time employees of the Waynesville R-VI School District.
- h. Attendance privileges for children of employees who resign, retire, or are otherwise terminated from the Waynesville R-VI School District will be automatically and immediately rescinded.
- i. Employees are to remain in their building during duty hours. Employees will not be allowed to arrive late or leave early/during duty hours in order to transport their child to/from school.
- j. Existing school bus transportation may be utilized; requests for special transportation arrangements will not be granted.
- k. The nonresident child(ren) are subject to all rules and regulations of the Waynesville R-VI School District.
- l. Placement for nonresident child(ren) with an IEP will be determined by the IEP team, based on the programming available in the applicable buildings and the individual needs of the child(ren).
- m. Homebound instruction for nonresident child(ren) will be provided by the district within district boundary lines.
- n. MSHSAA guidelines apply.
- o. The superintendent or designee may rescind the nonresident attendance privilege when.
 1. the nonresident student commits multiple and/or serious disciplinary infractions.
 2. the nonresident student's attendance becomes irregular.
 3. availability of space changes.
 4. it creates a hardship for the District.

5. it is deemed by the superintendent or designee to be in the best interest of the District
- p. The decision of denied or rescinded attendance privileges may be appealed to the Board of Education.

C. PAYROLL PROCEDURES

1. Date and Number of Monthly Payments

The first check for the school year for all employees working less than 12 months will begin with the August payroll. The Board of Education will issue pay via "Direct Deposit" to the depository of individual choice 12 times per year on the 26th day of the month. **Please note: If the employee's financial institution is new to our system, the first payroll will be paid in the form of a check. All subsequent payroll will be paid as a direct deposit.** The issuance of pay will follow the districts fiscal year of July through June. If the 26th day of the calendar month falls during an employee scheduled holiday or weekend, pay will be issued on the last day employees are scheduled to work. Employees who are hired after the school year begins will receive pay via "Direct Deposit" following the same principle and timeframe.

Pay stubs will be available through the employee portal (ESS)..

Employees separated and/or terminated from the district shall receive payment at the next regularly scheduled pay period for any remaining salary. Except as otherwise required by law, employees who do not complete the full fiscal school year applicable to the employee's position will not be eligible to receive payment for unused vacation and/or unused health leave. An employee who resigns or is discharged from, or who abandons, his/her position prior to the end of the school year will not be eligible to receive payment for unused vacation and/or health leave.

2. Salary Withholdings and Deductions

- a. Salary withholdings are allowed in accordance with Board Policy. A variety of withholdings are currently in effect:
 1. The Public School Retirement System of Missouri
 2. Federal/state withholding taxes
 3. Annuities and other legal tax plans
 4. Medicare for certified staff new to the district since 1986
 5. Flexible Benefit Plan
 6. Dependent health coverage
 7. Voluntary life insurance coverage
 8. Dues for state and local professional educational organizations
 9. Voluntary deductions/contributions
- b. Salary deductions will be made for absences not authorized by Board Policy.
- c. Excessive deductions may affect retirement benefits. Contact the retirement system to find information on receiving full credit for a year where excessive deductions have occurred (i.e., maternity leave, unpaid health leave, FMLA, etc.).

3. Garnishments

All garnishments are processed under the regulations of the Federal and State Garnishment Law.

4. 403(b) Plan Annuities

The Waynesville R-VI School District participates in the IRS 403(b) plan as regulated by ERISA. These plans were enacted by the Department of Labor to assist employees of educational institutions save for retirement by using pre-tax contributions, through payroll deduction, for tax deferred growth. Contracted employees who are regularly scheduled to work 20 or more hours per week are eligible to participate in the voluntary 403(b) Retirement Savings Plan.

5. Social Security/Medicare Program

Teachers hired in the district **after** April of 1985 must contribute an amount as required by law

to Medicare. The Waynesville R-VI District also contributes an amount as required by law.

Under government regulation all employee earnings must be reported with the Social Security numbers. Because of this regulation, no payroll can be written without the employee's Social Security number. Any employee noting an error in his/her Social Security number should contact the Personnel Services Office immediately.
