

WAYNESVILLE R-VI SCHOOL DISTRICT

# **CLASSIFIED**

## **PERSONNEL HANDBOOK**

**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**

## **CLASSIFIED 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

<b>SECTION I - INTRODUCTION AND STATEMENT OF ACCOUNTABILITY AND BOARD POLICIES .....</b>	<b>2</b>
<b>A. INTRODUCTION AND STATEMENT OF ACCOUNTABILITY .....</b>	<b>2</b>
<b>B. BOARD POLICIES .....</b>	<b>2</b>
<b>SECTION II - CLASSIFICATION OF EMPLOYEES .....</b>	<b>3</b>
<b>SECTION III - PERSONNEL POLICIES, LEAVES/ABSENCES, VACATIONS, AND HOLIDAYS.....</b>	<b>3</b>
<b>A. PERSONNEL POLICIES .....</b>	<b>3</b>
1. Required Information in Office Files .....	3
2. Personnel File/Online Information .....	4
3. Current Personal Information .....	4
4. Duty Time .....	5
5. Job Descriptions .....	5
6. Job Performance Evaluations.....	5
7. Notice of Vacant Classified Positions.....	5
8. Employee Technology Agreement.....	5
9. Guidelines for Implementation of Acceptable Use of Digital Information, Communication and Technology Resources .....	5
<b>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. ....</b>	<b>5</b>
<b>GUIDING PRINCIPLES .....</b>	<b>6</b>
<b>COMMUNICATION &amp; SOCIAL MEDIA.....</b>	<b>6</b>
<b>GUIDELINES FOR ONLINE COMMUNICATION .....</b>	<b>7</b>
<b>SOLICITATION .....</b>	<b>7</b>
<b>USE OF COPYRIGHTED MATERIALS (EGAAA &amp; EGAAA-AP1)...</b>	<b>7</b>
<b>NETWORK USAGE (EHB-AP1).....</b>	<b>8</b>
<b>NETWORK FILTERING &amp; MONITORING (EHB) .....</b>	<b>8</b>
<b>PERSONAL USE (EHB-AP1).....</b>	<b>8</b>
<b>NETWORK SECURITY .....</b>	<b>8</b>
<b>DATA &amp; SYSTEMS (EHB &amp; EHBC).....</b>	<b>8</b>
<b>ELECTRONIC TRANSMISSION OF DATA (EHB &amp; EHBC).....</b>	<b>8</b>
<b>PASSWORDS (EHB-AP1) .....</b>	<b>8</b>
<b>MEDIA &amp; STORAGE.....</b>	<b>9</b>
<b>ELECTRONIC DEVICES .....</b>	<b>9</b>
<b>DEVICE SUPPORT .....</b>	<b>9</b>
<b>LOSS/THEFT .....</b>	<b>9</b>
<b>RETURN OF ELECTRONIC DEVICES.....</b>	<b>9</b>
<b>PERSONAL ELECTRONIC DEVICES .....</b>	<b>9</b>
<b>ENERGY MANAGEMENT.....</b>	<b>9</b>
<b>TECHNOLOGY PURCHASING &amp; DONATIONS (DJF-AP1) .....</b>	<b>9</b>
9. Relationship with Students, Other Employees, and Parents .....	10
10. Loss of Personal Property .....	10
11. Professional Liability.....	10
12. Rebates, Gifts, or Rewards for Purchasing.....	10

13. Inclement Weather.....	10
14. Driver's License .....	11
15. Resignation/Termination of Employment .....	11
16. Verification of Employment.....	11
<b>B. SUPPORT STAFF LEAVES AND ABSENCES .....</b>	<b>11</b>
1. Pregnancy, Childbirth, and Adoption Leave .....	12
2. Family and Medical Leave Act .....	12
3. Lactation Support (see Board Policy EBBH) .....	13
4. Health Leave .....	13
4. Health Leave Pool.....	15
5. Unused Health Leave Pay Policy.....	17
6. Bereavement Leave .....	17
7. Personal Business Leave.....	17
8. Professional Leave .....	18
9. Leave for Student Teaching and Observation Placements .....	18
10. Armed Forces Leave .....	18
11. Election Leave.....	19
12. Leave to Vote .....	19
13. Jury Duty/Subpoenas.....	19
14. Other Leave .....	19
15. Administrative Leave .....	19
16. Discretionary Leave .....	19
<b>C. VACATIONS .....</b>	<b>19</b>
<b>D. HOLIDAYS .....</b>	<b>20</b>
1. Religious Holidays.....	20
2. Paid Holidays.....	20
<b>SECTION IV - CLASSIFIED EMPLOYEE COMPENSATION PLAN, FRINGE BENEFITS, PAYROLL PROCEDURES, AND EARLY SEPARATION INCENTIVE PLAN .....</b>	<b>20</b>
<b>A. EMPLOYEE COMPENSATION PLAN .....</b>	<b>20</b>
1. Salary Placement Advancement and Change .....	20
2. Reasons for Salary Differentials.....	20
3. Nonexempt Employee Supplementary Pay Plans .....	22
<b>B. FRINGE BENEFITS .....</b>	<b>22</b>
1. Health Insurance .....	22
2. Life Insurance .....	22
3. COBRA Continuation Coverage.....	23
4. Medicare Prescription Drug Coverage .....	24
5. Workers’ Compensation.....	25
6. Public Education Employees Retirement System (PEERS) .....	25
7. Activity Passes .....	26
8. Attendance Privileges for Children of Nonresident Employees.....	26
<b>C. PAYROLL PROCEDURES.....</b>	<b>26</b>
1. Date and Number of Monthly Payments .....	26
2. Salary Withholdings and Deductions .....	27
3. Garnishments .....	27
4. 403(b) Plan Annuities.....	27
5. Social Security/Medicare Program .....	27



# 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 a handbook statement each year made available by logging into SafeSchools through the district website ([www.waynesville.k12.mo.us](http://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>	GBEBC	Criminal Background Checks <i>(last revised 2/2020)</i>
AH	Tobacco-Free District <i>(last revised 7/2021)</i>	GBH*	Staff/Student Relations <i>(last revised 2/21/12)</i>
EBBC	Lactation Support (Adopted 6/13/2022)	GBLB*	References <i>(last revised 1/2023)</i>
EGAAA	Reproduction of Copyrighted Materials <i>(last revised 7/21/03)</i>	GBM*	Staff Grievances <i>(last revised 3/21/11)</i>
EHB	Technology Usage <i>(last revised 12/18/17)</i>	GDBC	Support Staff Fringe Benefits <i>(last revised 11/23/2015)</i>
GBBDA*	Family and Medical Leave <i>(last revised 9/21/2015)</i>	GDBDA	Support Staff Short-Term Leaves and Absences <i>(last revised 6/2022)</i>
GBCA	Staff Conflict of Interest <i>(last revised 10/2020)</i>	GDPD	Suspension of Support Staff Members <i>(last revised 6/2017)</i>
GBCB	Staff Conduct <i>(last revised 9/2019)</i>	GDPE	Nonrenewal and Termination of Support Staff Members <i>(last revised 2/2020)</i>
GBCC	Staff Use of Communication Device <i>(last revised 4/21/14)</i>	JFCF*	Hazing and Bullying <i>(last revised 1/17/17)</i>
GBE	Staff Health and Safety <i>(last revised 10/15/07)</i>	JHG*	Reporting and Investigating Child Abuse/Neglect <i>(last revised 1/2023)</i>
GBEA	Workers' Compensation <i>(adopted 3/2021)</i>		
GBEBA*	Drug-Free Workplace <i>(last revised 12/15/05)</i>		
GBEBB-2	Employee Alcohol and Drug Testing <i>(last revised 10/2020)</i>		

\* - See Appendix

\* \* \* \* \*

## SECTION II - CLASSIFICATION OF EMPLOYEES

The classified staff consists of all employees whose position does not require a teaching or administrative certificate issued by the State Department of Education.

Classified employees are placed into one of the following classifications:

### Full Time:

- a. A classified employee scheduled to work in a position that requires eight (8) hours per day, July through June
- b. A classified employee scheduled to work eight (8) hours per day August through June.

### Part Time:

An employee scheduled to work in a position that requires less than 40 hours per week.

### Hourly:

An employee who works at an hourly rate.

\* \* \* \* \*

## 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 classified staff member to complete the items listed below. **If any of the requirements below are not met, the district has the option to cease automatic deposit 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 Family Care Safety Registry (FCSR) at employee's expense before having contact with students
- c. A signed notice of Intent to Employ form 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
  - Completed 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 classified staff must complete the Form I-9, Employment Eligibility Verification form, prior to the third day of the beginning of their agreed start date. 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 start date for payroll purposes)
  - f. 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
  - g. **Teaching Certificate:** Classified employees who hold valid Missouri teacher certification must submit a copy to the Personnel Services Office, regardless of the position they hold with the district, as possessing certification affects the employee's retirement contribution rate.
  - h. **Paraprofessionals:** All paraprofessionals **MUST** provide proof of completion of sixty (60) college hours by requesting an **official transcript(s) or E-script(s)** from their university and the transcript(s) MUST be on file in the Personnel Services Office prior to August 1<sup>st</sup> of the school year. Only coursework from any recognized accrediting agencies including the North Central Association of Colleges and Schools, Middle States Association of Colleges and Schools, New England Association of Schools and Colleges, Northwest Commission of Colleges and Universities, Southern Association of Colleges and Schools, Western Association of Schools and Colleges, AdvancEd, and Higher Learning Commission will be accepted. Employees hired after August 1<sup>st</sup> will be required to provide official transcripts or E-scripts within thirty (30) days of the first day of employment.
  - i. **Substitute Teacher Certificate:** Paraprofessionals are required to hold/maintain current Missouri substitute teacher certification. The Personnel Services Office will provide information to new paraprofessionals on obtaining the initial substitute certificate through the Missouri Department of Elementary and Secondary Education website.
  - j. **Licensure:** All LPN/RN's or OT/PT's employed by the district must maintain their Missouri State licensure and ensure that the copy in the Personnel Services Office is current.
  - k. **School Resource Officer (SRO) and Security Guard Licensure:** The SRO and Security Guard will be required to maintain licensure as set forth by the Peace Officer Standards and Training (POST) Commission and provide documentation to the Personnel Services Office.
  - l. **Health Certificate:** Employees will be required to submit to medical examinations if the examination is job related (i.e., food service, nurses, and bus drivers) or is otherwise required by law.

## 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 2019-2020 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. Duty Time

- a. **Hours of Duty** - Duty time for cooks, bus aides, and bus drivers is six (6) hours per day. All other categories of classified personnel shall have an eight (8) hour daily duty time. Waynesville R-VI employees may work more than one (1) job assignment in which they are qualified for in the district, but may not work more than 40 hours per week, unless prior approval is given by the Assistant Superintendent of Personnel Services.
- 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. **Work Schedules** - Individual departments establish work schedules for their employees which will most efficiently meet the needs of the district. The work week will be established during the Sunday-Saturday time period and may be adjusted by the immediate supervisor on a temporary basis. With approval of the superintendent or superintendent's designee, an immediate supervisor may grant a flexible work schedule for employees who normally work on non-school days and/or during the summer months. In compliance with FLSA/ACA standards, employees are required to clock in and out to monitor hours worked.
- d. **Lunch Period** - Each classified employee working at least a six (6) continuous hour day will be provided a 30-minute unpaid lunch period. The time established for this period may be set by the employee's supervisor but will occur normally at the mid-point of the work day. Employees are required to clock out and in for their established lunch period. Lunch periods are for the reason stated and shall not be used for make-up time.
- e. **Rest Periods** - There shall be two (2) 10-minute rest periods during a six (6) continuous hour or longer work day; one (1) at approximately the mid-point between starting time and lunch period, and the second, at approximately the mid-point between lunch period and the end of the work day. Employees working less than a six (6) hour day will receive one (1) 10-minute rest period at approximately the mid-point of the work day. Rest periods are for the reason stated and shall not be used for make-up time.
- f. **Attendance at Meetings** - All employees are expected to attend all special meetings requesting their attendance called by the superintendent or employees' immediate supervisor.
- g. **Absence from Duty** - In case of necessary absence, the staff member will notify his/her principal in accordance with established building procedures.

#### 5. Job Descriptions

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

#### 6. Job Performance Evaluations

Each employee will have at least one (1) formal job performance evaluation per year or as many other evaluations as the supervisor determines will be beneficial to the employee and the school district.

#### 7. Notice of Vacant Classified Positions

All open classified positions are posted at the following locations:

- Local Channel 12 television station
- Each school building in the district
- Waynesville R-VI School District website: <http://www.waynesville.k12.mo.us>

#### 8. 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](http://www.waynesville.k12.mo.us)) before they are allowed access to district technology resources.

#### 9. Guidelines for Implementation of Acceptable Use of 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.

## 9. Relationship with Students, Other Employees, and Parents

When a classified employee observes unruly behavior by a pupil, he/she should report the incident to a teacher or to the principal of the school. Corporal punishment by a classified employee is not permitted. The employee may restrain, without administering punishment, by intervening in a fight or preventing a pupil from damaging school property. All classified employees should develop a friendly and cooperative working relationship with the pupils. The relationship of certificated and classified personnel shall be that of employees working together to provide the best possible learning situation for Waynesville R-VI students. Classified personnel dealing with parents or the public shall support the program of the Waynesville R-VI School District. They shall not enter into argument concerning policy or procedure.

## 10. 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.

## 11. Professional Liability

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

## 12. 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.

## 13. Inclement Weather

After approval from immediate supervisor, Classified staff 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.

- a. Any employee who works 200 days or less is not required to report to work on a "snow day" unless instructed to work by their supervisor.
- b. 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 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.

If a "make-up" day occurs on a district designated holiday, those employees who were required to work on that "make-up" day; will be provided with a compensatory day off at a time that is mutually agreed upon between the employee and supervisor.

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

The news media 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 FM

KCLQ/KLTW - 107.9  
KZNN/KTTR - 105.3 FM

#### 14. Driver's License

An employee occupying a job which may require the use of a district vehicle must possess a valid Missouri Driver's License. A departmental supervisor may from time to time request to see such license to determine its validity. Failure to obtain or show evidence of such license will result in a job reassignment or termination of employment.

#### 15. 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, 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.

- 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.

Employees who meet the requirements set forth above, will receive payment for unused vacation and/or health leave at the next regularly scheduled pay period following the end of the school year, as defined above.

#### 16. 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.

### B. SUPPORT STAFF LEAVES AND ABSENCES

*(see Board Policies GBBDA and GDBDA for full policies)*

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

Employees may be terminated for excessive 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.

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

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).

If there is no district form to request a particular leave/absence, a written request for the leave/absence should be submitted in writing to the building principal/director then forwarded to the assistant superintendent for personnel services (unless otherwise specified) for Board action. Requests should include all pertinent information including type of leave requested, tentative dates for the leave, etc. The district may require an employee to provide the district verification of illness from a healthcare provider before the district applies health leave or other applicable paid leave to the absence.

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

This section creates no rights extending beyond the agreed period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If a 30 day 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. Family and Medical Leave Act

*(See Board Policy GBBDA)*

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:

- a. Have been employed in the district for at least 12 months (but not necessarily consecutively).
- b. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
- c. 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 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.

### 3. Lactation Support (see Board Policy EBBH)

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.

### 4. Health Leave

*(see Board Policy GDBDA)*

Each new employee will be entitled to health and business leave after the first day of his or her employment with the school district. Health leave will be prorated according to the total number of days for employees who are assigned extra days. 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 healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid 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.



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					
Days	Months	1st Year	2nd Year	3rd Year	Maximum Accumulated Days Allowed
179	8.23	9.00	10.00	12.00	88
180	8.28	9.00	10.00	12.00	88
182	8.36	9.00	10.00	12.00	88
200	9.20	9.00	11.00	13.00	98
218	10.00	10.00	12.00	15.00	107
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 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 responsibilities.

#### 4. 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 health leave 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 and procedures below.

a. Health Leave Reserve

The health leave pool 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 paperwork 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) calendar 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 least 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 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 days 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 granted to an employee from the health leave pool shall revert to the 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.
- 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.

## 5. Unused Health Leave Pay Policy

(see Board Policy GDBDA)

Unused health leave will be purchased by the school district when an employee (1) leaves the district, or (2) retires from employment. Health leave reimbursement will not be provided to employees who resign before the end of the school year or who are terminated for cause. Payment for these days is based upon an eight (8) hour day and will be prorated for less than an eight (8) hour day. The maximum days to be purchased shall not exceed maximum accumulated days plus current years unused leave. Regular employees 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 per day
Ten (10) consecutive years or more	\$30 per day

- b. Cashing in all unused health leave upon retirement from 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 per day
Ten ((10) consecutive years or more, less than 20	\$50 per day
Twenty (20) consecutive years or more	\$60 per day

- c. In the event of death of an employee, 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. This policy applies to all full-time, standard and regular employees.
- 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 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.

## 6. Bereavement Leave

(see Board Policy GDBDA)

It is the policy of the Board of Education to grant bereavement leave with pay in an amount not to exceed three (3) days for each death in immediate family: spouse, child, parent, sister, brother, grandparents, grandchildren, parents-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law 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.

## 7. Personal Business Leave

(see Board Policy GDBDA)

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 three (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 leave 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.

## 8. Professional Leave

*(see Board Policy GDBDA)*

Employees may be granted professional leave to attend classes or conferences, meet with mentors, or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance, and is not considered personal 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.

## 9. Leave for Student Teaching and Observation Placements

All students must complete the application process for student teaching and observation placement through the Personnel Services Office.

Employees taking a leave of absence for student teaching will not receive any salary for the period of time they are on leave.

The employee may not receive a deduction in pay for the time needed to complete the observation hours if observation placements are scheduled to allow the employee to fulfill all required duties. If scheduling does not allow the employee to fulfill all required duties, business leave may be used for that period of time. You may NOT use sick leave for observation placements. Each individual situation will be addressed on a case-by-case basis. Contact the Personnel Services Office at 573-842-2094 for further direction.

## 10. 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.
- 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.

## 11. Election Leave

*(Board Policy GDBDA)*

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.

## 12. Leave to Vote

*(see Board Policy GDBDA)*

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.

## 13. 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.

## 14. Other Leave

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

## 15. 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.

## 16. Discretionary Leave

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

# C. VACATIONS

Vacation time for all classified employees working 261 days will be earned as follows:

First two (2) years	10 days per year
Third year and thereafter	15 days per year

All vacation time must be approved by the employee's supervising principal, director, or coordinator. An employee who has a change during the school year from less than 261 days to 261 days will be given prorated vacation days for months in the district for placement on the vacation schedule. Vacation cannot accumulate more than two (2) times the maximum days earned annually plus the current year.

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.

## **D. 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. Paid Holidays**

- a. Classified personnel working 179-181 days will receive three (3) paid holidays (Thanksgiving Day, Christmas Day, and New Year's Day) for the school year and will be on duty while students are in school and other days as directed by the supervisor.
- b. Classified personnel working 182 days will receive four (4) paid holidays (Thanksgiving Day, Christmas Day, New Year's Day, and Martin Luther King, Jr. Day) for the school year and will be on duty while students are in school and other days as directed by the supervisor.
- c. Classified personnel working 200 days will receive five (5) paid holidays (Thanksgiving Day, Christmas Day, New Year's Day, Martin Luther King, Jr. Day, and Memorial Day) for the school year and will be on duty while students are in school and other days as directed by the supervisor.
- d. Classified personnel working in excess of 200 days will receive their normal rate of pay for all designated holidays provided the holidays fall during the agreed 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, 22, 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.

\* \* \* \* \*

## **SECTION IV - CLASSIFIED EMPLOYEE COMPENSATION PLAN, FRINGE BENEFITS, PAYROLL PROCEDURES, AND EARLY SEPARATION INCENTIVE PLAN**

### **A. EMPLOYEE COMPENSATION PLAN**

#### **1. Salary Placement Advancement and Change**

New employees may be allowed prior experience for salary schedule placement. Employees transferring from a part-time position to a full-time classified position will transfer the in-district experience on the salary schedule and, in addition, up to six (6) years job-related experience will be considered. Employees who work a minimum of 75% of the required number of work days in the prior year will be eligible for advancement on the salary schedule beginning July 1.

#### **2. Reasons for Salary Differentials**

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

- a. Custodians whose night shift assignment begins at 2:00 p.m. or later will receive an additional \$50 per month for the night duty worked. Middle school custodians on night duty will be paid an additional \$75 per month and high school custodians on night duty will be paid an additional \$100 per month for job difficulty levels. With approval



of the superintendent or designee, an immediate supervisor may grant a flexible work schedule for custodians on non-school days and during summer months without forfeiture of the additional pay.

The district-wide floating custodian who works a flexible work schedule will be paid an additional \$50 per month for irregular working assignments.

- b. Head custodians and Kitchen managers will receive additional pay for duties and responsibilities at various monthly rates according to assignment.

<b><u>Head Custodian Monthly Stipend</u></b>		
<b>Building</b>	<b>Years of Service</b>	<b>Monthly Stipend</b>
WHS	1-10	\$200
	11-20	\$250
	21-30	\$300
WCC/WMDS/East/Freedom	1-10	\$125
	11-20	\$157
	21-30	\$188
All Other Buildings	1-10	\$100
	11-20	\$125
	21-30	\$150
<b><u>Head Cook Monthly Stipend</u></b>		
<b>Building</b>	<b>Years of Service</b>	<b>Monthly Stipend</b>
WHS/WMDS	1-10	\$100
	11-20	\$125
	21-30	\$150
Freedom/East	1-10	\$100
	11-20	\$125
	21-30	\$150
All Others	1-10	\$50
	11-20	\$63
	21-30	\$76

- c. The secretary to the superintendent will receive \$250 per month above the regular schedule for serving as the recording secretary to the Board of Education.
- d. The head nurse will receive an additional \$1,000 annually. RN's will receive an additional \$200 per month above the regular schedule.
- e. The transportation head mechanic will receive an additional \$200 per month above the regular schedule.

- f. School nurses with a BSN/RN degree will receive an additional \$400 annually above the regular salary schedule. A copy of official transcripts is required to be on file in the Personnel Services Office.
- g. If an LPN completes the requirements to become a registered nurse (RN) prior to September 1, proof of licensure must be submitted to the Personnel Services Office prior to November 1 of the current school year in order to advance on the salary schedule.

### 3. Nonexempt Employee Supplementary Pay Plans

The Board of Education recognizes that it may be necessary for nonexempt staff to work more than 40 hours during a given workweek. Whenever such overtime situations occur, the following provisions apply:

- a. Unless the district and the employee have an agreement or understanding in advance that the employee will be given compensatory time off for overtime work, he or she will be paid one and one-half (1 1/2) times his or her regular rate of pay for each hour of overtime.
- b. If the district and the employee do have an agreement or understanding in advance that the employee will be given compensatory time off for overtime work, the employee will be awarded such compensatory time at the rate of one and one-half (1 1/2) hours for each hour of overtime worked. The following provisions apply to comp time:
  - 1) Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half (1 1/2) times the individual's regular rate of pay. The district may require an employee to use accrued comp time to avoid excessive accumulation or monetary liability.
  - 2) Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, where the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
  - 3) Upon leaving the district, individuals will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three (3) years of employment or his or her final regular rate of pay. (If overtime hours have not been converted to comp time, the employee will be paid one and one-half (1 1/2) times his or her final regular pay rate for each such hour of overtime.)

## B. FRINGE BENEFITS

### 1. Health Insurance

*(See Board Policy GDBC-AP for Support Staff Members).*

The Waynesville R-VI School District seeks to provide all full-time support 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 classified 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 or child-rearing 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. Classified 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 classified employee. The amount of this policy will be one and one-half (1 1/2) times the dollar amount of each employee's current annual salary 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 Continuation 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 Administrator'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](http://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: [www.medicare.gov](http://www.medicare.gov), [www.socialsecurity.gov](http://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 Education Employees Retirement System (PEERS)

All full-time, standard, and regular employees who work 20 or more hours per week) must enroll in the Public Employees Educational Retirement System (PEERS) of Missouri Beginning July 1, the employee will contribute 6.86 percent of his/her income to PEERS and the school district contributes a matching amount. Under Social Security Administration Section 218, if a classified employee holds valid (Missouri) teacher certification, he/she must contribute to the Public School Retirement System (PSRS) of Missouri at a reduced rate. Beginning July 1, a classified employee holding teacher certification will contribute 9.67 percent of his/her income to PSRS and the school district contributes a matching amount. These percentages are subject to change by the retirement system. Employees who terminate their employment with the district may withdraw their contributions according to the rules and regulations of the retirement system and must personally contact the retirement office in Jefferson City concerning this withdrawal. All questions regarding retirement should be directed to PSRS or PEERS as appropriate. 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](http://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/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) Social Security and Medicare,
  - 5) Flexible Benefit Plan,
  - 6) Dependent health coverage,
  - 7) Voluntary life insurance coverage,
  - 8) Dues for state and local professional educational organizations, and
  - 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, student teaching, 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. Classified 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

Unless they hold Missouri teacher certification, all classified employees must contribute an amount as required by law to Social Security and 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.

\* \* \* \* \*