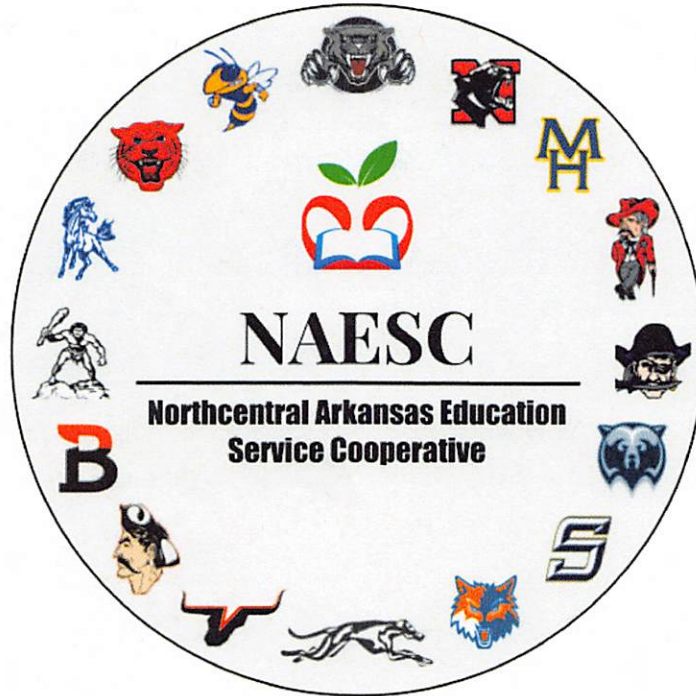


# PERSONNEL POLICIES MANUAL

2023/2024



Board Approved April 28, 2023

Board President:

Board Secretary:

## **NAME AND AUTHORITY OF AGENCY**

The name of this agency is the Northcentral Arkansas Education Service Cooperative (NAESC). NAESC has its legal existence under the Authority of Act 349 of the 1985 Arkansas General Assembly.

## **MISSION**

The purpose of the NAESC is providing services and assisting the member districts in their efforts to improve instruction and enhance student lives. NAESC serves the following districts:

Batesville	Melbourne
Calico Rock	Midland
Cave City	Mountain Home
Cedar Ridge	Mountain View
Concord	Norfork
Highland	Salem
Izard County	Southside
Mammoth Spring	Viola

## **GENERAL GOALS**

Service needs of the Local Education Agency (LEA) shall determine the design of the NAESC Service Program. Such programs shall also be influenced by the Arkansas Department of Education's efforts to make services available to schools via the ESCs. The services of this ESC shall meet Arkansas' accreditation.

1. NAESC will strive to provide requested services which individual schools have not or cannot feasibly provide.
2. NAESC will endeavor to provide requested services more economically and/or effectively than the same services could be provided on an individual district basis.
3. The NAESC shall strive to make services to all interested districts as equally accessible as practical.

This ESC will work with its LEA's, other ESC's, and the Arkansas Department of Education (ADE) to improve communication and coordination throughout the Arkansas network of local school districts.

## **EQUAL OPPORTUNITY**

It is the policy of the Northcentral Arkansas Education Cooperative to provide employment opportunities to all qualified persons, to prohibit discrimination against any employee or applicant for employment because of race, color, religion, sex, age, physical handicap or national origin, and to promote the full realization of equal employment opportunity through a positive continuing program of affirmative action.

## GOVERNANCE

### A. Board of Directors

The governing body, hereafter referred to as the board of directors, shall consist of a representative selected from each member school district's board of directors. No school district may have official representation on more than one (1) cooperative board of directors. A simple majority of the representatives shall constitute a quorum and a majority vote of the quorum will rule. Each local member school district may also choose to appoint an alternate or proxy if their official representative cannot attend a board meeting and the district wishes to have representation. Communication from the member school district superintendent to the co-op director or his/her designee is required for the alternate to have full voting privileges for the district at the meeting.

### B. Board Meetings

The board of directors is required by law to meet at least eight (8) times per year. Regular monthly meetings are scheduled for the second (2<sup>nd</sup>) Wednesday of each month at 10:00 A.M. at the Co-op, or other meeting places as scheduled. Board members that attend virtually will be counted in attendance and as part of the quorum. These members shall have voting and motion privileges during the board meeting.

(Updated 02/10/2023)

### C. Selection of Officers

At the July board meeting the president of the board of directors shall seek nominations for officers from the floor. The officers shall consist of a president, vice-president, and a secretary. Officers are elected by members of the board present, and are to serve one (1) year.

### D. Duties of Board of Directors

The board of directors shall:

1. Be responsible for the appointments and/or dismissal of the cooperative director.
2. Select and/or dismiss NAESC Employees based upon the recommendation of the director.

3. Maintain general responsibility regarding policies and practices to ensure the integrity and trust of the public with regard to the operation of the co-op. Such responsibilities will include but are not limited to:

- a. approval of an annual budget;
- b. periodical review of receipts and expenditures;
- c. compliance with applicable laws and statutes;
- d. establish personnel policies;
- e. monitoring of the annual program to see if services and programs are consistent with district needs;
- f. carry out other duties which may be required for efficient operation of the cooperative.

E. Teacher Center Committee

Each Education Service Cooperative shall establish a teacher center which will provide, consistent with funds available, curriculum development assistance, educational materials and staff development services to teachers within the local school districts in the service area. A teacher center committee, composed of at least one (1) representative from the staff of each local school district, shall advise the director and the governing body on the staffing, programs and operation of the teacher center. The governing body of each Cooperative shall determine the initial composition of the teacher center committee to achieve a balance of elementary, middle/junior high and high school personnel and assure that at least one-half, but not more than two-thirds of the members are classroom teachers. All positions on the committee shall be assigned to school districts by lot. Colleagues in his/her district must elect each teacher. Each administrator or support person shall be appointed by the superintendent. Lot shall determine initial terms for equal or nearly equal periods of one (1), two (2) and three (3) years. The committee shall meet at least three (3) times per year. In the last meeting of each year, positions represented by expiring terms shall be reassigned by lot.

F. Participation

District participation in any cooperative service or program is voluntary.

2023-2024 Coop Calendar

Holiday

Date

Labor Day

September 4, 2023

Thanksgiving

November 20-24, 2023

Christmas

December 25, 2023 - January 5, 2024

Spring Break

March 18-22, 2024

Memorial Day

May 27, 2024

Board Approved:  
February 10, 2023

## EMPLOYMENT

The board of directors, by majority vote of members present, shall elect or appoint the director.

Offer of contracts will be presented to employees as soon as possible following the April meeting of the board of directors. All such offers will expire if not accepted in writing and returned to the Director's office within thirty (30) days of issuance. Any alteration to the contract will void the contract.

Positions that are funded by grants or by funding of participating school districts, require annual review and may not be continued beyond the termination of the grant funding or participating school funding for that position.

### 1. Background Checks – Certified Personnel

a. As required by law (Acts 1313 of 1997; 42 of 2003; and 2151 of 2005), It shall be the policy of NAESC to require statewide and nationwide criminal record checks upon initial employment of any certified personnel. These must be in accordance to the laws of the state and rules and regulations of the Arkansas Department of Education.

b. It is not the policy of the Northcentral Arkansas Education Service Center to pay the fee required for the criminal record check required before employing a new certified employee. Prospective employees are responsible for paying the required fee.

### 2. Background Checks – Non-certified Personnel

a. As required by law (Acts 1314 of 1997; 42 of 2003; 1087 of 2003; 1387 of 2003; 103 of 2003 (2<sup>nd</sup> Ex. Sess.); 2151 of 2005; 823 of 2007; and 1573 of 2007), It shall be the policy of NAESC to require statewide and nationwide criminal record checks upon initial employment of any non-certified personnel. These must be in accordance to the laws of the state and rules and regulations of the Arkansas Department of Education.

b. It is not the policy of the Northcentral Arkansas Education Service Center to pay the fee required for the criminal record check required before employing a new classified employee. Prospective employees are responsible for paying the required fee.

## JOB ASSIGNMENTS

Assignment of duties is on a Cooperative-wide basis and not restricted to one office or location. Duty assignments are made by the Director or designee.

2023/2024 SY

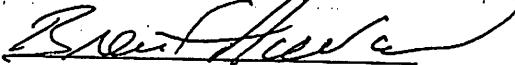
YEARS	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
<b>CERTIFIED/SUPERVISOR</b>																					
LEA SPED Supervisor	57388	57988	58588	59188	59788	60388	60988	61588	62188	62788	63388	63988	64588	65188	65788	66388	66988	67588	68188	68788	69388
Program Coordinator	57388	57988	58588	59188	59788	60388	60988	61588	62188	62788	63388	63988	64588	65188	65788	66388	66988	67588	68188	68788	69388
PLC Coordinator	60259	60559	61159	61759	62359	62959	63559	64159	64759	65359	65959	66559	67159	67759	68359	68959	69559	70159	70759	71359	72859
Early Childhood Coord.	63182	63782	64382	64982	65582	66182	66782	67382	67982	68582	69182	69782	70382	70982	71582	72182	72782	73382	73982	74582	75782
<b>CERTIFIED/NON-SUPER</b>																					
Literacy Specialist	54655	55255	55855	56455	57055	57655	58255	58855	59455	60055	60655	61255	61855	62455	63055	63655	64255	64855	65455	66055	67255
Math Specialist	54655	55255	55855	56455	57055	57655	58255	58855	59455	60055	60655	61255	61855	62455	63055	63655	64255	64855	65455	66055	67255
Science Specialist	54655	55255	55855	56455	57055	57655	58255	58855	59455	60055	60655	61255	61855	62455	63055	63655	64255	64855	65455	66055	67255
<b>NON 12 MONTH</b>																					
Speech Pathologist 195 days	50000	50000	50827	51427	52027	52627	53227	53827	54427	55027	55627	56227	56827	57427	58027	58627	59227	59827	60427	61027	61627
Certified Speech Assistant	50000	50000	50000	50000	50000	50000	50000	50000	50108	50708	51308	51908	52508	53108	53708	54308	54908	55508	56108	56708	57308
Teachers 195 days	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50020	50620	51220	51820	52420	53020
Teachers/MSE 195 days	50000	50000	50000	50000	50000	50000	50000	50000	50108	50708	51308	51908	52508	53108	53708	54308	54908	55508	56108	56708	57308
SPS 200 days Cert	50000	50600	51200	51800	52400	53000	53600	54200	54800	55400	56000	56600	57200	57800	58400	59000	59600	60200	60800	61400	62000
BSS 200 day class	58530	59130	59730	60330	60930	61530	62130	62730	63330	63930	64530	65130	65730	66330	66930	67530	68130	68730	69330	69930	71130
Physical/Occup Therapist	69095	69695	70295	70895	71495	72095	72695	73295	73895	74495	75095	75695	76295	76895	77495	78095	78695	79295	79895	80495	81695
PT & OT Ass't 180 days	54597	55197	55797	56397	56997	57597	58197	58797	59397	59997	60597	61197	61797	62397	62997	63597	64197	64797	65397	65997	67197
Itinerant Vision Teacher	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50000	50363	50963	51563	52163	52763	53363	53963	54563	55163
Itinerant Vision Teacher/MSE	50000	50000	50000	50000	50000	50826	51426	52026	52626	53226	53826	54426	55026	55626	56226	56826	57426	58026	58626	59226	59826

1. Increments are contingent upon grant monies available. 2. Continued employment based upon district participation and/or grant monies available. 3. Approved Stipends for 2023/2024: \*HIPPY Supervisor Stipend \$5,000.00/per year \*Program Coordinator Stipend \$2,500.00/per year \*EC Manager Stipend \$2,000.00/per year. \*PR Stipend \$2,500.00/per year

BOARD PRESIDENT



BOARD SECRETARY



DATE APPROVED:

April 28, 2023



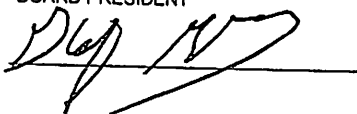
**CLASSIFIED (12 MONTHS IF NOT OTHERWISE NOTED)**

2023/2024 SY

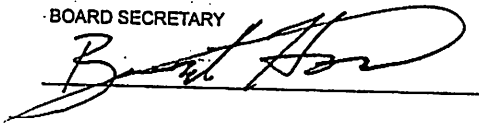
YEARS	0	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20
Bookkeeper/Business Mgr.	41567	42167	42767	43367	43967	44567	45167	45767	46367	46967	47567	48167	48767	49367	49967	50567	51167	51767	52367	52967	53567
Admin/Bkpg Ass't	28872	29472	30072	30672	31272	31872	32472	33072	33672	34272	34872	35472	36072	36672	37272	37872	38472	39072	39672	40272	40872
EC Teaching Ass't 190 days	20594	21194	21794	22394	22994	23594	24194	24794	25394	25994	26594	27194	27794	28394	28994	29594	30194	30794	31394	31994	32594
Sec/Parapro-Degree	24296	24896	25496	26096	26696	27296	27896	28496	29096	29696	30296	30896	31496	32096	32696	33296	33896	34496	35096	35696	36296
Sec/Parapro-Non Degree	22656	23256	23856	24456	25056	25656	26256	26856	27456	28056	28656	29256	29856	30456	31056	31656	32256	32856	33456	34056	34656
Interpreter 195 days	27161	27761	28361	28961	29561	30161	30761	31361	31961	32561	33161	33761	34361	34961	35561	36161	36761	37361	37961	38561	39161
Computer Tech level 1	33589	34189	34789	35389	35989	36589	37189	37789	38389	38989	39589	40189	40789	41389	41989	42589	43189	43789	44389	44989	45589
Computer Tech level 2	40150	40750	41350	41950	42550	43150	43750	44350	44950	45550	46150	46750	47350	47950	48550	49150	49750	50350	50950	51550	52150
Computer Tech level 3/BS	42336	42936	43536	44136	44736	45336	45936	46536	47136	47736	48336	48936	49536	50136	50736	51336	51936	52536	53136	53736	54336
Computer Tech level 4/MS	44524	45124	45724	46324	46924	47524	48124	48724	49324	49924	50524	51124	51724	52324	52924	53524	54124	54724	55324	55924	56524
Program Coordinator	56738	57338	57938	58538	59138	59738	60338	60938	61538	62138	62738	63338	63938	64538	65138	65738	66338	66938	67538	68138	68738

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 \*EC Manager Stipend \$2,000.00/per year. \*PR Stipend \$2,500.00/per year

BOARD PRESIDENT



BOARD SECRETARY



DATE APPROVED:

6/20/2023

## **BASE SALARY SIZE & NUMBER OF INCREMENTS**

At the Board's discretion and depending upon funds available, changes in the salary schedule can be made by:

1. Changing the base salary
2. Changing the fringe benefits
3. Across-the-board increases
4. Adding increments for experience and additional education. July 13, 2001, the board voted to accept up to 5 years of previous non-coop certified teaching experience for placement on the salary schedule. This will be in effect July 1, 2001. Act 1768 of 2003 requires the payment to teachers for all years of prior in-state teaching experience. This will be applied to the schedule where applicable.

A. A certified employee may receive all documented prior years of education-related experience as allowed and governed by A.C.A. 6-17-2403 (Act 2307 of 2005; revised Act 19 of 2006).

B. A classified employee may receive all documented prior years of co-op or education-related experience credit that is related to the employee's present job assignment on the salary schedule.

C. An employee may receive up to five years of documented non-co-op or non-educational experience credit for working in a job that is specifically related to the employee's present job assignment.

Documentation of previous employment and job duties shall be a requirement before credit will be allowed. All determinations of allowable/non-allowable credit shall be made by the director or his/her designee and be solely at his/her discretion.

## **PAYDAYS**

NAESC employees will be paid on the 20<sup>th</sup> of each month unless the 20<sup>th</sup> falls on a weekend or holiday. In that case, payday will be on the last working day before the 20<sup>th</sup>.

Updated 2/15/2013

**FLEX WORK SCHEDULES**

The normal hours of work are from 8:00 A.M. to 4:00 P.M. (with 30 minutes for lunch included) Monday through Friday (except when job requirements make it necessary to vary this schedule). The director/designee may determine that an alternate temporary work schedule be followed either collectively or on an individual basis. Any exceptions to the regular work schedule must have prior approval by the director or designee. It is the policy of NAESC that employees, falling under the Fair Labor Standards Act, work no overtime hours. Failure to comply may result in termination. Flex-Work schedule request forms must be filed when an individual seeks to alter their normal work schedule. Failure to comply represents an unauthorized absence.

**Northcentral Arkansas Education Service Center  
Flex-work Schedule Request (Individuals)**

**BEFORE REQUEST DATE**

Employee Name: \_\_\_\_\_ Date of Request: \_\_\_\_\_

Reason for Request: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature                      Immediate Supervisor                      Director

**AFTER FLEX WORK DAY**

Total Hours Worked: \_\_\_\_\_ Worksite: \_\_\_\_\_

Date to Take Off: \_\_\_\_\_ Hours to Take Off: \_\_\_\_\_

Approved: \_\_\_\_\_ Disapproved: \_\_\_\_\_

\_\_\_\_\_  
Employee Signature                      Immediate Supervisor                      Director

**\*\*AFTER FLEX WORK DAY MUST BE TAKEN 5 DAYS FROM THE FLEX ACCRUED DATE\*\***

## **RESIGNATIONS**

Personnel presenting a resignation in writing prior to July 1 will normally be released from the contract. Resignations submitted after July 1 will be recommended for Board acceptance only if a suitable replacement is available, or the Board determines there is a justifiable reason for accepting the resignation. A two-week notice of resignation should be given.

Accrued vacation should be taken prior to the effective date of an employee's termination date. However, if this is not feasible, the employee may receive compensation for accrued vacation leave with the director's approval if it is determined that the employee is needed to complete unfinished or needed work. (See Form on following page).

**Director's Request for Payment of Accrued Vacation Leave**

**At the time of Resignation**

**Employee Name:**

\_\_\_\_\_

I request payment of \_\_\_\_\_(Hours) accrued vacation pay. It is necessary that \_\_\_\_\_(Employee) work to final day due to:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Employee's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Director's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**Accounting Use:**

_____	<b>Vacation Days accrued</b>
X _____	<b>Daily Rate</b>
\$ _____	<b>Total Compensation</b>

## **Evaluations**

A job description will be developed for all positions. The director/designee shall provide each staff member a written evaluation at least once each year. The evaluator shall discuss the written evaluation with the person being evaluated and that person shall sign or initial a copy of the evaluation for the director's file. The person being evaluated may add written comments to the evaluation. Evaluation will be conducted in a professional, positive manner.

The objective will be to help identify employee strengths and weaknesses and to offer suggestions for improvement of performance.

The Board of Directors shall, at their discretion, evaluate the Director's work performance.

Updated 5/15/2013

## **TERMINATION**

Termination or contract non-renewal of employees who are covered by Act 631 of 1991 . . . "Public School Employee Fair Hearing Act" will be dismissed in accordance with this act. Termination of employees who are covered by Act 936 of 1983 will be dismissed in accordance with the Act. . . "The Teacher Fair Dismissal Act of 1983." The term "teacher" as used in the Act will be defined as any person, exclusive of the Superintendent (Director), employed in an Arkansas public school district (Cooperative) that, as a condition of employment, is required to hold a teaching certificate from the Arkansas Department of Education.

Act 7631 of 1991 and Act 936 of 1983 assures due process for all Cooperative employees.

## **TRANSFER, REDUCTION IN FORCE, PROGRAM ELIMINATION**

### **A) Transfer**

1. The Board may transfer/reassign any itinerant employee as defined in these policies, upon the recommendation of the Director when in the best interest of the cooperative to do so. Such transfers shall not be arbitrary, capricious, or discriminatory.
2. The Board may also consider and may grant a requested transfer if the employee so requesting possess the required qualifications for the desired position and if a vacancy exists in such position. All requests for voluntary transfers shall be carefully considered and reviewed on a nondiscriminatory basis.

### **B) Reduction in Force**

1. The Northcentral Arkansas Education Service Cooperative is an entity whose charge is to administer programs that benefit member districts. As such, the cooperative has no independent funding source. Rather, it administers various programs that are accepted by the Governing Board. In the course of the administration of these programs, personnel may be hired, equipment purchased, and other attendant costs necessary for success may be expended. Several factors must be in place for the Board to consider acceptance of a program's administration, the most important of which is an adequate funding mechanism.

All personnel contracts drawn between the Cooperative and an employee shall contain a statement to the effect that the personnel contract shall become null and void at any point in its existence when funding from the source ceases to exist, whether it be a state grant for funding from the local school districts.

The Governing Board of the Northcentral Arkansas Education Service Cooperative acknowledges its authority to conduct a reduction in force (RIF) when a decrease in grants, school participation or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the cooperative as determined by the Co-op Director.

In effecting a reduction in force, the primary goals of NAESC shall be: what is in the best interest of the member districts of the cooperative; to maintain accreditation in compliance with the Standards of Accreditation for Arkansas Public Schools and other applicable licensing or accrediting organizations, and the overall need of the cooperative. A reduction in force will be implemented, upon approval of the Board, when the Co-op Director determines it is advisable to do so and shall be effected through non-renewal, termination, or both. A reduction in force will be conducted by evaluating the needs and long-and short-term goals of the cooperative and its programs, and its member districts, and by examining the staffing of the cooperative at each site, program and in each licensure area.dddddd

## **Definitions**

**Site:** Site means the school district where a program is located; if the program is not located at a school district, site shall mean the administrative offices of NAESC, or the location established by the NAESC Board for the Program.

**Program:** Program means a separate organizational unit of NAESC that requires licensure and/or expertise and training in specific disciplinary areas. For the purposes of this policy, organizational units include but are not limited to each site where a program exists, and distinct Specialist, Supervisor or Coordinator position(s), etc. for a discipline or support area.

### **C) Program Elimination or Program Site Elimination**

No seniority shall apply in situations where program elimination occurs or is recommended, program funding is lost, site or program licensure or accreditation is lost, or the site of a program is recommended for closure, elimination or curtailment.

Reduction by assignment area, skill set training or expertise, RIF due to program size reduction at a site or program redesign.

### **D) Reduction in Force procedures are separated into the two employee classifications: Certified and Classified.**

*For Certified Employees:* If a reduction in force becomes necessary in a program or at a site, or due to program or site redesign, the certified employee's total number or points shall be the determining factor. The certified employee with the most points as compared to the other certified employees assigned to the same site and/or program and with the same licensure shall prevail.

*For Classified Employees:* If a reduction in force becomes necessary in a program or site, or due to the need to reduce the size of a program at a site or due to a program or site redesign, or by a need to reduce the number of employees with a particular skill set, training or expertise as determined by the cooperative director, the employee's total number of points shall be the determining factor. The employee with the most points as compared to other employees assigned to the same site and/or program or, if not assigned to a specific program, with the same skill set, training or expertise shall prevail.

*For all employees affected by the RIF:* In the event that two employees subject to a RIF have the same length of service, the employee with the highest number of points as determined by the schedule contained in this policy shall be retained. The employee with the fewest points will be laid off first. In the event two or more employees have the same number of points, the



### **Certified Employee Points**

- Years of service in the cooperative- 1 point per year

All certified position years in the cooperative count including non-continuous years. Service in any position not requiring teacher licensure does not count toward years of service. Working fewer than 120 days in a school year shall not constitute a year.

- Graduate degree in any area of licensure required for the present job assignment in which the certified employee will be ranked (only the highest level of point apply)

Master's Degree- 2 points

Master's Degree plus thirty additional hours- 3 points

Educational specialist degree- 5 points

Doctoral Degree- 6 points

- College class passed in the last 5 calendar years taken at the request of the cooperative director- 1 point
- College class taken with a final grade of "B" or better in the last 3 prior school years (not including current academic year) taken at the request of the cooperative director- 1 point per class for a maximum possible of 5 points

All points awarded must be verified by documents on file with the cooperative by October 1st of the current school year. Each employee's points shall be totaled with comparable employees in an area considered for RIF, ranked by the total points from highest to lowest. All employees employed in an area considered for RIF shall receive a listing of classified personnel with corresponding point totals. Upon receipt of the list, each employee has (10) working days within which to appeal his or her assignment of points with the cooperative director whose decision shall be final.

A RIF of any part or portion of a contract of employment, or to reduce salary may also be conducted.

### **Classified Employee Points**

- Years of service in the cooperative- 1 point per year

All classified position years in the cooperative count including non-continuous years.

Working fewer than 120 days in a school year shall not constitute a year.

- Teacher licensure relevant or helpful as determined by the cooperative director (even if not required) for the present job assignment- 3 points
- Associate Degree- 2 points
- Child Development Associate License- 1 point

### **Virtual School Reduction In Force Policy (Board approved 6/7/2021)**

In the event that a reduction in force is necessary in the Tri-Region Virtual School program, the employees will be retained solely based on the order of employment in the board minutes. The reduction in force order will begin with the last name as it appears in the board minutes and will continue in this order as necessary to maintain financial stability of the program.

# BENEFITS

## LEAVE BENEFITS

### Sick Leave

- a. Any employee who works for the cooperative in a regular salaried position shall accrue sick leave. Employees will accumulate eight (8) hours per month for each month of contract. (Revised May 8, 2019)
- b. A maximum sick leave of 120 days may be accumulated by an employee as of June 30th of each year.
- c. Sick leave may be used for only the following purposes:
  - When the employee is unable to work because of sickness, injury or medical, dental or optical treatment.
  - Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparent, in-law or any individual acting as a parent or guardian of an employee.
  - Bereavement requests other than those listed when approved by employee's immediate supervisor or the director/designee.
- d. The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.
- e. Application for unexpected sick leave is to be filed the day the employee returns to work. Expected sick leave, or appointments, ect., must have prior approval. Employees shall notify their immediate supervisor no later than 8:00 A.M. of the day of absence.
- f. If an employee fails to make proper notification for use of sick leave as provided herein, such absences can be charged to annual leave, personal leave, or leave without pay. Employees' supervisors shall have the right to request a written doctor's certificate in cases of excessive or frequent absences.
- g. Persons who have extended illness or injury must obtain a release form from the doctor to return to work.

## Personal Leave

(Revised May 22, 2015)

- a. Personnel employed with a contract that is, or would have been 240 days on July 1, will be allowed two (2) personal leave days per year with pay. Persons hired late, who work less than 240 days, will accrue personal leave on a prorated basis for that year.
- b. Full time employees ineligible for annual leave will be granted personal leave at four (4) days annually. Part time employees will be granted personal leave at two (2) days annually. (Revised May 8, 2019)
- c. Personal days are non-cumulative but may be transferred to sick leave if requested in writing on or before June 30th of that fiscal year and upon the approval of the director or his/her designee.

## Leave Without Pay

- a. It shall be the policy of NAESC that all personal and/or annual leave, or any other appropriate leave relevant to the absence, shall be exhausted before an employee may take leave without pay.

## One Hour Off Cards

- a. For those employees whose leave is held at NAESC, the Cooperative gives "One Hour Off Cards" on birthdays and on 5-year incremental employment anniversaries. Use of each card will require a supervisor's prior approval.

## Bereavement Leave

- a. It shall be the policy of NAESC that up to five (5) days of bereavement leave with full pay shall be granted to employees upon the death of immediate family members and the approval of the director or his/her designee. Immediate Family for this instance is Spouse, Father, Mother, Children, Brothers and Sisters.
- b. Two (2) days leave with full pay is allowed for employees who have deaths including Father in-law, Mother in-law, brother in-law, sister in-law, son in-law, daughter in-law, grandchildren and grandparents.
- c. One (1) day leave with full pay is allowed for employees who have death in the family which includes, aunts, uncles, first cousins, grandparent in-laws, nieces and nephews.
- d. A maximum of one-half leave, with full pay, is allowed for a representative from a school to attend the funeral of a school student or faculty member's spouse or child.
- e. Leave requests by employees to attend out of town funerals, or funerals for non-family members may be granted under special or extenuating circumstances by the director or his/her designee without deduction from the employee's accumulated leave.

### **Court and Jury Leave**

- a. Any employee who is subpoenaed will be entitled to regular cooperative compensation without any deductions from regular salary.
- b. Since deductions in salary are not required when work is missed, the employee is required to refund the NAESC the amount of compensation paid for jury duty.
- c. Reasonable notice shall be given to the director.

### **Reporting Leave**

- a. All types of leave must be reported to the director/designee prior to the requested leave. Emergency situations that prevent prior reporting must be reported immediately upon the employee's return.
- b. The director/designee shall keep an official record of each employee's leave and it will be reviewed by each employee periodically.

**Revised 7/13/2001**

### **Annual Leave**

- a. Personnel employed in a 12-month position (240 days) will earn one (1) day (8 hours) annual leave per month. Personnel with a 12 month position who work less than 240 days will accumulate annual leave on a prorated basis.
- b. All annual leave is cumulative. However, no employee may have more than 20 days (160 hours) accumulated on June 30<sup>th</sup> of each year. Any excess over 20 days will be lost if not used as of June 30<sup>th</sup> each year. Annual leave must have prior approval of the director/designee. Annual leave (more than 10 consecutive days) should be requested six weeks in advance.
- c. Annual leave must be earned before it is used.
- d. The minimum authorized leave amount (of any kind) an employee can use is one-half (1/2) hour.

**Revised June, 2009**

## **SICK LEAVE BANK**

### **a. Participation**

At the beginning of each fiscal year, or upon employment, each participating person shall contribute a minimum of one of their sick leave days to a sick leave bank. Each person wishing to join the Sick Leave Bank shall do so by September 15 of each school year on a Sick Leave Bank form submitted to your immediate supervisor. The Sick Leave Bank is completely voluntary.

### **b. Governance—Sick Leave Bank Committee**

A five-member committee will oversee the administration of the Sick Leave Bank with the assistance of the director. The committee will be comprised of personnel who have contributed to the Sick Leave Bank. A chairperson will be elected from the five members of the Sick Leave Bank Committee within two weeks following the election of the committee. The committee will decide on requests based on the committee's rules of operation.

### **c. Rules of Operation**

The Sick Leave Bank Committee will administer the bank according to the following

rules:

- (1) Persons who have made contributions to the bank may make withdrawals from the bank and must be currently enrolled. Days cannot be returned to the contributor.
- (2) The SLB days may be used only upon exhaustion of a bank member's accumulated sick leave and accumulated annual or personal leave days.
- (3) Sick Leave Bank days will be granted only in cases of a catastrophic illness or a debilitating injury of a SLB member or immediate family—parents, children or spouse. Requests will be examined on an individual basis and granted or denied by the committee. The SLB Committee reserves the right to make exceptions to this policy in cases involving unusual circumstances. The applicant must provide medical documentation that a catastrophic illness or debilitating injury exists.
- (4) Requests for SLB days will be made on a SLB request form submitted to the chairperson or a member of the SLB Committee or to the immediate supervisor.

(5) The Sick Bank Committee may grant from the bank up to ½ of the total number of sick days accumulated by the requesting member at the end of the prior year for an individual applicant per year, if the days are available. Sick leave grants made from the bank shall be for up to forty (40) days for an individual applicant per year, if the days are available.

(6) If an applicant does not have any accumulated sick leave from the prior year or if additional days are needed for catastrophic or extenuating circumstances above the maximum allowed authority of the committee, board of directors approval will be required. A written request shall be made to the director with an explanation of the need before the request will be considered by the board. The days must be available in the bank.

(7) Any SLB member who has been denied days from the bank shall have a right to request a convening of the committee for the purpose of making a personal appeal.

(8) When the Sick Leave Bank accrues a balance of one-hundred (100) days, a person who has been a member of the Sick Leave Bank shall not be required to, but may contribute sick leave days, until such time as the accumulated days in the Sick Leave Bank are considered by the committee to be deficient.

(9) Any member who has used the maximum number of days shall not be required to contribute to the bank again until the full membership contributes to the bank.

Revised 02/10/2023

Reference: ACT 818 of 1989.

## **FAMILY MEDICAL LEAVE**

The Northcentral Arkansas Education Service Center recognizes that employees, on occasion, need extended leave time in order to care for themselves in the event of serious personal illness or to provide care for an immediate family member with a serious illness. Therefore, pursuant to the provisions of the Family and Medical Leave Act of 1993, the Northcentral Arkansas Education Service Center Board of Directors instructs the Executive Director to implement procedures to provide family and medical leave to all eligible employees.

### **1. Eligibility**

a. In compliance with the Family and Medical Leave Act (FMLA) of 1993, Northcentral Arkansas Education Service Center will grant unpaid leave up to a maximum of twelve weeks during any one-year period to an eligible employee for one or more of the following reasons:

- (1.) For the care of the employee's child (birth, adoption, foster care).
- (2.) For the care of the employee's spouse, child or parent who has a serious health condition.
- (3.) For a serious health condition that makes the employee unable to perform his or her job.

b. In order to qualify for family/medical leave, an employee must have been employed by the Northcentral Arkansas Education Service Center for at least one year and must have worked 1,250 hours over the previous twelve months.

### **2. Application for Family Medical Leave**

a. The request for family medical leave must be made in writing to the director thirty days prior to the beginning of the leave. Advance notice is not required in cases of medical emergency or other unforeseeable events.

b. Medical certification from a licensed, practicing health care provider must be provided with the application for FMLA. The certification must verify the need for leave and the estimated length of leave. The medical certification must be provided at the time the request for FMLA is presented to the director. If an employee fails to provide timely medical certification, leave may be denied until medical certification is provided. The medical certification must include a statement from a licensed, practicing health care provider that the employee is unable to perform the required functions of his or her position.

c. An employee who wishes to request unpaid FMLA must provide thirty days advance notice to the director in writing if the need of the leave is "foreseeable". The written request must state the declared reason for the leave and the length of time requested. Medical certification from a licensed practicing health care provider must also be provided.

d. The Northcentral Arkansas Education Service Center may require a second medical opinion and periodic recertification at its own expense. If the first and second medical opinions differ, the Northcentral Arkansas Education Service Center, at its own expense, may require the binding opinion of a third licensed, practicing health care provider approved jointly by the employee and the cooperative.

3. Length of Leave

a. An eligible employee of the Northcentral Arkansas Education Service Center is entitled to a total of 12 work weeks of leave during a "rolling" twelve-month period measure backward from the date the employee first uses any FMLA leave. However, the employee must first utilize earned and/or accrued sick leave and unused personal days to substitute for all or part of any unpaid FMLA leave.

b. FMLA leave because of a birth or adoption of a child expires at the 12-month period beginning on the date of the birth of the child or the placement of the child. Any leave must be concluded within this one-year period.

c. Spouses employed by NAESC are limited to a total of 12 weeks combined leave for the birth or adoption of a child or the care of a sick parent.

4. Health Insurance During Leave

a. For the duration of the FMLA leave, the employee's group health insurance will be continued under the same conditions as if the employee had continued working. Since the employee will be on unpaid leave, the employee will be responsible for bringing to the director's office each month the employee paid portion of the employee's health insurance premium. State matching insurance will continue during the period of the leave. Even though the employee is on unpaid FMLA leave, he or she must continue to make his or her contribution to the health insurance premium. Payment of the employee paid portion of the health insurance premium will be due in the director's office at the same time as if on regular payroll deduction.

b. If the employee on FMLA leave has received state matching contribution for health insurance and does not return to work, the amount of the insurance matching provided by the state will be recovered from the employee.



**5. Reporting Requirement During Leave**

Employees on FMLA shall communicate with the central office every two weeks during the leave period to report on the employee's leave status and intention to return to work as well as the expected date of return.

**6. Return From Leave**

a. As a condition of restoration from FMLA leave, the employee will provide medical certification from a licensed practicing health care provider that the employee is able to resume work.

b. For an instructional employee who begins leave more than five weeks before the end of a term, the employer may require the employee to continue taking leave until the end of the term.

c. If an employee is permanently unable to return from leave, medical certification from a licensed, practicing health care provider must be provided to verify the inability of the employee to return to work.

d. An employee taking FMLA leave is entitled to be returned to his or her previous position or to "an equivalent position".

e. In the event that an employee is unable to return to work, the director will make a determination at the time as to the documentation needed for a severance of the employee's contract due to an inability of the employee to fulfill the responsibilities and requirements of the contract.

### **HEALTH INSURANCE BENEFITS**

The State of Arkansas provides blanket health insurance coverage for all eligible cooperative employees who choose to participate. The state makes a monthly contribution for members in an amount that is determined by a governing committee at the state level.

Employees desiring membership and coverage under the plan for their spouse and/or dependents must bear the cost of additional premiums above the state contribution.

### **DENTAL INSURANCE BENEFITS**

NAESC provides dental insurance to all employees. The employee monthly premium will be paid by NAESC.

Employees desiring membership and coverage under the plan for their spouse and/or dependents must bear the cost of additional premiums above the Coop contribution.

### **FLEXIBLE BENEFIT CAFETERIA PLAN**

Employees may participate in a cafeteria section plan flexible benefit program under Code Section 125 of the Internal Revenue Code through which certain fringe benefits may be purchased by salary deduction.

### **403(B) TAX DEFERRED ANNUITY**

Employees may participate in a Salary Reduction (Elective Deferral Only) Tax sheltered annuity.

### **RETIREMENT**

Employees that have a contract that extends 180 days or more are required by law to participate in the state sponsored teacher's retirement system as contributory members. Those employees with a shorter contract time than 180 days and employees who are presently non-contributory members have a one-time, irrevocable option to become contributory members. Allowable changes must be requested by June 30<sup>th</sup> prior to the affected contract year.

REVISED 7/1/2012

### **WORKER'S COMPENSATION**

All employees are covered by Worker's Compensation for accidents sustained while performing duties related to their jobs at the cooperative. The director shall provide assistance where necessary to any employee in filing for benefits under this program.

## **Policies**

### **FINANCIAL POLICIES**

It is the policy of the Northcentral Cooperative to conduct business transactions with Purchase Orders (PO's). Purchase Requests shall be made by the employee to their immediate supervisor or the Director. Approval must be obtained before purchases can be made. A person other than the author of the PO must verify that the merchandise was received by signing the packing/invoice. PO's are approved by the Assistant Director and the Director of the Cooperative. Regular recurring monthly bills do not require a PO.

When using the Coop credit card or making online purchases, a PO with receipt/print out of the order should be turned into the Bookkeeping Department by the next business day after using the credit card or making an online order. The packing list form online orders can be brought to the Bookkeeping Department upon verification of receipt of items and added to the PO. This is necessary to verify purchases made with the credit card.

(Updated July 2019)

### **EXPENSE REIMBURSEMENT**

It is the Policy of NAESC to always welcome guests from the State, as well as other guests, including Legislators. Employees, representing NAESC, shall be reimbursed for expenses incurred for supplies and meals (including tips allowable by law and IRS).

### **TELEPHONE USAGE**

No personal calls are to be charged to the cooperative phone.

### **DRUG POLICY**

In an effort to create a healthy environment for staff members, and in compliance with the provisions of Public Law 101-226, the Board of Directors of NAESC prohibits the possession, uses, or distribution of illegal drugs and/or alcohol by its employees on NAESC property.

Illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, or controlled substances during working hours on NAESC property constitutes conduct unbecoming to an employee and is prohibited. An employee shall not report to work or work after having used any prohibited drug.

Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to and including discharge. Compliance with the standards of conduct stated in this policy may result in disciplinary action, including suspension and termination. If the situation warrants, the Director shall communicate all available information promptly to the proper law enforcement agency(ies) and offer full cooperation of the Northcentral Arkansas Education Service Center in an investigation.

Employees are encouraged to seek treatment and/or counseling for drug problems. NAESC will not assume any expenses incurred in counseling or attendance in a drug/alcohol program. (INFORMATION ABOUT DRUG AND ALCOHOL COUNSELING, REHABILITATION AND RE-ENTRY PROGRAMS ARE AVAILABLE IN THE DIRECTOR'S OFFICE).

However, a request for assistance by an employee after violating this regulation will not affect the imposition of disciplinary action.

#### CONFERENCES AND VISITATION

The Board authorizes the Director to grant professional employees time to engage in educational activities related to the goals and needs of the cooperative without pay reductions. The number of absences allowable for such activities shall be at the discretion of the Director.

## Travel Policy

Travel regulations are designed to reimburse the traveler for certain expenses within certain limits when traveling on official business from the Northcentral Cooperative. Please keep in mind that only official business expenses are reimbursable and the current GSA (General Services Administration) rates should be used. When travel is being reimbursed from grants, the governing grant rules override Coop policy.

1. **MEALS:** Meals will be reimbursed for pre approved travel out of the Coop area, for an overnight stay and with detailed receipts at \$55.00 maximum per day based on the following chart:

Daily Rate Allowance Chart:

Meal Allowance	Travel Day @ 75%	Daily Rate @ 100%
Breakfast	\$9.75	\$13.00
Lunch	\$10.50	\$14.00
Dinner	\$17.25	\$23.00
Incidental Expenses	\$3.75	\$5.00
TOTAL	\$41.25	\$55.00

Travel Days are defined as the day of departure and day of return. The traveler may only claim incurred expenses of up to 75% of the daily rate on travel days. A detailed receipt for all meals and incidentals must be turned in with the TR1, and the amount requested for reimbursement will be paid from the chart above. Gratuity may be included, but must fall within the amounts on the meal allowance chart for reimbursement.

**NOTE:** In case of a substantially increased amount in travel expenses (such as out of state travel), the director or his designee, may approve actual costs above the daily rate allowance with receipts required for reimbursement.

2. **LODGING:** With the proper receipts and a pre approved travel request form, lodging expenses will be reimbursed at the current GSA Rate. To find the current GSA rate go to: <https://www.gsa.gov/travel/plan-book/per-diem-rates> (Arkansas)  
If you are unable to obtain the GSA Rate from a hotel, you must indicate this on your travel request form and provide a reason for the stay at a hotel without the GSA Rate for prior approval from your supervisor.  
Direct Bill Hotels should be typed or written on the TR1 along with "DB" in Hotel Amount, indicating the Coop will pay the Hotel directly rather than reimbursement to the employee traveling.

**Meals and lodging cannot be claimed within the NAESC service area, unless a special event is approved for payment by the director or his/her designee.**

3. **INCIDENTAL EXPENSES:** Incidental expenses are defined as travel costs other than food and lodging. These incidental expenses include tolls to travel on roads, parking,

internet access fees and food other than main meals (snacks). Receipts will be required, and the reimbursement will be based on the daily rate allowance chart.

4. Current mileage allowance for privately owned vehicles when the traveler is traveling on official business for the cooperative is the rate at which other state agencies are reimbursed (\$0.52/per mile, effective March 17, 2022). The shortest highway route should determine the mileage. Mileage is calculated from your official station to the destination or from the traveler's residence to the destination, whichever is less. The mileage chart adopted by NAESC, or miles calculated on a computer using Google Maps must be used for determining mileage instead of odometer reading.
5. The traveler must provide the insurance on his/her privately owned vehicle and hold a valid Arkansas driver's license. The insurance coverage must at least be liability insurance coverage on the automobile with minimum limits of 25,000/50,000/15,000.
6. Vicinity mileage claimed should be listed separately in the "to and from" column on the TR1 form. Vicinity mileage under 2 miles should not be claimed.
7. Claims for reimbursement should be entered on the TR1 form on a daily basis and only after expenses are incurred. Prepaid travel expenses are not allowed i.e. claiming expenses before a trip is made on your TR1.
8. NAESC assumes no responsibility for any maintenance, operational cost, accidents, fines or tolls incurred by the owner of a vehicle while on official business for the state.
9. Car-pooling is strongly encouraged whenever possible. If one or more travelers are transported in the same vehicle, only the owner of the vehicle can claim mileage reimbursement.
10. Travelers using commercial airlines will utilize only coach accommodations, except in those instances where first-class accommodations would be more economical for the Coop i.e. coach availability would require an overnight stay.
11. For out-of-state travel, reimbursement shall be made on the mode of travel as determined by the immediate supervisor of the employee/requestee.
12. Expenditures for entertainment, tips, flowers, valet services (except pre-approved parking services), gifts, laundry, alcoholic beverages or other similar expenses are not reimbursable.
13. Receipts for Other Expenses on TR1: (OTHER: 1. Common Carrier; 2. Taxi; 3. Fax; 4. Incidentals - a. parking fees, b. meals for state guests) will be required for reimbursement and can not be duplicated in the Incidental Expenses included in the Daily Rate Allowance.
14. Claims for expenses for educational supplies, postage, books, magazines, etc. are not entered on the TR1 form. Requests for the purchase of these items should be on Purchase Request forms.
15. A request for a reimbursement more than 60 days old is not allowed.

16. When filling out the TR1 form for reimbursement, included payee with complete address, zip code, title of payee, and official station (official station is to be determined by travel supervisor).

17. Direct billing with hotels is allowed only with pre-arranged hotels.

**REMEMBER:** YOU ARE RESPONSIBLE FOR YOUR TR1. THEY ARE AUDITED CLOSELY SO JUST DO THE RIGHT THING. YOUR TRAVEL SUPERVISOR SHOULD NOT HAVE TO CORRECT THEM. EMPLOYEE CALENDAR/ITINERARY SHOULD MATCH THE TR1. REIMBURSEMENT MAY BE WITHHELD OR DENIED IF SUPERVISOR HAS NOT PRE APPROVED TRAVEL ON THE TRAVEL REQUEST FORM.

TRAVEL REQUEST FORM AND TR1 FORM WILL BE SENT TO YOU ELECTRONICALLY.

TR1 FORMS AND RELATED DOCUMENTS ARE DUE TO YOUR SUPERVISOR BY CLOSING TIME ON THE FIRST WORKING DAY OF EACH MONTH, UNLESS YOUR SUPERVISOR HAS MADE AN ALTERNATE DUE DATE.

**REVISED 02/10/2023**

**MILEAGE FROM MELBOURNE, AR**

Effective Date:

March 17, 2022

<b>CITY</b>	<b>MILES</b>	<b>AMOUNT</b>
Allison	20	\$10.40
Ash Flat	24	\$12.48
*Arkadelphia	189	\$98.28
Bald Knob	65	\$33.80
Batesville	30	\$15.60
*Beebe	90	\$46.80
*Branch	174	\$90.48
Brockwell	7	\$3.64
Calico Rock	20	\$10.40
*Camden	223	\$115.96
Cave City	25	\$13.00
Charlotte	43	\$22.36
Cherokee Village	34	\$17.68
Concord	48	\$24.96
Conway	100	\$52.00
Cord	45	\$23.40
Cushman	19	\$9.88
Desha	36	\$18.72
Eureka Springs	133	\$69.16
Evening Shade	22	\$11.44
*Farmington	170	\$88.40
Fayetteville	164	\$85.28
Floral	54	\$28.08
*Gillham	268	\$139.36
Hardy	36	\$18.72
*Harrisburg	92	\$47.84
*Harrison	90	\$46.80
Heber Springs	63	\$32.76
Highland	31	\$16.12
*Hope	234	\$121.68
Horseshoe Bend	18	\$9.36

<b>CITY</b>	<b>MILES</b>	<b>AMOUNT</b>
Hot Springs	175	\$91.00
Hoxie	65	\$33.80
Jonesboro	89	\$46.28
Little Rock	125	\$65.00
Mammoth Spring	44	\$22.88
Maumelle	117	\$60.84
*Monticello	211	\$109.72
Mt. Pleasant	12	\$6.24
Mtn. Home	43	\$22.36
Mtn. View	26	\$13.52
Newark	44	\$22.88
Newport	58	\$30.16
Norfork	34	\$17.68
Oil Trough	47	\$24.44
Paragould	92	\$47.84
*Pine Bluff	166	\$86.32
Pleasant Plains	47	\$24.44
*Plumerville	97	\$50.44
Rural Special/Fox	43	\$22.36
Salem	25	\$13.00
Searcy	76	\$39.52
Southside	36	\$18.72
Sulphur Rock	39	\$20.28
Timbo	39	\$20.28
Viola	30	\$15.60
Violet Hill	9	\$4.68
*Walnut Ridge	66	\$34.32
*West Helena	167	\$86.84
West Little Rock	135	\$70.20
Wilburn	60	\$31.20
Winrock	120	\$62.40

\*Education Cooperatives

Updated by Google Maps 10/9/18



## **UNUSED SICK/ANNUAL LEAVE POLICY**

Northcentral Arkansas Education Service Center recognizes the importance of the employee's contribution to the workplace. It is because of this recognition that NAESC allows the following options for employees with sick and/or annual leave that they do not use.

If an employee has annual leave that is not used by June 30 of the current year, upon request, the annual leave may be transferred to sick leave. The request must be made to the director/designee in writing and approved prior to the June 30 deadline.

Upon retirement employees may apply for reimbursement of unused sick leave accumulated by the employee for up to one-hundred twenty (120) days at the rate of \$50.00 per day. The following criteria must be met to qualify for this benefit:

- a. You must have been employed for a minimum of five (5) consecutive years at NAESC.
- b. Only Sick Leave days accumulated at NAESC may be used for the payout. Sick Leave days brought in from another district will not be included in any payout.
- c. The Budget Funds that pay the employee's current salary must have the funds available in order to receive a payout. If you are paid from Grant funds, only the amount of Sick Leave days accumulated while paid under your current Grant will qualify for a payout.

If an employee accumulates one-hundred twenty (120) days and continues to work, the employee may apply for reimbursement for all days accumulated over one-hundred twenty (120) days at \$50.00 per day. The application for each reimbursement must be made to the director/designee and approved before June 30 of the current fiscal year. The following criteria must be met to qualify for this benefit:

- a. You must have been employed for a minimum of five (5) consecutive years at NAESC.
- b. Only Sick Leave days accumulated at NAESC may be used for the payout. Sick Leave days brought in from another district will not be included in any payout.
- c. The Budget Funds that pay the employee's current salary must have the funds available in order to receive a payout. If you are paid from Grant funds, only the amount of Sick Leave days accumulated while paid under your current Grant will qualify for a payout.

Revised 2021

Board Approved: 05/12/2021

**NAESC**

**Annual Leave Rollover Form**

**Date:** \_\_\_\_\_

**School Year:** \_\_\_\_\_

**Employee Name:**

\_\_\_\_\_

**I would like to rollover \_\_\_\_\_ hours of annual leave into sick leave.**

**Signature:** \_\_\_\_\_

**Supervisor's Signature:** \_\_\_\_\_

**Director's Signature:** \_\_\_\_\_

**Request for Payment of**

**Unused Sick Leave**

I, \_\_\_\_\_, request payment of \_\_\_\_\_ days accrued sick leave.

**Employee's Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Director's Signature**

**Date**

\_\_\_\_\_

\_\_\_\_\_

**Accounting Use:**

\_\_\_\_\_

**Sick Days accrued**

X \_\_\_\_\_

**\$50.00**

\$ \_\_\_\_\_

**Total Compensation**

**Date Paid:** \_\_\_\_\_

## **COURT AND JURY DUTY**

Any employee who is subpoenaed will be entitled to regular cooperative compensation without any deductions from regular salary.

Since deductions in salary are not required when work is missed, the employee is required to refund the NAESC the amount of compensation paid for jury duty.

Reasonable notice shall be given to the director.

## **NAESC User Account Review Policy**

Account administrators will check user lists, and access permissions for each user account at least quarterly to ensure that users have access rights appropriate for their job functions, and that user access has been revoked for anyone who no longer needs access. This will include access to local computer accounts, email, SIS, FMS, and other systems as determined by Coop staff. Account administrators will log their reviews, and document any changes based on the review.

## NORTHCENTRAL ARKANSAS EDUCATION SERVICE CENTER

The following information is included in NAESC's Personnel Policy Manual.

### Acceptable Use of Electronic Equipment

NAESC employees are permitted limited use of office equipment for personal needs as long as the use does not interfere with official business and involves minimal additional expense to the Co-Op.

#### E-Mail

Use of email for non-NAESC business is authorized if its use:

- Does not interfere with the mission or operation of NAESC.
- Inappropriate use of email would include but not be limited to:
  - Forwarding chain letters or mass mailings of any type
  - Illegal, inappropriate or offensive subject matter.
  - Commercial, business or for profit activities.
  - Fundraising, lobbying, political activity or endorsements.

When using email for non-Co-op business, employees do not have a right, nor should they have an expectation of privacy at any time, including accessing the Internet and using email. Employees who wish their private activities to remain private should avoid using Cooperative property. NAESC is not liable for any actions associated with any use of NAESC property for non-Co-op business.

This policy exists to help maintain a professional work environment, ensure maximum availability of NAESC resources and to reduce unnecessary distractions to the conduct of NAESC business.

#### Use of Internet

It is unacceptable for a user to use, submit, publish, display, or transmit on the network or on any computer system any information which:

- Violates or infringes on the rights of any other person, including the right to privacy;
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive or otherwise biased, discriminatory, or illegal material;
- Violates agency regulations prohibiting sexual harassment;
- Inhibits other users from using the system or the efficiency of the computer systems;
- Encourages the use of controlled substances or uses the system for the purpose of criminal intent;
- Uses the system for any other illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- Transmit material, information, or software in violation of any local, state or federal law;

- Conduct any non-governmental-related fund raising or public relations activities;
- Engage in any activity for personal gain or personal business transactions, such as buying or selling of commodities or services with a profit motive.
- Use any application in violation of any local, state or federal law;

## **STATEMENT TO BE USED AS BANNER PAGE BEFORE USERS LOGIN**

You do not have the right to privacy while using any NAESC office equipment, including Internet or email services. Furthermore, your use of NAESC office equipment, for whatever purpose, is not secure, private or anonymous. While using NAESC office equipment, your use may be monitored or recorded. If NAESC office equipment or services are involved at any point in the transmission or receipt of personal information, then this policy applies and your use may be monitored and subject to FOIA.

## **CIPA Compliance**

- Technology Protection Measures are in place and used for all Internet Access
- Monitoring of Internet usage for minors and adults is policy
- Internet Safety Training is to be provided to all employees and addresses:
  - Appropriate online behavior
  - Cyberbullying awareness and response
  - Social networking sites
  - Chat rooms
  - Applications

## **Acceptable Use Policy for Guest Wi-Fi**

### **Purpose:**

The purpose of this policy is to outline the acceptable use of the guest Wi-Fi network provided by NAESC. The guest Wi-Fi network is intended for the use of guests and visitors only and must be used in accordance with the guidelines outlined in this policy.

### **Acceptable Use:**

1. The guest Wi-Fi network may only be used for lawful purposes. Any use of the network that is illegal or unethical is strictly prohibited.

2. The guest Wi-Fi network must not be used to access or distribute inappropriate or offensive content, including but not limited to, pornography, hate speech, or other offensive material.
3. The guest Wi-Fi network must not be used to engage in any malicious activity, such as hacking, phishing, or the distribution of malware.
4. The guest Wi-Fi network must not be used to engage in excessive bandwidth usage that could impact the performance of the network for other users.

Enforcement:

NAESC reserves the right to monitor and inspect network traffic for the purpose of ensuring compliance with this policy.

1. Any violations of this policy may result in the termination of access to the guest Wi-Fi network and may be reported to law enforcement if necessary.
2. NAESC is not responsible for any loss or damage resulting from the use of the guest Wi-Fi network and guests use the network at their own risk.

By using the guest Wi-Fi network, guests acknowledge and agree to abide by the terms outlined in this policy. NAESC reserves the right to modify this policy at any time without notice.

## **EQUIPMENT DISPOSAL**

When property or equipment owned by NAESC becomes obsolete, is replaced or is non-operable, and has been retired or approved by the board of directors to be retired from the fixed record, these shall be the procedures for disposal of the property or equipment:

1. If the property or equipment is determined to be broken or non-working, it will be disposed of at our local recycle center.
2. If the equipment has been replaced and is not being used, or has been determined to be obsolete, but is still usable, the following apply:
  - a. The items will be advertised one time in a paper with local distribution, indicating a description of the property/equipment, the time that sealed informal

bids will be taken, the date and time the bids shall be opened, and the time frame in which the property/equipment must be removed from the co-op.

b. Informal sealed bids will be taken in the time frame advertised by the paper.

c. Bids will be opened at a regular or special board meeting by the president of the board.

d. The board shall have the right to accept the highest bid or to reject all bids.

e. Employees of NAESC or the board shall not be prohibited from submitting a sealed bid for the property or equipment publicly advertised.

3. If no acceptable bid is obtained, the respective departments shall properly dispose of the property in a way that will best benefit the co-op.

### **Cooperative Cellular Phone Usage Policy**

NAESC may authorize a cellular phone for Cooperative personnel use provided appropriate job related need for such a phone exists. It will be the Cooperative Director's discretion whether the job necessitates a cellular phone.

If the employee chooses to use their work cellular device for personal use, NAESC will only pay a prorated share (50% of the monthly bill) as designated by the Director, and all other expenses over the base are the responsibility of the employee. The employee shall have a payroll deduction monthly for the designated fee and shall be responsible to submit to the Cooperative Business Office a personal check payable to NAESC for all expenses above the designated amount. The personal check shall be made payable within five (5) business days after the employee has received notice of the monthly bill.

Cell phones purchased and/or upgraded by NAESC will be considered the property of NAESC.

**Updated and Board Approved: 02/10/2023**



## **ELECTRONIC TRANSFER OF FUNDS**

The NAESC recognizes the need and importance for the Coop Treasurer/Bookkeeper to electronically transfer funds. In accordance with Arkansas Code Annotated §6-13-701, As amended by Act 989 of 2011, the Coop Treasurer/Bookkeeper may electronically transfer funds if:

1. The transfer is initiated by the Coop; and
2. It is authorized in writing by both the disbursing officer of the board of directors and the director of the Coop.

Adopted by the board of directors on April 10, 2015

## **ELECTRONIC TRANSFER OF FUNDS**

Transaction limit for each ACH, EFT has been set with the bank.

Total transaction limit per day has been set with the bank.

The Director and Assistant Director are responsible for making any transaction limit changes.

Monthly Payroll and Teacher Retirement ACH's will be verified by a designee outside the Bookkeeping Department.

## **SEPARATION AND REMOVAL OF EMPLOYEE EMAIL AND OTHER RIGHTS**

Upon notification of an employee separating service from NAESC the director or the director's designee will:

- Review the employee records to determine whether there are any outstanding obligations of the separating employee that must be settled.
- Confirm that all employee email and access accounts have been or will be terminated by the effective date of separation, unless there is a reason not to terminate as determined by the director or his/her designee.
- Verify all obligations of the separating employee have been settled.

Adopted May 22, 2015

## **RECOVERY OF NAESC PROPERTY**

The NAESC reserves the right to withhold any compensation owed to an employee who is separating service until such time as all equipment, property or funds owed or belonging to the Coop are returned.

Adopted May 22, 2015

## **NAESC WIRELESS SECURITY POLICY**

All configuration parameters (such as Service Set Identifier (SSID), keys, passwords, etc.) of Wi-Fi access points or bridges that can be changed from default manufacturer settings shall be changed from the default and should be complex.

Wireless access is provisioned through managed, secure, password-protected means and/or via other authentication methods as available and/or necessary. These may include, but not be limited to, Directory Services Integration, RADIUS, Challenge/Response, 802.11x, etc.

NAESC may employ the use of guest network SSIDs without authentication for the purposes of providing connectivity for training and/or limited access use. These SSIDs will be available from 7:30am to 4:30pm Monday through Friday.

All wireless transmissions used by NAESC Staff between NAESC managed wireless access points or bridges and clients shall be encrypted utilizing the WPA protocol at a minimum to prevent unauthorized access to the state network. WEP (wireless encryption protocol) shall NOT be utilized due to its multiple security flaws.

Wirelessly transmitted data and credentials granting access to state resources are subject to the SS-70-009 Remote Access Standard and the SS-70-006 Encryption Standard. NAESC searches for and disables rogue Wi-Fi access points to the state network at least quarterly. Wireless networks (Including Bluetooth, Wi-Fi, etc.) that covered entities may use that are separate from the state network are not subject to this standard. Clients however must still adhere to the SS-70-009 Remote Access Standard and the SS-70-006 Encryption Standard when accessing Level B, C, or D data from these outside environments.

Users of the NAESC wireless network requiring access to systems or applications which contain data which is classified by the SS-70-001 Data and System Security Classification Standard as being Level B - Sensitive, Level C - Very Sensitive or Level D - Extremely Sensitive have appropriate access controls (firewall rules, router access control lists, and similar measures) that disallow wireless users from directly accessing the system or application. Users must use appropriate technology such as encrypted VPN, SSL/TLS, encrypted web pages, or similar authenticated and encrypted technologies to access these resources. This is in accordance to SS-70-009 Remote Access Standard and the SS-70-006 Encryption Standard. Examples include, but are not limited to: VPN, Routed traffic via the APSCN computer network, SSL connectivity to ADE resources, etc.

Bluetooth wireless devices must be secured to the extent configurable between the devices involved and Bluetooth devices accessing NAESC network should follow the SS-70-009 Remote Access standard and the SS-70-006 Encryption standard.

## **Glossary**

**Bluetooth** A computing and telecommunications industry specification that describes how users, and personal digital assistants (PDAS) can easily interconnect with each other and with home and business phones and computers using a short-range wireless connection.

**Rogue Access Point** Unauthorized wireless device allowing access to the state network

**SSID (Service Set Identifier)** A service set identifier (SSID) is a sequence of characters that uniquely names a wireless local area network (WLAN). This name allows stations to connect to the desired network when multiple independent networks operate in the same physical area.

**State Network** The state core information technology infrastructure serving Arkansas agencies, boards, commission, public schools, institutions of higher education, libraries, and other public organizations with Internet connectivity, data processing and transmission, video conferencing and telecommunications.

**WEP (Wired Equivalent Privacy)**- WEP is an optional privacy protocol originally specified in the IEEE 802.11 (802.11 legacy) standard that is designed to provide a level of security and privacy comparable to what is usually expected of a wired LAN. Weakness in the design makes this protocol unsuitable for use in environments which must protect sensitive data.

**Wi-Fi** A term used to describe the underlying technology of wireless local area networks (WLAN) based on the IEEE 802.11 set of specifications and is used interchangeably with the term wireless, Wi-Fi refers to any individual standard or the collection of all standards within the 802.11 family such as 802.11a, 802.11b/g, 802.11i, or 802.11n.

**Wireless** Wireless LAN (local area network) data access technology including the following protocols: 802.11 series and Bluetooth that accesses state information technology resources.

**WLAN (Wireless local area network)** A communication system that enables mobile users to connect to a wired network through a wireless (radio) connection, often implemented as an extension to wired LAN, WLAN'S are typically found within a small client node, dense locale (e.g. a campus or office building), or anywhere a traditional network cannot be deployed for logistical reasons.

**WPA (Wi-Fi Protected Access)** WPA is a security standard for users of computers equipped with Wi-Fi wireless connection. It is an improvement on and is expected to replace the original Wi-Fi security standard, Wired Equivalent Privacy (WEP), WPA provides more sophisticated data encryption than WEP and also provides user authentication.

## GRIEVANCES

All employee grievances will first be expressed to the supervisor and it will be the responsibility of the supervisor to resolve the problem, if possible.

If the grievance is not resolved at this point, a grievance form is filled out where every complaint is described in detail. Once the grievance form is filled out it can be turned in directly to the Director.

When the grievance form is received by the Director, a meeting date will be set within three (3) working days for a meeting with the complainant employee in an attempt to resolve the grievance.

If the complainant is not satisfied, the grievance will be presented to the governing board for resolution. The decision of the governing board is final.

Step 1

Form A

### GRIEVANCE REPORT

From: \_\_\_\_\_, Grieving Person

To: \_\_\_\_\_, Supervisor

Subject: \_\_\_\_\_

Date: \_\_\_\_\_

Description of Happening: On \_\_\_\_\_ (Date)

\_\_\_\_\_

Signature

**Step 2**

**GRIEVANCE RESPONSE**

Grievance No. \_\_\_\_\_

To be assigned only if forwarded

Date Forwarded: \_\_\_\_\_

Response to Grievance:

\_\_\_\_\_

Signature of Supervisor

**Step 3**

**Form B**

**GRIEVANCE**

From: \_\_\_\_\_, Grieving Person

To: \_\_\_\_\_, Co-Op Director

Date: \_\_\_\_\_

Grievance Report "Form A" must be attached

\_\_\_\_\_

Signature

**Step 4**

**DIRECTOR'S RESPONSE TO GRIEVANCE**

Date Appeal Received: \_\_\_\_\_

Date of Response to Appeal: \_\_\_\_\_

Response to Appeal:

\_\_\_\_\_

Signature of Director

**Step 5**

**Form C**

**BOARD OF DIRECTOR'S APPEAL**

From: \_\_\_\_\_, Grieving Person

To: Cooperative Board of Directors

Subject: \_\_\_\_\_

Date: \_\_\_\_\_

Attach: Grievance Report (Form A) and Appeal (Form B)

**Step 6**

**BOARD OF DIRECTOR'S RESPONSE**

Date Second Appeal Received \_\_\_\_\_

Date of Response to Second Appeal: \_\_\_\_\_

Response to Second Appeal:

\_\_\_\_\_

Signature of President, Board of Directors

\_\_\_\_\_

Date



NAESC  
Board of  
Directors

Gerald  
Cooper,  
Director

Mark  
Gipson,  
Assistant  
Director

Business  
Manager

Sandy  
Massey, EC  
Coordinator

Keri McCarn,  
CTE Coord.

Kim Thomas,  
Math  
Specialist

Alan  
Floyd,  
Technology  
Coord.

Suzonne  
Beard, Asst  
Bookkeeper

Laura  
Edwards, EC  
Prg. Mgr.

Christy J.  
Landrum,  
Teacher Asst.

Sheri Harris,  
SLP

Beth Brown,  
OT

Candace  
Killian,  
HIPPI  
Coord.

Gia Taylor,  
R&R/GT  
Coord.

Monica  
Mobley, STEM  
Coord.

Sarah Bookout,  
Itin. LEA

Kathy Bowin,  
Tri-Region  
Coord.

Sadie Jenkins,  
STEM  
Specialist

Kevin  
Thompson,  
Tech

Elaine Wilson,  
Fingerprints

Shannon  
Cooper,  
Teacher

Jill Grisham,  
Teacher

Jennifer  
Coffman,  
SLP

Sharyn  
Moxley, PT

Patty Cox,  
HBE

Joni Knapp,  
Teacher

Nikki  
Childers,  
Teacher

Devin  
Cravens,  
Teacher

Penny Price,  
Teacher

Holly  
Cooper, SLP

April  
Gillihan,  
OTA/PTA

Lacy Owens,  
HBE

Kristin  
Hamby,  
Teacher

Dawn  
Wilbur,  
Teacher

Dedee  
Crabtree,  
SLP

Tasha  
Kearbey, SLP

Mami  
Sullins, HBE

Julie  
Duncan,  
Teacher

Heather  
Everett,  
Teacher

Jennifer  
Humphries,  
Itin. SLP

Tammy  
Caraway,  
HBE

Christy  
Dodd,  
Teacher

Tiffany  
Casey, SLP  
Asst.,  
Teacher

Melanie  
Cornelius,  
SLP

Missy  
McBride,  
Itin. SLP

Melissa  
Clark, SLP

Teresa  
Sanders, Itin.  
Vision  
Teacher

Mindy Cooper,  
Math  
Specialist

Cristy  
Neighbors,  
Literacy  
Specialist

Mandy  
Blevins,  
Literacy  
Specialist

Stephan  
Payne,  
Tech