



SUPPORT STAFF
EMPLOYEE
HANDBOOK
2023-2024

This handbook is intended to help you understand the District and your position within the District. It will also ensure that by following the same policies and guidelines throughout our District, we will all achieve the same goals - no matter where we work.

HANDBOOK INTRODUCTION

The contents of this handbook are intended only as an outline and working guide for some of our policies and procedures. It is, however, important that all employees read and understand this handbook. Please refer to the District website www.hsdr3.org for the complete listing of Board approved policies, procedures, and forms.

Changes in Hillsboro R-III School District Policies and procedures will supersede or eliminate those found in this handbook. Employees will be notified of such changes through normal communication channels.

We are constantly working toward improving our policies and the positive relationship that we have with our employees. If you have any questions about anything in this handbook or about your employment with the District, do not hesitate to see your supervisor. He/she will see to it that all your questions are answered. Building, Department, and program-specific handbooks are also available at each site or program.

MISSION STATEMENT

To inspire a growth mindset in all learners by providing relevant, educational learning experiences designed to promote academic achievement, healthy relationships, and success in life.

VISION STATEMENT

The Hillsboro R-III School District will provide a safe, nurturing environment where all students have access to opportunities for success. We will encourage, challenge, support, and inspire students to acquire the essential skills needed to become capable, productive, and compassionate members of society.

NOTICE OF NONDISCRIMINATION

Hillsboro R-III School District prohibits any and all forms of unlawful harassment and discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law in the admission and access to, treatment of, and employment in its programs, services and activities.

Hillsboro R-III School District is an equal opportunity employer, and it is the policy of the District to provide equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention and promotion, and to maintain a work environment for its employees that is free from unlawful discrimination, harassment, and retaliation.

It is the policy of Hillsboro R-III School District to provide and maintain a learning environment that is free from discrimination and harassment in accordance with this Policy.

It shall be a violation of District policy for students or District personnel to unlawfully harass, discriminate, or retaliate against any other students or school personnel on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law.

All employees, students, parents, and visitors must immediately report to the District for investigation of any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any District employee to any person employed by the District, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with State law. In accordance with this Policy and as allowed by law, the District will investigate and address discrimination, harassment, and retaliation that negatively impact the school environment, including instances that occur off District property or are unrelated to the District's activities.

Hillsboro R-III School District's designated compliance coordinator is Melissa Hildebrand, Associate Superintendent, #100 Leon Hall Parkway, Hillsboro, Missouri 63050 (636-789-0065).

For the complete Policy, see Policy AC.

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BOARD OF EDUCATION

Mr. John Linhorst, President
Mrs. Beth Petry, Treasurer
Mrs. Stephanie Cage
Mr. Rob Kruse

Mrs. Angie Oshia, Vice President
Mr. Erick Stephenson
Mr. Jon Schuessler

BOARD OF COMMITTEES

Committee

Audit Committee

Comprehensive School Improvement Plan Committee (CSIP)

Calendar Committee

Curriculum Review

Extra-Curricular Committee

Facilities Committee

Hawk Award

Hillsboro R-3 Foundation

Human Resources Committee

Insurance/Benefits Committee

Meet and Confer
Teacher

Policy Review Committee

Teachers' Committee (TAB)

Teacher of the Year Committee

Technology Committee

TIF

District Contact

Chief Operating Officer

Superintendent

Superintendent/Designee

Assistant Superintendent

Activities Director

Superintendent/Designee

Superintendent/Designee

Superintendent/Designee

Superintendent/Designee

Superintendent/Designee

Superintendent/Designee

Superintendent

Superintendent/Designee

Superintendent/Designee

Director of Technology

Superintendent/Designee

DISTRICT CONTACT INFORMATION

Administrative Office

Dr. Jon Isaacson, Superintendent	Ext. 6004
Melissa Hildebrand, Associate Superintendent	Ext. 6005
Kelly Genge, Chief Operating Officer	Ext. 6009
Matt Whitehead, Executive Director of Student Services	Ext. 6006

Jennifer Lanz, Accounts Payable Specialist/P-Cards	Ext. 6010
Diane Scanga, Curriculum and Instruction Secretary	Ext. 6015
Magan Buck, Central Office Secretary	Ext. 6002

Rachelle VanLue, District Registrar	Ext. 7070
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Dan Norris, Day Shift Security Officer - 636-725-9184

Personnel Services – HR and Payroll

Kim Uthoff, Personnel Services Supervisor	Ext. 6008
Angie Boylan, Payroll/Benefits Secretary	Ext. 6007
Betsy Noack, Human Resources Specialist	Ext. 6040

Technology Department

Aaron Moore, Technology Director	Ext. 7004
Doug Oilar, District Data Coordinator	Ext. 7006
Karen Freiner, MOSIS/Core Data Coordinator	Ext. 7007

Facilities & Operations Department

Dr. Clay LaRue, Sr. Director of Operations	Ext. 8001
Ray Bess, Maintenance Director	Ext. 3501
Jim Brooks, Asst. Transportation Director/Driver Trainer	Ext. 8004

STUDENT ATTENDANCE CENTERS CONTACT INFORMATION

High School

Mark Groner, Principal	Ext. 1003
Amber Parks, Assistant Principal	Ext. 1007
Gary Drury, Assistant Principal	Ext. 1004
Christy Schacht - Bldg. Secretary	Ext. 1002
Billy Reece, Assistant Principal- Learning Center	Ext. 8603
Katie Gallaway - Secretary	Ext. 8601

Junior High School

Bill Murphy, Principal	Ext. 2003
Kim Copeland, Assistant Principal	Ext. 2004
Jaime Gansmann - Bldg. Secretary	Ext. 2001

Intermediate School

Leslie Marchetti, Principal	Ext. 3003
Berry Ijames, Assistant Principal	Ext. 3004
Kristi Moore - Bldg. Secretary	Ext. 3001

Elementary School

Eric Detweiler, Principal	Ext. 4003
Phil Jacquot, Assistant Principal	Ext. 4004
Shylah Williams - Bldg. Secretary	Ext. 4001

Primary School

Dr. Cathy Freeman, Principal	Ext. 5003
Amy Phillips, Assistant Principal	Ext. 5004
Michelle Barciszewski - Bldg. Secretary	Ext. 5001

Athletic/Activities Department

Chris Schacht, Assistant Principal/AD	Ext. 1015
Gayle Huck, Athletics Secretary	Ext. 1021

SECTION I – BOARD POLICY

BOARD OF EDUCATION PROFESSIONAL TEACHERS' ASSOCIATIONS COMMUNICATIONS
AGREEMENTS – POLICY GBDD

1. The legal responsibility for the adoption of school policies belongs to the Board exclusively. However, before arriving at a decision with respect to policies that affect the work of teachers, the Board recognizes the importance of teacher involvement in the preparation of that policy.
2. A cooperatively developed written school board policy is fundamental to good Board-staff relationships. Written policies shall be revised regularly, shall be made available to the school staff, and shall continue to be a source of reference to the School Board as the basis for its action.
3. The Teachers' Association is hereby recognized as the official agency representing those teachers who are members. This does not preclude the right of other groups or individuals to be heard by the School Board.
4. The R-III Board of Education grants the right to the Teachers' Associations to be represented at any or all open public meetings. The representative shall be the Teachers' Associations president or designee.
5. The Teachers' Association should have a well-informed, responsible membership. It should have competent research committees to compile evidence as the basis for whatever the Association presents as the needs and desires of the teachers. The Association has a duty to educate its membership with respect to those realities of school system operation to which their proposals are related. The Teachers' Associations shall file a copy of current constitution and by-laws with the R-III School Board and shall also promptly file any subsequent changes.
6. When the Teachers' Association wishes to discuss a matter or make a proposal, it should make its request to the Superintendent or his/her representative. A written statement setting forth the nature of the concern of the professional staff should accompany the request for a conference. Such a request should result in a discussion between the Superintendent and representatives of the Associations within a reasonable length of time.
7. Facts, opinions, and proposals shall be exchanged freely during the conferences in an effort to reach mutual understanding. Participants in these conferences may wish to utilize the services of consultants.
8. If the participants reach an understanding, such understanding shall become a recommendation for policy action by the Board.
9. When the School Board and employee representatives experience difficulty in arriving at a solution, either party may declare an impasse and request the assistance of consultants. Each participant will then choose a consultant within five working days of the request and notify the other party of the selection. Such requests and notices will be in writing and either delivered personally or mailed to the other participant. The two consultants so chosen, before entering on the discharge of their duties, will select a third consultant, and the decision of any two of such consultants shall be the recommendation of the consultants.

Upon completion of the consultants' inquiry, they will submit their recommendations to representatives of both the Board and Association. Nothing is to preclude these parties from sharing the recommendations with those they represent. The two teams will meet within 15 working days to discuss the recommendations and hopefully to reach concurrence. If concurrence is not reached within this 15-day period, the consultants' recommendations will be represented to the Board of Education within 35 working days after the impasse was declared. The Board of Education shall not be bound to them. The legal responsibility for making any final decision(s) rests with the Board of Education.

The stated timelines may be waived by mutual consent of both parties.

Each participant is responsible for the expenses of the consultant they selected. The expenses, if any, of the third consultant (mutually selected), shall be shared by the school district and Association.

Communications Teams

1. Membership of each group shall be based on local and State membership and shall be documented by a list from the State Association's office.
2. One member of each team shall be determined by documented membership of 30 members. Any fractional part of the next thirty based upon at least 16 members shall constitute another team member.
3. Membership counts must be finalized by December 31 of each year and submitted to the Superintendent in writing by March 1.
4. The School Board team may consist of the Superintendent and at least two members of the acting Board of Education.
5. The School Board shall supply a recorder for all sessions.
6. Each of the three teams will designate one member to be their primary spokesman. Only that spokesman will have final approval for their team.
7. Proposals from all parties involved in negotiations will be presented at the regular meeting of the R-III School Board in the month of February.

BULLYING – POLICY JFCF

any person who reports an act of bullying among or against students.

Reporting Bullying

In order to promote a safe learning environment for all students, the Hillsboro R-III School District prohibits all forms of bullying. The District also prohibits reprisal or retaliation against School employees, substitutes, or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim, and report the incident to the building's Assistant Principal or designee for further investigation and action. Any school employee, substitute, or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building's Assistant Principal or designee as soon as possible, but no later than two school days after the incident.

Students who have been subjected to bullying, or who have witnessed or have knowledge of bullying, are encouraged to promptly report such incidents to a school employee. Any school employee receiving such a report shall promptly transmit the report to the building's Assistant Principal or designee.

If the bullying incident involves students from more than one District building, the report should be made to the Assistant Principal or designee of the building in which the incident took place or, if more appropriate, to the Assistant Principal or designee of the building attended by the majority of the participants in the incident.

Investigation

Within two school days of receiving a report of bullying, the Assistant Principal or designee will initiate an investigation of the incident. Reports that involve students from multiple buildings will be investigated cooperatively by the Assistant Principals of each building involved, or those Assistant Principals may request that the District's Compliance Officer designated in policy AC conduct the investigation. If at any time during the investigation the Assistant Principal determines that the bullying involves illegal discrimination, harassment, or retaliation as described in policy AC, the Assistant Principal will report the incident to the Compliance Officer designated in that Policy, who will assist in the investigation. If the alleged bullying involves a special education student or a student with disabilities, the Assistant Principal will also notify the Special Education Director.

The investigation shall be completed within ten school days of the date the report of bullying was received unless good cause exists to extend the investigation. Upon completion of the investigation, the Assistant Principal will decide whether bullying or harassment occurred and, if so, whether additional discipline is warranted in accordance with the District's student discipline code. The Assistant Principal will generate a written report of the investigation and findings and send a copy of the completed report to the District's Anti-bullying Coordinator. The Assistant Principal or designee will document the report in the files of the victim and the alleged or actual perpetrator of bullying. All reports will be kept confidential in accordance with State and Federal law.

If the incident involved allegations of illegal discrimination or harassment, the Assistant Principal's decision may be appealed in accordance with policy AC. Student discipline may be appealed when allowed by law in accordance with Board policy.

The Assistant Principal or other appropriate District staff will work with victims and their families to access resources and services to help them deal with any negative effects that resulted from the incident.

Consequences

Students who participate in bullying or who retaliate against anyone who reports bullying will be disciplined in accordance with the District's discipline code. Such discipline may include detention, in-school suspension, out-of-school suspension, expulsion, and removal from participation in activities, exclusion from honors and awards, and other consequences deemed appropriate by the Assistant Principal or Superintendent. The District will also contact law enforcement when required by law or notify social media companies of inappropriate online activity when appropriate.

Even in situations where the District does not have jurisdiction to discipline a student for bullying, such as when the acts take place off campus and there is an insufficient nexus to the District, the Assistant Principal or designee will take appropriate action to assist student victims. Such actions may include, but are not limited to, contacting the parents/guardians of the victim and the alleged perpetrators, communicating that this behavior is not allowed on District grounds or at District activities, notifying the appropriate District staff to assist the victim, and taking additional action when appropriate, such as notifying law enforcement or social media companies of inappropriate online activity.

District employees and substitutes who violate this policy will be disciplined or terminated. Discipline may include suspension with or without pay, a negative evaluation, prohibition from being on District property or at District activities, mandated training, or other appropriate

remedial action. Volunteers who violate this Policy will no longer be permitted to volunteer. For the complete Policy, see Policy JFCF

CRIMINAL BACKGROUND CHECKS - POLICY GBEC

The Hillsboro R-III School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this Policy, the District will require criminal background checks of employees as well as certain volunteers and others working on school grounds. The Board directs the Superintendent or designee to develop procedures and practices consistent with this Policy. For the complete Policy, see Policy GBEC.

FBI Background Check Procedure

To be fingerprinted for the Department of Elementary and Secondary Education through IDENTOGO, you must first register with MACHS (Missouri Automated Criminal History Site), which is located at www.machs.mo.gov. Individuals without access to the Internet may contact the fingerprint processing company, IDEMIA, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf. **You must use one of the following 4-digit registration codes when registering with MACHS:**

- 1072 for Certified Teachers
- 1073 for Substitute Teachers
- 1074 for Classified, excluding Bus Drivers
- 1075 for Bus Drivers

The fee for the fingerprinting process is approximately \$44.50. Payment may be made online at the time of registration or at your appointment.

Sites for fingerprinting locations are listed on the MACHS website.

Fingerprint/background check results for Certified Teachers and Substitute Teachers will be automatically recorded on your profile page on the online Educator Certification System. Classified staff results will be forwarded to the School District based upon the registration code provided.

DRUG-FREE WORKPLACE - POLICY GBEB

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances, alcoholic beverages, or unauthorized prescription medications by District employees on any District property; on any District-approved vehicle used to transport students to and from school or District activities; off District property at any District-sponsored or District-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a District activity, the staff member will not be allowed on school property or to

participate in the activity and will be subject to the same disciplinary measures as for possession or consumption on District property.

Staff members will be tested for alcohol and controlled substances if the District has reasonable suspicion that the staff member has violated this Policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law. All testing will be conducted in accordance with Board policy, administrative procedures, and law.

Any employee who violates this Policy will be subject to disciplinary action, which may include suspension, termination, and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this Policy and notify the Superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the Superintendent or designee in writing no later than five (5) calendar days after conviction. The Superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10) calendar days after the Superintendent or designee receives such notification if the District receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The District will take appropriate disciplinary action within 30 days.

The District will institute a drug-free awareness program to inform employees of the dangerous and harmful nature of drug and alcohol abuse in the workplace, of this Policy of maintaining a drug-free workplace, of available counseling and rehabilitation, and of the penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

The Board of Education recognizes that employees who have a drug abuse problem should be encouraged to seek professional assistance. Although the District will not assume financial responsibility, an employee who requests assistance shall be referred to a treatment facility or agency in the community if such facility or agency is available.

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

This Policy shall be communicated in writing to all present and future employees. Compliance with this Policy is mandatory.

EMPLOYEE ALCOHOL & DRUG TESTING - POLICY GBEBB-2

Alcohol and Drug Prohibitions

No employee may manufacture, use, possess, sell, distribute, or be under the influence of alcohol or drugs in violation of the District's Drug-Free Workplace Policy. All employees may be tested for alcohol and drugs if the District has reasonable suspicion that the employee has consumed alcohol or drugs in violation of Board policy.

Program Coordinator

The Superintendent or designee will serve as the Program Coordinator to implement the alcohol and drug testing program of the District within the guidelines of this Policy.

Training

All staff who have supervisory duties over other staff members will be provided training on the effects of drug and alcohol use. The training will include physical, behavioral, speech, and performance indicators of drug and alcohol use. Supervisors of employees who operate District transportation will be trained in accordance with Federal law.

Testing Program

The District will use testing facilities with appropriately trained personnel for alcohol and drug testing. The District's drug and alcohol testing program shall provide individual privacy in the collection of specimen samples to the maximum extent possible. The specimen collection procedures and chain of custody shall ensure that specimen security, proper identification, and integrity are not compromised.

Refusal to Submit to Tests

Drug or alcohol tests administered pursuant to this Policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.

Consequences

Employees who refuse to submit to a test, who test positive for prohibited substances, or who take deliberate action with the intent to falsify test results will be subject to discipline, including termination, in accordance with Board policy and law.

Treatment

In addition to any disciplinary action taken, the District will provide employees a list containing the names, addresses, and telephone numbers of substance abuse professionals and counseling and treatment programs when employees have a positive drug or alcohol test, refuse to take a test, or otherwise request information about substance abuse treatment.

District Records and Reports

Alcohol and drug test results and records shall be maintained under strict confidentiality and released only in accordance with law. Upon written request, an employee shall receive copies of any records pertaining to his or her use of alcohol or drugs, including any records pertaining to his or her tests. Test records shall be maintained with the separate medical files of each employee. The District shall maintain records and reports of its Alcohol and Drug Prevention Program as required by law.

Notification to Employees

The Program Coordinator shall ensure that all employees receive written materials explaining the District's drug and alcohol misuse prevention program, including copies of or access to applicable policies, procedures, or handbooks.

Employees shall sign statements certifying that they have received the materials.

Provisions Applicable to Drivers

In addition to the drug testing provisions applicable to all employees, the Hillsboro R-III School District, which employs operators of commercial motor vehicles ("drivers"), is required to implement a drug and alcohol testing program that fulfills federal requirements. The District will use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records, and complying with Missouri Department of Revenue's reporting requirements.

As required by law, no driver shall report for duty within four (4) hours of using alcohol. No driver required to take a post-accident test shall use alcohol for eight (8) hours following the accident or until he or she undergoes a post-accident alcohol test, whichever comes first.

Records of drug and alcohol tests and other related records shall be made available to a subsequent employer only as expressly requested in writing by the employee.

EXEMPT & NON EXEMPT EMPLOYEES – POLICY GBA

Definitions

Compensatory (Comp) Time – Time off awarded to nonexempt employees at the rate of one and one-half times the number of actual hours worked in excess of 40 in a workweek.

Exempt Employees – Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional, or computer employee as defined by Federal law and who are not eligible for overtime compensation or compensatory time.

Hours Worked – For the purposes of this Policy, hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work, in accordance with law. Meal periods of 30 minutes or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked.

Nonexempt Employees – This includes all District employees not specifically identified as exempt under Federal law. This generally includes non-certificated staff; however, in some circumstances, non-certificated staff members may qualify for exempt status. The Board directs the Superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime – Actual hours worked in excess of 40 hours in a workweek.

Compensation

Exempt and nonexempt employees will be compensated in accordance with the applicable Board policy. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis. Nonexempt employees may be compensated on either a salary or hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee's regular hourly rate of pay. The District will comply with minimum wage laws, when applicable.

All nonexempt employees are required to complete a daily time record showing actual hours worked. Supervisors of nonexempt employees must verify the accuracy of such records on a weekly basis. Failure to maintain or verify such records or falsification of these records will be grounds for disciplinary action.

Overtime

The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

Unless a nonexempt employee works in one of the classifications listed in the "Comp Time" section of this Policy, he or she will be paid one and one-half times his or her regular rate of pay for each hour of overtime.

Comp Time

An employee may accumulate comp time in lieu of overtime compensation when it is mutually agreeable to the employee and his/her immediate supervisor. Comp time is used for the following classifications of employees: nonexempt employees (as approved by Supervisor and Central Office).

This policy constitutes an agreement or understanding in advance that these employees may be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of 1.5 hours for each hour of overtime worked.

FAMILY MEDICAL LEAVE – POLICY GBBDA

The District will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with Federal law. This Policy is intended for guidance and shall not be interpreted to expand the District's responsibilities beyond the requirements of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the District's established policies.

Eligibility

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the District for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the District within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of the following reasons:

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 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. Care of a spouse, child, parent, or next of kin who is a covered service member (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child, or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Notice to Employees *General Notice*

The District will post notices to employees explaining FMLA benefits in accordance with law. If the District employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Employee Notice to the District

An employee must notify the District of the need for leave and explain the reasons for the leave so the District can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice. In all cases of foreseeable leave, the employee

must provide notice, in the same manner that is required under the District's leave policies, to the Superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the District may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the District as soon as practicable under the facts and circumstances of the particular case, in the same manner, that notice is required under the District's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the District to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is not practicable, the employee must provide notice as soon as practicable and must explain upon request why 30 days' notice was not practicable.

"As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

Leave Use

For all FMLA purposes, except military caregiver leave, the District adopts a 12-month leave year beginning on July 1 and ending the following June 30.

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the District may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative replacement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the District may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the Superintendent may apply those special rules or the general FMLA rules as best serves the interest of the District.

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. 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.

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. However, the District has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level, or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school

suspension supervisors, or other District positions for which they are certificated if the District determines that such placement is necessary to ensure consistency of instruction.

The FMLA makes it unlawful for any employer to interfere with, restrain, or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

HANDBOOKS – POLICY CHCA

The Board of Education recognizes the importance of parent/guardian, staff, and student handbooks that accurately convey the policies, procedures, and rules of the District to the individuals affected by them. The Board charges the administration with the responsibility for creating, revising, maintaining, and disseminating such handbooks in accordance with Board policies and administrative procedures.

The Superintendent will approve all handbooks before publication, and all published handbooks will be made available to the Board.

Administrators must ensure that handbooks do not conflict with the language or intent of policies, regulations, or procedures. In the event of a discrepancy between handbooks and other written district materials, Board policies and administrative procedures will take precedence. All handbooks shall be reviewed annually and revised if necessary. Each handbook will be posted on the District's website in accordance with law.

ILLNESS AND INJURY RESPONSE AND PREVENTION – POLICY EBBA

District personnel will provide appropriate first aid and emergency treatment, and contact emergency medical services (EMS) when appropriate, for any individual who is injured or becomes ill while on District property, on District transportation or at a District activity. Further medical attention, including the cost of services provided by EMS, is the responsibility of the individual unless otherwise required by law.

In accordance with law, any qualified employee will be held harmless and immune from civil liability for administering medications, cardiopulmonary resuscitation (CPR), or other lifesaving methods in good faith and according to standard medical practice. A qualified employee is one who has been trained to administer medication or medical services according to standard medical practice. Procedures for handling emergencies will be established and distributed in each school building.

Training

The Superintendent or designee, in consultation with the school nurse, is authorized to implement a program to train students and employees in CPR and other lifesaving methods. If CPR instruction is provided to students in grades 9–12, instruction will be based on a program established by the American Heart Association, the American Red Cross, or a similar nationally recognized program and will be delivered as required by law.

Incident Reports

Employees must report all work-related injuries and illnesses to their supervisor immediately and will be required to provide the details of the injury or illness in writing. Staff who witness any injury or observe the onset of a serious illness on District property, on District transportation, or at a District activity will prepare a written incident report on the Incident Report form available in each building. A copy of the Incident Report form will be filed with the appropriate designee as soon after witnessing the event as possible.

The Superintendent is charged with providing the Board periodic statistical reports on the number and types of injuries occurring on District property or at District activities as well as information on individual accidents or injuries when Board action on the matter is required.

Protective Equipment

The Superintendent or designee will continuously review job descriptions and District activities to improve safety in the District. The District will provide protective equipment when it is required by law or when it is determined by the Superintendent or designee to be necessary to maintain District safety standards. In accordance with law, students, staff, and visitors must wear eye protective devices in vocational, technical, and industrial arts courses and laboratories involving chemicals, welding, construction, vehicle repair, or other activities as designated by the District. When protective equipment is provided, all persons are required to use the equipment as directed. Failure to do so will result in disciplinary action including removal from school property or the activity requiring protective gear.

NEPOTISM- POLICY BBFA

Employment

The Board shall not employ a person who is related within the second degree of consanguinity or affinity of a Board member or a Central Office Administrator. An employee who is hired by the District prior to the election or appointment of a Board member who is related within the second degree to such employee, or prior to employment of a Central Office Administrator who is related within the second degree to such employee shall not be affected by this provision. A current employee who is related to a serving Board member or Central Office Administrator within the second degree of consanguinity or affinity, can only be recommended for rehire in his or her current position or a lateral position.

Participation in the Vote or Discussion

In accordance with law, Board members shall not vote to employ or appoint any person who is related to them within the fourth degree by consanguinity or affinity. In the event that an individual is recommended for employment or appointment and the individual is related within the fourth degree to a Board member, the related Board member shall refrain from debating the issue, declare his or her interest, abstain from voting, and shall leave the room during consideration of the question and the vote, unless the motion is part of a consent agenda and there is no discussion, in which case, the member need not leave the room but will refrain from voting. Likewise, when relatives within the second degree of a Central Office Administrator are considered for employment or appointment, the Central Office Administrator shall refrain from debating the issue, declare his or her interest, and leave the room during consideration of the question and vote, unless the motion is part of a consent agenda and there is no discussion.

For the purposes of this subsection addressing voting, to "employ" includes hiring persons to be employees of the District and approving independent contractors who provide services to the District.

Central Office Administrators – Superintendent, Associate Superintendent, and Assistant Superintendent.

Fourth Degree of Consanguinity or Affinity – Includes parents, grandparents, great-grandparents, great-great-grandparents, spouse, children, siblings, grandchildren, great-grandchildren, great-great-grandchildren, nieces, nephews, grand-nieces, grand-nephews, aunts, uncles, great-aunts, great-uncles, and first cousins by virtue of a blood relationship or marriage.

Second Degree of Consanguinity or Affinity – Includes parents, grandparents, spouse, children, siblings and grandchildren by virtue of a blood relationship or marriage.

PERSONNEL RECORDS – POLICY GBL

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all District employees.

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by the law, and will only be available to authorized administrative personnel and to the employee. Individually identifiable personnel records, performance ratings, or records pertaining to employees or applicants for employment are closed records under the Missouri Sunshine Law to the extent allowed by law. Pursuant to State law, the names, positions, salaries, and lengths of service of all employees are public information and must be released upon request. In accordance with Federal law, the District shall release to parents, upon request, information regarding the professional qualifications and degrees of teachers and the qualifications of paraprofessionals who are employed by a school receiving Title I funds and who provide instruction to their child at that school.

Files containing immigration records and files containing medical information regarding an employee will be kept separate from other personnel files.

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

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

POLICY IMPLEMENTATION AND DISSEMINATION- POLICY CH

The policies adopted by the Board and the procedures and directives developed by the Superintendent to implement policies are designed to achieve an effective and efficient school system. All Board members, employees, students, and patrons are required to follow the Board of Education's policies and the District's rules and procedures. The Superintendent, Administrators, and Supervisors of the District are required to implement and enforce Board policies and administrative procedures. Questions regarding the interpretation of a policy or procedure will be directed to the Superintendent and, if necessary, to the Board.

An essential job responsibility of the Superintendent and administrative staff is to assist the Board in timely review and revision of Board policies so that the policies support the best academic practices, address District concerns, and accurately guide the District's operations. The Superintendent is also responsible, with the assistance of the administrative staff, for developing and implementing administrative procedures and forms to further carry out the directives in Board policy.

Policies adopted by the Board and administrative procedures and forms approved by the Superintendent will be included in an official Board policy manual and administrative procedures and forms manual that will minimally be maintained at the Central Office. Once adopted, the Superintendent is directed to inform District staff about the Board policies and administrative procedures and forms they are expected to use and follow, including any changes to these documents. Board policies and related documents, including current versions of District handbooks, will be posted on the District's website. Current copies of Board policies and administrative procedures will also be available from the Superintendent's office upon request.

The District will maintain information regarding current and former employees as confidential within the limits of the law. Only the Superintendent or a person or persons specifically designated by the Superintendent may respond on behalf of the District to a reference request for a current or former employee. District employees must direct reference requests to the Superintendent or designee. Upon request, employees will assist the Superintendent or designee with the preparation of accurate reference information.

Employees other than the Superintendent or designee may provide personal references, but by doing so, they are acting in their individual capacities and not as employees of the District. Employees providing personal references may not use District letterhead or otherwise indicate that the reference is sponsored by the District, but may identify the working relationship they have or had with the current or former employee. For the complete policy, see Policy GBLB.

STAFF ABSENCES AND TARDINESS – POLICY GBCBC

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and District operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early, or abandon their duties without permission from a supervisor. Unless authorized by the Board or the Superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

- The absence is for a reason not granted as paid or protected leave under Board policy or law.
- The absence results in the employee exceeding the amount of leave granted by the Board.
- The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 7 days in a semester, 12 days in a school year, 30 days over three years, or is otherwise disruptive to District operations, as determined by the District.
- The employee fails to appropriately notify the District of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
- The employee does not provide the District complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
- The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
- The absence is for any reason other than the one given for the absence.
- All professional employees must call or submit online to Aesop to report an absence. Absences must be reported to Aesop even when a substitute is not required, and failure to do so may result in termination of employment. Once the type of absence is specified, it cannot be altered at a later date by the employee.

Even if the absence or tardiness is authorized by the Board or the Superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA), or other applicable law.

Failure to Contact the District

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will assume the employee has resigned his or her employment with the District and will consider the position vacant.

If an employee with an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the District to contact the employee and the employee's emergency contact, the District will send a letter and any other appropriate communication to the employee stating that if the employee does not contact the District, the District will assume that the employee has voluntarily resigned from his or her position with the District. If the employee still does not contact the District, the District will assume that the employee has resigned and will consider the position vacant.

The District may share with potential employers seeking information about a former employee the fact that the employee failed to contact the District or resign.

STAFF-BOARD COMMUNICATIONS – POLICY GBD

The success of any school system requires effective communication between the Board and the school staff. Such communication is necessary for facilitating proposals for the continuing improvement of the educational program and for the proper disposition of personnel problems which may arise.

The main goal of both the Board and the staff is to provide the best possible educational opportunities for the entire community. To achieve this end, good Board-Staff relations must be maintained in a climate of mutual trust and respect. At the same time, the Board, in exercising its public trust to provide thorough and efficient public education, cannot dissipate or transfer its responsibilities.

In accordance with good personnel practice, staff participation in the development of educational and personnel policies will be encouraged and facilitated.

All effective means of facilitating channels of communication between the Board and staff will be explored in order to promote close and cooperative action for the continuing improvement of the educational program and the mutual benefit of the school system and the community.

Teachers are expected to follow adopted lines of communication and may approach Board members in a formal meeting of the Board upon requesting a place on the agenda. This policy shall by no means preclude informal communication between individual directors and faculty members.

The communications agreement reached by the Board of Education and the Teachers' Associations, herein included as policy GBDB, shall be consulted in all matters concerning Board-Staff communications.

STAFF CONDUCT – POLICY GBCB

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the School District. In building a quality program, employees must meet certain expectations.

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by District administrators, and State and Federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the District, and all patrons of the District.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the District in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use, and protect school property, particularly in assigned classrooms.
7. Attend all required staff meetings called by District administration, unless excused.
8. Keep all student records, medical information, and other sensitive information confidential as directed by law, Board policy, District procedures, and the employee's supervisor.
9. Refrain from leaving the buildings during the regular school days whether on school business or not, unless approved by the Principal, so that a substitute may be found to carry on, or so that the Principal may be able to locate the Teacher if needed. In case of an emergency such as illness, the Teacher should make an effort to notify the Principal, or in his/her absence, the Superintendent.
10. Dress professionally as befits their work activity and in a manner that will not interfere with the educational environment.
11. Refrain from using language, gestures, emotional control, and mannerisms that are profane or discriminating to students and colleagues.
12. Use the faculty lounge only for its intended purposes and not allow students or family members to meet there.
13. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.

14. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
15. Obey all safety rules, including rules protecting the safety and welfare of students.
16. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
17. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time, or work beyond the scheduled time without permission may be subject to discipline, including termination.
18. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in State law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive, or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
19. School employees shall not direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.
20. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such a teacher.
21. Employees will not use District funds or resources to advocate, support, or oppose any ballot measure or candidate for public office.
22. Employees will not use any time during the work day for campaigning purposes unless allowed by law.

[EMPLOYEE CORRECTIVE ACTION FORM -GBCB -AF1](#)

STAFF FRINGE BENEFITS – POLICY GCBC/ GDBC

Insurance

Hillsboro R-III School District will contribute 100% of the premium for each full-time (employees working 30 or more hours per week) employee's base health plan, dental, vision, and \$75,000 life insurance policy through Mutual of Omaha.

- Plan summaries and forms can be accessed online at www.hsdr3.org

Employees may choose to opt-out of one or both of the District paid health or dental insurance plans. If the employee opts out of health insurance, written proof of coverage under another plan will be required.

Voluntary plans include a buy-up health care plan H.R.A, short and long-term disability insurance, flexible spending account, and 403B/457 accounts offered through AUL/One America.

Voluntary health, dental, life, and vision insurance premiums are deducted from employee checks on a pre-tax basis, in accordance with the District's Cafeteria 125 Plan.

To enroll in Hillsboro R-III Insurance Benefits, follow page 4 in the Benefit Guide within 30 days of employment.

Retirement

Employees meeting the criteria of membership as defined by the Public School & Education Employee Retirement Systems of Missouri will be enrolled in the Public School & Education Employee Retirement Systems of Missouri. Matching contributions are made by the employee/employer on the employee's salary, plus the cost of the District paid health and dental insurance.

- www.psr-s-peers.org is the website for the Public School & Education Employee Retirement Systems of Missouri.

Current mandatory contribution rates for Classified employees are 6.86% of your pay. Certified employees working in a non-certified position will contribute a blended rate of 9.67% of their pay.

STAFF GRIEVANCES – POLICY GBM

The Hillsboro R-III School District is interested in employee concerns and ideas for improving the District. The District also recognizes a central need for communication channels that are visible, non intimidating, and always available. Therefore, the Board has developed a formal process for addressing staff grievances. For the complete process, see Policy GBM.

STAFF HEALTH & SAFETY – POLICY GBE

The health and safety of all District personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. For the complete Policy, see Policy GBE.

STAFF INVOLVEMENT IN DECISION MAKING - POLICY GBB

The Board of Education encourages employees to contribute their ideas for the betterment of the school district. Members of both professional and support staff may be asked to assist in developing policies, rules, and procedures and establishing the District goals and objectives, budget, and curriculum. For the complete Policy, see Policy GBB.

The expectation of the District is that every employee has the opportunity to be a member of a District Committee. Check with your building principal for building level committees. There are many opportunities for you to be involved in your school at the building level and District level. Your administrator will be responsible for your assignment to a committee.

STAFF/STUDENT RELATIONS – POLICY GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. Employee communication with students in all forms including oral, written, and non-verbal shall be appropriate and consistent with Board policy. Personal communication shall be deemed to be inappropriate if such communication is sexual in nature; is sexually suggestive; suggests romantic activity with a student or students; or is otherwise inconsistent with Board policy. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the District. Violation of this provision will result in disciplinary action up to and including dismissal.

Although this policy applies to the relationships between staff members and District students, staff members who inappropriately interact with any child may be disciplined or terminated when the District determines such action is necessary to protect students. For the complete Policy, see Policy GBH.

STAFF USE OF COMMUNICATION DEVICES - POLICY GBCC

The Hillsboro R-III School District encourages District employees to use technology, including communication devices, to improve efficiency and safety. The District expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate District policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the District's policy on student-staff relations.

The District prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the District. Employees are responsible for keeping communication devices secure and, if possible, password protected. Supervision of students is a priority in the District, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this Policy and in accordance with law, employees shall not use communication devices when:

1. Driving District-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for District use in a district activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job

The District will make an exception to the rules in this section when the communication device is used to:

- Report illegal activity;
- Summon medical or other emergency help;
- Prevent injury to a person or property;
- Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law;
- Play music as long as the employee operating the vehicle does not turn on, select, or otherwise manipulate the device while operating the vehicle or supervising students as described above;
- Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices. For the complete Policy, see Policy GBCC.

SUPPORT STAFF RECRUITING & HIRING POLICY GDC-1

To provide a positive educational environment for students, the District must employ quality staff members. It is the responsibility of the Superintendent or designee to determine the support staff personnel needs of the school district and to locate suitable support staff candidates. The Superintendent will make recommendations for employment of support staff members for the Board's approval. The Board will employ personnel in accordance with law.

The District's hiring procedures will comply with all Federal and State laws, including laws prohibiting discrimination. The Hillsboro R-III School District is an equal opportunity employer and hires only citizens of the United States and persons who are legally authorized to work in the United States. The Hillsboro R-III School District will enroll and actively participate in a Federal work authorization program in accordance with law.

A majority of the Board must vote to employ any person or enter into an employment contract.

Recruiting and Advertising

Efforts will be made to recruit the best-qualified candidate for the position. New or vacant positions will be posted for at least five business days in the District's buildings and publicized externally by other means as determined appropriate by the Superintendent or designee. However, if the Superintendent or designee determines that it would be detrimental to wait five business days or that a longer period is necessary, the position will be advertised for the number of days deemed appropriate. Further, if the same or similar position was recently advertised, the Superintendent or designee may utilize applications previously received without re-advertising the position.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school district. Any current, qualified employee meeting the stated requirements may apply for new or vacant positions in the District.

All requests for information concerning vacancies in the District shall be directed to the Superintendent or designee.

Screening Process

Persons interested in positions in the District must complete a formal application and provide all necessary information requested by the Superintendent or designee. The Superintendent or designee shall conduct interviews, review references, and obtain other information as deemed necessary.

The Superintendent or designee will conduct background checks on employees and applicants for employment in accordance with law and Board policy.

Any applicant who provides false information or any document referencing false information will immediately be removed from consideration.

Hiring

A position will be filled by the Board of Education only after receiving the recommendation of the Superintendent or designee. All candidates will be considered on the basis of qualifications, training, experience, and ability to fulfill the requirements of the position.

Before the Board votes to employ an applicant in a position that requires a license or other necessary certification, such as a nurse or an electrician, the Superintendent or designee will verify that the applicant currently possesses the appropriate license or certification. Upon the recommendation of the Superintendent or designee, the Board may approve the employment of an applicant for a position for which the individual does not have a current license or necessary certification, but the employment will be conditioned upon the applicant obtaining the license or credential by a district-specified deadline. The Superintendent or designee will also re-verify licenses and certifications once they are renewed.

All applicants for a particular position will be promptly notified once the position has been filled.

Hourly employees will be notified prior to June 30 of the R-III District's reasonable intent to continue employment.

Board Members

The District will not accept an application of employment from a Board member, consider a Board member for employment, or decide to employ a Board member while the member remains on the Hillsboro R-III School District Board of Education. Board members who wish to apply for employment in the District must first resign from the Board. The District will also not accept an application of employment from a person who is related within the second degree of consanguinity or affinity of a Board member or a Central Office Administrator unless the person is currently employed by the District and is applying for a lateral position.

ELIGIBILITY FOR PUBLIC SERVICE LOAN FORGIVENESS

In accordance with law, the District will provide current, accurate, and complete information to each employee regarding eligibility for public service loan forgiveness. Public Service Loan Forgiveness paperwork can be sent to Human Resources.

SUPPORT STAFF SHORT-TERM LEAVES – POLICY GCBDA

Consistent staffing is important to the learning environment and District operation and, therefore, is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this Policy is to identify situations where paid and unpaid leave from work are appropriate.

The District may require an employee to provide the District verification of illness from a healthcare provider or supply other documentation verifying the absence before the District applies sick leave or other applicable paid leave to the absence. In accordance with law, 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.

Unless the leave is taken due to serious illness or authorized in advance by the Superintendent or designee, an employee may not use leave days one school day before a non-student attendance day, one day following the non-student attendance day, or the last attendance day of the school year.

The following leaves with pay will be provided to full-time support staff employees. This policy does not apply to temporary or substitute staff members unless otherwise noted.

An absence shall be counted on a quarter-hour basis.

Leave

- Staff employees whose assignments call for 12 months of full-time employment will receive 12 days of leave.
- Staff employees whose assignments call for 11 months of full-time employment will receive 11 days of leave.
- Staff employees whose assignments call for full-time employment only during the regular school term will receive 10 days of leave.

Vacation

- Twelve-month non certified personnel are granted two weeks (10 working days) of vacation annually. An employee must have been employed a minimum of one year for two weeks of vacation. Employees employed less than one year, will receive a prorated amount of vacation days depending on the month of hire. Unused vacation time will roll into sick leave.

- Twelve-month non certified personnel are granted three weeks (15 working days) of vacation annually after completing five years or more of employment.

All leave for the current year must be used before an employee can access banked leave.

Please review Board Policy GDBDA for further clarification regarding what types of absences may be charged against leave.

Classified employees will accumulate leave time in equal installments determined by the number of leave days and pay periods associated with their assignment.

Unused Leave Day Stipend

In July of each year, the Board will pay a stipend of \$100 a day for any unused days or fraction of days from the allotted days given in the previous school year. All eligible full-time employees will be eligible to receive a \$100 a day stipend for days that were not used during the school year. The stipend will be paid in July of each year.

Any unused days will be kept in a leave bank. These days will never be paid out again in a lump sum amount and are worth \$0 per day. However, you can use banked days if you run out of current year's leave allotment, but you will always have to exhaust all of your current year's leave days before using any banked days. For example: last year you had 7 leave days remaining and received a payout of \$700 minus applicable taxes and withholdings. The current school year you need to be out for a surgery for 15 days. You only have accrued 3 days so far. You can use the 3 days from this current year, and you can use the 7 days in the bank and will need to take off without pay for 5 days.

As you start accruing leave time again, those 7 days in the bank will be replaced with the current year's leave (worth \$100 per day). At the end of the current year, you will be out of \$100 bonus days and those days will be moved back into the bank.

SUPPORT STAFF COMPENSATION – POLICY GBDA

The Hillsboro R-III School District needs highly qualified employees to accomplish its education mission and must offer competitive compensation to attract and maintain experienced staff. The Board directs the Superintendent or designee to annually research regional and Statewide trends in employee compensation and consult with District employees to prepare competitive salary schedules and salary recommendations for the Board to consider, within the constraints of the District's finances.

An employee of the District will be compensated in accordance with a Board-approved salary schedule or will receive the amount of compensation approved by the Board for

that position or that particular employee. Only the Board has the authority to increase the compensation of an employee or grant that employee an extra-duty position or stipend.

Salary Schedules

The Board may annually adopt salary schedules for the various categories of support staff personnel. Each support staff member will be placed on the appropriate schedule commensurate with, but not limited to, job category and experience with the District. When creating a salary schedule, the Board may recognize characteristics beneficial to the District, such as training, licenses, and employment in high-need areas, in addition to traditional factors such as years of experience.

Compensation for Extra Duties

Additional duties, such as supervising activities, may be assigned to support staff without additional compensation. In some situations and with Board approval, an employee may be provided extra-duty compensation or a stipend to compensate the employee for performing additional duties. In those situations, the amount of compensation will be determined by the Board and may be set by adopting an extra-duty salary schedule or approving a specific amount for the position.

Employee Responsibility

Employees are responsible for verifying that their salary schedule placement, compensation rate, and paychecks are accurate. Employees are required to notify the District within 30 days of receiving an inaccurate payment, and failure to do so could lead to discipline, forfeiture of amounts owed, or deductions for excess pay received, as allowed by law. For the complete Policy, see Policy GBDA.

Workers' Compensation - Policy GBEA

Pursuant to State law, an employee of the Hillsboro R-III 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.

A work-related injury or illness must be reported in writing by the injured employee to his or her supervisor immediately. If an injured employee fails to report an injury in writing within 30 days, the Division of Workers' Compensation may be entitled to deny any benefits under the law. For the complete Policy, see Policy GBEA.

An employee must report all injuries to his or her supervisor immediately by completing the District's incident report form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the Superintendent or designee. The Superintendent or designee will promptly forward a copy of the report to the District's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

SECTION II- EMPLOYEE INFORMATION

ACCIDENT/INJURIES

Anytime a student or adult is injured, the building office should be notified, as well as the building nurse. Do not move the student or adult if the injury seems severe. Accident Report Forms are available in the Nurse's Office and should be completed as promptly as possible. It is better to err on the side of caution instead of getting a phone call from a parent. Send the student to the Nurse if you have any doubt! Should a staff member be injured, it will need to be reported immediately. In case of injury, please read (Board Policy GBEA and EBBA).

BACKGROUND CHECKS AND REQUIRED TRAINING

All newly hired employees/substitutes are required to have an FBI background check. This is done at the employee's expense.

Employees are required to view and acknowledge training videos on an annual basis. The mandatory training includes information on Sexual Harassment: Staff-to-Staff, MUSIC Sexual Misconduct: Staff-to-Student, and MUSIC Bullying: Recognition & Response.

BUILDING/CLASSROOM SAFETY

When staff members note that equipment/building is damaged, they shall communicate the damage to the building office. It is the duty of the staff members to supervise students so that damage to the school building, furniture, equipment, or other school property does not occur. Teachers will fill out a safety sheet three times throughout the year.

Teachers are responsible for the appearance of their classroom and to see that the room is properly ventilated and lighted. Special needs may occur that require maintenance or custodial assistance. In such cases, please report to the Principal. Please close and lock all windows and doors when leaving for the day. **Please note: no plug-in air fresheners, candles, or candle warmers are permitted, as per our insurance carrier.** Please maintain a current inventory of your classroom. The office needs a copy. **(Board Policy: ECB)**

CLEANING SUPPLIES

Our insurance provider requires that we only use District-approved cleaning supplies in the classroom. **Do not use any outside chemicals.** If you need supplies to clean, please ask the custodial staff for supplies. **(Board Policies: EBAB-AP1 and EBAB-AP2)**

PAY PERIODS AND DIRECT DEPOSIT

- Employees are paid twice per month on the 15th and last day of the month. Pay periods are the 1st through the 15th, **to be paid on the last day** of the month and the 16th through the end of the month, **to be paid on the 15th** of the following month.
- The work week for calculation of overtime is Sunday through Saturday.

- All employees will utilize direct deposit of payroll earnings.
- Pay stubs will be sent to District employees via email on the date of pay.

TAXES

Federal and Missouri Withholding Tax Forms are available on Frontline Central. Employees with a change in marital status or who wish to alter the number of deductions must complete a new form and submit it to the Payroll Department. Verbal requests for changes will not be accepted.

Any employee living in the City of St. Louis, who is required to pay City Earnings Tax, should contact the Payroll Department at Central Office for this tax to be withheld from their direct deposits.

All summer school pay is subject to retirement and taxes.

GARNISHMENTS

The District believes that its employees should manage their own affairs so that they do not involve the District in their personal business. However, the District will comply with both Federal and State laws regarding garnishments and tax levies. Garnishments, Internal Revenue Services Levies, Child Support orders, and Wage Assignments will be kept confidential in the Payroll Department and withheld in accordance with appropriate laws governing the order. As the majority of these types of deductions are by Court Order, the District cannot stop deductions until a Release has been rendered by the appropriate Court.

Deductions are made in accordance with the wording of the Court Order.

HOLIDAYS

Twelve (12) month full-time staff (classified and administrators) receive the following Holidays off with pay (at the conclusion of the 60-day probationary period). The employee must work the last workday preceding the Holiday and the first workday following the Holiday to get paid for the Holiday (pre-approved vacation and/or leave days count as a worked days).

The District currently recognizes the following paid Holidays:

- | | | |
|--------------------|-----------------|------------------|
| 1. New Year's Day | 8. Wed before | 11.Christmas Eve |
| 2. MLK Day | Thanksgiving | 12.Christmas Day |
| 3. President's Day | 9. Thanksgiving | 13.Easter Monday |
| 4. Good Friday | Day | 14.Veteran's Day |
| 5. Memorial Day | 10.Friday after | |
| 6. Independence | Thanksgiving | |
| Day | Day | |
| 7. Labor Day | | |

INSURANCE DEDUCTIONS

All voluntary deductions on employee direct deposits will be deducted every pay period.

Insurance premiums are deducted one month in advance. **Newly hired employees will have adjustments in their pay for premiums (Board paid and voluntary) for current month and following month when applicable.**

Example: If you are hired between the 1st and 15th day of the month, premiums are owed for that month. If your hire date is August 8, you will receive your first direct deposit on September 1. Premiums for August were not deducted in July. Premiums for September were not deducted in August. Premiums are owed for August and September and the regular premium deduction for October that will begin on September 1 will also be deducted.

Board paid premiums for health and dental insurance are subject to retirement, both employee and employer paid.

JOB DESCRIPTIONS

A job description describes the responsibilities; qualifications; physical and mental demands of the job; and working conditions. Job descriptions are maintained by the Human Resources Department and are available to employees through their supervisor. The job description is used for:

- Helping employees and their supervisors to understand the essential functions of the job.
- Identifying the knowledge, skills, and abilities for the job.
- Evaluating jobs and assigning them to the appropriate pay grades on the salary structure.
- Setting job-related performance expectations
- Identifying training and development needs.

Job descriptions are not fixed. They are only guidelines and are expected to change over time. All job descriptions will comply with the Americans with Disabilities Act (ADA), the Fair Labor Standards Act (FLSA), Title VII of the Civil Rights Act guidelines and other State and Federal laws. They will be reviewed and updated with employees at least annually by their supervisor with an updated copy kept on file in the Human Resources Department.

A full listing of job descriptions and duties can be found on the District website at www.hsdr3.org

MISCELLANEOUS EMPLOYEE INFORMATION

TECHNOLOGY - New employees will be assigned a District e-mail address after the Technology Agreement has been signed.

CHANGE OF ADDRESS/PHONE/NAME - It is very important that the District maintain complete, accurate, and up-to-date records of all its employees. Employees should complete a Change of Address form in Frontline Central to make changes to their address, phone number or name.

MONEY

Special care should be taken in handling all money. Money should not be left in your desk or room unattended at any time. All money should be turned into the Building Secretary or Athletic Secretary. All money needs to be turned in promptly. Do not hold checks until fundraisers are completed.

State law mandates that any money collected in any way through school activities be under the control of the local Board of Education. All purchases, whether through activities or budgeted funds, shall have a written and signed requisition form. Note: if you purchase something before you have received approval, you will be paying for it.

Requisitions/Purchase Orders

Requisitions/Purchase Orders are to be used to purchase other items. Teachers must submit a "Requisition" for approval. The requisition should be complete: accurate name and address of vendor, individual costs, and total cost. From this requisition, the office will make the purchase approved by the Principal and purchasing secretary. Phone orders are not to be made without prior approval of the Principal. Unapproved orders are the responsibility of the person ordering, not the school.

Depositing Money

Sponsors should turn into the building office any money as soon as possible. Large sums of money should be removed from classrooms. Coins must be rolled and counted. Bills should be counted and organized appropriately (ones in bundles of \$25.00, all other bills in bundles of \$100.00). The office will furnish a receipt which should be filed by each organizational sponsor. The activity sponsor or coach must initial all deposits so that transactions can be properly recorded and tracked.

Capital Outlay Money

Major item purchases are submitted yearly to the Principal through department chairpersons during normal budget processes. **(Board Policy: DI-AP (1))**

REQUESTS FOR LEAVE

Requests for leave can be entered via the Frontline Time & Attendance WebClock or on the mobile app for classified staff. If the vacation is not pre-approved, and advance notice of 24 hours is not given, contact with the immediate supervisor is required.

All classified staff can take leave in the following increments:

Leave- 15 minutes

Vacation – 15 minutes (must be requested and approved in advance per policy)

Bereavement – 15 minutes

SCHOOL CANCELLATIONS

Employees are expected to report to work and leave work at their scheduled time. However, should weather conditions become hazardous; the Superintendent will evaluate the severity of the situation and take the appropriate measures to ensure the safety of employees.

In the event bad weather forces school cancellations, notice will be given on Channel 2, Channel 4, Channel 5, our District Website, District Twitter, and all call through Infinite Campus.

SECURITY

The safety of the students and staff is very important. All outside doors will be locked. There will be two access points in the rear of the building and one in the front of the building. The access point in the rear will have an access code so that staff can enter into the building. No student is to have the access code. Parents and visitors will be admitted into the school building by office staff. Do not wedge any door open. All classroom doors should be pre-locked in case of an emergency. **(Board Policy EB-AP2)**

VACATION DAYS (12 MONTH STAFF)

Vacation requests must be approved by the staff member's immediate supervisor.

Twelve (12) month classified staff:

- Two (2) weeks of vacation with pay after one full year of service.
- Three (3) weeks of vacation with pay after five full years of service.
- Employees employed less than one year, will receive a prorated amount of vacation days depending on the month of hire.

VACATION DAY CHART

Classified Vacation -Earning as of July 1			
Month Hired	Months Employed as of July 1	Hours	Days
June - (previous year)	12	80.00	10.00
July	11	73.36	9.17
August	10	66.64	8.33
September	9	60.00	7.50
October	8	53.36	6.67
November	7	46.64	5.83
December	6	40.00	5.00
January	5	33.36	4.17
February	4	26.64	3.33
March	3	20.00	2.50
April	2	13.36	1.67
May	1	6.64	0.83

SECTION III- SUPPORT STAFF INFORMATION

CLASSIFIED EMPLOYEE –RECORDING OF HOURS WORKED

The Hillsboro R-III School District uses an electronic time tracking system called Frontline Time & Attendance to capture and record all non-exempt employee time records. Time & Attendance allows the District to accurately record, track, and report employee information in real time. This allows employees to accurately monitor and keep track of their time and enables the District to efficiently process employee time worked and leave taken for payroll purposes. The following procedures and guidelines have been created to ensure accurate recordkeeping and compliance within the District.

OFFICIAL TIME OF RECORD

The Frontline Time & Attendance electronic time tracking system is the official timekeeping software for all non-exempt employees. In order to ensure consistency of treatment for hourly paid employees, the data recorded in Time & Attendance shall be considered as the “official”

record of the workday for the District. Any disputes over actual hours worked or attendance will be resolved by referring to the Frontline Time & Attendance records.

FAILURE TO COMPLY

Recording false information, altering time records, or completing the time record of another employee may result in disciplinary action up to and including termination.

Employees are not to record another employee's time in or out. If an employee willfully records time for another employee, he or she is subject to immediate termination. If an employee intentionally alters information already recorded in the District time clock software without prior approval from the Central Office, he or she is subject to immediate termination.

Repeated missed punches in the timeclock are not acceptable. If missed punches or punch adjustments are excessive, corrective actions will be taken up to and including termination.

CLOCKING IN/OUT

Employees will clock in for their shift and out at the end of their shift. Employees should NOT clock in 5 minutes before start of shift or 5 minutes later than end of shift unless pre-approved by their immediate supervisor. Time is automatically rounded to the nearest 15 minutes. Time is rounded up at the 8th minute and down at the 7th minute.

MULTIPLE POSITIONS/JOB CODES

There may be instances where employees have multiple positions within the District. If an employee has more than one position within the District, they will be assigned a separate job code for each non-exempt position. It is the responsibility of the employee to ensure that they are clocking in on the correct position/job code at all times.

Employees who have clocked in or clocked out incorrectly by selecting the wrong position/job code will need to contact their Administrator or Supervisor prior to the end of the pay period so their time can be corrected.

Failure to clock in and out correctly on multiple job codes may result in disciplinary action. If you are unsure which job code you should be using, please contact the Administrator, Supervisor, or the Payroll Office for clarification.

TIME CLOCK PROBLEMS

If an employee is unable to clock in or out because of a time clock malfunction, accidental oversight, or other reason, it is the employee's responsibility to immediately inform their Supervisor or building secretary.

CLASSIFIED EMPLOYEES RECEIVING A PAID LUNCH PERIOD

Executive Secretary to the Board
Transportation Secretary
Sign Language Interpreter
Secretary II
Process Coordinator Secretary
Health Services Aide
Paraprofessionals
Bus Driver Trainer

Central Office Secretary
Technology Support Specialist
Secretary I
Counselor Secretary
Library Secretary
Food Service Managers
Full Time Food Service Workers
District Athletic & Activities Secretary

The above position groups are paid for lunch. Employees who work in these positions must adhere to the following process:

Lunch breaks are paid time. Meal breaks are for the reason stated and shall not be used for makeup time and cannot be combined with rest breaks for extended meals.

Guidelines for meal breaks are as follows:

- 6 hours to 8 hours worked = one 30 minute paid meal break
- Exception - Employees who leave campus during their paid lunch break must Break In and Break Out. No reduction in pay will occur.
- Staff meal breaks are to be taken at the times agreed upon by your Supervisor. If you are unable to take a full meal break (at least 30 minutes uninterrupted), notify your Supervisor as soon as possible. The timeclock system must be updated by the Supervisor to indicate approval as this occurs.

Lactating Mothers

In accordance with law, the District will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express milk for one year after the child's birth. The District will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

REST BREAKS AND LUNCH BREAKS

Rest breaks are paid and employees should not CLOCK IN and CLOCK OUT for rest breaks.

Guidelines for rest breaks are as follows:

- o Less than 4 hours worked = no rest breaks
- o 4 hours to less than 8 hours worked = one 15 minute paid rest break
- o 8 hours worked = two 15 minute paid rest breaks

All employees who leave their building or campus for the purpose of a rest break must report it on the time clock by selecting START BREAK when leaving and END BREAK when they return.

CLASSIFIED EMPLOYEES RECEIVING AN UNPAID LUNCH PERIOD

Custodian

Mechanic

Maintenance

Shop Attendant/Bus Driver

Transportation Fueler

Security

Assistant Director/Transportation Supervisor

The above position groups are not paid for lunch. Employees who work in these positions must adhere to the following process:

Meal breaks are unpaid time and employees must use the breaks for the reason stated and shall not use them for makeup time, and they cannot be combined with rest breaks for extended meals.

Guidelines for meal breaks are as follows:

- o 6 hours to 8 hours worked = one 30 minute unpaid meal break
 - Exception - maintenance and security staff who work in the field all day will not be required to clock out/in for meal break. These employees will clock in for their shift and out at the end of their shift, but not for meal breaks. The system will reduce daily time for maintenance and security staff by thirty minutes for each unpaid meal.
- Staff meal breaks are to be taken at the times agreed upon by your Supervisor. If you are unable to take a full meal break (at least 30 minutes uninterrupted), notify your Supervisor as soon as possible. The timeclock system must be updated by the Supervisor to indicate approval as this occurs.

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In accordance with law, the District will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express milk for one year after the child's birth. The District will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

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- o 4 hours to less than 8 hours worked = one 15 minute paid rest break
- o 8 hours worked = two 15 minute paid rest breaks

All employees who leave their building or campus for the purpose of a rest break must report it on the time clock by selecting START BREAK when leaving and END BREAK when they return.

SCHEDULE CHANGE/OVERTIME APPROVAL REQUEST

Requested schedule change and overtime approval will be done in advance whenever possible; this can be done through the time clock system via the computer or by direct contact with the supervisor.

TIME CLOCK WEEKLY RECONCILIATION PROCEDURES- EVERY MONDAY

A Supervisor is the building Administrator, Department Director or Coordinator and is responsible for making sure all guidelines are followed.

- If an employee misses an entry into the timekeeping system, the employee will notify their Supervisor as soon as possible.
- During the administrative weekly reconciliation of time worked, if leave hours, except for pre-approved vacation and personal hours, cause the employee to exceed their regularly scheduled workweek, leave hours entered will be recalled and returned to the employee's leave balance.
- The employee will approve all hours they worked the previous week no later than the end of their scheduled shift on Friday or Saturday.
- The Supervisor will edit and approve staff hours every Monday before the end of the business day.

CLASSIFIED STAFF- LATENESS AND ATTENDANCE GUIDELINES

Although the District understands that there are times when every employee may be absent or late for work, the District cannot accept repeated absences, missed punches, or lateness. These guidelines are in place to ensure that every employee is contributing equally toward the success of the District. **A fundamental component of all positions within the School District is that the employee be here, at their workstation, ready and able to work.**

ATTENDANCE AND MISSING PUNCHES

Employees are considered to be late whenever they are not at their workstation on time. This includes but is not limited to:

Showing up late for work
Leaving work early
Early leave or late return from meal break, if applicable
Missing a punch

If something unexpected comes up and employees realize that they may be late or absent, they **MUST** contact their Supervisor immediately.

All late and missed punches will be documented for recordkeeping. Unless noted on timeclock, employees will be docked. If accrued leave time is available, the employee will indicate "paid leave" type in timeclock and be paid for absence. Refer to policy for leave types and procedures for use of leave.

The number of occurrences of lateness and missed punches will be counted, NOT the amount of time late. Should a Supervisor feel that an employee is missing too much time from work due to absence or lateness; these occurrences will be recorded and counted together based on the following disciplinary schedule:

If employed less than 60 days:

First occurrence verbal warning
Second occurrence written warning
Third occurrencefurther disciplinary action up to termination

If employed more than 60 days:

First-Fourth occurrence employee responsible for notifying Supervisor-(retraining)
Fifth occurrence verbal warning
Sixth occurrence written warning
Seventh occurrencefinal written warning
Eighth occurrence further disciplinary action up to termination

An employee who fails to request leave, call in, or report to work as scheduled for three consecutively scheduled work days will be viewed as having abandoned their position and employment may be terminated. The Administrator or Supervisor should consult with the Office of Human Resources if this situation occurs.

Under certain conditions (such as training at an off-site location, extracurricular events, etc.) when an employee cannot clock in or clock out at their worksite, the employee should promptly report time worked to the building Secretary, Supervisor, or District official responsible for reconciling the timesheets so that their time worked can be manually entered.

PROGRESSIVE DISCIPLINE PROCESS

These attendance and lateness guidelines are based on a contracted (fiscal) year. For example, if an employee is absent from work on September 1, this attendance occurrence will remain on record and will count toward any disciplinary action until June 30 of the following year. Although guidelines are based on a contracted (fiscal) year, employees in certain circumstances, who have developed patterns of habitual lateness across fiscal years, may see harsher disciplinary measures. Should any employee's action result in disciplinary action, proper review will be made and appropriate action will be taken. All actions are subject to review by the Assistant Superintendent of Human Resources.

EVALUATION OF SUPPORT STAFF – POLICY GDN

The Superintendent or designee will regularly evaluate the performance of all support staff employees in the District. The primary purpose of the evaluation is to promote the continuous growth of support staff employees in a manner that is aligned with the District's Comprehensive School Improvement Plan (CSIP) and, where applicable, Building Improvement Plans (BIPs) with the goal of contributing to a positive education environment. Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

The Superintendent may delegate the responsibility for support staff evaluation to other administrators, but the Superintendent is ultimately responsible for the performance of all employees. Evaluators will complete a written evaluation on all support staff assigned to them for evaluation. All employees will be given an explanation of their duties and responsibilities and will be provided with guidance by their immediate supervisors in performing them satisfactorily. In addition, all staff members will receive a copy of the applicable evaluation instrument in advance of their evaluation.

NON-EXEMPT EMPLOYEE SUP. PAY PLANS – POLICY GDBB-1

DEFINITIONS

Additional Time – Time worked by an employee in excess of contracted, regularly scheduled hours, but that does not necessarily meet the requirements of overtime.

Hours Worked – For the purposes of this Policy, hours worked means all hours during which the individual is required to be on duty – generally from the required starting time to normal quitting time – and all hours an employee is permitted to work in accordance with law.

Overtime – Time worked by an employee in excess of 40 hours

Regular Work Schedule – The hours per day an employee is regularly scheduled to work.

Work Week – For the purpose of this Policy and computing overtime compensation, the work week will begin each Sunday and end each Saturday night.

ADDITIONAL TIME

Employees who work additional time as defined in this Policy must submit and receive administrative approval in advance of working additional hours. Approved additional time will be compensated at the regular rate of pay up to 40 hours per week.

OVERTIME COMPENSATION

The following provisions apply to non-exempt staff who work more than 40 hour during a work week (Sunday through Saturday:

- Compensatory (Comp) time must be approved by the Supervisor prior to earning. If Comp time is not earned, employees will be paid one and one-half times their regular rate of pay for each hour of overtime.
- The Board discourages non-exempt employees working overtime. A non-exempt employee shall not work overtime with the express approval of his/her Supervisor. Non-exempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate Supervisor are subject to discipline, including termination.

PROBATIONARY PERIOD - GDG

The date of hire (hire date) for support staff will be the first day worked. Support staff shall be considered probationary for the first sixty (60) days of employment.

There will be a trial period for the employee to learn the job and for the Supervisor to observe and evaluate the employee's performance. An employee may be removed from the position at any time for good cause or without cause prior to the completion of the probationary period, as long as it does not constitute illegal discrimination.

Good cause reasons include:

Deficiency in work performance, attendance, or conduct;
Lack of aptitude or cooperativeness; and/or
Undesirable suitability characteristics evidenced by the employee's activities either during or outside the official work hours.

Pending written approval of a successful probationary period from the immediate supervisor, insurance benefits will be effective no later than the 90th working day of employment. Leave is accumulated on a per pay period basis. Bereavement and vacation are posted annually.

All District non certified employees employed after March 15 of each school year as replacements shall be considered probationary employees until July 1 if they are filling 12- or 11-month positions, or September 1 if they are filling nine-month positions.

PROFESSIONALISM

The way you dress is an important factor for an employee. The more professional you look, the better you will be able to command the respect you deserve.

When you are working in the Hillsboro R-3 School District, it is expected that you will conduct yourself in a professional manner. This goes for your interactions with other teachers, students, and staff. In your role as a support staff member, situations involving students, teachers, and parents are going to occur that need to remain confidential and not be discussed outside the school. Any information concerning teachers, students, or parents should be held confidential. Discussing such information outside the school in conversations is harmful to people, creates rumors, and fosters hard feelings. Avoid conversations with students which disclose personal information about you or them.

You should never talk badly concerning another employee to a student or parent. Your attitude and professionalism will have a great deal to do with your acceptance by school faculty, staff, and students. All adults will be expected to conduct themselves in a manner reflective of a positive role model for children. Exemplify integrity, respect, hard work, and focus.

STUDENT SUPERVISION & SAFETY

Staff are expected to help supervise students throughout the school buildings. Besides maintaining discipline in the classroom, staff supervision duties include the bus, hallways, restrooms, playground, assemblies, etc. Each staff member is responsible for helping prevent damage to school property and preventing general misbehavior. Students should be supervised at all times.

Actions which are not defensible could have legal implications and possibly result in losing your position are as follows:

- Leaving class or individual students unattended
- Allowing disruptive or violent behavior in the classroom/school/bus
- Physically touching or punishing a student or giving verbal abuse
- Promoting or allowing sexual innuendos, conversation, or actions
- Releasing a child to a parent or anyone without going through the office

- Transporting a student in a personal vehicle
- Keeping a student after school without parent/guardian permission (**Board Policy: GBCB**)

First and foremost, the supervision and safety of the students is your responsibility.

Let this be your guiding principle on what you let the students do and where you let them go.

The District provides liability insurance for employees, however, if you place yourself in a position that is not defensible, it may be a problem for everyone.

SECTION IV –APPENDIX AND FORMS

BEREAVEMENT LEAVE CHART

Bereavement Leave – When a death occurs in an employee’s immediate family, a full-time staff member may take up to five days off with pay to attend the funeral or make funeral arrangements for:

5 DAYS OF LEAVE IS GRANTED FOR:

- Biological Father
- Biological Mother
- Adoptive Father
- Adoptive Mother
- Spouse
- Biological Child
- Step-Child

When a death occurs in an employee’s immediate family, a full-time staff member may take up to three days off with pay to attend the funeral or make funeral arrangements for:

3 DAYS OF LEAVE IS GRANTED FOR:

- Step-Father
- Step-Mother
- Spouses Father/Mother
- Children’s Spouses
- Spouses Children’s Spouses
- Grandparents
- Spouses Grandparents
- Grandchildren
- Spouses Grandchildren
- Sibling
- Spouses Sibling
- Any other family member residing with the employee.
- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.

The District may require verification of the need for the leave.

WORKER'S COMPENSATION

RESTRICTED DUTY and FOLLOW UP APPOINTMENT GUIDELINES

Due to your work-related injury, your authorized workers compensation medical physician may have placed you on temporary restricted duty. This means that you may or may not be able to perform your normal daily work functions due to the limitations the medical physician has prescribed.

The limitations may be such that you can perform your normal duties. However, if the restrictions are out of the realm of your normal job duties, you will be assigned alternate duty that does accommodate your restrictions (you may be temporarily assigned to an alternate position and/or location for the duration of the restrictions; you may also be temporarily transferred to another shift to accommodate your restrictions. Note: this does not apply to certified staff).

It is extremely important that you adhere to the following:

- You must follow your medical physician's restrictions exactly as stated and for the length of time stated
- In addition to adhering to your physician's restrictions during your workday at Hillsboro R-3, you must also adhere to the restrictions during non-work hours (at home, other employment, etc.)
- All follow-up appointments or therapy must be scheduled outside of your normal working hours, or at a time agreeable with your Supervisor
- Overtime is not allowed while you are on restricted duty
- If you are unclear about any portion of your restrictions, immediately contact the District's Workers Compensation Manager for clarification
- If, while you are performing alternate duties you discover that you are performing outside of your medical physician's restrictions, you must immediately stop and contact your Supervisor AND the person who gave you the restricted duty assignment to see if the assignment can be altered to accommodate your restrictions. If the restrictions cannot be accommodated, contact your Supervisor, and we will attempt to identify another light duty position that accommodates your restrictions
- After each medical appointment, inform your Supervisor of any changes the medical physician has made to your restrictions
- If you have any questions throughout your entire treatment, contact your Supervisor immediately
- Failure to schedule and keep follow-up appointments may cause your claim to be closed due to non-compliance

Note: "The claimant agrees by signing this document that authorized treating medical professionals are permitted to discuss the claimant's medical condition and work restrictions with the Employer or their agents for the adjudication and processing of their workers' compensation case"

Employee signature_____

Date employee received_____

Supervisor signature_____

RESTRICTED DUTY POSITIONS, CONTACTS, AND CAPABILITY CHART

RESTRICTED DUTY POSITIONS, CONTACTS & CAPABILITIES NECESSARY													
NOTE: For specific details of each of these positions please see 'Restricted Duty Temporary Assignment' pages in this procedure													
JOB TITLE	LOCATION	CONTACT	REQUIRED CAPABILITIES										
			walk	stand	sit	one arm ok	both arms	reach req.	all weather	int & ext	bend/stoop	lift	max. weight to lift
playground assistant**			x	x		x			x	x			minimal
lunchroom assistant			x	x		x					x	x	5 lbs.
chemical inv/msds chk			x	x	x		x	x			x	x	5 lbs.
trash p/u			x	x		x			x	x		x	10 lbs.
cleaning shelves*				x			x	x			x	x	2 lbs.
General assistance- aide					x		x					x	3 lbs.
greeter/ visitor verification**					x	x							minimal
HR assistance					x	x					x	x	3 lbs.
Supervise Rider Row**			x	x		x			x	x			minimal
library assistant					x	x		x			x	x	3 lbs.
library services				x	x		x	x				x	3 lbs.
shredding				x	x	x						x	minimal to 3 lbs.
window/wall washer*			x	x		x			x	x			minimal
mailroom assistant					x		x					x	3 lbs.
sprinkler verification			x	x		x				x	x	x	minimal to 3 lbs.
general assistance			x	x	x	x			x				minimal
general assistance			x	x		x			x				minimal
			x	x	x	x		x	x	x	x		minimal
Tutor Students			X	X	X	X					X		minimal
Hawk Pride Ticket Cart			X	X	X	X					X	X	3 lbs.
Office assistance- documents					X	X						x	3 lbs.
<p>* denotes ladder use may be necessary</p> <p>** denotes special training may be required first</p> <p>IMPORTANT NOTE: Unless unavailable, <u>Dr. Jon Isaacson</u> must be contacted prior to ANY of the above positions being utilized.</p> <p>Dr. Isaacson will get in touch with the contact named above to set up the position, then turn the position over to the contact</p>													

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

** CONTINUATION COVERAGE RIGHTS UNDER COBRA **

You are receiving this notice because you have recently become covered under a group health plan by your employer. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice generally 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.

The right to COBRA continuation coverage was created by a Federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under Federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

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 later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

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

- Your hours of employment are reduced, or
- Your employment ends for any 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:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- 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:

- The parent-employee dies;
- The parent employees hours of employment are reduced;
- The parent employees employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

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, or the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Kim Uthoff, Hillsboro R-III School District, #100 Leon Hall Parkway, Hillsboro, MO 63050.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), divorce or legal separation, or a dependent child losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee becomes entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his/her spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two 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 and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or

former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information

Payroll/Benefits Secretary
636-789-0000 Ext. 6007

E-VERIFY

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This Employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.

If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration-Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515).

For more information on E-Verify, contact DHS at 1-888-464-4218.

CARDHOLDER AGREEMENT

HILLSBORO R-3 SCHOOL DISTRICT

Cardholder Name	Cardholder Department Name
Cardholder Business Phone Number	Cardholder Department Phone Number
Supervisor Name & Title	Supervisor Phone Number

The Cardholder agrees to accept responsibility for the protection and proper use of the Hillsboro School District (HSD) Purchasing Card in accordance with the terms and conditions below:

1. The Cardholder agrees to provide the supporting receipts from the vendor and a Transaction Log for **each** transaction as designated by the Purchasing Card Coordinator under HSD policies and procedures. Failure to report or document any purchase may be deemed an improper use of the Purchasing Card and will result in personal obligation.
2. If the card is lost or stolen, the Cardholder shall notify the Purchasing Card Coordinator immediately.
3. **THE CARDHOLDER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** The Cardholder understands that he/she will be personally liable for any improper use of the Purchasing Card and agrees to pay the issuer of the card for improper use (the issuer shall be a third party beneficiary under this agreement) unless the improper use was the result of a lost or stolen card which was immediately reported as required in paragraph 2. This payment includes fees and interest assessed against the improper purchase. The Cardholder understands that his/her improper use of the Purchasing Card may be cause for disciplinary action by HSD up to, and including, termination and that improper use of the Purchasing Card may subject the Cardholder to criminal prosecution. The Cardholder understands that HSD may withhold amounts attributable to improper use by the Cardholder from any paycheck or other state of Missouri warrant which may be payable to the Cardholder.
4. The Cardholder understands that should his/her employment with HSD terminate for any reason, the Purchasing Card must be returned to the Purchasing Card Coordinator. The Cardholder understands that HSD may withhold his/her final paycheck until the Purchasing Card is returned. The Cardholder also understands that HSD may withdraw authorization to use the Purchasing Card and require the return of the Purchasing Card at any time for any reason.
5. The Cardholder understands that the Purchasing Card is only for use in official HSD business. All purchases must comply with state accounting and purchasing statutes, regulations, and policies - including all policies implemented by HSD in the use of the Purchasing Card. Items on state contracts may be acquired from the contract vendor with the Purchasing Card.

The following items may not be purchased with the Purchasing Card; however, the list is not all-inclusive.

Alcoholic Beverages
Cash Advances
Personal Items
Weapons, Ammunition
Purchases involving trade-ins

If in doubt that a purchase is authorized under this Purchasing Card agreement, the Cardholder understands that he/she should seek prior approval from the Purchasing Card Coordinator. Such approval presumes the proper use of the Purchasing Card.

6. The Cardholder acknowledges by his/her signature to this agreement, that he/she has received training in the proper use of the Purchasing Card; has received, read and understands HSD's Purchasing Card Manual, and has read and understands this agreement.

Cardholder signature: _____ **Date:** _____

Cardholder printed name: _____

Please return signature page:

By inner-school mail to Jennifer Lanz at Central Office

OR

Scan to lanz_jennifer@hsdr3.org

For District Use Only

Limit per Purchase: _____ (not to exceed without authorization)

Cycle Credit Limit: _____ (not to exceed without authorization)

Approval:

Title: Purchase Card Coordinator

Print Name: _____

Signature: _____

Date: _____

EMPLOYEE ACCIDENT/INJURY REPORT

Location of Incident: _____ Date: _____ Time: _____
(building & exact location)

Employee's Name: _____

Home Address: _____
(street, city, state and zip)

Home Phone # () _____ Date of Birth: _____

Social Security Number: _____ Job title: _____

Date Hired: _____ Full time/Part time: _____ Hourly Rate: _____

Part of the body injured? _____

Were there witnesses to the injury? If so, list name(s) and telephone number(s): _____

Describe how injury/illness occurred. Be specific. (if lifting was involved state approx. weight of object)

Did the injury occur on duty and as a result of your required activities? _____ Yes
_____ No

Have you received training in the operation of equipment or technique used related to the injury?

_____ Yes _____ No

Have you followed proper reporting procedures? _____ Yes _____ No

Comments: _____

Date: _____

Employee's Signature: _____

SUPERVISOR'S ACCIDENT INVESTIGATION REPORT

(Please complete entire form even when no medical treatment was received)

Name of Employee: _____ Job Title: _____

School/Building: _____ Date of Incident: _____

Time of Incident: _____ AM/PM Location of Incident: _____
(Area of Building)

Was regular job being performed? ____Yes ____No If No, Explain:

Part(s) of the body injured: _____
Describe how injury/illness occurred (if lifting was involved, approx. weight of object. Be specific.)

Did the injury occur on duty and as a result of their required activities? ____Yes ____No

Did the injured party receive medical treatment? ____Yes ____No

Where did they receive treatment? _____
Date _____ Medical Facility _____

Who authorized treatment? (if necessary): _____

Is injured party expected to lose time from work? ____Yes how long? _____ ____No
____Unknown

Have you completed a visual inspection of the accident site? ____Yes Date _____ ____No
(Please use the section on page 2 if you need to draw a map of the accident site or for additional comments)

If No, Explain:

Does accident scene look to you as described by injured employee? (for example, ice on lot where employee fell, carpet loose, etc.) ____Yes ____No

Were there witnesses to the accident? ____Yes ____No

If yes, list names and contact info:

Does witness statement support the description of accident in employee report? ____Yes ____No

If No, Explain:

A.	Was equipment being used during accident?	____Yes ____No	If yes, fill out section A ONLY
B.	Contact with object / person?	____Yes ____No	If yes, fill out section B ONLY
C.	Falls / Slip / Trips	____Yes ____No	If yes, fill out section C ONLY

D. Lifting / Carrying _____ Yes _____ No If yes, fill out section D
ONLY

SECTION A.

List equipment:

Was employee trained on the equipment / tool? _____ Yes _____ No _____ NA
Is personal protective equipment required or recommended for use of equipment? _____ Yes _____ No
_____ NA
If YES, list required safety equipment (e.g. gloves, goggles, etc.)

Was safety equipment available to employee? _____ Yes _____ No
Was employee wearing safety equipment when accident occurred? _____ Yes _____ No
Was equipment used properly & was employee trained in its use? _____ Yes _____ No
Was there an equipment malfunction? _____ Yes _____ No (if yes, explain) _____

SECTION B.

Contact with Person ☐ / Object ☐ Type of Object, explain: _____

SECTION C.

Was walking surface damaged? _____ Yes _____ No
Did walking surface contribute to accident? _____ Yes _____ No
What was the surface condition? _____
Were there any objects in the area that contributed to the accident? _____ Yes _____ No

SECTION D.

Was the object lifted/carried properly? _____ Yes _____ No
Was employee trained in correct lifting procedures? _____ Yes _____ No
Was the approximate weight of object too great for person to handle? _____ Yes _____ No
Did object lifted/carried obstruct view of employee? _____ Yes _____ No
Additional Comments: _____

Do you believe this to be a valid claim? _____ Yes _____ No

If NO, Explain:

Is there anything that could have been done to avoid this accident? _____ Yes _____ No

If Yes, Explain:

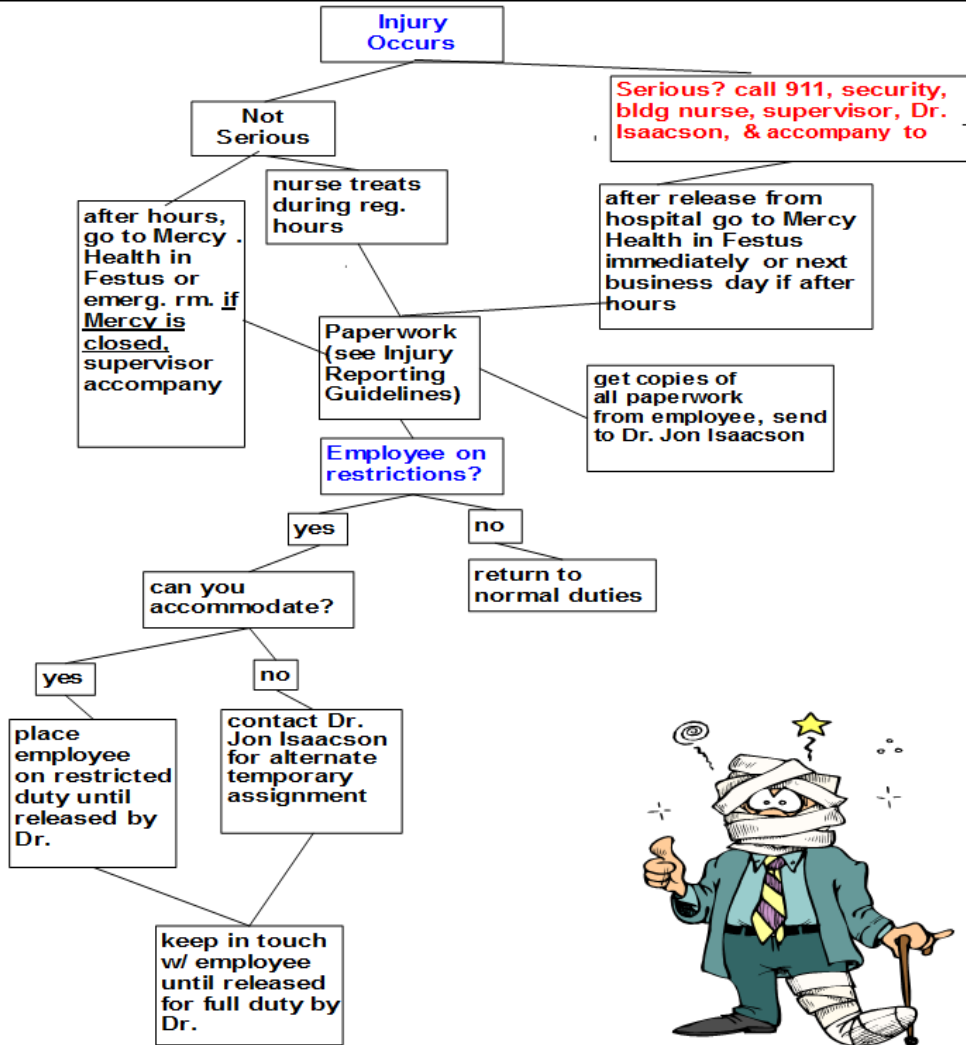
Supervisor's Name: _____ Title: _____

(Please PRINT)

Supervisor's Signature: _____ Date: _____

ACCIDENT/INJURY FLOWCHART

Supervisors: WHEN AN INJURY OCCURS:



Questions? Call Dr. Jon Isaacson at 636-789-0064 or cell 24/7 at 314-359-0201

EMPLOYEE PERFORMANCE IMPROVEMENT PLAN (PIP)

Employee Name:				Date:	
Job Title:			Supervisor:		
Level of Corrective Action					
<input type="checkbox"/> Verbal Warning/Counseling <input type="checkbox"/> Written Warning/Reprimand <input type="checkbox"/> Suspension <input type="checkbox"/> Termination					
Facts:					
Objective:					
Solution(s):					
Action Taken:					
Comments:					
Re-evaluation meeting scheduled for					
Employee signature				Date	
Supervisor signature				Date	
Assistant Superintendent of Human Resources signature				Date	
A copy of this corrective action will be placed in your personnel file for reference.					

FAMILY & MEDICAL LEAVE ACT

I have received a copy of the notice titled "Employee Rights and Responsibilities under the Family and Medical Leave Act".

I understand that to use Family and Medical Leave Act (FMLA) leave, I must first:

1. Be employed by the District for at least 12 months.
2. Be employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
3. Be employed at a worksite where 50 or more employees are employed by the District within 75 miles of that worksite.

I understand I am responsible for notifying the District of the need for leave and explaining the reasons for the leave in order to allow the District to adequately designate the leave and determine whether the leave qualifies under FMLA. If I fail to provide notice as required by District policy, my leave may be delayed or denied.

I understand that District Policy requires me to report all absences as soon as practicable. If the need for leave is foreseeable, I must provide 30 days' written notice of the leave if practicable. If the leave is for a qualified exigency for a covered servicemember, I must provide written notice of the leave as soon as practicable, regardless of how far in advance the leave is foreseeable.

Printed Name of Employee

Signature of Employee

Date

GENERAL SAFETY REQUIREMENTS

These requirements are being provided to you as an effort to help control and reduce the possibility of an injury to you and your co-workers. They are by no means meant to be all-inclusive. They are in addition to any requirements expressed in Local, State or Federal law. Please review the requirements, sign the bottom and return them to Human Resources.

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted and subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of the same should be reported to your supervisor.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone, by the driver, for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer-provided safety devices and personal protective equipment is mandatory.

By signing below, I acknowledge that I have read and understand all of the General Safety Requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on and/or Local, State or Federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

Employee Name (printed)

Employee Signature

Date

NOTICE OF THE 403(B) PLAN

Employee Name: _____ SSN: _____
Employee Signature: _____ Date: _____

By signing, I hereby acknowledge I have been informed of my eligibility to participate in the plan offered by AUL/One America Financial Services.

Please check the box below that applies to your situation.

I am currently participating in the 403(b) plan through AUL.

I am interested in participating in the 403(b) plan and I would like to learn more. Please ask the AUL Financial Advisor to contact me.

I am not interested in participating in the plan at this time. I understand my choice is completely voluntary and I may change my choice to participate at any time, subject to our specific provisions.

DRUG-FREE WORKPLACE NOTICE

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcohol or unauthorized prescription medications by District employees on any district property; on any District-approved vehicle used to transport students to and from school or District activities; off District property at any District-sponsored or District-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school District; or during any period of time such employee is supervising students on behalf of the school District or is otherwise engaged in school District business.

Drug-free Workplace Acknowledgment Form

I, _____, have read and understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination, or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program, and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

Signature of Employee

Date

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

PAY PERIODS

Support Staff are paid on the 15th and the last day of the month for the days they worked in the previous payroll period.

2023-2024 PAY DATE SCHEDULE

HILLSBORO R-III SCHOOL DISTRICT SEMI-MONTHLY PAY DATES FOR 2023-2024						
PAY DATE	TEACHER CHECKS	12-MONTH CLASSIFIED CHECKS	10-MONTH CLASSIFIED CHECKS	11-MONTH CLASSIFIED CHECKS	PAY PERIOD START	PAY PERIOD END
7/14/23		1			6/16/2023	6/30/2023
7/31/23		2			7/1/2023	7/15/2023
8/15/23		3			7/16/2023	7/31/2023
8/31/23	1	4		1	8/1/2023	8/15/2023
9/15/23	2	5	1	2	8/16/2023	8/31/2023
9/29/23	3	6	2	3	9/1/2023	9/15/2023
10/13/23	4	7	3	4	9/16/2023	9/30/2023
10/31/23	5	8	4	5	10/1/2023	10/15/2023
11/15/23	6	9	5	6	10/16/2023	10/31/2023
11/30/23	7	10	6	7	11/1/2023	11/15/2023
12/15/23	8	11	7	8	11/16/2023	11/30/2023
12/29/23	9	12	8	9	12/1/2023	12/15/2023
1/12/24	10	13	9	10	12/16/2023	12/31/2023
1/31/24	11	14	10	11	1/1/2024	1/15/2024
2/15/24	12	15	11	12	1/16/2024	1/31/2024
2/29/24	13	16	12	13	2/1/2024	2/15/2024
3/15/24	14	17	13	14	2/16/2024	2/28/2024
3/28/24	15	18	14	15	3/1/2024	3/15/2024
4/15/24	16	21	15	16	3/16/2024	3/31/2024
4/30/24	17	21	16	17	4/1/2024	4/15/2024
5/15/24	18	21	17	18	4/16/2024	4/30/2024
5/31/2024 - *All 2023-24 Ins Prems Due*	19	22	18	19	5/1/2024	5/15/2024
6/14/23	20	23			5/16/2024	5/31/2024
6/28/24	21	24			6/1/2024	6/15/2024
<u>Summer Payments = Non 12-month Certified</u>						
Last week of June 2024 - For July 15 '23 Paycheck	22					
Last week of June 2024 - For July 31 '23 Paycheck	23					
Last week of June 2024 - For August 15 '23 Paycheck	24					
Pay dates will be the 15th and the last day of month (unless on holiday/weekend, then preceding business day)						
Teacher Hourly Assignments (current time sheet items - except Homebound, athletic workers, etc.) paid once						

