



# **Wilbur D. Mills Education Service Cooperative**

PERSONNEL POLICY MANUAL  
2023-2024

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# **WILBUR D. MILLS EDUCATION SERVICE COOPERATIVE**

## **PERSONNEL POLICY MANUAL**

### **I. AUTHORITY AND NAME OF AGENCY**

The name of the agency shall be the Wilbur D. Mills Education Service Cooperative (WDMESC). The education service cooperatives have their legal existence through Act 349 of the 1985 Arkansas Legislature.

### **II. MISSION**

The purpose of the WDMESC is to assist the member schools in a more effective use of their shared resources, to be of assistance in meeting or exceeding state accreditation standards, and to promote coordination between the local districts and the ADE in order to provide services consistent with the district needs.

### **III. GENERAL GOALS**

The primary goal of the cooperative is service to member districts. Service needs and desires of the local districts will determine the services provided by the WDMESC, as well as the ADE's desire to make service available to the schools via the education service cooperatives.

The WDMESC will strive to provide:

- IV. Requested services that individual schools do not or cannot provide;
- V. Requested services that can be provided more economically and more efficiently than on an individual basis;
- VI. Requested services to all interested districts in an equitable manner;
- VII. Assistance to participating districts in planning and coordinating with the Arkansas Department of Education.

### **VIII. GOVERNANCE**

#### **A. Board of Directors**

The governing body hereafter referred to, as the board of directors, shall consist of the superintendent or the superintendent's designee from each member school district. A majority of the representatives shall constitute a quorum and a majority vote of the quorum will rule on the proposals.

#### **B. Board Meetings**

The board of directors is required by law to meet at least eight (8) times per year; however, monthly meetings are scheduled for the third Wednesday of each month at 10:00 a.m. at the co-op in Beebe.

#### **C. Selection of Officers**

At the May board meeting, the president of the board of directors shall appoint a committee, made of one board member from each county, to compile a slate of officers for the co-op for the following fiscal year. The slate of nominees shall be presented at the

June meeting and the slate of officers approved for the following year. The officers shall consist of a president, vice president, and secretary. The officers shall hold office from July 1 until June 30 of the following year.

**A. Duties of Board of Directors.**

The Board of Directors shall:

1. Be responsible for the appointment and/or dismissal of the cooperative director.
2. Select and/or dismiss WDMESC employees based upon the recommendation of the director.
3. Maintain general responsibility regarding policies and practices to ensure the integrity and trust of the public with regard to operation of the co-op. Such responsibilities will include but are not limited to:
  - a. Approval of tentative budget
  - b. Periodic review of receipts and disbursements
  - c. Compliance with applicable laws and statutes
  - d. Establishment of personnel policies
  - e. Monitoring of the annual program to see if services and programs are consistent with districts needs
  - f. Carrying out of other duties which may be required for efficient operation of the cooperative

**B. Teacher Center Committee (TCC)**

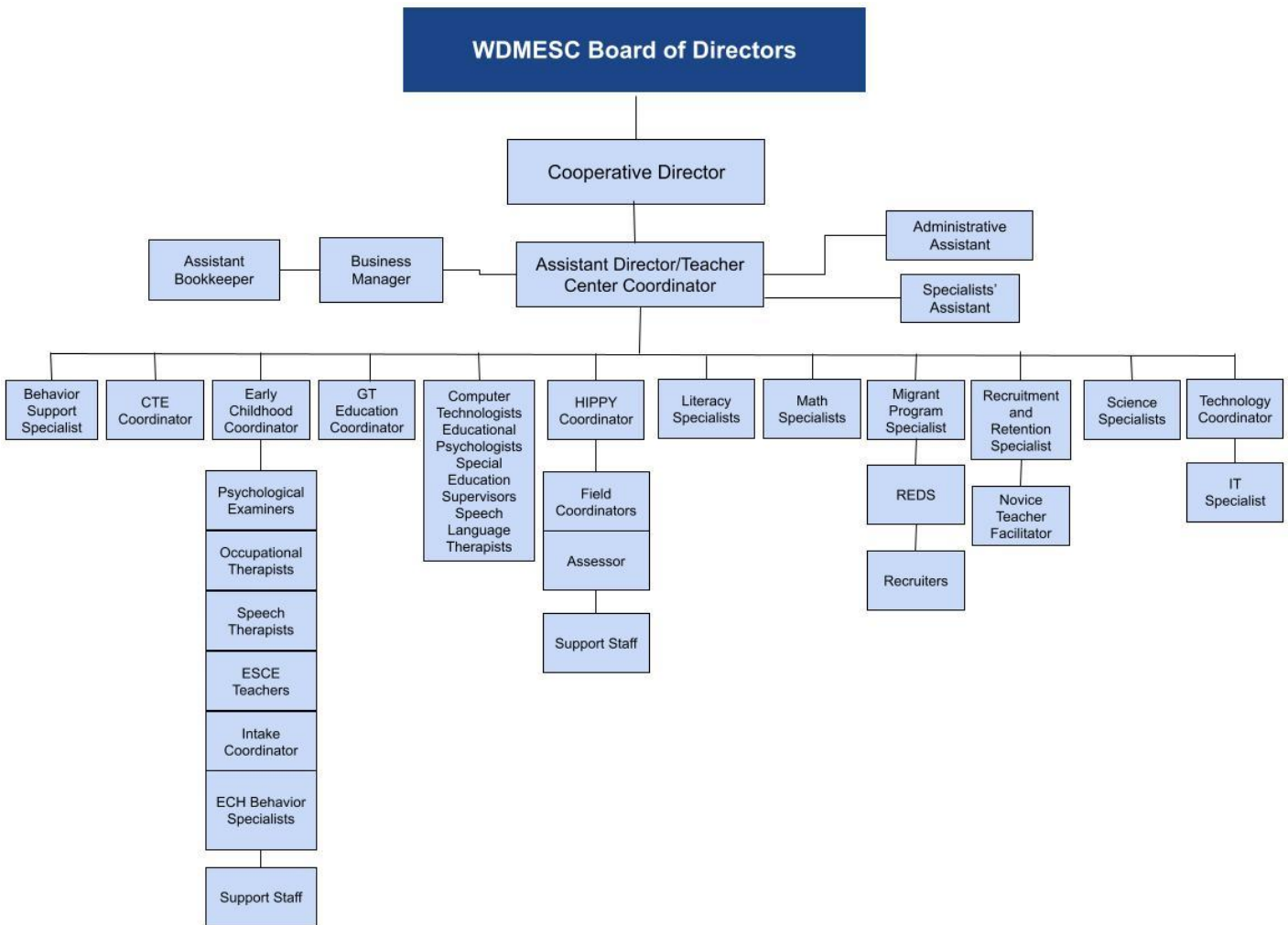
1. Each LEA shall have at least one representative on the TCC. The ratio of classroom teachers to administrative/support personnel will be 1/1.
2. It will be the responsibility of the TCC, with the approval of the governing body, to make adjustments in its own make-up and to designate the category from which each LEA will select its representative.
3. Each committee member will be elected or appointed for a term of three years. Exception – see next item on initial membership.
4. The initial make-up of the TCC will be determined by drawing for positions. Each slip drawn will indicate the classification (teacher or administrative/support) to be selected from each LEA and the length of the term. The initial membership will be divided as equally as possible between one, two, and three-year terms.
5. The TCC will select from its membership a chairman, vice chairman, and secretary. These officers will be elected for one-year terms. They may succeed themselves one time. The election will be held at the last meeting during the school year, with the term of office to start with the succeeding school year.
6. The TCC serves in an advisory capacity to the coordinator, the director, and the governing body. Its advice should cover all areas of curriculum and instruction, such as:
  - a. Materials for the media and instructional materials centers.

- b. Formulation of the staff development program(s), including suggestions for credit and non-credit undergraduate and graduate courses desired, and in-service activities for teachers such as interdisciplinary, subject-matter, or grade-level programs needed.
- c. Advise on curriculum development activities and projects the co-op should sponsor so that school specialists and/or individual teachers may work on curriculum construction and/or revision.
- d. Plan with the Teacher Center Coordinator the program content, personnel, times and places for the spring semester, fall semester, and summer workshops.
- e. Meet at least three times each year – more often if deemed necessary.

**C. Participation**

- 1. District participation in any cooperative service or program is voluntary.
- 2. Non-member districts may participate in most Cooperative programs by paying fees to defray Cooperative costs for planning, developing and coordinating such programs.

**D. Organizational Chart**



## **IX. PERSONNEL POLICIES**

### **A. Equal Opportunity Employment**

No employee in the cooperative shall, on the basis of race, color, creed, religion, sex, age, disability, national origin or similar personal distinction, be denied the benefits of, or be subjected to discrimination in regard to employment, retention, promotions, transfer or dismissal in any educational program or activity under the jurisdiction of the board of directors. In accordance with Arkansas Law applications from veterans of the United States Armed Forces will be given preference.

### **B. Employment**

- i. The board of directors, by majority vote of members present, shall select or appoint the director.
- ii. All other co-op employees shall be selected by the board of directors based on the recommendations of the co-op director.
- iii. Offers of contracts for continued employment will be made to employees by May 1 of the contract year.
- iv. Positions that are funded by grants will require annual review and may not be continued beyond the current year contingent upon continued funding of the grant.
- v. Certified personnel shall be able to meet all requirements prescribed by law or set by the director or the board of directors at the time of employment. Items required to be on file in the office of the director shall include: a valid teaching certificate (if applicable to position), a complete official copy of transcript of all college credits, teacher retirement membership form, W-4 form, employee verification form, copy of birth certificate, and copy of Social Security Card.

### **C. Salaries**

- i. All Wilbur D. Mills Education Service Cooperative employees will be hired on negotiated salary contracts. Contracted amounts will be based on the number of years of experience of the candidate as well as current WDMESC employees with similar titles.
- ii. As required in rule as governed by the Arkansas Department of Education Division of Elementary and Secondary Education, a list of WDMESC employees will be posted on the cooperative website along with their contracted salary amount.

**D. Supplemental Salary**

- i. Wilbur D. Mills Business office personnel who are CASBO certified will be provided with a supplemental salary of \$2000 annually.
  - 1. The individual obtaining the certification may choose to receive the payment in a lump sum with the final payroll deduction of the fiscal year or dispersed throughout the year with each payroll deduction.

**E. Pay Days**

- i. WDMESC personnel will be paid before the 21<sup>st</sup> of each month.

**F. Evaluations**

- i. Employees are expected to perform their work in an efficient and effective manner and to be aware of the expectations of the public concerning the co-op and co-op employees.
- ii. The director or designee completes job evaluations on all co-op employees. The purpose of the evaluation is:
  - 1. To provide the employee and director with an opportunity to discuss the employee's job performance, recognizing strengths and weaknesses for the purpose of improvement.
  - 2. To serve as a guideline for contract renewal, non-renewal and salary increases.

**G. Resignation**

- i. Certified personnel presenting a resignation in writing prior to July 1 will normally be released from contract. Resignations submitted after July 1 will be recommended to the Board for acceptance only if a suitable replacement is available, or the Board determines there is a justifiable reason for accepting the resignation,
- ii. Non-certified personnel will be released from the contract upon completing a two-week's notice of resignation.

**H. Termination**

- i. Termination or contract non-renewal of employees who are covered by ACT 631 of 1991 – “Public School Employee Fair Hearing Act” – will be dismissed in accordance with this Act.
- ii. Termination of employees who are covered by Act 936 of 1983 will be dismissed in accordance with this Act – “The Teacher Fair Dismissal Act of 1983.” The term “teacher” as used in this Act will be defined as any person, exclusive of the superintendent (director), employed in an Arkansas public school district (cooperative) who, as a condition of employment, is required to hold a teaching certificate from the Arkansas Department of Education.
- iii. Act 631 of 1991 and Act 936 of 1983 assures due process for all cooperative employees.

**H. Departure**

Every employee will complete an Employee Departure Checkout List with their department coordinator or director at least one week prior to departure. WDMESC maintains ownership of all files, records, and program inventory created by employees during their term of employment.

**I. Reduction in Force Policy**

When it becomes necessary to reduce staff because of a reduction in the size or scope of a program, discontinuation of the program by member districts, reduced or lack of funding at the state or federal level, then the following procedures will be used:

1. When an entire program is discontinued, then contracts for all personnel employed by that program may be reduced or eliminated.
2. When funding requires reducing only a portion of the staff, then the last person employed will be the first position reduced.
3. When more than one position is to be reduced and the personnel were employed at the same time, then the positions will be eliminated based on levels of duties and responsibilities within the program.
4. When a reduction cannot be determined by the above procedures, then a reduction will be based on the following:
  1. Evaluation – total of the average score on their most recent evaluation; plus
  2. Total points for education – Bachelors – 4 points; Bachelors plus 15 hours – 6 points; Masters or above – 8 points.
5. This policy does not preclude the board of directors from retaining one employee over another with higher point totals if the employee with lower totals is needed in a critical area.

J.

**Drug Policy**

1. Smoking, or the use of tobacco or products containing tobacco in any form, in or on any property owned or leased by WDMESC, including WDMESC vehicles, is prohibited.
2. The use or possession of illegal hallucinogenic drugs, narcotic drugs, amphetamines, barbiturates, marijuana, or any other controlled substance as defined in Act 590 of 1971 of the State of Arkansas as amended, is prohibited.
3. Any employee found to be in violation of the above would be subject to disciplinary sanctions consistent with local, state, and federal laws.
4. Sanctions may include, but not be limited to, referral to and successful completion of appropriate rehabilitation program; termination of employment; referral for prosecution.
5. As in all matters of personnel, due process procedures will be followed.
6. Employees are encouraged to seek treatment and/or counseling for drug related problems. The WDMESC will not assume any expenses incurred in counseling or attendance in a drug or alcohol rehabilitation program. A request for assistance by an employee after violation of the policy will not affect the imposition of disciplinary action.
7. Agencies in the WDMESC area available for drug and alcohol counseling and rehabilitation include:

Alcoholics Anonymous, Searcy	501-268-8616
North Arkansas Human Service, Searcy (Wilbur Mills Rehab)	501-268-7777
Bridgeway, North Little Rock	800-245-0011
Charter Health System, Maumelle	800-242-7837



## K. Leave Benefits

- a) SICK LEAVE
  - a. Any employee who works a minimum of 1000 hours per year in a regular salaried position shall accumulate sick leave.
  - b. Employees accumulate sick leave at the rate of one (1) day for each complete month of service. The maximum sick leave accumulation is 90 days.
  - c. Sick leave may be used for only the following purposes:
    1. When the employee is unable to work because of sickness, injury, or medical, dental or optical treatment.
    2. Death or severe illness of a member of the employee's immediate family (father, mother, sister, brother, spouse, child, grandchild, grandparent, in-law, or any individual acting as a parent or guardian of an employee.)
  - d. The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to the sick leave benefits.
  - e. Unexpected sick leave is to be filed within two (2) days after the employee returns to work.
  - f. If an employee fails to make proper notification for use of sick leave as provided herein, such absences can be charged to annual leave or leave without pay. A certificate from a doctor must be attached for five (5) days or more of sick leave.
  - g. All employees on 9, 10, or 11-month contracts or part-time employees may use two (2) days of their accumulated sick leave each year for personal or business reasons.
  - h. Leave taken for funerals will be deducted from leave (Either sick or annual leave.)
  - i. The co-op will pay for unused sick leave in excess of 90 accumulated days. The rate of reimbursement for unused sick leave above 90 days will be at \$50.00 per day for all employees.
  - j. Upon retirement, an employee that has been employed by the WDMESC for duration of 10 years shall have their accumulated unused sick leave, up to 90 days, reimbursed by the co-op at the rate of \$50.00 per day for all employees.
  - k. An employee may choose to donate (not sell) a portion of their accumulated sick leave (in full day increments) to any fellow employee upon the depletion of that employee's earned sick leave. In order for an employee to receive sick day donations the receiving employee must have 0 accumulated sick days and once that employee has received a balance of 25 sick days, no more donated days may be accredited to their account until that employee's sick leave balance is back to 0 days. Any employee wishing to donate sick days to another employee should complete the "sick day donation" form located in the appendix of this policy manual. The sick leave donation form must be filed with the Business manager or assistant bookkeeper before the 10<sup>th</sup> of the month for the days to be applied to that month's payroll and no later than June 10 for the days to be applied to the last payroll of the year.

## 2. ANNUAL/VACATION LEAVE

- a. Any employee who works a minimum of 240 days per year or a 12 month contracted employee in a regular salary position shall accumulate annual/vacation leave. Full time employees accumulate leave at the rate of one (1) day per calendar month.
- b. All employees with 9, 10, or 11-month contracts or part-time employees are not eligible to accumulate annual/vacation leave.
- c. All annual/vacation leave is cumulative, however, no employee may have more than 20 days (160 hours) accumulated on June 30 of each year. Any excess over 20 days will be lost if not used as of June 30 each year.
- d. Requests for leave time must have the approval of the director. A leave request will be granted at such time or times as will least interfere with the efficient operation of the agency.
- e. Annual/vacation leave is granted on the basis of workdays, not calendar days. Non-work days, such as holidays and weekends, are not charged as annual leave.
- f. The minimum authorized annual/vacation leave amount an employee can use is 2 hours (1/4 day).
- g. All compensatory time should be used before the use of annual/vacation leave.
- h. Upon retirement, an employee who has been employed by the WDMESC for a duration of 10 years shall have their accumulated annual leave, up to 20 days, reimbursed by the co-op at the employee's daily wage rate (contract salary, divided by length of contract, times the number of accumulated annual leave days).

## 3. COMPENSATORY LEAVE

A classified employee may accrue compensatory time when requested by their immediate supervisor and approved by the director.

## 4. HOLIDAYS

- a. The board of directors may allow holidays during the Christmas break and Spring break that are consistent with the member school districts.

## 5. COURT AND JURY LEAVE

- a. Any employee who is subpoenaed will be entitled to regular cooperative compensation without any deductions from regular salary.
  - b. Reasonable notice should be given the director.

## 6. REPORTING LEAVE (See Appendix for form)

- a. All types of leave must be reported to the director or his designee prior to the requested leave. Emergency situations that prevent prior notification should be reported as soon as possible, or upon employee's return to work.
- b. The director or his designee shall keep an official record of each employee's leave and each employee will review it periodically.

L. **Related Benefits**

1. **Health Insurance Coverage**

- a. The State of Arkansas provides blanket health insurance coverage for all eligible cooperative employees who choose to participate. The state makes a monthly contribution for members in an amount that is determined by a governing committee at the state level. The remaining amount of the premium is the responsibility of the employee and is paid through payroll deduction.
- b. Employees desiring membership and coverage under the plan for their spouse and/or dependents must bear the cost of additional premiums above the state contribution.

2. **Vision Insurance**

WDMESC shall provide, as a benefit, an individual vision insurance plan through American Fidelity. This is a group plan and it covers the employee only. The premium for the employee is paid by WDMESC. The employee will have the option to upgrade to a family plan with the employee paying the additional cost for the upgrade.

3. **Worker's Compensation**

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

M. **Travel Expenses**

- 1. The WDMESC offices in Beebe or the location where they spend the majority of their office time will be considered the official duty station for all employees. Mileage to and from the WDMESC offices and your home city are not normal reimbursable expenses.
- 2. Employees who spend most of their time in the field and are not required to come to the WDMESC offices on a daily basis, should

compute their mileage on those days from their home city or the WDMESC offices, whichever is the lesser amount.

3. The WDMESC will use a common sense approach in mileage approval in special circumstances. Our intentions are to compute and approve travel reimbursements as fairly as possible, but yet approve them in a manner that does not allow employees to take advantage of travel reimbursements.
  4. Employees should compute their mileage from their home city or their working office, whichever is the lesser amount. Rates for reimbursement for mileage will be set and approved by the Arkansas Division of Elementary and Secondary Education based on the Federal Mileage rate. The current rate of mileage reimbursement will be based on GSA rates or the Arkansas Department of Education.
  5. TR-1, Travel Reimbursement forms and Out of State Reimbursement forms are available from your supervisor or may be obtained in an Excel format.
- VI. Smart phone technology is necessary for communicating with parents who do not speak English and recruiters who do not speak their language through a translation application. All Migrant Program staff will have the Follow Me App installed on their phone for safety and auditing purposes. This app is to be turned on whenever the staff member is on the clock and/or in the company vehicle. The App should be turned off when the employee is not working. Staff, who do not have a work phone will receive reimbursement for the use of their personal phone at \$25 per month. A copy of the statement must be attached to the monthly expense form. Reimbursement must be turned in monthly.

N. **Conferences and Visitations**

1. The board has authorized the director to grant professional employees time to engage in educational activities related to the goals and needs of the WDMESC without pay deductions. The number of absences allowable for such activities shall be at the discretion of the director. A Leave Accounting Form for professional leave shall be executed and returned to the director at least five (5) days prior to the date of the absence, or at the discretion of the Director.
2. Actual expenses of lodging will be reimbursed when overnight accommodations are necessary. A hotel/motel receipt will be attached to the request for reimbursement. Reimbursement for lodging expenses will be made only in instances that have prior approval from the director. In cases of substantially increased amount in travel expenses (such as out of state travel, or a conference within a hotel, the director or his designee, may approve actual costs above the daily rate allowance with receipts required for reimbursement.
3. PER DIEM: Wilbur D. Mills Education Service Cooperative will allow per diem to be used for various conferences/meetings when approved by the director. Meals for travel when overnight stays are required will be paid at the rate of \$59.00 Per Diem per full day of travel/stay.. Per Diem payments will be made after the travel and the documentation has taken place and been verified. Out of state Per Diem will be at the rate of \$70.00 per night. In the

event a meal is provided by the conference organizer, the total amount will be decreased depending on the meal that is provided. In addition, employees will receive 75% of the total amount for days considered travel days (departure and return) Refer to the table below to determine the amount allowed for each meal.

<b>Meal Allowance</b>	<b>In State 100%</b>	<b>Out of State 100%</b>
Breakfast	\$13.00	\$16.00
Lunch	\$15.00	\$18
Dinner	\$26.00	\$31.00
Incidental Expenses	\$5.00	\$5.00
<b>TOTAL</b>	<b>\$59.00</b>	<b>\$70.00</b>

4. Extended or out-of-town travel will require approval of the director. Out-of-state travel reimbursements will be based on GSA rates located on the U.S. General Services Administration website unless a need for a higher rate is approved by the Director or his designee.
5. All requests for expense reimbursement will be made on standard WDMESC Travel Expense Reimbursement Forms (TR-1), and will be approved by the director.

O. **Grievance Procedure** (see Appendix for forms)

**Purpose**

The purpose of this procedure is to secure, at the lowest possible level, equitable solutions to the problems that may, from time to time, arise affecting employees. The employee shall have the right to present grievances and, in so doing, shall be assured freedom from restraint, interference, discrimination, and reprisal. At any point in the procedure, the complainant has the right to counsel.

**Procedure**

The following steps will be used in any complaint or grievance.

Step 1: (a) Within ten days (two working weeks) of the incident, the complainant must present the complaint in written form to the immediate supervisor.

(b) The supervisor will investigate and respond.

(c) Complainant should use Form A (Grievance Report) in relation to Step 1.

Step 2: The supervisor has one working week (five days) in which to investigate and respond in writing. Use Grievance Response Form.

Step 3: If the complainant desires to pursue the grievance further, the grievance must be presented to the director within ten days (two working weeks). Use Form B, Step 3.

Step 4: Written response by the director must be received within five days (one working week).

The Director should use Form B – Director’s Response to Grievance.

Step 5: If the complainant is not satisfied at this level, an appeal may be made within ten days (two working weeks) to the board of directors which will consider the complaint at the next regular board meeting. Board meeting hearings will be conducted so as to afford due process for all parties involved in the complaint, such as written notice of hearings, dates of specific charges, right to counsel, right to present written statements. The decision of the board of directors will be by a majority of the members at a public meeting.

Step 6: The Board of Directors will respond to the complainant in writing within thirty (30) calendar days. Use Board of Directors Response – Form C.

**P. Equity**

The Equity Coordinator for the WDMESC shall be the Assistant Director (board approved on December 18, 1991). The person named to this position shall, in general, be responsible for compliance activities and will also fill the following roles:

1. Will attend appropriate meetings and will, in general, stay abreast of current equity related information.
2. Will be responsible in seeing equity laws and regulations are monitored.
3. Will coordinate the WDMESC grievance procedures.

**Q. Family and Medical Leave Act – Guidelines**

**Eligibility**

1. In compliance with the Family and Medical Leave Act (FMLA) of 1993, the WDMESC will grant unpaid leave up to a maximum of twelve weeks during any one-year period to an eligible employee for one or more of the following reasons:
  - a. For the care of the employee’s child (birth, adoption, foster care).
  - b. For the care of employee’s spouse, child, or parent who has a serious health condition.
  - c. For a serious health condition that makes the employee unable to perform his or her job.
  - d. In order to qualify for family/medical leave, an employee must have been employed by the WDMESC for at least one year and must have worked 1,250 hours over the previous twelve months.

**Application for Family Medical Leave**

1. The request for family/medical leave must be made in writing to the director thirty days prior to the beginning of the leave. Advance notice is not required in cases of medical emergency or other unforeseeable events.
2. Medical certification from a licensed, practicing health-care provider must be provided with the application for FMLA. The certification must verify the need for the leave and the estimated length of the leave. The medical certification must be provided at the time the request for FMLA

is presented to the director. If an employee fails to provide timely medical certification, the leave may be denied until medical certification is provided. The medical certification must include a statement from a licensed, practicing health-care provider that the employee is unable to perform the required functions of his or her position.

3. An employee who wished to request unpaid FMLA must provide thirty days advance notice to the director in writing if the need of the leave is “foreseeable.” The written request must state the declared reason for the leave and length of time requested. Medical certification from a licensed practicing health-care provider must also be provided.
4. The WDMESC may require a second medical opinion and periodic recertification at its own expense. If the first and second medical opinions differ, the WDMESC, at its own expense, may require the binding opinion of a third licensed, practicing health-care provider approved jointly by the employee and the cooperative.

### **Length of Leave**

1. An eligible employee of the WDMESC is entitled to a total of 12 work weeks of leave during a “rolling” twelve-month period measured backward from the date the employee first uses any FMLA leave. However, the employee must first utilize accumulated sick leave and annual days to substitute for all or part of any unpaid FMLA leave.
2. FMLA leave because of the birth or adoption of a child expires at the end of the 12-month period beginning on the date of the birth of the child or placement of the child. Any leave must be concluded within this one-year period.
3. Spouses employed by the WDMESC are limited to a total of 12 weeks combined leave for the birth or adoption of a child or the care of a sick parent.

### **Health Insurance During Leave**

1. For the duration of the FMLA leave, the employee’s group health insurance will be continued under the same conditions as if the employee had continued working. Since the employee will be on unpaid leave, the employee will be responsible for bringing to the director’s office each month the employee-paid portion of the employee’s health insurance premium. State matching insurance will continue during the period of the leave. Even though the employee is on unpaid FMLA leave, he or she must continue to make his or her contribution to the health insurance premium. Payment of the employee-paid portion of the health insurance premium will be due in the director’s office at the same time as if on regular payroll deduction.
2. If the employee on FMLA leave has received state matching contribution for health insurance and does not return to work, the amount of the insurance matching provided by the state will be recovered from the employee.

### **Reporting Requirement During Leave**

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

### **Return from Leave**

1. As a condition of restoration from FMLA leave, the employee will provide medical certification from a licensed, practicing health-care provider that the employee is able to resume work.
2. An instructional employee who begins leave more than five weeks before the end of a term may be required by the employer to continue taking leave until the end of the term.
3. If an employee is permanently unable to return from leave, medical certification from a licensed, practicing health-care provider must be provided to verify the inability of the employee to return to work.
4. An employee taking FMLA leave is entitled to be returned to his or her previous position or to "an equivalent position."
5. In the event an employee is unable to return to work, the director will make a determination at that time as to the documented need for a severance of the employee's contract due to an inability of the employee to fulfill the responsibilities and requirements of the contract.

## **R. Technology Policies**

### **Network Acceptable Use Policy**

The WDMESC's Acceptable Use Policy (AUP) has been developed to ensure security and reliability of our systems and network and the networks and systems of others, prevent unauthorized access and other unlawful activities by users online, and to prevent unauthorized disclosure of or access to sensitive information. The co-op reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Online business documents and files created by staff are the property of WDMESC. Users should have no expectation of privacy regarding their use of co-op property, network, and/or Internet access or files, including email. (See Appendix for full policy).

### **Information Technology (IT) Security Policy**

ADE Commissioner's Memo RT-09-008, dated 12/12/08, states that an IT Security Policy will be implemented for Arkansas Public Schools to ensure the quality security, validation, and timeliness of public school data. WDMESC will follow the security management guidelines as set forth in the ADE IT Security Policy (see Appendix).



## S. RECORD RETENTION AND DESTRUCTION

It is necessary to maintain cooperative records in a manner that provides for efficient document storage and retrieval and is conducive to eliminating unnecessary record retention. Due to the variety of records that may need to be retained and accessed, the Director shall ensure that all staff receive appropriate training to understand this policy. Staff shall also understand the possible ramifications to the cooperative and/or themselves for failure to properly maintain records and follow the requirements contained in this policy.

### Definitions

"Directly or directly interested" (hereinafter "directly") means receiving compensation or other benefits personally or to an individual's household from the person, business, or entity contracting with the District.

"Indirectly or indirectly interested" (hereinafter "indirectly") means that a family member, business, or other entity in which the individual or a family member has a financial interest will receive compensation or benefits.

"Record" is defined for the purposes of this policy, as an item or items, whether electronic or material, that are created by, at the request of, or received by and purposefully retained by a board member, administrator, or employee in the ordinary course of District business. Examples include, but are not limited to:

- Any kind of correspondence;
- Calendars;
- Computer files and documents (which may include drafts);
- Telephone logs;
- Expense records;
- Audio or video recordings that are created for the purpose of monitoring the security of District property or the safety of District students;
- Documentation related to transactions or contracts for:
  - o Services with Board members, administrators, employees, or members of their families covered under the statutorily defined ethical restrictions associated with a contract for services provided for the District involving a Board member, administrator, or employee who "directly or indirectly" benefits from the contract;
  - o An exemption granted by the DIVISION OF ELEMENTARY AND SECONDARY EDUCATION (DESE) from the statutorily defined ethical restrictions associated with a contract for employment or for services provided for the District that involves a District administrator, board member, or employee.

The Director shall be responsible for establishing a schedule for the routine destruction of district records that accommodates the needs of the district. The schedule shall specify the length of retention for any records not specifically delineated by this policy and be distributed to staff on a need-to-know basis according to their respective employment duties and responsibilities. The schedule should accommodate the need for records to be stored as a blend of printed, bound and electronically recorded (e.g. audio tape, video tape, microfiche, computer disk) material. The director or designee shall ensure the effective and efficient securing, cataloging, storing, and appropriate scheduled destruction of all records.

The following records categories shall be retained for the time specified.

- a. Board of Education Minutes – forever
- b. Personnel files – forever
- c. Student files – until the student receives a high school diploma or its equivalent, or is beyond the age of compulsory school attendance

- d. Student records of attendance/graduation – forever
- e. Financial Records – five (5) years
- f. Documentation, including letters of approval, related to transactions or contracts for services covered by this policy and Arkansas statutes for Board members or members of their families or for waivers granted to District employees - thirteen years
- g. Documentation relating to payments or reimbursements made by a vendor on behalf of a board member, administrator, or employee for travel, lodging, food, registration, entertainment, or other expenses – Three (3) years
- h. Employment applications, including applicant lists, applicant interview evaluations, documentation in response to requests for reasons for a failure to be interviewed and/or hired, and hiring determinations - five (5) years
- i. Expenditures made with federal grant monies<sup>8</sup> – governed by the terms of each grant
- j. Video Surveillance Recordings – the timeline established in Policy 4.48—VIDEO SURVEILLANCE
- k. HIPPA records, financials, folders, red files, etc. - five (5) years
- l. Documents filed with the IRS, including those required in Policy 7.23 Health Care Coverage and the Affordable Care Act – four (4) years
- m. Statewide assessment security agreement – Three (3) years

The Director or designee shall be responsible for determining when there is a need to interrupt the routine destruction of records. When the Director or designee makes the decision to cease the routine disposal of records, staff affected by the decision shall be promptly informed of the decision and of the nature of records that are to be retained. Such records shall be retained until the Director or designee has authorized their destruction. Employee training on the district's records retention schedule shall specifically include information on the records that may need to be retained due to pending disciplinary or legal actions which otherwise are subject to routine disposal. If an employee has doubt about the need to retain any record otherwise scheduled for destruction, he/she shall consult with the Director or designee prior to destroying such records.

The records' storage system devised by the Director and designee(s) shall be organized in a manner that enables the efficient retrieval of data and documents. The Co-op shall have adequate backup of critical data which is stored electronically. The system shall be communicated to employees in a manner that enables them to understand and follow the system's requirements. In retaining and destroying records, no employee shall:

- Destroy, alter, mutilate, conceal, cover up, falsify, or make a false entry in any record that may be connected to a disciplinary matter or lawsuit or to a matter within the jurisdiction of a federal or state agency, in violation of federal or state law or regulations.
- Alter, destroy or conceal a document, or attempt to do so, with the intent to impair the document's availability for use in a disciplinary matter, lawsuit or an official proceeding or otherwise obstruct, influence or impede any lawsuit or official proceeding, in violation of federal or state law or regulations.
- Retaliate or discriminate against an employee who refuses to violate this policy or to coerce or threaten an employee to violate this policy.

Failure to follow the requirements set forth in this policy may result in disciplinary action against the employee(s), up to and including termination. The Co-op's board of directors prohibits and will not tolerate any form of reprisal, retaliation or discrimination against any employee who, in good faith, has attempted to comply with this policy.

## **VI. APPENDIX**

Comp Time Documentation Form

Leave Accounting Form

Grievance Report Form A

Grievance Report Form B

Board of Directors' Appeal

Travel Form (TR1)

Mileage Chart

Network Acceptable Use Policy

Information Technology Security Policy

Employee Departure Checkout Form

Sick Day Donation Form

Out of State Travel Pre - Approval

**WDMESC**  
**Comp-Time Documentation Form**  
(Comp-time must be approved in advance)

Name: \_\_\_\_\_

Position/Title: \_\_\_\_\_ SSN \_\_\_\_\_

**Date Comp-Time To Be Earned:**

From: \_\_\_\_\_  
Month Day Year Hour

To: \_\_\_\_\_  
Month Day Year Hour

**TOTAL DAYS EARNED**  
(Must be in 2 hour or ¼ day increments)

**Reason Comp-Time To Be Earned:**

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

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

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

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

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

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

*NOTE: Comp-Time must be approved and earned before it can be used.*

**WDMESC  
Leave Form**

Name \_\_\_\_\_ SSN \_\_\_\_\_  
          (Last)                    (First)                    (Middle)

Type of Leave	Number of Days (1, 1/2, 1/4)	*Brief Explanation
Annual Leave		
Sick Leave		
*Other (Circle One) Military Education Jury Compensatory Professional Leave		

Date of Leave: From \_\_\_\_\_  
  Month  Day  Hour  
  To \_\_\_\_\_  
  Month  Day  Hour

I have sufficient accumulated sick/annual leave to cover this absence: Yes \_\_\_\_\_ No \_\_\_\_\_

_____	_____
Signature of Employee	Date
_____	_____
Signature of Supervisor	Date
_____	_____
Signature of Director	Date

Approved: \_\_\_\_\_  
  Yes  No

**GRIEVANCE REPORT**

FROM: \_\_\_\_\_, Employee

TO: \_\_\_\_\_, Supervisor

SUBJECT: \_\_\_\_\_

DATE: \_\_\_\_\_

DESCRIPTION OF HAPPENING: \_\_\_\_\_ On \_\_\_\_\_  
Date

Signature \_\_\_\_\_

---

**Step 2**

**GRIEVANCE RESPONSE**

Grievance No. \_\_\_\_\_  
(To be assigned only if forwarded)

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

Response to Grievance:

Signature of Supervisor \_\_\_\_\_

**Step 3**

**Form B**

**GRIEVANCE**

**FROM:** \_\_\_\_\_  
(Employee)

**TO:** \_\_\_\_\_  
(Co-op Director)

**DATE:** \_\_\_\_\_  
(Grievance Report “Form A” must be attached)

---

**Step 4**

**DIRECTOR’S RESPONSE TO GRIEVANCE**

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

**Date of Response to Appeal** \_\_\_\_\_

**Response to Appeal:**

**Signature of Director** \_\_\_\_\_

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

**Step 5**

**BOARD OF DIRECTORS' GRIEVANCE APPEAL**

**FROM:** \_\_\_\_\_, Employee

**TO:** Cooperative Board of Directors

**SUBJECT:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**Attach: Grievance Report Form A**  
**Appeal Form B**

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

=====



## WDMESC TRAVEL EXPENSE REIMBURSEMENT TR-1

TRAVEL BY PRIVATELY OWNED VEHICLE				OTHER EXPENSES		MEALS (Overnight travel only)			
LIST MILES TO AND FROM DESTINATION ONLY-PER MILEAGE CHART/MAPQUEST/PERSONNEL POLICY				(ATTACH RECEIPTS)		Meals reimbursed for actual expense up to \$55.00 per day in state with a detailed receipt			
DATE	TRAVEL DESCRIPTION		PURPOSE	MILEAGE DRIVEN	PARKING, HOTEL, CAR RENTAL, TAXI, ETC....	AMOUNT	BREAKFAST	LUNCH	DINNER
	FROM	TO	(ATTACH CONFERENCE SCHEDULE)						
<b>TOTAL MILES</b>				0	<b>Total Other</b>	\$ -	\$ -	\$ -	\$ -
<b>MILEAGE RATE</b>				0.42	<b>NOTES: State Rates &amp; Regs</b>				
<b>TOTAL MILEAGE REIMBURSED</b>				\$ -					

PAGE TOTAL	\$ -
------------	------

TRAVELER'S NAME & ADDRESS

SIGNATURE OF TRAVELER	DATE SUBMITTED
SIGNATURE OF ADMINISTRATOR	DATE APPROVED

Original receipts must be attached for all expenses except  
 Conference Schedules must be attached for **all overnight expense reimbursements.**

Business Office Use Only	
DATE RECEIVED:	
MILEAGE(all sheets):	
MEALS/OTHER(all sheets):	
TOTAL REIMBURSED(all sheets):	
VENDOR#:	
FUND(S):	

	12	27	37	49	28	50	16	22	45	38	38	41	6	57	29	78	47	27	17	25	22	
Bald Knob	12																					
Beebe	40	27																				
Bradford	25	12	37																			
Cabot	51	39	11	49																		
Carlisle	70	58	30	65	28																	
Central	23	10	28	20	33	50																
Cotton Plant	26	38	43	48	45	44	50															
Des Arc	30	40	28	50	29	26	35	16														
Devalls Bluff	46	58	44	68	44	16	55	30	22													
England	93	82	44	82	32	29	67	72	55	45												
Hazen	49	56	39	66	37	11	53	35	19	8	38											
Jacksonville	59	47	22	57	11	26	46	59	42	52	30	38										
Judsonia	18	6	22	19	33	51	8	44	34	65	68	59	41									
Kensett	23	9	20	21	31	47	10	42	26	47	64	45	39	6								
Little Rock	72	60	35	70	23	40	56	76	58	52	25	47		53	57							
Lonoke	75	58	22	58	20	11	43	58	36	27	24	21	17	41	45	29						
McCrary	11	23	51	33	61	67	33	23	39	52	95	58	69	29	34	88	78					
McRae	36	24	6	34	18	32	22	48	32	48	49	41	28	19	14	38	25	47				
Pangburn	40	28	31	33	42	60	18	66	46	71	74	65	51	21	20	65	50	61	27			
Riverview	23	10	18	20	29	46	4	51	29	64	66	59	36	4	2	53	38	33	12	17		
Rose Bud	41	35	26	58	30	58	42	70	54	74	62	63	36	32	28	50	47	58	32	25	25	
Searcy	24	12	18	22	27	45	10	47	31	56	59	50	36	9	5	50	35	35	12	15	3	22
	A	B	B	B	C	C	W	C	D	D	E	H	J	J	K	L	L	M	M	P	R	R
	u	a	e	r	a	a	C	o	e	E	n	a	a	u	e	I	o	c	c	a	i	o
	g	l	e	a	b	r	C	t	s	V	g	z	c	d	n	T	n	C	R	a	n	s
	u	d	b	d	o	L	e	t	A	A	l	e	k	s	s	T	o	r	e	b	r	e
	s	k	e	f	t	I	n	o	r	L	a	n	s	o	e	L	k	o	e	u	r	v
	t	n	o	o	S	t	n	c	L	n	s	o	n	t	E	R	e	y	n	r	i	u
	a	o	r	o	L	r	P	S	S	d	v	i	a	t	R	O	C	K	n	e	w	d
		b	d		E	a	l	B	L	U	F	F	e									

Wilbur D Mills Education Service Cooperative  
 Mileage Chart-updated 4/1/2016

OTHER: from Beebe

Arch Ford Coop	49
Arkadelphia-Dawson Coop	102
Benton	59
Clarksville	105
Conway	35
Crowley's Ridge	82
Eureka Sp	173
Fairfield Bay	60
Farmington-NW Coop	195
Fayetteville	194
Heber Springs	39
Helena	114
Hope	145
Hot Springs	87
Jacksonville	21
Jonesboro	95
Little Rock	35
Monticello	129
Mt. Magazine	123
North Little Rock	33
Northeast Coop	97
Pine Bluff	77
Springdale	202
W Little Rock	37

MEALS: (Overnight)	\$55.00 per day
Meals Out of State	Actual Amount(reasonable)

**\*\*Any mileage not listed above should be calculated from city to city, not by car odometer. Exception: Those who travel from daycare to daycare / house to house or who have several school stops in one city (Vicinity miles).**

# Wilbur D. Mills Education Service Cooperative

## Acceptable Use Policy

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### Policy Objectives

The WDMESC's Acceptable Use Policy (AUP) has been developed to ensure security and reliability of our systems and network and the networks and systems of others, prevent unauthorized access and other unlawful activities by users online, and to prevent unauthorized disclosure of or access to sensitive information. The co-op reserves the right to monitor users' online activities and to access, review, copy, and store or delete any electronic communication or files and disclose them to others as it deems necessary. Users should have no expectation of privacy regarding their use of co-op property (including cell phone, laptops, other electronic devices), network, and/or Internet access or files, including email.

As used in this policy, "user" includes anyone using the computers, Internet, email, and other forms of direct electronic communications or equipment provided by the co-op. Only current employees and official agency personnel are authorized to use the network.

### Policy Acknowledgement

The WDMESC is required by the ADE IT Security Policy to verify that each employee using the computer network and Internet access has a signed page acknowledging that he/she has received training and is familiar with this policy. The signed acknowledgment page remains in effect until this policy is revoked, or amended. Employees and other users are required to follow this policy. Even without signature, all users must follow this policy and report any misuse of the network or Internet to a supervisor or other appropriate co-op personnel. Access to the co-op network, computers, and equipment is provided primarily for co-op business. By using the co-op network computers and equipment, users have agreed to this policy. If a user is uncertain about whether a particular use is acceptable or appropriate, he or she should consult a supervisor or other appropriate co-op personnel.

### The WDMESC expects that all WDMESC Staff shall:

- Be familiar with the co-op Acceptable Use Policy.
- Abide by all local, state, and federal regulations and laws, including but not limited to copyright laws.
- Respect the primary use of the Internet, which is academic, and be prudent in the use of time and materials.
- Avoid activities that may obligate the network for excessive periods of time.
- Refrain from personal use of technology during work time, such as participating in chain e-mails or mass mailings which do not pertain to Co-op business.
- Be aware that co-op email accounts are not private.
- Refrain from using the co-op network for commercial purposes or any form of personal monetary gain.
- Refrain from downloading inappropriate files and programs, or installing unauthorized software or hardware onto the co-op network, computers and equipment.
- Preserve the confidentiality of passwords and refrain from allowing non-authorized persons access to the co-op network, computers or equipment.
- Refrain from publishing personal data or images of other staff without appropriate permission.

- Refrain from transmitting on, or through the network, any material that is, in the co-op's sole discretion, unlawful, threatening, abusive, libelous, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any local, state, national or international law, statute or regulation.
- Refrain from accessing or transmitting pornography of any kind, obscene depictions, harmful or offensive materials, materials that encourage others to violate the law, confidential information, or copyrighted materials.
- Refrain from selling or purchasing illegal items or substances.
- Refrain from using anonymous email websites, spreading SPAM (unsolicited email), chain letters, or viruses.
- Refrain from causing harm to others or damage to their property, such as: deleting, copying, modifying or forging other users' names, emails, files or data; disguising one's identity, impersonating other users, or sending anonymous email; disrupting services, destroying data, destroying or damaging equipment, or disrupting the operation of the network in any way, including the intentional distribution or posting of any virus, worm, Trojan horse, or computer code intended to cause harm.
- Users may not attempt to circumvent user authentication or security of or jeopardize access to any host, network, or account. This includes, but is not limited to: accessing data the user is not expressly authorized to access; probing the security of the co-op's network and the networks of others, password sniffing, IP spoofing; using another's account password(s) or identifier(s); interfering with other users' ability to access their account(s); or disclosing anyone's password to others or allowing them to use another's account(s).
- Users with access to confidential data are to utilize all appropriate precautions to maintain the accuracy, integrity, and confidentiality of the data and ensure that no unauthorized disclosures occur.
- All documents, programs, files and emails created on the co-op network, computers, and equipment by co-op employees during the normal execution of their duties and responsibilities are the property of the co-op. All users leaving the employ of the WDMESC should check with their supervisor before deleting anything from the co-op network, computers, or equipment.

It is extremely important that users NEVER share their passwords with others. To protect the security of your own and other's files, please NEVER share your password with anyone and always log out when you leave your computer. Do not allow others to use the computer with your log-in name and password unless you are supervising them the entire time. This could lead to a breach of security.

## TECHNOLOGY RESOURCES POLICY

State technology resources shall only be used in an approved manner.  
They shall not be used to:

- Express a political opinion to an elected official unless the opinion is:
  - Within the scope of the employee's regular job duties; or
  - Requested by an elected official or public entity.
- Engage in lobbying an elected official on a personal opinion if the employee is not a registered lobbyist for the public entity;
- Engage in illegal activities or activities otherwise prohibited by federal law or state law; or Intentionally override or avoid the security and system integrity procedures of the public entity.
- 

Note: 1” Technology resources” means:

- The machines, devices, and transmission facilities used in information processing, including computers, word processors, terminals, telephones, cables, software, and related products;
- The devices used to process information through electronic capture, collection, storage, manipulation, transmission, retrieval, and presentation of information in the form of data, text, voice, or image and includes telecommunications and office automation functions;
- Any component related to information processing and wired and wireless telecommunications, including data processing and telecommunications hardware, software, services, planning, personnel, facilities, and training;
- The procedures, equipment, and software that are designed, built, operated, and maintained to collect, record, process, store, retrieve, display, and transmit information, and the associated personnel, including consultants and contractors; and
- All electronic mail accounts issued by a public entity.

I have read the WDMESC Computer Network Usage Policy and Technology Resources Policy. I understand and agree to abide by the stated terms and conditions set forth in this document. I further understand that violations of the regulations are unethical and may constitute a criminal offense. Should I commit a violation, my access privileges may be revoked, and/or appropriate legal action may be taken.

Legal References: A.C.A. § 25-1-128

Date Adopted: 10/18/2023

Last Revised: 09/25/2023

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WDMESC Employee (Print)

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WDMESC Employee (Signature)

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Date

## **Information Technology (IT) Security Policy**

The director shall be responsible for ensuring the cooperative has the necessary components in place to meet the cooperative's needs and the state's requirements for information technology (IT) security. The cooperative shall appoint an information technology security officer (ISO) who, along with other IT staff, the director and cooperative management appointed by the director shall develop the necessary procedures to create a cooperative-wide information technology security system meeting the requirements of this policy and the standards prescribed by the Arkansas Department of Education.

The IT security system shall contain the necessary components designed to accomplish the following.

Sensitive information shall be protected from improper denial, disclosure, or modification.

Physical access to computer facilities, data rooms, systems, networks and data will be limited to those authorized personnel who require access to perform assigned duties.

Traffic between internal (cooperative) resources and external (Internet) entities will be regulated by network perimeter controls. To the extent technologically feasible, network transmission of sensitive data should enforce encryption.

User access to the cooperative's technology system and its applications shall be based on the least amount of access to data and programs necessary to perform the user's job duties.

Student or financial applications software developed for or by the cooperative will be tested prior to implementation to ensure data security through proper segregation of programs.

Monitoring of internal and external networks and systems will be designed to provide early notification of events and rapid response and recovery from IT related incidents and/or attacks.

Continuity of critical IT services will be ensured through the development of a disaster recovery plan appropriate for the size and complexity of the cooperative's IT operations.

Software protection of servers and workstations will be deployed to identify and eradicate malicious software attacks such as viruses, spyware, and malware.

Legal Reference: Commissioner's Memo RT 09-009

Wilbur D. Mills Education Service Cooperative  
210 N. Main Street – P.O. Box 850  
Beebe, AR 72012

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**Employee Departure Checkout List**

Upon termination of employment with the Wilbur D. Mills Education Service Cooperative, please satisfy the following requirements:

NOTIFY BUSINESS MANAGER:

- Remove authority to purchase from credit card(s)
- Finalize calculation of salary earned vs. dollars received
- Insurance information – transfer, deduct, drop
- Transfer sick days
- Turn in Internet Air Card (if applicable)
- Reimburse unearned leave taken
- Other items as required by Business Manager

\_\_\_\_\_  
Business Manager

\_\_\_\_\_  
Date

NOTIFY TECHNOLOGY COORDINATOR TO HAVE SERVER ACCESS AND E-MAIL ADDRESS TERMINATED:

\_\_\_\_\_  
Technology Coordinator

\_\_\_\_\_  
Date

TURN IN THE FOLLOWING ITEMS TO YOUR IMMEDIATE SUPERVISOR:

- Personnel Policy Handbook
- Keys to the Building and/or Storage Building
- Equipment Checked Out for Home Use
- Laptop Computer
- Reference Books/Supplies
- Textbooks for Classes/Inservices Taken
- Written Resignation
- Other items as required by Immediate Supervisor

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

I hereby verify that this employee has completed all requirements of the Departure Checkout List.

\_\_\_\_\_  
Director

\_\_\_\_\_  
Date

**WDMESC Employee Sick Day Donation Form**

**Name of Employee Donating days** \_\_\_\_\_

**Number of full days that you are donating** \_\_\_\_\_

**Name of Employee to receive the donated days** \_\_\_\_\_

\_\_\_\_\_  
**Signature of Employee Donating days**

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



### WDMESC Prior Approval Out of State Travel Request

Submit this form as request for approval to participate in activities requiring overnight travel and expense.

---

Name of Employee: \_\_\_\_\_

Name of Activity/Conference: \_\_\_\_\_

Presenter: \_\_\_\_\_

Dates and Location: \_\_\_\_\_

Hotel: \_\_\_\_\_

Travel to Date and Time: \_\_\_\_\_

Travel from Date and Time: \_\_\_\_\_

List anyone who is not a WDEMESC employee who is traveling with you.

\_\_\_\_\_

**RATIONALE FOR ATTENDING:** A brief narrative indicating the justification for attending the activity including the expected benefits for you as an employee of WDEMESC and to the member schools. Include specifically, what you will be able to do after the conference that you cannot currently do.

Attach a copy of event agenda

#### Participation Cost

Estimation of cost to WDEMESC including registration, lodging, meals, etc. and the account from which to be paid.

#### Brief Explanation

Registration Fee	_____	_____
Lodging Fee	_____	_____
Mileage	_____	_____
Miscellaneous	_____	_____
Meals	_____	_____

**Total Estimated Cost** \_\_\_\_\_

Number of meals provided by event/hotel: \_\_\_\_\_

Breakfast \_\_\_\_\_

Lunch \_\_\_\_\_

Dinner \_\_\_\_\_

Out-of-state travel reimbursements will be based on GSA rates located on the U.S. General Services Administration website.

#### Signatures and Approval

\_\_\_\_\_



Supervisor's Signature



\_\_\_\_\_

Date

\_\_\_\_\_

\_\_\_\_\_

**Post Travel Requirements Outside Wilbur Mills Region and/or Out of State**

***Conference Attendance Documentation***

Submit your personal name badge provided by the conference and the digital record of PD generated by scanning badge. IF NOT AVAILABLE submit the badge and agenda provided at the conference with sessions highlighted that you attended OR submit a certificate of attendance provided by the conference.

**Flight Record**

Submit a copy of your boarding pass (either from online record or from a screen shot from your phone.)

**Hotel Record**

Submit a receipt for each night of stay.

**Food Records (Reimburse ONLY)**

Submit detailed receipt for meals that are not included in the conference fee and/or hotel provided. If conference or hotel provides a meal, you will not be reimbursed if you choose to purchase that meal.

**Vicinity Travel (Reimburse ONLY)**

Submit receipts for travel from the airport to the conference and the return from the conference to the airport. Submit a Google Map for miles between the hotel and the conference/meeting venue if no hotel is attached to the conference center/meeting venue. A Google Map should be attached for any travel/mileage not included on our mileage chart.

All reimbursement requests should include this form and all receipts attached to a WDMESC TR-1 Form.

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President, WDMESC Board of Directors?