

CARL JUNCTION R-1 SCHOOL DISTRICT

Certified Employee Handbook

Carl Junction R-1 Schools

Revised – November 26, 2018

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**CARL JUNCTION R-1 SCHOOL DISTRICT
CERTIFIED STAFF EMPLOYEE HANDBOOK**

ADMINISTRATIVE STAFF

Dr. Phillip Cook	Superintendent of Schools
Dr. Kathy Tackett	Assistant Superintendent for Curriculum/Instruction
Dr. Gary Reed	Assistant Superintendent for Operations
Mrs. Kari Arehart	Early Childhood/Primary K-1 Principal
Mr. D.J. Driskill	Early Childhood/Primary K-1 Assistant Principal
Mrs. Lauri Mead	Primary 2-3 Principal
Mrs. Gretchen DeMasters	Intermediate Principal
Mr. Ryan Odaffer	Intermediate Assistant Principal
Mr. Scott Sawyer	Junior High School Principal
Mr. Randy Heatherly	Junior High School Assistant Principal
Mr. David Pyle	Senior High School Principal
Mr. Kyle Williams	Senior High School Assistant Principal
Mrs. Theresa Wilson	Senior High School Assistant Principal
Mr. Jesse Wall	Senior High School Assistant Principal/Activities Director
Mrs. Cyndy Giebler	CJU Administrator
Mrs. Cynthia Jackson	Satellite School Administrator
Mrs. Robin Duke	Director of Special Services
Mr. Marshal Graham	Director of Technology
Mr. Shane Lee	District Maintenance Supervisor
Mr. Jared Richmond	District Transportation Supervisor
Mrs. Becky Baird	Food Services Director

CENTRAL OFFICE STAFF

Mrs. Jennifer Kennedy	Secretary to the Superintendent
	Secretary to the Board of Education
Mrs. Amy Skiles	Secretary to the Asst. Supt. for Curriculum/Instruction
Mrs. Mary Matney	Central Office Receptionist
	Secretary to the Asst. Supt. for Operations
	Substitute Teacher Coordinator
Ms. Robin Grosse	Payroll/Finance
Mrs. Sarah Knisley	Accounts Payable

BOARD OF EDUCATION

Mr. Larry Cowger, President	Mrs. Christie Hutcheson, Vice-President
Mr. Travis Spencer	Mrs. Claudia Cox
Mr. Frank Pittman	Mr. Brian Massey
Mr. Kasey Cowger	

GENERAL INFORMATION

Equal Employment Opportunity

The Carl Junction R-1 School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, age, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience and abilities.

As an employee of the Carl Junction R-1 School District, staff members are agents of the school and are bound by the same policies of confidentiality as the local board.

Performance Evaluations

All employees of the district will be evaluated on their job performance by their assigned supervisor at least annually. Written evaluations will be completed on district approved forms and placed in their personnel file.

Code of Conduct

All school staff members are expected to conduct themselves and dress in a professional manner (as deemed by district/building administration) at all times while serving in their capacity as a district employee. All staff members are expected to follow policies adopted by the Board of Education.

Employee I.D. Badges

All district employees are required to wear an identification badge while on any campus. This badge is also used for entrance into district sporting events. If employee identification badges are lost or damaged a replacement badge must be requested as quickly as possible. Employees may be required to pay \$2.50 for the cost of a replacement badge.

Jury Duty

Staff Members who are called for jury duty are not docked pay. Therefore, checks from the court for services on a jury must be turned in to the Central Office (less mileage reimbursement).

Mileage Reimbursement

The Board of Education will reimburse a school district staff member \$.45 per mile for use of a personal auto when approved for school use by the appropriate department administrator.

Working Athletic Events

Teachers/Staff may work evening/weekend athletic events. Gate worker pay will be paid \$25 per event. The table workers will be paid \$25 for the 1st game, \$40 for the 2nd game, and \$55 for the 3rd game.

Certification

Certification is done online through DESE. It is the responsibility of the certificated staff member to keep their teaching credentials current. Certificated staff should re-apply to the Missouri Department of Elementary and Secondary Education (DESE) thirty (30) days prior to the expiration date of certification.

Professional and administrative employees are exempt from overtime pay and are employed on a 9, 9.5, 10, 11 or 12-month basis, according to the work schedules set by the district. A school calendar is adopted each year designating the work schedule for all employees.

The annual salary for teachers is based on 181 days. This includes all instructional days and in-service/work days as set forth in the board adopted calendar.

Prior Experience Allowed

Certified staff members new to the district will be allowed to bring in a maximum of 20 years of previous public school experience when being placed on the salary schedule.

Movement on the Salary Schedule

Anyone planning on moving across the salary schedule for the next school year should ~~turn~~ submit an "Intent for Movement" form to Central Office. An all staff email will be sent out in March of each year with the form attached. The forms will be due by a specified date in April. Upon completion of graduate hours, submit **official** transcripts showing the additional hours. The **official** transcripts must be **received** in the Central Office no later than September 1 (**no exceptions!**). Photocopied or faxed transcripts or grade reports will not be accepted.

Substitute Pay

Substitute teachers shall receive \$80.00 per day (\$90.00, if a District retired teacher). Substitute teachers who teach in the same classroom for 10 or more consecutive days shall be paid \$85.00 per day (\$95.00, if a District retired teacher). A part-time, certified staff member who serves as a substitute during non-scheduled teaching time will receive \$80.00 per day if they sub on a non-assigned day. If the certified staff member serves as a substitute for one-half of the day, they will receive \$40.00 per day.

Tobacco-Free District

School Board Policy AH specifically prohibits all employees from smoking or using tobacco products in all district facilities, on district transportation and on all district grounds at all times.

All district employees and employees hired by contracted services are prohibited from using tobacco products on school property.

As employees of the district, we have a responsibility to set an example of wellness and healthy lifestyles for our students.

PERSONNEL/PAYROLL RECORDS

No changes may be made to payroll deductions, tax withholdings, or direct deposit information after the last day of the current school year. Please notify Central Office in cases of emergency or contact Central Office in July for necessary steps to make the changes effective for the following school year.

Paychecks

Employees of the district are paid through direct deposit on the twenty-third of the month. If the twenty-third falls on a weekend, payroll will be deposited on the Friday prior to the twenty-third. The district is paperless. Paystubs can be viewed at <https://www.my-estub.com>.

Personal information will only be released to the employees.

NOTE: A notification period of 30 days is **required** to activate the direct deposit information. Please do not change bank accounts without first notifying the payroll department. Doing so causes serious problems in routing payroll and will result in a delay in receiving pay, possibly until the next monthly pay date.

*Since all summer payrolls are processed in June, the **LAST DAY OF SCHOOL** is the cut-off for **ANY** changes in the current school year.*

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Cafeteria Plans and Annuities

The district allows employee deductions for the purpose of annuities/investments from the following companies: American Fidelity (417-631-1155), Heartland (417-673-0233), Horace Mann (417-850-4997), Valic (417-772-2259), and Edward Jones Investments (417-483-7388). If an employee wishes to meet with one of these representatives, please make arrangements to do so off campus unless the representative is scheduled on campus during the open enrollment period or has received special permission from the Central Office to be on campus.

Name and Address Changes

It is important that employment records be kept up to date. Employees should notify the Central Office if there are any changes or corrections to their name, home address, home telephone number, marital status or emergency contact information. It is the employee's responsibility to notify the Central Office of any changes to beneficiary information. It is also the employee's responsibility to make necessary demographic changes on state certification documents. Upon notification, the Central Office will send the required forms to the employee for completion.

NOTE: These changes will not appear on pay records during the summer months. Be sure to forward mail during this period. Changes will be seen on pay-stubs beginning in September.

Please be aware that by federal law we cannot change names on any personnel information without receiving a copy of the social security card showing the name change.

RETIREMENT / RESIGNATION / TERMINATION

Termination of Employment

Payment for employee insurance will stop at the end of the month the employee terminates. Insurance may be continued under COBRA provisions at the employee's expense. Forms for COBRA coverage will be sent to the last known home address.

Early Notification of Resignation Incentive: Adopted 2011-2012 School Year

Any full-time certified staff member who submits a resignation by the dates listed below, effective at the end of the contract year, and completes the contract year in good standing with the District, will receive upon completion of contractual duties the corresponding early resignation incentive, based on qualifying years of service to the district. Retired employees returning to work in the District are not eligible for incentive pay a second time.

- *Please note resignations/retirements effective prior to the end of the contract year are not eligible for incentive pay.*

Incentives for part-time certified staff will be based on the same portion of the day they work at the time of termination, i.e., a two-hour per day employee would receive 25% of the qualifying incentive.

Notification Date	Incentive
January 15	\$500
February 15	\$375
March 15	\$250

Multiplying factor to be applied based on qualifying years of service:

Consecutive Years of Employment Immediately Preceding Date of Termination Amount	Multiplier
10-14	1.4
15-19	1.6
20-24	1.8
25+	2.0

Example: A teacher who has been employed with the District for 17 consecutive years and meets the requirements for early incentive pay by turning in their resignation on or prior to January 15 would receive:

January 15 =	\$500
17 years = multiplier of	<u>X 1.6</u>
Total Incentive	\$800

Exit Survey and Procedures

An exit survey will be provided to all employees who give notification of separation to be effective at the end of the current school year. This will include information regarding continuation of benefits. Separating employees are asked to provide the district with a forwarding address and phone number. All district keys, I.D. badges and property must be returned upon separation from employment. The district may withhold the cost of any items not returned from the final paycheck.

LEAVES AND ABSENCES

All leave must be reported through AESOP.

The district offers employees paid and unpaid leaves of absence in times of personal need. **(Certified staff who work part-time flexible schedules are not eligible for sick/personal leave days.)** This section of the handbook describes the basic types of leave available and restrictions on leaves of absence. Employees who have personal needs that will require long leaves of absence should contact their immediate supervisor for counseling about leave options, continuation of benefits and communicating with the district.

STATEMENT OF COMMITMENT TO ADHERE TO FMLA REGULATIONS

Employees who take an unpaid leave of absence may continue their insurance benefits at their own expense. Health care benefits for employees on leave authorized under the Family Medical Leave Act (FMLA) will be paid by the district as they were when they were working.

Employees requiring an absence of a minimum of at least 10 days should request the absence under the Family and Medical Leave Act (FMLA). For information on the criteria and required forms please contact the Central Office.

Regardless of the reason for the absence (sick leave, personal, bereavement or school business), the staff member must report the absence through AESOP **prior to the absence** and have it approved by the building principal or immediate supervisor.

Sick Leave

All district staff employed for 9, 9.5, 10, or 10.5 months shall receive ten days of sick leave each year. District staff employed for 11 months shall receive eleven days of sick leave each year. District staff employed for 12 months shall receive twelve days of sick leave each year. Leave is granted for the following reasons: illness of the employee or illness of an immediate family member, which shall consist of spouse, children, parents, grandparents, grandchildren, siblings of employee or employee's spouse or any other family member residing with the employee.

* Part-time certified staff who work a block schedule (work 3 days one week and 2 days the next week), will only receive five (5) days of sick leave.

- New hires beginning employment after the first month of the contract year will receive one sick day per month left in the contract year for the first year of employment.

Bereavement

All district staff may use sick leave due to the death of an immediate family member. Under bereavement, immediate family member shall consist of: spouse, parent, brothers, sisters, current brother-in-law, current sister-in-law, spouse's parent, children, grandparents, grandchildren or any persons who are wholly dependent upon the district staff member or spouse. In addition, district employees may use up to two (2) days of sick leave each year to attend funerals of persons other than those covered under immediate family members. These must receive approval from the building administrator.

Personal Leave

District employees are eligible for two (2) days per year for personal and/or business leave provided the employee informs the building principal/or supervisor within two (2) weeks prior to the date of the anticipated absence. Use of personal days during the months of August and May

and in conjunction with school breaks is discouraged and at the discretion of the building administrator.

Employees who have accumulated 120 sick leave days by July 1 of each year will be granted a third personal leave day fully paid.

Personal Leave is not accumulated. Beginning in the 2005/2006 school year, unused personal leave will roll over to accrued sick leave at the end of the school year.

NOTE: Staff members hired after January 1 will receive one personal leave day for that fiscal year. Staff members hired after March 1 are not eligible for personal leave days during the fiscal year of hire.

Calculation of Leave

Sick/Personal Leave will be calculated on an hourly basis determined by the scheduled workday. For example:

If the employee's normal workday is from 8:00 a.m. to 3:45 p.m.:

- Arrive after 9:00 a.m. but arrive by 11:45 a.m., docked a half day of leave
- Arrive after 11:45 a.m., docked a full day of leave
- Leave after 11:45 a.m., docked a half day of leave
- Leave before 11:45 a.m., docked a full day of leave

If the employee's normal workday is from 7:45 a.m. to 3:30 p.m.:

- Arrive after 8:45 a.m. but arrive by 11:30 a.m., docked a half day of leave
- Arrive after 11:30 a.m., docked a full day of leave
- Leave after 11:30 a.m., docked a half day of leave
- Leave before 11:30 a.m., docked a full day of leave

NOTE: This does not apply to staff members who work less than six hours. Sick leave is charged at a full day for these individuals if more than one hour is missed.

Absences of less than one hour may be taken as a dock in pay or as a half-day of leave, at the discretion of the employee. Any special circumstances are at the discretion of the building administrator. Excessive absences will be handled as a performance evaluation issue.

Payment for Unused Sick Leave

After 120 days of sick leave is accumulated, certified staff will be paid \$25 for each day above the 120 days not used at the end of the year. Upon retiring, a certified staff member will be paid \$40 for each accumulated sick leave day.

To be eligible the employee must notify the Board of Education in writing no later than April 15 that they are retiring at the end of the school year.

INSURANCE BENEFITS

For employee benefit purposes, full-time certified staff work 30 - 40 hours per week.

NOTE: The employee portion of insurance premiums is automatically deducted from monthly pay. However, if a change is made to remove or add family members from a plan, these changes must be made prior to the 24th of the month or the employee will be responsible for the next month's premium and it will not be refunded.

NOTE: Changes in health coverage for qualifying events are much stricter than in the past. Changes in coverage are only allowed in the event of job loss, marital status, birth/adoption of a dependent child or death. These are the only exceptions to adding or dropping a dependent during the coverage year.

Changes to employee benefits must be made during the open enrollment period (April-May). No changes will be accepted during the summer months except for a change in marital status, birth of a child, death or job loss. These changes will not be reflected immediately. It is advised that mail be forwarded during the summer. Deductions will be accumulated over the summer and will be deducted from September pay.

SICK LEAVE POOL

Purpose

The purpose of the Sick Leave Pool is to furnish a continuing income for district staff members who are faced with a major illness or accident and have used up all of their accumulated leave days (sick and personal). This pool is not designed for brief absences after sick leave is used up, or for family illness, death or business purposes.

Formulation and Administration

a. Each district staff member desiring to belong to the Sick Leave Pool, shall contribute one day of his/her annual sick leave to the pool during each of the first five years of employment.

b. A district staff member may be eligible to draw from the pool after using all of his or her accumulated sick leave and personal leave days. The staff member shall submit a written request to the superintendent. The letter must state that the employee gives permission for the superintendent to share the employee's records with the Sick Leave Committee. In addition, the staff member will be required to submit a letter from a physician stating the nature of the illness and that he or she is unable to work due to said illness. The superintendent will present the request to the Sick Leave Pool Committee (there is a separate committee for certified and non-certified) for consideration. The Sick Leave Committee or the Board shall maintain the right to require an examination by a physician of its choice, and if such an examination is required; it shall be at the expense of the Board. The staff member's past record of absenteeism may be taken into consideration by the Sick Leave Committee before days are granted.

c. The requirements stated in paragraph "b" would be required for each event regardless of whether or not the staff member has previously drawn from the Sick Leave Pool during that year.

d. Staff members who have met all requirements and have completed the designated teaching period (see below) in the Carl Junction R-1 School District may draw days from the pool as follows:

- 1) Beginning first-year staff members may draw up to 15 days
- 2) Staff members who are beginning their second year - 30 days
- 3) Staff members beginning their third year - 60 days
- 4) Staff members beginning their fourth year - 90 days
- 5) Staff members beginning their fifth year and longer - 130 days

e. Termination of the staff member's services in the district automatically terminates membership in the Sick Leave Pool and will not have these days refunded.

f. The Board reserves the right to review decisions of the Sick Leave Committee, and to reverse, amend, revise or uphold the Sick Leave Committee's decision.

g. The Sick Leave Pool benefits and contributions for part-time staff members shall be prorated

in proportion to their employment agreement.

h. If days are depleted at any given time, the members may be requested to volunteer another day. The decision to require additional days shall be made by the Sick Leave Committee if, in their opinion, insufficient days are available in any given year.

i. Each staff member upon hire will be offered an opportunity to join the Sick Leave Pool.

j. No staff member during his or her tenure in the district may use more than a total of 130 days from the Sick Leave Pool.

k. The Sick Leave Pool shall consist of the following members:

Certified: Eight members, one certified staff member from each of the six buildings (EC/K-1, P2/3, Intermediate, Junior High, High School, and Satellite) with the remaining two members to be designated by superintendent. The person representing the building, from which the request for sick leave days is being made, will abstain from voting on the request.

Non-Certified: Six members appointed by the superintendent, one each from food services, custodial staff, secretarial staff, combined staffs of nurses, teacher's aides and bus mechanics and two additional members.

WORKERS' COMPENSATION

Any injury that occurs while performing job-related duties should be reported to the building administrator. The reporting process includes three forms: Claim/Injury Report Internal Form, Workers' Compensation Treatment Authorization, and Injured Worker's Prescription Information Sheet.

Claim/Injury Report Internal Form

This form must be completed immediately and sent to the Secretary to the Superintendent who will file the claim. This form should be completed and filed regardless of whether or not medical treatment is sought.

Workers' Compensation Treatment Authorization

The top portion of this form (employee information) must be completed if the injured employee seeks medical treatment. An administrator/supervisor or nurse must sign the treatment authorization form and contact Central Office. *The injured employee must take the completed Workers' Compensation Treatment Authorization form to Freeman OccuMed, 3201 McClelland Blvd., Joplin, for treatment.*

**For serious injuries occurring after hours, go to the Freeman Emergency room and contact the appropriate department supervisor.*

Injured Worker's Prescription Information Sheet

If an OccuMed or emergency room physician prescribes medication, this form must be presented to the providing pharmacy by the injured staff member.