

Employee Handbook





The Human Resources Department is located at 220 Locust Street, Washington, MO 63090. Inquiries and questions can be directed to Dr. Rachael Franssen, Assistant Superintendent Personnel and Support Services or Mrs. Debbie Stone, Benefit Specialist. Further information can also be retrieved by accessing the District website <http://www.sdow-mo.schoolloop.com/> and following the links to the District online policy manual and Human Resources Department website. Typical business hours are between 7:30 a.m. and 4:00 p.m. Appointments are encouraged to ensure employee questions can be addressed at the time of inquiry.

Handbook Table of Contents

· Employee Handbook	page 3
Equal Opportunity Employer	
· Prohibition against Discrimination, Harassment, and Retaliation	page 4
· Staff Recruiting, Hiring, Retention, and Termination	page 5
· Hiring Process (Administrator Procedures)	page 6, 7
· Staff Renewal (Administrator Procedures)	page 8
· Staff Assignments and Transfers	page 9
· Staff Non-renewal, Suspension, and Termination	page
10	
· Staff Resignation and Retirement	page
11	
Workplace Expectations	
· Staff Conduct	page 12-14
· Staff/Student Relations	page 15
· Drug Free Workplace	page 16
· Evaluation	page 17
· Compensation	page 18
Workplace Health and Safety	
· Staff Leave	page
19-21	
· Workers' Compensation	page 22
· District Wellness	page 23
Workplace Procedures	
· Staff Grievance Procedures	page 24
· Personnel Records	page 25
· Staff Development and Workload	page
26	



- Employee References
page 27

Employee Handbook

The purpose of the staff handbook is to accurately convey the policies, procedures, and rules of the District to the individuals affected by them. The staff handbook is created, revised, and maintained for this purpose in accordance with Board policies and administrative procedures. The handbook is reviewed annually and revised if necessary. It is included as part of the District annual training for all employees. In the event of a discrepancy between the handbook and other written District materials, Board policies and administrative procedures will take precedence. All Board policies can be accessed from the District website.

Board Policy Reference

- ❑ CHCA Handbooks



Prohibition Against Discrimination, Harassment, and Retaliation

The District is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities, and facilities in accordance with law. Such activities are strictly prohibited against employees, students, or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. As such, the School District of Washington is an equal opportunity employer.

All employees must immediately report any incident or behavior that could constitute discrimination, harassment, or retaliation. All reports should be made in accordance with the grievance procedures also outlined in this handbook and within Board of Education Policies. The District will investigate and address any discrimination, harassment, and retaliation that negatively impact the work and/or educational environment, including instances that occur off District property or are unrelated to the District's activities. Further, if a student alleges sexual misconduct on the part of any District employee, that person will immediately report the allegation to the Children's Division of the Department of Social Services in accordance with State law.

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be determined unacceptable for the workplace and/or educational environment. Demeaning or otherwise harmful actions are prohibited (see also GBCB Staff Conduct).

The District compliance officer responsible for implementing this policy is the Assistant Superintendent of Personnel and Support Services. For questions or to make a report please contact Dr. Rachael Franssen at 636-231-2020 or by District email at Rachael.franssen@washington.k12.mo.us. In the event that the compliance officer is unavailable or is the subject of the report, reports should be made directly to the Superintendent.

Board Policy Reference

- ☐ AC Prohibition against Discrimination, Harassment, and Retaliation
- ☐ GBM Staff Grievances



Staff Recruiting, Hiring, Retention, and Termination

The School District of Washington will make every effort to attract and retain the best-qualified personnel in order to maintain an effective educational program and positive educational environment. Recruiting efforts for new or vacant positions will be posted and publicized for a minimum of at least five business days unless the following applies:

- The same or similar position was recently advertised and that application pool is appropriately utilized.
- The position is not considered vacant because an employee reassignment is appropriate.
- The position is not considered vacant because an employee voluntary transfer is appropriate.

The hiring of all employees other than the Superintendent, is approved by the Board of Education at the recommendation of the Superintendent or designee. Verifications of employment, references, background checks, certification or licensure, etc. are needed prior to a recommendation to the Board of Education unless otherwise disclosed to the Board of Education.

Information regarding vacant positions is communicated with the appropriate staff regularly through District email. Internal and/or internal/external opportunities can be viewed on the District website. Applications are completed through the District's recruiting system. Building extra duty opportunities such as after school tutoring positions are communicated via email to the building staff first. If those cannot be filled with existing staff, then positions will become open to a broader internal and possibly external audience.

Board Policy Reference

- ☐ GCD-1 Professional Staff Recruiting and Hiring
- ☐ GDC-1 Support Staff Recruiting and Hiring
- ☐ GB-1 Part-time and Substitute Professional Employment
- ☐ GCPF Renewal of Professional Staff Members
- ☐ GCI Professional Staff Assignments and Transfers
- ☐ GDI Support Staff Assignments and Transfers



Hiring Process (Administrator Procedures)

Step 1

Notify the Assistant Superintendent of Personnel and Support Services about a resignation, retirement, extended leave, or desired position. Notification via email is preferable to start the process. The Assistant Superintendent will review the notification and contact the administrator to discuss the potential opening or vacancy and discern the following:

1. Is this position necessary or a priority to the operations of the District?
2. Is a re-assignment appropriate?
3. Is a transfer request applicable?
4. Should this position be posted and if so at what level (building/department only, internal only, internal/external posting)?

Re-assignment: placement in a position or building by District authorities. The following considerations will be made:

- Annual audit of staffing needs requires a re-assignment
- Mid-year vacancy affecting the operations of the District
- Specific student needs that must be addressed immediately
- Re-organization opportunity to increase the efficient operations of the District

Transfer: Employee requested re-assignment that meets one of the following:

- Conducted annually within a specified time frame (typically December/January)
- A request made outside of the annual notification that is considered an extraordinary circumstance that meets an identified District need

Building/department posting only: These are positions that are open to only our staff at a specific building, grade level, or department due to the nature of the job description. They are typically positions that are best served by the people already employed in that building, department, or grade level due to specialized training, knowledge of the students or building served, proximity. Upon approval from the Assistant Superintendent of Personnel and Support Services, communication is initiated via email by the supervisor.

Internal posting only: The purpose is to maximize the skills of our current staff and ensure reorganization needs are reviewed to maximize efficient District operations. Communication is initiated via email by the Assistant Superintendent and staff are directed to the District application system if they are interested. Only a completed application is needed from current employees. Other information such as references, transcripts, and certification or licensure is not needed as long as it is current in the master personnel file.



External postings: These are also open to internal candidates and communicated to staff as listed above. Positions that are new, considered to be high needs, do not present re-organization opportunities, are of high profile, are highly desired, are not able or appropriately filled through re-assignment or transfer options are typically posted in this manner first.

Step 2

The process is followed in accordance with the determination from step 1. In cases where postings are needed, a close date and timeframe and process for hiring will be established collaboratively between the Assistant Superintendent and the lead administrator.

Step 3

Offers should be made to candidates by the Assistant Superintendent unless otherwise authorized. Human resources will ensure that the employee is set up in District systems and has completed the required employee authorizations and training prior to the start date, including District level onboarding activities. Human resources will communicate with the building or department to schedule the employee start date. Contracts or employment letters are issued after Board of Education approval or with the corresponding renewal timeline.

Step 4

Onboarding and orientation is needed and provided by the supervising building and/or department supervisor once step 3 is completed.

Board Policy Reference

- ☐ GCD-1 Professional Staff Recruiting and Hiring
- ☐ GDC-1 Support Staff Recruiting and Hiring
- ☐ GB-1 Part-time and Substitute Professional Employment
- ☐ GCPF Renewal of Professional Staff Members
- ☐ GCI Professional Staff Assignments and Transfers
- ☐ GDI Support Staff Assignments and Transfers



Staff Renewal (Administrator Procedures)

The School District of Washington will consider employee performance and the District's future staffing needs at a minimum of annually. Recommendations and decisions regarding the continued employment of staff for the next fiscal year is made annually. Under typical circumstances the employment renewal cycle is as follows:

<i>January</i>	<i>Superintendent</i>
<i>February</i>	<i>Certified Administrators</i>
<i>March</i>	<i>Certified Staff</i>
<i>April</i>	<i>Classified Administrators</i>
<i>May</i>	<i>Classified Staff</i>
<i>June</i>	<i>Extra Duty Staff</i>
<i>July</i>	<i>Substitute Staff</i>
<i>July-August</i>	<i>Supplemental Instructional Staff</i>

Board Policy Reference

- ☐ GCPF Renewal of Professional Staff Members



Staff Assignments and Transfers

Employees are assigned positions throughout the District that provide the greatest benefit to students and the overall operations of the District. Staffing needs are assessed at a minimum of annually in order to assign staff to positions for the upcoming year. Although it is not preferable to reassign employees to different positions or buildings throughout the school year (after contracts and employment letters have been issued), it is sometimes necessary to address identified District needs.

Employees may request a transfer to a different position or building by submitting the appropriate form to the Assistant Superintendent of Personnel and Support Services. Transfer forms are typically sent to District staff by December of each year. Transfer requests should be made for lateral position movement only and do not take the place of internal procedures for hiring. If an employee misses the transfer request deadline and a desired position is posted in which they are interested and qualified, the hiring procedures apply.

Transfer requests are not a guarantee of re-assignment, but a means for the employee's expressed preference to be taken into consideration when evaluating the staffing needs of the District. Transfer requests made in accordance with the transfer request deadline, are kept on file for that hiring season only. Employees not granted a transfer, but still desiring one should complete the form annually.

Board Policy Reference

- ☐ GCI Professional Staff Assignments and Transfers
- ☐ GDI Support Staff Assignments and Transfers



Staff Nonrenewal, Suspension, and Termination

Employees with employment contracts can be terminated after due process in accordance with the contract and law. Employees whose positions require a teaching certificate in accordance with law can be terminated in accordance with the provisions of the Teacher Tenure Act of Missouri or other applicable law. Certified employees ineligible for tenure in their present positions, may be terminated during the course of a contract for any legal reason without an improvement period required prior to due process (notice).

Employees without contracts may be terminated but may reasonably expect continued employment until notified otherwise by the Superintendent or designee (typically a supervisor). Support staff with contracts may be nonrenewed by notifying the employee prior to entering into a new contract with the employee.

Any involuntary leave, whether paid or unpaid will be reported to the Board of Education. Such leaves may be necessary for legal reasons or when such leave is necessary to prevent disruption to the education environment, protect the safety of students, appropriately investigate alleged misconduct, or in other circumstances where such leave serves the District's interests.

Appropriate notice and reporting will be provided in accordance with the leave policies in particular GCPD and GDPD. All employees may be subject to nonrenewal, suspension, and/or termination for violation of the law and Board policy. Please review these policies for specific procedures including details regarding appeal.

Board Policy Reference

- ☐ GCG Professional Staff Probation and Tenure
- ☐ GCPE Termination of Professional Staff Members
- ☐ GDPE Nonrenewal and Termination of Support Staff Members
- ☐ GCPD Suspension of Professional Staff Members
- ☐ GDPD Suspension of Support Staff Members



Employee Resignation and Retirement

Contracted employee resignations become effective at the end of the school year in which they are submitted unless the District is notified otherwise. Resignations are submitted to the Board of Education (by the Assistant Superintendent for Personnel and Support Services) for approval at the next regularly scheduled Board meeting. In general, contracted employees have a binding contract with the District once the employee and Board execute the contract in accordance with law. Employees who seek to resign after a contract has been executed, even if performance has not begun, must notify the District in writing (either by letter or email) of their request to resign. Only the Board of Education has the authority to release an employee from a contract. A tenured teacher has a binding contract with the District for the next school year until the Board accepts resignation. The teacher should notify the District of his or her resignation no later than June 1.

Employees without contracts are considered at-will employees and may resign at any time by submitting a written resignation (either by letter or email). The District requests that employees give notice at least ten business days prior to departure. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee.

Resignation requests can be submitted to the employee's immediate supervisor or directly to the Assistant Superintendent of Personnel and Support Services for submittal to the Board of Education.

Employees of the District are participants in the PSRS or PEERS system of the State of Missouri. Inquiries regarding retirement can be made to the Human Resources department and/or directly to either the PSRS or PEERS system. Notification of retirement to the District should follow the procedures outlined above in the resignation section. Further details related to both the PSRS and PEERS systems are outlined in the District Policy Manual. It is important and encouraged that all District employees stay informed regarding any changes in the laws and conditions affecting retirement, as such conditions are subject to legislative changes from year to year. The Human Resources staff will communicate significant changes or updates as they become available.

Board Policy Reference

- ☐ GCPB Resignation of Professional Staff Members
- ☐ GDPB-1 Resignation of Support Staff Members
- ☐ GCPC Retirement of Professional Staff Members
- ☐ GDPC Retirement of Support Staff Members



Staff Conduct

Staff Conflict of Interest

Employees of the District are prohibited from engaging in any action in their employment capacities that result in financial or material gain to the employee, employee spouse, or any employee dependent. Employees are encouraged to review the details outlined in Board policy GBCA in order to gain a full understanding of the details of this policy. In general, the policy contains details related to the sale, rental, or lease of personal property, including real estate to the District as well as independent contractor services for any business in which the employee is associated. Additional prohibitions include gifts as a condition of employment, using decision making authority for the purpose of financial gain, promoting or advocating for political appointment in exchange for anything of value to any political subdivision, or accept gifts of substantial value from vendors, students, or parents. Further, an employee will not receive compensation beyond District compensation for tutoring students currently enrolled in a class the employee teaches. Private tutoring of students for a fee on District property is subject to facility usage policies and procedures. Additional provisions for administrators and executive employees also apply. It is prohibited to receive compensation or perform any service for the purpose of attempting to influence a decision by the District.

All employees shall not use or disclose confidential information obtained in the course of or by reason of their employment in any manner with intent to result in financial gain for themselves, their spouses, dependent children in their custody, any business with which they are associated or any other person. Even when there is no financial gain involved, misuse of confidential information or failure to keep information confidential violates Board policy and could also violate state and federal law.

Staff Dress Code

The District's facilities and the educational environment are considered a professional workplace. Professionalism should extend to the personal appearance of all staff in order to set the standard for students. Board policy GBCBA discourages informal attire. If the employee works in a department in which uniforms are required, the employee is expected to adhere to the uniform policy also detailed in GBCBA – AP 1.

Staff Use of Communication Devices

Technology use is encouraged but should not interfere or disrupt the performance of duties by the employee or otherwise interfere with District operations, as determined by the employee's supervisor. Policy violations may result in disciplinary procedures including being prohibited from possessing or using such devices at work and/or termination. Employees shall not use communication devices when driving District vehicles for District use or in a District activity. This includes while operating any vehicle in which a student is being transported as part of the employee's job duties or supervising students entering or exiting a vehicle or other supervision activities when the supervision is part of the employee's assigned duties. The exception to



these rules are to report illegal activity, summon emergency help, and prevent injury. Additional details regarding acceptable use and exceptions are contained with Board policy GBCC.

Staff Conduct

The purpose of Board policy GBCB is to define expectations for staff conduct within the workplace and educational environment. In order to build a quality educational system, employees must meet specific professional expectations. All employees are encouraged to review this policy closely as violations are subject to discipline including charges leading to dismissal from service. Questions regarding the staff conduct expectations should be directed to the employee's immediate supervisor for clarification. In general, professional standards apply to all environments within the District. No employee shall directly or indirectly, individually or with others, be involved in an action or inaction that is or may be illegal, immoral, contrary to regulations or disruptive of good order or of discipline. This includes violations of this or any other Board of Education policy.

Staff Absences and Tardiness

Unless authorized by the Superintendent, Board of Education, or otherwise authorized by law, an employee's absence or tardiness is considered unreasonable or excessive if it violates one or more of the following:

Is due to illegal activity
Is due to the employee's arrest and/or incarceration
Is due to other employment during the employee's assigned work hours for the District
If the employee fails to notify his/her supervisor as soon as the employee knows he/she will be absent
If the employee gives a reason for the absence that is determined to be false or misrepresented
If the employee does not first obtain permission from the appropriate supervisor
Exceeds the number of days allotted for that particular leave
Is for a reason authorized by policy but exceeds 5 days in any 30-day period, 8 days in a semester, or 12 days per school year
Is for any reason inconsistent with the employee's obligation to be present on a regular and predictable basis in the workplace



Is for a reason not granted as paid or protected leave under Board policy

Please reference these policies for further information on protected leaves, short-term, and other long-term leaves: GBBDA Family and Medical Leave, GCBDA Professional Staff Short-Term Leaves, GDBDA Support Staff Leaves, and GDBDB Support Staff Long-Term Leaves and Absences. Questions regarding the attendance policies can be directed to the Human Resources Department.

Board Policy Reference

- ☐ GBCA Staff Conflict of Interest
- ☐ GBCBA Staff Dress Code
- ☐ GBCC Staff Use of Communication Devices
- ☐ GBCB Staff Conduct
- ☐ GBCBC Staff Absences and Tardiness



Staff/Student Relations

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited including, but not limited to inappropriate touching or interaction in a sexual or sexually intimate manner, dating or planning a future romantic or sexual relationship with a student, making sexual advances or engaging in a sexual relationship with a student, any conduct that constitutes illegal harassment or discrimination as defined in policy AC (or that could constitute a violation of that policy if pervasive, or any conduct that violates Board policies, regulations or procedures, or constitutes criminal behavior). Failure to maintain professional boundaries unless an educational purpose exists or an exception as defined in Board policy GBH exists. It is important for all staff to be aware of and maintain physical and emotional boundaries to protect students from harm, staff from allegations of misconduct, and the integrity of the District. All employees are expected to maintain courteous and professional relationships with students and have a responsibility to provide an atmosphere conducive to learning by consistently and fairly applying discipline and maintaining appropriate boundaries.

All staff are encouraged to read this policy thoroughly and should talk to their supervisors especially related to the use of electronic communication with students and giving gifts to individual students. The electronic communications section of this policy is specifically important even when communicating with students via text, social media, etc. even for educational purposes utilizing personal communication devices or accounts. Training is provided to all employees regarding identifying the signs of sexual abuse in children and potentially abusive relationships between students and adults. Key to the training is reporting any concerns or allegations of activities to the attention of the employee's immediate supervisor without delay. Any staff member who possesses knowledge or evidence of possible violations of this policy must report immediately.

Board Policy Reference

- ☐ GBH Staff/Student Relations



Drug Free Workplace

It is prohibited for employees to manufacture, use, possess, sell, distribute, or be under the influence of controlled substances, alcoholic beverages, or unauthorized prescription medication on any District property, in any District vehicle, off District property at any District-sponsored or District-approved activity, event, or function. This includes but is not limited to field trips, athletic events, etc. 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.

Staff members may be removed from school property and disciplined according to policy and applicable laws when it is evident that an employee has consumed alcoholic beverages or controlled substances prior to the event. If the District has reasonable suspicion that the employee has violated this policy, drug and/or alcohol tests may be employed. Each employee is notified that as a condition of employment, the employee must abide by the terms of this policy and will notify the Superintendent or designee of any criminal drug statute conviction occurring on District premises or while engaged in regular employment no later than five calendar days after the conviction. The District will take appropriate action including disciplinary action within 30 days of notification.

Board Policy Reference

- ☐ GBEBA Drug-Free Workplace
- ☐ GBEBB-4 Employee Alcohol and Drug Testing



Evaluation

Annual evaluation is paramount to promote the continuous growth of all employees in a manner that is aligned with the District comprehensive improvement plan, subsequent department and/or building plans, and governing agencies such as the Missouri Department of Elementary and Secondary Education. The Superintendent has charged supervising administrators with the activity of evaluating the employees in which they supervise. Further, the Superintendent or appointed designee handles the evaluation of the administrative staff. Finally, the Board of Education is charged with evaluating the Superintendent as the Superintendent functions as both the chief administrator for the Board and the head of District staff.

For the purposes of professional staff, the Board of Education has adopted the University of Missouri's Network for Educator Evaluation (NEE) system. The primary purpose is to improve student performance by promoting the continuous growth of teachers and professional certified staff such as therapists, counselors, etc. This is a performance-based evaluation system aligned to performance standards as detailed by NEE. In accordance with these standards, the professional certified staff must demonstrate the knowledge and ability to ensure the success of all students. Administrators charged with utilizing the NEE system receive annual training.

For the purposes of support staff, the purpose is similar in regards to promoting continuous growth of all employees aligned to District objectives. The system developed utilizes multiple ratings, employee impact on the educational environment, and incorporation of meaningful and timely feedback to the employee. Supervisors charged with utilizing this evaluation system also receive training to ensure the designee completes a comprehensive written evaluation on all support staff assigned to them for evaluation. All employees will be given an explanation of their duties and responsibilities and provided guidance by their supervisors in performing satisfactorily.

All employee summative evaluation records including written responses by the employee and evaluator will be maintained in the employee's personnel file in the Human Resources Office at 220 Locust Street, Washington, MO 63090. For further information regarding personnel files, please review that section of this handbook.

Board Policy Reference

- ☐ GCN Evaluation of Professional Staff
- ☐ GDN Evaluation of Support Staff



Staff Compensation

The District uses compensatory time in lieu of overtime for all support staff groups except Food Services and Buildings and Grounds staff. Any eligible employee working more than the number of hours assigned to their position earns compensatory time hour for hour up to 40 hours per week. Eligible employees working more than 40 hours per workweek are subject to overtime compensation at time and a half. For example, one hour over 40 hours per week equates to one and a half hours of compensation time earned. Overtime is discouraged under typical circumstances and requires the express approval of the employee's supervisor.

Employee groups including Administrative Assistants, Paraprofessionals, and Technology Staff accrue compensatory time in lieu of overtime pay. Compensatory time may not exceed 88 compensatory time hours (twelve month employees), 67.5 compensatory time hours (nine, ten, and eleven month employees) at any time and is monitored at regular intervals to ensure that accrued compensatory time does not exceed an amount that can be reasonably used without causing disruption to District operations.

Compensatory time is monitored closely and supervisors are notified regularly of any employee who has accrued compensatory time in order to ensure utilization of that time. In certain circumstances where accrued compensation time is not being used as directed or is not used by the end of the employee's contracted days, compensatory time is applied to any personal, sick, or vacation time taken. Additional information regarding the use of overtime and compensatory time can be found by accessing the District's online policy manual or contacting the Human Resources Department.

Additional Board policies regarding staff compensation and benefits can be found by accessing the District online policy manual. These policies include the following:

- ☐ GCBA and GCBA-R1 Professional Staff Salary Schedules
- ☐ GCBC Professional Staff Fringe Benefits
- ☐ GDBA Support Staff Salary Schedules
- ☐ GDBC Support Staff Fringe Benefits

Board Policy Reference

- ☐ GDBB-1 Nonexempt Employee Supplementary Pay Plans
- ☐ GDBB-1-AP (1) and GDBB-1-AP (2)



Eligible Employees and Length of Leave

The district recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The Family and Medical Leave Act of 1993 (FMLA) allows eligible employees to take up to 12 weeks (60 workdays, can be taken intermittently) of unpaid leave per year. The District adopts a rolling 12-month period which is measured backward from the first date an employee uses FMLA leave. Eligible leave includes leave taken for the following reasons: the birth of a child (medical leave), the placement of a child in the employee's home for adoption or foster care (new child leave), care of a child after birth, within 12 months of birth or placement of an adopted or foster child in the home (new child leave), the need to care for a spouse, child, parent, or next of kin who is a covered service member who has a serious health condition (family leave), or serious personal illness that prevents an employee from doing his/her job (medical leave). 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. Refer to the MILITARY FAMILY LEAVE section for further information.

To be eligible for FMLA leave an employee must have been employed by the district for at least 12 months (not necessarily 12 consecutive months) and have accumulated 1,250 hours of actual service during the previous 12 months immediately preceding the commencement of the leave. Sick, personal, or vacation time used does not count as hours of actual service. If both spouses are employed by the district, the total combined leave time is limited to 12 weeks in the fiscal year (July 1 – June 30) for the birth, adoption, or foster placement of a child, or to care for a parent with a serious health condition.

Substitution of Paid Leave

The District procedures require that eligible employees apply accumulated sick, personal, compensation, and/or vacation time during their leave in most circumstances before continuing such leave on an unpaid basis. This means that under certain conditions, an employee may receive pay during part or all of their approved FMLA leave. Exceptions to this practice are considered on an individual basis and should be initiated by the employee requesting the exception.

Intermittent Leave

Leave may be taken all at once, intermittently (such as for periodic medical treatment) or, if the circumstances of the job permit, by working a reduced schedule leave (such as part time after a child's birth or while recovering from an illness). Arrangements should be discussed with the appropriate supervisor and additional documentation indicating the medical necessity may be required. District policy GBBDA gives specific guidance regarding intermittent and



reduced-schedule leave options for employees whose leave equals more than 20% of instructional time. For those employees the District may require block leave or an alternative placement for the employee during the period of planned medical treatment to avoid interruptions to the general operations of the District.

Employee Notification to the District

If the need for FMLA leave is foreseeable, an employee must complete and submit a form applying for leave at least 30 days in advance. Forms should be submitted to their immediate supervisor first and then sent to the Assistant Superintendent for Personnel or the District Benefits Specialist. For an unforeseeable leave such as might be required after accidental injury or a sudden change in health, the district requires that an employee notify his/ her supervisor of the need for leave as soon as possible and practical. Even if verbal notice has been given, the District requires a completed FMLA application and Certification of Health Care Provider form. Forms are available on the Human Resources Department website.

District Notification to the Employee

The District will provide written notice to the employee in most cases within five business days of receipt of the application for FMLA leave. The District may require additional certification and/or recertification of any FMLA qualifying event or condition to make the determination of eligibility. If information provided by the employee and the employee's provider is unclear or incomplete written notice may be delayed.

Recertification

The district may require that an employee on FMLA leave provide recertification of his/her FMLA-qualifying condition every thirty (30) days in conjunction with an absence in order to continue leave under FMLA. Additionally, if the employee's circumstances have changed significantly, or the district receives information which casts doubt upon the continuing validity of the certification, recertification may be requested by the district more frequently than every thirty (30) days. An example of such a situation would be a pattern of Friday/Monday absences whereupon the district may request medical re-certification to substantiate the medical necessity of the leave. Failure to provide such certification or recertification when requested will result in denial of the leave, and may result in discipline or termination of employment.

Return to Work

An employee who has been on leave for a medical reason must provide a doctor's statement of ability to return to work especially if the employee is returning to work earlier than the leave period approved. An employee should stay in touch with his/her department when on leave and make arrangements in advance of returning to work. Upon return from FMLA leave, the employee will be returned to the same or an equivalent position. An employee who does not return to work at the end of an authorized leave may be subject to termination. Extended leave requests can be made and will be considered on an individual basis.



Military Family Leave

Under FMLA, there are two types of Military family Leave available.

1. Qualifying Exigency Leave. This leave is available only to a family member of a military member in the National Guard or Reserves. Employees meeting the eligibility requirements described above for Basic FMLA Leave maybe entitled to use up to 12 workweeks of their Basic FMLA Leave entitlement to address certain qualifying exigencies. Leave may be used if the employee's spouse, son, or daughter is on active duty or called to active duty status in the National Guard or reserves in support of a contingency operation. This type of leave would be counted toward the employee's 12-week maximum of FMLA leave in the rolling calendar year.

2. Military Caregiver Leave. Employee meeting the eligibility requirements of Basic FMLA Leave, may take up to 26 weeks in a single 12-month period to care for a spouse, son, daughter, parent or next of kin covered service member with a serious illness or injury incurred in the line of duty while on active duty. A single 12-month period begins on the first day that the employee takes leave for this reason and ends 12 months later, irrespective of the fiscal year period for basic FMLA leave. Next of kin is defined as the closest blood relative of the injured or recovering service member. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability list, for a serious illness or injury. A serious illness or injury is one that was incurred by a service member in the line of duty on active duty that may render the servicemember medically unfit to perform the duties of his or her office, grade, rank or rating.

Married Couples: If a husband and wife both work for the district and each wishes to take leave to care for a covered injured or ill service member, the husband and wife may only take a combined total of 26 weeks of leave.

Record Keeping

Records related to FMLA eligibility and FMLA leave periods must be maintained and available for inspection as required by the U.S. Department of Labor. Employees will be directed to record FMLA eligible leaves within our employee absence management system. Failure to properly record leave may result in delays, inaccurate application of paid and unpaid time, or additional certification or recertification from the employee. These records will be monitored during the leave period and reviewed annually to ensure accuracy.

Board Policy Reference

- ☐ GBBDA Family and Medical Leave



Workers' Compensation

Responsibilities of the Employee

An employee must report all injuries immediately to his or her immediate supervisor by completing the District's incident report form. If the nature of the injury or illness precludes the employee from immediately submitting the incident form, the immediate supervisor will assist no later than 30 days after the injury or illness. Failure to report an injury or illness arising out of and in the course of employment within 30 days of the injury or illness may jeopardize the employee's ability to receive compensation. Employees are expected to use all safety devices provided by the District and/or obey rules adopted by the District for the safety of employees. Failure to do so may also jeopardize compensation. This includes failure to follow other District policies such as drug-free workplace or any other such policies. Finally, if the employee does not choose to see a medical provider designated by the District and instead utilizes his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Supervisor Responsibilities

Immediate supervisors must have the appropriate incident forms available for use upon report of injury or illness by an employee. The supervisor must also have the medical providers designated by the District upon employee request. Within 30 days of an incident precluding the employee from completing an incident form, the immediate supervisor must assist the employee in completion of the District incident form and contact the Human Resources Department.

Use of Leave

The District does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. However, if an employee is released to return to work in any capacity, employees are required to use accumulated paid leave to receive medical treatment, evaluation, rehabilitation, etc. during work time. In this case, if paid leave has been exhausted and the employee must be absent during work time to receive such treatment in conjunction with a work-related injury or illness, the employee may be granted unpaid leave. By law an employee will not receive workers' compensation benefits for the first 3 days of absence if the total absence is less than 14 days, the District will apply available paid leave for those days. However, the employee will only receive compensation for those days once the District know that the employee will not receive workers' compensation wage benefits for those days. Employees absent under workers' compensation who are receiving such compensation do not lose seniority or any accumulated paid leave due to the absence however, the employee does not continue to accumulate paid leave during the absence.

Board Policy Reference

- ☐ GBEA Workers' Compensation



District Wellness

The health and safety of all District personnel is of vital importance. The District seeks to provide safe working conditions for staff and those conditions which may present a threat to the health and safety of staff and/or students should be reported immediately to the employee's immediate supervisor. Annual training for all employees regarding universal precautions and communicable disease is required as a condition of employment.

The District will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act or the Americans with Disabilities Act. All requests should be directed to the employee's immediate supervisor or directly to the Human Resources Office. The District will only make medical inquiries, require physical exams, or keep medical information on an employee in accordance with law. Medical records are maintained on separate forms in separate medical files and will be kept confidential.

The District wellness program policy, recognizes the relationship between student well-being and student achievement as well as the importance of a comprehensive program. Employees charged with the instruction and supervision of students are encouraged to read this policy to ensure compliance. Questions regarding the wellness program should be directed to the Director of Food Service. In addition to nutrition, physical activity, and other school-based activities it is important for staff to be aware of any District or building practices designed to promote the overall wellness of students. For specific direction, employees should contact their immediate supervisors for more information.

In general, the School District of Washington strives to promote good health and meet the wide-range of health needs among our students and staff including but not limited to those with allergies, dietary restrictions, and other individual needs requiring attention within the educational environment. As an educational environment we encourage parents, caregivers, and students to consider selecting healthy snacks especially when bringing those items to the school and making them available to other students and adults within the environment. As such, our wellness procedures indicate that we will limit or eliminate candy given as rewards for academic and behavior achievements. Further, education on healthy snack options will be available by the school nurse and should be utilized in the classroom, by organization sponsored parties, and updated in student handbooks annually.

Board Policy Reference

- ☐ GBE Staff Health and Safety
- ☐ ADF District Wellness Program



Grievances

Violations of Board policies and regulations are particularly problematic to the general operations of the District. As such, a formal process for addressing grievances has been established and is detailed in Board policy GBM obtainable on the District website. Grievance processing is viewed as a constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies and regulation. Discrimination or retaliation against an employee for filing a grievance or participating in the grievance process is strictly prohibited. All employees are directed by the Board of Education to cooperate in this process.

- Grievances must be filed within 10 days of the occurrence that is the basis of the concern and must be filed in writing utilizing the form obtained from the Human Resources Department. A copy of the policy or regulation alleged to be violated or misinterpreted as well as a statement of the relief requested should be included.
- Grievances should be filed with the immediate supervisor first unless the grievance is regarding the immediate supervisor. In which case the grievance should be filed to the next supervisor in the chain of command (Principal, Director, Assistant Superintendent of Personnel).
- Within 10 days of receiving the written grievance, the supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.
- If the employee wants to appeal the decision, the grievant must do so in writing utilizing the same form obtained from the Human Resources Department. The appeal must clearly state why the previous decision is erroneous.
- Within 10 days of receipt, appeals will be investigated and decisions rendered in writing. Additional appeals can be made following the chain of command up to the Board of Education.

Grievance forms can be obtained at <http://www.sdow-mo.schoolloop.com/departments/hr/home> or by contacting the Human Resource Department at 636-231-2020. The Grievant will receive written responses but are not entitled to view or receive copies of the investigation file, notes, or report unless otherwise required by law. Disciplinary action taken as a result of a grievance will not be disclosed except as provided in Board policy or required by law.

Board Policy Reference

- ☐ GBM Staff Grievances
- ☐ AC Prohibition against Discrimination, Harassment, and Retaliation
- ☐ GBCB Staff Conduct
- ☐ GBH Staff/Student Relations



Personnel Records

The file of an individual employee will be considered confidential information and a closed record, to the extent allowed by law. This includes individually identifiable personnel records, performance ratings, records pertaining to employees, former employees or applicants for employment. Names, positions, salaries, and lengths of service of employees however, must be available to the public upon request.

Personnel files are only available to be viewed by authorized administrative personnel including the District's legal counsel, state and federal agencies with the appropriate authority, and in situations where the record is used to defend the District in legal or administrative action. The master employee personnel file is kept in the Human Resources Department Offices. These records are stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the District have access to the records.

Employees are not by law entitled to receive a copy of their master personnel file, however may review their files in the presence of the appropriate administrative official during regular working hours upon appointment. This does not include any information within the file created or obtained prior to employment of the individual employee. An appointment can be made by contacting the Assistant Superintendent overseeing personnel or the Benefits Specialist. Further, requests for copies of specific information such as performance evaluations, transcripts, contracts, etc. will be considered on an individual basis.

An individual Board member has no greater access to confidential personnel records than any other member of the public. Please review this policy closely for details regarding Board member access. Keep in mind however, that if the record is appropriately made available, the record will be available for all Board members to view within the context of closed session/Board meeting. Employment contracts are not considered confidential personnel records and can be inspected by Board members upon request.

Board Policy Reference

- ☐ GBL Personnel Records



Staff Development and Workload

Staff Development

The District recognizes the relationship between high-quality professional development and student achievement and therefore commits to the staff development program. The program will be aligned with the current Comprehensive School Improvement Plan (CSIP) and based on student achievement data and the results of needs assessments. It is expected that all staff will participate in professional development activities as designed by the District including but not limited to annual required trainings, trainings and opportunities available and/or assigned during contract days, and specialized training required to perform assigned job duties. Further opportunities may be considered by contacting the immediate supervisor. All staff are required to have and maintain the required credentials needed for the position assigned. This is not the responsibility of the District and expired or falsification of required credentials on the part of the employee may be subject to discipline.

Professional Staff Workload

The Board determines class size and workloads however, recognizes that a teacher's primary role is to teach. Therefore the Superintendent will strive to equalize the teaching load and supervisors will arrange teachers' schedules to allow teachers free lunchtime whenever possible. Appropriate planning time will also be scheduled into the workday.

Teachers shall attend all professional meeting called by administrators or supervisors. Whenever possible the administration will provide one week notice of all faculty meetings or administrative appointed committees, except in the case where emergency matters need immediate consideration. When the District is closed by order of the Board to permit teachers to attend District and/or state meetings/development, it shall be the duty of each teacher to attend such meetings. Failure to do so shall result in loss of pay for the days involved, unless otherwise authorized. Please review policy GCKB closely for alternatives available if submitted within the specified timeline and approved.

Additional duties, such as supervising activities, may be assigned to professional staff without additional compensation. This is typically considered an occasional need or activity that would be reasonable expected related to the professional duty (example, open house, orientation meeting, etc.).

Board Policy Reference

GCL Staff Development
GCK Professional Staff Workload
GCKB Professional Staff Meetings
GCBA Professional Staff Compensation



References

The District maintains information regarding current and former employees as confidential within the limits of the law. Only the Superintendent or Assistant Superintendent for Human Resources may respond on behalf of the District to a reference request for a current or former employee. District employees must direct references requests accordingly and may be designated to respond only after the preparation of accurate reference information is prepared.

The District is required to disclose allegations of sexual misconduct to other public school employers requesting a reference regarding a former employee whose job involved contact with children with if the employee was terminated, non-renewed, or allowed to resign in lieu of termination as a result of allegations of sexual misconduct with a student or as a result of such allegations being substantiated.

The District response to requests for references is limited to employment information that can be provided to the general public including the employee name, position, wage, and length of service. Additional information that can be provided in response to a reference check includes a description of essential job duties, honors and awards, disclosure of sexual misconduct as required by law, and factual information regarding work performance such as information contained within the summative evaluation. Further, notification of whether the employee resigned, was non-renewed, or terminated is allowable by policy, but should also include additional details if applicable such as if non-renewal was due to the financial condition of the District, reorganization, or enrollment fluctuations. Finally, recommendation of re-employment "yes" or "no" if an appropriate position existed is authorized by policy for disclosure to references.

All reference inquiries on behalf of the District should be directed to the Assistant Superintendent of Personnel and Support Services.

Board Policy Reference

- ☐ GBLB References