

SIGNATURE PAGE

Classified Personnel Policies and Salary Schedules

As required by Arkansas Code Annotated § 6-17-201, § 6-17-2301 and Act 989 of 2011, the Certified and Classified personnel policies and salary schedules shall be posted to the Atkins School District website no later than September 15 of each year.

Are District Policies and Salary Schedules posted to school web page? Yes No

Web Address for District Home Page: atkinsschools.org

The Atkins School Board, in compliance with these requirements approved the following:

Licensed Personnel Policies for 2022-23 were approved 03-08-22 & 04-12-22 & 06-09-22

Classified Personnel Policies for 2022-23 were approved 11-11-21 & 03-08-22 & 04-12-22 & 05-10-22 & 06-09-22

Board President: Shane Crawford

Superintendent: Lori Edgin Lori Edgin

TABLE OF CONTENTS

SECTION 8 -- CLASSIFIED PERSONNEL

ASBA

Reference

	Assignments	1
	Attendance.....	1
	Background Check	1
	Benefits	1
	Breaks.....	1
8.26	Bullying.....	2-4
8.42	Bus Driver End of Route Review.....	5
8.24	Bus Driver Use of Mobile Communication Device	5
	Candles, Plug-in Fresheners, Space Heaters, Table Lamps	6
8.25	Cell Phone Use by Classified Employees	6
8.45	Code of Conduct for Classified Employees	7
8.41	Code of Conduct for Procurements With Federal Funds	8
8.22	Computer Use.....	9
8.22F	Computer / Internet Use Agreement	10-11
	Conferences.....	12
	Contracts	12
	Contract Non-Renewal.....	12
	Contract Return	12
8.18	Debts / Garnishments	13
8.39	Depositing Collected Funds	13
8.16	Dress.....	13
8.28	Drug Free Workplace	14-15
8.28F	Drug Free Workplace Policy Acknowledgement.....	16
8.4	Drug Testing.....	17-20
	Employee Information.....	20
8.13	Employment of Classified Personnel	21-23
	Equipment Usage	24
8.2	Evaluations	24
	Extracurricular Activities During School Closings/Dismissal	24
8.35	Free & Reduced Price Meal - Release of Eligibility Information	25-26
8.19	Grievances.....	27-29
8.19F	Grievance Form.....	30
	Health Certificate	31
	Holidays	31
	Inclement Weather Employee Attendance	31
	Inventories.....	31
	Jury Duty/Court Appearances	31

LEAVE:

Accrual of Leave 32

ABSENCES REQUIRING USE OF ACCRUED LEAVE:

Catastrophic Leave 33-34
8.23 Family Medical Leave 35-47
8.23.1 Covid Emergency Leave 48-49
8.7 Personal Leave 50
8.7 Professional Leave 51
8.5 Sick Leave 52-53
Unused Accrued Leave - Payment 53

ABSENCES NOT REQUIRING USE OF ACCRUED LEAVE:

Bereavement 54
Emergency Leave 54
8.27 Injury From Assault Leave 54
Leave of Absence 55
Military Leave 56
School Business Leave 56
8.34 Mandatory Reporter Duties 57
Meal Charge Policy 58
Meal Period 58
8.12 Outside Employment 58
8.11 Overtime, Comptime and Complying with FLSA 59-62
Pay Date 63
Personnel Policy Committee Proposals 63
8.17 Political Activity 63
Public Office Positions 64
Qualifications 64
Reduction in Force 65-66
8.14 Reimbursement of Travel Expense 67
Reproduction of Copyrighted Materials 67
Retirement 68
Salary Deductions 68
8.1 Salary Schedule - Transportation / Maintenance 69
8.1 Salary Schedule - Food Service / Clerical 70
8.1 Salary Schedule - Comp. Lab / Aide / Due Process / Technology / Nurse 71
8.1 Salary Schedule - Supplemental Salaries 72
8.33 School Calendar 73
8.20 Sexual Harassment 74-80
8.8 Sex Offenders on Campus 81
8.37 Social Networking and Ethics 82-84
8.21 Student Supervision by Classified Personnel 85
8.31 Termination 85
Terrorist Attack or Imminent Danger on Campus 85
Time Schedule 86
8.15 Tobacco Use, Electronic Nicotine Delivery Systems & Related Products 86
Transfer of Position 86
8.43 Use of Personal Protective Equipment 87-88
Vacant Position Notice 88
Vacation 89
8.29 Video Surveillance 90
Violations 90
8.40 Weapons On Campus 91-92
8.36 Workplace Injuries and Worker's Compensation 93

CLASSIFIED PERSONNEL

8.32 ASSIGNMENTS

The Superintendent shall be responsible for assigning and reassigning classified personnel.

Legal Reference: A.C.A. § 6-17-2301

Date Adopted: 08-09-05

Date Revised: 06-12-06

ATTENDANCE

Regular attendance is very important to the operation of the school. If an employee is unable to work, he/she should contact their supervisor at the earliest possible time.

Date Adopted: 07-20-04

BACKGROUND CHECK

It is not the policy of the Atkins Public School to pay the fee for the initial criminal record background check (as required by Act 1313 of 1997) and a Child Maltreatment Central Registry check before employing a new classified employee. Prospective employees are responsible for paying that required fee.

All classified employees shall complete a criminal records Background check and Child Maltreatment Central Registry check at least one (1) time every five (5) years. The District will reimburse the employee for the cost of the Background and Child Maltreatment Central Registry Check.

All classified employees of Atkins Schools shall also undergo a Hall Pass drivers license scan background check at the beginning of each school year. The school will incur the cost of this.

Failure to participate in the Background/Child Maltreatment check or having a finding show up in either one could result in termination.

Date Adopted: 07-20-04

Last Revised: 09-09-19

BENEFITS

The Atkins School District provides its classified personnel benefits consisting of the following:

1. Health insurance assistance
2. Contribution to teacher retirement system
3. Leave days (see section on Accrued Leave)
4. Three personal days

Date Adopted: 07-20-04

BREAKS

Each classified employee will be allowed to take a 15 minute break during each four hours worked.

Date Adopted: 07-20-04

8.26—BULLYING RESPONSIBILITIES – CLASSIFIED PERSONNEL

Definitions

“Attribute” means an actual or perceived personal characteristic including without limitation race, color, religion, ancestry, national origin, socioeconomic status, academic status, disability, gender, gender identity, physical appearance, health condition, or sexual orientation;

“Bullying” means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that may address an attribute of the other student, public school employee, or person with whom the other student or public school employee is associated and that causes or creates actual or reasonably foreseeable:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Examples of “Bullying” include, but are not limited to, a pattern of behavior involving one or more of the following:

1. Cyberbullying;
2. Sarcastic comments “compliments” about another student’s personal appearance or actual or perceived attributes,
3. Pointed questions intended to embarrass or humiliate,
4. Mocking, taunting or belittling,
5. Non-verbal threats and/or intimidation such as “fronting” or “chesting” a person,
6. Demeaning humor relating to a student’s actual or perceived attributes,
7. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
8. Blocking access to school property or facilities,
9. Deliberate physical contact or injury to person or property,
10. Stealing or hiding books or belongings,
11. Threats of harm to student(s), possessions, or others,
12. Sexual harassment, as governed by policy 8.20, is also a form of bullying, and/or
13. Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether the student self-identifies as homosexual or transgender (Examples: “Slut”, “You are so gay.”, “Fag”, “Queer”).

“

Cyberbullying” means any form of communication by electronic act that is sent with the purpose to:

- Harass, intimidate, humiliate, ridicule, defame, or threaten a student, school employee, or person with whom the other student or school employee is associated; or
- Incite violence towards a student, school employee, or person with whom the other student or school employee is associated.

Cyberbullying of School Employees includes, but is not limited to:

- a. Building a fake profile or website of the employee;
- b. Posting or encouraging others to post on the Internet private, personal, or sexual information pertaining to a school employee;
- c. Posting an original or edited image of the school employee on the Internet;
- d. Accessing, altering, or erasing any computer network, computer data program, or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords of a school employee;
- e. Making repeated, continuing, or sustained electronic communications, including electronic mail or transmission, to a school employee;

8.26—BULLYING RESPONSIBILITIES - CLASSIFIED PERSONNEL cont.

- f. Making, or causing to be made, and disseminating an unauthorized copy of data pertaining to a school employee in any form, including without limitation the printed or electronic form of computer data, computer programs, or computer software residing in, communicated by, or produced by a computer or computer network;
- g. Signing up a school employee for a pornographic Internet site; or
- h. Without authorization of the school employee, signing up a school employee for electronic mailing lists or to receive junk electronic messages and instant messages.

Cyberbullying is prohibited whether or not the cyberbullying originated on school property or with school equipment, if the cyberbullying results in the substantial disruption of the orderly operation of the school or educational environment or is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school and has a high likelihood of succeeding in that purpose.

“Harassment” means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be expected to cause, substantial interference with the other's performance in the school environment; and

“Substantial disruption” means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Teachers and other school employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the building principal, or designee, as soon as possible.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District staff are required to help enforce implementation of the district’s anti-bullying policy. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; going to or from school or a school activity in a school vehicle or school bus; or at designated school bus stops. Students are encouraged to report behavior they consider to be bullying, including a single action which if allowed to continue would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

A building principal, or designee, who receives a credible report or complaint of bullying shall:

1. As soon as reasonably practicable, but by no later than the end of the school day following the receipt of the credible report of bullying:
 - a. Report to a parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student that their student is the victim in a credible report of bullying; and
 - b. Prepare a written report of the alleged incident of bullying;
2. Promptly investigate the credible report or complaint of bullying, which shall be completed by no later than the fifth (5th) school day following the completion of the written report.
3. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of a student, or person standing in loco parentis of a student who was the alleged victim in a credible report of bullying whether the investigation found the credible report or complaint of bullying to be true and the availability of counseling and other intervention services.

8.26—BULLYING RESPONSIBILITIES - CLASSIFIED PERSONNEL cont.

4. Notify within five (5) days following the completion of the investigation the parent, legal guardian, person having lawful control of the student, or person standing in loco parentis of the student who is alleged to have been the perpetrator of the incident of bullying:
 - a. That a credible report or complaint of bullying against their student exists;
 - b. Whether the investigation found the credible report or complaint of bullying to be true;
 - c. Whether action was taken against their student upon the conclusion of the investigation of the alleged incident of bullying; and
 - d. Information regarding the reporting of another alleged incident of bullying, including potential consequences of continued incidents of bullying;
5. Make a written record of the investigation, which shall include:
 - a. A detailed description of the alleged incident of bullying, including without limitation a detailed summary of the statements from all material witnesses to the alleged incident of bullying;
 - b. Any action taken as a result of the investigation; and
6. Discuss, as appropriate, the availability of counseling and other intervention services with students involved in the incident of bullying.

District employees are held to a high standard of professionalism, especially when it comes to employee-student interactions. Actions by a District employee towards a student that would constitute bullying if the act had been performed by a student shall result in disciplinary action, up to and including termination.

This policy governs bullying directed towards students and is not applicable to adult on adult interactions. Therefore, this policy does not apply to interactions between employees. Employees may report workplace conflicts to their supervisor.¹ In addition to any disciplinary actions, the District shall take appropriate steps to remedy the effects resulting from bullying.

Notes: This policy is similar to Policy 3.38. If you change this policy, review 3.38 at the same time to ensure applicable consistency between the two.

A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident. DESE has created a guidance document on bullying that could be useful in developing staff and student training on bullying. The document can be found at <https://dese.ade.arkansas.gov/Offices/communications/safety/anti-bullying-and-violence-prevention>.

¹ This paragraph is optional. We have included it because we have received multiple phone calls where district employees were attempting to use the policy against fellow employees.

Legal References: A.C.A. § 6-18-514
DESE Rules Governing Student Discipline and School Safety

Date Adopted: 07-24-2006
Last Revised: 06-09-2022 (DESE Note Only)

8.42 - BUS DRIVER - END of ROUTE REVIEW

Each bus driver shall walk inside the bus from the front to the back to make sure that all students have gotten off the bus after each trip. If a child is discovered through the bus walk, the driver will immediately notify the central office and make arrangements for transporting the child appropriately. If children are left on the bus after the bus walk through has been completed and the driver has left the bus for that trip, the driver shall be subject to discipline up to and including termination.

Date Adopted: 03-17-14

8.24—BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES

“School Bus” is a motorized vehicle that meets the following requirements:

1. Is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District; and
2. Is operated for the transportation of students from home to school, from school to home, or to and from school events.¹

Any driver of a school bus shall not operate the school bus while using a device to browse the internet, make or receive phone calls or compose or read emails or text messages.² A school bus driver may use a two-way radio communications device or any device used in a similar manner as a two-way radio communications device to communicate with the District’s central dispatch or transportation center. In addition, if the school bus is safely off the road with the parking brake engaged, exceptions are allowed to call for assistance due to a mechanical problem with the bus, or to communicate with any of the following during an emergency:

- An emergency system response operator or 911 public safety communications dispatcher;
- A hospital or emergency room;
- A physician's office or health clinic;
- An ambulance or fire department rescue service;
- A fire department, fire protection district, or volunteer fire department; or
- A police department.

In addition to statutorily permitted fines, violations of this policy shall be grounds for disciplinary action up to and including termination.

Notes: This policy is similar to Policy 3.51. If you change this policy, review 3.51 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 6-19-120
 A.C.A. § 27-51-1504
 A.C.A. § 27-51-1609

Date Adopted: 07-20-14
Last Revised: 08-12-19

CANDLES, PLUG-IN AIR FRESHENERS, SPACE HEATERS, TABLE LAMPS

It shall be the policy of the Atkins School District that using the following items anywhere on campus is prohibited:

1. Candles
2. Plug-in Air Fresheners
3. Space Heaters
4. Table Lamps

According to the school insurance company and the Atkins District, anyone violating this policy will be held responsible for all damages which might occur as a result of using these items.

Adopted: 08-09-05

8.25—CELL PHONE USE - CLASSIFIED PERSONNEL

Use of cell phones or other electronic communication devices by employees during their designated work time for other than District approved purposes is strictly forbidden unless specifically approved in advance by the superintendent, building principal, or their designees.

District staff shall not be given cell phones or computers for any purpose other than their specific use associated with school business. School employees who use school issued cell phones and/or computers for non-school purposes, except as permitted by District policy, shall be subject to discipline, up to and including termination. School employees who are issued District cell phones due to the requirements of their position may use the phone for personal use on an “as needed” basis provided it is not during designated work time.

Except when authorized in Policy 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, all employees are forbidden from using school issued cell phones while driving any vehicle at any time. Violation may result in disciplinary action up to and including termination.

Except when authorized in Policy 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES, no employee shall use any device for the purposes of browsing the internet; composing or reading emails and text messages; or making or answering phone calls while driving a motor vehicle which is in motion and on school property. Violation may result in disciplinary action up to and including termination.

Note: This policy is similar to Policy 3.34. If you change this policy, review 3.34 at the same time to ensure applicable consistency between the two.

Cross References: 4.47— POSSESSION AND USE OF CELL PHONES AND OTHER ELECTRONIC DEVICES
 7.14—USE OF DISTRICT CELL PHONES AND COMPUTERS
 8.24—SCHOOL BUS DRIVER’S USE OF MOBILE COMMUNICATION DEVICES

Legal References: IRS Publication 15 B A.C.A. § 27-51-1602 A.C.A. § 27-51-1609

Date Adopted: 07-20-04

Last Revised: 08-12-19

8.45—CODE OF CONDUCT – CLASSIFIED PERSONNEL

Definitions

“Insubordination” means the willful disregard of a supervisor’s instructions or the refusal to obey a lawful order from a supervisor. Insubordination does not mean the refusal to follow an order from a supervisor that would violate Federal or state law; Federal regulations; state rules; or a court order.

“Sexual harassment” means conduct on the basis of sex that may not reach the definition of sexual harassment under Policy 8.20 but is nevertheless inappropriate within the education setting. Examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Sexual grooming;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating, ranking, or assessing students or other employees as to:
 - Physical attractiveness;
 - Sexual activity or performance; or
 - Sexual preference;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Employee actions that meet the definitions within this policy are prohibited.

In recognition of the level of trust placed in District employees, the duty of care District employees have towards their charges, and the need for District employees to model appropriate behavior for their charges, the District has, and will continue to hold, its employees to a high standard of behavior. Employees whose actions are determined to be in violation of the provisions of this policy, another personnel policy, the Division of Elementary and Secondary Education Rules Governing the Code of Ethics for Arkansas Educators¹, or criminal conduct that statutorily prohibits employment by a school district may be recommended for discipline up to and including termination of the employee’s contract for employment. In addition to other forms of discipline, conduct in violation of the Rules may be reported to the Professional Licensure Standards Board¹.

Notes: This policy is similar to Policy 3.17. If you change this policy, review Policy 3.17 at the same time to ensure applicable consistency between the two.

¹ If you do not have individuals teaching under a waiver from licensure, remove references to the Code of Ethics from this policy.

Legal References: A.C.A. § 6-17-301 A.C.A. § 6-17-414 A.C.A. § 6-17-415 A.C.A. § 6-17-1701 et seq.
DESE Rules Governing the Code of Ethics for Arkansas Educators

Date Adopted: 03-08-2022

8.41 - CODE OF CONDUCT FOR EMPLOYEES INVOLVED IN PROCUREMENT WITH FEDERAL FUNDS

For purposes of this policy, “Family member” includes:

- An individual's spouse;
- Children of the individual or children of the individual's spouse;
- The spouse of a child of the individual or the spouse of a child of the individual's spouse;
- Parents of the individual or parents of the individual's spouse;
- Brothers and sisters of the individual or brothers and sisters of the individual's spouse;
- Anyone living or residing in the same residence or household with the individual or in the same residence or household with the individual's spouse; or
- Anyone acting or serving as an agent of the individual or as an agent of the individual's spouse.

No District employee, administrator, official, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds, including the District Child Nutrition Program funds if a conflict of interest exists, whether the conflict is real or apparent. Conflicts of interest arise when one or more of the following has a financial or other interest in the entity selected for the contract:

1. The employee, administrator, official, or agent;
2. Any family member of the District employee, administrator, official, or agent;
3. The employee, administrator, official, or agent’s partner; or
4. An organization that currently employs or is about to employ one of the above.

Employees, administrators, officials, or agents shall not solicit or accept gratuities, favors, or anything of monetary value from contractors, potential contractors, or parties to sub-agreements including, but not limited to:

- a. Entertainment;
- b. Hotel rooms;
- c. Transportation;
- d. Gifts;
- e. Meals; or
- f. Items of nominal value (e.g. calendar or coffee mug).

Violations of the Code of Conduct shall result in discipline, up to and including termination. The District reserves the right to pursue legal action for violations.

All District personnel involved in purchases with Federal funds, including child nutrition personnel shall receive training on the Code of Conduct. Training should include guidance about how to respond when a gratuity, favor, or item with monetary value is offered.²

Notes: This policy is similar to Policy 3.52. If you change this policy, review 3.52 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 6-24-101 et seq.
 Division of Elementary and Secondary Education Rules Governing the Ethical
 Guidelines and Prohibitions For Educational Administrators, Employees, Board
 Members and Other Parties
 Commissioner’s Memo FIN 09-036 Commissioner’s Memo FIN-10-048
 Commissioner’s Memo FIN 15-074 2 C.F.R. § 200.318
 7 C.F.R. § 3016.36 7 C.F.R. § 3019.42

Date Adopted: 04-13-15
Last Revised: 07-08-19 (Legal Reference Change Only)

8.22—COMPUTER USE – CLASSIFIED PERSONNEL

(Wording in Italics is Local Policy)

The Atkins School District provides computers and/or computer Internet access for many employees to assist employees in performing work related tasks. Employees are advised that they enjoy **no expectation of privacy** in any aspect of their computer use, including email, and that under Arkansas law both email and computer use records maintained by the district are subject to disclosure under the Freedom of Information Act. Consequently, no employee or student-related reprimands or other disciplinary communications should be made through email.

Passwords or security procedures are to be used as assigned, and confidentiality of student records is to be maintained at all times. Employees must not disable or bypass security procedures, compromise, attempt to compromise, or defeat the district's technology network security, alter data without authorization, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. It is the policy of this school district to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. The District Information Technology Security Officer or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Employees who misuse district-owned computers in any way, including excessive personal use, using computers for personal use during work or instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract.

All e-mails except those stored in folders will be deleted in July of each year.

Note: This policy is similar to Policy 3.28. If you change this policy, review 3.28 at the same time to ensure applicable consistency between the two.

Legal References: Children's Internet Protection Act; PL 106-554
20 USC 6777
47 USC 254(h)
A.C.A. § 6-21-107
A.C.A. § 6-21-111

Date Adopted: 07-20-04

Last Revised: 04-10-17

8.22F—COMPUTER / INTERNET USE AGREEMENT - CLASSIFIED

Name (Please Print) _____

School _____ Date _____

The _____ School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal laws and regulations and all state laws and rules. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up to and including termination.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - a. Using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - b. Using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - c. Posting anonymous messages on the system;
 - d. Using encryption software other than when required by the employee’s job duties;
 - e. Wasteful use of limited resources provided by the school including paper;
 - f. Causing congestion of the network through lengthy downloads of files other than when required by the employee’s job duties;
 - g. Vandalizing data of another user;
 - h. Obtaining or sending information that could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. Gaining or attempting to gain unauthorized access to resources or files;
 - j. Identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
 - k. Using the network for financial or commercial gain without district permission;
 - l. Theft or vandalism of data, equipment, or intellectual property;
 - m. Invading the privacy of individuals other than when required by the employee’s job duties;
 - n. Using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - o. Introducing a virus to, or otherwise improperly tampering with, the system;
 - p. Degrading or disrupting equipment or system performance;
 - q. Creating a web page or associating a web page with the school or school district without proper authorization;
 - r. Attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
 - s. Providing access to the District’s Internet Access to unauthorized individuals;
 - t. Taking part in any activity related to Internet use that creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - u. Making unauthorized copies of computer software;
 - v. Personal use of computers during instructional time; or
 - w. Installing software on district computers without prior approval of the Information Technology Security Officer or his/her designee except for District technology personnel as part of their job duties.

8.22F—COMPUTER/ INTERNET USE AGREEMENT cont.

5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.

6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.

7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: _____ Date _____

Note: This policy is similar to Policy 3.28F. If you change this policy, review 3.28F at the same time to ensure applicable consistency between the two.

Date Adopted: 07-20-04

Last Revised: 08-12-19

CONFERENCES

Any time the administration feels the need to confer with an employee to discuss his/her failure to follow established policy, working deficiencies, etc., a written report of each conference will be made.

Each conference report will show the date of the conference, reason for the conference and the directive from the administration. The report will be signed by both the employee and administration. The signature of the employee will not indicate agreement. The signature of the employee only signifies that the conference was held.

Prior to the school board meeting in May, the school administration will consult with the building principals and department supervisors to evaluate each employee. If the administration feels that an employee has failed to correct the deficiencies discussed in the employee-administration conference, the Superintendent will inform the employee that he/she will not be recommended for re-employment.

Date Adopted: 07-20-04

CONTRACTS

Contracts to classified staff members will be awarded by the Board of Education based upon the recommendation of the Superintendent.

Salaries of classified staff members shall be established by the Board at a rate commensurate with their duties. Terms of contract may vary with position and will be set by the Board.

If an employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal.

Date Adopted: 07-20-04

CONTRACT NON-RENEWAL

The Board of Education shall make the final decision on all contract non-renewal cases based upon the recommendation from the administration. Contract non-renewal shall be done in accordance with state law. The employee involved in contract non-renewal proceedings shall be given fair and impartial consideration at all times. Contract non-renewal may be implemented when:

1. A staff member is subject to retirement.
2. Decreased enrollment makes a reduction in the size of staff.
3. A program is discontinued.
4. A decrease in school revenue or financial crises makes it necessary to reduce the number of staff member.

Date Adopted: 07-20-04

8.44 - CONTRACT RETURN

An employee shall have thirty (30) days from the date of the receipt of his contract for the following school year in which to return the contract, signed, to the office of the Superintendent. The date of receipt of the contract shall be presumed to be the date of a cover memo, which will be attached to the contract.

Failure of an employee to return the signed contract to the office of the Superintendent within thirty (30) days of the receipt of the contract shall operate as a resignation by the employee. No further action on the part of the employee, the Superintendent, or the School Board shall be required in order to make the employee's resignation final.³

Date Adopted: 04-11-19

8.18 - DEBTS / GARNISHMENTS

For the purposes of this policy, "garnishment" of a district employee is when the employee has lost a lawsuit to a judgment creditor who brought suit against a school district employee for an unpaid debt, has been awarded money damages as a result, and these damages are recoverable by filing a garnishment action against the employee's wages. For the purposes of this policy, the word "garnishment" excludes such things as child support, student loan or IRS liens or deductions levied against an employee's wages.

All employees are expected to meet their financial obligations. If an employee writes "hot" checks or has his/her income garnished by a judgment creditor, dismissal may result.

If any fees are brought upon the Atkins School District as a result of court ordered garnishment, the fees will be deducted from that employee's wages.

An employee will not be dismissed for having been the subject of one (1) garnishment. However, a second or third garnishment may result in dismissal.

At the discretion of the Superintendent, he or his designee may meet with an employee who has received a second garnishment for the purpose of warning the employee that a third garnishment will result in a recommendation of dismissal to the School Board.

At the discretion of the Superintendent, a second garnishment may be used as a basis for a recommended dismissal. The Superintendent may take into consideration other factors in deciding whether to recommend dismissal based on a second garnishment. Those factors may include, but are not limited to, the amount of the debt, the time between the first and the second garnishment, and other financial problems which come to the attention of the District.

Date Adopted: 07-20-04

Date Revised: 03-12-13

8.39—DEPOSITING COLLECTED FUNDS

(Wording in Italics is Local Policy)

From time to time, staff members may collect funds in the course of their employment. It is the responsibility of any staff member to deposit such funds they have collected at least weekly into the appropriate accounts for which they have been collected. *Deposits must be made more often if \$100.00 or more in cash has been received for deposit.* The Superintendent or his/her designee shall be responsible for determining the need for receipts for funds collected and other record keeping requirements and of notifying staff of the requirements.

Staff that use any funds collected in the course of their employment for personal purposes, or who deposit such funds in a personal account, may be subject to discipline up to and including termination.

Notes: This policy is similar to policy 3.47. If you change this policy, review 3.47 at the same time to ensure applicable consistency between the two.

Date adopted: 04-21-11

8.16 - DRESS

Employees shall ensure that their dress and appearance are professional and appropriate to their positions. Daily personal hygiene and cleanliness are essential.

Date Adopted: 07-20-04

8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL

The conduct of district staff plays a vital role in the social and behavioral development of our students. It is equally important that the staff have a safe, healthful, and professional environment in which to work. To help promote both interests, the district shall have a drug free workplace. It is, therefore, the district's policy that district employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate or illegal use of prescription drugs. Such actions are prohibited both while at work or in the performance of official duties while off district property; violations of this policy will subject the employee to discipline, up to and including termination.

To help promote a drug free workplace, the district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations.

Should any employee be found to have been under the influence of, or in illegal possession of, any illegal drug or controlled substance, whether or not engaged in any school or school-related activity, and the behavior of the employee, if under the influence, is such that it is inappropriate for a school employee in the opinion of the superintendent, the employee may be subject to discipline, up to and including termination. This policy also applies to those employees who are under the influence of alcohol while on campus or at school-sponsored functions, including athletic events.

An employee living on campus or on school owned property is permitted to possess alcohol in his/her residence. The employee is bound by the restrictions stated in this policy while at work or performing his/her official duties.

Possession, use or distribution of drug paraphernalia by any employee, whether or not engaged in school or school-related activities, may subject the employee to discipline, up to and including termination. Possession in one's vehicle or in an area subject to the employee's control will be considered to be possession as though the substance were on the employee's person.

It shall not be necessary for an employee to test at a level demonstrating intoxication by any substance in order to be subject to the terms of this policy. Any physical manifestation of being under the influence of a substance may subject an employee to the terms of this policy. Those physical manifestations include, but are not limited to: unsteadiness; slurred speech; dilated or constricted pupils; incoherent and/or irrational speech; or the presence of an odor associated with a prohibited substance on one's breath or clothing.

Should an employee desire to provide the District with the results of a blood, breath or urine analysis, such results will be taken into account by the District only if the sample is provided within a time range that could provide meaningful results and only by a testing agency chosen or approved by the District. The District shall not request that the employee be tested, and the expense for such voluntary testing shall be borne by the employee.

Any incident at work resulting in injury to the employee requiring medical attention shall require the employee to submit to a drug test, which shall be paid at the District's worker's compensation carrier's expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of worker's compensation benefits in accordance with policy 8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION.²

Any employee who is charged with a violation of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or of drug paraphernalia, must notify his/her immediate supervisor within five (5) week days (i.e., Monday through Friday, inclusive, excluding holidays) of being so charged. The supervisor who is notified of such a charge shall notify the Superintendent immediately.

8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL cont.

If the supervisor is not available to the employee, the employee shall notify the Superintendent within the five (5) day period.

Any employee so charged is subject to discipline, up to and including termination. However, the failure of an employee to notify his/her supervisor or the Superintendent of having been so charged shall result in that employee being recommended for termination by the Superintendent.

Any employee convicted of any criminal drug statute violation for an offense that occurred while at work or in the performance of official duties while off district property shall report the conviction within 5 calendar days to the superintendent. Within 10 days of receiving such notification, whether from the employee or any other source, the district shall notify federal granting agencies from which it receives funds of the conviction. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Any employee convicted of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances, or of drug paraphernalia, shall be recommended for termination.

Any employee who must take prescription medication at the direction of the employee's physician, and who is impaired by the prescription medication such that he/she cannot properly perform his/her duties shall not report for duty. Any employee who reports for duty and is so impaired, as determined by his/her supervisor, will be sent home. The employee shall be given sick leave, if owed any. The District or employee will provide transportation for the employee, and the employee may not leave campus while operating any vehicle. It is the responsibility of the employee to contact his/her physician in order to adjust the medication, if possible, so that the employee may return to his/her job unimpaired. Should the employee attempt to return to work while impaired by prescription medications, for which the employee has a prescription, he/she will, again, be sent home and given sick leave, if owed any. Should the employee attempt to return to work while impaired by prescription medication a third time the employee may be subject to discipline, up to and including a recommendation of termination.

Any employee who possesses, uses, distributes or is under the influence of a prescription medication obtained by a means other than his/her own current prescription shall be treated as though he was in possession, possession with intent to deliver, or under the influence, etc. of an illegal substance. An illegal drug or other substance is one which is (a) not legally obtainable; or (b) one which is legally obtainable, but which has been obtained illegally. The District may require an employee to provide proof from his/her physician and/or pharmacist that the employee is lawfully able to receive such medication. Failure to provide such proof, to the satisfaction of the Superintendent, may result in discipline, up to and including a recommendation of termination.

A report to the appropriate licensing agency shall be filed within seven (7) days of:

- 1) A final disciplinary action taken against an employee resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances; or
- 2) The voluntary resignation of an employee who is facing a pending disciplinary action resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances.

The report filed with the licensing authority shall include, but not be limited to:

- The name, address, and telephone number of the person who is the subject of the report; and
- A description of the facts giving rise to the issuance of the report.

When the employee is not a healthcare professional, law enforcement will be contacted regarding any final disciplinary action taken against an employee for the diversion of controlled substances to one (1) or more third parties.

8.28— DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL cont.

Notes: This policy is similar to Policy 3.31. If you change this policy, review 3.31 at the same time to ensure consistency between the two.

Legal References: 41 U.S.C. § 8101, 8103, and 8104
A.C.A. § 11-9-102
A.C.A. § 17-80-117

Date Adopted: 07-20-04
Last Revised: 04-10-17

8.28F—DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT

CERTIFICATION

I, hereby certify that I have been presented with a copy of the Atkins District’s drug-free workplace policy, that I have read the statement, and that I will abide by its terms as a condition of my employment with District.

Signature _____ Date _____

8.4—DRUG TESTING - CLASSIFIED PERSONNEL

Definitions

“Clearinghouse” means the Federal Motor Carrier Safety Administration Commercial Driver's License Drug and Alcohol Clearinghouse.

“Database” means the Commercial Driver Alcohol and Drug Testing Database of the Office of Driver Services of the Arkansas Department of Finance and Administration.

“Safety-sensitive function” includes:

- a. All time spent inspecting, servicing, and/or preparing the vehicle;
- b. All time spent driving the vehicle;
- c. All time spent loading or unloading the vehicle or supervising the loading or unloading of the vehicle; and
- d. All time spent repairing, obtaining assistance, or remaining in attendance upon a disabled vehicle.

“School Bus” is a motorized vehicle that meets the following requirements:

1. Is designed to carry more than ten (10) passengers;
2. Is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District; and
3. Is operated for the transportation of students from home to school, from school to home, or to and from school events.¹

Scope of Policy

Each person hired for a position that allows or requires the employee to operate a school bus shall meet the following requirements:

1. The employee shall possess a current driver’s license authorizing the individual to operate the size school bus the individual is being hired to drive²;
2. Have undergone a physical examination, which shall include a drug test,³ by a licensed physician or advanced practice nurse within the past two years; and
3. A current valid certification of school bus driver in service training.⁴

Each person’s initial employment for a job entailing a safety-sensitive function is conditioned upon:

- The district receiving a negative drug test result for that employee;⁵
- The employee submitting an electronic authorization through the Clearinghouse for the District to run a full query of the employee’s information in the Clearinghouse; and
- The employee’s signing a written authorization for the District to request information from:
 - The Database;⁶ and
 - Any U.S. Department of Transportation regulated employers who have employed the employee during any period during the two (2) years prior to the date of the employee’s application.

All employees who perform safety-sensitive functions shall annually⁷ submit a written authorization for the District to conduct a limited query of the employee’s information from the Clearinghouse. The District shall perform a limited query of all employees who perform safety-sensitive functions at least once each school year. If the District’s limited query of the Clearinghouse shows that information exists in the Clearinghouse that may prohibit the employee from performing safety-sensitive functions, the District shall conduct a full query of the Clearinghouse on the employee within twenty-four (24) hours of conducting the limited query. If the District is unable to conduct a full query within twenty-four (24) hours due to the twenty-four (24) hours falling on a weekend, holiday, or other day the District is closed or due to the failure of the employee to authorize the District to receive information resulting from the full query of the Clearinghouse, the employee shall not be permitted to perform any safety-sensitive function until the District conducts the full query and the results confirm that the employee’s Clearinghouse record contains no prohibitions on the employee performing safety-sensitive functions.

8.4— DRUG TESTING - CLASSIFIED PERSONNEL

Methods of Testing

The collection, testing methods and standards shall be determined by the agency or other medical organizations chosen by the School Board to conduct the collection and testing of samples. The drug and alcohol testing is to be conducted by a laboratory certified pursuant to the most recent guidelines issued by the United States Department of Health and Human Services for such facilities (“Mandatory Guidelines for Federal Workplace Drug Testing Programs”).

Requirements

Employees shall be drug and alcohol free from the time the employee is required to be ready to work until the employee is relieved from the responsibility for performing work and/or any time they are performing a safety-sensitive function. In addition to the testing required as an initial condition of employment, employees shall submit to subsequent drug tests as required by law and/or regulation. Subsequent testing includes, and/or is triggered by, but is not limited to:

1. Random tests;
2. Testing in conjunction with an accident;
3. Receiving a citation for a moving traffic violation; and
4. Reasonable suspicion.

Prohibitions

- A. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;
- B. No driver shall use alcohol while performing safety-sensitive functions;
- C. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;
- D. No driver required to take a post-accident alcohol test under # 2 above shall use alcohol for eight (8) hours following the accident or until he/she undergoes a post-accident alcohol test, whichever occurs first;
- E. No driver shall refuse to submit to an alcohol or drug test in conjunction with # 1, 2, and/or 4 above;
- F. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions when using any controlled substance, except when used pursuant to the instructions of a licensed medical practitioner who, with knowledge of the driver’s job responsibilities, has advised the driver that the substance will not adversely affect the driver’s ability to safely operate his/her vehicle. It is the employee’s responsibility to inform his/her supervisor of the employee’s use of such medication;
- G. No driver shall report for duty, remain on duty, or perform a safety-sensitive function if the driver tests positive or has adulterated or substituted a test specimen for controlled substances.

Violation of any of these prohibitions may lead to disciplinary action being taken against the employee, which could include termination or non-renewal.

Testing for Cause

Drivers involved in an accident in which there is a loss of another person’s life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved: 1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or 2) one or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.⁸

Refusal to Submit

Refusal to submit to an alcohol or controlled substance test means that the driver:

- Failed to appear for any test within a reasonable period of time as determined by the employer consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a urine specimen for any required drug test;
- Failed to provide a sufficient amount of urine without an adequate medical reason for the failure;

8.4—DRUG TESTING – CLASSIFIED PERSONNEL

- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

School bus drivers should be aware that refusal to submit to a drug test when the test is requested based on a reasonable suspicion can constitute grounds for criminal prosecution.

Consequences for Violations

Drivers who engage in any conduct prohibited by this policy, who refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety sensitive functions. Actions regarding their continued employment shall be taken in relation to their inability to perform these functions and could include termination or non-renewal of their contract of employment.⁹

Drivers who exhibit signs of violating the prohibitions of this policy relating to alcohol or controlled substances shall not be allowed to perform or continue to perform safety-sensitive functions if they exhibit those signs during, just preceding, or just after the period of the work day that the driver is required to be in compliance with the provisions of this policy. This action shall be based on specific, contemporaneous, articulatable observations concerning the behavior, speech, or body odors of the driver. The Superintendent or his/her designee shall require the driver to submit to “reasonable suspicion” tests for alcohol and controlled substances. The direction to submit to such tests must be made just before, just after, or during the time the driver is performing safety-sensitive functions. If circumstances prohibit the testing of the driver the Superintendent or his/her designee shall remove the driver from reporting for, or remaining on, duty for a minimum of twenty-four (24) hours from the time the observation was made triggering the driver’s removal from duty.

If the results for an alcohol test administered to a driver is equal to or greater than 0.02, but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for a period no less than twenty-four (24) hours from the time the test was administered. Unless the loss of duty time triggers other employment consequence policies, no further other action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

Reporting Requirements

The District shall report the following information about an employee who performs safety-sensitive functions to the Clearinghouse by the close of the third (3rd) business day following the date the District obtained the information:¹⁰

1. An alcohol confirmation test result with an alcohol concentration of 0.04 or greater;
2. A negative return-to-duty test result;
3. A refusal to take an alcohol test;
4. A refusal to test determination; however, if the refusal to test determination is based on the employee’s admission of adulteration or substitution of the specimen, the District shall only report the admissions made to the specimen collector; and
5. A report that the driver has successfully completed all follow-up tests as prescribed in the Substance Abuse Professional report.

The District shall report the following violations for an employee who performs safety-sensitive functions by the close of the third (3rd) business day following the date the District obtains actual knowledge of:¹¹

1. On-duty alcohol use;
2. Pre-duty alcohol use;
3. Alcohol use following an accident; and
4. Controlled substance use.

8.4—DRUG TESTING – CLASSIFIED PERSONNEL

Legal References: A.C.A. § 6-19-108
 A.C.A. § 6-19-119
 A.C.A. § 27-23-105
 A.C.A. § 27-23-201 et seq.
 49 C.F.R. § part 40
 49 C.F.R. § 382.101 – 605
 49 C.F.R. § 382.701 et seq.
 49 C.F.R. § 383.5
 49 C.F.R. § 390.5
 Arkansas Division of Academic Facilities and Transportation Rules Governing
 Maintenance and Operations of Arkansas Public School Buses and Physical
 Examinations of School Bus Drivers

Date Adopted: 07-20-2004

Last Revised: 06-15-2021

EMPLOYEE INFORMATION

All employees must have on file in the Superintendent's Office the following:

1. Signed contract
2. W-4 form
3. Current address and phone number
4. Health Certificate / physical (if applicable)

Date Adopted: 07-20-04

8.13—EMPLOYMENT - CLASSIFIED PERSONNEL

All prospective employees must fill out an application form provided by the District, in addition to any resume provided; all of the information provided is to be placed in the personnel file of those employed.

If the employee provides false or misleading information, or if he/she withholds information to the same effect, it may be grounds for dismissal. In particular, it will be considered a material misrepresentation and grounds for termination of contract of employment if an employee's application information is discovered to be other than as was represented by the employee, either in writing on application materials or in the form of representations made to the school district.

It is grounds for termination of contract of employment if an employee fails a criminal background check or receives a true report on the Child Maltreatment Central Registry check.¹ All classified employees shall complete, at District expense, a criminal records background check and Child Maltreatment Central Registry check at least one (1) time every five (5) years.

An employee who receives notification of a failure to pass a criminal background check or a true result on the Child Maltreatment Central Registry check shall have thirty (30) days following the notification to submit to the superintendent, or designee, a written request for a hearing before the Board to request a waiver. The written request should include any documentation, such as police reports, or other materials that are related to the event giving rise to the failed background check or true result on the Child Maltreatment Registry as well as information supporting your request for the waiver. Employees requesting a board hearing to request a waiver should be aware that this hearing is subject to the Arkansas Freedom of Information Act and it must be fully open to the public as a result.

For unlicensed individuals employed as teachers or administrators under a waiver, all teachers who begin employment in the 2023-2024 school year and each school year thereafter shall demonstrate proficiency or awareness in knowledge and practices in scientific reading instruction as is applicable to their teaching position by completing the prescribed proficiency or awareness in knowledge and practices of the scientific reading instruction credential either as a condition of licensure or within one (1) year for teachers who are already licensed or employed as a teacher under a waiver from licensure.²

Before the superintendent may make a recommendation to the Board that an individual be hired by the District, the superintendent shall check the Arkansas Educator Licensure System to determine if the individual has a currently suspended or revoked teaching license or a current Level 3 or Level 4 public notification of ethics violation. An individual with a currently suspended license or whose license has been revoked by the State Board of Education is not eligible to be employed by the District; this prohibition includes employment as a substitute teacher, whether directly employed by the District or providing substitute teaching services under contract with an outside entity. An individual with a current Level 3 or Level 4 public notification of ethics violation shall not be recommended for employment by the District.

The District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, pregnancy, sexual orientation, gender identity, age, disability, or genetic information.³

Inquiries on non-discrimination may be directed to the Superintendent, who may be reached at 479-641-7871.

Any person may report sex discrimination, including sexual harassment, to the Title IX Coordinator in person or by using the mailing address, telephone number, or email address provided above. A report may be made at any time, including during non-business hours, and may be on the individual's own behalf or on behalf of another individual who is the person alleged to be the victim of conduct that could constitute sex discrimination or sexual harassment.

For further information on notice of non-discrimination or to file a complaint, visit <https://www2.ed.gov/about/offices/list/ocr/complaintintro.html>; for the address and phone number of the office that serves your area, or call 1-800-421-3481.

8.13 - EMPLOYMENT - CLASSIFIED PERSONNEL cont.

In accordance with Arkansas law⁶, the District provides a veteran preference to applicants who qualify for one of the following categories:

1. A veteran without a service-connected disability;
2. A veteran with a service-connected disability; and
3. A deceased veteran's spouse who is unmarried throughout the hiring process.

For purposes of this policy, "veteran" is defined as:

- a. A person honorably discharged from a tour of active duty, other than active duty for training only, with the armed forces of the United States; or
- b. Any person who has served honorably in the National Guard or reserve forces of the United States for a period of at least six (6) years, whether or not the person has retired or been discharged.

In order for an applicant to receive the veteran's preference, the applicant must be a citizen and resident of Arkansas, be substantially equally qualified as other applicants and do all of the following:

1. Indicate on the employment application the category the applicant qualifies for;
2. Attach the following documentation, **as applicable**, to the employment application:
 - Form DD-214 indicating honorable discharge;
 - A letter dated within the last six months from the applicant's command indicating years of service in the National Guard or Reserve Forces as well as the applicant's current status;
 - Marriage license;
 - Death certificate;
 - Disability letter from the Veteran's Administration (in the case of an applicant with a service-related disability).

Failure of the applicant to comply with the above requirements shall result in the applicant not receiving the veteran preference; in addition, meeting the qualifications of a veteran or spousal category does not guarantee either an interview or being hired.

Notes: This policy is similar to Policy 3.19. If you change this policy, review 3.19 at the same time to ensure applicable consistency between the two.

¹ An expunged, sealed, or pardoned conviction shall not disqualify a person from employment unless the conviction involves the physical or sexual injury, mistreatment, or abuse of another.

² If you do not have a waiver to employ individuals as teachers or administrators without a license, remove this paragraph.

³ A copy of the non-discrimination statement should be included in all district publications unless the publication is intended only for students and parents. Publications intended only for students and parents should include the nondiscrimination clause in Policy 4.11—EQUAL EDUCATIONAL OPPORTUNITY.

⁴ Insert the position(s) designated to be contacted on discrimination inquiries. If you have different positions designated to answer questions on disability discrimination (504 coordinator) and sex discrimination (Title IX coordinator), then you will need to include the position responsible for each area. Do not include the name(s) of the person(s) to be contacted in the policy; changing the name of the person (due to a staffing change) would necessitate amending the policy, which would require it to go through the entire adoption process.

⁵ Insert the office address, phone number, and email address to be used to contact the designated position. If you have more than one position designated as set forth in footnote 4, you will need to include a contact number, email address, and office address for each position. The contact number and office address may be the school/district address and phone number. We recommend making the email address specific to the position, such as titleix@districtdomain.org, and having the emails sent to the coordinator's inbox to prevent having to amend the policy due to staff changes.

8.13 - EMPLOYMENT - CLASSIFIED PERSONNEL cont.

While 34 C.F.R. § 106.8 requires that an individual be able to submit a report, including by telephone, both inside and outside of business hours, we do not believe that this requires that the Title IX Coordinator must be on-call to receive phone calls at any time; instead, the number provided for individuals to use must allow individuals wanting to report sexual discrimination or sexual harassment to the Title IX Coordinator to be able to leave a voice message for the Title IX Coordinator.

⁶ A.C.A. § 21-3-301 et seq. includes public schools in the list of employers required to provide a preference to applicants who qualify for a veteran or a deceased veteran's spouse category when selecting interview candidates, during the interview process, and in selecting a new employee.

A.C.A. § 21-3-302 covers the requirements for giving a veteran preference during the application, interview, and hiring processes. The statute does not require districts to use a particular scoring method to demonstrate giving a preference and districts can continue using the system they have previously been using. However, A.C.A. § 21-3-302 and A.C.A. § 21-3-303 require districts be able to demonstrate that any qualifying applicant was given a preference during the entire application, interview, and hiring processes.

If a veteran who is not hired requests, the district must provide the veteran with his/her base score, adjusted score, and the successful candidate's score. While there is no statutorily required method, ASBA suggests districts use a numerical scoring rubric for the entire hiring process. The use of such a rubric makes it easy to demonstrate a preference was given as you can point to where qualifying applicants received additional points. Districts that don't use a numerical scoring method are required, upon a veteran's request, to provide all documentation allowed to be released under FOIA to the veteran to demonstrate how the preference was used to develop the list of qualified candidates to be interviewed and to select the person actually hired.

Legal References:	Division of Elementary and Secondary Education Rules Governing Background Checks		
	Division of Elementary and Secondary Education Rules Governing the Code of Ethics for Arkansas Educators		
	A.C.A. § 6-17-301	A.C.A. § 6-17-414	A.C.A. § 6-17-428
	A.C.A. § 6-17-429	A.C.A. § 21-3-302	A.C.A. § 21-3-303
	A.C.A. § 25-19-101 et seq.	28 C.F.R. § 35.106	29 C.F.R. part 1635
	34 C.F.R. § 100.6	34 C.F.R. § 104.8	34 C.F.R. § 106.8
	34 C.F.R. § 106.9	34 C.F.R. § 108.9	34 C.F.R. § 110.25

Date Adopted: 07-20-2004

Last Revised: 03-08-2022 (url change only)

EQUIPMENT USAGE

Employees using audio-visual equipment from the library must check the equipment out from the librarian. Any mechanical problems with the equipment should be reported to the librarian when the equipment is returned.

Employees are expected to preview films before showing them to students. Employees are expected to exercise care in the use of school equipment. At no time should an employee leave the equipment while it is running or allow students to come into direct contact with the equipment.

Date Adopted: 07-20-04

8.2—EVALUATIONS – CLASSIFIED PERSONNEL

Classified personnel may be periodically evaluated.

Any forms, procedures or other methods of evaluation, including criteria, are to be developed by the Superintendent and or his designee(s), but shall not be part of the personnel policies of the District.

Note: If you have a waiver to employ individuals as unlicensed teachers or administrators, add the following language to the policy:

Individuals employed under the District’s waiver as unlicensed teachers and administrators shall be evaluated under Policy 3.2—LICENSED PERSONNEL EVALUATIONS.

Cross Reference: 3.2—LICENSED PERSONNEL EVALUATIONS

Legal Reference: A.C.A. § 6-17-2301

Date Adopted: 07-20-04

Last Revised: 06-19-17

EXTRACURRICULAR ACTIVITIES DURING SCHOOL CLOSING/DISMISSAL

(Local Policy)

In the event that school is cancelled or dismissed early due to inclement weather, the Superintendent must approve any school-sponsored extracurricular activities, practices, or events. This policy also applies to extracurricular activities on official school holidays.

Date Adopted: 03-17-14

8.35 - FREE and REDUCED PRICE MEAL - OBTAINING AND RELEASING ELIGIBILITY INFO

Obtaining Eligibility Information

A fundamental underpinning of the National School Lunch and School Breakfast Programs (Programs) is that in their implementation, there will be no physical segregation of, discrimination against, or overt identification of children who are eligible for the Program's benefits. While the requirements of the Programs are defined in much greater detail in federal statutes and pertinent Code of Federal Regulations, this policy is designed to help employees understand prohibitions on how the student information is obtained and/or released through the Programs. Employees with the greatest responsibility for implementing and monitoring the Programs should obtain the training necessary to become fully aware of the nuances of their responsibilities.

The District is required to inform households with children enrolled in District schools of the availability of the Programs and of how the household may apply for Program benefits. However, the District and anyone employed by the district is **strictly forbidden** from **requiring** any household or student within a household from submitting an application to participate in the program. There are NO exceptions to this prohibition and it would apply, for example, to the offer of incentives for completed forms, or disincentives or negative consequences for failing to submit or complete an application. Put simply, federal law requires that the names of the children shall not be published, posted or announced in any manner.

In addition to potential federal criminal penalties that may be filed against a staff member who violates this prohibition, the employee shall be subject to discipline up to and including termination.

Releasing Eligibility Information

As part of the district's participation in the National School Lunch Program and the School Breakfast Program, the district collects eligibility data from its students. The data's confidentiality is very important and is governed by federal law. The district has made the determination to release student eligibility status or information as permitted by law. Federal law governs how eligibility data may be released and to whom. The district will take the following steps to ensure its confidentiality:

Some data may be released to government agencies or programs authorized by law to receive such data without parental consent, while other data may only be released after obtaining parental consent. In both instances, allowable information shall only be released on a need to know basis to individuals authorized to receive the data. The recipients shall sign an agreement with the district specifying the names or titles of the persons who may have access to the eligibility information. The agreement shall further specify the specific purpose(s) for which the data will be used and how the recipient(s) shall protect the data from further, unauthorized disclosures.

The superintendent shall designate the staff member(s) responsible for making eligibility determinations. Release of eligibility information to other district staff shall be limited to as few individuals as possible who shall have a specific need to know such information to perform their job responsibilities. Principals, counselors, teachers, and administrators shall not have routine access to eligibility information or status.

Each staff person with access to individual eligibility information shall be notified of their personal liability for its unauthorized disclosure and shall receive appropriate training on the laws governing the restrictions of such information.

Notes: This policy is similar to policy 3.42. If you change this policy, review policy 3.42 at the same time to ensure applicable consistency between the two.

8.35 - FREE and REDUCED PRICE MEAL - OBTAINING AND RELEASING ELIGIBILITY INFORMATION cont.

The Child Nutrition Unit of the DESE website (<https://dese.ade.arkansas.gov/Offices/child-nutrition-unit>) has the referenced Commissioner’s Memos as well as helpful information to develop your policy statement packet. Additionally, Commissioner’s Memo FIN 09-041 has two attachments that will go a long way toward explaining the restrictions on the release of eligibility information and status.

¹ The penalty for improper disclosure of eligibility information is a fine of not more than \$1000 per student name if a violation is by either the district or a person in the district without authorization under federal confidentiality regulations and/or imprisonment of not more than one year.

² The district owns the data and has the right to choose whether or not to release it to **anyone**. Therefore, the district must make the decisions concerning its release. With the ownership comes the responsibility to ensure proper security of the data.

Legal References: Commissioner’s Memos IA-05-018, FIN 09-041, IA 99-011, and FIN 13-018
DESE Eligibility Manual for School Meals Revised July, 2017
A.C.A. § 6-18-715 7 CFR 210.1 – 210.31
7 CFR 220.1 – 220.22 7 CFR 245.5, 245.6, 245.8
42 USC 1758(b)(6)

Date Adopted: 05-11-09

Last Revised: 07-08-19 (Legal Reference & ADE Initial Change Only)

8.19—GRIEVANCES – CLASSIFIED PERSONNEL

The purpose of this policy is to provide an orderly process for employees to resolve, at the lowest possible level, their concerns related to the personnel policies or salary payments of this district.

Definitions

“Employee” means any person employed under a written contract by this school district.

“Grievance” means a claim or concern raised by an individual employee of this school district related to the interpretation, application, or claimed violation of the personnel policies, including salary schedules; federal laws and regulations; state laws and rules; or terms or conditions of employment. Other matters for which the means of resolution are provided or foreclosed by statute or administrative procedures shall not be considered grievances. Specifically, no grievance may be entertained against a supervisor for directing, instructing, reprimanding, or “writing up” an employee under his/her supervision.¹ A group of employees who have the same grievance may file a group grievance.

“Group Grievance” means a grievance that may be filed as a group if all of the following criteria are met and the group’s issue is a subject that may be grieved under this policy’s definition of grievance:

1. More than one individual has interest in the matter; and
2. The group has a well-defined common interest in the facts and/or circumstances of the grievance; and
3. The group has designated an employee spokesperson to meet with administration and/or the board; and
4. All individuals within the group are requesting the same relief.

Simply meeting all of the criteria above alone does not ensure that the subject presented by the group is eligible to be grieved.

“Immediate Supervisor:” means the person immediately superior to an employee who directs and supervises the work of that employee.

“Working day” means any weekday other than a holiday whether or not the employee under the provisions of their contract is scheduled to work or whether they are currently under contract.

Process

Level One: An employee who believes that he/she has a grievance shall inform that employee’s immediate supervisor that the employee has a potential grievance. Except for a grievance concerning back pay, the employee must inform his/her immediate supervisor of the existence of a potential grievance within five (5) working days of the occurrence of the grievance. The supervisor shall schedule a conference with the employee to hear the employee’s potential grievance that shall be held no later than five (5) working days after the supervisor is informed of the existence of the potential grievance and offer the employee an opportunity to have a witness or representative who is not a member of the employee’s immediate family present at their conference. If the grievance is not advanced to Level Two within five (5) working days following the conference, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

If the grievance cannot be resolved by the immediate supervisor, the employee can advance the grievance to Level Two. To do this, the employee must complete the top half of the Level Two Grievance Form within five (5) working days of the discussion with the immediate supervisor, citing the manner in which the specific personnel policy was violated that has given rise to the grievance, and submit the Grievance Form to his/her immediate supervisor. The supervisor will have ten (10) working days to respond to the grievance using the bottom half of the Level Two Grievance Form which he/she will submit to the building principal or, in the event that the employee’s immediate supervisor is the building principal, the superintendent.

8.19—GRIEVANCES cont.

Level Two (when appeal is to the building principal): Upon receipt of a Level Two Grievance Form, the building principal will have ten (10) working days to schedule a conference with the employee filing the grievance. The principal shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the principal will have ten (10) working days in which to deliver a written response to the grievance to the employee. If the grievance is not advanced to Level Three within five (5) working days from the date of the principal's written response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

Level Two (when appeal is to the superintendent): Upon receipt of a Level Two Grievance Form, the superintendent will have ten (10) working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten (10) working days in which to deliver a written response to the grievance to the employee.

Level Three: If the proper recipient of the Level Two Grievance was the building principal, and the employee remains unsatisfied with the written response to the grievance, the employee may advance the grievance to the superintendent by submitting a copy of the Level Two Grievance Form and the principal's reply to the superintendent within five (5) working days of his/her receipt of the principal's written reply. The superintendent will have ten (10) working days to schedule a conference with the employee filing the grievance. The superintendent shall offer the employee an opportunity to have a witness or representative who is not a member of the employee's immediate family present at their conference. After the conference, the superintendent will have ten (10) working days in which to deliver a written response to the grievance to the employee.

Appeal to the Board of Directors: An employee who remains unsatisfied by the written response of the superintendent may appeal the superintendent's decision to the Board of Directors within five (5) working days of his/her receipt of the Superintendent's written response by submitting a written request for a board hearing to the superintendent². If the grievance is not appealed to the Board of Directors within five (5) working days of his/her receipt of the superintendent's written response, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. Based on a review of the Level Two Grievance Form and the superintendent's reply, the board shall:

- a. For a grievance filed as an individual, determine if the grievance, on its face, is a subject that may be grieved under district policy.
- b. For a grievance that is filed as a group grievance, review the composition of the group and either:
 - Rule that the group has met the requirements to qualify as a group grievance and then determine whether the matter of the grievance is, on its face, a subject that may be grieved under District policy; or
 - Rule that the composition of the group does not meet the definition of a group grievance under District policy.

If the Board rules that the grievance, whether filed as an individual or as a group, is not a subject that may be grieved, the matter shall be considered closed. If the Board rules that the composition of the group does not meet the definition of a group grievance under District policy, employees who had filed a grievance as part of a group grievance that the Board ruled to not meet the policy's definition of a group grievance may choose to subsequently file an individual grievance by starting with Level One of the process; in such cases, a grievance will be considered to be timely filed if the notification of the employee's supervisor requirement under Level 1 is made within five (5) work days of the Board meeting where the Board ruled that the proposed group grievance did not meet the policy's definition of a group grievance.

8.19—GRIEVANCES cont.

If the Board rules the grievance to be a subject that may be grieved, they shall immediately commence a hearing on the grievance. All parties have the right to representation at the appeal hearing by a person of their own choosing except that no party shall be represented by an individual who is a member of the employee's immediate family. The employee shall have no less than ninety (90) minutes to present his/her grievance, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open to the public, the parent or guardian of any student under the age of eighteen (18) years who gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing. At the conclusion of an open hearing, board deliberations shall also be in open session unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

Records

Records related to grievances will be filed separately and will not be kept in, or made part of, the personnel file of any employee.

Reprisals

No reprisals of any kind will be taken or tolerated against any employee because he/she has filed or advanced a grievance under this policy.

Notes: This policy is similar to Policy 3.25. If you change this policy, review 3.25 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 6-17-208, 210

Date Adopted: 07-20-2004

Last Revised: 04-13-2020

8.19F - LEVEL TWO GRIEVANCE FORM - CLASSIFIED PERSONNEL

Name: _____

Date submitted to supervisor: _____

Classified Personnel Policy grievance is based upon:

Grievance (be specific): _____

What would resolve your grievance? _____

Supervisor's Response

Date submitted to recipient: _____

Date Adopted: 07-20-04

HEALTH CERTIFICATE

Every newly hired public school employee within this state, prior to beginning employment shall present to the Superintendent of the employing district a certificate of health dated not more than 90 days prior to the date of its presentation stating that the employee is free from tuberculosis.

Date Adopted: 07-20-04

HOLIDAYS

Holiday schedules for classified staff will be set by the Superintendent and the School Board.

Date Adopted: 07-20-04



INCLEMENT WEATHER ATTENDANCE POLICY - CLASSIFIED EMPLOYEES

All classified employees who are contracted less than 240 days will be required to complete the full number of contracted days. Classified employee work days missed due to inclement weather will be made up later in the fiscal year as determined by the school board or, in some cases, the employee’s supervisor.

In the event that school is cancelled due to inclement weather, classified employees who are contracted for 240 days are not expected to report to work except under the following circumstances when weather and road conditions permit:

1. When deadlines or other timely responsibilities require their attendance.
2. When contacted by the employee’s supervisor to report.

Date Adopted: 7-14-08

INVENTORIES

Each Principal shall ensure that all of his/her staff members verify the inventory list for their classroom or work area. These lists will be provided by the Administration Office at least once per school year. A list will also be provided to the Directors of Food Service, Maintenance, and Transportation.

The lists will include model and/or serial numbers of any electronic items and a list of furniture items. The lists are to be verified and returned by the date determined by the Administration Office.

Whenever equipment is moved from one location to another, or deleted from inventory, a transfer or deletion form shall be filled out by the person responsible for that inventory location. The form must be approved by the building Principal or Supervisor and then be sent to the Administration Office so inventory records can be updated.

The Superintendent shall be authorized by the Atkins School Board to approve deletions of equipment from inventory.

Date Adopted: 06-08-04

Date Revised: 06-14-05

JURY DUTY / COURT APPEARANCES

Employees are not subject to discharge, loss of sick or personal leave, loss of vacation time or any other penalty due to absence from work for jury duty or subpoena for issues pertaining to their professional duties. All employees shall inform their immediate supervisor upon receiving official notification of jury duty or subpoena. The employee must present the original summons (not a copy) to jury duty or subpoena to his/her supervisor in order to confirm the reason for the requested absence.

All compensation received by the district employee for jury duty or subpoena will be retained by the employee and will not be deducted from the employee’s salary. The district will not reimburse the employee for meals, mileage or any other expense incurred as the result of the employee serving on jury duty or appearing in court due to a subpoena.

Date Adopted: 07-20-04

Date Revised: 05-11-09

LEAVE:

Accrual of Leave:

Classified employees shall accrue leave in the following manner. For each full contract year, those contracted for:

182-183 days	shall be awarded 11 days of leave
190 -209 days	shall be awarded 12 days of leave
210 -229 days	shall be awarded 13 days of leave
230 - or more days	shall be awarded 14 days of leave

Beginning with the 2021-22 school year, Atkins School District will be operating on a 4 Day Week. Accrued leave days will still be based on the number of days contracted for, not the number of actual work days. Leave day absences will now be counted at 1.25 per day for as long as the school is on a 4 Day Week.

Leave days are credited and available to the employee on the first day of the contract. Any leave days used by an employee in excess of days accrued will result in a per diem deduction from the employee's monthly pay. Any leave used in excess of days accrued by an employee who does not complete their contract will result in a deduction from their last pay check.

Employees who are hired for part of the year will accrue leave at a rate proportionate to the number of days worked.

Any Classified employee who has accrued leave in another district and is then hired by the Atkins School District may transfer up to 120 days of accrued leave. Credit for the leave days will be granted upon written verification from the employee's former school district.

Leave days accrued but unused by an employee, up to a maximum of 120 days, will be carried forward to the next contract year. If an employee finishes the year with 120 or more accrued days, the employee will begin the following year with that 120 days plus the number of days to be awarded for the new year, yielding a temporary number of leave days in excess of 120.

However, no more than 120 days may be carried forward at the end of each year for any employee.

The total amount of leave days accrued and the number and type of leave days used will be reported from the central office to each employee on a monthly basis.

Excessive absenteeism which prevents the employee from carrying out his/her assigned duties to the extent that the education of students is substantially adversely affected may result in recommendation for dismissal.

Date Adopted: 07-20-2004

Date Revised: 07-13-2021

ABSENCES WHICH REQUIRE USE OF ACCRUED LEAVE:

Accrued leave may be used by classified employees in the following ways:

CATASTROPHIC LEAVE BANK:

In accordance with Arkansas code, Annotated 6-17-1208, Atkins Public Schools offers to all full time employees, both licensed and classified, voluntary participation in a Catastrophic Leave Bank (CLB).

Definition:

Catastrophic Leave is to be considered as an additional type of sick leave money paid to employees of Atkins School District who are members of the Catastrophic Leave Bank. The leave is to be granted only after all other forms of sick leave paid for by the school district have been exhausted. The leave conditions include health care which can involve accidents or events suffered by the member, their spouse, their children, their parents, or person(s) for whom they are the legal guardian and which requires an employee’s unexpected absence from duty for a prolonged period of time.

A condition will be considered catastrophic when an employee is incapacitated and prevented from the performance of assigned duties due to a disability, serious illness or injury. Conditions normally covered include debilitating/immobilizing injuries or conditions, heart attacks/heart diseases or strokes, non-elective surgeries, acute illnesses or diseases; aneurysms, and cancers/tumors. Examples of items not normally covered by this policy include: short-term illness, routine pregnancy, elective or cosmetic surgeries, accidents covered by workman compensation or other agencies which provide full salary with no loss of benefits.

Participation:

Membership is available to any employee who at the time of application has not been disciplined for abuse of leave policy within the past two years. Members are not required to maintain any certain number of days after joining as long as their membership is continuous. If a member drops out, they must meet initial requirements to rejoin.

Full membership can be obtained by a one time donation of two days. This must be done within 15 days after the beginning of the employee’s contract. If membership is not established during this time, the applicant must wait until the next contract year to participate.

Current employees may make their donation for the following school year after signing their contracts in the spring. A contributed day may not be withdrawn if the employee discontinues membership in the CLB or leaves the employ of the district.

Members are eligible for benefits as soon as membership is established. Voluntary donations may be made by any member at any time.

In the event the bank inventory falls below 20 days, all members will be required to donate one day to retain membership and to replenish the bank.

Governance:

A seven-member committee, selected from the CLB membership, shall oversee the administration of the bank with the assistance of the Administration Office. Committee membership shall be determined and a chairperson selected by September 30 of each year.

- A. The committee shall consist of one elementary teacher, one middle school teacher, one high school teacher, three classified employees and one administrator.
The committee shall consist of one elementary teacher, one middle school teacher, one high school teacher, three classified employees, and one administrator.
- B. Members are expected to serve for a minimum of two years. Committee members will be replaced through a volunteer method.. If this process is not feasible, members will be selected by a random drawing of eligible candidates in the category of vacancy. This selection will be conducted by the respective administrator, or supervisor, of the category affected.

CATASTROPHIC LEAVE BANK continued:

- C. If an acting committee member separates employment during their term, or makes an application for leave from the CLB, the committee may select another member to fill the remainder of the term.
- D. The committee will consider all requests for grants and vote within five days of a completed request. All requests, grants, and denials will be in writing. Grants will be approved by a simple majority vote. The decision of the committee will be final.
- E. Special cases, extenuating circumstances, or waivers of the rules may be granted by a majority vote of the committee and the membership.
- F. The committee shall be responsible for the maintenance and development of records, reporting forms, and applications and shall work closely with the administration in operating the CLB.
- G. The committee shall maintain records of membership, inventory, requests, grants, and denials for a period of three years. All data shall be reconciled with the school district's secretary in October and May of each year.
- H. When making a decision on whether a person would be allowed to receive the Catastrophic money, the committee agreed that a vote by raising hands would be the method used.
- I. The rate of pay during a member's Catastrophic Leave would be equal to the same daily amount of money that he or she would have earned during a regular working period.

CLB Rules of Operation:

- 1. Only members may request withdrawals from the CLB.
- 2. Leave days may be granted only after the member has exhausted all accrued leave days and has lost pay for three consecutive work days.
- 3. Application for grants shall be made in writing on the "Catastrophic Leave Application" form available from a CLB committee member or the Central Office secretary.
- 4. The CLB committee will meet and vote within 5 days of receiving a completed application. A letter from the applicant's attending physician will be required as part of the process.
- 5. The committee may vote to grant the full request, a portion of the request, or to deny the request. The decision of the committee will be final. Decisions will be made in writing.
- 6. Applicants who have had a leave request denied may reapply if their circumstances change or after the loss of three additional days of pay.
- 7. No leave may be granted which would result in a negative balance in the CLB inventory.
- 8. The maximum grant per member shall be 20 days per school year, which may be taken in one block or in combinations of smaller grants.
- 9. The minimum grant per request shall be one full day.
- 10. Days granted may be retroactive to the date of initial eligibility.
- 11. Days granted to a leave bank applicant do not require repayment. However, grantees may donate a day once leave days are awarded for the next contract year.
- 12. Days left in CLB inventory at the end of the school year will be carried over to the succeeding year.
- 13. An individual who leaves employment with the district and has unused accrued leave days may donate one or more days to the bank if they choose not to be paid for them.
- 14. Any time the bank inventory falls below 20 days, the committee may solicit donations from members and nonmembers and may also waive application deadlines in order to gain days from potential members.

Date Adopted: 07-20-04

Last Revised: 05-13-14

8.23 - FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

The Family and Medical Leave Act (FMLA) offers job protection for leave that might otherwise be considered excessive absences. Employees need to carefully comply with this policy to ensure they do not lose FMLA protection due to inaction or failure to provide the District with needed information. The FMLA provides up to twelve (12) work weeks (or, in some cases, twenty-six (26) weeks) of job-protected leave to eligible employees with absences that qualify under the FMLA. While an employee can request FMLA leave and has a duty to inform the District, as provided in this policy, of foreseeable absences that may qualify for FMLA leave, it is the District's ultimate responsibility to identify qualifying absences as FMLA or non FMLA. FMLA leave is unpaid, except to the extent that paid leave applies to any given absence as governed by the FMLA and this policy.

SECTION ONE– FMLA LEAVE GENERALLY

Definitions

“Eligible Employee” is an employee who has:

1. Been employed by the District for at least twelve (12) months, which are not required to be consecutive; and
2. Performed at least 1250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave.¹

“FMLA” is the Family and Medical Leave Act

“Health Care Provider” means:

- a. A doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the State in which the doctor practices;
- b. Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice in the State and performing within the scope of their practice as defined under State law;
- c. Nurse practitioners, nurse-midwives, clinical social workers and physician assistants who are authorized to practice under State law and who are performing within the scope of their practice as defined under State law;
- d. Christian Science Practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts. Where an employee or family member is receiving treatment from a Christian Science practitioner, an employee may not object to any requirement from an employer that the employee or family member submit to examination (though not treatment) to obtain a second or third certification from a health care provider other than a Christian Science practitioner except as otherwise provided under applicable State or local law or collective bargaining agreement; or
- e. Any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

“Instructional Employee” is an employee whose principal function is to teach and instruct students in a class, a small group, or an individual setting and includes athletic coaches, driving instructors, preschool teachers, and special education assistants such as signers for the hearing impaired. The term does not include, and the special rules related to the taking of leave near the end of a semester do not apply to: teacher assistants or aides who do not have as their principal job actual teaching or instructing, administrators, counselors, librarians, psychologists, and curriculum specialists.

“Intermittent leave” is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee's usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time.

“Next of Kin”, used in respect to an individual, means the nearest blood relative of that individual.

“Parent” is the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or a daughter. This term does not include parents “in-law.”

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

“Serious Health Condition” is an injury, illness, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical facility or continuing treatment by a health care provider.

“Son or daughter”, for numbers 1, 2, or 3 below, is a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age eighteen (18), or age eighteen (18) or older and “incapable of self-care because of a mental or physical disability” at the time that FMLA leave is to commence.²

“Year” the twelve (12) month period of eligibility shall begin on July first of each school-year.³

Policy

The provisions of this policy are intended to be in line with the provisions of the FMLA. If any conflict(s) exist, the Family and Medical Leave Act of 1993, as amended, shall govern.

Leave Eligibility

The District will grant up to twelve (12) weeks of leave in a year in accordance with the FMLA, as amended, to its eligible employees for one or more of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. To care for the spouse, son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition;
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee; and
5. Because of any qualifying exigency arising out of the fact that the spouse, son, daughter, 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. (See Section Two)
6. To care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury. (See Section Two)

The entitlement to leave for reasons 1 and 2 listed above shall expire at the end of the twelve (12) month period beginning on the date of such birth or placement.

A legally married couple who are both eligible employees employed by the District may not take more than a combined total of twelve (12) weeks of FMLA leave for reasons 1, 2, or to care for a parent under number 3.

Provisions Applicable to both Sections One and Two

District Notice to Employees

The District shall post, in conspicuous places in each school within the District where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA’s provisions and providing information about the procedure for filing complaints with the Department of Labor.⁴

Designation Notice to Employee

When an employee requests FMLA leave or the District determines that an employee’s absence may be covered under the FMLA, the District shall provide written notice within five (5) business days (absent extenuating circumstances) to the employee of the District’s determination of his/her eligibility for FMLA leave.⁵ If the employee is eligible, the District may request additional information from the employee and/or certification from a health care provider to help make the applicability⁶ determination. After receiving sufficient information as requested, the District shall provide a written notice within five (5) business days (absent extenuating circumstances) to the employee of whether the leave qualifies as FMLA leave and will be so designated.⁷

If the circumstances for the leave don’t change, the District is only required to notify the employee once of the determination regarding the designation of FMLA leave within any applicable twelve (12) month period.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

Employees who receive notification that the leave request does not qualify under the FMLA are expected to return to work; further absences that are not otherwise excused could lead to discipline for excessive absences, or termination for job abandonment.

Concurrent Leave Under the FMLA

All FMLA leave is unpaid unless substituted by applicable accrued leave. The District requires employees to substitute any applicable accrued leave (in the order of sick, personal, or vacation leave as may be applicable) for any period of FMLA leave.⁶

An employee who does not have enough accrued leave to cover the number of days of FMLA leave taken shall not have his/her number of contract days altered because some of the FMLA leave taken was unpaid.

Working at another Job while Taking FMLA for Personal or Family Serious Medical Condition

No employee on FMLA leave for their own serious medical condition may perform work at another, non-district job while on FMLA leave. Except as provided in policy 8.36, employees who do perform work at another, non-district job while on FMLA leave for their own serious medical condition will be subject to discipline, which could include termination or nonrenewal of their contract of employment.

No employee on FMLA leave for the serious medical condition of a family member may perform work at another, non-district job while on FMLA leave. Employees who do perform work at another, non-district job while on FMLA leave for the serious medical condition of a family member will be subject to discipline, which could include termination or nonrenewal of their contract of employment.

Health Insurance Coverage

The District shall maintain coverage under any group health plan for the duration of FMLA leave the employee takes at the level and under the conditions coverage would have been provided if the employee had continued in active employment with the District. Additionally, if the District makes a change to its health insurance benefits or plans that apply to other employees, the employee on FMLA leave must be afforded the opportunity to access additional benefits and/or the same responsibility for changes to premiums. Any changes made to a group health plan that apply to other District employees, must also apply to the employee on FMLA leave. The District will notify the employee on FMLA leave of any opportunities to change plans or benefits. The employee remains responsible for any portion of premium payments customarily paid by the employee. When on unpaid FMLA leave, it is the employee's responsibility to submit his/her portion of the cost of the group health plan coverage to the district's business office on or before it would be made by payroll deduction.⁸

The District has the right to pay an employee's unpaid insurance premiums during the employee's unpaid FMLA leave to maintain the employee's coverage during his/her leave. The District may recover the employee's share of any premium payments missed by the employee for any FMLA leave period that the District maintains health coverage for the employee by paying his/her share. Such recovery shall be made by offsetting the employee's debt through payroll deductions or by other means against any monies owed the employee by the District.

An employee who chooses to not continue group health plan coverage while on FMLA leave is entitled to be reinstated on the same terms as prior to taking the leave, including family or dependent coverages, without any qualifying period, physical examination, exclusion of pre-existing conditions, etc.⁹

If an employee gives unequivocal notice of an intent not to return to work, or if the employment relationship would have terminated if the employee had not taken FMLA leave, the District's obligation to maintain health benefits ceases.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

If the employee fails to return from leave after the period of leave the employee was entitled has expired, the District may recover the premiums it paid to maintain health care coverage unless:

- a. The employee fails to return to work due to the continuation, reoccurrence, or onset of a serious health condition that entitles the employee to leave under reasons 3 or 4 listed above; and/or
- b. Other circumstances exist beyond the employee's control.

Circumstances under "a" listed above shall be certified by a licensed, practicing health care provider verifying the employee's inability to return to work.

Reporting Requirements During Leave

Unless circumstances exist beyond the employee's control, the employee shall inform the district every two (2) weeks¹⁰ during FMLA leave of his/her current status and intent to return to work.

Return to Previous Position

An employee returning from FMLA leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An equivalent position must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, and authority.

The employee's right to return to work and/or to the same or an equivalent position does not supersede any actions taken by the District, such as conducting a RIF, that the employee would have been subject to had the employee not been on FMLA leave at the time of the District's actions.

Leave Acquired Through Fraud

If it is discovered that an employee engaged in fraud or otherwise provided the District with documentation that includes a material misrepresentation of fact in order to receive FMLA leave, the District may discipline the employee up to and including termination.

Provisions Applicable to Section One

Employee Notice to District

Foreseeable Leave

When the need for leave is foreseeable for reasons 1 through 4 listed above, the employee shall provide the District with at least thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave for the specified reason. An eligible employee who has no reasonable excuse for his/her failure to provide the District with timely advance notice of the need for FMLA leave may have his/her FMLA coverage of such leave delayed until thirty (30) days after the date the employee provides notice.

If there is a lack of knowledge of approximately when the leave will be required to begin, a change in circumstances, or an emergency, notice must be given as soon as practicable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When the need for leave is for reasons 3 or 4 listed above, the eligible employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the District subject to the approval of the health care provider of the spouse, son, daughter, or parent of the employee.

If the need for FMLA leave is foreseeable less than thirty (30) days in advance, the employee shall notify the District as soon as practicable. If the employee fails to notify as soon as practicable, the District may delay granting FMLA leave for the number of days equal to the difference between the number of days in advance that the employee should have provided notice and when the employee actually gave notice.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

Unforeseeable Leave

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the District notice of the need for leave as soon as practicable given the facts and circumstances of the particular case.

Ordinarily, the employee shall notify the District within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, fax, email, or other electronic means. If the eligible employee fails to notify the District as required, unless the failure to comply is justified by unusual circumstances, the FMLA leave may be delayed or denied.

Medical Certification

Second and Third Opinions: In any case where the District has reason to doubt the validity of the initial certification provided, the District may require, at its expense, the employee to obtain the opinion of a second health care provider designated or approved by the employer. If the second opinion differs from the first, the District may require, at its expense, the employee to obtain a third opinion from a health care provider agreed upon by both the District and the employee. The opinion of the third health care provider shall be considered final and be binding upon both the District and the employee.

Recertification: The District may request, either orally or in writing, the employee obtain a recertification in connection with the employee's absence, at the employee's expense, no more often than every thirty (30) days unless one or more of the following circumstances apply:

- The original certification is for a period greater than thirty (30) days. In this situation, the District may require a recertification after the time of the original certification expires, but in any case, the District may require a recertification every six (6) months.
- The employee requests an extension of leave;
- Circumstances described by the previous certification have changed significantly; and/or
- The district receives information that casts doubt upon the continuing validity of the certification.

The employee must provide the recertification within fifteen (15) calendar days after the District's request.

No second or third opinion on a recertification may be required.

The District may deny FMLA leave if an eligible employee fails to provide a requested certification.

Substitution of Paid Leave

When an employee's leave has been designated as FMLA leave for reasons 1 (as applicable), 2, 3, or 4 above, the District requires employees to substitute accrued sick, vacation, or personal leave for the period of FMLA leave.¹¹

To the extent the employee has accrued paid vacation or personal leave, any leave taken that qualifies for FMLA leave for reasons 1 or 2 above shall be paid leave and charged against the employee's accrued leave.

Workers' Compensation: FMLA leave may run concurrently with a workers' compensation absence when the injury is one that meets the criteria for a serious health condition. To the extent that workers' compensation benefits and FMLA leave run concurrently, the employee will be charged for any paid leave accrued by the employee at the rate necessary to bring the total amount of combined income up to 100% of usual contracted daily rate of pay. If the health care provider treating the employee for the workers' compensation injury certifies the employee is able to return to a "light duty job," but is unable to return to the employee's same or equivalent job, the employee may decline the District's offer of a "light duty job." As a result, the employee may lose his/her workers' compensation payments, but for the duration of the employee's FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

Return to Work¹²

If the District's written designation determination that the eligible employee's leave qualified as FMLA leave under reason 4 above stated that the employee would have to provide a "fitness-for-duty" certification from a health care provider for the employee to resume work, the employee must provide such certification prior to returning to work. The employee's failure to do so voids the District's obligation to reinstate the employee under the FMLA and the employee shall be terminated.

If the District's written designation determination that the eligible employee's leave qualified as FMLA leave under reason 4 above stated that the employee would have to provide a "fitness-for-duty" certification from a health care provider for the employee to resume work **and** the designation determination listed the employee's essential job functions, the employee must provide certification that the employee is able to perform those functions prior to returning to work. The employee's failure to do so or his/her inability to perform his/her job's essential functions voids the District's obligation to reinstate the employee under the FMLA and the employee shall be terminated.

Failure to Return to Work

In the event that an employee is unable or fails to return to work within FMLA's leave timelines, the superintendent will make a determination at that time regarding the documented need for a severance of the employee's contract due to the inability of the employee to fulfill the responsibilities and requirements of his/her contract.

Intermittent or Reduced Schedule Leave

To the extent practicable, employees requesting intermittent or reduced schedule leave shall provide the District with not less than thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave.

Eligible employees may only take intermittent or reduced schedule leave for reasons 1 and 2 listed above if the District agrees to permit such leave upon the request of the employee. If the District agrees to permit an employee to take intermittent or reduced schedule leave for such reasons, the agreement shall be consistent with this policy's requirements governing intermittent or reduced schedule leave. The employee may be transferred temporarily during the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties.

Eligible employees may take intermittent or reduced schedule FMLA leave due to reasons 3 or 4 listed above when the medical need is best accommodated by such a schedule. The eligible employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider.

When granting leave on an intermittent or reduced schedule for reasons 3 or 4 above that is foreseeable based on planned medical treatment, the District may temporarily transfer eligible employees for the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties. When the employee is able to return to full-time work, the employee shall be placed in the same or equivalent job as he/she had when the leave began. The employee will not be required to take more FMLA leave than necessary to address the circumstances requiring the need for the leave.

Special Provisions relating to Instructional Employees as Defined in This Policy

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and whose FMLA leave falls under the FMLA's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

SECTION TWO- FMLA LEAVE CONNECTED TO MILITARY SERVICE

Leave Eligibility

The FMLA provision of military associated leave is in two categories. Each one has some of its own definitions and stipulations. Therefore, they are dealt with separately in this Section of the policy. Definitions different than those in Section One are included under the respective reason for leave. Definitions that are the same as in Section One are NOT repeated in this Section.

Qualifying Exigency

An eligible employee may take FMLA leave for any qualifying exigency arising out of the fact that the spouse, son, daughter, 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. Examples include issues involved with short-notice deployment, military events and related activities, childcare and school activities, the need for financial and legal arrangements, counseling, rest and recuperation, post-deployment activities, and other activities as defined by federal regulations.¹³

Definitions

“Covered active duty” means:

- in the case of a member of a **regular** component of the Armed Forces, duty during deployment of the member with the armed forces to a foreign country; and
- in the case of a member of a **reserve** component of the Armed Forces, duty during deployment of the member with the armed forces to a foreign country under a call to order to active duty under a provision of law referred to in section 101(a)(13)(B) of title 10, United States Code.

“Son or daughter on active duty or call to active duty status” means the employee's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the employee stood in loco parentis, who is on active duty or call to active duty status, and who is of any age.

Certification¹⁴

The District may require the eligible employee to obtain certification to help the district determine if the requested leave qualifies for FMLA leave for the purposes of a qualifying exigency. The District may deny FMLA leave if an eligible employee fails to provide the requested certification.

Employee Notice to District

Foreseeable Leave

When the necessity for leave for any qualifying exigency is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on covered active duty, or because of notification of an impending call or order to covered active duty, the employee shall provide such notice to the District as is reasonable and practicable regardless of how far in advance the leave is foreseeable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

Unforeseeable Leave

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the District notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the District within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, fax, email, or other electronic means. If the eligible employee fails to notify the District as required unless the failure to comply is justified by unusual circumstances, the FMLA leave may be delayed or denied.

Substitution of Paid Leave

When an employee’s leave has been designated as FMLA leave for any qualifying exigency, the District requires employees to substitute accrued vacation, or personal leave for the period of FMLA leave.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

Intermittent or Reduced Schedule Leave

Eligible employees may take intermittent or reduced schedule leave for any qualifying exigency. The employee shall provide the district with as much notice as is practicable.

Special Provisions relating to Instructional Employees as Defined in This Policy

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and who's FMLA leave falls under the FMLA's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

Serious Illness

An eligible employee is eligible for leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury under the following conditions and definitions.

Definitions

“Covered Service Member” is:

1. A member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness; or
2. A veteran who is undergoing medical treatment, recuperation, or therapy, for a serious injury or illness and who was a member of the Armed Forces (including a member of the National Guard or Reserves) at any time during the period of five (5) years preceding the date on which the veteran undergoes that medical treatment, recuperation, or therapy.

“Outpatient Status”, used in respect to a covered service member, means the status of a member of the Armed Forces assigned to:

- a. A military medical treatment facility as an outpatient; or
- b. A unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients.

“Parent of a covered servicemember” is a covered servicemember’s biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the covered servicemember. This term does not include parents “in law.”

“Serious Injury or Illness”:

- A. In the case of a member of the Armed Forces, including the National Guard or Reserves, it means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in line of duty on active duty in the Armed Forces) and that may render the member medically unfit to perform the duties of the member’s office, grade, rank, or rating; and
- B. In the case of a veteran who was a member of the Armed Forces, including a member of the National Guard of Reserves, at any time during a period as a covered service member defined in this policy, it means a qualifying (as defined by the U.S. Secretary of Labor) injury or illness that was incurred by the member in the line of duty on active duty in the Armed Forces (or existed before the beginning of the member’s active duty and was aggravated by service in the line of duty on active duty in the Armed Forces) and that manifested itself before or after the member became a veteran.

“Son or daughter of a covered servicemember” means a covered servicemember's biological, adopted, or foster child, stepchild, legal ward, or a child for whom the covered servicemember stood in loco parentis, and who is of any age.²

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

“Year”, for leave to care for the serious injury or illness of a covered service member, the twelve (12) month period begins on the first day the eligible employee takes FMLA leave to care for a covered servicemember and ends twelve (12) months after that date.

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member shall be entitled to a total of twenty-six (26) weeks of leave during one twelve (12) month period to care for the service member who has a serious injury or illness as defined in this policy. An eligible employee who cares for such a covered service member continues to be limited for reasons 1 through 4 in Section One and for any qualifying exigency to a total of twelve (12) weeks of leave during a year as defined in this policy. For example, an eligible employee who cares for such a covered service member for sixteen (16) weeks during a twelve (12) month period could only take a total of ten (10) weeks for reasons 1 through 4 in Section One and for any qualifying exigency. An eligible employee may not take more than twelve (12) weeks of FMLA leave for reasons 1 through 4 in Section One and for any qualifying exigency regardless of how little leave the eligible employee may take to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury.

If a legally married couple are both eligible employees employed by the District, the legally married couple are entitled to a combined total of twenty-six (26) weeks of leave during one twelve (12) month period to care for their spouse, son, daughter, parent, or next of kin who is a covered service member with a serious injury or illness, as defined in this policy. The leave taken by a legally married couple who care for such a covered service member continues to be limited to a total of twelve (12) weeks of FMLA leave for reasons 1 through 4 in Section One and for any qualifying exigency during a year, as defined in this policy, regardless of whether or not the legally married couple uses less than a combined total of fourteen (14) weeks to care for a covered service member with a serious injury or illness; moreover, the legally married couple’s twelve (12) weeks are combined when taken for reasons 1, 2, or to care for a parent under reason 3 in Section One.

For example, a legally married couple who are both eligible employees and who care for such a covered service member for sixteen (16) weeks during a twelve (12) month period could:

1. Each take up to ten (10) weeks for reason 4 in section 1 or a qualifying exigency;
2. Take a combined total of ten (10) weeks for reasons 1, 2, or to care for a parent under reason 3 in Section One; or
3. Take a combination of numbers 1 and 2 that totals ten (10) weeks of leave.

Medical Certification¹⁵

The District may require the eligible employee to obtain certification of the covered service member’s serious health condition to help the District determine if the requested leave qualifies for FMLA leave. The District may deny FMLA leave if an eligible employee fails to provide the requested certification.

Employee Notice to District

Foreseeable Leave

When the need for leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury is clearly foreseeable at least thirty (30) days in advance, the employee shall provide the District with no less than thirty (30) days’ notice before the date the employee intends for the leave to begin for the specified reason. An eligible employee who has no reasonable excuse for his/her failure to provide the District with timely advance notice of the need for FMLA leave may have his/her FMLA coverage of such leave delayed until thirty (30) days after the date the employee provides notice.

If the need for FMLA leave is foreseeable less than thirty (30) days in advance, the employee shall notify the District as soon as practicable. If the employee fails to notify as soon as practicable, the District may delay granting FMLA leave for an amount of time equal to the difference between the length of time that the employee should have provided notice and when the employee actually gave notice.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

When the need for leave is to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury, the employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the district subject to the approval of the health care provider of the spouse, son, daughter, or parent of the employee.

Unforeseeable Leave

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the District notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the District within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, fax, email, or other electronic means. If the eligible employee fails to notify the District as required, unless the failure to comply is justified by unusual circumstances, the FMLA leave may be delayed or denied.

Substitution of Paid Leave

When an employee's leave has been designated as FMLA leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury, the District requires employees to substitute accrued sick, vacation, or personal leave for the period of FMLA leave.

Intermittent or Reduced Schedule Leave

To the extent practicable, employees requesting intermittent or reduced schedule leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury shall provide the District with at least thirty (30) days' notice, before the date the leave is to begin, of the employee's intention to take leave.

Eligible employees may take intermittent or reduced schedule FMLA leave to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury when the medical need is best accommodated by such a schedule. The eligible employee shall make a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider.

When granting leave on an intermittent or reduced schedule to care for a spouse, child, parent or next of kin who is a covered servicemember with a serious illness or injury that is foreseeable based on planned medical treatment, the District may temporarily transfer eligible employees for the period of scheduled intermittent or reduced leave to an alternative position that the employee is qualified for and that better accommodates recurring periods of leave than does the employee's regular position. The alternative position shall have equivalent pay and benefits but does not have to have equivalent duties. When the employee is able to return to full-time work, the employee shall be placed in the same or equivalent job as he/she had when the leave began.

Special Provisions relating to Instructional Employees (as defined in this policy)

The FMLA definition of "instructional employees" covers a small number of classified employees. Any classified employee covered under the FMLA definition of an "instructional employee" and whose FMLA leave falls under the FMLA's special leave provisions relating to "instructional employees" shall be governed by the applicable portions of policy 3.32—LICENSED PERSONNEL FAMILY MEDICAL LEAVE.

Notes: This policy is similar to Policy 3.32. If you change this policy, review 3.32 at the same time to ensure applicable consistency between the two.

All school districts are covered under the Family Medical Leave Act and are required to keep certain payroll and employee identification records and post pertinent notices regarding FMLA for its employees; however, employees are only eligible for FMLA benefits if the district has fifty (50) or more employees within a seventy-five (75) mile radius of the district's offices. Your district may choose to offer FMLA benefits to your employees even though they are not technically eligible. If your district has less than fifty (50) employees and chooses not to offer FMLA benefits, replace the above policy with the following language to inform your employees of why FMLA benefits do not apply to them and to help avoid possible confusion resulting from the posting of FMLA notices:

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

Employees are eligible for benefits under the Family Medical Leave Act when the district has fifty (50) or more employees. The _____ School District has less than fifty (50) employees and therefore employees are not eligible for FMLA benefits.

Determining whether an absence qualifies as FMLA leave is a **DISTRICT** responsibility and not the employee's. While much of the statutes' language refers to an employee's request for FMLA leave, the employee has **NO** mandatory responsibility for initiating the exchange of information that might relate his/her absence to that of the FMLA. The District has the right and the duty to ask for enough information concerning an employee's absence to make a determination. The employee has the responsibility and duty to respond to questions asked in an effort for the District to make the initial determination. Any issue of medical certification to be provided by the employee is secondary to that of informal questioning to determine whether the absence does in fact, fall under the FMLA umbrella. The District must fulfill its responsibility for the posting of employee FMLA notice requirements to make those requirements enforceable. This is done through posting the notices available at the link in footnote #⁴ **AND** by the employee's receipt of this policy in the employee handbook.

¹ It is possible for a full time employee to be eligible for FMLA leave one year and not the next. For example, if an employee on a 190 day contract takes the full twelve (12) weeks of FMLA leave in year one, that would mean the employee only worked 130 days. Assuming the employee is credited for eight (8) hours per workday, the employee would have only worked 1040 hours during that time (130 x 8=1040), which would make the employee ineligible for FMLA leave for the year following the year that the employee took the leave.

² The Wage and Hour Division of the Department of Labor has issued a Guidance to help interpret the scope of the definition of "son or daughter" as it applies to an employee standing "in loco parentis" to a child. The following quote from the Guidance is offered to give an idea of the complexity of the definition. (The Guidance, in full, is available by calling the ASBA office or at the link in footnote #4.)

Congress intended the definition of "son or daughter" to reflect "the reality that many children in the United States today do not live in traditional 'nuclear' families with their biological father and mother. Increasingly, those who find themselves in need of workplace accommodation of their child care responsibilities are not the biological parent of the children they care for, but their adoptive, step, or foster parents, their guardians, or sometimes simply their grandparents or other relatives or adults." Congress stated that the definition was intended to be "construed to ensure that an employee who actually has day-to-day responsibility for caring for a child is entitled to leave even if the employee does not have a biological or legal relationship to that child."

³ Districts can choose one of four (4) possible "twelve (12) month periods." Each one has possible advantages and disadvantages. Choose the one that will work best for your district. The four (4) options are:

- 1) the calendar year;
- 2) Any fixed twelve (12) month leave year such as a fiscal year or a year starting on an employee's "anniversary" date;
- 3) The twelve (12) month period measured forward from the date any employee's first FMLA leave for reasons 1 through 5 begins;
- 4) A rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave for reasons 1 through 5.

⁴ A Department of Labor poster along with several additional forms that are necessary to fulfill FMLA's requirements are available at <http://www.dol.gov/whd/fmla/index.htm>. Please note that the DOL forms lack the required disclaimer required by the Genetic Information Nondiscrimination Act (GINA). We suggest that you include the following language taken from the final rule implementing the GINA:

The Genetic Information Nondiscrimination Act of 2008 (GINA) prohibits employers and other entities covered by GINA Title II from requesting or requiring genetic information of an individual or family member of the individual, except as specifically allowed by this law. To comply with this law, we are asking that you not provide any genetic information when responding to this request for medical information. "Genetic information," as defined by GINA, includes an individual's family medical history, the results of an individual's or family member's genetic tests, the fact that an individual or an individual's family member sought or received genetic services, and genetic information of a fetus carried by an individual or an individual's family member or an embryo lawfully held by an individual or family member receiving assistive reproductive services.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

⁵ We suggest you use the Department of Labor’s *Notice of Eligibility and Rights and Responsibilities* form (otherwise known as WH-381) to help you fulfill the requirements of this section. It’s available at the link in footnote #⁴ or by calling the ASBA office. When making the determination, we suggest initially erring on the side of granting it. Retroactively designating leave as FMLA has more potential liability for the district if the employee can demonstrate the initial failure to grant the leave under FMLA caused him/her harm or injury. If due to receipt of the medical certification, it turns out that the leave does not qualify, you will need to readjust the available FMLA leave accordingly.

⁶ As used in this policy, “applicable” is a very important word. Some leave taken under FMLA also applies to sick leave and therefore, the employee will get paid for the leave to the extent the employee has sick leave accrued. Other leave taken under FMLA is not applicable to sick leave and therefore the FMLA leave is unpaid. For instance, “applicable leave” in terms of time taken under FMLA due to the birth of a child will vary depending on the language in your District’s policy on sick leave. For instance, if sick leave may be taken “for reason of personal illness or illness in the immediate family” (based on the statutory definition in A.C.A. § 6-17-1202, and an employee gives birth to a child, she may take sick leave for the amount of time that her personal physician deems it necessary for her to physically recover from childbirth. Once the medically necessary time has passed, sick leave is no longer appropriate and cannot be used. While under the FMLA, the employee could take additional time off work, she would need to take unpaid FMLA leave for this purpose, unless she had personal days or vacation days available. However, if your district has a much more liberal definition of sick leave in District policy, the results could be entirely different. Another example would be the potential for overlap between pregnancy complications that arise to the level of a “serious health condition.” For instance, pregnancy complications that rose to the level of a “serious health condition” would qualify for both, while missing work for a dentist’s appointment would qualify for sick leave, but would not qualify for FMLA leave. Consult policy 8.5—CLASSIFIED EMPLOYEES SICK LEAVE when making the determination of what sick leave qualifies under both policies.

⁷ There are several issues that must be addressed in the written notice. The *Designation Notice* (WH-382) available from the Wage and Hour Division of the US Department of Labor is a good way to both give your employee written notice and help ensure you have included the necessary information in the notice. The *Designation Notice* is available at the link contained in footnote #⁴ or by calling the ASBA office.

⁸ The District cannot cancel an employee’s insurance for the employee’s failure to pay his/her share of the premium until the payment is thirty (30) or more days late. The District must give prior, written notice to the employee at least fifteen (15) days prior to the cancelation of the policy stating that the policy will be terminated on a given date if payment is not received by that date, which must be at least fifteen (15) days from the date of the letter.

⁹ Due to the district’s liability for meeting the requirement of this paragraph and similar obligations for life insurance premiums or other benefits, the District needs to consider picking up the costs of such premiums during an employee’s **unpaid** FMLA leave **if** the employee fails to pay his/her share of the costs. If the District elects to maintain such benefits during the leave, at the conclusion of leave the District is entitled to recover only the costs incurred for paying the employee’s share of any premiums whether or not the employee returns to work. To help you decide if you should choose to pay premium costs in such a situation, the following excerpt from 29 CFR 825.212(c):

If coverage lapses because an employee has not made required premium payments, upon the employee's return from FMLA leave the employer must still restore the employee to coverage/benefits equivalent to those the employee would have had if leave had not been taken and the premium payment(s) had not been missed, including family or dependent coverage. See § 825.215(d)(1) through (5). In such case, an employee may not be required to meet any qualification requirements imposed by the plan, including any new preexisting condition waiting period, to wait for an open season, or to pass a medical examination to obtain reinstatement of coverage. If an employer terminates an employee's insurance in accordance with this section and fails to restore the employee's health insurance as required by this section upon the employee's return, the employer may be liable for benefits lost by reason of the violation, for other actual monetary losses sustained as a direct result of the violation, and for appropriate equitable relief tailored to the harm suffered.

¹⁰ You may choose the time interval of the required duty to report, but it must be reasonable.

8.23—FAMILY MEDICAL LEAVE – CLASSIFIED PERSONNEL

¹¹ ASBA model policy 8.5—CLASSIFIED EMPLOYEES SICK LEAVE includes language entitling employees with up to fifteen (15) days of sick leave in a school-year for issue relating to the adoption of a child. If you have not adopted this provision, delete #2 from this sentence. Include reason #1 if you have a liberal sick leave policy that would permit leave to be taken for bonding with a new born son or daughter.

¹² The Department of Labor’s *Designation Notice* has entries that address this section’s requirements. It’s very helpful. For this section, you will need both the *Designation Notice* (WH-382) and the appropriate *Medical Certification form* (WH-380-E or WH-380-F); the *Designation Notice* to fulfill your notice requirements and the medical certification form to enable you to determine if the employee’s leave is actually covered under the FMLA. They are available at the link in footnote #⁴ or by calling the ASBA office.

¹³ The types and amounts of leave available for a particular type of qualifying exigency are covered in 29 C.F.R. § 825.126. Call the ASBA office for a copy.

¹⁴ You can use WH-384, *Certification of Qualifying Exigency for Military Family Leave* to obtain the certification. It’s available at the link in footnote #⁴ or by calling the ASBA office.

¹⁵ You can use WH-385, *Covered Service Member Serious Injury* form to obtain the certification. It’s available at the link in footnote #4 or by calling the ASBA office.

Cross References: 8.5—CLASSIFIED EMPLOYEES SICK LEAVE

8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT

8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND WORKERS’
COMPENSATION

Legal References: 29 USC §§ 2601 et seq.
29 CFR part 825

Date Adopted: 06-08-2004
Last Revised: 04-13-2020

8.23.1—COVID EMERGENCY LEAVE – CLASSIFIED PERSONNEL

The District provides up to an additional ten¹ (10) days of paid leave for its employees who meet both of the following requirements:

1. The employee:
 - a. Is ordered by the District, a medical professional, or the Arkansas Department of Health (ADH) to quarantine or isolate due to COVID-19 for one of the following reasons:
 - i. Testing positive for COVID-19;
 - ii. Experiencing COVID-19 symptoms and seeking a medical diagnosis; or
 - iii. Is a probable close contact or close contact.; or
 - b. Needs to care for a dependent who is subject to a quarantine or isolation order; and
2. The employee's job duties are not able to be performed remotely.

The employee is responsible for providing the District proof that the employee or the employee's dependent has received a quarantine or isolation order. The proof may be in any of the following forms, as applicable:

- A positive test result;
- Proof of receipt of a PCR test;
- A written quarantine or isolation order from the employee's or the employee's dependent's treating physician, the ADH, or the District's Point Of Contact (POC); or
- Written notification of close contact or potential close contact status from ADH, the District POC, or another district's POC if the close contact is from another district.

In addition to other appropriate documentation, employees who intend to take leave under this policy due to the need to care for a dependent must submit a written statement indicating the relationship with the dependent, the dependent's age, and that the employee is the only individual capable of caring for the dependent.

Upon notification that an employee has received a quarantine or isolation order, The District shall review whether the employee has applicable leave remaining under the Families First Coronavirus Response Act (FFCRA) and this policy.

- If an employee has applicable leave under the FFCRA and this policy:
 - The District shall use available leave under the FFCRA first
 - The District shall use the employee's available FFCRA leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's FFCRA leave;
 - The District shall automatically switch the employee to use leave under this policy, if available,² should the employee's quarantine or isolation order last longer than the employee's FFCRA leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has applicable leave under the FFCRA or this policy but not both:
 - The District shall use the employee's available leave until the earlier of the expiration of the quarantine or isolation order or the exhaustion of the employee's available leave; and
 - The District shall automatically switch the employee to another form of applicable District provided paid leave, if available, should the employee's quarantine or isolation order last longer than the employee's available leave under the FFCRA or this policy.
- If an employee has no leave remaining under this policy or applicable leave under the FFCRA, then the District shall use another form of applicable District provided paid leave, if available.

An employee who receives COVID Emergency Leave shall be paid the employee's full daily rate of pay for up to ten¹ (10) days. The ten¹ (10) days of COVID Emergency Leave may, but is not required to, run consecutively. An employee shall not have days charged against the number the employee is eligible for under this policy for days when the employee is not expected to perform duties, such as holidays.³

8.23.1—COVID EMERGENCY LEAVE – CLASSIFIED PERSONNEL cont.

The ten¹ (10) days of paid leave provided under this policy shall be used for eligible leave before other forms of District provided paid leave are used, including sick leave, personal leave, and vacation.

An employee’s eligibility to receive paid leave under this policy begins on January 1, 2021 and expires on June 30, 2021

Notes: ¹ The funding provided by Commissioner’s Memo COM-21-014 expired on December 18, 2020; however, DESE has authorized districts to continue providing the leave but districts will be required to use local or Federal funds to cover the leave. Districts may choose to have the number of days eligible for an employee consider the number of days an employee used in the Fall or may choose to provide all employees a new round of paid days. Be sure to specify your choice in the policy adoption motion. Commissioner’s Memo COM-21-061 does not set a maximum number of days that a district may choose to offer employees under this policy so the ten (10) days included in the policy is only a suggestion.

² If you choose to reset the number of days your employees have available under this policy, remove this clause.

³ AN employee’s quarantine or isolation period may fall at such a time period that part of the quarantine or isolation period is on days when the school would ordinarily be closed for paid holidays. The remaining COVID Emergency Leave days that were not used due to the holiday would continue to be available should the employee be ordered into another quarantine or to isolate unless one of the Policy’s sunset provisions was triggered before the new quarantine or isolation order.

Cross References: 8.5—CLASSIFIED PERSONNEL SICK LEAVE
 8.7—CLASSIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE
 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE ACT
Legal References: Commissioner’s Memo COM-21-61
 29 C.F.R. Part 826

Date Adopted: 01-11-2021

8.7 – PERSONAL AND PROFESSIONAL LEAVE – CLASSIFIED PERSONNEL

(Wording in italics is local policy)

Personal Leave

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day.

Each full-time employee shall be allowed to use six (6) of their accrued leave days as personal leave days per contract year. Bus drivers and part-time cafeteria workers shall be allowed to use three (3) days of their accrued leave days as personal days. The leave may be taken in increments no less than ½ day.

Any employee wishing to take up to 3 days of personal leave must file a request for approval with their Supervisor at least twenty four (24) hours prior to the requested leave time. The 24 hour requirement may be waived by the Principal or Supervisor if deemed appropriate.

Any employee wishing to take (4) or more personal leave days at one time must file a request in writing with their Supervisor at least 14 days prior to the time of the requested leave. The leave must be approved by the Principal /Supervisor and Superintendent.

No personal leave shall be taken during the first or last week of school – or – before a school holiday as identified in the official school calendar (other than July 4th) except in extenuating circumstances. Leave must be approved by Principal and Superintendent

Employees shall take personal leave or leave without pay for absences which are not due to attendance at school functions related to their job duties and do not qualify for other types of leave (for sick leave see Policy 3.8, for professional leave see following section). School functions, for the purposes of this policy, means:

1. Athletic or academic events related to the school district; and
2. Meetings and conferences related to education.

For employees other than the superintendent, the determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. For the superintendent, the school board of directors shall determine what activities meet the definition of a school function.

In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Employees who fail to report to work when their request for a personal day has been denied or who have exhausted their allotted personal days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in medical emergencies and/or as permitted by policy 3.32 Licensed Personnel Family Medical Leave) from their immediate supervisor. Failure to report to work without having received permission to be absent is grounds for discipline, up to and including termination.

Date Adopted: 07-20-04

Last Revised: 05-09-16

8.7 – PERSONAL AND PROFESSIONAL LEAVE – CLASSIFIED PERSONNEL *continued*:

(Wording in italics is local policy)

Professional Leave

“Professional Leave” is leave granted for the following purposes when the teacher is absent:

- 1) *To be a representative of the school*
- 2) *On school business*
- 3) *Sponsoring a school organization or activity*
- 4) *Professional development*

There shall be no deduction from the salary or from accrued days of the teacher. The school will pay for a substitute if one is needed.

A licensed employee who is also contracted as a full time bus driver shall be allowed (3) three days of professional leave per year from their bus driving duties without loss of pay to attend training required by building principal or supervisor.

Professional leave will also be granted when a school District employee is subpoenaed for a matter arising out of the employee’s employment with the school District. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor’s decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the District’s students will be taken into consideration in reviewing a request for professional leave.

The school will pay any fee that is required for the teacher’s attendance, for meals, and for travel expense in accordance with the district reimbursement rate.

If available, a school car shall be used for school business trips. If it is not available, reimbursement for mileage will be paid for the use of a personal car under the following guidelines:

1. *Building Principals will be responsible for letting participants know who is attending so that a car pool can be formed.*
2. *One travel reimbursement for mileage will be made for every four (4) people who attend a one day workshop or meeting unless the Principal makes other arrangements.*
3. *One travel reimbursement for mileage will be made for every three (3) people who attend a workshop or meeting requiring overnight stays unless the Principal makes other arrangements.*
4. *All travel and meal reimbursement forms must be signed by the Principal.*

Applications for professional leave should be made as soon as possible following the employee’s discerning a need for such leave. No less than two (2) weeks notice shall be given before the requested leave is to begin, if possible.

If the employee does not receive or does not accept remuneration for his/her participation in the professional leave activity and a substitute is needed for the employee, the District shall pay the full cost of the substitute. If the employee receives and accepts remuneration for his/her participation in the professional leave activity, the employee shall forfeit his/her daily rate of pay from the District for the time the employee misses. The cost of a substitute, if one is needed, shall be paid by the employee unless the employee chooses to use a personal day.

Notes: While you are not required to provide employees with personal days, you are required to have a policy that requires employees who are absent from the district to take either personal days or leave without pay.

[Please note that the provisions of Act 1028 of 2007 \(A.C.A. § 21-4-216\) which gives state employees 8 hours of paid leave to attend their children’s school educational activities does NOT apply to public school employees.](#)

Legal Reference: A.C.A. § 6-17-211

Date Adopted: 07-20-04
Last Revised: 05-09-16

8.5—SICK LEAVE - CLASSIFIED PERSONNEL - Option A *(Wording in italics is local policy)*

Definitions

1. “Employee” is an employee of the District working 20 or more hours per week who is not required to have a teaching license as a condition of his employment.
2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per month worked, or major part thereof.
4. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of *one hundred twenty (120)* days accrued from previous contract, but not used. Accumulated sick leave also includes the sick leave transferred from an employee’s previous public school employment.
5. “Immediate family” means an employee’s spouse, child, parent, *sibling, grandparent, grandchildren, parents-in-law*, or any other relative provided the other relative lives in the employee’s household.

Sick Leave

The principal/supervisor has the discretion to approve sick leave for an employee to attend the funeral of a person who is not related to the employee, under circumstances deemed appropriate by the principal/supervisor. *Such approved sick leave shall not exceed one day.*

Employees who are adopting or seeking to adopt a minor child or minor children may use up to fifteen (15) sick leave days in any school year for absences relating to the adoption, including time needed for travel, time needed for home visits, time needed for document translation, submission or preparation, time spent with legal or adoption agency representatives, time spent in court, and bonding time. See also, 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE, which also applies. Except for bonding time, documentation shall be provided by the employee upon request.

Pay for sick leave shall be at the employee’s daily rate of pay, which is that employee’s hourly rate of pay times the number of hours normally worked per day. Absences for illness in excess of the employee’s accumulated and current sick leave shall result in a deduction from the employee’s pay at the daily rate as defined above.

At the end of each school year, any accrued sick leave days over 120 will be compensated to the employee at the rate of classified substitute pay.

At the discretion of the principal (or Superintendent), and, if FMLA is applicable, subject to the certification or recertification provisions contained in policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE the District may require a written statement from the employee’s physician documenting the employee’s illness. Failure to provide such documentation of illness may result in sick leave not being paid, or in discipline up to and including termination.

If the employee's absences are not subject to the FMLA or are in excess of what is protected under the FMLA, excessive absenteeism, to the extent that the employee is not carrying out his/her assigned duties to the degree that the education of students or the efficient operation of a school or the district is substantially adversely affected (at the determination of the principal or Superintendent) may result in termination.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the District shall determine if the employee is eligible for FMLA leave and if the leave qualifies for FMLA leave. The District may request additional information from the employee to help make the applicability determination. If the employee is eligible for FMLA leave and if the leave qualifies under the FMLA, the District will notify the employee in writing, of the decision within five (5) workdays. If the circumstances for the leave as defined in policy 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE don’t change, the District is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave within any applicable twelve (12) month period.

8.5—SICK LEAVE – CLASSIFIED PERSONNEL - Option A continued:

(Wording in italics is local policy)

To the extent the employee has accumulated sick leave, any sick leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave including, once an employee exhausts his/her accumulated sick leave, vacation or personal leave.

See 8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE.

Sick Leave and Outside Employment

Sick leave related absence from work (e.g. sick leave for personal or family illness or accident, Workers Comp, and FMLA) inherently means the employee is also incapable of working at any source of outside employment. Except as provided in policy 8.36, if an employee who works a non-district job while taking district sick leave for personal or family illness or accident, Workers Comp, or FMLA shall be subject to discipline up to and including termination.

Notes: This policy is similar to Policy 3.8. If you change this policy, review 3.8 at the same time to ensure applicable consistency between the two.

Cross References: 8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT
8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE
8.36—CLASSIFIED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION

Legal References: A.C.A. § 6-17-1301 et seq.
29 USC §§ 2601 et seq.
29 CFR 825.100 et seq.

Date Adopted: 07-20-04

Last Revised: 05-09-16

UNUSED ACCRUED LEAVE – Payment *(Local Policy)*

If a classified employee of the Atkins School District has accrued more than 120 days of leave at the end of the school year, the district will pay that employee for all days over 120 at the rate specified for classified substitutes.

Employees may donate days over 120 to the Catastrophic Leave Bank in lieu of being paid for those days.

In the event a classified employee leaves employment with the Atkins School District for reasons other than retirement or death, the district will pay that employee for all unused previously accrued leave days (up to 120 days) and for all prorated leave days earned during the current school year.

Days earned for the current year will be figured on a prorated basis according to the number of days worked. The leave will be paid at the rate specified on the salary schedule for classified substitutes.

In the event of the death of a classified employee, the school district will pay to the estate of that employee all unused previously accrued leave (up to 120 days) and all prorated leave days earned during the current school year. The leave will be paid at the rate specified on the salary schedule for classified substitutes.

See RETIREMENT section for payment upon retirement.

Date Adopted: 07-20-04

Last Revised: 05-07-18

ABSENCES WHICH DO NOT REQUIRE USE OF ACCRUED LEAVE

BEREAVEMENT LEAVE: (Local Policy)

In the event of a death in the family of an employee, the following bereavement leave guidelines will apply: If the employee has to make the funeral arrangements or attend a funeral out of state, up to three (3) days may be used for the death of a spouse, child (natural, foster, step), parent, sister, brother, grandchild, daughter-in-law, son-in-law, parent-in-law, sister-in-law, brother-in-law, grandparent, grandparent-in-law, anyone who has lived regularly in the employee's household or who was wholly dependent upon the employee.

If the employee does not have to make the arrangements or travel out of state for any of the deaths mentioned above, the employee may use up to two (2) bereavement days.

Up to one (1) day of bereavement leave may be used for the death of an aunt, uncle, cousin, niece, or nephew, unless the funeral is out of state. If the funeral is out of state, the employee may use two (2) days of bereavement leave.

If the employee does not attend the funeral of those listed above, no days will be granted. Documentation of attendance may be required for verification.

Bereavement leave must be approved by the employee's principal/supervisor and/or the superintendent. Bereavement leave is not accumulated. Bereavement leave is not deducted from sick leave or personal leave. However, a sick or personal day may be used to attend the funeral of a person who is not a family member.

Date Adopted: 7-20-14

Last Revised: 5-11-15

EMERGENCY LEAVE:

Emergency leave will be granted at the discretion of the Superintendent at no loss of salary. Emergency leave may be granted for legal business or family matters of an emergency nature which require absence during school hours. Emergency leave is not permissible for routine family or business trips.

Date Adopted: 07-20-04

8.27 - INJURY FROM ASSAULT LEAVE:

Any employee who, while in the course of their employment, is injured by an assault or other violent act; either alone or while intervening in a student fight; while restraining a student; or while protecting a student from harm, shall be granted a leave of absence for up to one (1) year from the date of the injury, with full pay.

A leave of absence granted under this policy shall not be charged to the employee's accrued leave.

In order to obtain leave under this policy, the employee must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the employee to return to work.

The employee must also provide written statements from witnesses (or other documentation as appropriate to a given incident) to prove that the incident occurred in the course of the employee's employment.

Legal Reference: A.C.A. § 6-17-1209

Date Adopted: 07-20-04

Date Revised: 04-12-05

LEAVE OF ABSENCE

Leave of absence, without pay or increment, may be granted by the Board of Education of the Atkins School District to a non-probationary classified employee upon recommendation of the Superintendent, subject to the following conditions:

1. An employee with at least three (3) years of continuous service in the district may be granted a leave of absence for not less than one semester nor more than two semesters at any one time during one school term.
2. When a leave of absence has been granted to the end of the first semester of a scholastic year, the non-probationary employee must notify the Superintendent by December 1st of his/her intention to resume work the second semester.
3. When a leave of absence has been granted to the end of a scholastic year, the non-probationary employee must notify the Superintendent by April 1st of his/her intention to resume work at the beginning of the next scholastic year.
4. Failure to notify the Superintendent of intention to resume work as indicated, or failure to report for duty at the expiration of an absence, or failure to ask for additional leave of absence in case of protracted absence, shall be considered a resignation.

All requests for leave of absence, except in emergencies, shall be applied for in writing, at least one month in advance, with the employee's supervisor and the superintendent and shall be granted in writing.

All benefits and original assignments, within his/her classified area of work to which the employee was entitled at the time of his/her leave of absence, shall be restored to him/her upon return.

An employee may request a leave of absence when family circumstances change and cause the employee to believe that they, their family, or the school district would benefit from such a leave.

Leave of absence may be granted for the following reasons:

1. To care for a sick or injured member of the employee's immediate family or because of a family catastrophe requiring the employee to be absent from work.
2. Personal health reasons.

Date Adopted: 07-20-04

Date Revised: 04-12-05

MILITARY LEAVE

Any employee of the Atkins School District who becomes a member of the National Guard or of any reserve component of the Armed Forces of the United States, shall be entitled to leave of absence from his/her duties, without loss of time, pay, regular leave, impairment of efficiency rating, or any other rights or benefits to which otherwise entitled for all periods of military service during which he/she is engaged in the performance of duty or training in the service of this State or the United States under competent orders. The employee, while on such leave, shall be paid his/her salary for a period not to exceed a total of fifteen (15) calendar days in each fiscal year.

Before any payment of salary is made covering the period of the leave, the employee shall file with the Superintendent an official order from the appropriate military authority showing evidence of such duty for which military leave pay is granted. The order shall contain the certification of the employee's commanding officer of performance of duty in accordance with the terms of such order.

Any employee who is drafted or called to active duty in the Armed Forces or who volunteers for military service, shall be placed on extended leave without pay. Upon application, within ninety (90) days after his/her release, the employee shall be reinstated to the position vacated or its equivalent with no loss of seniority or any other benefits or privileges of employment.

Any employee who enlists or re-enlists for a second consecutive term of military duty shall forfeit his re-employment rights.

Any employee called to duty in emergency situations by the Governor or President, shall be granted leave with pay not to exceed thirty (30) working days, after which leave without pay will be granted. This leave is in addition to regular vacation time.

Date Adopted: 07-20-04

SCHOOL BUSINESS LEAVE

If the school requires a classified employee to be absent from school, as a representative of the school on school business, there shall be no deduction in the salary of the employee. The school will pay for a substitute if one is needed. If there is a fee for the employee's attendance, the school will pay that fee and also for meals and travel according to the district reimbursement rate.

If available, a school car shall be used for school business trips. If not available, reimbursement for mileage will be paid for the use of a personal car under these conditions:

1. Building principals/supervisors will be responsible for letting participants know who will be attending so that a car pool can be formed.
2. One travel reimbursement for mileage will be made for every four (4) people who attend a one day workshop or meeting unless the principal/supervisor makes other arrangements.
3. One travel reimbursement for mileage will be made for every three (3) people who attend a workshop or meeting requiring overnight stays unless the supervisor/principal makes other arrangements.
4. All travel and meal reimbursements must be signed by the principal/supervisor.

Budgeting concerns may be taken into consideration when reviewing a request for professional leave.

Date Adopted: 07-20-04

Date Revised: 06-11-07

8.34—MANDATED REPORTERS DUTIES - CLASSIFIED PERSONNEL

It is the statutory duty of school district employees to:

- If the employee has reasonable cause to suspect child abuse or maltreatment, then the employee shall directly and personally report these suspicions to the Arkansas Child Abuse Hotline¹; by calling 1-800-482-5964; by calling the child maltreatment hotline at 1-800-482-5964 and submitting a report through fax to the child maltreatment hotline; or if the employee can demonstrate that the child maltreatment, neglect, or abuse is not an emergency, then the employee may notify the child maltreatment hotline through submission of a fax only. Failure to report suspected child abuse, maltreatment, or neglect through the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.
- If the employee has a good faith belief that there is a serious and imminent threat to the public based on a threat made by an individual regarding violence in or targeted at a school that has been communicated to the employee in the ordinary course of his/her professional duties, then the employee shall make every attempt to immediately notify law enforcement of the serious and imminent threat to the public and have notified law enforcement within twenty-four (24) hours of learning of the serious and imminent threat to the public.

The duty of mandated reporters to report suspected child abuse or maltreatment or serious and imminent threats to the public is a direct and personal duty, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person or that form the basis of the serious and imminent threat to the public; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment, or neglect has occurred; that a serious and imminent threat to the public exists; or to rule out such a belief^{2,1}.

Employees and volunteers who notify the Child Abuse Hotline or who report serious and imminent threats to the public to law enforcement in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer **who is a mandated reporter** from directly reporting suspected child abuse, maltreatment, or a serious and imminent threat to the public, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline or law enforcement.

Notes: This policy is similar to Policy 3.40. If you change this policy, review 3.40 at the same time to ensure applicable consistency between the two.

¹ This is a delicate matter and the district would be wise to avail itself of professional development (PD) in this area available from DHS and other sources. While A.C.A. § 6-61-133 requires PD related to child maltreatment for only licensed employees and includes school nurses, school social workers, and school psychologists in the list of “licensed employees” who must receive the required PD, the list of mandated reporters under A.C.A. § 12-18-402 includes all district employees; as a result, Policy 3.6—LICENSED PERSONNEL EMPLOYEE TRAINING includes language requiring all district employees to receive at least two (2) hours of PD on this topic on a rotating basis.

Legal References: A.C.A. § 6-18-110 A.C.A. § 12-18-107 A.C.A. § 12-18-201 et seq.
 A.C.A. § 12-18-302 A.C.A. § 12-18-402

Date Adopted: 06-09-2008
Last Revised: 06-15-2021

MEAL CHARGE POLICY

In accordance with federal regulations of the Child Nutrition Guidebook, school districts are not required to serve persons, who would normally pay full or reduced prices for meals, but do not bring money to pay.

Faculty and staff must pay for meals in advance or on the day of service.

As a courtesy, however the Atkins School District will allow the faculty and staff to charge in an emergency only. Any charge should be paid the following day. No more than 2 charges will be allowed to accumulate at any time. Charges should not occur on a regular basis.

Date Adopted: 07-20-04

MEAL PERIOD

If an employee works a shift which includes a scheduled meal period, he/she will be entitled to a 30 minute meal period at a time designated by the employee's principal of supervisor.

Date Adopted: 07-20-04

8.12 - OUTSIDE EMPLOYMENT

An employee of the District may not be employed in any other capacity during their regular working hours.

An employee may not accept employment outside of his district employment which will interfere, or otherwise be incompatible with the District employment, including normal duties outside the regular work day; nor shall an employee accept other employment which is inappropriate for an employee of a public school.

The Superintendent, or his designee(s), shall be responsible for determining whether outside employment is incompatible, conflicting, or inappropriate.

Legal Reference: A.C.A. § 6-24-106, 107, 111

Date Adopted: 07-20-04

8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

The Atkins School District shall comply with those portions of the Fair Labor Standards Act (FLSA) that relate to the operation of public schools. The FLSA requires that covered employees receive compensation for each hour worked at greater than or equal to the applicable minimum wage for work weeks of less than or equal to forty (40) hours.^A It also requires that employees be compensated for workweeks of greater than forty (40) hours at one and a half (1 ½) times their regular hourly rate of pay, either monetarily^B or through compensatory time off^C.

Definitions

“Covered Employees” (also defined as non-exempt employees) are those employees who are not exempt, generally termed classified, and include bus drivers, clerical workers, maintenance personnel, custodians, transportation workers, receptionists, paraprofessionals, food service workers, secretaries, and bookkeepers.

“Exempt Employees” are those employees who are not covered under the FLSA because the employee’s:^{1D}

- A. Primary job duties are considered to be exempt eligible due to being administrative or professional in nature. Examples include teachers, counselors, registered nurses, and supervisors; and
- B. Salary meets or exceeds a minimum weekly/annual amount.

Any employee who is unsure of their coverage status should consult with the District’s Administration.

“Overtime” is hours worked in excess of forty (40) per workweek. Compensation given for hours **not** worked such as for holidays or sick days do **not** count in determining hours worked per work week.^E

“Regular Rate of Pay” includes all forms of remuneration for employment² and shall be expressed as an hourly rate.^F For those employees previously paid on a salary basis, the salary shall be converted to an hourly equivalent. Employees shall be paid for each and every hour worked.

“Straight time pay” is the amount of hourly compensation an employee receives for each hour worked during that week.

“Workweek” is the seven day consecutive period of time from 12:00AM on Sunday to midnight on the following Saturday.³ Each workweek is independent of every other workweek for the purpose of determining the number of hours worked and the remuneration entitled to by the employee for that week.^G

Employment Relationships

The District does not have an employment relationship in the following instances:

1. Between the District and student teachers;
2. Between the District and its students; and
3. Between the District and individuals who as a public service volunteer or donate their time to the District without expectation or promise of compensation.

The District does not have a joint employment relationship in the following instances:

- a. Between the District and off-duty policemen or deputies who are hired on a part-time basis for security purposes or crowd control. The District is separate from and acts independently of other governmental entities.
- b. Between the District and any agency contracted with to provide transportation services, security services, substitute teachers or other temporary employees, or other services.

Hours Worked

Employees shall be compensated for all the time they are required to be on duty^H and shall be paid for all hours worked each workweek. Employees shall accurately record the hours they work each week.^I

The District shall determine the manner to be used by employees to accurately record the hours they work. Each employee shall record the exact time they commence and cease work including meal breaks. Employees arriving early may socialize with fellow workers who are off the clock, but shall not commence working without first recording their starting time.^J

8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

Employees shall sign in/clock in where they start work and sign out/clock out at the site where they cease working. Employees who do not start and end their workday at the same site shall carry a time card or sheet with them to accurately record their times. They shall turn in their time sheets or cards to their immediate supervisor no later than the following Monday morning after reviewing them to be sure that they accurately reflect their hours worked for that week.⁴

Each employee is to personally record his or her own times. Any employee who signs in or out (or who punches a time clock) for another employee or who asks another employee to do so for him or her will be dismissed.

Employees whose normal workweek is less than forty (40) hours and who work more than their normal number of hours in a given workweek may, at the District's option, be given compensatory time for the hours they worked in excess of their normal workweek in lieu of their regular rate pay. Compensatory time given in this manner shall be subject to the same conditions regarding accumulation and use as compensatory time given in lieu of overtime pay.

Breaks and Meals

Each employee working more than twenty (20) hours per week shall be provided two (2), paid, fifteen (15) minute duty free breaks per workday.^K

Meal periods that are less than thirty (30) minutes in length or in which the employee is not relieved of duty are compensable.^L Employees with a bona fide meal period shall be completely relieved of their duty to allow them to eat their meal, which they may do away from their work site, in the school cafeteria, or in a break area.

The employee shall not engage in any work for the District during meal breaks except in rare and infrequent emergencies.

Overtime

Covered employees shall be compensated at not less than one and a half (1.5) times his or her regular rate of pay for all hours worked over forty (40) in a work week.^M Overtime compensation shall be computed on the basis of the hours worked in each week and may not be waived by either the employee or the District. Overtime compensation shall be paid on the next regular payday for the period in which the overtime was earned.^N

The rate of overtime pay for employees who work two (2) or more jobs for the District at different rates of pay shall be determined by creating a weighted average of the different rates (a.k.a. blended rate).^O The weighted average will be calculated by multiplying the number of hours worked during that week for each position by the position's rate of pay, combining the resulting amounts for each position (straight time pay), and dividing the straight time pay by the total number of hours the employee worked in that week. The weighted average will then be multiplied by one half (0.5), which will then be multiplied by the number of hours the employee worked that week over forty (40).⁵

Provided the employee and the District have a written agreement or understanding before the work is performed,^P compensatory time off may be awarded in lieu of overtime pay for hours worked over forty (40) in a workweek and shall be awarded on a one-and-one-half (1 1/2) time basis for each hour of overtime worked.^Q The District reserves the right to determine if it will award compensatory time in lieu of monetary pay for the overtime worked. The maximum number of compensatory hours an employee may accumulate at a time is twenty (20).⁶ The employee must be able to take the compensatory time off within a reasonable period of time that is not unduly disruptive to the District.

An employee whose employment is terminated with the District, whether by the District or the employee, shall receive monetary compensation for unused compensatory time. Of the following methods, the one that yields the greatest money for the employee shall be used.

1. The average regular rate received by the employee during the last 3 years of employment. Or
2. The final regular rate received by the employee.^R

8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

Overtime Authorization

There will be instances where the district's needs necessitate an employee work overtime. It is the Board's desire to keep overtime worked to a minimum. To facilitate this, employees shall receive authorization from their supervisor in advance of working overtime except in the rare instance when it is unforeseen and unavoidable.

All overtime worked will be paid in accordance with the provisions of the FLSA, but unless the overtime was pre-approved or fit into the exceptions noted previously, disciplinary action shall be taken for failure to follow District policy. In extreme and repeated cases, disciplinary action could include the termination of the employee.

Leave Requests

All covered employees shall submit a leave request form prior to taking the leave if possible. If a request for leave was not possible in advance due to unforeseen or emergency circumstances, the leave form shall be turned in the day the employee returns to work. Unless specifically granted by the Board for special circumstances, the reason necessitating the leave must fall within District policy.

Payment for leave could be delayed or not occur if an employee fails to turn in the required leave form. Leave may be taken in a minimum of four (4) hour increments.⁷

Record Keeping^S and Postings^T

The District shall keep and maintain records as required by the FLSA for the period of time^U required by the act.⁸

The District shall display minimum wage posters where employees can readily observe them.⁹

Cooperation with Enforcement Officials^V

All records relating to the FLSA shall be available for inspection by, and District employees shall cooperate fully with, officials from the Department of Labor (DOL) and/or its authorized representatives in the performance of their jobs relating to:

- a.** Investigating and gathering data regarding the wages, hours, and other conditions and practices of employment;
- b.** Entering, inspecting, and/or transcribing the premises and its records;
- c.** Questioning employees and investigating such facts as the inspectors deem necessary to determine whether any person has violated any provision of the FLSA.

Notes: ¹ Registered nurses fall under the "Learned Professional" exemption of the FLSA; however, this exemption does not apply to LPNs.

While the DOL removed the bright line rule that a supervisor may not spend more than twenty percent (20%) of work time in a week performing non-supervisory duties, a supervisor must still commit a majority of time to supervisory duties and the higher the percentage of time each week the better.

Except for teachers and other staff whose primary job duties requires the employee to have a valid teaching license, in order for an employee to be an exempt employee under this policy, the Wage and Hour Division of the DOL requires the employee to receive a minimum amount of gross income on a weekly or annual basis. Currently, an employee must receive a minimum of six hundred eighty-four dollars (684) a week or \$35,568 annually to be exempt.

² If you provide your employee a benefit in the form of goods or a facility, the reasonable cost or the fair value of the lodging (per week) must be added to the cash wages before the regular rate is determined.

³ Select any consecutive one hundred sixty-eight (168) hours period (seven (7) days) that will work best for your district.

8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

⁴ Devise a system that will work for your district. The point is to have an accurate and verifiable record of the hours worked by each employee. While carrying time cards around can be a hassle, you don't want to lose excessive work time from an employee having to walk excessively to and from their time sheet. Time clocks are obviously an accurate and verifiable record of hours worked, but they are not without drawbacks. First, they are not cheap to initially purchase and then to configure for your district as a whole. Second, employees can unintentionally take less than thirty (30) minute meal times (by forgetting the exact time they clock out), which makes that time compensable.

⁵ Example: Employee has two (2) jobs for the district that each pay a different rate: job A pays eight dollars (\$8) per hour and job B pays ten dollars (\$10) per hour. One week, Employee works fifty (50) hours: twenty-six (26) hours for job A and twenty-four (24) hours for job B. 26 hours at \$8 = \$208 and 24 hours at \$10 = 240. \$208 + \$240 = \$448 (straight time pay). \$448 divided by 50 = \$8.96 (weighted average). \$8.96 X 0.5 = \$4.48. \$4.48 X 10 hours = \$44.80. \$448 + \$44.80 = \$492.80. Therefore, the employee will be paid four hundred ninety-two dollars and eighty cents (\$492.80) for the week.

The reason why it appears that a person who works two differently paid jobs receives such a small amount per hour for overtime pay is because the payment formula takes into account that you have already paid the person their standard rate of pay for the additional hours worked as part of the employee's straight time pay so you are only needing to determine the additional one half (0.5) the employee is eligible to receive for each hour of overtime. For more information visit http://www.twc.state.tx.us/news/efte/i_employees_two_rates.html.

⁶ You may choose any number < 240. In determining the number to insert remember that you must permit the employee to use the comp time within a "reasonable" period of time so long as it does not "unduly disrupt" the district's operations. Comp time does not have to be offered to all employees, nor does the agreement have to be the same for all employees.

⁷ The DOL does not recognize leave in the form of "days" for hourly employees even though that is how Arkansas law (A.C.A. § 6-17-1304) prescribes them. The DOL requires they be attributed in hourly allotments. You can choose the minimum amount of leave that may be used at one time.

⁸ 29 CFR § 516.2 –516.9 and 29 CFR § 553.50 list the records that are required to be kept.

⁹ The district must display minimum wage posters in "conspicuous places" (each work site). They can be downloaded from the DOL by going to <http://www.dol.gov/whd/regs/compliance/posters/flsa.htm>

Legal References: A: 29 USC § 206(a), ACA § 6-17-2203 B: 29 USC § 207(a)(1), 29 CFR § 778.100
 C: 29 USC § 207(o), 29 CFR § 553.50 D: 29 USC § 213(a), 29 CFR §§ 541 et seq.
 E: 29 CFR § 778.218(a) F: 29 USC § 207(e), 29 CFR § 778.108
 G: 29 CFR § 778.105 H: 29 CFR §§ 785.9, 785.16
 I: 29 CFR § 516.2(7) J: 29 CFR §§ 785.1 et seq.
 K: A.C.A. § 6-17-2205 L: 29 CFR §§ 785.19
 M: 29 USC § 207(a), 29 CFR § 778.100, 29 USC § 207(o), 29 CFR §§ 553.20 –
 553.32
 N: 29 CFR § 778.106 O: 29 USC § 207(g)(2), 29 CFR § 778.115
 P: 29 USC § 207(o)(2)(A), 29 CFR § 553.23 Q: 29 CFR § 553.20
 R: 29 USC § 207(o)(4), 29 CFR § 553.27
 S: 29 USC § 211(c), 29 CFR §§ 516.2, 516.3, 553.50 T: 29 CFR § 516.4
 U: 29 CFR §§ 516.5, 516.6 V: 29 USC § 211(a)(b)

Date Adopted: 07-20-2004

Last Revised: 04-13-2020

PAY DATE (Local Policy)

The pay period for all employees shall be the 20th of the month. No employee contract will be paid in full prior to June 20th of each school year.

Date Adopted: 07-20-04

Last Revised: 07-07-05

PERSONNEL POLICY COMMITTEE PROPOSALS

All personnel policy committee proposals, with a deadline approval date, must be submitted to the school board two regularly scheduled board meeting dates prior to the deadline.

Date Adopted: 07-20-04

8.17—POLITICAL ACTIVITY – CLASSIFIED PERSONNEL

Employees are free to engage in political activity outside of work hours and to the extent that it does not affect the performance of their duties or adversely affect important working relationships.

It is specifically forbidden for employees to engage in political activities on the school grounds or during work hours. The following activities are forbidden on school property:

1. Using students for preparation or dissemination of campaign materials;
2. Distributing political materials;
3. Distributing or otherwise seeking signatures on petitions of any kind;
4. Posting political materials; and
5. Discussing political matters with students, in or out of the classroom, in other than circumstances appropriate to the employee’s responsibilities to the students and where a legitimate pedagogical reason exists.

Note: This policy is similar to Policy 3.23. If you change this policy, review 3.23 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 7-1-103

A.C.A. § 7-1-111

Date Adopted: 07-20-2004

Last Revised: 04-13-2020

8.9—PUBLIC OFFICE –CLASSIFIED PERSONNEL

An employee of the District who is elected to the Arkansas General Assembly or any elective or appointive public office (not legally constitutionally inconsistent with employment by a public school district) shall not be discharged or demoted as a result of such service.

No sick leave will be granted for the employee’s participation in such public office. The employee may take personal leave or vacation (if applicable), if approved in advance by the Superintendent, during his/her absence.

Prior to taking leave, and as soon as possible after the need for such leave is discerned by the employee, he/she must make written request for leave to the Superintendent, setting out, to the degree possible, the dates such leave is needed.

An employee who fraudulently requests sick leave for the purpose of taking leave to serve in public office may be subject to nonrenewal or termination of his/her employment contract.

Cross Reference: Policy 8.17—Classified Personnel Political Activity

Legal Reference: A.C.A. § 6-17-115

Date Adopted: 07-20-14

Last Revised: 05-09-16

QUALIFICATIONS

All members of the classified staff must possess minimal skills in their area of work. It shall be the duty of the Superintendent and the School Board to decide what these skills must be.

Date Adopted: 07-20-04

8.30 - REDUCTION IN FORCE - CLASSIFIED PERSONNEL

SECTION ONE

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent.

In effecting a reduction in force, the primary goals of the school district shall be: what is in the best interests of the students; to maintain accreditation in compliance with the Standards for Accreditation of Arkansas Public Schools and/or the North Central Association; and the needs of the district. A reduction in force will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the school district in relation to the staffing of the district.

If a reduction in force becomes necessary, the RIF shall be conducted separately for each occupational category of classified personnel identified within the district on the basis of each employee's years of service. The employee within each occupational category with the least years of experience will be non-renewed first. The employee with the most years of employment in the district as compared to other employees in the same category shall be non-renewed last. In the event that employees within a given occupational category have the same length of service to the district the one with the earlier hire date, based on date of board action, will prevail.

When the District is conducting a RIF, all potentially affected classified employees shall receive a listing of the personnel within their category with corresponding totals of years of service. Upon receipt of the list, each employee has ten (10) working days within which to appeal his or her total years of service to the superintendent whose decision shall be final. Except for changes made pursuant to the appeals process, no changes will be made to the list that would affect an employee's total after the list is released.

Total years of service to the district shall include non-continuous years of service; in other words, an employee who left the district and returned later will have the total years of service counted, from all periods of employment. Working fewer than one hundred sixty (160) days in a school year shall not constitute a year. Length of service in a licensed position shall not count for the purpose of length of service for a classified position.

Except as may occur during a RIF in the District's teaching staff, there is no right or implied right for any employee to "bump" or displace any other employee. When there is a RIF of the District's teaching staff, a teacher with full licensure in a position shall prevail over a teacher with greater points but who is lacking full licensure in that subject area. "Full licensure" means an initial, or standard, non-contingent license to teach in a subject area or grade level, in contrast with a license that is provisional,; temporary,; or conditional on the fulfillment of additional course work or passing exams or any other requirement of the Division of Elementary and Secondary Education, other than the attainment of annual professional development training; or teaching under a waiver from licensure. The exception for a RIF in the District's teaching staff specifically does not allow a licensed employee who might wish to assume a classified position to displace a classified employee.

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all employees will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule. Further adjustments will be made if length of contract or job assignments change.¹ A Partial RIF may also be conducted in conjunction with any job reassignment whether or not it is conducted in relation to an annexation or consolidation.

8.30—REDUCTION IN FORCE – CLASSIFIED PERSONNEL cont.

Option 2

For a period of up to two (2) years from the date of board action on the classified employee's non-renewal or termination recommendation under this policy, a classified employee shall be offered an opportunity to fill a classified vacancy comparable as to pay, responsibility and contract length to the position from which the employee was non-renewed, and for which he or she is qualified. The non-renewed employee shall be eligible to be recalled for a period of two (2) years in reverse order of the non-renewal to any position for which he or she is qualified. No right of recall shall exist for non-renewal from a stipend, or non-renewal or reduction of a stipend, or non-renewal to reduce contract length.

Notice of vacancies to non-renewed employees shall be by first class mail to all employees reasonably believed to be both qualified for and subject to rehire for a particular position and they shall have ten (10) working days from the date the notification is mailed in which to conditionally accept or reject the offer of a position with the actual offer going to the qualified employee with the most years of service who responds within the ten (10) day time period. A lack of response, as evidenced by an employee's failure to respond within ten (10) working days, or a non-renewed employee's express refusal of an offer of a position or an employee's acceptance of a position but failure to sign an employment contract within two (2) business days of the contract being presented to the employee shall constitute a rejection of the offered position and shall end the district's obligation to rehire the non-renewed employee. No further rights to be rehired because of the reduction in force shall exist.

SECTION TWO²

Option B²

The employees of any school district which annexes to, or consolidates with, the Atkins District will be subject to dismissal or retention at the discretion of the school board, on the recommendation of the superintendent, solely on the basis of need for such employees on the part of the Atkins District, if any, at the time of the annexation or consolidation, or within ninety (90) days after the effective date of the annexation or consolidation. The need for any employee of the annexed or consolidated school district shall be determined solely by the superintendent and school board of the Atkins District.

Such employees will not be considered as having any seniority within the Atkins District and may not claim an entitlement under a reduction in force to any position held by an Atkins District employee prior to, or at the time of, or prior to the expiration of ninety (90) days after the consolidation or annexation, if the notification provision below is undertaken by the superintendent.

The superintendent shall mail or have hand-delivered the notification to such employee of the superintendent's intention to recommend non-renewal or termination pursuant to a reduction in force within ninety (90) days of the effective date of the annexation or consolidation in order to effect the provisions of this section of the Atkins District's reduction-in-force policy. Any such employees who are non-renewed or terminated pursuant to Section Two are not subject to recall. Any such employees shall be paid at the rate for each person on the appropriate level on the salary schedule of the annexed or consolidated district during those ninety (90) days and/or through the completion of the reduction-in-force process.

This subsection of the reduction-in-force policy shall not be interpreted to provide that the superintendent must wait ninety (90) days from the effective date of the annexation or consolidation in order to issue a notification of the superintendent's intention to recommend dismissal through reduction-in-force, but merely that the superintendent has that period of time in which to issue a notification so as to be able to invoke the provisions of this section.

The intention of this section is to ensure that those Atkins District employees who are employed prior to the annexation or consolidation shall not be displaced by employees of the annexed or consolidated district by application of the reduction-in-force policy.

Legal Reference: A.C.A. § 6-17-2407
Date Adopted: 07-20-2004
Last Revised: 04-19-2021

8.14 -REIMBURSEMENT OF TRAVEL EXPENSES

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the Superintendent, principal (or other immediate supervision with the authority to make school approvals), or the appropriate designee of the Superintendent.

Reimbursement for mileage will not be given if a school car was available and not used unless approved in advance by the Superintendent.

It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval.

Reimbursement claims must be made on forms provided by the District and must be supported by the appropriate, original receipts. Receipts must have the date, vendor, items purchased and the amount clearly visible. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

The provisions of policy 7.12 - EXPENSE REIMBURSEMENT are incorporated by reference into this policy.

Date Adopted: 07-20-04

Cross Reference: Policy # 7.12

Last Revised: 04-21-11

REPRODUCTION OF COPYRIGHTED MATERIALS

The Board of Education recognizes that the federal copyright law (PL94-553) makes it illegal to duplicate copyrighted materials, without permission, except for certain exempt purposes. The Board further realizes that severe penalties are provided for unauthorized copying of audio, visual, or printed materials unless the copying falls within the bounds of the "Fair Use" doctrine.

The Board, therefore, informs all personnel that unauthorized reproduction and/or use of copyrighted materials is illegal and unethical, and that violation of the copyright laws may result in criminal or civil suits and/or suspension or dismissal from employment.

To protect staff members and the Atkins Public Schools against legal redress for alleged violations of the copyright laws, the person making the reproduction must be certain that the action is within the law. When an individual is not certain, he/she should consult the building administrator or his/her designee to ascertain whether or not the copying falls under "permitted use". If it does not, the building administrator or his/her designee may request permission to reproduce materials from copyright holders.

Requests to reproduce copyrighted materials on district equipment will not be honored unless the reproduction is legally permissible.

Date Adopted: 07-20-04

RETIREMENT – Classified Personnel

All classified employees shall be eligible for benefits of either the Arkansas Teacher Retirement System or the Arkansas Public Employees Retirement System as prescribed by law.

Upon retirement or first entering T-Drop, classified personnel of the Atkins School District shall be granted upon request pay for accumulated sick leave at the current pay rate for classified substitutes provided the classified employee has been employed in the Atkins School District for the last three (3) consecutive years. Only employees eligible to enter T-Drop or retire and who have filed all paperwork with teacher retirement are eligible for this option.

Classified employees that return to work in the Atkins School District after electing to be paid for accumulated sick leave will continue to receive sick and personal leave at the rate designated by policy. That leave may be used or possibly transferred to another district. However, the employee will not be compensated again for unused days by Atkins Public Schools.

Date Adopted: 07-20-04

Date Revised: 09-14-09

SALARY DEDUCTIONS

Except for payroll deductions required by the state or federal government, all deductions made from salaries shall be voluntary on the part of the individual employee.

Classified employees may participate in various group health programs as well as tax sheltered annuity programs, credit union programs, and cafeteria plans through payroll deduction.

Date Adopted: 07-20-04

8.1 Salary Schedule - Classified Staff 2022-23

For the purposes of this policy, an employee *must be contracted for at least 1/2 of the number of regularly assigned annual work days in the position they hold to qualify for a step increase.*

The superintendent has the authority, when recommending an applicant and his/her placement on the District's salary schedule to the Board for its approval, to consider the applicant's previous work experience with similar duties, responsibilities, and skill sets to those job duties and responsibilities the applicant would assume for the District.

Beginning in 2021-22 school year, Atkins Schools will be operating on a 4 Day Week. The salary schedule reflects contracted days. Contracted days divided by 1.25 = Actual work days. Hours multiplied by 1.25 = Actual work hours per day.

	Trans. Director (Step \$572.00)	Asst. Mechanic (Step \$400.00)	Bus Drivers (Step 152.00)	
0	\$29,823.00	\$21,609.00	\$ 8,340.00	Transportation Director
1	\$30,395.00	\$22,009.00	\$ 8,492.00	240 (192) days / 8 (10) hours per day
2	\$30,967.00	\$22,409.00	\$ 8,644.00	
3	\$31,539.00	\$22,809.00	\$ 8,796.00	Asst. Mechanic
4	\$32,111.00	\$23,209.00	\$ 8,948.00	240 (192) days / 8 (10) hours per day
5	\$32,683.00	\$23,609.00	\$ 9,100.00	
6	\$33,255.00	\$24,009.00	\$ 9,252.00	Bus Drivers
7	\$33,827.00	\$24,409.00	\$ 9,404.00	179 (143.2) days / 4 (5) hours per day
8	\$34,399.00	\$24,809.00	\$ 9,556.00	
9	\$34,971.00	\$25,209.00	\$ 9,708.00	
10	\$35,543.00	\$25,609.00	\$ 9,860.00	
11	\$36,115.00	\$26,009.00		
12	\$36,687.00	\$26,409.00		

	Director of Maintenance (Step-\$572.00)	*Assistant Maintenance (Step-400.00)	Night Supervisor (Step \$400.00)	Janitor (Step \$400.00)	Bus Driver / Asst. Maint. HVAC Tech. (Step 268.82) (\$2500 Stipend included)
0	\$29,823.00	\$22,911.00	\$21,605.00	\$21,607.00	\$30,294.40
1	\$30,395.00	\$23,311.00	\$22,005.00	\$22,007.00	\$30,563.22
2	\$30,967.00	\$23,711.00	\$22,405.00	\$22,407.00	\$30,832.04
3	\$31,539.00	\$24,111.00	\$22,805.00	\$22,807.00	\$31,100.86
4	\$32,111.00	\$24,511.00	\$23,205.00	\$23,207.00	\$31,369.68
5	\$32,683.00	\$24,911.00	\$23,605.00	\$23,607.00	\$31,638.50
6	\$33,255.00	\$25,311.00	\$24,005.00	\$24,007.00	\$31,907.32
7	\$33,827.00	\$25,711.00	\$24,405.00	\$24,407.00	\$32,176.14
8	\$34,399.00	\$26,111.00	\$24,805.00	\$24,807.00	\$32,444.96
9	\$34,971.00	\$26,511.00	\$25,205.00	\$25,207.00	\$32,713.78
10	\$35,543.00	\$26,911.00	\$25,605.00	\$25,607.00	\$32,982.60
11	\$36,115.00	\$27,311.00	\$26,005.00	\$26,007.00	\$33,251.42
12	\$36,687.00	\$27,711.00	\$26,405.00	\$26,407.00	\$33,520.24

Director Of Maint. 240 (192) days / 8 (10) hrs. per day Asst. Maintenance 240 (192) days / 8 (10) hrs. per day
 Night Supervisor 240 (192) days / 8 (10) hrs. per day Janitor 240 (192) days / 8 (10) hrs. per day
 Bus Driver/Asst. Maint./HVAC Tech 240 (192) days & 8 (10) per day

*Assistant Maintenance with HVAC license receives stipend of \$2500 per school year. Payable to 1 person per year.

Date Adopted: 06-08-2004
 Last Revised: 05-21-2020 Minimum Wage Increase
 Last Revised: 07-13-2021 4 Day Week Change
 Last Revised: 11-11-2021 Classified Staff Salary Increase
 Last Revised: 05-10-2022 Added HR/Payroll/Treas/Bookkeeper Position

8.1 Atkins School District Salary Schedule cont. - Classified Staff 2022-23

Beginning in 2021-22 school year, Atkins Schools will be operating on a 4 Day Week. The salary schedule reflects contracted days. Contracted days divided by 1.25 = Actual work days. Hours multiplied by 1.25 = Actual work hours per day.

	Director of Food Service (Step \$572.00)	Cafeteria Mgr. (Step \$321.00)	Cook I (Step \$304.00)	Cook II (Step \$152.00)
0	\$26,269.00	\$18,130.00	\$12,799.50	\$ 7,161.93
1	\$26,841.00	\$18,451.00	\$13,103.50	\$ 7,313.93
2	\$27,413.00	\$18,772.00	\$13,407.50	\$ 7,465.93
3	\$27,985.00	\$19,093.00	\$13,711.50	\$ 7,617.93
4	\$28,557.00	\$19,414.00	\$14,015.50	\$ 7,769.93
5	\$29,129.00	\$19,735.00	\$14,319.50	\$ 7,921.93
6	\$29,701.00	\$20,056.00	\$14,623.50	\$ 8,073.93
7	\$30,273.00	\$20,377.00	\$14,927.50	\$ 8,225.93
8	\$30,845.00	\$20,698.00	\$15,231.50	\$ 8,377.93
9	\$31,417.00	\$21,019.00	\$15,535.50	
10	\$31,989.00	\$21,340.00	\$15,839.50	
11	\$32,561.00	\$21,661.00	\$16,143.50	
12	\$33,133.00	\$21,982.00	\$16,447.50	

Director of Food Service 210 (168) days / 8 (10) hrs. per day
Cafeteria Manager 183 (146.4) days / 7 (8.75) hrs. per day

Cook I 182 (145.6) days / 6.25 (7.8125) hrs per day
Cook II 182 (145.6) days / 3.5 (4.375) hrs. per day

	Treasurer Bookkeeper (Step 572.00)	Human Resources Payroll (Step 572.00)	HR/Payroll Treas./Bookkeeper (Step \$572.00)	Admin. Receptionist/Secr. Elem, MS, HS Secretary (Step \$400.00)
0	\$29,823.00	\$29,823.00	\$49,705.00	\$21,592.20
1	\$30,395.00	\$30,395.00	\$50,277.00	\$21,992.20
2	\$30,967.00	\$30,967.00	\$50,849.00	\$22,392.20
3	\$31,539.00	\$31,539.00	\$51,421.00	\$22,792.20
4	\$32,111.00	\$32,111.00	\$51,993.00	\$23,192.20
5	\$32,683.00	\$32,683.00	\$52,565.00	\$23,592.20
6	\$33,255.00	\$33,255.00	\$53,137.00	\$23,992.20
7	\$33,827.00	\$33,827.00	\$53,709.00	\$24,392.20
8	\$34,399.00	\$34,399.00	\$54,281.00	\$24,792.20
9	\$34,971.00	\$34,971.00	\$54,853.00	\$25,192.20
10	\$35,543.00	\$35,543.00	\$55,425.00	\$25,592.20
11	\$36,115.00	\$36,115.00	\$55,997.00	\$25,992.20
12	\$36,687.00	\$36,687.00	\$56,569.00	\$26,392.20

Stipend of \$1200 per year will be paid to the FMS, SMS, and SIS APSCN Administrators.
Stipend of \$1200 per year will be paid to the Eschool Coordinators.

Treasurer/Bookkeeper 240 (192) days / 8 (10) hrs. per day
Admin. Sec./Recpt. 240 (192) days / 8 (10) hrs. per day
Elem.- MS -HS Secretary 240 (192) days / 8 (10) hrs. per day

Date Adopted: 06-08-2004
Last Revised: 03-08-2021 Cafeteria Mgr. Days Reduced
Last Revised: 07-13-2021 4 Day Week Change
Last Revised: 11-11-2021 Classified Salary Increase
Last Revised: 05-10-2022 Added HR/Payroll/Treas/Bookkeeper Position

8.1 Atkins School District Salary Schedule cont. - Classified Staff 2022-23

Beginning in 2021-22 school year, Atkins Schools will be operating on a 4 Day Week. The salary schedule reflects contracted days. Contracted days divided by 1.25 = Actual work days. Hours multiplied by 1.25 = Actual work hours per day.

	Computer Instructor (Step \$304.00)	Teacher Aide Step \$304.00)	Teacher Aide With 60+ hours (Step \$304.00)	Due Process (Step \$304.00)
0	\$17,487.00	\$15,442.75	\$15,817.00	\$16,261.00
1	\$17,791.00	\$15,746.75	\$16,121.00	\$16,565.00
2	\$18,095.00	\$16,050.75	\$16,425.00	\$16,869.00
3	\$18,399.00	\$16,354.75	\$16,729.00	\$17,173.00
4	\$18,703.00	\$16,658.75	\$17,033.00	\$17,477.00
5	\$19,007.00	\$16,962.75	\$17,337.00	\$17,781.00
6	\$19,311.00	\$17,266.75	\$17,641.00	\$18,085.00
7	\$19,615.00	\$17,570.75	\$17,945.00	\$18,389.00
8	\$19,919.00	\$17,874.75	\$18,249.00	\$18,693.00
9	\$20,223.00	\$18,178.75	\$18,553.00	\$18,997.00
10	\$20,527.00	\$18,482.75	\$18,857.00	\$19,301.00
11	\$20,831.00	\$18,786.75	\$19,161.00	\$19,605.00
12	\$21,135.00	\$19,090.75	\$19,465.00	\$19,909.00

Computer Instructor 183 (146.4) days / 7.5 (9.375) hrs. per day

Teacher Aides 183 (146.4) days / 7.5 (9.375) hrs. per day

Due Process 183 (146.4) days / 7.5 (9.375) hrs. per day

ISS Aide 179 (143.2) days / 7 (8.75) hrs. per day

	Tech. Director (no teaching degree) (Step 650.00)	Asst. Tech. * (Step \$450.00) (04-11-11)	Nurse - RN (Step \$554) (Effective 11-06-17)	Nurse - LPN (Step \$354.00)
0	\$37,607.00	\$28,551.00	\$28,126.00	\$18,757.00
1	\$38,257.00	\$29,001.00	\$28,680.00	\$19,111.00
2	\$38,907.00	\$29,451.00	\$29,234.00	\$19,465.00
3	\$39,557.00	\$29,901.00	\$29,788.00	\$19,819.00
4	\$40,207.00	\$30,351.00	\$30,342.00	\$20,173.00
5	\$40,857.00	\$30,801.00	\$30,896.00	\$20,527.00
6	\$41,507.00	\$31,251.00	\$31,450.00	\$20,881.00
7	\$42,157.00	\$31,701.00	\$32,004.00	\$21,235.00
8	\$42,807.00	\$32,151.00	\$32,558.00	\$21,589.00
9	\$43,457.00	\$32,601.00	\$33,112.00	\$21,943.00
10	\$44,107.00	\$33,051.00	\$33,666.00	\$22,297.00
11	\$44,757.00	\$33,501.00	\$34,220.00	\$22,651.00
12	\$45,407.00	\$33,951.00	\$34,774.00	\$23,005.00

District Wellness Coordinator Stipend of \$500 added to RN Schedule (07-28-15)

ABC Pre-K Director Stipend of \$2000 when filled by Classified Personnel (07-13-15)

Covid Coordinator Stipend of \$2500 will be added to RN salary if serving as Point of Contact is needed and Board approved.

Technology Dir. 240 (192) days / 8 (10) hrs. per day

Nurse (RN) 190 (152) days / 7.5 (9.375) hrs. per day

Technology Asst. 220 (192) days / 8 (10) hrs. per day

Nurse (LPN) 183 (146.4) days/ 7.5 (9.375) hrs. per day

Date Adopted: 06-08-2004

Last Revised: 10-16-2017 RN increase

Last Revised: 05-21-2020 Minimum Wage Increase

Last Revised: 07-13-2021 4 Day Week Change

Last Revised: 11-11-2021 Classified Staff Salary Increase

Last Revised: 05-10-2022 Added HR/Payroll/Treas/Bookkeeper Position

8.1 Classified Salary Schedule Continued for 2022-23

Supplemental Salaries:

Activity Trip Bus Driver	\$12.00 per hour (Minimum of \$50 per trip)
After School Tutoring Bus Driver	\$15.00 per hour
After School Tutoring Aide	Employee's hourly rate of pay
Covid POC	\$15.00 per hour
Handicap Route Bus Driver (during school hours)	\$30.00 per day (\$15 for a.m. - \$15 for p.m.)
Monday Red Devil Day Facilitator Pay	\$25.00 per hour (Classified & Certified)
Substitute Bus Driver	\$44.00 per day (\$22.00 for half day)
Substitute Cafeteria Worker	\$11.00 per hour
Substitute Janitorial Worker	\$ Minimum Wage
Substitute Teacher without College Degree	\$ 99.00 per day
Star Industries Employee	\$11.00 per hour
Summer Student/Maintenance Worker	Minimum Wage
Ticket Gate Workers – Basketball	\$50.00 (2 game night) \$75.00 (3 & 4 game night)
Webmasters	\$500.00
Each (campus or district)	

Date Adopted:	06-08-2014
Last Revised:	05-07-2018 (after school tutoring teacher & bus driver)
Last Revised:	07-12-2018 (minimum wage change)
Last Revised:	11-12-2018 (minimum wage change)
Last Revised:	05-20-2019 (minimum wage change)
Last Revised:	07-18-2019 (webmaster stipend)
Last Revised:	05-21-2020 (minimum wage Increase)
Last Revised:	07-13-2021 (4 Day week)
Last Revised:	08-11-2021 (Covid POC)
Last Revised:	09-14-2021 (Monday Red Devil Day Facilitator Pay)
Last Revised:	11-11-2021 (Ticket Gate Workers – Basketball)

Cross References:	Policy 1.9—POLICY FORMULATION
Legal References:	A.C.A. § 6-17-2203
	A.C.A. § 6-17-2301
	DESE Rules Governing Documents Posted to School District Websites and Education Service Cooperative Websites

8.33 Atkins School District Calendar for 2022-23

The Superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The Superintendent shall present to the PPC a school calendar, which the Board has adopted as a proposal. The PPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the Board may vote to adopt the calendar.

The District shall not establish a school calendar that interferes with an ACT/ACT Aspire scheduled testing that might jeopardize or limit the valid testing and comparison of student learning gains.

The Atkins School District shall operate by the following calendar:

June, July, Aug.	Staff Development (5 days)
July 4	Independence Day Holiday
August 2, 3	Staff Development (Flex Days)
August 8, 9,10,11	Staff Development (4 days)
August 16	Start of 1 st Semester – First Day for Students
September 5	Labor Day Holiday
October 14	End of 1 st Quarter
October 21	Parent Teacher Conferences (2:30-7:00)
November 21-25	Thanksgiving Holiday (5 days)
December 16	End of 2 nd Quarter (1 st Semester)
Dec. 20 – Jan. 2	Christmas/New Year Holiday
January 3	Start of 2 nd Semester – First Day of Classes
February 9	Parent Teacher Conferences (2:30-7:00)
February 10	School Dismissed
February 20	School Dismissed (<i>President’s Day</i>)
March 10	End of 3 rd Quarter (2 nd Semester)
March 20-24	Spring Break
*May ____ ?	Graduation (Atkins FBF)
May 19	End of 4 th Quarter
May 29	Memorial Day Holiday

May 23,24,25,26

Inclement Weather Days

* This date will be finalized later in 2023

Attendance & Grading:

August 23 - October 14	45	days
October 15 - Dec. 16	40	days
January 3 - March 10	48	days
March 14 - May 19	<u>45</u>	<u>days</u>
	178	days

Licensed Staff:

178	Student Interaction Days
10	Prof. Development Days
<u>2</u>	Parent-Teacher Conferences
190	Total Days

Date Adopted: 02-08-2022

Date Revised: 04-12-2022

8.20 - SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

The School District is committed to providing an academic and work environment that treats all students and employees with respect and dignity. Student achievement and amicable working relationships are best attained in an atmosphere of equal educational and employment opportunity that is free of discrimination. Sexual harassment is a form of discrimination that undermines the integrity of the educational and work environment and will not be tolerated.

The District believes the best policy to create an educational and work environment free from sexual harassment is prevention; therefore, the District shall provide informational materials and training to students, parents/legal guardians/other responsible adults, and employees on sexual harassment. The informational materials and training on sexual harassment shall be age appropriate and, when necessary, provided in a language other than English or in an accessible format. The informational materials and training shall include, but are not limited to:

- the nature of sexual harassment;
- The District’s written procedures governing the formal complaint grievance process;
- The process for submitting a formal complaint of sexual harassment;
- That the district does not tolerate sexual harassment;
- That students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences;
- The supports that are available to individuals suffering sexual harassment; and
- The potential discipline for perpetrating sexual harassment.

Definitions

“Complainant” means an individual who is alleged to be the victim of conduct that could constitute sexual harassment.

“Education program or activity” includes locations, events, or circumstances where the District exercised substantial control over both the respondent and the context in which the sexual harassment occurs.

“Formal complaint” means a document filed by a complainant or signed by the Title IX Coordinator alleging sexual harassment against a respondent and requesting an investigation of the allegation of sexual harassment.

“Respondent” means an individual who has been reported to be the perpetrator of conduct that could constitute sexual harassment.

“Sexual harassment” means conduct on the basis of sex that satisfies one or more of the following:

1. A District employee:
 - a. Conditions the provision of an aid, benefit, or service of the District on an individual’s participation in unwelcome sexual conduct;² or
 - b. Uses the rejection of unwelcome sexual conduct as the basis for academic decisions affecting that individual;²
2. The conduct is:
 - a. Unwelcome; and
 - b. Determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District’s education program or activity; or
 - c. Constitutes:
 - d. Sexual assault;
 - e. Dating violence
 - f. Domestic violence; or
 - g. Stalking.

8.20—SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

“Supportive measures” means individualized services that are offered to the complainant or made available to the respondent designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party. The supportive measures must be non-disciplinary and non-punitive in nature; offered before or after the filing of a formal complaint or where no formal complaint has been filed; and offered to either party as appropriate, as reasonably available, and without fee or charge. Examples of supportive measures include, but are not limited to: measures designed to protect the safety of all parties or the District’s educational environment, or deter sexual harassment; counseling; extensions of deadlines or other course-related adjustments; modifications of work or class schedules; campus escort services; mutual restrictions on contact between the parties; changes in work or class locations; leaves of absence; and increased security and monitoring of certain areas of the campus.

Within the educational environment, sexual harassment is prohibited between any of the following: students; employees and students; non-employees and students; employees; and employees and non-employees.

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances and may occur regardless of the sex(es) of the individuals involved. Depending upon such circumstances, examples of sexual harassment include, but are not limited to:

- Making sexual propositions or pressuring for sexual activities;
- Unwelcome touching;
- Writing graffiti of a sexual nature;
- Displaying or distributing sexually explicit drawings, pictures, or written materials;
- Performing sexual gestures or touching oneself sexually in front of others;
- Telling sexual or crude jokes;
- Spreading rumors related to a person’s alleged sexual activities;
- Discussions of sexual experiences;
- Rating other students or employees as to sexual activity or performance;
- Circulating or showing e-mails or Web sites of a sexual nature;
- Intimidation by words, actions, insults, or name calling; and
- Teasing or name-calling related to sexual characteristics or the belief or perception that an individual is not conforming to expected gender roles or conduct or is homosexual, regardless of whether or not the individual self-identifies as homosexual or transgender.

Employees who believe they have been subjected to sexual harassment are encouraged to submit a report to their immediate supervisor, an administrator, or the Title IX coordinator. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the sexual harassment. If the District staff member who received a report of alleged sexual harassment is not the Title IX Coordinator, then the District staff person shall inform the Title IX Coordinator of the alleged sexual harassment. As soon as reasonably possible after receiving a report of alleged sexual harassment from another District staff member or after receiving a report directly through any means, the Title IX Coordinator shall contact the complainant to:

- Discuss the availability of supportive measures;
- Consider the complainant’s wishes with respect to supportive measures;
- Inform the complainant of the availability of supportive measures with or without the filing of a formal complaint; and
- explain to the complainant the process for filing a formal complaint.

8.20—SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

Supportive Measures

The District shall offer supportive measures to the complainant and make supportive measures available to the respondent that are designed to restore or preserve equal access to the District’s education program or activity without unreasonably burdening the other party before or after the filing of a formal complaint or where no formal complaint has been filed. The District shall provide the individualized supportive measures to the complainant unless declined in writing by the complainant and shall provide individualized supportive measures that are non-disciplinary and non-punitive to the respondent. A complainant who initially declined the District’s offer of supportive measures may request supportive measures at a later time and the District shall provide individualized supportive measures based on the circumstances when the subsequent request is received.

Formal Complaint

A formal complaint may be filed with the Title IX Coordinator in person, by mail, or by email. Upon receipt of a formal complaint, a District shall simultaneously provide the following written notice to the parties who are known:

- Notice of the District’s grievance process and a copy of the procedures governing the grievance process;
- Notice of the allegations of sexual harassment including sufficient details known at the time and with sufficient time to prepare a response before any initial interview. Sufficient details include:
 - ✚ The identities of the parties involved in the incident, if known;
 - ✚ The conduct allegedly constituting sexual harassment; and
 - ✚ The date and location of the alleged incident, if known;
- A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process;
- That the parties may have an advisor of their choice, who may be, but is not required to be, an attorney;
- That the parties may inspect and review evidence relevant to the complaint of sexual harassment; and
- That the District’s personnel policies and code of conduct prohibits knowingly making false statements or knowingly submitting false information during the grievance process.

If, in the course of an investigation, the District decides to investigate allegations about the complainant or respondent that are not included in the previous notice, the District shall simultaneously provide notice of the additional allegations to the parties whose identities are known.

The District may consolidate formal complaints of allegations of sexual harassment where the allegations of sexual harassment arise out of the same facts or circumstances and the formal complaints are against more than one respondent; or by more than one complainant against one or more respondents; or by one party against the other party. When the District has consolidated formal complaints so that the grievance process involves more than one complainant or more than one respondent, references to the singular “party”, “complainant”, or “respondent” include the plural, as applicable.

When investigating a formal complaint and throughout the grievance process, a District shall:

- Ensure that the burden of proof and the burden of gathering evidence sufficient to reach a determination regarding responsibility rest on the District and not on the parties;
- Not require, allow, rely upon, or otherwise use questions or evidence that constitute, or seek disclosure of, information protected under a legally recognized privilege or access, consider, disclose, or otherwise use a party’s records that are made or maintained by a physician, psychiatrist, psychologist, or other recognized professional or paraprofessional acting in the professional’s or paraprofessional’s capacity, or assisting in that capacity, and which are made and maintained in connection with the provision of treatment to the party unless the District obtains the parent, legal guardian, or other responsible adult of that party’s voluntary, written consent or that party’s voluntary, written consent if the party is over the age of eighteen (18) to do so for the grievance process;

8.20—SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

- Provide an equal opportunity for the parties to present witnesses, including fact and expert witnesses, and other inculpatory and exculpatory evidence;
- Not restrict the ability of either party to discuss the allegations under investigation or to gather and present relevant evidence;
- Provide the parties with the same opportunities to have others present during any grievance proceeding, including the opportunity to be accompanied to any related meeting or proceeding by the advisor of their choice, who may be, but is not required to be, an attorney, and not limit the choice or presence of advisor for either the complainant or respondent in any meeting or grievance proceeding;
- Provide, to a party whose participation is invited or expected, written notice of the date, time, location, participants, and purpose of all hearings, investigative interviews, or other meetings, with sufficient time for the party to prepare to participate;
- Provide both parties an equal opportunity to inspect and review any evidence obtained as part of the investigation that is directly related to the allegations raised in the formal complaint so that each party can meaningfully respond to the evidence prior to the conclusion of the investigation ; this includes evidence:
 - Whether obtained from a party or other source,;
 - The District does not intend to rely upon in reaching a determination regarding responsibility; and
 - That is either Inculpatory or exculpatory; and
- Create an investigative report that fairly summarizes relevant evidence.

At least ten (10)³ days prior to completion of the investigative report, the District shall send to each party and the party's advisor, if any, the evidence subject to inspection and review in an electronic format or a hard copy. The parties shall have at least ten (10)³ days to submit a written response to the evidence. The investigator will consider the written responses prior to completion of the investigative report. All evidence subject to inspection and review shall be available for the parties' inspection and review at any meeting to give each party equal opportunity to refer to such evidence during the meeting.

After the investigative report is sent to the parties, the decision-maker shall:

- Provide each party the opportunity to submit written, relevant questions that a party wants asked of any party or witness;
- Provide each party with the answers;
- Allow for additional, limited follow-up questions from each party; and
- Provide an explanation to the party proposing the questions any decision to exclude a question as not relevant. Specifically, questions and evidence about the complainant's sexual predisposition or prior sexual behavior are not relevant, unless such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or if the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent.

No earlier than ten (10) days following the completion of the investigation period, the decision-maker, who cannot be the same person as the Title IX Coordinator or the investigator, shall issue a written determination regarding responsibility. The written determination shall include—

1. Identification of the allegations potentially constituting sexual harassment;
2. A description of the procedural steps taken from the receipt of the formal complaint through the determination, including:
 - a. Any notifications to the parties;
 - b. Interviews with parties and witnesses;
 - c. site visits;
 - d. Methods used to gather other evidence,; and
 - e. Hearings held;
3. Findings of fact supporting the determination;
4. Conclusions regarding the application of the District's personnel policies or code of conduct to the facts;

8.20—SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

5. A statement of, and rationale for, the result as to each allegation, including:
 - a. A determination regarding responsibility;
 - b. Any disciplinary sanctions imposed on the respondent; and
 - c. Whether remedies designed to restore or preserve equal access to the District’s education program or activity will be provided by the District to the complainant; and
6. The procedures and permissible bases for the complainant and respondent to appeal.

The written determination shall be provided to the parties simultaneously. The determination regarding responsibility shall become final on the earlier of:

- If an appeal is not filed, the day after the period for an appeal to be filed expires; or
- If an appeal is filed, the date the written determination of the result of the appeal is provided to the parties.

The District shall investigate the allegations in a formal complaint. If the conduct alleged in the formal complaint would not constitute sexual harassment as defined in this policy even if proved; did not occur in the District’s education program or activity; or did not occur against a person in the United States, then the District shall dismiss the complaint as not meeting the definition of sexual harassment under this policy. A dismissal for these reasons does not preclude action under another provision of the District’s personnel policies or code of conduct.

The District may dismiss the formal complaint or any allegations therein, if at any time during the grievance process:

- The complainant notifies the Title IX Coordinator in writing that the complainant would like to withdraw the formal complaint or any allegations therein;
- The respondent is no longer enrolled at the District; or
- Specific circumstances prevent the District from gathering evidence sufficient to reach a determination as to the formal complaint or allegations therein.

Upon the dismissal of a formal complaint for any reason, the District shall promptly send written notice of the dismissal and reason(s) for the dismissal simultaneously to the parties.

The District may hire an individual or individuals to conduct the investigation or to act as the determination-maker when necessary.

Appeals

Either party may appeal a determination regarding responsibility or from a dismissal of a formal complaint or any allegations therein, on the following bases:

- a. The existence of a procedural irregularity that affected the outcome of the matter;
- b. Discovery of new evidence that was not reasonably available at the time the determination regarding responsibility or dismissal was made, that could affect the outcome of the matter;
- c. The Title IX Coordinator, investigator, or decision-maker had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter; or
- d. An appeal of the disciplinary sanctions from the initial determination.⁴

For all appeals, the District shall:

1. Notify the other party in writing when an appeal is filed;
2. Simultaneously Provide all parties a written copy of the District’s procedures governing the appeal process;
3. Implement appeal procedures equally for both parties;
4. Ensure that the decision-maker⁵ for the appeal is not the same person as the decision-maker that reached the original determination regarding responsibility or dismissal, the investigator, or the Title IX Coordinator;
5. Provide all parties a reasonable, equal opportunity to submit a written statement in support of, or challenging, the outcome;
6. Issue a written decision describing the result of the appeal and the rationale for the result; and
7. Provide the written decision simultaneously to both parties.

8.20—SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

Confidentiality

Reports of sexual harassment, both informal reports and formal complaints, will be treated in a confidential manner to the extent possible. Limited disclosure may be provided to:

- individuals who are responsible for handling the District’s investigation and determination of responsibility to the extent necessary to complete the District’s grievance process;
- Submit a report to the child maltreatment hotline;
- Submit a report to the Professional Licensure Standards Board for reports alleging sexual harassment by an employee towards a student; or
- The extent necessary to provide either party due process during the grievance process.⁵

Except as listed above, the District shall keep confidential the identity of:

- ✚ Any individual who has made a report or complaint of sex discrimination;
- ✚ Any individual who has made a report or filed a formal complaint of sexual harassment;
- ✚ Any complainant;
- ✚ Any individual who has been reported to be the perpetrator of sex discrimination;
- ✚ Any respondent; and
- ✚ Any witness.

Any supportive measures provided to the complainant or respondent shall be kept confidential to the extent that maintaining such confidentiality does not impair the ability of the District to provide the supportive measures.

Administrative Leave

The District may place a non-student employee respondent on administrative leave during the pendency of the District’s grievance process.

Retaliation Prohibited

Employees who submit a report or file a formal complaint of sexual harassment,; testified; assisted; or participate or refused to participate in any manner in an investigation, proceeding, or hearing on sexual harassment shall not be subjected to retaliation or reprisal in any form, including threats; intimidation; coercion; discrimination; or charges for personnel policy violations that do not involve sex discrimination or sexual harassment, arise out of the same facts or circumstances as a report or formal complaint of sex discrimination, and are made for the purpose of interfering with any right or privilege under this policy. The District shall take steps to prevent retaliation and shall take immediate action if any form of retaliation occurs regardless of whether the retaliatory acts are by District officials, students, or third parties.

Disciplinary Sanctions

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sexual harassment. Following the completion of the District’s grievance process, any employee who is found by the evidence to more likely than not⁷ have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination. No disciplinary sanction or other action that is not a supportive measure may be taken against a respondent until the conclusion of the grievance process. Employees who knowingly fabricate allegations of sexual harassment or purposely provide inaccurate facts shall be subject to disciplinary action up to and including termination. A determination that the allegations do not rise to the level of sexual harassment alone is not sufficient to conclude that any party made a false allegation or materially false statement in bad faith.

8.20—SEXUAL HARASSMENT – CLASSIFIED PERSONNEL

Records

The District shall maintain the following records for a minimum of seven (7) years:

- Each sexual harassment investigation including:
- Any determination regarding responsibility;
- any disciplinary sanctions imposed on the respondent;
- Any remedies provided to the complainant designed to restore or preserve equal access to the District’s education program or activity;
- Any appeal and the result therefrom;
- All materials used to train Title IX Coordinators, investigators, and decision-makers;
- Any actions, including any supportive measures, taken in response to a report or formal complaint of sexual harassment, which must include:
 - The basis for the District’s conclusion that its response was not deliberately indifferent; and
 - Document:
 - If supportive measures were provided to the complainant, the supportive measures taken designed to restore or preserve equal access to the District’s education program or activity; or
 - If no supportive measures were provided to a complainant, document the reasons why such a response was not clearly unreasonable in light of the known circumstances.

Cross References: 3.26—LICENSED PERSONNEL SEXUAL HARASSMENT
 4.27—STUDENT SEXUAL HARASSMENT
 5.20—DISTRICT WEBSITE
 7.15—RECORD RETENTION AND DESTRUCTION
 8.13—CLASSIFIED PERSONNEL EMPLOYMENT

Legal References: 20 USC 1681 et seq. 34 C.F.R. Part 106 A.C.A. § 6-15-1005
 A.C.A. § 6-18-502 A.C.A. § 12-18-102

Date Adopted: 07-20-2004
Last Revised: 03-08-2022

8.8 - SEX OFFENDERS ON CAMPUS - CLASSIFIED PERSONNEL RESPONSIBILITIES DEALING WITH

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime), and Level 4 sex offenders having the most restrictions (highest likelihood of committing another sex crime).

While Levels 1 and 2 place no restrictions prohibiting the individual's presence on a school campus, Levels 3 and 4 have specific prohibitions. These are specified in Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW) and it is the responsibility of district staff to know and understand the policy and, to the extent requested aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

It is the intention of the board of directors that district staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. Each school's administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.¹

Notes: This policy is similar to Policy 3.12. If you change this policy, review 3.12 at the same time to ensure applicable consistency between the two.

¹ For example, if a sex offender parent will arrive for conferences at the same time as other parents, staff should escort additional parents to their student's classroom, not just the sex offender parent. All principals, designees, and school employees who will or may have contact with the sex offender parents shall be required to keep confidential both the sex offender status and sex offender accommodations made for a parent.

Cross Reference: 6.10—SEX OFFENDERS ON CAMPUS (MEGAN'S LAW)

Legal Reference: A.C.A. § 5-14-132
 A.C.A. § 12-12-913 (g) (2)
 Division of Elementary and Secondary Education Guidelines for "Megan's Law"

Date Adopted: 06-09-08

Last Revised: 07-08-19 (Legal reference only)

8.37- SOCIAL NETWORKING AND ETHICS – CLASSIFIED PERSONNEL

Definitions

Social Media Account: a personal, individual, and non-work related account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as FaceBook, Twitter, LinkedIn, MySpace, or Instagram.

Professional/education Social Media Account: an account with an electronic medium or service where users may create, share, or view user-generated content, including videos, photographs, blogs, podcasts, messages, emails or website profiles or locations, such as FaceBook, Twitter, LinkedIn, MySpace, or Instagram.

Blogs are a type of networking and can be either social or professional in their orientation. Professional blogs, approved by the principal or his/her designee, are encouraged and can provide a place for staff to inform students and parents on school related activities. Social blogs are discouraged to the extent they involve staff and students in a non-education oriented format.

Policy

District staff are encouraged to use educational technology, the Internet, and professional/education social networks to help raise student achievement and to improve communication with parents and students. However, technology and social media accounts also offer staff many ways they can present themselves unprofessionally and/or interact with students inappropriately.

It is the duty of each staff member to appropriately manage all interactions with students, regardless of whether contact or interaction with a student occurs face-to-face or by means of technology, to ensure that the appropriate staff/student relationship is maintained. This includes instances when students initiate contact or behave inappropriately themselves.

Public school employees are, and always have been, held to a high standard of behavior. Staff members are reminded that whether specific sorts of contacts are permitted or not specifically forbidden by policy, they will be held to a high standard of conduct in all their interactions with students. Failure to create, enforce and maintain appropriate professional and interpersonal boundaries with students could adversely affect the District's relationship with the community and jeopardize the employee's employment with the district.

Staff members are discouraged from creating personal social media accounts to which they invite students to be friends or followers.¹ Employees taking such action do so at their own risk and are advised to monitor the site's privacy settings regularly.

District employees may set up blogs and other professional/education social media accounts using District resources and following District guidelines¹ to promote communications with students, parents, and the community concerning school-related activities and for the purpose of supplementing classroom instruction. Accessing professional/education social media during school hours is permitted.

Staff are reminded that the same relationship, exchange, interaction, information, or behavior that would be unacceptable in a non-technological medium, is unacceptable when done through the use of technology. In fact, due to the vastly increased potential audience that digital dissemination presents, extra caution must be exercised by staff to ensure they don't cross the line of acceptability. A good rule of thumb for staff to use is, "if you wouldn't say it face-to-face in a group, don't say it online."

Whether permitted or not specifically forbidden by policy, or when expressed in an adult-to-adult, face-to-face context, what in other mediums of expression could remain private opinions, including "likes" or comments that endorse or support the message or speech of another person, when expressed by staff on a social media website, have the potential to be disseminated far beyond the speaker's desire or intention. This could undermine the public's perception of the individual's fitness to interact with students, thus undermining the employee's effectiveness. In this way, the expression and publication of such opinions, could potentially lead to disciplinary action being taken against the staff member, up to and including termination or nonrenewal of the contract of employment.

8.37—SOCIAL NETWORKING AND ETHICS – CLASSIFIED PERSONNEL cont

Staff who are employed by the district as a teacher under a waiver from licensure should be aware that, in addition to the restrictions on inappropriate interactions with students and dissemination of information under this policy, they are required to follow the Division of Elementary and Secondary Education (DESE) Rules Governing The Code Of Ethics For Arkansas Educators. Violations of this policy that would also violate the Code of Ethics for Arkansas Educators may result in the filing of an ethics complaint with DESE.²

Accessing social media websites for personal use during school hours is prohibited, except during breaks or preparation periods. Staff are discouraged from accessing social media websites on personal equipment during their breaks and/or preparation periods because, while this is not prohibited, it may give the public the appearance that such access is occurring during instructional time. Except when expressly authorized by the employee's job duties, staff shall not access social media websites using district equipment at any time, including during breaks or preparation periods, except in an emergency situation or with the express prior permission of school administration. Except when expressly authorized by the District employee's job duties and when District procedures have been followed, all school district employees who participate in social media websites shall not post any school district data, documents, photographs taken at school or of students, logos, or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited. The posting of prohibited material or posting without following proper procedures may result in disciplinary action against the District employee, up to and including termination or non-renewal.

Specifically, the following forms of technology based interactivity or connectivity are expressly permitted or forbidden:³

Privacy of Employee's Social Media Accounts

In compliance with A.C.A. § 11-2-124, the District shall not require, request, suggest, or cause a current or prospective employee to:

1. Disclose the username and/or password to his/her personal social media account;
2. Add an employee, supervisor, or administrator to the list of contacts associated with his/her personal social media account;
3. Change the privacy settings associated with his/her personal social media account; or
4. Retaliate against the employee for refusing to disclose the username and/or password to his/her personal social media account.

The District may require an employee to disclose his or her username and/or password to a personal social media account if the employee's personal social media account activity is reasonably believed to be relevant to the investigation of an allegation of an employee violating district policy; local laws; state laws and rules; or federal laws and regulations. If such an investigation occurs, and the employee refuses, upon request, to supply the username and/or password required to make an investigation, disciplinary action may be taken against the employee, which could include termination or nonrenewal of the employee's contract of employment with the District.

Notwithstanding any other provision in this policy, the District reserves the right to view any information about a current or prospective employee that is publicly available on the Internet.

In the event that the district inadvertently obtains access to information that would enable the district to have access to an employee's personal social media account, the district will not use this information to gain access to the employee's social media account. However, disciplinary action may be taken against an employee in accord with other District policy for using district equipment or network capability to access such an account. Employees have no expectation of privacy in their use of District issued computers, other electronic device, or use of the District's network. (See policy 8.22—CLASSIFIED PERSONNEL COMPUTER USE POLICY)

8.37—SOCIAL NETWORKING AND ETHICS – CLASSIFIED PERSONNEL cont.

Notes: This policy is similar to policy 3.45. If you change this policy, review 3.45 at the same time to ensure applicable consistency between the two.

While only the Privacy of Employee's Social Media Accounts section of this policy is required by statute, ASBA strongly recommends adopting the policy in its entirety after consulting with staff for localizing purposes.

¹ The policy's separate definitions for "social media websites" and "professional/education social media accounts" are important. Districts are encouraged to establish "professional/education social media accounts" as an acceptable means of teacher and district communication with students and parents. This can serve to discourage inappropriate staff/student interactions on "social media websites." ASBA strongly suggests using the discussions for modifying/personalizing this policy as a means for generating the acceptable guidelines and procedures for staff creation of private social networks. We recommend **NOT** incorporating the guidelines into the policy, but have them available for all staff to review. Incorporating them into the policy will make it much harder to change them if the need arises.

² If you do not have a waiver allowing individuals to be employed as a teacher under a waiver from licensure, remove this language.

³ What is and is not acceptable staff/student interaction on social networking websites is an education community decision, and will vary from district to district. As a general rule, the greater the degree of real-life connections and interactivity between staff and students that normally occur in the community, the greater the tolerance will be for virtual connections and interactivity. Use the following list to help guide discussions with staff to determine which items should be included in the policy and with what modifications/stipulations. It is as important to include in the policy what **is** permitted as what **is not** permitted. Your discussions may elicit additional bullets to include in the policy:

- Sharing personal landline or cell phone numbers with students;
- Text messaging students;
- Emailing students other than through and to school controlled and monitored accounts;
- Soliciting students as friends or contacts on social networking websites;
- Accepting the solicitation of students as friends or contacts on social networking websites;
- Creation of administratively approved and sanctioned "groups" on social networking websites that permit the broadcast of information without granting students access to staff member's personal information;
- Sharing personal websites or other media access information with students through which the staff member would share personal information and occurrences.

Cross reference: 8.22—CLASSIFIED PERSONNEL COMPUTER USE POLICY

Legal References: A.C.A. § 11-2-124
DESE Rules Governing The Code Of Ethics For Arkansas Educators

Date Adopted: 08-12-2019

Last Revised: 04-19-2021

8.21— STUDENT SUPERVISION BY CLASSIFIED PERSONNEL

(Wording in italics is from local policy)

All District personnel are expected to conscientiously execute their responsibilities to promote the health, safety, and welfare of the District’s students under their care. The Superintendent shall direct all principals to establish regulations ensuring adequate supervision of students throughout the school day and at extracurricular activities.

Permission must be obtained from the Principal or the Superintendent before any employee is allowed to take a student from the school grounds during school hours. This includes field trips, physical exercises, and all other activities. The school office must know where students and employees are at all times when they are away from school during school hours.

Date Adopted: 07-20-04

Date Revised: 06-11-07

8.31 TERMINATION *(Wording in italics if from local policy)*

For procedures relating to the termination and non-renewal of classified employees, please refer to the Public School Employee Fair Hearing Act A.C.A. 6-17-1701 through 6-17-1705. The Act specifically is not made a part of this reference.

A copy of the code is available in the office of the principal of each school building.

Termination as used in this policy relates to the end of service during the contract year.

Termination for cause, including gross insubordination, dishonesty, or other conduct reflecting unfavorably upon the reputation of the school, may be made without prior notice. This does not obviate the right of the employee to due process as provided by state law.

Any new employee, regardless of previous experience, hired by the Atkins School District shall be on a one year probationary status.

Legal Reference A.C.A. 6-17-2301

Date Adopted: 07-20-04

Date Revised: 06-11-07 (Adopted ASBA policy in addition to our local policy)

TERRORIST ATTACK OR IMMINENT DANGER ON CAMPUS

If you become aware of a situation in which students and/or faculty could possibly be in danger, quickly survey the situation as to the type of danger involved. Immediately call the office and report the situation.

If an all call is issued and you hear “immediate lock down”, lock the door to your classroom. Students are to sit on the floor and if possible out of view from any window or door. Close the curtains and cover the window on the door with black paper. Paper for covering the door window should be placed in the corner near the door at all time.

If there are no curtains in the room, you should have black paper available to cover the bottom row of windows.

No students are to leave your classroom for any reason. Keep your door locked until you hear further instructions from the office.

If students are on break, at lunch, or outside for any reason, they should immediately return to their class. If it is during break or lunch, students are to go to their next period class.

If the need arises to evacuate students, buses will take students either to Morrilton High School or to the Hector Dome, located at Hector Public Schools.

Date Adopted: 07-20-04

TIME SCHEDULE

Hours on duty for each employee shall be determined by the Superintendent.

Date Adopted: 07-20-04

8.15—TOBACCO USE, ELECTRONIC NICOTINE DELIVERY SYSTEMS, AND RELATED PRODUCTS

Smoking or use of tobacco or products containing tobacco in any form (including, but not limited to, cigarettes, cigars, chewing tobacco, and snuff) in or on any real property owned or leased by a District school, including school buses owned or leased by the District, or other school vehicles is prohibited.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

Violation of this policy by employees shall be grounds for disciplinary action up to, and including, dismissal.

Legal Reference: A.C.A. § 6-21-609

Date Adopted: 07-20-2004

Last Revised: 04-13-2020

TRANSFER OF POSITION

Any employee who transfers from a position within the employee’s current job classification will be allowed to retain their years of service on the salary schedule.

However, an employee who transfers to a position different from their current job classification will lose their years of service and be placed at the beginning level on the salary schedule for the new position.

A transfer may also result in loss of vacation time.

Date Adopted: 07-20-04

8.43—USE OF PERSONAL PROTECTIVE EQUIPMENT – CLASSIFIED PERSONNEL

Employees whose job duties require the use or wearing of Personal Protective Equipment (PPE) shall use or wear the prescribed PPE at all times while performing job duties that expose employees to potential injury or illness. Examples of PPE include, but are not limited to:¹

- Head and face protection:
 - Hard hat;
 - Bump cap;
 - Welding helmet;
 - Safety goggles;
 - Safety glasses;
 - Face shield;
- Respiratory protection:
 - Dust/mist mask;
 - Half-face canister respirators;
- Hearing protection:
 - Ear plugs;
 - Ear muffs;
- Hand protection, which is based on hazard exposure(s) and type(s) of protection needed:
 - Leather;
 - Latex;
 - Rubber;
 - Nitrile;
 - Kevlar;
 - Cotton;
- Body protection:
 - Welding apron;
 - Welding jackets;
 - Coveralls/Tyvek suits;
- Foot Protection:
 - Metatarsal protection;
 - Steel toed boots/shoes;
 - Slip resistant shoes;
- Fall Protection:
 - Belts, harnesses, lanyards;
 - Skylight protection;
 - Safe ladders;
 - Scissor lifts.

Employees operating a school-owned vehicle that is equipped with seat belts for the operator shall be secured by the seat belt at all times the employee is operating the vehicle. If the vehicle is equipped with seat belts for passengers, the employee operating the vehicle shall not put the vehicle into motion until all passengers are secured by a seat belt. Employees traveling in, but not operating, a school owned vehicle that is equipped with seat belts for passengers shall be secured by a seat belt at all times the vehicle is in motion.

Employees who fail to use or wear the prescribed PPE required by their job duties put themselves and co-workers at risk of sustaining personal injuries. Employees who are found to be performing job duties without using or wearing the necessary PPE required by the employee's job duties may be disciplined, up to and including termination.

8.43—USE OF PERSONAL PROTECTIVE EQUIPMENT - CLASSIFIED PERSONNEL cont.

A supervisor may be disciplined, up to and including termination, if the supervisor:

1. Fails to ensure the employee has the prescribed PPE before the employee assumes job duties requiring such equipment;
2. Fails to provide an employee replacement PPE when necessary in order for the employee to continue to perform the job duties that require the PPE; or
3. Instructs the employee to perform the employee’s job duties without the prescribed PPE required by those job duties.

An employee shall **not** be disciplined for refusing to perform job duties that require the employee to use/wear PPE if:

- a. The employee has not been provided the prescribed PPE; or
- b. The PPE provided to the employee is damaged or worn to the extent that the PPE would not provide adequate protection to the employee.

An employee’s immediate Supervisor is responsible for providing the employee training on the proper use, care, and maintenance of any and all PPE that the employee may be required to use.

Notes: This policy is similar to Policy 3.55. If you change this policy, review 3.55 at the same time to ensure applicable consistency between the two.

When designing employee schedules, be sure to account for the time employees spend putting on and taking off PPE. The time an employee spends putting on and taking off PPE at the worksite is compensable and may result in overtime issues for non-exempt employees under Policy 8.11.

¹ This is not intended to be an all-inclusive list, and you may add or remove items from the list based on what PPE your employees should be using.

Cross Reference: 8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

Date Adopted: 05-07-18

VACANT POSITION NOTICE

When a Principal or Supervisor learns that a vacancy exists within his/her school or department, he/she will notify the Superintendent. Notice of the vacancy will be posted in a conspicuous place in all schools, department offices, and the district Administration Office.

Those persons who are presently employed on another job in the school district but wish to be considered for the vacancy shall make such desires known in writing to the supervisor of that position no later than five (5) working days from the date such vacancy is posted.

All employees who wish to be considered for the vacancy may be granted an interview.

The decision to fill the position either by transfers or by applicants will rest with the Superintendent.

Date Adopted: 07-20-04

Date Revised: 06-12-06

VACATION

(Wording in Italics is Local Policy)

It shall be the policy of the Atkins Board of Education that all employees (Licensed and Classified) working in a position requiring a 240 day contract will be entitled to paid vacation at the following rates per school year:

Completion of 1 year of service to the district	5 days paid vacation annually
Completion of 2 or more years of service to the district	10 days paid vacation annually

Request for vacation time must be made to the employee's immediate supervisor in writing at least two days prior to the requested time off. All vacations must be approved by the employee's immediate supervisor and on file with the school's Administration Office. Vacation days must be taken so as to not significantly disrupt the normal District operations.

No vacation leave shall be allowed during the first or last week of school unless the Superintendent makes an exception.

Only 5 days may be taken during the school term, except in the case of illness of employee or immediate family if the employee does not have enough sick days to cover absences. Immediate family shall be those designated in the sick leave policy.

No more than 5 consecutive vacation days may be taken at one time unless approved by the Superintendent.

No vacation days may be taken the day before and/or after a school holiday, except for July 4th.

Employees must work the last scheduled work day before and after a holiday identified in the official school calendar, unless they are ill. The principal/supervisor and superintendent may waive this requirement when extenuating circumstances occur. The employee must complete the form "Request for Personal/Vacation Leave Before or After a Holiday or First or Last Week of School" in order to be considered.

Employees must either take the allowed vacation days each year or receive current daily salary for days not taken as vacation. A maximum of 5 days per year can be reimbursed. Salary in lieu of vacation shall be paid in June of each year.

In the event a 240 day contract employee leaves employment with the district before the end of the school year, that employee will be paid their daily rate of pay for any unused previously earned vacation days and for vacation days earned during the current school year. Days for the current year will be figured on a prorated basis according to the number of days worked.

Vacation days for employees with a starting date other than July 1 will be prorated by number of days worked.

Date Adopted: 07-20-04

Last Revised: 03-09-15 (Board voted to keep current policy with local change instead of ASBA Update)

8.29—VIDEO SURVEILLANCE AND OTHER MONITORING - CLASSIFIED PERSONNEL

The Board of Directors has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras, automatic identification, data compilation devices, and technology capable of tracking the physical location of district equipment, students, and/or personnel.

The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of bodily privacy is reasonable and customary.

Signs shall be posted on district property and in or on district vehicles to notify students, staff, and visitors that video cameras may be in use. Violations of school personnel policies or laws caught by the cameras and other technologies authorized in this policy may result in disciplinary action.

The district shall retain copies of video recordings until they are erased which may be accomplished by either deletion or copying over with a new recording.

Videos, automatic identification, or data compilations containing evidence of a violation of district personnel policies and/or state or federal law shall be retained until the issue of the misconduct is no longer subject to review or appeal [as determined by board policy or staff handbook](#); any release or viewing of such records shall be in accordance with current law.

Staff who vandalize, damage, defeat, disable, or render inoperable (temporarily or permanently) surveillance cameras and equipment, automatic identification, or data compilation devices shall be subject to appropriate disciplinary action and referral to appropriate law enforcement authorities.

Video recordings and automatic identification or data compilation records may become a part of a staff member's personnel record.

Note: This policy is similar to policies 4.48 and 3.41. If you change this policy, review 4.48 and 3.41 at the same time to ensure applicable consistency between the policies.

Date Adopted: 06-09-08

Last Revised: 04-21-11

VIOLATIONS

The following is a partial list of violations which are sufficient grounds for disciplinary actions up to and including discharge:

1. Failure to be at work station at starting time
2. Excessive unexcused absenteeism
3. Excessive tardiness
4. Wasting time or loitering during work time
5. Leaving work area during working hours without permission for any reason
6. Refusal or failure to do work assignment
7. Willful abuse, misuse, defacing or destruction of school property
8. Gross insubordination
9. Conduct reflecting unfavorably on the reputation of the school

Date Adopted: 07-20-04

8.40—WEAPONS ON CAMPUS – CLASSIFIED PERSONNEL

Firearms¹

Except as permitted by this policy, no employee of this school district, including those who may possess a “concealed carry permit,” shall possess a firearm on any District school campus or in or upon any school bus or at a District designated bus stop.

Employees who meet one or more of the following conditions are permitted to bring a firearm onto school property:

- He/she is participating in a school-approved educational course or program involving the use of firearms such as ROTC programs, hunting safety or military education, or before or after-school hunting or rifle clubs;
- The firearms are securely stored and located in an employee’s on-campus personal residence and/or immediately adjacent parking area;²
- He/she is a registered, commissioned security guard acting in the course and scope of his/her duties;
- He/she is a certified law enforcement officer, either on or off duty;
- He/she has a valid conceal carry license and leaves his/her handgun in his/her locked vehicle in the district parking lot.

Possession of a firearm by a school district employee who does not fall under any of the above categories anywhere on school property, including parking areas and in or upon a school bus, will result in disciplinary action being taken against the employee, which may include termination or nonrenewal of the employee.

Other Weapons^s

Option 2

An employee may possess a pocket knife which for the purpose of this policy is defined as a knife that can be folded into a case and has a blade or blades of less than three (3) inches or less each. An employee may carry, for the purpose of self-defense, a small container of tear gas⁴ or mace which for the purpose of this policy is defined as having a capacity of 150 cc or less. Employees are expected to safeguard such items in such a way as to ensure they are not possessed by students. Such items are not to be used against students, parents or other school district employees. Possession of weapons, knives or self-defense items that do not comply with the limits contained herein, the failure of an employee to safeguard such items, or the use of such items against students, parents or other school district employees may result in disciplinary action being taken against the employee, which may include termination or nonrenewal of the employee.

Employees who are participating in a Civil War reenactment may bring a Civil War era weapon onto campus with prior permission of the building principal. If the weapon is a firearm, the firearm must be unloaded.⁵

Notes: This policy is similar to Policy 3.48. If you change this policy, review Policy 3.48 at the same time to ensure applicable consistency between the two.

¹ The possession of handguns and firearms is a very hot topic. In Arkansas, the laws governing their possession on school grounds are both complicated and less than clear. The two statutes most directly affecting schools are A.C.A. § 5-73-119 (herein after 119) and A.C.A. § 5-73-306 (herein after 306).

119 governs firearms (including handguns) while 306 deals strictly with concealed handguns (those guns having a barrel length of 12” or less).

119 prohibits firearms on “developed school property” while 306 prohibits concealed handgun permit holders from carrying their handguns into school buildings or events but permits the concealed carry licensee to leave a handgun in his/her locked vehicle at a publicly owned parking lot.

8.40—WEAPONS ON CAMPUS – CLASSIFIED PERSONNEL cont.

119 permits those who are on a “journey beyond the county in which a person lives” to carry handguns and firearms on school property. Technically, this would allow those employees who commute from outside the county in which they teach to bring their firearms to school. While we accept that concealed carry licensees may leave their handgun in their locked vehicle in the parking lot, we see this as complicated to enforce and generally problematic. Also, as we interpret the statute, parents visiting the school for an athletic or other event can bring their handgun, though it must be left in their locked vehicle, with them. We cannot control that through policy.

² If your district has housing for any employee and that employee chooses to have any firearms in the house, they should be kept in a very secure place. It would be wise to keep them in a locked gun safe so that no one other than the employee has access to them.

³ Select the option that works best for your district. In making your decision, note that in Option #2, you can choose to include only the first or the second sentence or you can keep both sentences. If you keep the first sentence, the length of the blade allowed is limited by A.C.A. § 5-73-120(b)(4) to less than three inches (3”). Also, A.C.A. § 5-73-120(a) prohibits individuals from carrying a weapon “with a purpose to employ the...weapon against a person.” Presumably, an employee could possess a small pocket knife with no intent to use it against another person. Inherent in making the decision on either sentence in Option #2 is the possibility of a student taking the knife or the tear gas and misusing it.

⁴ You can replace “tear gas” with “pepper spray” or leave “tear gas” in the policy and add “pepper spray.”

⁵ While the policy language only specifically covers employees, A.C.A. § 6-5-502 permits any person who is a Civil War reenactor to bring a Civil War era weapon onto campus with the prior permission of the principal.

Legal References: A.C.A. § 5-73-119 A.C.A. § 5-73-120 A.C.A. § 5-73-124(a)(2)
 A.C.A. § 5-73-301 A.C.A. § 5-73-306 A.C.A. § 6-5-502

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8.36—WORKPLACE INJURIES AND WORKERS’ COMPENSATION – CLASSIFIED PERSONNEL

The district provides Workers’ Compensation (WC) Insurance, as required by law. Employees who sustain **any** injury at work must immediately notify their immediate supervisor, or in the absence of their immediate supervisor notify the District Central Office. An injured employee must fill out a Form N and the employee’s supervisor will determine whether to report the claim or to file the paperwork if the injury requires neither medical treatment or lost work time. While many injuries will require no medical treatment or time lost at work, should the need for treatment arise later, it is important that there be a record that the injury occurred. All employees have a duty to provide information and make statements as requested for the purposes of the claim assessment and investigation.

The District may discipline an employee, up to and including termination of the employee’s contract, if it is discovered that the employee:

1. Deliberately made false statements concerning the origin of an injury or the circumstances surrounding the injury; or
2. Submitted a WC claim that the employee knew to be based substantially or entirely on false information.

An employee shall not be disciplined solely because the District’s WC carrier denied the employee’s WC claim.

For injuries requiring medical attention, the district will exercise its right to designate the initial treating physician and an injured employee will be directed to seek medical attention, if necessary, from a specific physician or clinic. In addition, employees whose injuries require medical attention shall submit to a drug test, which shall be paid at the District’s WC carrier’s expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of WC benefits.²

A WC absence may run concurrently with FMLA leave (policy 8.23) when the injury is one that meets the criteria for a serious health condition. To the extent that WC benefits and FMLA leave run concurrently, the employee will be charged for any paid leave accrued by the employee at the rate necessary to bring the total amount of combined income up to 100% of usual contracted daily rate of pay. If the health care provider treating the employee for the WC injury certifies the employee is able to return to a “light duty job,” but is unable to return to the employee’s same or equivalent job, the employee may decline the District’s offer of a “light duty job.” As a result, the employee may lose his/her WC payments, but for the duration of the employee’s FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

Employees who are absent from work in the school district due to a WC claim may not work at a non-district job until they have returned to full duties at their same or equivalent district job; those who violate this prohibition may be subject to discipline up to and including termination. This prohibition does NOT apply to an employee who has been cleared by his/her doctor to return to "light duty" but the District has no such position available for the employee and the employee's second job qualifies as "light duty".

To the extent an employee has accrued sick leave and a WC claim has been filed, an employee:

- Will be charged for a day's sick leave for ~~the~~ all days missed until such time as the WC claim has been approved or denied;
- Whose WC claim is accepted by the WC insurance carrier as compensable and who is absent for eight (8) or more days shall be charged sick leave at the rate necessary, when combined with WC benefits, to bring the total amount of combined income up to 100% of the employee's usual contracted daily rate of pay;
- Whose WC claim is accepted by the WC insurance carrier as compensable and is absent for fourteen (14) or more days will be credited back that portion of sick leave for the first seven (7) days of absence that is not necessary to have brought the total amount of combined income up to 100% of the employee's usual contracted gross pay.

Cross References: 8.5—CLASSIFIED EMPLOYEES SICK LEAVE

8.12—CLASSIFIED PERSONNEL OUTSIDE EMPLOYMENT

8.23—CLASSIFIED PERSONNEL FAMILY MEDICAL LEAVE

Legal References: Ark. Workers Compensation Commission RULE 099.33 - MANAGED CARE

A.C.A. § 11-9-102 A.C.A. § 11-9-508(d)(5)(A) A.C.A. § 11-9-514(a)(3)(A)(i)

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