



Classified Staff Handbook
*Rules and Regulations for
Employment*

2018 – 2019

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Welcome to Marshall Public Schools

In this handbook, you will find some various policies, regulations, and other informational items. This guide is intended for informational purposes only and will not answer every question or anticipate every situation. A complete set of policies and regulations is available for your review at **www.marshallschools.com**. Click on Menu, District, Board of Education. Policy link is under the MPS Board of Education Goals.

You are a valued employee of this school district. We appreciate your continued support of the goals and mission of the Marshall Public Schools.

Marshall Public Schools Mission Statement

The mission of Marshall Public Schools is to educate and empower every student, every chance, every day.

GENERAL WELCOME

As a member of the staff, you fill a vital role in the education of our children. You perform tasks necessary to the operation of our school district. In addition to the individual jobs you do, you are representatives of the school to the community. Because you perform your jobs in the “public eye,” you have a greater responsibility in the performance of your duties and personal conduct. You have been offered employment with the district with the confidence that you can do your jobs well and also serve as representatives of the district.

AIM AND PURPOSE OF THE HANDBOOK

The aim and purpose of this book is to provide information to all classified employees. District policies and regulations have been developed to assure the educational goals of the district are pursued through uniform practices and consistent performance of duties. As you read the following pages, please be aware that the purpose of this book is to help you be successful by providing you necessary and pertinent information. While this manual covers a wide array of information, it cannot possibly address all issues and situations. Please refer to board policy and procedures for items not covered. Board policy supersedes all district guides.

BOARD POLICY BOOKS

Marshall board policy books are located in all district buildings and online at **[ww](#)** Please contact your supervisor to review the district board policy books in their entirety.

NONDISCRIMINATION AND ANTI-HARASSMENT

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex, national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The board is an equal opportunity employer.

Safe Workplace

It is the goal of the district to provide a safe workplace for employees and students. Unfair treatment or unkind remarks that refer to a person's race, religion, gender, ethnic background or national origin will not be tolerated in the workplace and should be reported immediately.

All employees have responsibility to make the workplace safe. One area that has become an important issue in recent years is sexual harassment. It is important that you understand what it is and how to deal with it. Sexual harassment is not tolerated at Marshall Public Schools. In the school setting, harassment may involve two adults, an adult and a student, or two students.

If you become aware of possible harassment from observation or from someone reporting to you, always treat this as a serious matter, never make a comment that may diminish what is reported. Be sure to follow through by reporting any such incident to your immediate supervisor. You should also make a record of your actions.

Sexual harassment may include comments, language or actions that may not be directed at any particular person but is found objectionable or offensive by one or more people.

Equal Opportunity

The Marshall Public Schools is an equal opportunity employer. It is the policy of this district to afford equal opportunities to qualified individuals regardless of their race, color, national origin, ancestry, religion, socioeconomic status, marital status, sex, age, disability or memberships in legally constituted organizations, to the extent required by law. This policy applies to all aspects of the employment relationship, including recruitment, selection, placement, training, assignment, promotion, transfer, compensation, benefits and termination.

Notice of Non-Discrimination

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and all professional organizations that have entered into agreements with our School District are hereby notified that our School District does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment of employment in, its programs and activities.

Any persons having inquiries concerning our School District's compliance with the laws and regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), the Age Discrimination Act, Section 504 of the Rehabilitation Act of 1973 (Section 504), or Titles II or III of the Americans with Disabilities Act of 1990 (ADA), is directed to the Compliance Coordinator below, who has been designated by our School District to coordinate our School District's efforts to comply with the laws and regulations implementing Title VI, Title IX, the Age Discrimination Act, Section 504, and the ADA. In addition, any inquiries concerning our School Districts compliance with the employment provisions of the Title VII of the Civil Rights Act of 1964 is also directed to the Compliance Coordinator below.

Our School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. **The Compliance Coordinator for the applicable law, whose position listed below, will provide information regarding those procedures upon request.**

Any person who is unable to resolve a problem or grievance arising under Title VI, Title IX, the Age Discrimination Act, Section 504, or Title II of the ADA, may contact the Office for Civil Rights, Region VII, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114; phone (816) 268-0550.

Compliance Coordinators for Laws Listed in this Notice:

Dr. Carol Maher and Dr. Terry Lorenz
860 W. Vest
Marshall, MO 65340
660-886-7414

SCHOOL CALENDAR

The school calendar shall provide for a minimum of 174 pupil attendance days. Days for meetings, holidays and other days may be scheduled as part of the employees designated work calendar. Days the district's schools are closed for inclement weather and/or other reasons will be made up in accordance with state law, as approved by the board. All classified staff will be informed of the designated work schedule. Employees cannot work more than their calendar states without prior approval from the district central office.

CLASSIFIED EMPLOYEES

Letter of Intent

A Letter of Intent will be issued to show the district's intent to employ for the school year. This document, however, does not serve as a contractual obligation for the district. The Letter of Intent will indicate the hours assigned and the rate of pay. The Letter of Intent must be signed and returned to the district team office by the date specified. The Letter of Intent will typically be issued during April or May for the following school year. Either party may terminate the Letter of Intent in writing with two weeks' notice (this is termed an "At-Will" agreement). The actual number of days worked may vary year to year and employee to employee. The district meets or exceeds the minimum salary requirements set by Missouri statute.

New Employee Payroll Paperwork

New employees to the Marshall Public Schools must complete the following paperwork as well as all the items listed under returning employees.

- ☐ Federal and State W-4's
- ☐ I-9 (requires necessary items for identification)
- ☐ Retirement application (if work 20 hours or more per week)
- ☐ A college transcript (if have 60 credit hours or more)
- ☐ Must obtain an online substitute certificate if you have 60 college credit hours
- ☐ Medical, dental and life insurance applications
- ☐ Fingerprint results (needs to be done **immediately** after employed)

RETURNING AND NEW EMPLOYEES

Returning and new employees will need to annually complete the following items. You will be notified in a timely fashion as to when these need to be completed.

403(b) and Flex 125 Enrollments

All staff must complete these forms during the annual enrollment period. The forms must be on file for every staff member whether they participate or decline to participate. Both plans can be changed annually during the enrollment period.

- ❑ 403(b) enrollment is an opportunity to contribute money in a 403(b) retirement savings plan (tax sheltered annuity or TSA). Your contributions must be made through payroll deduction and through an approved vendor. Forrest T. Jones and Company oversees the district's 403(b) plan. All employees will go through the Forrest T. Jones & Company to enroll even if they make contributions to a different vendor than Forrest T. Jones & Company.
- ❑ Flex 125 enrollment allows the employee to pay premiums (tax-free) on other allowable insurance coverage for the employee and/or dependents. The employee may also set aside dollars to pay for out-of-pocket medical expenses and/or child care providers. Under this portion of the plan, the employee is responsible for the submission of their receipts to the company. The employee will be locked into this plan for the school year. This is a use or lose plan. Any contributions not reimbursed by the deadline will be lost.
- ❑ District Insurance Videos must annually be reviewed and documented by all employees. They must view the following videos, links, information, and presentations which are required by the district's insurance company. Custodians will also need to view the "Asbestos" video annually. All staff will need to participate in safety drills including intruder training.

60 College Credit Hour Employees

All employees (who agree to substitute teach in various circumstances) with 60 college credit hours must go on-line to the Department of Elementary and Secondary Education to be issued a substitute teaching certificate. Employees without a valid substitute teaching certificate **CAN NOT** be in a classroom without a teacher present. A substitute teaching certificate will allow you to substitute teach in the district should the need arise. However, some classified positions **WILL NOT BE ALLOWED** to substitute teach due to the impact it has on the state and federal funding for those positions.

SCHOOL BUS DRIVERS

School bus drivers for the Marshall Public Schools must maintain a valid school bus license. Annually they must submit a physical signed by a licensed medical provider and attend eight (8) hours of additional training each school year. Training will be scheduled throughout the school year. Physicals must be dated between July 1 of each fiscal year and the first day of school.

FOOD SERVICE EMPLOYEES

Marshall Public Schools contracts food service activities with the OPAA Food Company.

SUBSTITUTES

Substitutes are needed during the school year in all areas (teacher, secretaries, nurses, aides, bus driver, and custodial). Substitutes are used on an as-needed-basis only. Once they have completed an application and received a criminal background check clearance, administrators will be notified of their availability. The district has the intent of continuing to use these substitutes from year to year unless notified by the substitute that they wish to no longer be used.

Any classified employee with a minimum of 60 college credit hours will need to keep a **valid** teaching certificate or go online to obtain a four year substitute teacher certificate. The certificates must be renewed prior to expiration dates. Anyone with certification will need to provide the district with a copy of a college transcript indicating at least 60 hours of credit. An official transcript and fingerprint results must be on file with DESE. Bus driver substitutes will need to keep a valid school bus driver's license, have an annual physical, and attend eight (8) hours of additional training each school year.

Parents as Teachers

Parents As Teachers Employees for the Marshall Public Schools must complete professional development hours yearly based on the years employed by the district. All professional development hours must be complete by a DESE or PATNC sanctioned training.

1st year: 25 hours of PD completed by the end of the school year

2nd year: 15 hours of PD completed by the end of the school year

3rd year and beyond: 10 hours of PD completed by the end of the school year

MEDICAL, DENTAL, AND LIFE INSURANCE

The Board of Education will provide medical, dental, and life insurance options to all employees (excluding substitutes) who work 30 hours per week or more. These are three separate insurances and employees may participate or waive the coverage, as needed. In the event a benefit is waived, no alternative benefits will be paid in lieu of insurance.

RETIREMENT PLAN

All non-certificated employees that work at least (30) hours per week are enrolled in the Public Education Employee Retirement System (PEERS). A portion of your wages will automatically be taken out of your paycheck pre-taxed. These contributions cannot be withdrawn until you retire or terminate employment with the district. You can review the retirement website at <http://www.psrs-peers.org/>.

JOB DESCRIPTIONS

A job description has been developed for each job classification of the classified staff. Although general in nature, the job descriptions should provide valuable information for each employee. Employees should note that while the job description describes basic components of the job, it is not inclusive of all tasks that may be assigned. The district reserves

the right to assign employees where needed. Job descriptions will be available from your supervisor or the District Administrative Team.

JOB RESPONSIBILITIES

As an employee of the Marshall School District you hold a position of trust within the community. To maintain this trust you should strive to exhibit the character traits the community has come to expect. Namely, you are expected to serve as a role model for the students you serve. As a role model you should dress appropriately, use respectful language and always conduct yourself in a proper manner. In your position you may have access to confidential information. Remember, confidential information should remain confidential. Sharing such information could result in disciplinary action, including termination.

Support staff and supervisors are expected to treat all members of the school community (students, parents, teachers, administrators, community members, visitors from other districts, and other classified staff) with respect, dignity, and courtesy. Rude or disrespectful behavior and/or communication will be handled by the administration and the consequences may include termination.

ATTENDANCE AND PUNCTUALITY

To maintain a safe and productive work environment, Marshall Schools expects employees to be reliable and punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on the school district. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The employee's timecard should reflect the tardiness including a brief explanation. Punctuality and dedication are two additional character traits you should strive to exhibit as you do your job

WORK DAY

As employees, the hours of your work day may vary. Your supervisor will inform you of the exact time to begin and end the day. Since most of our jobs relate to the students, your day will in most cases coincide with their day.

Early dismissals will occur from time to time during the school year. Sometimes this may be planned and other times it may be due to the weather or some other factor. When the normal school day is shortened, you should enter the hours worked as of dismissal time on your time sheet unless you are requested to remain on duty by the building principal.

Employees cannot work more than their regularly scheduled work day without prior approval from the district central office. No employee will receive overtime pay for a week containing a paid sick day or holiday unless their total hours for the week exceed forty hours excluding the sick day or holiday.

Falsifying an employee time sheet may result in disciplinary action, including termination

PAID HOLIDAYS

Each employee is entitled to a number of paid holidays during the school year. Each employee is compensated for eligible holidays at the same rate and number of hours as he or she receives for a regular day provided they have worked their scheduled work days prior to and after the holiday. The school calendar may assist in calculating the paid holidays for your position. When in doubt, visit with your supervisor.

OVERTIME

When operating requirements or other needs cannot be met during regular working hours, employees will be given the opportunity for overtime work assignments. Employees cannot work more than their regularly scheduled work day without prior approval from the district central office.

Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work. Overtime compensation is paid to all nonexempt employees in accordance with federal and state wage and hour restrictions. As required by law, overtime pay is based on actual hours worked. Time off on sick leave, holiday, vacation leave, or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

TIME CARDS

All classified staff must submit completed timesheets for each pay period to be paid. Upon employment, supervisors will give instructions in the proper way to complete timecards. It is important that all timecards be completed daily to avoid confusion in calculating your pay. An explanation of all time off or extra time worked should be documented on the back of the time sheet, along with confirmation of prior approval.

Time sheets will be turned into the district office from each building on the 1st of each month. It is your responsibility to submit your timesheet to the building administrator or district office in a timely manner. Do not wait until the last day to complete your timesheet as that may lead to errors.

PAY DAY

As of January 1, 2016, payday is typically the 20th of each month. If the 20th falls on a non-scheduled day, payroll will be distributed on the last working day prior to the 20th.

INCLEMENT WEATHER If school is closed for inclement weather, classified staff are expected to leave their workplace also or not to report to work. Maintenance and custodial employees should check with Director or Assistant Superintendent.

ASSIGNMENTS AND TRANSFERS

The district recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. While

the district will accept request for transfers within the school district, movement of personnel will be based on what is best for our students.

The board directs the superintendent to assess the staffing needs of the district annually and to assign classified staff as necessary to meet those needs. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs. The superintendent may reassign support staff members to different positions or buildings at any time, including in the middle of the school year.

Transfers to a different position or in the middle of the year should only be considered in extraordinary circumstances. This request must be submitted to the central office in writing. As in all personnel decisions, the district's needs will be top priority.

EVALUATIONS

All employees of the district are evaluated periodically. The purpose of the evaluation process is to improve performance. Your evaluation will be based upon the performance of the responsibilities shown in your job description. The person completing your evaluation should review the completed evaluation with you, provide you an opportunity to reply if you wish, and give you a copy for your evaluation. You will be asked to reflect and provide input annually as part of the evaluation process.

Substandard performance will be addressed by the immediate supervisor, but must be improved to meet expectations within the timeframe given by the supervisor. Poor performance, excessive absences, insubordination, or inappropriate behavior or communication cannot be allowed to continue unchecked and discipline and/or termination will result.

MEALS

Classified staff meal breaks are unpaid and can be between thirty (30) minutes and sixty (60) minutes. Meals may be eaten at school or at a place of choice. Meal time should be determined by your schedule and in cooperation with the building principal. Designated employees with overlapping duties may be paid during their lunch, but cannot add to and exceed the forty-hour week.

VACATIONS

All twelve (12) month employees will receive two weeks paid vacation time to be approved by the direct supervisor. Upon completion of the seventh year, employees will earn a third week of paid vacation. The third week of vacation will begin the summer after their eighth year. If the employee's absence might disrupt district operations, administration has the discretion to deny a request for vacation or to limit the time of year the employee may take vacation.

ACTIVITY PASS FOR MARSHALL SPORTING EVENTS

All classified staff may request a no-pay activity pass for the current school year from the Athletic Director.

RESIGNATIONS OF CLASSIFIED STAFF MEMBERS

Any classified staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two (2) weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The salary position of an employee who resigns but returns within two (2) years may be carried forward, at the discretion of the direct supervisor.

RETIREMENT OF CLASSIFIED STAFF MEMBERS

Classified staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri as allowed by law. All classified staff employed to work twenty (30) hours per week or more will participate in PEERS as required by law.

A retired employee, as well as his or her dependents, surviving spouse and children, will be allowed to remain or become members in the health benefit programs by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plan.

CLASSIFIED STAFF POLICIES

CRIMINAL BACKGROUND CHECKS

The Marshall Public Schools is committed to providing a safe environment for students to learn. As part of this effort, the district will require criminal background checks on all employees. All employees receiving a Letter of Intent to employ will have the criminal background check charges paid by the district. Substitutes in the district will be charged for the criminal background checks.

A search will be made of the Federal Bureau of Investigation's criminal history files, the Missouri Highway Patrol's criminal database and sexual offender registry, the central registry of child abuse and neglect of the Children's Division of the Department of Social Services, or other databases designated by law or the district.

The district reserves the right to require any employee to submit to additional criminal background checks at the district's expense or to rerun background checks at any time. Any employee refusing to submit to a background check may be disciplined or terminated.

Information received by the district pursuant to a criminal background check is confidential. The district will only use this information for the district's internal purposes in determining the suitability of an individual for employment.

SHORT-TERM LEAVE POLICY (See Board Policy GDBDA for complete policy)

IMMEDIATE FAMILY

The Board defines "immediate family" as brothers, sisters, grandparents, grandchildren, and the husband or wife of any of these. Immediate family would also include others, regardless of

relationship, if they have been a permanent resident in the home for one year immediately prior to leave.

SICK/ PERSONAL LEAVE

Employees whose assignment calls for employment only during the regular school term will receive ten (10) days per school year. Twelve (12) month employees will receive twelve (12) leave days per school year. Unused annual leave will become accumulated sick leave at the end of the school term.

advance by the superintendent. Leave may not be used to extend a vacation, holiday, or break. **Leave will not be granted due to adverse weather conditions.** If an absence falls under the district annual or sick leave policy, the employee must use this leave before taking any unpaid days.

The district may require an employee to provide a doctor's note or other verification of illness, injury, or incapacity before the district applies the applicable paid leave of absence. The district may require an employee to present a certificate of fitness, signed by the same doctor, to return to work.

Annual leave may not be used during the period the employee receives Workers Compensation for time lost to a work-related incident.

ADDITIONAL PROVISIONS-LEAVE FOR BIRTH, ADOPTION OR FOSTER PLACEMENT

The following conditions apply to leave without pay in connection with birth, adoption, or foster placement of a child.

Leave must be taken within one (1) year from the date of birth or placement of the child. Leave may not be taken intermittently or on a reduced-schedule basis, unless approved by the superintendent or designee.

If both husband and wife are employed in the district and both are eligible for leave under this section, the amount of leave is limited to 60 aggregate days in a 12-month period, unless their combined available leave with pay is greater.

DESIGNATED LEAVE

Employees may be granted designated leave to attend conferences, meet with mentors or participate in other approved professional growth activities. Designated leave must be approved by the superintendent or designee, arranged well in advance and is not considered annual leave.

BEREAVEMENT LEAVE

Employees will be allowed three (3) bereavement days per occurrence, not to be a part of the ten (10) or twelve (12) annual leave days per year or accumulated sick leave. Bereavement leave would apply in the case of the death of the immediate family. The district reserves the right for verification of need for the leave. After the exhaustion of the three days of bereavement leave, the employee must use annual leave.

JURY DUTY LEAVE

The employee will be granted paid leave for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of a response to a jury summons. Upon receipt of the jury duty pay voucher, the employee is responsible for reimbursing the pay voucher total to the school district.

LEAVE FOR COURT SUBPOENA

If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from annual leave.

ELECTION LEAVE

Any employee appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

LEAVE TO VOTE

Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of up to three (3) hours to permit the employee three (3) successive hours while the polls are open for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will not be subject to discipline, termination or loss of wages or salary.

MILITARY LEAVE

The board shall grant military leave as required by law. The salary position of an employee on military leave who returns within three (3) years will be carried forward. Their rate of pay will remain the same as their rate of pay when they left employment.

FIREFIGHTER LEAVE

Employees will be allowed to use annual leave, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. See file: GDBDA. Employees covered under this section shall not be terminated from employment for joining a volunteer fire department or for being absent from or late to work in order to respond to any emergency. Employees shall make every reasonable effort to notify the principal or supervisor if the employee may be absent from or late to work under this section. Employees

are required to provide their supervisors with a written statement from the supervisor or acting supervisor of the volunteer fire department stating that the employee responded to an emergency along with the time and date of the emergency.

CRIME VICTIM LEAVE

Any employee who is a crime victim, who witnesses a crime or who has an immediate family member who is a crime victim will not be required to use vacation or annual leave in order to honor a subpoena to testify in a criminal proceeding, attend a criminal proceeding, or participate in the preparation of the criminal proceeding.

FAMILY MEDICAL LEAVE

Employees eligible for FMLA leave for the birth, first-year care, adoption or foster care of a child will have such leave applied in accordance with the FMLA. The district shall only apply up to six (6) weeks of accrued paid leave to such absences.

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

The district reserves the right to require certification of any FMLA qualifying event or condition of the employee or employee's spouse, child, parent or next of kin. Employees on FMLA designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work.

Employees of the district are entitled to family/medical leave without pay for a period not to exceed sixty (60) days per year. However, this section does not act to limit the number of leave days allowed by other applicable policies of the board. If the leave requested would otherwise fall within the provisions of the district's leave policies, the employee must use this leave before taking any unpaid leave. Any leave taken which would qualify as family/medical leave will be deducted from the 60 work day entitlement. The amount of time allowed each employee for unpaid family/medical leave under this section shall be determined by subtracting his or her applicable paid leave days available from the 60-day total. Employees who have more than 60 days of applicable paid leave available shall use their paid leave. The 60 days of leave will be granted and available for use based on the district's fiscal year. The employee will be expected to provide a written statement verifying the purpose of the leave.

All eligible employees are entitled to service member family leave for a period not to exceed 26 workweeks of leave per leave year for the care of a spouse, child, parent, or next of kin who is a covered service member. This leave is only available during a single leave year. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 work weeks during a 12 month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition.

Likewise, when a husband and wife are both employed by the district and both wish to use service member family leave or a combination of service member family leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.

Employees who take leave without pay under the provisions of the section shall be entitled to continued participation in the district group health plan. However, an employee who fails to return to work after the period of leave for which he or she is entitled has expired will be expected to reimburse the district for those paid benefits, as allowed by law.

To be eligible for unpaid family/medical leave, the employee must have:

1. Been employed in the district for the previous 12 months, and
2. Worked at least 1,250 hours in that 12-month period, and
3. Used all of his or her applicable leave with pay, and
4. Given at least a 30-day notice for foreseeable circumstances.

Family/Medical leave without pay may be taken for the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.
3. Serious health condition of the employee or the employee's spouse, child or parent.

RETURN TO WORK

Upon return to work, an employee on leave for personal medical reasons shall provide a valid physician's certification attesting to the employee's ability to return to duty. The employee will be entitled to return to his or her prior position or an equivalent position with equivalent benefits, pay, and conditions of employment.

CONFLICT OF INTEREST

Employees of the board will not engage in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the Marshall Public Schools staff and may be disciplined or terminated for doing so. See the Board policy file.

STAFF CONDUCT (Policy GBCB)

All employees represent the school both at the school and in the community. The impression the public will have of our schools is gained primarily from the reaction of their children and themselves to persons associated with the district.

It shall be the aim of the Board of Education and the school district administration to promote positive relations with all staff personnel. In so doing staff personnel are expected to display loyalty to the school district and adherence to its established policies, rules, and regulations. On the other hand, the Board of Education and the administration are expected to promote a favorable climate within which the staff personnel can perform their duties with a feeling of personal satisfaction and with a reasonable opportunity for success. Such a relationship will emphasize two-way communication and the opportunity for all staff personnel to contribute to

planning and recommending district policy and operational procedures, final approval of which rests with the Board of Education. While staff personnel are expected to be supportive of the district's total program, the Board of Education and administration are expected to be supportive of the individual staff members efforts to make a positive contribution toward this program. The strength of this partnership will determine to a large extent the degree of success this district will experience in providing this community a quality program of education.

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Care for, properly use and protect school property.
6. Attend all required staff meetings called by district administration, unless excused.
7. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
8. Any criticism of the members of the staff or other departments should be constructive and given only to the principal or superintendent who has the administrative responsibility for improving the situation.
9. The Board of Education and members of the staff will cooperate freely with other governmental and community agencies to attempt to reach satisfactory solutions to community problems which particularly affect the schools.
10. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.

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

CHAIN OF COMMAND

In any organization, it is important to observe the chain of command and follow the appropriate channels of communication. Observation of this practice can prevent a variety of problems and assist you in solving others. The job description provided to each classified employee identifies the chain of command.

Employees should always work through the chain of command and progress to the next step when advised to do so or when the issue remains unresolved. If the problem is acute and is not resolved, it will eventually reach the desk of the Superintendent. Central office staff will welcome any issue you may bring to our attention if you have followed the chain of command.

Morale

Staff morale is very important to the smooth operation of any organization. High morale results from job satisfaction and produces high standards and levels of performance. Marshall Schools will do everything possible to maintain high staff morale. High morale develops best in a positive environment therefore, individual attitudes are important. The person most responsible for your morale is you.

Questions, Complaints and Grievances

The best way to deal with questions is to ask the person that is supposed to have the answer. If that person cannot answer the question, follow the chain of command until you get an answer. If all else fails, feel free to give the superintendent or assistant superintendent a call at 660-886-7414. Complaints and grievances are addressed in District Policy. Copies of District Policy Books are available in each building and online at **www.marshallschools.com**.

DRESS CODE

It is the responsibility of MPS employees to present themselves as professional, high-level individuals who are proud to work for and represent the Marshall School District. The classified staff directors are accountable for the appearance of district employees. These guidelines are provided to make decisions easier concerning school day attire.

ACCEPTABLE	NOT ACCEPTABLE
<ul style="list-style-type: none">Classified staff may wear jeans that are in good taste and appropriate for the workplace.Leggings may only be worn with a top that can be worn alone as a dress.Hats may be worn but with acceptable wording or symbols only.Tops, blouses, and shirts must cover the upper torso of the body to the point where none of the personal chest area is showing.Sandals that are considered shoes (not flip flops).Clothing must be substantial enough to hide personal skin or underwear.Clothing should always be in good taste.	<ul style="list-style-type: none">Torn, sagging, tight jeans. Even if tears/rips in jeans are there by the designer, they are not acceptable at school.No leggings worn with short tops. The top must be <u>at least</u> 12 inches length from the waist.No tops, blouses, or shirts that show too much of the chest. This is for women <u>and</u> men.No shorts until after the last day of classes in the regular school year. Directors may waive this rule under special circumstances.No spaghetti straps, muscle shirts, or sleeveless t-shirts.No clothing articles that have inappropriate letters or symbols.<u>No flip flops</u>. Even if it has sequins, beads, or other decoration, it is still a flip flop.No sheer clothing of any kind.No clothing that advertises alcohol, drugs or drug use, illegal behavior.

WORKER'S COMPENSATION

The district provides Workers' Compensation coverage for all district employees. All Workers' Compensation injuries will be reviewed by proper medical personnel, identified by the district

office. Not all injuries that occur in the workplace are work related. Any employee who goes to the doctor without previous authorization will do so at their expense.

Completing an injury report in your building or with the nurse **does not meet** the requirement for workers compensation. All injured employees **MUST come to district office** to complete an injury report.

In the event an employee has a **work-related injury** the following procedures need to be followed.

Minor Injury: Employee should contact their supervisor prior to obtaining medical treatment. Employee should come to district office to complete a Workers Compensation Treatment Authorization prior to obtaining medical treatment. An appointment will be made for them at the central office.

Life Threatening Injury: In the event of a serious injury, the injured employee (with supervisor or school designee) should go to the Fitzgibbon Hospital emergency room. District office needs to be notified of the injury in the event the emergency room calls for permission to treat. As soon as possible, the employee or supervisor should come to the district office in order to file the Worker's Compensation Report.

Failure to notify supervisors **immediately** but not later than 30 days after injury, and/or to follow the above directions, may jeopardize the employees ability to receive compensation and other benefits pursuant to law and board policy.

The following may result in loss of benefit.

An injury caused by failure of an employee to use safety devices provided by the district or to obey rules adopted by the district for the safety of employees. Examples: Do not use chairs as ladders. Wear shoes that protect you from falling items or slipping.

Violation of the district's Drug Free Workplace policy or any other district policy, procedures or rules relating to the use of alcohol or non-prescribed controlled substances.

Refusal to submit to a post-injury testing for non-prescribed controlled substances or alcohol in accordance with board policy.

Employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

STAFF HEALTH AND SAFETY

The health and safety of all employees is of vital importance to the school district. The board will seek to provide safe working conditions for all staff members and will give prompt considerations to those conditions that may present a threat to the health and safety of staff

members. The district will respond to employee requests for reasonable accommodations when an employee has a disability. All employees will receive annual training on universal precautions and the district's communicable disease policy.

Medical Inquiries and Annual Physicals

The district will only make medical inquiries, require physical exams or keep medical information on an employee in accordance with law.

Employees in the transportation program must annually file a statement from a medical examiner with the district that indicates that they are physically qualified to operate district transportation for the purpose of transporting students.

Medical records will be maintained on separate forms in separate medical files and shall be kept confidential.

Communicable Diseases

The board recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The board also has a responsibility to protect individual privacy, educate all students regardless of medical conditions and treat students and employees in a nondiscriminatory manner.

Employees with communicable diseases that pose a risk of transmission in school or at school activities (such as, but not limited to, chicken pox, influenza and conjunctivitis) will be managed as required by law and in accordance with guidelines provided by the Department of Health and Senior Services and local, county or city health departments. Such management may include, but is not limited to exclusion from school or reassignment as needed for the health and safety of student and staff.

Employees infected with chronic communicable diseases that do ***not*** pose a risk of transmission in school or at school activities (such as, but not limited to, hepatitis B virus or HIV) shall be allowed to attend school or continue to work without any restrictions based solely on the infection. The district will not require any medical evaluations or tests for such diseases.

There are certain specific types of conditions that could potentially be associated with transmission of both blood borne and non-blood borne pathogens. Employees who exhibit such conditions will not be allowed to work until the condition is resolved or appropriately controlled in a way that minimizes exposure.

All medical records will be maintained in accordance with law and board policy. Breach of confidentiality may result in disciplinary action, including termination.

SCHOOL DISTRICT PROPERTY AND EQUIPMENT

Keys

A number of classified staff members are issued keys during the year. Remember you are responsible for your keys; never lend your keys to **ANYONE**. If building security is jeopardized because of poor key management, you may become responsible for re-keying expenses or any liabilities that occur on school property as a result of your actions. Upon exit from the district, you are to turn in all keys.

District Owned Vehicles

District vehicles are only to be used for district-sponsored activities or business, including extra-curriculars and organizations. At no time is a district-owned vehicle to be used for personal business or leisure. Taking a school vehicle for any purpose other than school business is considered highly inappropriate and possibly criminal.

Loaning of School Property

School property and equipment are purchased with specific purposes limited to district business. Only the Superintendent may grant permission to borrow school property and no one is allowed to take school property home without that permission. For special equipment, a signature may be required to check out the item. This will assure that equipment is always at school when needed and will protect individuals from being accused of taking (stealing) from the district.

Tobacco, Alcohol, and Drug Free School

The district prohibits the use of tobacco, tobacco products, alcohol, and non-prescribed controlled substances in all school facilities used to provide routine or regular services to children or on school transportation and vehicles. Use of any of the above on any school property (including vehicles) is not allowed.

Employees will be tested for alcohol and controlled substances if the district has reasonable suspicion that the employee has violated board policy. Employees who operate district transportation must submit to random alcohol and controlled substances testing as required by law. Employees who operate district transportation and are involved in an accident will be tested. Employees who make a Workers' Compensation claim may also be required to submit to a drug test. Any employee who violates the board policy will be subject to disciplinary action, which may include suspension, termination and referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Purchasing Procedures

Purchase orders/invoices for payment must be received in the district office by the last day of each month to be processed for the next scheduled school board meeting. The board meeting is normally the Tuesday following the 20th of each month. Any request received after the last day of the month will be held over until the following month. It is your responsibility to get your approved purchase order/invoice to your supervisor or the district office on time.

DO NOT request preview items!

Purchase Orders:

All purchases must have prior approval by the building principal and the superintendent **BEFORE** purchases are made. Purchase orders should be completed for all purchase requests including meeting registration fees and/or hotel expenses.

- Fill out budget request form available in building offices
- Get approval from building principal or supervisor
- The building principal or supervisor will submit the purchase order to superintendent for approval
- If approved, the building office will fax, mail, or allow you to hand carry the purchase order.
- When merchandise arrives, notify the building secretary and present any packing slips and/or invoices found in the package.
- The purchase order will then be submitted for payment.

Reimbursements:

Staff members occasionally need to be reimbursed for travel expenses, and/or meals. Reimbursements will NOT be made without prior authorization. Final day for submitting a reimbursement form for payment is the last day of each month.

Reimbursement forms are available in district offices. Reimbursement forms need to be completed and **ALL** itemized receipts must be attached to the back of the form. A request for reimbursement **without a receipt will not be reimbursed.**

Check Requests/Field Checks: **Please PLAN AHEAD!!!!** Requests should be submitted on a purchase order prior to the last day of the month. In the event of an extreme emergency, a stand-alone check may be cut with the approval of the superintendent. Stand-alone checks will be issued on a very limited basis.

Building and Grounds Security

The patrons of the school district have provided the district with facilities for the education of their youth through the support of their tax dollars. It is the responsibility of the board, administrators, professional and classified staff members, and students to see that these facilities are cared for, used properly and treated with respect. Access to school buildings and grounds outside regular school hours will be granted only to authorized personnel. An adequate key control system shall be established that will prevent the potential entrance of unauthorized persons. If building security is jeopardized because of poor key management, you may become responsible for re-keying expenses or any liabilities that occur on school property as a result of your actions.

Firearms and other weapons: No person shall carry a firearm, a concealed weapon or any other weapon readily capable of lethal use into any school, onto any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with board policy or seek other legal remedies.

Vandalism: The board will seek all legal redress against persons found to have committed incidents of willful or malicious abuse, destruction, defacing and/or theft of the property of the Marshall Public Schools. Employees are urged to report incidents of vandalism to property belonging to the district, as well as the name(s) of the person or persons believed to be responsible.

EMERGENCY PLANS/SAFETY DRILLS

Emergency preparedness drills (fire, severe weather, tornado, bus evacuation, earthquake, bomb threat, lockdown, shelter-in-place and evacuation) will be developed. A number of drills will be conducted in each building to give instruction and practice in proper actions by staff and students. Emergency exiting procedures will be posted near the door in each instructional area. Instruction in fire drills shall be given early in the school year and drills shall be held regularly throughout the year.

Earthquake emergency exercises will be held at least twice each school year that will require students and staff to simulate earthquake emergency conditions and practice the procedures that are to be implemented under such conditions.

Students and staff may be retained for safety reasons at the school buildings or another safe place during actual emergency conditions. The district plan will include information on communicating with parents and instructions on how parents will locate their students in an emergency. During actual emergency conditions, emergency personnel and emergency vehicles will have priority near the schools.

Safety Programs

The board recognizes the necessity for a planned safety program to create a safe environment for the students attending and for the employees of the school district. The maintenance of healthy and safe conditions throughout the school district is a responsibility shared by all staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations. The cooperation of school, home and community in providing a safe and healthy environment is encouraged by the board.

The district shall comply with all local, state and federal laws and regulations which pertain to the proper management of hazardous materials.

TECHNOLOGY USAGE

The district technology resources may be used by authorized employees. Use of the district's technology resources is a privilege, not a right.

Employees must adhere to district policies, regulations, procedures and other district guidelines. All employees shall immediately report any security problems or misuse of the district's technology resources to an administrator.

As members of a school district, we are all watched closely by the public and news media. It is important to not communicate inappropriate information to students, parents or staff. For your protection and the protection of our students, be cautious in your verbal, written and computer communications. Be careful of all created or forwarded information on school equipment including e-mails, jokes, and stories which may not be appropriate. What does not offend one person, may offend someone else.

All employees must recognize that they do not have a legal expectation of privacy in any electronic communications or other activities involving the district's technology, since equipment and software are school property. All employees must consent in their User Agreement to interception of or access to all communications accessed, sent, received, or stored using district technology. Because the computers are shared resources, it is not appropriate for an employee to access, view, display, store, print, or disseminate information via district resources, including e-mail or Internet access, which students or other users could not access, view, display, store, print, or disseminate without authorization by the district.

The district's technology resources are not a public forum for expression of any kind and are to be considered a closed forum to the extent allowed by law. The district's webpage, Facebook page, and Twitter account (or account that is supported by the district's technology) will provide information concerning the district, but will not be used as an open forum.