

Classified Staff Personnel Handbook 2023-2024



St. James R-1 School District

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INTRODUCTION

The St. James School District employs over 200 individuals to work in the instructional and non-instructional positions for the purpose of maintaining an educational organization which serves the pupils, parents, and residents of the district. It is the desire of the school district that its employees find their work in the district rewarding and enjoyable. To help ensure that this will occur, it is important that all employees know and understand the “ground rules” under which they work.

The purpose of this handbook is to explain the personnel policies and procedures under which St. James R-1 School District employee's work and the benefits to which they are entitled. The employees working under the conditions specified in this handbook work in the following areas: building and grounds, food services, business services, clerical and secretarial services, health services, classroom services and technology services. Each employee is encouraged to read this handbook thoroughly in order to gain an understanding of his/her employment relationship to the district and to other employees. If there are items in the handbook that are not understood by the employee, then these items should be discussed with the employee's supervisor or the superintendent. A complete volume of these policies is on file in the superintendent's office and on the district's website, <https://www.stjschools.org/>

BOARD OF EDUCATION

1. Organization

The Board of Education is an agency of the state and is organized and operated under the laws of Missouri which authorize the Board “to make all needful rules and regulations for the organization, grading, and government in the school district ...” (Section 17.001, R.S. 1965). The Board of Education is composed of seven (7) members elected by a majority vote of the voters residing within the boundaries of the St. James School District.

The officers of the Board of Education are a president, vice president, secretary, and treasurer.

2. Meetings

Regular meetings of the Board of Education are held at 6:05 p.m. on the third Wednesday of each calendar month, unless another date or time is set by resolution. Special meetings of the Board of Education may be called by the president and the Board according to law and board policy.

3. Functions

The Board of Education performs the following three basic functions necessary to the discharging of its responsibilities: legislative, executive, and appraisal.

The legislative function is the policy making aspect of the school system. It is the policy of the Board of Education to retain and exercise full legislative authority and control of the schools by adopting general policies and procedures or by acting directly in matters not covered by its policies.

The executive function of the Board is concerned with placing in operation existing Board policy. The function is delegated by the Board of Education to its executive and administrative officer, the superintendent of the school district.

The appraisal function involves the determination of the efficiency of the school operation and an evaluation of the educational program of the school district.

ARTICLE I – EMPLOYMENT PRACTICES AND PROCEDURES

Section A: EMPLOYMENT

1. The term “new employee” includes those who are being employed for the first time by the St. James R-1 Public Schools.
2. All new employees shall be on a sixty (60) day probationary period from the date of employment. At the discretion of the supervisor, this probationary period may be extended.
3. Employees working over 30 hours per week will receive benefits on the first of the month following hire date.
4. All employees have the option to enroll in electronic direct deposit or receive a paper check. Funds become available no later than 10:00 a.m. on the designated payday at the financial institution of your choosing.
5. All employees are expected to perform their assigned job as specified by the district job description regardless of condition of health, except during periods of authorized leave for physical limitations resulting from an occupational related injury or illness incurred during the employment at St. James R-1 Schools.
5. In the event an employee has a change in name, address, telephone number, or dependents, the employee shall immediately notify the payroll office of the changes.

Section B: BACKGROUND CHECKS

Per the Department of Elementary and Secondary Education (DESE) mandatory requirements, every newly hired person in a Missouri public school having contact with children must undergo a criminal background check prior to employment and before having contact with students. The background check includes submitting fingerprints to the Missouri Highway Patrol (MHP) and the Federal Bureau of Investigation (FBI). DESE manages the background check process for school districts. The fee for background check is reimbursable to full-time employees once a receipt has been turned in to Central Office.. Policy [GDC](#)

Section C: ASSIGNMENT

1. Classified personnel will be employed at the salary/hourly rate established in Step 1 of the appropriate salary/hourly schedule unless previous experience warrants beginning the salary on Step II or higher. Classification promotion starts at the step on the new schedule with dollar figures immediately above the salary of the former classification. Personnel employed after the first of March will stay on the same salary step for the following year.
2. Salary/hourly increases are normally granted only at the beginning of each fiscal year (July 1), contingent upon the approval of the St. James Board of Education.

Section D: SEPARATION OF EMPLOYMENT

1. Any employee may be dismissed at any time, subject to the provisions of the law.
2. If an employee is terminated, the employee must report immediately to the payroll office to make arrangements for final compensation. This check will not be issued until all district property issued to the employee has been returned or accounted for by the district. Any remaining fees that are owed to the district will be deducted from the employee's final paycheck. By signing this handbook the employee consents fees being deducted from the final paycheck.
3. Any employee wishing to resign shall submit a dated letter of resignation to the employee's direct supervisor.
4. Classified staff are considered at-will employees.

Section E: TERMINATION OF EMPLOYMENT

1. Employees shall be considered terminated with the district and will lose all rights to accumulate additional benefits, including but not limited to vacation and leave, if:
 - a) They resign their position with the district. (effective on the last scheduled date of employment)
 - b) They are discharged for cause by the district.
 - c) They fail to report to work for three (3) consecutive days and do not, within a three (3) consecutive day period, give a satisfactory explanation for not reporting. Such employees shall be considered as having voluntarily quit. Benefits will end on the last day of the month.

ARTICLE II – JOB RULES AND REGULATIONS

Section A: PAYMENT POLICIES

1. **Placement on the Classified Salary Schedules** – Placement on the classified salary schedule will be commensurate with performance, qualifications, and experience.
2. **Payment of Scheduled Salary** – Payment for services shall be made monthly beginning on the sixth (6th) of the month following the first month's services.
3. **Payment Dates:** Employees will be paid on the 6th of every month unless this day falls on a weekend/holiday. In this case, payday will be on the work day before. All support staff will be required to use timesheets to accurately maintain their time and attendance. Employees are responsible for their time sheets being accurate and complete by the end of each pay period. Timesheets are turned in prior to the end of the month to their supervisor. Incomplete timesheets may not be processed, resulting in delay in pay.
4. **Leave Days** - One (1) day for each month of employment, up to a maximum of twelve (12) days per year, cumulative to one hundred and ninety-four days (194) with no more than one hundred and eighty (180) days carry over for full-time employees. leave days can be used only after they are earned. Employees earn a leave day at the beginning of each month they work. *Employees must work a full month to earn each leave day.*
5. **Substitutes:** Substitutes for classified employees or personnel hired as temporary help will be paid an hourly classified substitute rate. Substitute employees must record time worked on a timesheet and submit it to the supervisor, who will send it to the payroll clerk. Timesheets are due prior to the last day of the month for paychecks issued on the 10th of the next month.

6. Arrangements for final salary payments for personnel who have resigned, or who have been suspended or terminated, may be made through the payroll office.

Section B: WORK SCHEDULE

1. **Regular Hours:** Please refer to your supervisor for your scheduled hours per day. Any variance from your assigned schedule must be approved by your supervisor. Failure to do so may result in disciplinary action.
2. **Lunch Break:** Each employee working at six (6) continuous hours a day will be provided a thirty (30) minute, unpaid lunch period. The time established for this period may be set by the employee's supervisor, but will occur normally at the midpoint of the work day. Lunch periods are for the reason stated and shall not be used for make-up time.
3. **Rest Periods:** There shall be two ten (10) minute rest periods during a continuous six (6) hour or longer work day; one at approximately the mid-point between starting time and lunch period, and the second at approximately the mid-point between the lunch period and the end of the work day. Employees working less than a six hour day will receive one ten (10) minute rest period at approximately the midpoint of the work day. Rest periods are for the reason stated and shall not be used for make-up time. Breaks will be scheduled or approved by the building supervisor to ensure coverage of necessary duties.
4. **Compensation Time:** Employee's supervisor and/or superintendent of schools must approve any compensation time that is worked over 40 hours per week. (Work week is Sunday to Saturday) Compensation will be calculated as 1.5 hours after 40 hours worked in a week. Compensation time must be used during the current school year. The time will not carry over to the following year without supervisor approval.
5. Any extra-curricular work assignment shall be compensated at the regular rate until forty (40) hours work per week is exceeded.
6. Individual supervisors establish work schedules for their employees which will most effectively meet the needs of the district. These schedules may be adjusted from time to time as conditions change. Any changes in an employee's work schedule need to be approved by the supervisor prior to change.
7. **Summer Hours:** The superintendent may grant a shorter work day (with a corresponding reduction in pay) or adjust the work schedule of those employees who normally work during the summer months. The granting of such requests will be determined by the work and/or demands placed on the department.

Section C: ABSENCES AND TARDINESS

Policy [GBCBC](#): Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, an employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances:

1. The absence is for a reason not granted as paid or protected leave under board policy or law.

2. The absence results in the employee exceeding the amount of leave/vacation granted by the board.
3. The employee has not otherwise exhausted applicable leave/vacation days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district supervisor of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.
7. The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the board or the superintendent, if the absence or tardiness occurs for a reason not granted as paid leave under board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

Failure to Contact the District

If a classified employee is absent from work for more than 3 days, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

The district may share with potential employers seeking information about a former employee the fact that the employee failed to contact the district or resign.

Section D: DISCIPLINE PROCEDURES

In the event it is necessary to take disciplinary action, the employee's direct supervisor, building principal, director, or the superintendent may follow these steps to encourage improvement for an employee who has exhibited poor work habits or prohibited conduct.

Step 1 Discussion with the employee's supervisor (**verbal and written documentation**)

Step 2 Written warning

Step 3 Discharge (termination)

The main purpose of having a disciplinary procedure is to give the employees the opportunity to correct and improve their conduct. In some instances, suspension or termination without prior warning may be

imposed due to the seriousness of any individual offense. Thus, St. James R-1 Schools reserves the right to suspend or terminate any employee without prior notice and without utilizing the steps outlined above.

Section E: SUPERVISION

All classified staff are under the direction of the building principal, director and/or the superintendent.

- a. The school nurse and secretaries work under the supervision of the building principal and/or the superintendent.
- b. The food service director works under the supervision of the assistant superintendent, food service employees work under the supervision of the food service director.
- c. The technology director works under the supervision of the assistant superintendent, technology employees work under the supervision of the technology director.
- d. The buildings & grounds director works under the supervision of the superintendent of schools. Custodians and maintenance personnel work under the supervision of the building & grounds director.
- e. The classroom paraprofessionals are responsible to the classroom teacher and the principals.

Section F: PROMOTION AND TRANSFER

The secretary of the superintendent shall post notices on the district's website and via email when an opening occurs within the district. Those employees desiring to be considered for the position listed shall submit an applicant through the district's applicant software located on the district's website. Employees of the district shall be given first consideration for reassignment to another position if their ability, training, and experience are equal to that of new applicants. It is acknowledged that frequently the desired qualities for certain positions do not exist in the present personnel. Hence, it is sometimes advisable to seek qualified personnel outside the district staff. The district has the right to transfer an employee at any time to any position in the St. James School District to meet its operational needs. Probationary employees are not eligible to transfer into a new position until the successful completion of a sixty (60) day probationary period.

Section G: EMPLOYEE EVALUATION

Your direct supervisor/principal is in charge of evaluation of all classified personnel working within his/her department/school. Each employee will have one (1) formal job appraisal per year (in April), or as many other appraisals as the supervisor determines will be beneficial to the employee and the school district. The results of these appraisals will be placed in the employee's personnel file. The employee will receive a copy of any formal appraisal document placed in his/her personnel file.

Section H: STAFF CONFLICT OF INTEREST

Employees of the board will not engage in, or have direct financial interest in, any activity that raises a reasonable question of conflict of interest with their duties and responsibilities as members of the St. James Schools staff by adhering to Board Policy [GBCA](#).

Section I: USE OF TELEPHONE/ELECTRONIC MEDIA

Staff members should use the telephone for school business only. It is not the school policy for staff members to be called from work assignments to answer the telephone. E-mail is provided for staff use. Wide distribution of non-school related emails (forwards) are prohibited.

Section J: NON-SCHOOL EMPLOYMENT

It is recognized that district employees may hold jobs with other organizations; however it is expected that this second job will not hinder the performance of the job in St. James Schools. If such a hindrance occurs and the employee does not take action to correct the conflict after being so informed, the employee will be terminated from the St. James position.

Section K: STAFF CONDUCT

The Board of Education expects certificated and classified employees to enforce a standard of personal conduct in the school building and on school grounds which shall contribute to a high morale in the school and wholesome school reputation.

Responsibility for acceptable conduct and dress will rest with the employee as a professional individual. Employees of the district shall be neatly attired and groomed while discharging their responsibilities to the district. Grooming attire shall not affront community tastes or standards.

Section L: RELATIONSHIPS WITH STUDENTS, PEERS, AND PARENTS

The laws of Missouri provide that only a certificated employee may discipline a pupil. When a classified employee observes unruly behavior by a pupil, he/she should report the incident to a teacher or to the principal of the school. The employee may restrain without administering punishment by intervening in a fight or preventing a pupil from damaging school property.

All classified employees should develop a friendly and cooperative working relationship with the pupils. The relationship of certificated and classified personnel shall be that of employees working together to provide the best possible learning situation for the St. James pupils. Any school employee may become a trusted adult for a student and as such become aware of a situation which may cause them to be concerned about a student's safety or welfare. If any employee is concerned about a student, they should report it to the appropriate individual or agency. The building principal or counselor can offer guidance if needed.

Classified personnel, in dealing with a parent, shall support the program of the St. James School District. They shall not enter into arguments concerning policy or procedures.

Discrimination Based on Sex and Sexual Harassment: Title IX and Sexual Harassment: Sexual harassment in educational institutions is not simply inappropriate behavior, IT IS AGAINST THE LAW. Sexual harassment of students is a violation of Title IX of the 1972 Educational Amendment in that it constitutes differential treatment on the basis of sex. Title IX applies to any educational program or activity which receives Federal funds and protects both employees and students.

The Assistant Superintendent of the St. James R-I School District has been designated by the Board of Education as the Title IX Compliance Officer. Any questions or concerns should be brought to the attention of the office of the Assistant Superintendent.

Any questions concerning what constitutes sexual harassment and the procedures to be followed are in the Board

Policy [AC](#).

ARTICLE III – EMPLOYEE BENEFITS

Section A: REQUEST FOR TIME OFF

All advance notice requests for time off should be submitted through the use of the SUI Weblink. Requests will be sent to your building principal or supervisor for approval. Upon approval, the leave request will be sent to the payroll office where employee balances will be kept up-to-date in SUI Weblink and reflected on your check stub.

Section B: HOLIDAYS

All full-time and regular employees will be provided their normal rate of pay for all legal holidays provided those holidays fall during the employee's annual employment period. The legal holidays to be observed are:

New Year's Day	MLK Day
Presidents' Day	Memorial Day
Independence Day	Labor Day
Thanksgiving Day	Christmas Day

These holidays are not applicable during a leave of absence or after a separation of employment, in which accumulated vacation would span over a holiday.

Section C: VACATIONS

All full time classified employees with 260 days, and who work an 8-hour day or 2080 hours per year, shall earn five (5) days of paid vacation after one (1) year of continuous employment, ten (10) days after two (2) years of continuous employment, fifteen (15) days after ten (10) years of continuous employment, and a maximum of twenty (20) days after twenty (20) years of continuous employment. Accrued vacation will be available annually on July 1 of each year based on the anniversary date occurring on that year. All vacation time must be approved by the employee's direct supervisor (Exempt Executives).

Employees whose term of employment is (12) months and work 260 days and are eligible for the vacation benefits must take this earned vacation between the first and last day of their employment period. A max of 5 days may be carried over from one employment term to another without permission from the direct supervisor (Exempt Executives). At the termination of employment, the employee will be compensated at the current rate of pay for any accumulated "whole" days of vacation earned but not taken.

Section D: GENERAL LEAVE

1. Notification: An employee should call in as early as possible to report his/her absence. The employee must complete the leave request on the SUI Weblink in order to receive compensation. The employee may

be requested to provide a physician's statement indicating the reason for the absence and/or certifying the employee is physically able to resume his/her work duties.

Any employee who anticipates exceeding his/her available leave days due to a catastrophic illness (for the employee or immediate family member), may submit a request to the office of the Superintendent for "donated days" from fellow employees. Specific rules and regulations concerning this policy may be obtained from the payroll clerk located in the central office.

2. Leave: Employees with fewer than 200 contract days will be granted leave days at the rate of twelve (12) days per contract year. Employees with 200-220 contract days will be granted leave days at a rate of thirteen (13) days per contract year. Employees with over 220 days will be granted leave days at the rate of fourteen (14) days per contract year. Unused leave days may be accumulated to a maximum of 194 days with no more than 180 days carryover. Employees accumulating the maximum leave days will be paid for any unused days over 180 per year at the daily rate of \$55.00 per day.

Upon voluntary termination of employment, after a minimum of five (5) years of continuous employment with the district, the employee will be paid for the number of leave days accumulated per Board Policy **GDBDA**. Leave pay-out if notice is given, on or before January 10th - \$75.00 per day; notice given on or before February 10th - \$65.00 per day; and notice given after February 10th - \$55.00 per day.

Employees requiring a substitute must take leave in ½ or full-day increments.

3. Bereavement Leave: Employees may be excused from work without loss of pay for a total of two (2) calendar days of bereavement leave per occurrence in the case of death in the immediate family (spouse, children, parents, parent-in-law, grandparents, grandparent-in-law, grandchild, brother, sister, or any person wholly dependent upon the employee. In addition, employees may be excused from work without loss of pay for a total of one (1) calendar day of bereavement leave per occurrence in the case of death in the extended family (to include other in-laws, aunts, uncles, cousins and/or close friends, etc.). All bereavement leave must be approved by the employee's immediate supervisor and the superintendent. Bereavement leave shall not be cumulative.

4. Inclement weather: When schools are closed because of inclement weather or an emergency:

- Buildings & grounds director, maintenance personnel, custodians personnel, and central office personnel will be expected to report to work.
- Instructional aides/paras will be paid for the approved academic calendar with modifications determined by the building administration.
- Building secretaries, kitchen personnel, and student workers will be paid for the approved academic calendar with modifications determined by the building administration.
- Any district employee who is required to report to work, but finds it impossible because of weather conditions, shall notify his/her supervisor. If excused from reporting to work by the supervisor, he/she shall compensate for the missed time in one of the following ways: a) Use a leave day; b) Use a vacation day; c) Use accrued compensation time. If the employee does not have any of the days available as listed above, the employee will receive a deduction in pay for the time missed.
- If a "make-up day" occurs on a district-designated holiday those employees who were required to work regardless of weather conditions, may be requested to work on that "make-up day" they will be provided with a compensating day off at a time that is mutually agreed upon between the employee and supervisor.

5. Military Leave:

The board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits.

Employees shall provide the district an official order verifying that they are required to report to duty

6. Jury Duty: Absence with pay may be allowed for jury duty or court appearance due to subpoena as a witness. A request for such an absence should be submitted to the employee's supervisor. The employee shall reimburse the school district the amount of pay received from the court for jury services, less travel expense.

7. The Central Office will maintain records of leave, vacation, and compensation time.

Section E: MEDICAL LEAVE (FMLA)

The District recognizes that a leave of absence from active employment may be necessary for family or medical reasons. The Family and Medical Leave Act of 1993 (FMLA) entitles eligible employees to take up to twelve (12) work weeks unpaid leave for family and medical reasons. See policy **GBBDA** in the St. James School District Board Policy Manual.

Section F: RETIREMENT AND RETIREMENT BENEFITS

1. All full time, regular and part time classified employees must enroll in the Public Education Employee Retirement System of Missouri. The employees contribute the required percentage of their income to the plan and the school district contributes a matching amount to the PEERS. This amount is subject to change by the retirement system. Employees who terminate their employment with the school district may withdraw their individual contributions only, according to the rules and regulations of the Retirement System and must personally contact the Retirement Office in Jefferson City concerning this withdrawal.

2. Upon separation of employment with the School District, the employee may obtain his own retirement contribution, plus any accumulated interest. All requests must be made by the employee in writing directed to:

Public Education Employee Retirement System

P.O. Box 268 Jefferson City, MO 65102

Questions can be referred to 1-800-392-6848

www.psr-peers.org

Section G: INSURANCE BENEFITS

1. Workers' Compensation. All employees of the district are covered under the worker's compensation law for accidents which occur on the job. **All accidents must be reported to the immediate supervisor within twenty-four (24) hours.** Treatment appointments must be made through the Central Office. (If accident is an extreme emergency, medical treatment may be sought at the nearest emergency facility) *Initial treatment at any other facility will not be approved, nor paid, by the District, unless an accident occurs when facilities are not open. A treatment authorization form will be sent with the injured employee to the pre-selected treatment facility.*

The method of payment of health care costs and salary are as follows:

A. The Workers Compensation insurance provided by the district will cover medical treatment.

B. The employee will receive his/her worker's compensation salary while absent from work due to a job-related injury or illness from Worker's Compensation Insurance. Temporary disability is paid at two-thirds of the employee's average weekly wage (tax free), not to exceed the Missouri Maximum. The district does not compensate the other one-third of the employee's pay. (See MUSIC Policy for Payroll Supplement for Higher Earners) Benefits do not begin until the fourth scheduled working day. The first 3 days "waiting period" may be deducted from the employee's leave or vacation time. Retirement credit may be purchased by the employee within the first year of the lost time. The school district will match the contributions. **DO NOT GO TO YOUR PERSONAL PHYSICIAN FOR A WORK RELATED INJURY UNLESS YOU ARE WILLING TO PAY ALL FEES.**

2. Health Insurance: All classified staff employees working thirty (30) or more hours per week are eligible to participate in the district's medical insurance plan. Employees become eligible beginning the first day of the next month after employment. Each spring there is an open enrollment for coverage beginning July 1st through June 30th of the following year. If you miss this opportunity, you will not be able to enroll until the following year's open enrollment period, with the only exception being a qualifying life event. Additionally, employees may obtain coverage for their families at a cost determined by the insurance provider. Dental, vision and additional life insurance are available to employees and their dependents at an additional cost. A list of the insurance providers, costs and other information is available in the payroll office. The district also provides a cafeteria plan/flexible spending account program for employee use. For employees who opt to participate in the flexible spending account program, receipts for reimbursement must be submitted (See payroll office for additional rules/information) For claim submission details, contact the payroll office. Employees may determine the amount they wish to deduct for the flexible spending account from their monthly payroll. However, the employee should be aware that unused deductions will be forfeited at the end of the fiscal year.

3. Annuities: As of the 2013-2014 school year, the St. James School District will not offer annuities in lieu of Board of Education paid health insurance. Those who are grandfathered in will be able to keep their annuities until they opt out. For information about annuities, contact the payroll office.

4. Life Insurance:

All employees working thirty (30) or more hours per week are covered by a life insurance policy. This coverage is provided by the District at no cost to the employee.

Optional Insurances:

- Life - Employees can purchase life insurance through a payroll deduction. The coverage will remain in effect for one (1) year. Employees can purchase or drop coverage during the open enrollment period only.
- Dental - Employees can purchase dental insurance through a payroll deduction. The coverage will remain in effect for one (1) year. Employees can purchase or drop coverage during the open enrollment period only.
- Vision - Employees can purchase vision insurance through a payroll deduction. The coverage will remain in effect for one (1) year. Employees can purchase or drop coverage during the open enrollment period only.

5. COBRA COVERAGE: The right to COBRA continuation coverage was created and is governed by federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA is available if the employee's health coverage under the plan would otherwise terminate due to employment separation or other qualifying events. Please refer to the "General Notice of COBRA Continuation Coverage Rights", provided through your payroll department.

6. Retiree Coverage: Retirees may elect to remain on District medical and life insurance by paying the premium.

7. Voluntary Worksite Benefits: There are additional supplemental insurance plans available for purchase through a payroll deduction. These plans will be discussed with you during open enrollment.

Section H: OTHER BENEFITS

1. Home athletic events: Board members, all employees, their spouses, and their school age children shall be admitted to all St. James R-I School District events free of charge. However, athletic tournaments or activities sponsored by the Missouri State High School Activities Association (MSHSAA) will require all persons to pay admission at the rate determined by the activities association.

2. Expense Reimbursement: It is the policy of the Board of Education to pay reasonable travel expenses for those who travel on school district business and whose trip has been approved in advance by the employee's supervisor. These expenses include transportation, meals, lodging, tolls and parking charges. Expenses are reimbursed only when properly accounted for by an individual; receipts must accompany and be approved by the appropriate supervisor.

Reimbursement rate for the use of personal automobiles for district approved travel is determined by the Board of Education. Actual allowable reimbursement rates are listed on the reimbursement form. Out-of-town lodging will be provided at district expense. A complete accounting of expenses must be made along with all receipts. School approved travel will be reimbursed at the actual necessary expenses, including meals and lodging when required.

ARTICLE IV – PARAPROFESSIONALS

1. Paraprofessional's require a minimum of sixty (60) successfully completed college hours or a passing score on the ParaPro Test. Official transcripts must be submitted to the administration office and retained in the employee's file.

2. Paraprofessionals are required to engage in and document professional learning beginning July 1 of each year with completion of required hours by the end of the school year. Logs are turned in to the Administrative office and filed annually.

a. Para Work Days: **181 TOTAL DAYS**

172	Student Days
6	Holidays
1	Convocation Day
2	Professional Development Days of Principal's Choice
181	TOTAL DAYS

ARTICLE V - DISTRICT REGULATIONS

St. James Public School's Board of Education policies are developed and maintained through assistance from the Missouri School Boards' Association. For your reference and convenience, all district policies, regulations, and procedures can be found on the district's website at <https://www.stjschools.org>

As an employee of the district, it is your responsibility to review, become familiar with, and adhere to all district policies. As part of the annual mandatory requirements <https://www.stjschools.org>, your electronic receipt of this handbook is included as part of these requirements. By acknowledging receipt of this handbook online (or in some instances, by signature), you agree to all procedures, policies and regulations in place.

Compliance Officer

The Board designates the following individual to act as the district's compliance officer:

Superintendent

122 E. Scioto, St. James, MO 65559

Phone: 573-265-2300 Fax: 573-265-6126

twebster@stjschools.org

In the event the compliance officer is unavailable or is the subject of a report that would otherwise be made to the compliance officer, reports should instead be directed to the acting compliance officer:

Assistant Superintendent

122 E. Scioto, St. James, MO 65559

Phone: 573-265-2300 Fax: 573-265-6126

april.williams@stjschools.org

The compliance officer or acting compliance officer will:

1. Coordinate district compliance with this policy and the law.
2. Receive all grievances regarding discrimination, harassment and retaliation in the St. James R-I School District.
3. Serve as the district's designated Title IX, Section 504 and the Americans with Disabilities Act (ADA) coordinator, as well as the contact person for compliance with other discrimination laws.
4. Investigate or assign persons to investigate grievances; monitor the status of grievances to ensure that additional discrimination, harassment and retaliation do not occur; and recommend consequences.
5. Review all evidence brought in disciplinary matters to determine whether additional remedies are available, such as separating students in the school environment.
6. Determine whether district employees with knowledge of discrimination, harassment or retaliation failed to carry out their reporting duties and recommend disciplinary action, if necessary.
7. Communicate regularly with the district's law enforcement unit to determine whether any reported crimes constitute potential discrimination, harassment or retaliation.
8. Oversee discrimination, harassment or retaliation grievances, including identifying and addressing any patterns or systemic problems and reporting such problems and patterns to the superintendent or the Board.

9. Seek legal advice when necessary to enforce this policy.
10. Report to the superintendent and the Board aggregate information regarding the number and frequency of grievances and compliance with this policy.
11. Make recommendations regarding changing this policy or the implementation of this policy.
12. Coordinate and institute training programs for district staff and supervisors as necessary to meet the goals of this policy, including instruction in recognizing behavior that constitutes discrimination, harassment and retaliation.
13. Periodically review student discipline records to determine whether disciplinary consequences are applied uniformly.
14. Perform other duties as assigned by the superintendent.

1. Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, the CD and others when necessary to enforce this policy or when required by law. In implementing this policy, the district will comply with state and federal laws regarding the confidentiality of student and employee records. Information regarding any resulting employee or student disciplinary action will be maintained and released in the same manner as any other disciplinary record. The district will keep any documentation created in investigating the complaint including, but not limited to, documentation considered when making any conclusions, in accordance with the Missouri Secretary of State's retention manuals and as advised by the district's attorney.

2. Training

The district will provide training to employees on identifying and reporting acts that may constitute discrimination, harassment or retaliation. The district will instruct employees to make all complaints to the district's compliance officer or acting compliance officer and will provide current contact information for these persons. The district will inform employees of the consequences of violating this policy and the remedies the district may use to rectify policy violations. All employees will have access to the district's current policy, required notices, and complaint forms. The district will provide additional training to any person responsible for investigating potential discrimination, harassment or retaliation.

The district will provide information to parents/guardians and students regarding this policy and will provide age-appropriate instruction to students.

3. Surveillance Cameras

The St. James R-I School District has installed a comprehensive video surveillance system throughout the district and district buildings, both inside and outside, for the protection of the district, its staff and students. Employees, students and visitors to the schools may be recorded on the surveillance system at any time. Use of this system and the data it provides will not be provided to any agency except for the sole purpose of protection of the district (including students and staff).

4. Loss of Personal Property

The school district will not assume responsibility for loss of, damage to personal property stored, installed or used on school premises.

5. Personal Liability

Employees having concerns or questions pertaining to their legal liability for acts performed in the scope of their

employment in the district should address these concerns to their supervisor for referral to the superintendent. The supervisor shall not undertake to give legal advice to employees individually or collectively.

6. Mandatory Training & Requirements

As a District, it is crucial that we ensure that all staff members are informed and educated in all aspects of student/staff behavior and workplace basics. Therefore, all new staff must complete the following requirements within 30 days of the date of hire. All returning staff will be required to re- train at the beginning of each school year. It is our goal to work with all new hires to promptly complete this training upon the first day of employment as part of their orientation. Please contact the Central Office at 573-265-2300 - Option 4, should you have any questions.

The mandatory requirements include the following:

- Technology Usage Policy
- Handbook acknowledgment
- MUSIC: Annual Confidentiality
- MUSIC: Bullying Recognition & Response
- MUSIC: Sexual Misconduct: Staff-to-Student
- MUSIC: Suicide & Discrimination
- Any Other Courses Assigned through SafeSchool/Vector Solutions

DAMAGE TO SCHOOL DEVICES

Technology devices that are assigned to staff members use the damage fee structure below for accidental damage to the physical device and accompanying accessories. Any intentional damage or repeated damage including defacing or vandalism will be billed at cost for take-home or day-use devices. Other items including cases, backpacks, stylus, or chargers are billed at the district cost of replacement.

iPad - Physical Device Repair Costs

#	All Users	Day Use
1	\$50	\$0
2	\$50	\$0
3	\$75	\$0

iPad - Replacement Costs

Part	Fee
Apple 20W USB-C Charging Brick	\$19
USB-C Lightning Cable for charger	\$19
Crayon	\$50
Tip of Crayon	\$4
Button on Crayon	\$2

Tip Cover	\$2
Case	\$120
Complete Device Replacement (Device, Charger, Case, Crayon)	\$589

iPad - Device Insurance

A district provided insurance plan is available for purchase at any time during the regular school year. Device insurance provided by the district covers all typical device repairs. Device insurance does **NOT** cover instances where a device is deemed unreparable or lost/stolen. Device insurance only covers the physical device and does not cover any additional accessories such as chargers, cases, etc.

Yr	Cost
1	\$20
2	\$40
3	\$60
4	\$80

MacBook - Physical Device

#	Minor Damage	Major Damage
1	\$50	\$150
2	\$50	\$150
3	\$75	\$150

MacBook - Replacement Cost

Part	Fee
Apple 30W USB-C Charging Brick	\$49
USB-C Charging Cable	\$19
Complete Device (Device, Charger)	\$999

Notice Regarding Public Service Loan Forgiveness

In accordance with state law, the St. James R-I School District is required to provide all new employees with information regarding eligibility for the Public Service Loan Forgiveness Program. Employees who work full-time in a public school district might be eligible for this program. The Public Service Loan Program forgives the remaining balance on Direct Student Loans for borrowers after they have made 120 qualifying monthly payments under a qualifying repayment plan, as long as the borrower is not in default.

For more information about the program and to determine whether you are eligible under this program, go to the Missouri Department of Higher Education's website at:
<http://dhe.mo.gov/resources/publicserviceemployees.php>.

**PLEASE NOTE: BOARD POLICIES AND REGULATIONS WILL TAKE
PRECEDENCE OVER THIS HANDBOOK.**

**ALL POLICIES CAN BE LOCATED ON THE SCHOOL WEBSITE UNDER
THE BOARD OF EDUCATION TAB .**