

Greenfield R-IV School District

Classified Employee Handbook 2023-2024



**Greenfield R-IV School District
410 West College Street
Greenfield, Missouri 65661
(417) 637-5321
www.greenfieldr4.org**

OVERVIEW

The information found in this handbook is intended to be helpful to new employees as well as a reference for returning employees. Other sources, such as the board policy book, performance responsibilities, job descriptions, and building level handbooks, may contain a more complete explanation of pertinent information. Some sections of this handbook will require yearly updates. Questions about this information or other job-related concerns should be first addressed with each employee's immediate supervisor.

DUTIES, ASSIGNMENTS, AND TRANSFERS

The Greenfield R-IV School District recognizes the importance of having well-qualified and well-trained personnel in support staff positions to assure an effective overall educational program. Up-to-date job descriptions and performance responsibilities will be maintained for all support staff positions. The job descriptions and job responsibilities are available in the superintendent's office during regular business hours. Appropriate training is provided for all new employees.

Assignments and transfers will be by the superintendent, in consultation with administrative and support staff for the efficient operation of the schools. The requests and preferences of employees will be taken into consideration when making assignments and transfers; however, the best interest of students and efficient operation of the district must be given priority. Within an individual school, a principal or support staff director may assign support staff members to tasks appropriate to the positions and qualifications.

EVALUATION

The development of a strong support staff and the maintenance of such a staff are necessary to the Greenfield R-IV School District. A program of continuous evaluation is necessary in fulfilling these responsibilities. All supervisors and/or principals will complete a written evaluation on all support staff under their supervision. All support staff employees will be evaluated at least once every year. This evaluation will be used to increase job proficiency, and also to determine eligibility for re-employment. The supervisor and/or principal will evaluate the performance of employees under their supervision in the following area:

- Job Knowledge
- Quality of Work
- Quantity of Work
- Attendance/ Dependability
- Cooperation
- Other As Appropriate

WORKPLACE TRAINING AND IN-SERVICE REQUIREMENTS

As part of your employment, workplace training and in-service will be required from time to time. These sessions are required by insurance, board policy, and/or legal regulations. This training is an expectation of your employment

NON-SCHOOL EMPLOYMENT

Support staff employees shall engage in no outside employment, which, by nature or duration, will impair the effectiveness of their assigned duties.

RESIGNATION AND RETIREMENT

Any support staff member who desires to resign must submit a resignation at least two weeks prior to the effective date of resignation. Support staff members are participants in the Non-Teacher School Retirement System of the State of Missouri as allowed by law.

SUSPENSION AND DISMISSAL

Support staff employees may be terminated or suspended without pay by the superintendent. The superintendent's decision may be appealed to the board of education. Support staff have no contractual right to continued employment from one year to the next. Support staff employees may reasonably expect continued employment until notified otherwise.

DRUG FREE WORKPLACE

Student and employee safety is of paramount concern to the Greenfield R-IV School System. Employees under the influence of alcohol, drugs, or controlled substances are a serious risk to themselves, to students, and to other employees. The Greenfield R-IV Board of Education will not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances or alcoholic beverages on any school property or on any school approved vehicle used to transport students to and from school or school activities; off school property at any school sponsored activity, even or function where students are under the jurisdiction of the school district; or any period of time such employee is engaged in school district business. Each employee of the school district as a condition of employment must abide by the terms of this policy. Any employee who violates this policy will be subject to disciplinary action, which may include employment suspension, termination, and referral for prosecution.

BENEFITS

Benefits in addition to hourly and/or salary are recognized as an integral part of the total compensation plan for support staff members. The benefits extended to regular full-time support staff members will be designed to promote the economic security of those employees. Check with the District's bookkeeper for a full explanation of benefits for district employees.

NONDISCRIMINATION

Applicants for admission or employment, students, parents of elementary and secondary school students, employees, sources of referral and applicants for employment, and all professional organizations that have entered into agreements with the Greenfield R-IV School District are hereby notified that the School District does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. In addition, the School District provides equal access to the Boy Scouts of America and other designated youth groups.

Any person having inquiries concerning the 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), Title II of the Americans with Disabilities Act of 1990 (ADA) or the Boy Scouts of America Equal Access Act is directed to the respective Compliance Coordinator, who oversees the School District's efforts to comply with the laws and regulations implementing the laws and regulations cited above.

The School District has established grievance procedures for persons unable to resolve problems arising under the statutes above. The School District's Compliance Coordinator will provide information regarding those procedures upon request.

Any person who is unable to resolve a problem or grievance arising under any of the cited above may contact the Office of Civil Rights, Region VII, 8930 Ward Parkway, Suite 2027, Kansas City, Missouri 64114; telephone (816) 268-0550.

STAFF CONDUCT

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 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.** Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
- 6.** Care for, properly use and protect school property.
- 7.** Attend all required staff meetings called by district administration, unless excused.
- 8.** Keep all student records, medical information and other sensitive information confidential as directed by law, Board Policy, district procedures and the employee's supervisor.
- 9.** 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.
- 10.** 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.
- 11.** Obey all safety rules, including rules protecting the safety and welfare of students.
- 12.** Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.

- 13.** Refrain from using profanity.
- 14.** Dress professionally and in a manner that will not interfere with the educational environment.
- 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 schedule 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.

GRIEVANCE PROCEDURE

Employee complaints will be identified and corrected at the earliest possible time and at the lowest level of supervision. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed. A complaint may be filed if an employee feels he or she is adversely affected by a violation, misinterpretation or misapplication of a district policy, regulation or procedure, or of an employee handbook, contract, or by any other action that affects the employee's performance of assigned job responsibilities.

Complaints and reports regarding discharge of the duties summarized in this policy should be addressed to the compliance coordinator. To ensure that these obligations are met, in the event that the compliance coordinator is the subject of a report that would otherwise be made to the compliance coordinator, reports should instead be directed to the superintendent. Complaints will be processed according to the procedures listed below:

Level I – A complaint is to be filed with the principal of the building concerned. Within five working days the principal shall conduct an investigation and will issue a written response to the complaint.

Level II – Within five working days after receiving the Level 1 decision, an appeal may be made to the nondiscrimination compliance coordinator. The compliance coordinator will meet with the complainant to review information. The compliance coordinator may make additional investigations. Within five working days the compliance coordinator will issue a written response to the appeal summarizing his or her findings and stating what remedial actions will be recommended for implementation.

Level III – Within five working days after receiving the Level II decision, appeals may be taken to the superintendent. The superintendent or designee will review the appeal materials and conduct further investigations if necessary. Within ten working days the superintendent will issue a written decision upon the appeal stating whether a violation is found and, if so, stating what remedial actions will be implemented.

Level IV – Within five working days after receiving the Level III decision, appeals may be taken to the Board of Education by filing the appeal with the superintendent. The matter will be placed on the agenda of the next scheduled meeting of the Board, for closed session. The complainant will be allowed to address the Board. The Board will conduct its procedure upon the appeal as it sees fit, and shall normally render a written decision upon the appeal within 30 working days, for implementation by the administration. For district purposes the Board's decision and any actions taken are final. A copy of the appeal and decision will be sent to the compliance coordinator by the Board secretary.

SUPPORT STAFF LEAVE AND ABSENCES

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. When an employee is routinely tardy, frequently absent or is absent for an extended period of time, the learning environment and district operations deteriorate, and the students suffer.

Employees may be terminated for excessive absences or tardiness. Unless authorized by the Board or superintendent, or otherwise authorized by law, an employee's absence or tardiness is considered excessive if it:

1. Is for a reason not granted as paid or protected leave under Board policy.
2. Exceeds the number of days allotted by the Board for the particular leave.
3. Is for a reason authorized by Board policy but exceeds five (5) days a month, 20 days in a semester or 40 days per school year.

The employee's salary will be docked 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, even if the absence or tardiness is authorized by the Board or the Superintendent.

No employee will be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA) or other applicable law (see Board Policy GBBDA).

The district may require an employee to provide the district a doctor's note or other verification of illness before the district applies sick leave or other applicable paid leave to the absences. The district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

The following leaves with pay will be provided to full-time support staff employees. Part-time support staff employees will receive these leaves on a pro rata basis, unless board policy states otherwise:

1. **Sick Leave** – The Board of Education shall grant to each person employed by the school district ten (10) sick leave each school year. Unused sick leave will be cumulative to 65 sick leave days. An absence of four (4) hours or less shall be counted as a half-day of sick leave.

Absences may be charged against sick leave for the following reasons:

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a physician's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLS-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury, incapacity or death of a member of the immediate family. The Board defines "immediate family" to include spouse, parents or children of an employee or employee's spouse and any other family member residing with the employee. (Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury, incapacity or death of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use sick leave during the period the employee receives Worker's Compensation for time lost to work-related incidents.

Any support staff employee who is a member of retirement system shall remain a member during any period of leave under sick leave provisions of the district or under Worker's Compensation. The employee shall also receive creditable service credit for such leave time if the employee makes contributions to the system equal to the amount of contributions that he or she would have made had he or she been on active service status.

Once an employee has accumulated 65 days of sick leave, he or she will be compensated annually for the unused days beyond 65 days at a rate of \$25.00 per day. After six (6) continuous years of employment, employees who leave the district will be compensated for all unused sick leave days (a maximum of 65 days) at a rate of \$25.00 per day. An employee who retires from the Greenfield R-IV School District shall be compensated for all unused sick leave days (a maximum of 65 days) at a rate of \$25.00 per day.

2. Personal Leave – Two (2) personal business days for full-time support staff personnel shall be granted each year. Unused personal days will roll over to the coming year and be added to the total of unused sick days for the employee.

Absences may be charged against personal leave for court appearances, unless applicable law requires no leave be charged to the employee, and for leave connected with duty as a volunteer firefighter, member of the Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or activation by the Federal Emergency Management Agency (FEMA) in times of national disaster.

Whenever possible, it is expected that requests for leave will be made to the supervisor at least 24 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical.

A district employee may not use personal leave days during the period the employee receives Worker's Compensation for time lost to work-related incidents.

3. Vacation – All support staff employed on a 12-month basis, and who has been employed within the district for less than five years, will receive two weeks (10 days) of vacation per year. All support staff employed on a 12-month basis, and who has been employed within the district for five years or more, will receive three weeks (15 days) of vacation per year.

Vacation days are made available to employees from July 1st to June 30th each year of employment. Vacation days will be paid on a prorated basis for employees hired after July 1st.

Vacations should normally be scheduled during the months of June and July, or during such time when school is not in session. However, up to one (1) week of vacation may be taken in the winter months with the approval of the superintendent and provided there are available replacements.

An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

Custodians and Maintenance are to arrange their vacation time with their supervisor and the superintendent. All other personnel are to arrange their vacation time with the superintendent. Twelve-month employees who began their employment with the district after the start of the school year will be entitled to vacation time in the following summer on a pro rata basis.

A district employee may not use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Unless otherwise provided, the following leaves will be provided to full-time and part-time support staff employees:

1. **Holidays** – The district will grant paid and unpaid holidays in accordance with the academic calendar adopted by the Board. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.
2. **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.
3. **Election Leave** – Any employee who is 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 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.
4. **Leave to Vote** – Employees who do not have three successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit employees three 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.
5. **Jury Duty Leave** – An 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 or response to a jury summons.
6. **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 personal leave.
7. **Firefighter Leave** – Employees will be allowed to use personal, vacation and/or unpaid leave for any time taken to respond to an emergency in the course of performing duties as a volunteer firefighter. For the purposes of this section, "volunteer firefighter" includes members of Missouri-1 Disaster Medical Assistance Team, Missouri Task Force One, Urban Search and Rescue Team or those activated by the Federal Emergency Management Agency (FEMA) in times of national disaster. 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 an 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.
8. **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, personal or sick 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.

9. Civil Air Patrol Leave – Any employee who is a member of Civil Air Patrol and has qualified for a Civil Air Patrol emergency service specialty or who is certified to fly counternarcotic missions shall be granted unpaid leave to perform Civil Air Patrol emergency service duty or counternarcotic missions without loss of time, regular leave or any other rights or benefits in accordance with law. The leave is limited to fifteen (15) working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri. The district may request that the employee be exempted from responding to a specific mission.

10. Coast Guard Auxiliary Leave – Employees who are members of the United States Coast Guard Auxiliary will be granted an unpaid leave of absence for periods during which they are engaged in the performance of United States Coast Guard or United States Coast Guard Auxiliary duties, including travel related to such duties, when authorized by the director of auxiliary or other appropriate United States Coast Guard Authority. Such leaves of absence will be given without loss of time, regular leave or any other rights or benefits to which such employees would otherwise be entitled. The leave is limited to fifteen (15) working days in any calendar year, but is unlimited when responding to a state- or nationally declared emergency in Missouri or upon any navigable waterway within or adjacent to the state of Missouri. The district may request that an employee be exempted from responding to a specific mission.

4. Pregnancy, Childbirth, and Adoption Leave - This section creates no rights extending beyond the contracted period of employment. FMLA certification and recertification procedures apply to FMLA-eligible employees. An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If thirty (30) days' notice is not practical, the employee must give as much notice as possible. A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform her duties is not impaired, based on medical opinion.

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 weeks of accrued paid leave to such absences.

Employees who are ineligible for FMLA leave may take up to six (6) weeks of leave for the birth, first-year care, adoption or foster care of a child and may use any combination of accrued sick leave, personal leave, vacation or unpaid leave.

Pregnant employees who need more than six (6) weeks of paid or unpaid leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave.

SUPPLEMENTARY PAY PLANS

It may occasionally be necessary for non-certificated persons to work more than forty (40) hours during a given work week. Whenever such overtime situations occur, the following provisions will be applicable to non-certificated persons employed in nonsupervisory positions.

NONEXEMPT EMPLOYEE SUPPLEMENT PAY PLANS

(District Uses Compensatory Time)

Compensatory (Comp) Time – Time off awarded to nonexempt employees at the rate of one and one-half times the number of actual hours worked in excess of 40 in a workweek.

Exempt Employees – Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law and who are not eligible for overtime compensation or compensatory time.

Hours Worked – For the purposes of this policy, hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work, in accordance with law. Meal periods of 30 minutes or longer and break periods of 20 minutes or longer do not count as hours worked as long as the employee is relieved of all duties and is free to leave his or her duty post. Breaks for nursing mothers to express breast milk are also not considered as hours worked.

Nonexempt Employees – This includes all district employees not specifically identified as exempt under federal law. This generally includes noncertificated staff; however, in some circumstances noncertificated staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime – Actual hours worked in excess of 40 hours in a workweek.

Compensation

Exempt and nonexempt employees will be compensated in accordance with the applicable Board policy. Unless otherwise permitted by law, exempt employees will be compensated on a salary basis. Nonexempt employees may be compensated on either a salary or hourly basis, although amounts paid for overtime work and deductions for unpaid leave will be calculated using an employee's regular hourly rate of pay. The district will comply with minimum wage laws, when applicable.

All nonexempt employees are required to complete a daily time record showing actual hours worked. Supervisors of nonexempt employees must verify the accuracy of such records on a weekly basis. Failure to maintain or verify such records or falsification of these records will be grounds for disciplinary action.

Overtime

The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees

who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

Unless a nonexempt employee works in one of the classifications listed in the "Comp Time" section of this policy, he or she will be paid one and one-half times his or her regular rate of pay for each hour of overtime.

Compensatory Time

The district uses comp time in lieu of overtime compensation for the following classifications of employees: custodial and maintenance.

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded such comp time off at the rate of one and one-half hours for each hour of overtime worked.

The following provisions apply to comp time:

1. Comp time may be accrued up to 240 hours (160 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's regular rate of pay. The district may require an employee to use accrued comp time to avoid excessive accumulation or monetary liability.
2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
3. Upon leaving the district, individuals will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three years of employment or his or her final regular rate of pay.

Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Failure to maintain or falsification of such records may be grounds for disciplinary action. Compensatory time worked must be preapproved from the superintendent. Failure to gain pre-approval will invalidate those compensatory hours and may be grounds for disciplinary action.

Required Breaks

In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one year after the child's birth. The district will provide a location on both campuses, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

Greenfield Wildcats



**Classified Staff
Employment Terms and
Schedules**

Custodial/ Maintenance Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	19	3 rd and 4th
August	23	0
September	20	4th
October	22	0
November	20	23rd & 24th
December	20	25th
January	22	1st
February	21	0
March	20	29th
April	21	19th
May	22	27th
June	20	0
Sub Total	250	
Paid Days	10	
TOTAL	260	
TOTAL HOURS	8 Hour Workdays	

Regular Hours

1 st Shift	8:00 am – 4:00 pm (Maintenance)
1 st Shift	6:00 am – 2:00 pm (Custodians)
2 nd Shift	2:00 pm – 10:00 pm (Custodians)

Summer Hours 7:00 am – 3:00 pm

Lunch 30 Minute Paid Lunch. Time assigned by immediate supervisor.

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		

Para Professional Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	0	N/A
August	11	1 st – 11 th , 14 th , 21 st , 28 th
September	18	4 th , 18 th , 25 th
October	17	2 nd , 9 th , 16 th , 27 th , 30 th
November	17	13 th , 22 nd - 24 th , 27 th
December	10	11 th , 18 th – 29 th
January	19	1 st , 15 th , 22 nd , 29 th
February	18	16 th , 19 th , 26 th
March	17	4 th , 11 th , 18 th , 29 th
April	17	1 st , 8 th , 19 th , 22 nd , 29 th
May	14	6 th , 13 th , After Last Day
June	0	N/A
TOTAL	158	
TOTAL HOURS	8.5 Hour Workdays	

Regular Hours

- 158 Days @ Regular 8.5 hour work term determined by building level schedules; otherwise, hours 7:30 a.m. to 4:00 p.m. beginning August 15th.
- Para-professional work assignments will be based on performance and student needs. Transfers and assignments may be amended by the building principal as the need arises.

Lunch

- Time allowed dependent on classroom schedule
- Time assigned by building principal

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		

Nurse Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	0	NA
August	11	1 st – 11 th , 14 th , 21 st , 28 th
September	18	4 th , 18 th , 25 th
October	17	2 nd , 9 th , 16 th , 27 th , 30 th
November	17	13 th , 22 nd , 24 th , 27 th
December	10	11 th , 18 th – 29 th
January	19	1 st , 15 th , 22 nd , 29 th
February	18	16 th , 19 th , 26 th
March	17	4 th , 11 th , 18 th , 29 th
April	17	1 st , 8 th , 19 th , 22 nd , 29 th
May	14	6 th , 13 th , After Last Day
June	Summer School Dependent	Summer School Dependent
TOTAL	158	
TOTAL HOURS	9 Hour Workdays	

Regular Hours

- 158 Days @ Regular 9-hour work term determined by building level schedules, otherwise, hours 7:30 a.m. to 4:30 p.m. beginning August 11th.
- Summer school hours are considered an embedded job expectation. The total days listed above does not include summer school work days.
- The nurse will split time between both buildings. Regular hours spent in each building may be adjusted as necessary due to student medical needs, school schedules or as directed.

Lunch

- 30-minute paid lunch
- Time assigned by building principal

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		

Instructional Technology Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	As Needed	As Needed
August	11	1 st – 11 th , 14 th , 21 st , 28 th
September	18	4 th , 18 th , 25 th
October	17	2 nd , 9 th , 16 th , 27 th , 30 th
November	17	13 th , 22 nd - 24 th , 27 th
December	10	11 th , 18 th – 29 th
January	19	1 st , 15 th , 22 nd , 29 th
February	18	16 th , 19 th , 26 th
March	17	4 th , 11 th , 18 th , 29 th
April	17	1 st , 8 th , 19 th , 22 nd , 29 th
May	14	6 th , 13 th , After Last Day
June	As Needed	As Needed
TOTAL	158	
TOTAL HOURS	9 Hour Workdays	

Regular Hours

- 7:30 a.m. to 4:30 p.m. or as directed
- Technology Director's work schedule is based on building level needs and activities
- Technology support before or after school, and when needed during July and June is considered an embedded job expectation

Lunch

- 30-minute paid lunch
- Time assigned by immediate supervisor

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		

Secretarial Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	0	NA
August	19	All Mondays
September	18	4 th , 18 th , 25 th
October	17	2 nd , 9 th , 16 th , 27 th , 30 th
November	17	13 th 22 nd -24 th , 27 th
December	10	11 th , 18 th – 29 th
January	19	1 st , 15 th , 22 nd , 29 th
February	16	16 th , 19 th , 26 th
March	17	4 th , 11 th , 18 th , 29 th
April	17	1 st , 8 th , 19 th , 22 nd , 29 th
May	19	6 th , 13 th , 24 th , 27 th
June	16	3 rd , 10 th , 17 th , 24 th
TOTAL	185	
TOTAL HOURS	9 Hour Work Days	

Regular Hours

- 7:30 a.m. to 4:30 p.m.

Lunch

- 30-minute paid lunch
- Time assigned by building principal

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		

Bus Driver Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	0	NA
August	9	1 st -14 th , 17 th , 18 th , 21 st , 28 th
September	17	All Mondays
October	17	2 nd , 9 th , 16 th , 27 th , 30 th
November	16	6 th , 13 th , 22 nd -24 th , 27 th
December	10	4 th , 11 th , 18 th – 29 th
January	18	All Mondays
February	17	5 th , 16 th , 19 th , 26 th
March	17	4 th , 11 th , 18 th , 29 th
April	17	1 st , 8 th , 19 th , 22 nd , 29 th
May	14	6 th , 13 th , After Last Day
June	0	NA
TOTAL	152	

Regular Hours

- Doors open for both buildings at 7:30 am. Breakfast is served from 7:30 am to 8:00 am.
- Buses must be ready to pick students up at the Elementary School at 3:35 pm for a 3:45 pm student dismissal.
- Vo-Tech Bus will operate on Mondays that the Lamar School District is in session and any other days Vo-Tech is in session and Greenfield is not.

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		

Accounting/ Bookkeeping Work Schedule

The work schedules may be amended as necessary for the effective operation of the school system. Regular hours may be adjusted as necessary because of school schedules, activities or weather conditions. Non-work days subject to change by board approval and/or District needs.

Month	Days Worked	Non-Work Days
July	15	3 rd , 4 th , 10 th , 17 th , 24 th , 31 st
August	19	7 th , 14 th , 21 st , 28 th
September	18	4 th , 18 th , 25 th
October	17	2 nd , 9 th , 16 th , 27 th , 30 th
November	17	13 th , 22 nd , 24 th , 27 th
December	18	11 th , 18 th , 25 th
January	19	1 st , 15 th , 22 nd , 29 th
February	18	16 th , 19 th , 26 th
March	17	4 th , 11 th , 18 th , 29 th
April	17	1 st , 8 th , 19 th , 22 nd , 29 th
May	19	6 th , 13 th , 24 th , 27 th
June	16	3 rd , 10 th , 17 th , 24 th
TOTAL	210	
TOTAL HOURS	9 Hour Workdays	

Regular Hours

- School Days: 7:30 a.m. to 4:30 p.m.

Lunch

- 30-minute paid lunch
- Time assigned by immediate supervisor

* Any staff working banquets, programs or any additional non-scheduled hours must record this time on a time sheet. All time worked outside of the regular work schedule must be pre-approved by district administration prior to working those hours.

Inclement Weather Days

1	February 26, 2024	5	May 6, 2024
2	March 11, 2024	6	May 13, 2024
3	April 8, 2024		
4	April 29, 2024		



Greenfield R-IV School District

410 College Street
Greenfield, Missouri 65661

Employment Acknowledgement Verification Form 2023-2024

I have been made aware and received training on the following topics:

1. McKinney-Vento Act (Homeless Education): Identification of homeless students and the services that will provide them with equal access to educational services.
2. The Family Educational Rights and Privacy Act: (FERPA) (20 U.S.C. 1232g; 34 CFR Part 99) is a Federal Law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.
3. Individuals with Disabilities Education Act: This includes special education, related services and programs for individuals with educational disabilities.
4. Section 504 of the Rehabilitation Act of 1973: (Section 504) which is a federal law that is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance from the United States Department of Education.
5. Acceptable Use of Technology
6. Additional Safe Schools Training
7. Board Policies – GBCB (Staff Conduct), GbCC (Communication Devices), AC (Harassment), JFCF (Hazing and Bullying), EHB (Technology Usage) & GBH (Staff/Student Relations)
8. I have been provided access to building level and District handbooks.

I understand that compliance with, and adhering to board policies and current laws is necessary to maintain employment in the Greenfield R-IV School District. I have read, understand and agree to the expectations set by all district handbooks.

Signature

Date

Building Level Principal Signature

Date

* Please return this to your building level Principal for placement in your file

