

Rockwood School District Support Staff Handbook



WELCOME TO THE ROCKWOOD SCHOOL DISTRICT

We are glad you have joined the team at Rockwood, where we all strive to meet our mission of doing whatever it takes to ensure all students realize their potential.

Your new position with the Rockwood School District gives you the distinction of joining one of the finest support staffs in the Missouri educational system. As a member of the support staff (SS) for the Rockwood School District (RSD), it will be your job to see that the resources of the District are identified, secured and maintained for the purpose of supporting the finest educational product possible.

The District strives to provide competitive wages and fringe benefits. Fair and equitable treatment of employees is integral to the District's goals and objectives.

If you encounter any problems in your new position, there is a formal process set out in this Handbook that describes the proper procedure to follow to facilitate amicable resolution of work-place problems. It is important for employees to respect the organization's chain of command. That is, address your questions to your immediate supervisor. That is, address your questions to your immediate supervisor. Should you have any questions about your salary, benefits, job duties or privileges, we encourage you to ask your supervisor. Should you be unable to obtain a satisfactory response, you may call Human Resources.

Employees may terminate their employment at any time and for any reason. At the same time, employees who do not have a separate, individual written employment contract, are employed at the will of the District and are subject to termination at any time, for any reason, with or without cause or notice. This may not be modified by any statements contained in this handbook, employment application, recruiting material, memoranda or other materials provided to applicants and employees.

This Handbook for Support Staff has been prepared by Human Resources with the assistance of our employees and their supervisors. In addition to the contents of this handbook, changes in procedures will occur during your employment. These changes will be communicated to you in direct written form, through e-mail or by your supervisor. Should you see an area or situation you feel is not covered, or if you have a question about a procedure, consult your supervisor or a representative in the Human Resources Office. A policy or regulation may exist in the District's Policy Manual that covers a particular item; district policies and regulations can be found on the district web site or the Insider.

This handbook supersedes all previous employee handbooks and memos which may have been issued on subjects covered herein.

We sincerely wish you success in your position and hope your contribution will enhance our product - the education of the students in the District.

Good luck with your new job!

Dr. Katherine A. Reboulet, Ed.D.
Assistant Superintendent for Human Resources
Rockwood School District

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Introduction

The Board of Education, Rockwood School District, recognizes that the individuals employed by the District constitute the most important resource for effectively conducting a quality educational program. Important contributions are made to a successful educational program by both professional and support staff employees. The District functions best when it employs highly qualified staff, conducts appropriate staff development activities, and establishes policies and working conditions which enable each staff member to make the fullest contribution to the District's programs and services. It shall be the policy of the Board to select the most-qualified teaching and support personnel available.

Rockwood School District's Mission:

We do whatever it takes to ensure all students realize their potential.

Rockwood School District's Vision:

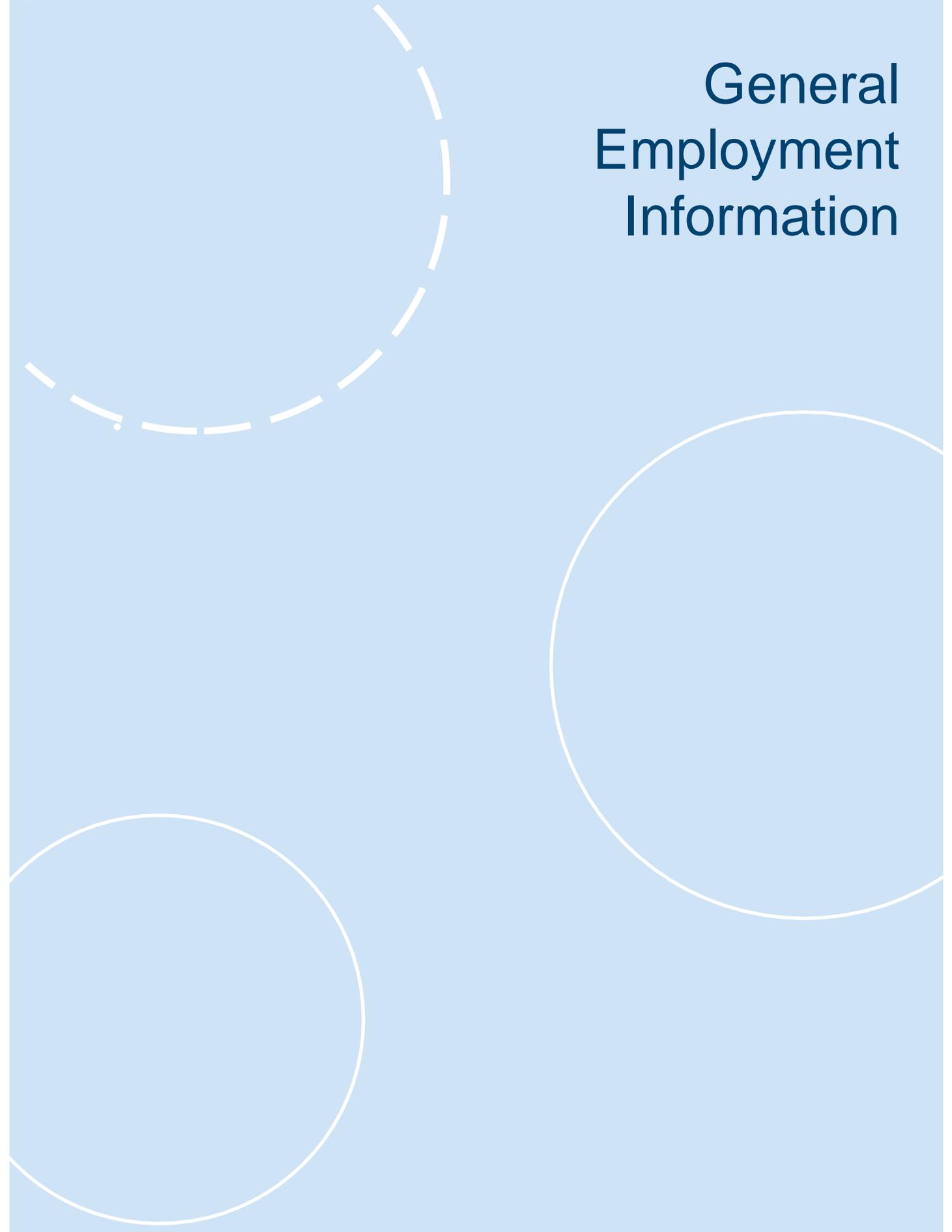
By continuously improving in every aspect of our performance, the Rockwood School District empowers students to command their future.

Rockwood School District's Core Value Statements:

- Promote and model ethical values and good character as the foundation of performance.
- Build a safe and caring school community.
- Provide a meaningful and challenging academic program that connects all students to learning and honors their differences.
- Engage all stakeholders in shared responsibility for learning, character and climate.

This handbook includes a great deal of information that will be helpful to you as an employee of Rockwood School District. In an effort to give you this volume of information without including every policy and/or regulation, the policy and/or regulation numbers have been referred to in many sections.

You may find the full, up-to-date text of all district policies and regulations on the Rockwood web site at www.rockwood.k12.mo.us, and on Insider at <http://insider.rockwood.k12.mo.us>. Should you have additional questions or concerns about the contents of this handbook, please contact the Human Resources Department



General Employment Information

General Employment Information

Equal Employment Opportunity (policy 4110)

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

The district's equal opportunity policy also extends to prohibitions against harassment of employees because of the individual's race, color, religion, disability, age, sex, genetic information, marital status or national origin. This prohibition against harassment includes, but is not limited to, disparaging comments, written material, physical assaults, verbal threats, and offensive pranks. Persons who believe that they have been harassed in violation of this policy, should report the alleged harassment to the Assistant Superintendent of Human Resources unless this person is the alleged harasser. In this case, the report should be made directly to the Superintendent/designee. All complaints regarding the violation of this policy will be promptly investigated and appropriate action will be taken.

Employment at Will (regulation 4230)

Employees who do not have a separate, individual written employment contract or who are not subject to a collective bargaining agreement are employed at the will of the district and are subject to termination at any time, for any reason, with or without cause or notice. At the same time, such employees may terminate their employment at any time and for any reason.

No district representative is authorized to modify this regulation for any employee or to enter into an agreement, oral or written, contrary to this regulation. Supervisory and management personnel are not to make any representations to employees or applicants concerning the terms or conditions of employment with the district that are not consistent with district policies. No statements made in pre-employment interviews or discussion, or in recruiting materials of any kind, are to alter the at-will nature of employment or imply that discharge will occur only for cause.

This regulation may not be modified by any statements contained in the employee handbook, employment applications or recruiting materials.

Sexual Harassment (policy and regulation 4810)

Sexual harassment constitutes unlawful sex discrimination. It is the policy of the Board of Education to maintain a working environment that is free from sexual harassment.

It shall be a violation for any employee of the district to harass another staff member or student through conduct or communication of a sexual nature. Furthermore, it shall be a violation of this policy for any person who is not an employee or student of the district to harass a staff member of the district through

conduct or comments of a sexual nature while such employee is engaged in the performance of duties for the district or while such student is under district supervision.

The Board of Education is committed to maintaining a work environment for its employees that is free from sexual harassment. Sexual harassment in employment includes, but is not limited to, unwelcome sexual advances, requests for sexual favors, and verbal or physical conduct of sexual nature when:

- 1.) Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment.
- 2.) Submission to or rejection of such conduct by an individual is the basis for employment decisions affecting that individual.
- 3.) Such conduct creates an intimidating, hostile, or offensive work environment.
- 4.) Qualified employees are denied employment opportunities or benefits because the opportunities or benefits are given to another employee who submitted to an employer's sexual advances or requests for sexual favors.

Examples of Sexual Harassment:

Unwelcome Sexual Advances

Unwelcome Verbal Conduct of a Sexual Nature

Unwelcome Physical Conduct of a Sexual Nature

Sexual harassment is not limited to conduct by males toward females. Sexual harassment may occur between any or all of the following:

- *Student to student
- *Staff to student
- *Student to staff
- *Male to male
- *Female to female
- *Male to female
- *Female to male

If an employee believes that he/she is being sexually harassed, the employee is encouraged to bring the concern to the attention of the employee's supervisor.

If the employee feels that such contact with the supervisor would be inappropriate, if the situation is not satisfactorily resolved by the supervisor, or if the employee simply feels more comfortable speaking with someone other than the supervisor, the employee should contact the Title IX compliance coordinator for the district.

If neither the employee's supervisor nor the Title IX compliance coordinator is of the same sex as the employee, or the employee for any other reason would prefer to report the employee's concern to another supervisor/administrator within the district, the employee may do so. However, it is essential that the report be made to someone with the authority and obligation to act upon the concern.

Any supervisor/administrator who receives a report, orally or in writing, from any employee regarding sexual harassment of that employee by another employee, non-employee doing business with the district, or student must notify the Title IX compliance officer within twenty-four (24) hours or within a reasonable time thereafter.

Oral complaints of sexual harassment will be put in writing by the complainant or by the person who receives the complaint, and should be signed by the complainant. However, the complainant's refusal to sign a complaint does not relieve the district of the obligation to investigate the complaint.

An employee who believes that he/she has been subjected to sexual harassment shall not be required to confront the alleged harasser prior to making the report.

Upon receipt of the report, the Title IX compliance officer will appoint an investigator to investigate the complaint. The investigation shall commence within forty-eight (48) hours after such appointment.

The Title IX compliance officer will notify the employee and the alleged harasser of the results of the investigation.

The district will maintain the confidentiality of the complaint and the details of the investigation to the fullest extent possible.

The investigator will put his/her findings in writing and will forward a copy to the Title IX compliance officer within one (1) week after concluding the investigation, or within a reasonable extension of time thereafter, for good cause shown.

If the investigation substantiates the complaint, the district will take appropriate disciplinary action against the offender(s), commensurate to the severity of the harassment (up to and including termination of employment). If the offender is a student, disciplinary action will be taken in accordance with Board established Policy 2610. If the offender is not an employee of the district, the district will take appropriate action within the scope of its authority to eliminate and redress the harassment.

If the investigation is indeterminate, the matter will be designated as unresolved, and the investigation

file will be maintained by the Title IX compliance officer in a file separate and apart from any student or personnel file.

There will be no retaliation against or adverse treatment of any employee who uses this procedure to resolve a concern when such complaint has been brought in the good faith belief that the complainant has been subjected to sexual harassment.

The responsible administrator shall follow up regularly with the complaining employee to ensure that the harassment has stopped and that no retaliation has occurred.]

Discipline/Consequences

Any employee who engages in the sexual harassment of anyone while on school property, or while in the employ of the district off school property will be subject to disciplinary action, up to and including dismissal.

Any employee who permits or engages in the sexual harassment of a student will be subject to disciplinary action, up to and including dismissal.

Any employee who receives a complaint of sexual harassment from a student and who does not act promptly to forward that complaint to the principal and the district's Title IX coordinator shall be disciplined appropriately.

Any employee who retaliates, or engages in conduct that could be interpreted as retaliation, against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment will be subject to discipline, up to and including dismissal.

Any non-employee doing business with the district who engages in sexual harassment, or who retaliates against any person who has made a complaint of sexual harassment or who has participated in the investigation of a complaint of sexual harassment, will be subject to discipline to the extent that the district has control over the non-employee and his/her employer.

Any employee who brings a false charge of sexual harassment shall receive appropriate discipline. The term "false charge" means a charge brought in bad faith, that is, without the good faith belief that one has been subjected to sexual harassment. The term "false charge" does not include a charge that was brought in good faith, but which the district was unable to substantiate.

Drug Free Workplace (policy and regulation 4870)

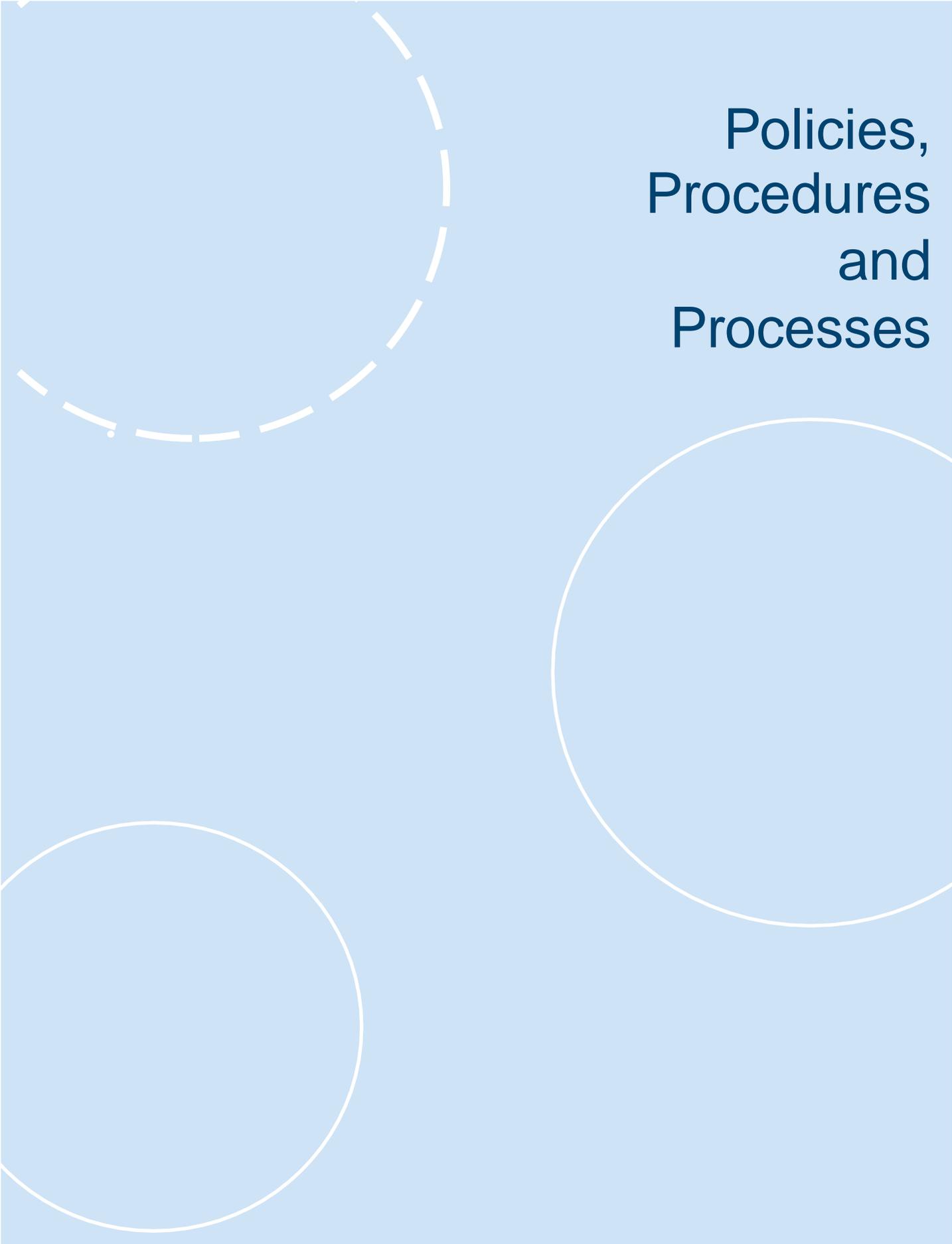
The district seeks to provide a safe drug-free workplace for all of its employees. Therefore, the manufacture, distribution, possession, use of or presence under the influence of alcohol, controlled substances or substances represented to be such, or unauthorized prescription medication, is prohibited

on school premises or at school activities. In addition, the district will not condone the involvement of any employee with illicit drugs, even where the employee is not on district premises.

Internet and Email Usage (regulation 6321)

A major goal of the Rockwood School District is to promote educational excellence by facilitating resource sharing, innovation, and communications by providing access to electronic-based information technology, including electronic mail (email) and Internet access to students, staff, teachers and administrators in the district. Technology, used as an educational tool, can enhance student learning and expand the scope of instruction in many innovative ways. The Internet and email are to be used in a manner that is consistent with the district's standards of conduct and as part of the normal execution of the employee's or student's responsibilities. Use of these technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, wastes resources and will not be tolerated. The use of the district's technology and electronic resources is a privilege which may be revoked at any time.

All employees will be required to abide by regulation 6321. You will receive a copy of the regulation, and will be asked to sign an acknowledgement of receipt. Should you have any questions about appropriate use of the internet or email, please refer to regulation 6321 and/or ask your supervisor.



Policies, Procedures and Processes

Policies, Procedures and Processes

Definition of Support Staff

As a member of the Support Staff, you are either full time or part time; non-exempt or exempt; regular or temporary/substitute.

- Exempt employees are support staff employed under special terms and conditions for an annual salary and are exempt from overtime compensation.
- Non-exempt employees are assigned an hourly wage for hours worked and are eligible for overtime and compensatory time in accordance with the procedures of the Department of Labor and the district.
- Temporary employees are those who are hired for substitute work (e.g. substitute child nutrition and substitute custodians), for summer assignments or for other short-term positions. Temporary employees are paid an hourly wage and do not qualify for most benefits.

Work Schedules

The work schedules for employees are established by the building principals or the appropriate department supervisor to efficiently meet the needs of the District. Each new employee will be notified of his or her hours of work. The work schedule may be adjusted from time to time or from year to year as conditions change. This is not done unilaterally by the employees, but must be approved by the supervisor.

Some job categories are considered school term, and may only be scheduled to work on student attendance days. A calendar showing the first and last scheduled work days of the fiscal year, as well as non-work days and holidays throughout the year, is published annually. These calendars are posted on the district Insider.

Lunch/Dinner Period

A duty-free lunch period will be provided for employees whose work spans a normal meal break period (lunch or evening meal). Times for lunch or dinner breaks will be set by the building principal or department supervisors. On occasion, due to the demands of the position or duties, employees may not get a lunch break. Should this occur, please report it immediately to your supervisor so that time records may be reflected accurately. Lunches may not be taken at the end of the day to shorten the work day.

Employees should clock in and out for meal breaks.

Rest Break

Breaks are at the discretion of the supervisor and may vary by job assignment or building. One or two 15-minute rest breaks may be provided for those employees who work a regular daily schedule of eight hours.

Breaks are not mandated by State or Federal laws and are at the discretion of management and should not be considered automatic under critical conditions.

Snow Days

In the event that school is cancelled due to inclement weather, the entire district will be closed. Emergency personnel, as determined but the Director of Facilities Services and the Director of Child Nutrition Services will be required to report to work. Emergency personnel will work and will receive additional compensation per District guidelines.

Employees who do have snow benefits will receive compensation for the day. Not all support staff positions have snow benefits, please check the Insider to determine eligibility. Employees who do not receive snow benefits, are not required to report to work and will not receive compensation on snow days.

Job Abandonment

Should an employee fail to report to work at an assigned time, without notice to the employer, the district may consider this job abandonment after a period of 24 hours beginning with the commencement of the assigned work day missed.

If the employee notifies Human Resources, the reasons for the absence will be considered along with the recommendation from the supervisor regarding final disposition.

Employee Timekeeping

The district utilizes the Kronos automated time keeping system as the official record of hours worked. All employees must clock in and out for each shift, including meal breaks, provided they have access to a time keeping device.

Falsification of timekeeping and attendance records is a serious matter which may result in disciplinary action up to and including termination of employment.

In the case of mobile employees assigned to various locations, the supervisor will designate where an employee should report and record his/her time.

Exempt employees typically do not use time sheets or the Kronos system to record hours and are governed under different rules and regulations from non-exempt employees by the Department of Labor. Exempt employees are not eligible for overtime, or compensatory time. Exempt employees should report their absences to the SubFinder system.

Overtime, compensatory and trade off time

For payroll purposes, the official workweek begins at 12:01 a.m. Sunday through 12 p.m. Saturday. It may be necessary for employees to work on Saturday or Sunday due to unusual or urgent situations. Adequate notice will be given by the supervisor except in case of emergency. The District respects First Amendment rights and will cooperate with employees who have legitimate religious reasons for not working on a particular weekend day.

Overtime: When a non exempt employee works 40 or more hours in a work week (defined in the above section) without any unpaid or paid leave, whether approved or not, the employee is entitled to overtime pay at the rate of 1.5 times the employee's regular rate for hours worked in excess of 40 hours. If an employee works 40 or more hours in one workweek in several activities, an hourly rate will be determined by using a "blended" rate as defined by the Department of Labor.

Employees who work overtime without the approval of their supervisor, or in direct violation of a directive not to work overtime, will be subject to disciplinary action. In the case of repeated violations, the discipline recommended may be up to and including termination of employment. Only the supervisor can approve overtime in advance of the time worked.

Compensatory time: In advance of hours worked, the employee, in agreement with the supervisor, may decide to take compensatory time rather than overtime for the hours worked in excess of 40 in a workweek. Compensatory or comp time is given at 1.5 times the hours worked. The work completed must be documented by the employee and presented to the supervisor. Comp time should be utilized as soon after earned as possible.

Requests to take comp time off should be made to the supervisor and should not be taken in such a manner as to unduly disrupt the operation of the District. Employees will be required to utilize any accrued comp time within ninety (90) days following the close of the fiscal year (by September 30). Any comp time that has not been used by that date, will then be paid as wages to the employee on a subsequent paycheck.

Employees who leave the District and have documented records of comp time worked, will be paid for accumulated comp time initialed and approved by the supervisor on a comp log in advance of the fact.

Employees who earn overtime in a workweek will not be permitted to take comp time in the same work week.

Trade off time: Extension of a workday may be balanced by limiting the hours worked on a different day in the same work week. This is not always possible and can create a comp time or overtime situation. For example, if an employee must finish a project on Monday and works an extra 2 hours, then, with the permission of his/her supervisor, that employee may come in 2 hours late or leave 2 hours early on any day Tuesday through Friday. Trade off time cannot bridge workweeks. That is, an employee cannot work 45 hours in one workweek and 35 in the next and consider this trade off time.

Recruitment, Application and Selection

The RSD is an Equal Opportunity Employer and as such does not discriminate on the basis of any protected characteristic, such as race, sex, religion, ancestry, national origin, age or disability.

Appointment and promotion within the RSD shall be based upon merit and performance. Selection and promotion of personnel will be based solely on job-related knowledge, skills, abilities, experience, education, prior work performance and adaptability.

Individuals shall be recruited from the regional area in order to assure well-qualified candidates. Employment shall not be limited to in-house postings, but internal job announcements may precede ads in newspapers of general circulation and on the internet, unless otherwise determined by the Assistant Superintendent for Human Resources.

Transfers

The District provides an opportunity for growth and advancement through its transfer process. All regular employees, after having been in his or her current position for six (6) months, may submit a formal transfer request form to Human Resources for any position posted as open. Employees who meet the basic minimum qualifications, and who request such transfers by the internal closing date, are considered Round One candidates and will be granted an interview.

While this transfer process permits current employees the opportunity to compete before others are considered, the District's objective is to select the most-qualified candidate for the position, the District may advertise simultaneously with posting the job internally.

Should a Round One employee accept a position and determine (within a reasonable time period not to exceed 30 days) the job is not what was expected, the employee may return to his/her former position without loss of wages, if the position has not been filled and the supervisor (at the former location) approves the return. Salary and other benefits will revert to the former status.

Employees are limited to six transfer requests per school year. Employees who are on a Performance Improvement Plan must have permission from human resources before becoming eligible for a voluntary transfer. This will not prevent the district from making administrative transfers for the employee.

An employee may receive an administrative transfer when such a transfer is in the interests of the school district or when the transfer has been requested by the employee and approved.

Placement and Advancement on the Wage Scale

Salary placement is determined by the Assistant Superintendent for Human Resources or the Coordinator for Human Resources. Initial placement would normally be at the entry-level for that position's salary range. Deviations from this practice shall be reserved for those cases in which an applicant's education and job-related experience warrant employment at a more advanced level within the salary range.

Advancement after initial placement shall be decided by the Board of Education during the annual budget cycle, unless the advancement is specifically withheld as part of the evaluation process. When the employee has reached the top of the range for his/her position, raises may be less than what is granted annually by the Board to other support staff.

Movement from one hourly classification to another shall be determined as follows:

a. *Movement to a higher classification (Hourly Employees)*

The beginning range of the existing position will be compared to the existing range of the new higher, compensated position. The difference between these range entries will be added to the existing salary. This will equal the new salary or promotion.

Example: Employee in Support Staff I position promoted to Support Staff II
Salary range for Support Staff I is \$10.00 – \$12.00

Salary range for Support Staff II is \$14.00 – \$16.00

The employee is currently earning \$11.00 as Support Staff I.

\$14.00 – Entry for Support Staff II

\$10.00 – Entry for Support Staff I

\$ 4.00 – difference added to present salary (\$11.00) = \$15.00

Exceptions to the above rule are: (1) when an employee moves from a position where there is no established range to a position with ranges or vice versa. (2) When an employee moves from an exempt to non-exempt position or vice versa. (3) Movement into or out of technology positions. These cases will be handled directly with the Assistant Superintendent, Human Resources.

b. *Movement to a lower classification (Hourly Employees)*

Using the present salary, Human Resources calculates how far into the range the employee has achieved.

Example: Support Staff II wishes to return to Support Staff I position. He/she is earning \$10.50 in a position with a range of \$10.00 to \$14.00

\$14.00 minus \$10.00 = \$4.00 difference in range

\$10.50 is \$.50 into the range (\$10.50 minus \$10.00= \$.50)

\$.50 ÷ \$4.00 = 13% of the range

New Position Support Staff I range = \$9.00-11.00

\$11.00 minus \$9.00 = \$2.00 X 13% = \$.26 + entry

\$.26 + entry \$9.00 = \$9.26 for new salary as a Support Staff I.

For non-exempt (hourly) employees, the entry level salary for any position's range determines whether or not the movement constitutes a movement to a higher classification (promotion) or movement to a lower classification (demotion). Exempt or salaried positions are an exception and will be handled by the Assistant

Superintendent for Human Resources.

While it is intended that all non-exempt employees' promotion or reclassification will be governed by these procedures, there may be exceptions, depending on the job classification. All exceptions will be reviewed by the recommending manager/supervisor and approved by the Assistant Superintendent for Human Resources

Support Staff who are granted an increase will receive this increase effective on July 1 of each year. Human Resources sends a confirmation of these salary increases as soon as possible following Board approval. Employees hired or promoted after April 1, do not receive an annual increase on July 1. However, if their salary is at the entry level and the entry level is increased by the Board of Education, the employees' rate will increase to the new entry level.

Performance Evaluations

The RSD wishes to employ, retain and promote the most competent and productive personnel for all jobs. To maintain these high standards of performance, a system of periodic evaluations has been established.

Evaluations of all support personnel will be conducted annually. These evaluations usually are completed in the spring. This is to ensure employees with several years' service remain productive and responsive to the needs of our students. This evaluation cycle also provides valuable feedback to new employees.

If an employee fails to perform the duties of his/her position to the expectations of his/her supervisor, the employee may receive written verification outside of, as well as through the evaluation process of the deficiencies or concerns of the supervisor. In turn, the supervisor may make a recommendation to the Assistant Superintendent for Human Resources that the employee's annual increase be delayed or withheld until significant progress has been made by the employee. Such recommendations will be reviewed and approved by the Board of Education.

Grievance Procedures (regulation 4850.1)

It is in the interest of the District to establish a means to resolve concerns which may arise in the work place. The informal method of resolving such problems must first be utilized by employees. Only if the problem is not successfully resolved should an employee initiate the formal grievance procedure to facilitate resolution.

The informal problem resolution method assists employees who may be experiencing job-related problems they consider significant, but which they are unable to resolve with their own resources. It is suggested the employee initiate the process by doing the following:

1. Arrange a meeting with the immediate supervisor to discuss the circumstances surrounding the problem as perceived by the employee. This meeting should be held at a mutually convenient time in a private setting conducive to resolution.
2. The supervisor should listen attentively and consider the information impartially. It is the supervisor's responsibility to gather whatever data is necessary to determine the facts. The supervisor should maintain a professional demeanor in all conversations concerning the matter and refrain from appearing to agree or disagree with any of the parties involved.
3. Once the supervisor has gathered sufficient information to respond to the employee's problem, it is the supervisor's responsibility to meet with and then communicate a decision to the employee. It is important for supervisors to respond as soon as possible to employees who have come to them with a job-related problem. It is anticipated the majority of work-related problems can be resolved through the informal process, that is, between the employee and supervisor. Should it be necessary for the employee to resolve the issue beyond the supervisor, the problem resolution can be pursued through the grievance policy if the issue needing resolution can be grieved, as defined by this grievance policy.

A grievance shall mean a complaint by an individual support staff employee based on an alleged violation,

misinterpretation, or inequitable application of Federal law, State statute, and/or policies, rules and regulations of the District. Policies, rules and regulations of the District which may be grieved are listed in the District's Policy Manual and in support staff related policies in Section 4000.

A group of employees may not file a group grievance. Should more than one individual file separate grievances arising from the same issue, the Assistant Superintendent for Human Resources has the prerogative to combine the grievances, notifying all parties, and to have the parties designate one spokesperson to represent the group in the grievance process.

For specific instructions for each level of the grievance process, please refer to regulation 4850.1.

Personnel File

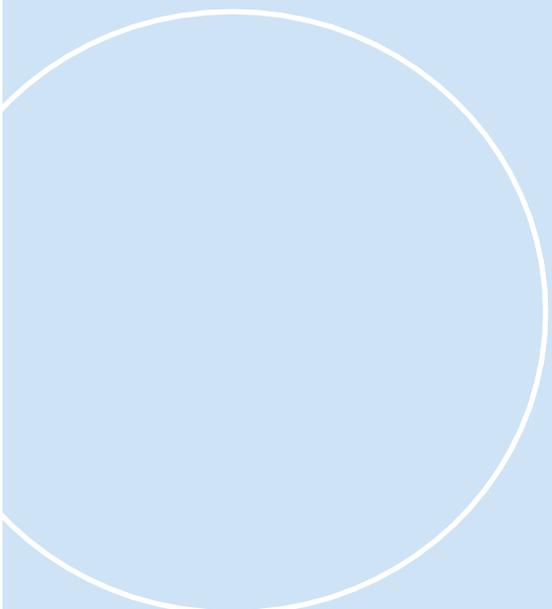
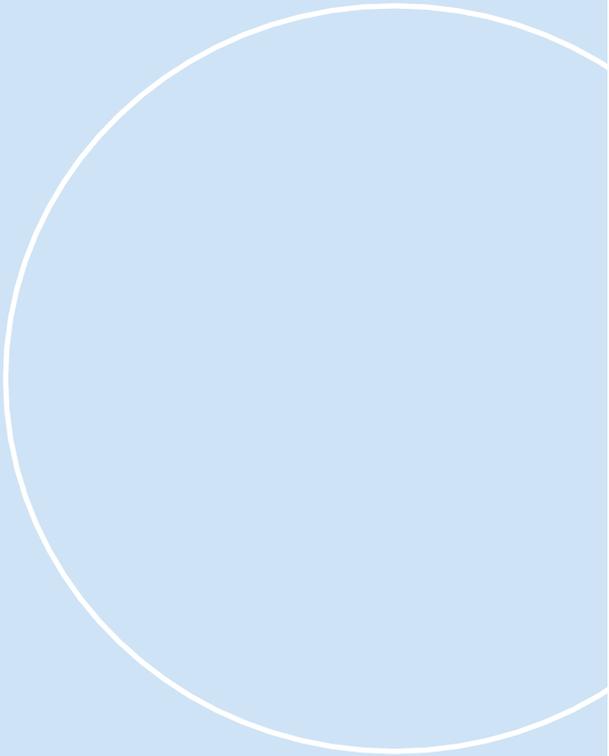
A confidential personnel file is maintained for each active employee of the RSD. This file is the property of the RSD and contains essential employee information and documents, including such items as the initial employee application, payroll information, applicable evaluation documents, other pertinent memos, correspondence, and District documents.

Any employee who wishes to review his or her file may do so by calling or sending a written request to the Assistant Superintendent for Human Resources to schedule a brief conference for this purpose. Examination of this file will be done in the presence of the Assistant Superintendent for Human Resources or his or her designee.

Recognition and Awards Programs

- The John M. Kastner, Board of Education Award is given to students, staff and community members who have gone "the extra mile" to make Rockwood's dream a reality. Nominees are selected by a committee and formal presentations are made at monthly Board of Education meetings.
- The Superintendent's Certificate is given to students, staff and community members who have contributed to the success of education in the Rockwood School District. Nominees are selected by a committee and certificates are individually prepared and affixed with a special gold embossed seal.
- The ROSE (Rockwood Outstanding Service in Education) Award is given to 15 staff and community members who serve as models of commitment and dedication in promoting the progress and development of the Rockwood School District. A special, formal award ceremony is held each spring to honor these outstanding recipients.
- The Service Award is given to Rockwood School District staff members with 5, 10, 15, 20, 25, 30, 35 and 40 years of service to the District. Twenty-five, 30, 35 and 40-year service award recipients are formally recognized and presented with individual gifts at the annual ROSE Award Banquet. All other service award recipients are formally recognized at their individual locations.
- The Retirement Award is given to staff members with at least 60 months of service who are retiring from the Rockwood School District. Each retiree is honored at the annual ROSE Award Banquet and is presented with a special gift from the District.
- The Teacher of the Year Award is given annually to an outstanding classroom instructor at each school and the Center for Creative Learning. From these recipients a District Teacher of the Year is selected to represent the Rockwood School District at the state level.
- The CAP (Cornerstone Awards Program) Award is given to 6 support staff members who have given outstanding customer service. The CAP Award recipients are selected by a committee and presented to recipients by the HR department and recognized at the Rose ceremony.

Benefits



Benefits

Insurance Benefits

Health, dental, vision and life insurance benefits shall be provided to all eligible support staff. The specific benefits and District contribution shall be determined by the Board. New employees who are eligible for insurance benefits will receive specific benefit, rate and enrollment information during orientation.

Long term disability insurance is provided to eligible employees for the purpose of providing partial wages should an employee suffer an illness or injury that prevents return to work.

Insurance benefits are effective for eligible employees on the first day of employment.

Employee Assistance Program (EAP)

The District recognizes that employees or members of their family may experience a personal problem that has impact on their individual well-being or job performance. Many such problems can be successfully resolved if identified at an early stage and professional assistance is obtained.

The purpose of contracting with an outside agency to provide such confidential professional assistance is to offer support to our employees and their family members when it is needed.

Problems may include, but not be limited to, alcoholism, drug abuse, mental or emotional illness, marital or family distress, financial or legal problems, stress, communication issues and grief counseling.

The Employee Assistance Program is free to eligible full-time employees, their spouses and immediate family members. There is no deductible or co-pay involved.

Optional Deductions

Employees can participate in programs such as tax sheltered annuities (403b) or deferred compensation (457) programs through payroll deduction.

Information regarding optional deductions can be obtained by calling the Finance Department at 636.733.2024.

Flex 125 Plan

Effective July 1, 1992, employees who work 20 hours or more per week are eligible to participate in the District's Flex 125 Plan. This plan permits certain insurance, health care, dependent and childcare and medical premiums to be paid in pre-tax dollars. During orientation, each eligible employee will be given an election form in order to make a decision regarding this benefit.

For additional information, please call the Benefits department at 636.733.2009.

Sick Leave Compensation (regulation 4570, 4571)

Upon retirement through the Public Education Employee Retirement System (PEERS) or the Public School Retirement System (PSRS) employees holding support staff positions will be eligible for compensation for unused sick leave if the employee meets the following criteria:

- Full-time employment; benefits will be pro-rated for part-time employees who work less than 8 hours daily.

- Eligible to retire under PEERS or PSRS guidelines for full or modified retirement, and have made application
- Have five uninterrupted years of service with RSD. (If an employee leaves RSD and returns within six months, this will not be considered a break in service).
- Have a minimum of ten (10) days of accumulated sick leave at the time of retirement.

It is the responsibility of the employee to notify Human Resources of his/her retirement plans and to request payment for these accumulated sick leave days. Employees will be given the option to receive payment at the time of retirement or in January following retirement.

Support staff personnel may receive compensation for accumulated unused sick leave at the time of retirement or half at the time of retirement and the remaining half in January immediately following the date of their retirement. This election must be made when the signed Separation Agreement is submitted to the district.

Under Internal Revenue Service (IRS) regulations, 100% of the retirement award is taxable in the year in which the employee becomes eligible and applies for the benefit irrespective of when the award is paid.

Unused sick time will be forfeited in the case of resignation or termination if the employee does not meet retirement eligibility requirements.

Support staff must be employed with the RSD at the time of retirement to be eligible for the sick leave award. Please refer to Regulation 4570 for additional requirements and information.

Public Education Employee Retirement System

All non-certificated employees who work twenty (20) or more hours a week are required by law to participate in the Public Education Employee Retirement System (PEERS) or the Public School Retirement System (PSRS).

The PEERS/PSRS is a defined benefit retirement plan conducted by all public school employees and the State of Missouri to provide funds for granting retirement benefits to those who become members of the system and who continue in service (or school employment) for the period required by the retirement law.

The school district's responsibility is to make the regular deductions from the employee's regular earnings and forward this amount to the Retirement System Office in Jefferson City along with the local district's contributions. The amount of the contribution for the employee and the District is set by the retirement system.

If you have any questions regarding your specific benefits in the Public Education Employee Retirement System of Missouri (total amount of contributions, retirement alternatives, creditable years of service, withdrawals, etc.), you should contact the Retirement System directly. This is necessary since your retirement file is located there, and the provisions of the retirement system affect each employee according to his or her individual contributions and years of service:

The Public Education Employee Retirement System of Missouri
 P.O. Box 268
 Jefferson City, Missouri 65102
 Phone (314) 634-5290
 800-392-6848
www.PSRS-PEERS.org

Service retirement provides a monthly benefit for life. The benefit is based on a formula using creditable service and final average salary. Federal law has abolished mandatory retirement in most public and private sectors.

Members of this system may now continue to work, contribute to the system and receive credit for qualified employment regardless of age.

It is recommended that you request the Application for Service Retirement at least 60 days before your

retirement is to become effective. This will allow time for the retirement office to prepare benefit estimates for you, and for you to decide which retirement plan you want to select. In addition, notification to the District must be received at least ninety (90) days in advance of the retirement date to be eligible for the Sick Leave Buy Back program.

Worker's Compensation

All employees of the RSD are covered by Workers' Compensation Insurance, which provides certain benefits when an employee is injured while working on the job. To assure proper coverage, the following guidelines must be followed in reporting injuries on the job:

Reporting the Injury

When an employee is injured on the job, the employee must report the injury promptly to his or her building principal or supervisor. However, prompt medical attention is imperative. After the employee's safety and treatment have been secured, the supervisor, with information from the employee and any witnesses, must complete a "Report of Injury" form. All incidents should be reported, regardless of how minor.

- If a supervisor was not present when the injury occurred, the employee must write a statement indicating:
- What task was being performed when the injury occurred,
- The object or substance that injured the employee, and
- How the injury actually happened.
- The employee should sign and date the statement. This written statement will assist the principal/supervisor in completing the "Report of Injury" form.

The first three (3) days of absence following a work place injury or illness will not be covered under worker's compensation. Employees may use accrued paid time off to receive time missed during the first three (3) days. For follow up appointments, including those for physical therapy, employees must use accrued paid time off.

In case of an injury when principal/supervisor's office is closed or principal/supervisor is not present, the employee should report the on-the-job injury promptly to the principal or his/her supervisor the following morning or as soon as possible. If the injury occurs during the summer, and the principal/supervisor is not present to prepare the "Report of Injury" form, the employee should immediately call the Human Resources Office and ask for the Benefits Specialist or Coordinator for Human Resources.

Receiving Medical Treatment – Workers' Compensation Injury or Accident

In an effort to provide appropriate treatment and eliminate costly duplication of services, the following rules apply to the selection of a physician/treatment center for workers' compensation injuries or illnesses, if the incident cannot be handled at the building level.

- Non-emergency situations. Employees must choose from among physicians, chiropractors and occupational treatment centers set out in Workers' Compensation provider lists. Should the need arise, your supervisor will have this list for reference, or you may call this office at 636.733.2009..
- Emergency situations. The discretion of the manager or supervisor should prevail. The employee should be taken as quickly and safely as possible to the nearest hospital. Examples of emergencies are: profuse bleeding, head injuries, fractures, serious burns or serious lacerations or any other life-threatening or serious injury.

Employees who seek treatment for workers' compensation illnesses or injuries without reasonable notice to their

supervisor or the approval of their employer, will not be reimbursed by the District's insurance carrier unless the employee has utilized the Workers' Compensation provider list in all but emergency situations.

Provisions for Medical Treatment Resulting from an Injury

For minor injuries on the job requiring treatment from a doctor (cuts, abrasions, slight burns, etc.), the employee shall be directed to a designated facility specializing in the treatment of occupational injuries. These locations are posted in the workplace or may be obtained from your supervisor. If the injury occurs after 8 p.m., the supervisor, in conjunction with the employee, should decide whether immediate attention is needed or whether the situation can wait until the treatment facilities are open at 8 a.m.

If the employee suffers a major injury while on the job (such as a broken bone, serious sprain, back injury, eye injury of any type, loss of consciousness, burns, etc.), then the employee should obtain emergency treatment at an appropriate health care facility. If required, an ambulance should be utilized to transport an employee to a hospital.

In case of major injury, the local building principal or supervisor is required to notify the Human Resources Office immediately. This is important because the District has interest in the welfare of its employees. In addition, the insurance representative will follow up to assure proper medical personnel are notified to ensure sound treatment.

Returning to Work

Working with the employee and the treating physician, every effort will be made to have the employee return to work as soon as possible without risking further injury. In some cases, light-duty assignment may be arranged. However, this may not be available to all employees under all circumstances.

Before returning to work, an employee must have an authorization slip from the treating physician. This should be given to the supervisor as soon as possible at the beginning of the workday.

Tuition Reimbursement (regulation 4440)

Support staff who wish to earn college credit or take professional development courses related to their present position or a future position within the school setting, are eligible for tuition reimbursement (maximum of one class or seminar per semester.) After receiving pre-approval of the course or seminar, the employee must earn a grade of "B" or above, if applicable, to be eligible for reimbursement. Support staff employees are eligible to be reimbursed up to a maximum of \$350.00 per fiscal year.

Please contact the human resource department at 636.733.2038 to check eligibility and request a form prior to registering for a course.

Student Admission (regulation 2240)

State law permits that children of nonresident district staff be allowed to attend district schools as resident students subject to the following conditions:

- The Superintendent/designee shall determine the specific school of assignment.
- The arrangement shall not be allowed to interfere with the employee's work or availability for overtime or extra duty.

Adventure Club Tuition Discount

Employees of the district are entitled to a discount for their children to attend the Adventure Club program during their working hours.

Rockwood employees who work for Adventure Club will receive free care for their school-age children for the

before or after school program. They are required to register their child/children and pay the current registration fee. Their child/children can only attend during the hours the parent is actually working for Adventure Club. Summer Adventure Club attendance will require a separate registration and activity fee.

The child of an employee may attend any Rockwood Adventure Club program in any school, including the site where the staff member is assigned. The staff member must be very careful to meet all required job duties and not give inappropriate attention to their own child. If concerns arise, the Facilitator or Supervisor will address the situation.

Please contact Adventure Club at 636.891.6675 for full details.

Leaves

Leaves

The Human Resources department maintains a benefit matrix for each job category within the district. During your orientation, you should be informed as to what benefits you are eligible for. Should you have any questions, please contact the Benefits department at 636.733-2041

Vacation (regulation 4340)

Eligible 12-month support staff will be granted vacation benefits each year.

Vacation time is accrued as follows:

- Years 1 – 5, 10 days vacation; accrued at one (1) day per month, up to 10 days.
- Years 6 – 10, 15 days vacation; one and a half (1.5) days per month, up to 15 days.
- Years 11 years+, 20 days vacation; one and two-thirds (1.67) days per month, up to 20 days.

For the purpose of determining employment years, the district utilizes July 1.

Sick Leave (regulation 4322)

Sick leave is provided to eligible district employees, and is accrued based on the guidelines in regulation 4322.

Sick leave may be approved for the illness/injury of the employee, a child or spouse under certain circumstances and for limited time to cover urgent medical appointments. Sick leave should be reported per department or building guidelines.

It is important for employees to follow all rules governing sick leave and to reserve use of sick leave for legitimate reasons and not as an extension of vacation benefits.

Any employee having available vacation credit at the time of personal illness, personal injury, and/or compensable injury may elect to use it in lieu of sick leave with the permission of the supervisor. Such approval cannot be granted retroactively.

Holidays occurring within the period that the employee is absent shall not be charged against current or cumulative sick leave.

Effective June 30 of each year, employees shall be allowed to accumulate to their credit any unused portion of the current sick leave balance with no limit.

In case of an illness of a dependent, spouse, parent or adult child, up to fifteen days of sick leave may be granted from the employee's accumulated sick leave. Employees needing additional days should request approval from the Assistant Superintendent of Human Resources.

In the case of a catastrophic or life-threatening situation of a spouse, child or parent, the employee may use of a total of fifteen days of accumulated sick leave. The employee may appeal in writing to the Assistant Superintendent of Human Resources for additional days for unusual circumstances.

Supervisors have the right to ask for documentation to support requests for paid leave for dependents, spouse, parents or adult children.

Sick leave may not be retroactively changed to vacation in order to preserve months earned toward perfect attendance.

Family Medical Leave Act (FMLA) (regulation 4321)

The Family and Medical Leave Act of 1993 (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for certain family and medical reasons. To be eligible, an employee must be employed by the District for at least one year (not necessarily consecutive) and a minimum of 1250 hours over the previous 12 months immediately preceding commencement of the leave.

An employer may grant unpaid leave to an eligible employee for one or more of the following reasons:

- The care of the employee's child (birth or placement for adoption or foster care),
- The care of the employee's spouse, son or daughter or parent who has a serious health conditions, or
- The serious health condition that makes the employee unable to perform essential functions of the employee's position.

During a family or medical leave provided under this policy for birth, placement of a child for adoption or foster care, for care of a family member or due to a qualifying exigency, an employee shall first exhaust all unused vacation and personal days before continuing such leave on an unpaid basis. During a leave related to the employee's serious health condition, the employee shall exhaust all available paid sick leave, personal leave and vacation before continuing such leave on an unpaid basis.

An eligible employee is entitled to up to twenty-six (26) weeks of unpaid leave in a single twelve-month period without loss of seniority or benefits for leaves arising out of an employee's spouse, child, parent, or next of kin recovering from an injury or illness he or she suffered while on active duty. An eligible employee is entitled to a combined total of 26 weeks of leave for any FMLA-qualifying reason during the single twelve-month period. (Only twelve of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

Under the FMLA, the employee must submit a timely notice of their intention to exercise FMLA leave rights and provide a physician's certificate. The physician's certificate is required for all family leaves.

While on family leave, the District may request timely medical information be submitted to the Assistant Superintendent of Human Resources.

During the family leave, the District will continue the health/hospitalization/dental coverage of the employee for the period of the leave. If the employee returns to work for a period of 30 days following the approved family leave, the insurance costs are waived. However, if the employee chooses not to return to work for the District, the District has the ability under the FMLA to recover the cost of the medical premiums paid on behalf of the employee during the leave period.

Employee contributions toward premiums due for dependents/spouse (not paid by the District) are the responsibility of the employee and must be paid promptly. Premiums should be remitted to Human Resources to the attention of the Benefits Specialist.

Please refer to regulation 4321, and contact the Benefits department should you feel you need to apply for leave under the FMLA.

Holidays (regulation 4330)

Eligible employees will receive holiday pay, provided they work or have approved paid leave the last scheduled day prior to and the first scheduled day following the holiday, as recognized by the District. In case of an illness before or after a holiday, the employee must have accumulated paid sick leave.

Holidays that fall during the calendar year on Saturdays or Sundays will be recognized on the preceding Friday or following Monday as designated by the Superintendent. This applies to those holidays within an employee's work period.

Perfect Attendance (regulation 4323)

One (1) day of excused leave with pay or one (1) day's pay shall be granted to each support staff employee who completes six (6) months without a day of absence (except for district business, military leave, jury duty leave, or vacation. The excused leave with pay may be used for personal reasons of the eligible employee, except the employee shall not engage in any election activity or legal action involving the district or otherwise interfere with the operation of the district or its administrators.

The perfect attendance date must have prior approval of the employee's supervisor. Use of sick leave, bereavement leave (after the first three days), personal leave, leave under the FMLA and leave without pay restarts the six (6) month period.

Support staff may accumulate up to three perfect attendance days. They must use one of the three accumulated days before a fourth day can be accrued. Perfect attendance days can be used in conjunction with vacation, and should be requested at least 3 days in advance.

Personal Leave (regulation 4323)

Full-time support staff will receive twelve (12) sick days - two (2) of which may be used as personal days per year. If the two (2) personal days are not used, they will accumulate as sick days.

Application for Personal Leave must be made three (3) days in advance to Human Resources on the appropriate Personal Leave Request Form. Personal leave may not be used the day before and/or after winter break or spring break.

Such leave is granted for unusual situations which cannot be scheduled or handled at any other time than during work hours. The following are examples of what may not be taken as personal leave: personal or recreational trips, operation of a private business or business meeting, out-of-school employment, pre- or post-wedding trips, business trips with spouse or others, attendance at fraternal, civic, or social organizational meetings, shopping or interviewing for another position.

Personal leave used for religious holidays will not affect the ability to qualify for perfect attendance.

Bereavement Leave (regulation 4323)

Up to five (5) days of bereavement leave may be granted yearly for death in the employee's immediate family. Immediate family is defined as spouse, parent, parent-in-law, child, brother, brother-in-law, sister, sister-in-law, grandchild, grandparent, grandparent-in-law, son-in-law, daughter-in-law, aunt, uncle, niece, nephew, step relations or any person who is wholly dependent upon the employee. These five (5) bereavement days will not be charged against sick leave or have an impact on perfect attendance. If additional days of bereavement leave for immediate family are needed, up to three (3) days in one (1) year of accumulated sick leave may be used. These days will be charged against sick leave and will affect perfect attendance.

No more than three (3) additional days (beyond the five bereavement days) in one (1) year of leave may be taken except by special authorization from the Superintendent.

Support staff employees with accumulated sick leave may be excused, without loss of pay, for the time necessary to attend funeral services of relatives other than those listed above, and/or friends. Maximum time allowed for funerals will be one (1) day and will be charged to accumulated sick leave.

Jury Duty Leave (regulation 4323)

Employees of the district will be released to fulfill citizenship obligations of jury duty. The difference between their salary and the salary paid for jury duty will be paid by the Board. Notification of jury duty must be given to

the employee's immediate supervisor and to the Human Resources Office (with the summons date) prior to jury duty, and a written statement of reimbursement at the completion of the duty.

In practice, we have found the following procedure to be the best method of handling the pay/reimbursement for both the employee and the district:

1.) Your regular paycheck will come to you with no deductions for days of jury service.

2.) When you receive payment for jury duty services, endorse the check and forward it, along with a copy of the reimbursement statement from the Court, to the Human Resources Office.

Employees are permitted to retain reimbursement for mileage. Normally this is a separate check.

Military Leave (regulation 4323)

All employees of the district who are, or may become, members of the National Guard or of any reserve component of the Armed Forces of the United States shall be entitled to a leave of absence from their respective duties without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits, to which otherwise entitled, for periods of military services during which they are engaged in the performance of duty or training in the service of this state at the call of the governor and as ordered by the adjutant general and for all period of military service of the United States under competent orders for a period not to exceed a total of fifteen (15) calendar days in any one calendar year.

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

No member of the organized militia shall be discharged from employment due to membership in an organized militia. Employees shall not be hindered or prevented from performing any militia service he/she may be called upon to perform by proper authority. Employees should not be discriminated against or dissuaded from enlisting or continuing his/her service in the militia by threat or injury to him/her in respect to his/her employment. Any officer or agent of the aforementioned agencies violating any of the provisions of this section is guilty of a misdemeanor.

Witness or Victim in a Criminal Proceeding (regulation 4323)

Employees of the district are encouraged to fulfill their obligations to participate in the prosecution and defense of criminal proceedings when directed to do so by local, state or federal authorities. An employee who is a victim, witness or immediate family member of a victim of a crime shall not be discharged or disciplined for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding or participating in the preparation of a criminal proceeding related to such crime. An employee who is a victim, witness or immediate family member of a victim of a crime shall not be required to use vacation time, personal time or sick leave for honoring a subpoena to testify in a criminal proceeding, attending a criminal proceeding or participating in the preparation of a criminal proceeding related to such crime.

Voting Rights

Missouri law (§115.639 RSMo.) requires an employer to allow an employee to be absent for three (3) hours for the purpose of voting. The employee must request time off prior to Election Day. The employer may specify any three (3) hours between the time when the polls open (6:00a.m.) and close (7:00p.m.).

The employer need not grant time off if there are three (3) successive hours while the polls are open and the employee is not at work. Thus, if the employee's workday began at 9:00a.m., no time off need be granted.

The intent of the statute is to afford the employee three (3) hours for voting purposes. The employer could, therefore, give the employee a lesser amount of time off in order to attain the three (3) hours. For example, if one's workday normally ends at 5:00p.m., the employee could be released at 4:00p.m. This example assumes that the employee did not have three consecutive hours before reporting for work.

No deduction from one's salary or wages shall occur.



Expectations

Expectations

It is essential for all employees to participate in providing an environment in which the education of children is our most important goal. To meet that goal, the District expects certain behavior which fosters a safe, clean learning atmosphere. All employees are expected to follow the policies of the Board and the regulations of the district administration.

The following work rules are not meant to be all-inclusive. An employee who violates these work rules may be subject to disciplinary measures up to and including termination of employment.

Pupil Conduct

Support staff who are assigned the responsibility of supervising students should report any behavior problems to the teacher or principal. Any conduct dangerous to other students or the staff members should be handled and reported to the proper party or parties. Support staff should not be involved routinely in the discipline of students unless such responsibility is a part of their job descriptions.

Disaster Preparedness

All employees must become familiar with building procedures in the event of emergency such as fire, tornado, intruders, etc. When drills are staged, every staff member and student must follow proper procedures.

Solicitation in Schools

There shall be no solicitation of staff members or pupils regarding non-school business on the school premises by salesmen or agents. All persons who enter the school building while school is in session shall be required to report to the school office and state the nature of their visits.

Agents or salesmen may not interview teachers or support staff about personal matters during school or work hours.

In addition improper use of an employee's position for personal gain or to solicit a contribution, response or actions to further a political, religious or charitable cause is prohibited.

Garnishments, Tax Levies and Liens

Employees should handle their financial matters so as not to create a burden on District resources. While an individual garnishment, levy or lien may be exempt from discipline, multiple, concurrent action may lead to disciplinary action by the District and/or a fixed fee for remittances to various courts, the Internal Revenue Service or other entities.

Use of Tobacco

Use of tobacco is expressly prohibited by all personnel in, around or on any school building premises or vehicle. Repeated violation of this work rule is considered a serious matter and employees will be subject to disciplinary action.

Political Activity

Employees may exercise the rights and privileges of any free citizen in matters of a political nature consistent with the following restrictions:

1. No school employee shall, during hours for which pay is received, use any time for the solicitation, promotion, election, or defeat of any candidate for public office.
2. No school employee shall use in any way the classrooms, buildings, or pupils for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.
3. No school employee shall make use of school equipment or materials for the purpose of solicitation, promotion, election, or defeat of any candidate for public office.
4. No school employee shall take part in the management of the campaign for the election or defeat of members of the Board by which he/she is employed.
5. The RCEA shall have uncensored use of mailboxes, email and other communication systems for communicating with bargaining unit members, except that the RNEA will not use the district's email accounts, mailboxes or other communication systems to advocate, support or oppose any ballot measure or candidate for public office as prohibited by Missouri Statute and Board Policy and Regulation 0380. The RCEA may use the district's email accounts to direct members to other RCEA-sanctioned websites, such as the RCEA web site, Zoomerang, etc. for all official RCEA business provided the incoming e-mail does not include a subject line or information that advocates, supports or opposes any ballot measure or candidate for public office. The RNEA shall exercise good judgment, professionalism and ethical conduct in the nature of the materials distributed.
6. There shall be provided in the faculty room of each district building a bulletin board for the exclusive use of the RCEA at the expense of the RCEA. The bulletin board, not to exceed 3'x 4', shall be installed by the district maintenance staff at RCEA expense.
7. The Association representing the teachers as recognized according to Board policy shall be permitted to survey the opinions of teachers of the district by means of questionnaires in regard to salaries, fringe benefits, official business in connection with their national and state affiliations, and on educational matters related to assuring each student attending the district schools an effective educational program.

Observance of the Work Day

It is the responsibility of the employee to report to work punctually. Lateness in reporting for work or returning from lunch breaks, leaving work before the end of the scheduled work period or any other unauthorized absence is grounds for disciplinary action.

An employee absent from his or her position without approval of the supervisor whether for part of an hour or longer, may be subject to disciplinary action.

Work Behavior

Employees are expected to perform their duties in an honest and truthful manner by not lying to a superior; withholding information from a superior; fraudulently signing a document; knowingly submitting false information; taking or misappropriating or participating in the taking or misappropriation of property, money or anything of value belonging to the district or any of its employees; taking or participating in the taking of private property on school grounds or at school functions.

Abuse of Sick Leave

The District shall grant sick leave with pay to those employees who are eligible for this benefit as defined in regulation 4322.

The supervisor shall monitor the use of such leave in order to identify those employees who appear to be abusing this privilege. Employees who have excessive intermittent or excessive regular use of sick leave may be asked by the District to provide medical proof of their ability to continue employment or validation from their physician as to the need to be away from their position. For the purpose of this section, excessive shall be defined as a level of sick leave use above the average for similar employees without medical documentation for the necessity of such leave.

Patterns of sick leave use may suggest an abuse of sick leave policy and may result in disciplinary measures being commenced. A pattern of abuse may be evidenced by sick leave connected to the weekend, or holidays or a pattern of intermittent leave without a medical necessity or a pattern of "earn and use" over an extended period.

Any employee who submits a false sick leave request or statement from a physician or other healthcare provider that has been altered or fraudulently altered may be disciplined up to and including termination of employment.

Coverage of Work Areas

It is the responsibility of the supervisor to ensure adequate coverage of work areas and telephones. Vacation and compensatory time shall be approved by the supervisor in accordance with good work practices and shall allow for the uninterrupted support of all educational activities.

Supervisor Directives

Unless an action is unlawful or dangerous, the employee shall be expected to carry out to the best of his or her abilities the work orders issued by his or her supervisor. If the employee feels the assignment given by the supervisor is unreasonable but not unlawful or dangerous, he or she should first attempt to complete the assignment and then arrange to discuss the matter with the supervisor.

Employee Dress and Grooming

All employees should maintain a clean, neat appearance during the work day. Dress should be appropriate to the work situation. The supervisor shall decide if an employee is suitably attired for the duties and safety of the job.

Employees who are required to wear a uniform should follow all uniform guidelines.

In addition, all personal protective equipment (PPE) should be worn when using district tools and operating equipment per safety guidelines.

False Reports

Employees may be disciplined for filing false reports or statements including but not limited to the following:

- Work Reports
- Attendance Reports
- Accident Reports
- Sick Leave Requests
- Doctor's Reports
- Pre-employment Statements
- Tax Withholding Forms
- Insurance Reports

Gratuities

Employees are not to accept gifts or gratuities from any person or business that is interested directly or indirectly in any manner of business pending with the District.

Confidential Information

Employees are prohibited from discussing or disclosing confidential information that may come into their possession. Confidential information is to be interpreted broadly, including all matters that a reasonable person would normally consider confidential.

All requests for confidential information regardless of the source of the request should be directed to the supervisor.

District Property

Any and all property purchased and/or owned by the District must be used only for District-related business. Theft, misappropriation, loss or unauthorized use of District property by an employee may result in disciplinary action.

The purchase, maintenance and repair of District vehicles, equipment and supplies are a costly venture exaggerated by abusive, careless work habits of employees. Employees shall take every reasonable action to ensure the safety of District-owned vehicles, equipment and supplies in order to preserve the value of these items. Neglect or carelessness resulting in damage or loss of District property may be subject to disciplinary action.

Gambling

Gambling on District-owned or leased premises is prohibited at all times. Gambling during the work day on or off District property is prohibited.

Acts Prejudicial to the Interest of the District

An employee convicted of a misdemeanor or a felony relating to moral turpitude or ability to perform job responsibilities shall be subject to disciplinary action, which may lead to termination.

All conduct by employees that reflects discredit on the District or results in direct hindrance to the effective performance of school-related functions, is strictly prohibited. Such conduct may result in serious disciplinary action by the District.

All employees are expected to comply with federal and state laws and local ordinances in the performance of their work-related duties. If there is any doubt about the content of these laws, the employee should consult with his or her supervisor.

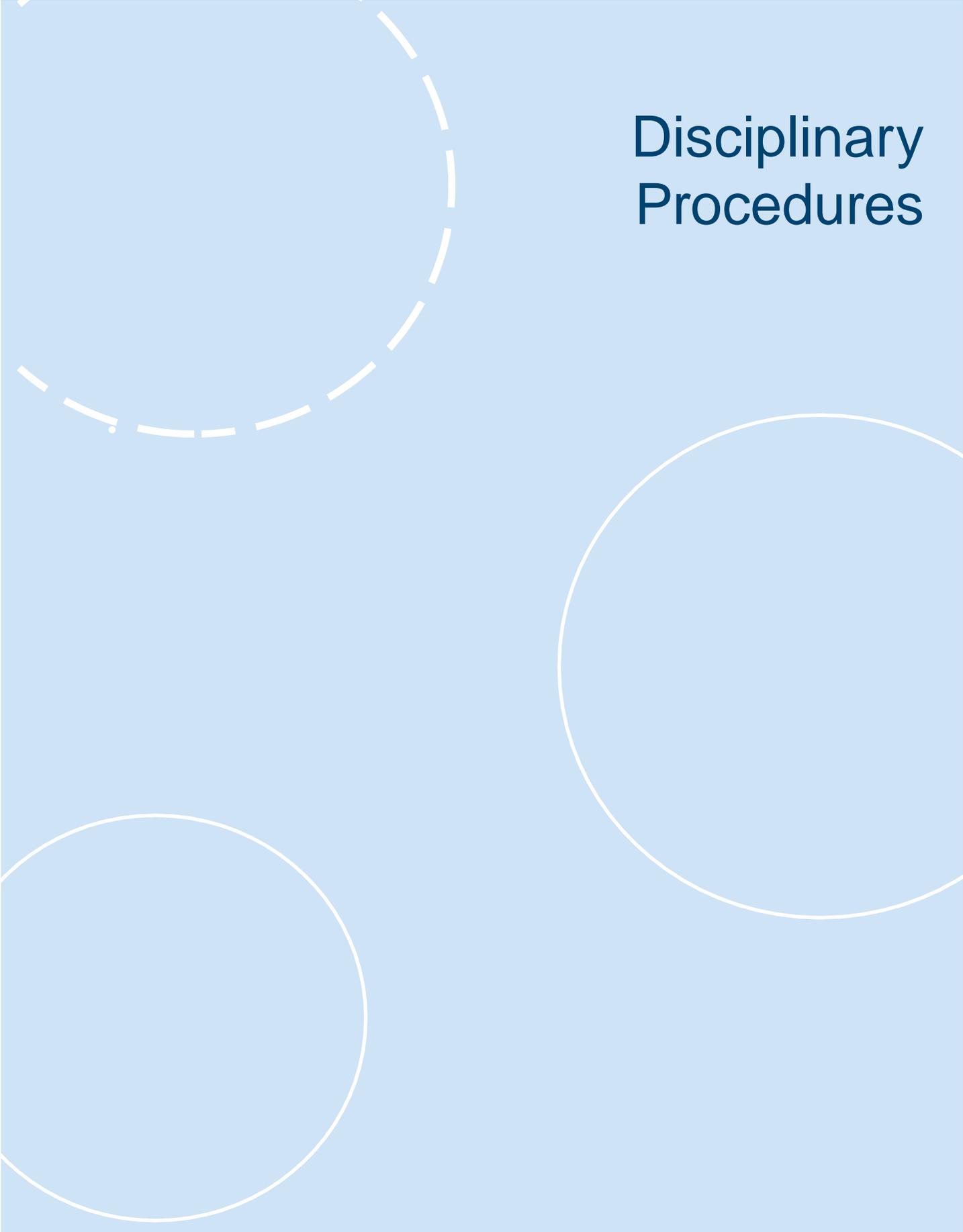
Outside or Secondary Employment

Secondary employment shall not interfere with normal work hours or diminish the capacity of the employee to perform his or her job duties.

Fraternization

Rockwood School District does not seek to interfere with the lawful, private, off-duty conduct of its employees. Off-duty conduct, however, may occasionally affect an employee's ability to effectively perform the duties of his or her job by creating conflicts of interest, the perception of favoritism, or complaints of sexual harassment, discrimination and breach of confidentiality, among other issues.

Therefore, to ensure that all employees are treated with dignity and respect, and to promote the effective operation of the District's business, any employee holding a supervisory position shall be prohibited from engaging in close personal relationships, including romantic, dating, and/or sexual relationships, with employees whom he or she supervises. Any violation of this policy by a supervisor may result in discipline up to and including termination.



Disciplinary Procedures

Disciplinary Procedures

An effective working relationship between the District's management and its employees is essential to the successful operation of the District. The development and maintenance of that relationship is built upon trust, clear communications and fulfilled expectations. Occasionally, the District encounters situations in which one of these elements has failed. As a result, the job productivity, employee attitude or the work product is less than expected by the District.

Progressive discipline will be followed in most circumstances. HOWEVER, EMPLOYEES MAY BE TERMINATED REGARDLESS OF WHETHER OR NOT THIS PROCESS HAS BEEN FOLLOWED INCREMENTALLY. THE SERIOUSNESS OF ANY ONE INFRACTION MAY WARRANT TERMINATION. AT-WILL EMPLOYEES ARE NOT ENTITLED TO PROGRESSIVE DISCIPLINE UNDER STATE AND FEDERAL LAWS.

A. Verbal Advisement with Written Record

It is advisable for the supervisor to follow this meeting with a brief memo stating what, when and why the discussion was held and the mutual expectations for future work behavior with a time set for accomplishment of what was agreed to by the parties. This is considered a written record of the meeting and not a written warning.

B. Written Warning with Conference

If after a reasonable period of time, this verbal warning fails to produce the change or adjustment in behavior or performance, the supervisor should again approach the employee and request an explanation in a more formal meeting.

This conference should be confirmed through a formal written warning in which the supervisor refers to the verbal warning and indicates a time period by which he or she expects the work behavior to improve.

The employee should be given an opportunity to review the written warning and to sign where indicated. The employee's signature is not an indication of his or her agreement with the contents, but confirmation of the meeting.

C. Performance Improvement Plan

For ongoing performance or behavior related issues, supervisors may place employees on a Performance Improvement Plan (PIP). The PIP is designed to outline the specific areas of concern, include remedies to improve the behavior, and specify the consequences should the behavior or performance not improve sufficiently, or should sufficient improvement not be sustained.

D. Suspensions

When confronted with a serious disciplinary incident, it is the prerogative of the district to suspend the employee pending an investigation to determine whether or not termination is appropriate or to permit time to submit a report to the Board of Education.

A suspension can be made with or without pay and clearly signifies that a serious situation exists that management must respond to as quickly as possible. Suspensions provide management with the flexibility to handle situations without recommending a termination until the full facts are developed or to remove an employee from employment pending a final decision by the Board.

E. Recommendation to Terminate

Should the situation continue without significant improvement, the district may be placed in a position of recommending the termination of employment.

Termination may also be recommended in cases where the behavior or performance of the employee is a serious deviation from District expectations and requires immediate action by the Board.

Recommendations to terminate employees should only be made after the supervisor has exhausted all other means of resolving the problem since everyone's job is important and it is in everyone's interest to see employees succeed.

In the event that an employee is terminated and should choose to appeal this decision, he or she will need to write a letter to the Superintendent of Rockwood School District. The terminated employee should include in the letter that he or she wishes to appeal the Board of Educations' decision to terminate employment. In addition, a brief reason explaining why consideration should be given to the appeal should be included. The request for appeal will be evaluated, and the terminated employee will be informed of the decision as soon as possible.

F. Representation at Suspension or Termination Conferences

Should a support staff employee have a conference with a supervisor regarding suspension or termination of employment, the employee may choose to be accompanied by a representative. The representative will be a listener and not a participant in the conference. Scheduling coordination between the employee and the representative cannot impede the District's need to conduct timely conferences. Inability of a representative to attend a meeting is not grounds for postponing the meeting.

The representative invited by the employee shall be an impartial listener. Should there be questions about the impartiality of the representative selected for the conference, the District will decide upon the suitability of the representative. Attorneys are not considered impartial listeners and should not be selected as representatives by the employee.

Should a supervisor have any doubts about the District's disciplinary procedures, it is suggested he or she consult with the Assistant Superintendent for Human Resources before taking any action.

This handbook does not constitute an employment contract. All support staff are employed at-will and may be dismissed with or without cause.

The Rockwood School District reserves the right to unilaterally change the contents of this handbook at any time. An effort will be made to inform employees of such changes through memos, payroll inserts or District policy.



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