

**MOUNTAIN VIEW SCHOOL DISTRICT
LEA# 6901
MOUNTAIN VIEW, ARKANSAS**

APPROVED

June 8, 2009

For 2009-2010

WEBSITES:

mvschools.k12.ar.us

www.arkleg.state.ar.us

www.state.ar.us

naesc.k12.ar.us

CLASSIFIED

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8.0-Revision of Personnel Policies

- A. The Mountain View School District's Classified Personnel Policy Committee shall be organized by mid October of the school year, elect a chairperson, secretary, and develop a calendar of meetings throughout the year to review the district's classified personnel policies to determine if additional policies or amendments to existing policies are needed. Members of the committee will be from the following areas: Maintenance, Transportation, Food Service, Secretarial and clerical, Aides and paraprofessionals, and Support staff (nurses and tech support).
- B. A representative from each area will be elected at large by secret ballot. In the event that a school campus does not have representation after the election, that campus will elect a representative to represent all of the classified personnel at that campus. There shall be no more than three administrators on the committee, one of which may be the superintendent. The superintendent will make administration selections for the committee.
- C. Classified personnel holding more than one position may vote for a representative from each area. All other ballot issues will be one vote per person.
- D. The classified committee from the previous year will conduct the election. Records of the elections will be maintained in the Central Office.
- E. Minutes of the committee meetings shall be promptly reported and distributed to members of the board and posted in worksites of the district including administrative offices.
- F. Either the committee or the Board of Education may propose new personnel policies or amendments to existing policies, if the proposals by the board have been submitted to the committee at least ten working days prior to presentation to the board. The committee shall present its proposed policies or amendments to existing policies to the board of directors. After presentation to the board, final action shall be taken no later than the next regular board meeting. The board of directors shall have the authority to adopt, reject, or refer back to the committee for further study or revision, any proposed policies or amendments to existing policies that are submitted to the board for consideration.
- G. Any amendments to personnel policies adopted during the school year shall become effective the following July 1. However, these amendments may take place immediately with mutual consent.
- H. Each classified employee will be given a copy of the district's personnel policies. Each classified employee shall be given a copy of any amendments to the personnel policies within (30) days after the approval of the amendments by the board of directors of the district.

8.0.1-EQUAL OPPORTUNITY EMPLOYMENT

No person in the school district shall, on the basis of race, color, creed, religion, sex, age, handicap, national origin or similar personal distinction be denied the benefits of, or be subjected to discrimination in regard to employment, retention, promotion, transfer or dismissal in any educational program or activity which is under the jurisdiction of the Board.

Ref.: U. S. Const. Amend. XIV. §1; 42 U. S. C. §§ 2000e-1 to -17; 20 U. S. C. §1681, et. Seq.; 29 U. S. C. § 621 et. Seq.

8.0.2- EMPLOYMENT CRITERIA

The Board of Education adheres to the policy that the selection, transfer, promotion, demotion, and dismissal of professional personnel in the School District shall be made without regard to race, color, national origin, religion, gender, age, or disability. The following objective and subjective criteria shall be used in selecting new professional personnel.

I. Objective Considerations

A. Instructional Personnel

1. Type of certificate
2. Number of years of experience
 - a. In the teaching profession
 2. In the grade, subject or position for which he or she is applying
3. Degree or degrees held (transcript required)
4. Endorsement in subject area
5. Number of hours beyond degree
6. Number of hours of voluntary participation in in-service training, workshops, seminars, etc.
7. Related occupational experience

B. Administrative Personnel

1. Number of years of administrative experience
2. Classification of school in which experience was attained

II. Subjective Considerations

A. Past performance

B. Ability

C. Leadership

D. Personality

The Board of Education shall establish procedures by which subjective criteria will be implemented. If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal.

Ref: U.S. Const, amend. XIV,1; 42 U.S.C. 2000e-3 to -17; U.S.C. 1681; 29 U.S.C. 794;
29 U.S.C. 621

8.1-NONCERTIFIED PERSONNEL SALARY SCHEDULE

Enter your District's salary schedule for this policy which must accurately reflect your district's actual pay practices and is not required by law to include step increases for additional years of experience. State law requires each District to include its noncertified employee's salary schedule in its written personnel policies unless the District recognizes a classified employee's union in its policies for, among other things, the negotiation of salaries. Your district is required to have a salary schedule for at least the following five categories of noncertified personnel: 1) Maintenance and Operations; 2) Transportation; 3) Food Service; 4) Secretarial and Clerical; and 5) Aids and Paraprofessionals.

For the purposes of this policy, an employee must work two thirds (2/3) of the number of their regularly assigned annual work days to qualify for a step increase.¹

Notes: The salary schedule does not have to contain steps, nor does it have to be listed specifically, i.e. John Doe = \$6.65 per hour, Jane Doe = \$6.83 per hour. You may list the spread in salaries per category. For example, Janitors = \$6.65 to \$11.00 per hour, Bus drivers = \$8.25 to \$12.00 per hour, etc.

Legal Reference: A.C.A. § 6-17-2301

Date Adopted:

Last Revised:

SALARY SCHEDULE FOR CLASSIFIED EMPLOYEES AS FOLLOWS:

Each year increases will be added to the base, as funds are available. The Classified Salary Schedule will be funded to attain an average percentage of increase equal to the Certified Salary Schedule average percentage of increases.

SALARY SCHEDULE FOR SECRETARIES (PRINCIPALS) 190 Days			SALARY SCHEDULE FOR SECRETARIES (PRINCIPALS) 240 Days		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$14,030.00		0	\$17,721.00
	1	14,310.00		1	18,075.00
	2	14,596.00		2	18,437.00
	3	14,888.00		3	18,806.00
	4	15,186.00		4	19,182.00
	5	15,489.00		5	19,566.00
	6	15,799.00		6	19,957.00
	7	16,115.00		7	20,356.00
	8	16,438.00		8	20,764.00
	9	16,766.00		9	21,179.00
	10	17,102.00		10	21,602.00
	11	17,444.00		11	22,034.00
	12	17,792.00		12	22,475.00
	13	18,149.00		13	22,925.00
	14	18,511.00		14	23,383.00
	15	18,882.00		15	23,851.00
	16	19,259.00		16	24,328.00
	17	19,644.00		17	24,814.00
	18	20,233.00		18	25,558.00
	19	20,840.00		19	26,325.00
	20	21,465.00		20	27,115.00
			The salary schedule for secretaries (240 days) reflects the same salary per day as for 190 days secretary.		

SALARY SCHEDULE FOR TEACHER AIDES (178 DAYS)			
F. T. E.	F. T. E. (2)	Years	Salary
		0	\$12,399.00
		1	12,646.00
		2	12,900.00
		3	13,157.00
		4	13,421.00
		5	13,690.00
		6	13,963.00
		7	14,242.00
		8	14,527.00
		9	14,818.00
		10	15,114.00
		11	15,416.00
		12	15,725.00
		13	16,039.00
		14	16,359.00
		15	16,687.00
		16	17,021.00
		17	17,362.00
		18	17,883.00
		19	18,419.00
		20	18,972.00

Highly Qualified Instructional Aides are aides who have been approved by their building principals to assist with the instructional process and have either passed the state required paraprofessional test or obtained a two or four year college degree. To be eligible for a Highly Qualified stipend, the building principal must approve the assignment as instructional. Aides whose work assignments include both instructional and non-instructional may have stipends pro-rated according to the percent of the day that is instructional. The building principal will designate which portion of the work day is to be listed as instructional. New employees hired as instructional paraprofessionals are required to have met the qualifications criteria as an initial condition for employment within thirty (30) working days.

Instructional teacher aides who have a two-year college degree (Associates) or a four-year college degree (Bachelors) will receive a \$1,000 yearly stipend.

Instructional teacher aides who have passed the required paraprofessional test will receive a \$500 yearly stipend. In the event that an aide who has passed the paraprofessional test obtains an associate or bachelor's degree, their salary will be increased an additional \$500.

Aides who have either passed the paraprofessional test or obtained a college degree, are required to notify the central office in writing before the first pay period in August to receive this increase in their monthly paychecks. Any stipend due after the first pay period deadline will be paid as a one-time payment in the employee's last pay check.

All instructional aides must have prior principal approval for their instructional aide status. To receive the full stipend, an aide must provide the central office documentation of either passing the paraprofessional test or college degree status on or before October 1 of the current school year. One half stipend will be paid if documentation is provided to the central office after October 1 and before the beginning of the second semester. No additional stipend will be paid if the High Qualified status is not documented before the beginning of the second semester.

Lunchroom supervisors who are not designated as Managers or Directors will receive an additional stipend of \$900 per year and work a 188-day contract. No additional salary will be paid for obtaining certification as a manager or director without prior approval from the superintendent.

SALARY SCHEDULE FOR FOOD SERVICES (178 Days)			SALARY SCHEDULE FOR FOOD SERVICE MANAGER (188 Days)		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$11,095.00		0	\$12,563.00
	1	11,317.00		1	12,814.00
	2	11,543.00		2	13,071.00
	3	11,774.00		3	13,332.00
	4	12,010.00		4	13,598.00
	5	12,250.00		5	13,870.00
	6	12,495.00		6	14,148.00
	7	12,744.00		7	14,431.00
	8	13,000.00		8	14,720.00
	9	13,259.00		9	15,014.00
	10	13,524.00		10	15,314.00
	11	13,795.00		11	15,620.00
	12	14,071.00		12	15,933.00
	13	14,352.00		13	16,251.00
	14	14,639.00		14	16,577.00
	15	14,932.00		15	16,908.00
	16	15,231.00		16	17,246.00
	17	15,535.00		17	17,591.00
	18	16,002.00		18	18,119.00
	19	16,482.00		19	18,663.00
	20	16,976.00		20	19,223.00

Head Cook (188 days)
 Use 178 schedule + 10
 extra days + \$900.

SALARY SCHEDULE FOR FOOD SERVICE DIRECTOR (188 DAYS)		
F. T. E.	Years	Salary
	0	\$13,593.00
	1	13,865.00
	2	14,142.00
	3	14,425.00
	4	14,714.00
	5	15,008.00
	6	15,308.00
	7	15,614.00
	8	15,926.00
	9	16,245.00
	10	16,570.00
	11	16,901.00
	12	17,239.00
	13	17,584.00
	14	17,935.00
	15	18,294.00
	16	18,661.00
	17	19,033.00
	18	19,604.00
	19	20,192.00
	20	20,798.00

***Add \$1,000.00 to the district food service director.**

SALARY SCHEDULE FOR GENERAL MAINTENANCE WITH HEATING & AIR LICENSE (240 DAYS)

F. T. E.	Years	Salary	Salary With Heat/Air Certification	Salary With Heat/Air License
	0	\$18,575.00	\$20,712.00	\$22,847.00
	1	18,947.00	21,126.00	23,305.00
	2	19,326.00	21,549.00	23,770.00
	3	19,712.00	21,980.00	24,246.00
	4	20,107.00	22,419.00	24,731.00
	5	20,508.00	22,868.00	25,226.00
	6	20,919.00	23,325.00	25,730.00
	7	21,337.00	23,792.00	26,244.00
	8	21,764.00	24,268.00	26,770.00
	9	22,200.00	24,753.00	27,305.00
	10	22,644.00	25,247.00	27,851.00
	11	23,096.00	25,753.00	28,408.00
	12	23,558.00	26,268.00	28,976.00
	13	24,029.00	26,793.00	29,556.00
	14	24,510.00	27,329.00	30,147.00
	15	25,000.00	27,876.00	30,750.00
	16	25,500.00	28,433.00	31,365.00
	17	26,010.00	29,002.00	31,992.00
	18	26,790.00	29,872.00	32,952.00
	19	27,594.00	30,768.00	33,941.00
	20	28,422.00	31,691.00	34,959.00

SALARY SCHEDULE FOR LPN NURSE (178 DAYS)			SALARY SCHEDULE FOR RN NURSE (178 DAYS)		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$14,078.00		0	\$18,029.00
	1	14,359.00		1	18,390.00
	2	14,647.00		2	18,757.00
	3	14,940.00		3	19,132.00
	4	15,239.00		4	19,515.00
	5	15,544.00		5	19,906.00
	6	15,855.00		6	20,303.00
	7	16,171.00		7	20,709.00
	8	16,494.00		8	21,124.00
	9	16,825.00		9	21,547.00
	10	17,161.00		10	21,977.00
	11	17,505.00		11	22,417.00
	12	17,854.00		12	22,865.00
	13	18,211.00		13	23,322.00
	14	18,576.00		14	23,789.00
	15	18,947.00		15	24,265.00
	16	19,326.00		16	24,750.00
	17	19,713.00		17	25,245.00
	18	20,304.00		18	26,002.00
	19	20,913.00		19	26,782.00
	20	21,540.00		20	27,586.00
SALARY SCHEDULE FOR COMPUTER/APSCN TECH (240 DAYS) (BASE X 2%)			SALARY SCHEDULE FOR COMPUTER/APSCN TECH + ASSOCIATE (240 DAYS) (BASE X 2%) (240 DAYS) (BASE X 2%)		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$28,423.00		0	\$29,174.75
	1	28,991.00		1	29,862.25
	2	29,571.00		2	30,549.75
	3	30,163.00		3	31,237.25
	4	30,765.00		4	31,924.75
	5	31,381.00		5	32,612.25
	6	32,008.00		6	33,299.75
	7	32,649.00		7	33,987.25
	8	33,302.00		8	34,674.75
	9	33,967.00		9	35,362.25
	10	34,647.00		10	36,049.75
	11	35,340.00		11	36,737.25
	12	36,047.00		12	37,424.75
	13	36,768.00		13	38,112.25
	14	37,503.00		14	38,799.75
	15	38,253.00		15	39,487.25
	16	39,018.00		16	40,174.75
	17	39,798.00		17	40,862.25
	18	40,992.00		18	41,549.75
	19	42,222.00		19	42,237.25
	20	43,489.00		20	42,924.75

SALARY SCHEDULE FOR BUS MECHANIC (240 DAYS)			SALARY SCHEDULE FOR BUS DRIVER (178 DAYS)		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$21,577.00		0	\$8,330.00
	1	22,009.00		1	8,495.00
	2	22,450.00		2	8,665.00
	3	22,898.00		3	8,838.00
	4	23,356.00		4	9,016.00
	5	23,824.00		5	9,196.00
	6	24,300.00		6	9,380.00
	7	24,786.00		7	9,568.00
	8	25,281.00		8	9,759.00
	9	25,787.00		9	9,954.00
	10	26,303.00		10	10,153.00
	11	26,829.00		11	10,357.00
	12	27,366.00		12	10,564.00
	13	27,913.00		13	10,775.00
	14	28,471.00		14	10,990.00
	15	29,041.00		15	11,209.00
	16	29,622.00		16	11,434.00
	17	30,214.00		17	11,663.00
	18	31,120.00		18	12,013.00
	19	32,054.00		19	12,373.00
	20	33,016.00		20	12,744.00

Special education mini-bus drivers shall be paid as a regular bus driver with the same benefits unless the route falls under thirty (30) minutes. If the superintendent deems such time is to be permanent, the driver will collect two-thirds of regular salary and benefits.

Salary for route bus drivers will be based on salary schedule plus place on bus route pay system. (Adjusted September & January)
Route bus drivers shall be paid \$35.00 for an activity trip lasting up to four hours. On an activity trip, route bus drivers will be paid \$35.00 for the first four hours, all subsequent hours will be paid at the rate of \$7.55/hour.

Certified personnel driving their sponsored activity bus outside school hours shall be paid \$7.50 per hour with a maximum of \$30.00 per trip. (Examples would include FFA, FCCLA, Beta Club, Band, class sponsors and athletics.) Those certified personnel driving for other activities shall be paid as a regular route driver.

1. FLSA minimum wage effective July 24, 2009.
2. A.C.A. § 6-17-2203

SALARY SCHEDULE FOR JANITORS (178 DAYS)			SALARY SCHEDULE FOR JANITORS (240 DAYS)		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$11,150.00		0	\$15,185.00
	1	11,373.00		1	15,474.00
	2	11,601.00		2	15,777.00
	3	11,833.00		3	16,086.00
	4	12,070.00		4	16,402.00
	5	12,311.00		5	16,723.00
	6	12,557.00		6	17,052.00
	7	12,808.00		7	17,386.00
	8	13,065.00		8	17,728.00
	9	13,325.00		9	18,075.00
	10	13,592.00		10	18,432.00
	11	13,864.00		11	18,794.00
	12	14,141.00		12	19,163.00
	13	14,424.00		13	19,541.00
	14	14,713.00		14	19,925.00
	15	15,006.00		15	20,317.00
	16	15,307.00		16	20,718.00
	17	15,613.00		17	21,126.00
	18	16,081.00		18	21,760.00
	19	16,563.00		19	22,413.00
	20	17,060.00		20	23,085.00

SALARY SCHEDULE FOR ADMINISTRATIVE ASSISTANT/CLERK—FEDERAL PROGRAMS (240 DAYS) (240 DAYS)			SALARY SCHEDULE FOR EXECUTIVE ADMINISTRATOR'S SECRETARY/ACTIVITY BOOKKEEPER (240 DAYS) (178 DAYS)		
F. T. E.	Years	Salary	F. T. E.	Years	Salary
	0	\$21,297.00		0	\$22,926.00
	1	21,724.00		1	23,384.00
	2	22,158.00		2	23,853.00
	3	22,601.00		3	24,330.00
	4	23,053.00		4	24,816.00
	5	23,514.00		5	25,313.00
	6	23,985.00		6	25,818.00
	7	24,465.00		7	26,335.00
	8	24,954.00		8	26,861.00
	9	25,452.00		9	27,399.00
	10	25,961.00		10	27,947.00
	11	26,481.00		11	28,505.00
	12	27,011.00		12	29,076.00
	13	27,550.00		13	29,658.00
	14	28,101.00		14	30,250.00
	15	28,664.00		15	30,856.00
	16	29,237.00		16	31,473.00
	17	29,822.00		17	32,102.00
	18	30,717.00		18	33,065.00
	19	31,639.00		19	34,057.00
	20	32,588.00		20	35,079.00

SALARY SCHEDULE FOR ADMINISTRATIVE ASSISTANT FINANCE (240 DAYS)		
F. T. E.	Years	Salary
	0	\$32,385.00
	1	33,033.00
	2	33,693.00
	3	34,367.00
	4	35,055.00
	5	35,755.00
	6	36,471.00
	7	37,201.00
	8	37,944.00
	9	38,703.00
	10	39,477.00
	11	40,267.00
	12	41,072.00
	13	41,893.00
	14	42,732.00
	15	43,587.00
	16	44,458.00
	17	45,347.00
	18	46,707.00
	19	48,108.00
	20	49,551.00

8.1.1-SALARY SCHEDULE CLASSIFIED

The Mountain View School District may provide to classified personnel non-recurring salary payments from non-revenue receipts.

These payments shall be paid in equal amounts to classified personnel unless a different distribution is agreed upon by the school board. These payments shall not become a part of the base salary.

The Salary Committee shall meet and review net current revenues as many times as necessary within a school year. The committee shall meet within three (3) weeks of the receipt of any Minimum Foundation Program Aid printout for Mountain View School District #30. The committee shall recommend a method and time of distribution for faculty vote and board approval. The superintendent shall present MFPA printouts and pertinent information to the committee. PPC members will not be allowed to serve on the Salary Committee.

Pay day will be the last working Friday of each month.

8.1.2-FULL TIME EMPLOYEE CLASSIFIED

A full time employee will work the number of hours that the district considers “full time” for that position. Any employee working less than what is considered full time will be considered “part time” and will have salary, benefits and experience pro-rated. (For example: a half-time custodian would receive half salary, half benefits and half experience per year.)

The following list reflects hours per position considered full time:

Teacher Aide.....	7 Hours
Office Personnel	7 Hours
Bus Driver	2 Hours
Custodian	8 Hours
Cafeteria Worker	7 Hours
Maintenance.....	8 Hours
Mechanic.....	8 Hours
Nurse	7 Hours
Computer Tech.....	8 Hours

8.1.3-SALARY SCHEDULE CLASSIFIED

PLACEMENT OF NEW EMPLOYEES ON CLASSIFIED SALARY SCHEDULE:

Aide	A new employee can count total years of experience worked in a school as an aide or teacher. A letter of verification is required.
Cafeteria	A new employee can count total years of experience worked in a Manager/Cook school in like position. A letter of verification is required.
Bus Drivers	A new employee can count total years of experience worked in a school in like position. A letter of verification is required.
Bus Mechanic	A new employee can count total years of experience worked in a school in like position. Experience of like job from a business will be counted with a maximum of seven (7) years transferred. A letter of verification is required.
Maintenance	A new employee can count total years of experience worked in a school in like position. Experience of like job from a business will be counted with a maximum of seven (7) years transferred. A letter of verification is required.
Secretary	A new employee can count total years of experience worked in a school in like position. Experience of like job from a business will be counted with a maximum of seven (7) years transferred. A letter of verification is required.
Nurse	A new employee can count total years of experience worked in a school as LPN or RN. Experience of like job from a business will be counted with a maximum of seven (7) years transferred. A letter of verification is required.
Computer/APSCN Technician (With/without degree)	A new employee can count total years of experience worked in a school in a like position. Experience from a like job in a business will be counted to a maximum of seven (7) years. A letter of verification is required.

PLACEMENT OF PRESENT EMPLOYEE ON CLASSIFIED SALARY SCHEDULE:

A Mountain View School employee changing from one Classified Salary Schedule to a different Classified Salary Schedule can count their years of seniority (Number of years served consecutively in Mountain View School).

8.2— NONCERTIFIED PERSONNEL EVALUATIONS

Noncertified personnel may be periodically evaluated.

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

Legal Reference: A.C.A. § 6-17-2301

Date Adopted:

Last Revised:

8.3—EVALUATION OF NONCERTIFIED PERSONNEL BY RELATIVES

A copy of the evaluation policy will be made available to the classified staff.

No person shall be employed in, or assigned to, a position which would require that he be evaluated by any relative, by blood or marriage, including spouse, parent, child, grandparent, grandchild, sibling, aunt, uncle, niece, nephew, or first cousin.

Notes: This policy is similar to Policy 3.3. If you change this policy, review 3.3 at the same time to ensure applicable consistency between the two.

This policy is optional and is **not** required by any statute.

Date Adopted:

Last Revised:

8.4— NONCERTIFIED EMPLOYEES DRUG TESTING

Scope of Policy

Each person hired for a position which allows or requires that the employee operate any type of motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District, and is operated for the transportation of children to or from school or school sponsored activity shall undergo a physical examination, including a drug test.¹ Each person's initial employment for a job entailing a safety sensitive function is conditioned upon the district receiving a negative drug test result for that employee.² The offer of employment is also conditioned upon the employee's signing an authorization for the request for information by the district from the Commercial Driver Alcohol and Drug Testing Database.³

Methods of Testing

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

Definition

Safety sensitive function includes:

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

Requirements

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

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

Prohibitions

- A. No driver shall report for duty or remain on duty requiring the performance of safety-sensitive functions while having an alcohol concentration of 0.04 or greater;
- B. No driver shall use alcohol while performing safety-sensitive functions;
- C. No driver shall perform safety-sensitive functions within four (4) hours after using alcohol;

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

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

Testing for Cause

Drivers involved in an accident in which there is a loss of another person's life shall be tested for alcohol and controlled substances as soon as practicable following the accident. Drivers shall also be tested for alcohol within eight (8) hours and for controlled substances within thirty two (32) hours following an accident for which they receive a citation for a moving traffic violation if the accident involved: 1) bodily injury to any person who, as a result of the injury, immediately receives medical treatment away from the scene of the accident, or 2) one or more motor vehicles incurs disabling damage as a result of the accident requiring the motor vehicle to be transported away from the scene by a tow truck or other motor vehicle.⁴

Refusal to Submit

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

- Failed to appear for any test within a reasonable period of time as determined by the employer consistent with applicable Department of Transportation agency regulation;
- Failed to remain at the testing site until the testing process was completed;
- Failed to provide a urine specimen for any required drug test;
- Failed to provide a sufficient amount of urine without an adequate medical reason for the failure;
- Failed to undergo a medical examination as directed by the Medical Review Officer as part of the verification process for the previous listed reason;
- Failed or declined to submit to a second test that the employer or collector has directed the driver to take;
- Failed to cooperate with any of the testing process; and/or
- Adulterated or substituted a test result as reported by the Medical Review Officer.

Consequences for Violations

Drivers who engage in any conduct prohibited by this policy, who refuse to take a required drug or alcohol test, refuse to sign the request for information required by law, or who exceed the acceptable limits for the respective tests shall no longer be allowed to perform safety sensitive functions. Actions regarding their continued

employment shall be taken in relation to their inability to perform these functions and could include termination or non-renewal of their contract of employment.⁵

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

If the results for an alcohol test administered to a driver is equal to or greater than 0.02, but less than 0.04, the driver shall be prohibited from performing safety-sensitive functions for a period not less than 24 hours from the time the test was administered. Unless the loss of duty time triggers other employment consequence policies, no further other action against the driver is authorized by this policy for test results showing an alcohol concentration of less than 0.04.

Notes: You are required to give drivers a copy of the procedures that will be used in the testing for drugs and alcohol. If you are following your own policy in this regard, give your drivers a copy of that policy; if you’re using a drug testing company to administer the tests, give your drivers a copy of the test administration procedures.

You are required to provide your drivers the name of the person you have designated to answer your drivers questions about the materials you give them regarding drug and alcohol testing.

You are also required to give your employees “information pertaining to the effects of alcohol and controlled substance use on an individual’s health, work, and personal life; signs and symptoms of an alcohol or a controlled substances problem (the driver’s or a co-worker’s); and available methods of intervening when an alcohol or a controlled substances problem is suspected, including confrontation, referral to any employee assistance program and/or referral to management.”

Give a copy of this policy to your drivers.

Have your drivers sign an acknowledgement that they have received all of the information contained in this policy and these footnotes.

¹ You have the option of also requiring an alcohol test, but you may not selectively require it, i.e. if you require it for one prospective employee you must require it for all prospective employees.

² While A.C.A. § 6-19-108(e) permits a district to hire a non-certified bus driver in an emergency situation, 49CFR382.301 forbids a first time driver (employee) from performing any safety sensitive functions prior to the district receiving a negative drug test for the employee.

³ While the provisions for fines contained in 27-23-209 do not apply to school districts, school districts are still required to comply with this law. It is for this reason, along with simple prudence in not hiring a person who receives a positive drug/alcohol test, that this language is included. The request for information required by the state is in addition to the federal requirement (49CFR40.25(a)(b) that you request drug and alcohol test results from any U.S. Department of Transportation regulated employers who have employed the employee during any period during the two years prior to the date of the employee's application.

⁴ Employers are required to report to the Office of Driver Services of the Revenue Division of the Department of Finance and Administration within three (3) business days the results of an alcohol test if it was performed due to cause or as part of random testing and the results were positive or the employee refused to provide a specimen for testing.

⁵The drivers covered under this policy are those who operate a vehicle as outlined in the first paragraph, "Scope of Policy." Federal law requires you to remove them from safety-sensitive functions when a drug or alcohol related problem exists, but the law does not enter into the realm of dismissing them from other, non-driving, duties.

This policy is similar to Policy 3.7. If you change this policy, review 3.7 at the same time to ensure applicable consistency between the two.

Legal References: A.C.A. § 6-19-108
 A.C.A. § 27-23-201 et seq.
 49 C.F.R. § 382-101 – 605
 49 C.F.R. § part 40
 Arkansas Division of Academic Facilities and Transportation Rules Governing
 Maintenance and Operations of Arkansas Public School Buses and Physical
 Examinations of School Bus Drivers

Date Adopted:

Last Revised:

CERTIFICATION

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

Signature

Date

8.5— NONCERTIFIED EMPLOYEES SICK LEAVE

Definitions

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

Sick Leave

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

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

At the discretion of the principal (or Superintendent), the District may require a written statement from the employee’s physician. Failure to provide such documentation of illness may result in sick leave not being paid, or in dismissal. Excessive absenteeism, whatever the cause, to the extent that the employee is not carrying out his assigned duties to the degree that the education of students or the efficient operation of a school or the district is substantially adversely affected (at the determination of the principal or Superintendent) may result in dismissal.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the district shall determine if the leave qualifies for FMLA leave. The district may request additional information from the employee to help make the applicability² determination. If the leave qualifies under the FMLA, the district will notify the employee, either orally or in writing³, of the decision within two workdays. If the leave is intermittent as defined in this policy and the circumstances of the leave don’t change, the district is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent the employee has accrued paid leave, any leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee’s accrued leave.

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

¹ For noncertified employees your district has the choice of crediting sick leave days up front as is done for licensed employees, or of crediting sick leave at the rate of one day per month worked. Choose your method and delete the portion of this sentence that reflects your choice.

² As used in this policy, “applicable” is a very important word. Some leave taken under FMLA also applies to sick leave and therefore, the employee will get paid for the leave to the extent the employee has sick leave accrued. Other leave taken under FMLA is not applicable to sick leave and therefore the FMLA leave is unpaid. For instance, “applicable leave” in terms of time taken under FMLA due to the birth of a child will vary depending on the language in your district’s policy on sick leave. For instance, if sick leave may be taken “for reason of personal illness or illness in the immediate family” (based on the statutory definition in 6-17-1302, and an employee gives birth to a child, she may take sick leave for the amount of time that her personal physician deems it necessary for her to physically recover from childbirth. Once the medically necessary time has passed, sick leave is no longer appropriate and cannot be used. While under the FMLA, the employee could take additional time off work, she would need to take unpaid FMLA leave for this purpose, unless she had personal days or vacation days available. However, if your district has a much more liberal definition of sick leave in district policy, the results could be entirely different. Another example would be the potential for overlap between pregnancy complications that arise to the level of a “serious health condition.” For instance, pregnancy complications that rose to the level of a “serious health condition” would qualify for both, while missing work for a dentist’s appointment would qualify for sick leave, but would not qualify for FMLA leave. Consult policy 8.23— NONCERTIFIED PERSONNEL FAMILY MEDICAL LEAVE when making the determination of what sick leave qualifies under both policies. It may also be helpful to consult 29 CFR 825.114 which is attached at the end of that policy.

³ If the notice is oral, it must be confirmed in writing no later than the following payday (unless the payday is less than one week after the notice, in which case the notice must be no later than the subsequent payday). The written notice may be in any form, including a notation on the employee’s pay stub.

Cross Reference: 8.23— NONCERTIFIED PERSONNEL FAMILY MEDICAL LEAVE

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

Date Adopted:
Last Revised:

The Board of Education shall grant to every classified employee in the school district sick leave at full pay at a rate of one (1) day per month or major portion thereof, for the employees with 178 day, 188 day, and 240 day contracts. An employee with a 190 day contract shall be granted ten (10) sick leave days at full pay.

Classified employees shall be entitled to take sick leave for personal illness or illness in his immediate family, including spouse, children, parents or other relatives.

The district shall maintain a record of sick leave used and accumulated for each employee. Sick leave days not used by a teacher shall be credited to the teacher up to a maximum of 120 days.

A classified employee taking sick leave may use any amount up to his total number of accumulated days.

Retiring classified employees, classifieds who are withdrawing from the teacher retirement system (ATRS) and entering the state deferred retirement plan commonly known as "T-Drop", or teachers who have previously retired and have returned to teach and are retiring again, shall be paid for unused sick and personal leave days at the rate of current degreed substitute pay per day. (See also 8.35)

Classified employees shall be paid for unused sick leave days accumulated above 120 days at the end of each year at the rate of current degreed substitute pay per day.

In the event of an employee's death while under contract with the Mountain View School District, the district will pay the employee's accumulated sick leave and personal leave days to the ATRS designated heir at the rate of the employee's substitute pay.

The superintendent may require a statement from a medical doctor or other acceptable proof that the teacher was unable to work to the end that there will be no abuse of sick leave privileges.

The superintendent may require a physician's verification of sick leave when absence exceeds three continuous days or when absence indicates need for verification. Should a classified employee be absent frequently during a school year, and if such a pattern of absences continues, or is reasonably expected to continue, the superintendent may relieve the employee of his/her assignment (with board approval) and assign the classified substitute duty at the classified's daily rate of pay.

Should the classified employee fail, or otherwise be unable, to report for substitute duty when called, the classified employee will be charged a day of sick leave, if available.

Excessive absenteeism, whatever the cause, to the extent that the employee is not carrying out his assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the principal or superintendent) may result in dismissal.

Upon proper verification in writing of previous employing school, a classified employee employed by the school may transfer up to 60 days of sick leave from another school district in Arkansas.

After the sick leave is exhausted and a classified employee must still be absent, said employee must declare work intentions:

1. Come back to work.
2. Take a leave of absence without pay.
3. Submit resignation.

In case of any absence from duty because of illness, the employee is asked to telephone the

principal at the earliest possible moment, preferably the day before the expected absence.

The classified employee must leave complete plans for the substitute to follow.

Sick leave and personal leave shall be tallied monthly. Classified employees shall be notified.

The Board may grant leave without pay for health reasons for a period of one (1) school year only to any employee who has completed three (3) years employment in this school district.

The Board of Education shall grant to every classified employee in the school district sick leave at full pay at a rate of one (1) day per month or major portion thereof, for the employees with 178 day, 188 day, and 240 day contracts. An employee with a 190 day contract shall be granted ten (10) sick leave days at full pay.

The classified employee will be permitted to leave and return to employment provided a qualified and classified employee can be found who is willing to work a limited contract while the classified employee is on leave.

Each request must be accompanied by a doctor's statement and be recommended by the principal and superintendent. It must be approved by the Board of Education before it can be granted.

8.5.1-FUNERAL

A maximum of three days will be allowed for funeral leave for a member of the immediate family. After three days, absence will be charged to either sick or personal leave. This will be determined by the principal and/or by the employee's immediate supervisor. The immediate family will include (natural and/or step) father, mother, son, daughter, brother, sister, husband, wife, grandparent, grandchild, sister-in-law, brother-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, cousin, and other persons living in the same household.

A maximum of one day of funeral leave per year may be used with prior approval from the principal and/or the employee's immediate supervisor for extenuating circumstances. Extenuating circumstances could include the death of someone not covered in paragraph one and/or a request from the deceased's family for the employee to participate in the service. (Updated: 4-8-06)

8.6.—SICK LEAVE BANK

A. Participation

At the beginning of each school year, each new classified member shall contribute one of their sick leave days to a sick leave bank. Each person wishing to join the sick leave bank shall do so by September 15 of each school year on a sick leave bank chairman or committee member. The sick leave bank is completely voluntary in nature.

B. Governance—Sick Leave Bank Committee

A five-member committee will oversee the administration of the sick leave bank with the assistance of the superintendent. The committee will be comprised of classified members who have contributed to the sick leave bank. One committee member will be from Rural Special campus and one from the Timbo campus. One member will be from the Mountain View High School campus, one from the Mountain View Middle School campus, and one from the Mountain View Elementary campus. The committee will be elected at the same time that member are elected to the Personnel Policy Committee. A chairperson will be elected from the five members of the Sick Leave Bank Committee within two weeks following the elections on the committee.

The committee will decide on requests based on the committee's rules of operation.

Rules of Operation

The Sick Leave Bank Committee will administer the bank according to the following rules:

- (1) Classified Personnel who have made contributions to the bank may make withdrawals from the bank and must be currently enrolled. Days cannot be returned to the contributor.
- (2) The SLB days may be used only upon exhaustion of a bank member's accumulated sick leave and accumulated personal leave days.
- (3) Sick Leave Bank days will be granted only in cases of an extended illness or a debilitating injury of a SLB member or immediate family—parents, children, or spouse. Requests will be examined on an individual basis and granted or denied by the committee.

For the purpose of this policy, an illness or injury is one which is disabling for a predicted time of fifteen (15) days or more working days and is not related to a normal pregnancy or elective surgery or any medical procedure which, in the opinion of medical exerts, can be performed during summer vacation. The SLB Committee reserves the right to make exceptions to this policy in cases involving unusual circumstances. The applicant must provide medical documentation that a debilitating illness or injury exists.

- (4) Requests for SLB days will be made on a SLB request form submitted to the chairperson or a member of the SLB Committee.

- (5) Sick leave grants made from the bank shall be for up to ten (10) days for an individual applicant per year, if the days are available.
- (6) Classified Personnel new to the district have a one-year waiting period before becoming a member.
- (7) The Sick Leave Bank can carry up to a maximum of 150 days over to the next year.
- (8) The new member shall deposit one (1) day the first year, one (1) day the second year, and one (1) day the third year for a total of three (3) days.
- (9) Any SLB member who has been denied days from the Bank shall have a right to request a convening on the committee for the purpose of making a personal appeal.
- (10) When the sick leave bank accrues the maximum number of days (150), a person who has been a member of the sick leave bank for three (3) consecutive years and contributed three (3) days shall not be required to contribute sick leave days until such time as the accumulated days in the sick leave bank are considered by the committee to be deficient.
- (11) Any member who has used the maximum number of days shall not be required to contribute to the bank again until the full membership contributes to the bank.
- (12) The Sick Leave Bank Committee, with the superintendent's approval, has the right to consider any member in good standing's request and grant approval of such request in extenuating circumstances not referred to in number 3.
- (13) District employees who are husband and wife are eligible to utilize each other's sick leave. Written permission must be received for each day of donated sick leave.

8.7—NONCERTIFIED PERSONNEL PERSONAL AND PROFESSIONAL LEAVE

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time employee shall receive two (2)¹ days of personal leave per contract year.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions which are related to their job duties and do not qualify for other types of leave (for sick leave see Policy 8.5, for professional leave see below).

School functions, for the purposes of this policy, means:

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

The determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Any employee desiring to take personal leave may do so by making a written request to his supervisor at least twenty-four (24) hours prior to the time of the requested leave. The twenty-four hour requirement may be waived by the supervisor when the supervisor deems it appropriate.

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

Professional Leave

"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., workshops or serving on professional committees) which can serve to improve the school district's instructional program or enhances the employee's ability to perform his duties. Professional leave will also be granted when a school district employee is subpoenaed for a matter arising out of the employee's employment with the school district. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the district's students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.

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

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

Please note that the provisions of Act 1028 of 2007 which gives state employees 8 hours of paid leave to attend their children's school educational activities does **NOT** apply to public school employees.

¹ If your district gives personal days, insert the number of days given.

² Choose the number of hours or portion of a work day that is the minimum that may be taken at any one time.

Legal Reference: A.C.A. § 6-17-211

Date Adopted:
Last Revised:

Each employee of the Mountain View School District shall be granted two (2) days of personal leave per year, such days to accumulate up to and including seven (7). (Seven days maximum)

Each employee shall be paid at the end of the school year for unused personal leave days accumulated above seven (7) days at the rate of current substitute pay per day, or transfer to sick leave.

Each employee is granted three (3) additional days of personal leave, if needed, at a cost of current rate of pay per day, to be deducted from the employee's salary.

Personal leave must be requested at least three (3) days in advance, with approval by the employee's immediate supervisor.

The principal may approve emergency leave, if warranted, with shorter notice.

Classified employees will be given three (3) additional days of personal leave at a cost of the percentage that classified substitute pay is to the average classified pay per day.

Sick leave and personal leave shall be tallied monthly. Employees shall be notified.

Reference: Arkansas Act 724 of 1989.

8.7.1-MATERNITY LEAVE

Maternity leave will be treated as sick leave. Available sick leave days will be allowed during this period of absence.

The employee shall notify the principal of her pregnancy as soon as possible.

The employee may remain at work as long as her performance is satisfactory and her physician deems advisable and shall return to the same position under the same conditions.

The open position will be filled with an employee on a temporary contract during the period of absence.

An employee adopting a child may be given the same leave as stated above.

8.7.2-MILITARY LEAVE

All teachers, administrators, and non-certified personnel employed by any public school in this state who desire to take a leave of absence for the purpose of participating in military training programs or other official duties made available by the National Guard or by the reserve branches of the armed forces and all teachers and administrators employed by a public school who desire to take a leave of absence for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Services shall be entitled to such a leave of absence for a period of fifteen (15) days, plus necessary travel time, in any fiscal year. To the extent this leave is not used in a fiscal year, it will accumulate for use in the succeeding fiscal year until it totals fifteen (15) days at the beginning of a fiscal year.

Whenever any teacher, administrator, or non-certified employee is granted a leave of absence under the provisions of this section, he shall be entitled to his regular salary during the time he is away from his duties during such leave of absence.

The teacher or administrator will be responsible for paying for the cost of any substitute employed in the teacher's or administrator's absence.

Such leave of absence shall be in addition to the regular vacation time allowed the employee.

Teachers, administrators, and non-certified personnel called to duty in emergency situations by the Governor or by the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to all other leave to which the teacher, administrator, or non-certified person shall be entitled. "Emergency situations" shall have the same meaning as it is defined in §21-4-212.

During the leave of absence, teachers, administrators, and non-certified persons shall be entitled to preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges and benefits to which they have become entitled.

The period of military service shall, for purposes of computations to determine whether such persons may be entitled to retirement under the laws of the State of Arkansas, be deemed continuous service, and the teacher, administrator, or non-certified employee shall not be required to make contributions to any retirement fund.

The school district shall continue to contribute their portion of any life and disability insurance premiums during the leave of absence on behalf of the teacher, administrator, or non-certified employee, if requested, so that continuous coverage may be maintained.

For the purpose of this section "fiscal year" shall be the fiscal year now established for the United States Government.

Legal Reference: A. C. A. 16-31-106

All employees of the state, as defined in Arkansas Code 21-4-203, or any of its political subdivisions who desire to take a leave of absence for the purpose of participating in the military training programs made available by the National Guard or any of the reserve branches of the armed forces and all state employees

who are members of the Reserve Corps of the Public Health Service who desire to take a leave of absence for the purpose of participating in the civil defense and public health training programs made available by the United States Public Health Service shall be entitled to such a leave of absence for a period of fifteen (15) days plus necessary travel time for annual training requirements or other duties performed in an official duty status in any one (1) calendar year. To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding calendar year until it totals fifteen (15) days at the beginning of the calendar year.

Whenever any employee is granted a leave of absence under the provisions of this section, he shall be entitled to his regular salary during the time he is away from his duties during such leave of absence. Such leave of absence shall be in addition to the regular vacation time allowed to the employee.

Employees called to duty in emergency situations by the Governor or by the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to all other leave the employee shall be entitled to. "Emergency situations" shall have the same meaning as it is defined in §21-4-212.

During the leave of absence, the employee shall be entitled to preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits, and any other rights, privileges and benefits to which they have become entitled.

The period of military service shall, for purposes of computations to determine whether such person may be entitled to retirement benefits, be deemed continuous service, and the employee shall not be required to make contributions to any retirement fund.

The state or political subdivision shall continue to contribute their portion of any life or disability insurance premiums during the leave of absence on behalf of the employee, if requested, so that continuous coverage may be maintained.

Employees who are members of the National Guard or any of the reserve branches of the armed forces shall be granted leave at the rate of fifteen (15) days per calendar year, plus necessary travel time for annual training requirements or other duties performed in an official duty status. To the extent this leave is not used in a calendar year, it will accumulate for use in the succeeding year. The leave shall be granted without loss of pay and in addition to regular vacation time. Each employee who requests military leave shall furnish a copy of his orders for his personnel file.

An employee who is drafted or called to active duty in the armed forces of the United States or who volunteers for military service shall be placed on extended military leave without pay and upon application within ninety (90) days after the effective date of his release from active duty shall be reinstated to the position vacated or an equivalent position at no loss of seniority or any of the other benefits and privileges of employment. The right of reemployment shall conform with all federal government rules and regulations.

Any employee who enlists or reenlists for a second consecutive tour of military duty shall be deemed to have forfeited his reemployment rights.

Personnel called to duty in emergency situations by the Governor or the President shall be granted leave with pay not to exceed thirty (30) working days after which leave without pay will be granted. This leave shall be granted in addition to regular vacation time. "Emergency situations" means any case of invasion, disaster, insurrection, riot, breach of peace, or imminent danger thereof, threat to the public health or security, or threats to the maintenance of law and order.

During any military leave of absence, the employee shall be entitled to preserve all seniority rights, efficiency or performance ratings, promotional status, retirement privileges, life and disability insurance benefits and any other rights, privileges and benefits to which they have become entitled.

The period of military service shall, for purposes of computations to determine whether such person may be entitled to retirement benefits, be deemed continuous service and the employee shall not be required to make any contributions to any retirement fund.

The state shall continue to contribute its portion of any life or disability insurance premiums during the leave of absence on behalf of the employee, if requested, so that continuous coverage may be maintained.

All provisions of this act of a general and permanent nature are amendatory to the Arkansas Code of 1987 Annotated and the Arkansas Code Revision Commission shall incorporate the same in the code.

If any provision of this act or the application thereof to any person or circumstance is held invalid, such invalidity shall not affect other provisions or applications of the act which can be given effect without the invalid provision or applications, and to this end the provisions of this act are declared to be severable.

All laws and parts of laws in conflict with this act are hereby repealed.

*Applies to Non-Certified Personnel

8.7.3-VACATIONS AND HOLIDAYS

Classified employees employed for twelve (12) months shall be entitled to two (2) weeks of vacation with pay according to the adopted salary scale. Vacation allowances are not accumulative, but may be taken during the next twelve month period if approved in advance by the administration.

An employee must work a minimum of six (6) months before a vacation is allowed, and may not use vacation time while school is in session unless it is approved by the Board.

8.8—NONCERTIFIED PERSONNEL RESPONSIBILITIES IN DEALING WITH SEX OFFENDERS ON CAMPUS

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

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

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

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

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

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

Legal References: A.C.A. § 12-12-913 (g) (2)
 Arkansas Department of Education Guidelines for "Megan's Law"
 A.C.A. § 5-14-132

Date Adopted:
Last Revised:

8.9—PUBLIC OFFICE – NONCERTIFIED PERSONNEL

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

No paid leave will be granted for the employee's participation in such public office. The employee may receive pay for personal leave or vacation (if applicable), if approved in advance by the Board, during his absence.

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

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

Note: This policy is substantially the same as Policy 3.13. If you change this policy consider changing 3.13 at the same time to ensure consistency between the two.

Cross Reference: Policy # 8.17—Noncertified Personnel Political Activity

Legal Reference: A.C.A. § 6-17-115

Date Adopted:

Last Revised:

8.10—JURY DUTY – NONCERTIFIED PERSONNEL

Employees are not subject to discharge, loss of sick leave, loss of vacation time or any other penalty due to absence from work for jury duty, upon giving reasonable notice to the District through the employee's immediate supervisor.

The employee must present the original (not a copy) summons to jury duty to his supervisor in order to confirm the reason for the requested absence.

Employees shall receive their regular pay from the district while serving jury duty.

Notes: This policy is similar to Policy 3.14. If you change this policy, review 3.14 at the same time to ensure applicable consistency between the two.

Legal Reference: A.C.A. § 16-31-106

Date Adopted:
Last Revised:

8.11—OVERTIME, COMPTIME, and COMPLYING WITH FLSA

The Mountain View School District shall comply with those portions of the Fair Labor Standards Act that relate to the operation of public schools. The act requires that covered employees be compensated for all hours worked at greater than or equal to the applicable minimum wage for workweeks of less than or equal to 40 hours.^A It also requires that employees be compensated for workweeks of greater than 40 hours at 1 1/2 times their regular rate of pay either monetarily^B or through compensatory time^C.

Definitions

Overtime is hours worked in excess of 40 per workweek. Compensation given for hours **not** worked such as for holidays or sick days do **not** count in determining hours worked per workweek.^D

Workweek is the seven day consecutive period of time from 12:00AM on Sunday to midnight on the following Saturday.¹ Each workweek is independent of every other workweek for the purpose of determining the number of hours worked and the remuneration entitled to by the employee for that week.^E

Exempt Employees are those employees who are not covered under the FLSA.^F They include administrators and professional employees such as teachers, counselors, nurses, and supervisors.² Any employee who is unsure of their coverage status should consult with the District's Administration.

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

Regular Rate of Pay includes all forms of remuneration for employment³ and shall be expressed as an hourly rate.^G For those employees previously paid on a salary basis, the salary shall be converted to an hourly equivalent. Employees shall be paid for each and every hour worked.

Employment Relationships

1. The District does not have an employment relationship in the following instances.
2. Between the District and student teachers;
3. Between the District and its students;
4. Between the District and individuals who as a public service volunteer or donate their time to the District without expectation or promise of compensation.

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

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

Hours Worked

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

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

Breaks and Meals

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

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

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

Overtime

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

Employees working two or more jobs for the District at different rates of pay shall be paid overtime at a weighted average of the differing wages.^O This shall be determined by dividing the total regular remuneration for all hours worked by the number of hours worked in that week to arrive at the weighted average. One half that rate is then multiplied times the number of hours worked over 40 to arrive at the overtime compensation due.⁴

Provided the employee and the District have a written agreement or understanding before the work is performed,^P compensatory time off may be awarded in lieu of overtime pay for hours worked over 40 in a workweek and shall be awarded on a one-and-one-half (1 1/2) time basis for each hour of overtime worked.^Q The District reserves the right to determine if it will award compensatory time in lieu of monetary pay for the overtime worked. The maximum number of compensatory hours an employee may accumulate at a time is 20.⁵ The employee must be able to take the compensatory time off within a reasonable period of time that is not unduly disruptive to the District.

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

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

Overtime Authorization

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

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

Leave Requests

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

Payment for leave could be delayed or not occur if an employee fails to turn in the required leave form.

Record Keeping^S and Postings^T

The District shall keep and maintain records as required by the FLSA for the period of time^U required by the act.⁶

The District shall display minimum wage posters where employees can readily observe them.⁷

Cooperation with Enforcement Officials^V

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

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

Supervisors will provide schedules for starting work, breaks, lunch and ending work. These schedules may vary as infrequent emergencies arise.

- Notes:** ¹ Select any consecutive 168 hours period (seven days) that will work best for your district.
- ² Supervisors cannot spend more than 20% of their time in the performance of non-supervisory work. For example a transportation director who also works on maintaining buses may only do so for $\leq 20\%$ of the workweek with no exceptions to that in **any** given workweek.
- ³ If you provide your employee a benefit in the form of goods or a facility the reasonable cost or the fair value of the lodging (per week) must be added to the cash wages before the regular rate is determined.
- ⁴ Example = an employee works for the district at one job paying \$8.00/hour and another paying \$10.00/hour. In a given week he works 50 hours, 26 of which are at \$8.00 and 24 at \$10.00. $26 \times 8 = \$208$ and $24 \times 10 = \$240$ for a total of \$448. $448/50(\text{total hours worked}) = \$8.96/\text{hour}$ (the weighted average). $8.96 \times 1/2 = 4.48 \times 10 \text{ hours} = \44.80 The total wages due for the week = $\$448 + \$44.80 = \$492.80$.
- ⁵ You may choose any number ≤ 240 . In determining the number to insert remember that you must permit the employee to use the comp time within a “reasonable” period of time so long as it does not “unduly disrupt” the district’s operations. Comp time does not have to be offered to all employees, nor does the agreement have to be the same for all employees.
- ⁶ 29 CFR § 516.2 –516.9 and 29 CFR § 553.50 list the records that are required to be kept. These are included in the accompanying material.
- ⁷ The district must display minimum wage posters in “conspicuous places” (each work site). They can be downloaded from the DOL by going to <http://www.dol.gov/esa/regs/compliance/posters/flsa.htm>

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

Date Adopted:
Last Revised:

8.12— NONCERTIFIED PERSONNEL OUTSIDE EMPLOYMENT

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

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

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

Note: This policy is similar to Policy 3.18. If you change this policy, review 3.18 at the same time to ensure applicable consistency between the two.

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

Date Adopted:

Last Revised:

8.12.1-SOLICITATIONS BY STAFF MEMBERS (EMPLOYEES)

The Board of Education prohibits any employee of the school district from directly or indirectly reaping personal profit or reward from the sale or purchase of goods or services to students in the school district or to parents of students, except as provided by law.

Reference: Ark. Stat. Ann. §§ 80-213, 80-509, 80-539, 80-1902, 80-1909

8.13— NONCERTIFIED PERSONNEL EMPLOYMENT

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

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

The Mountain View School District is an equal opportunity employer and shall not discriminate on the grounds of race, color, religion, national origin, sex, age, or disability.

Note: This policy is similar to Policy 3.18. If you change this policy, review 3.18 at the same time to ensure applicable consistency between the two.

Date Adopted:

Last Revised:

8.13.1-STAFF RIGHTS AND RESPONSIBILITIES

The Board of Education recognizes that each employee has the same civil and constitutional rights as any other citizen. Such rights shall be respected at all times but shall be restricted if their exercise materially interferes with the educational process. No other rights and responsibilities shall be accorded staff members unless specifically incorporated in the contracts of employment entered into between the Board of Education and the employee.

The Board of Education adheres to the policy that the selection, transfer, promotion, demotion, and dismissal of professional personnel in the School District shall be made without regard to race, color, national origin, religion, gender, age, or disability. The following objective and subjective criteria shall be used in selecting new professional personnel.

I. Objective Considerations

A. Instructional Personnel

1. Type of certificate
2. Number of years of experience
 - a. In the teaching profession
 - b. In the grade, subject or position for which he or she is applying
3. Degree or degrees held (transcript required)
4. Endorsement in subject area
5. Number of hours beyond degree
6. Number of hours of voluntary participation in in-service training, workshops, seminar, etc.
7. Related occupational experience

B. Administrative Personnel

1. Number of years of administrative experience
2. Classification of school in which experience was attained

II. Subjective Considerations

- A. Past performance
- B. Ability
- C. Leadership
- D. Personality

The Board of Education shall establish procedures by which subjective criteria will be implemented. If the employee provides false or misleading information, or if he withholds information to the same effect, it may be grounds for dismissal.

Ref: U.S. Const, amend. XIV,1; 42 U.S.C. 2000e-3 to -17; U.S.C. 1681; 29 U.S.C. 794; 29 U.S.C. 621
Reference: U. S. Const. Amend. I; U. S. Const. Amend XIV. §1; Curtis Publishing Company v. Butts Associated Press v. Walker, 875 S. Ct. 1975 (1967); Time, Inc. v. Hill, 875 S. Ct. 534, (1967); Pickering v. Board of Education, 391 U. S. 563, (1968); Givhan v. Western Line Consolidation School, 99 S. Ct. 693 (1979); Keyishian v. Board of Regents, 385 U. S. 589 (1967); Board of Regents of State Colleges v. Roth, 498 U. S. 564 (1972); Perry v. Sinderman, 408 U. S. 593 (1972); Ark. Stat. Ann §§80-213, 80-509, 80-1304.

8.13.2-RECRUITMENT

In order to fill an existing vacancy or add a position, the superintendent of schools will:

1. Advertise in the local newspaper (two weeks).
2. Post notification of vacancy in prominent place at all schools within the district.
3. List the vacancy in the memorandum to teachers for two consecutive days.
4. Use whatever other media he may deem necessary to advertise the position.
5. In the event that an emergency occurs during the school year, step two may be eliminated in order that a replacement may be secured at the earliest possible time, so as not to jeopardize the welfare of the students. If the vacancy occurs within four weeks of the beginning of school, it shall be treated as an emergency.

Reference: Arkansas Act. Ann. 80-509

8.13.3-HIRING

The Board of Education shall employ personnel based upon the superintendent's recommendation.

Procedure:

1. The principal of the school in which the vacancy exists will review all current and qualified applications and make recommendations to the superintendent who, in turn, will notify the board in writing, prior to the board's next scheduled meeting, of his choice of applicants to be considered for the position.
2. The superintendent and building principal will interview those applicants being considered. Selection will be made by the board, and the superintendent's recommendation will be given a priority in this selection. A list of all applicants will be given to the board members prior to the board's next meeting.

Requirements:

All applications for employment will be filed in the superintendent's office. Teacher applications will be cross-filed as to all teaching qualifications.

It is the responsibility of the applicant to activate and/or update his application annually. Failure to do so will cause the application to be placed in an inactive file.

Reference: Arkansas State Ann. 80-509, 80-1304

8.13.4-PROMOTION

The Board of Education shall consider and determine all promotions of employees based upon the same criteria as used in hiring. Special consideration shall be given to promoting a qualified person who has successfully served the probationary period within the Mountain View District, if qualifications are equal or superior to those of another applicant who is not presently employed by the district.

Reference: Arkansas Stat. Ann. 80-213, 80-509, 80-1234

8.13.5-RE-EMPLOYMENT

- A. The superintendent will be considered for renewal of contract at the January meeting of the Board.
- B. Principals will be considered for renewal of contract at the February meeting of the Board.
- C. Teachers will be considered for renewal of contract at the March meeting of the Board.
- D. Classified personnel will be considered for renewal of contract at the April meeting of the Board.
- E. Classified employees in the Mountain View School District shall have thirty (30) days to sign and return contracts after receipt. Failure of an employee to return the signed contract to the office of the Superintendent within thirty (30) days of the receipt of the contract shall operate as a resignation by the employee. No further action on the part of the employee, Superintendent, or the School Board shall be required in order to make the employee's resignation final.

All offers to renew contracts shall be issued by the District by May 1 or the employee will automatically be re-employed.

*See also 8.10

8.13.6-SCHOOL EMPLOYEE CONTRACTS

All school employees, other than substitute teachers, will be issued a contract. These contracts shall be in writing and shall recite such terms of employment as duration, duties and annual salary.

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

*See also 8.135

Legal Reference: Ark. Act 936 of 1983; AR, Act 1247 of 1997

8.14—NONCERTIFIED PERSONNEL REIMBURSEMENT OF TRAVEL EXPENSES

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

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

Reimbursement claims must be made on forms provided by the District and must be supported by appropriate, original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

Note: This policy is similar to Policy 3.20. If you change this policy, review 3.20 at the same time to ensure applicable consistency between the two.

Cross Reference: Policy #7.12

Date Adopted:

Last Revised:

8.15— NONCERTIFIED PERSONNEL TOBACCO USE *

Smoking or the use of tobacco, or products containing tobacco in any form, in or on any property owned or leased by the district, including buses or other school vehicles, is prohibited.

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

** **NOTE:** This model policy tracks the state law referenced below. It is not required to be in District policies, but it could be useful in informing employees, among others, of the statutory prohibition on all tobacco use.*

Note: This policy is similar to Policy 3.21. If you change this policy, review 3.21 at the same time to ensure applicable consistency between the two.

Legal Reference: A.C.A. § 6-21-609

Date Adopted:

Last Revised:

8.16—DRESS OF NONCERTIFIED EMPLOYEES

Employees shall ensure that their dress and appearance are professional and appropriate to their positions.

Note: This policy is similar to Policy 3.22. If you change this policy, review 3.22 at the same time to ensure applicable consistency between the two.

Date Adopted:

Last Revised:

8.17— NONCERTIFIED PERSONNEL POLITICAL ACTIVITY

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

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

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

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

Date Adopted:

Last Revised:

8.18— NONCERTIFIED PERSONNEL DEBTS

All employees are expected to meet their financial obligations. If an employee writes “hot” checks or has his income garnished, dismissal may result.

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

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

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

Note: This policy is similar to Policy 3.24. If you change this policy, review 3.24 at the same time to ensure applicable consistency between the two.

Date Adopted:

Last Revised:

8.19—NONCERTIFIED PERSONNEL GRIEVANCES

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

Definitions

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

Group Grievance: A grievance may be filed as a group grievance if it meets the following criteria: (meeting the criteria does not ensure that the subject of the grievance is, in fact, grievable)

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

Employee: any person employed under a written contract by this school district.

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

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

Process

Level One: An employee who believes that he/she has a grievance shall inform that employee’s immediate supervisor that the employee has a potential grievance and discuss the matter with the supervisor within five working days of the occurrence of the grievance. The supervisor shall offer the employee an opportunity to have a witness or representative who is not a member of the employee’s immediate family present at their conference. (The five-day requirement does not apply to grievances concerning back pay.) If the grievance is not advanced to Level Two within five working days following the conference, the matter will be considered resolved and the employee shall have no further right with respect to said grievance.

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

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

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

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

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

The school board will address the grievance at the next regular meeting of the school board, unless the employee agrees in writing to an alternate date for the hearing. After reviewing the Level Two Grievance Form and the superintendent's reply, the board will decide if the grievance, on its face, is grievable under district policy. If the grievance is presented as a "group grievance," the Board shall first determine if the composition of the group meets the definition of a "group grievance." If the Board determines that it is a group grievance, the Board shall then determine whether the matter raised is grievable. If the Board rules the composition of the group does not meet the definition of a group grievance, or the grievance, whether group or individual, is not grievable, the matter shall be considered closed. (Individuals within the disallowed group may choose to subsequently refile their grievance as an individual grievance beginning with Level One of the process.) If the Board rules the grievance to be grievable, they shall immediately commence a hearing on the grievance. All parties have the right to representation by a person of their own choosing who is not a member of the employee's immediate family at the appeal hearing before the Board of Directors. The employee shall have no less than 90 minutes to present his/her grievance, unless a shorter period is agreed to by the employee, and both parties shall have the opportunity to present and question witnesses. The hearing shall be open to the public unless the employee requests a private hearing. If the hearing is open, the parent or guardian of any student under the age of eighteen years who gives testimony may elect to have the student's testimony given in closed session. At the conclusion of the hearing, if the hearing was closed, the Board of Directors may excuse all parties except board members and deliberate, by themselves, on the hearing. At the conclusion of an open hearing, board deliberations shall also be in open session

unless the board is deliberating the employment, appointment, promotion, demotion, disciplining, or resignation of the employee. A decision on the grievance shall be announced no later than the next regular board meeting.

Records

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

Reprisals

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

Notes: ¹ It is important to understand the implications of the language contained in this paragraph. Only matters specified in the first sentence of the paragraph are, in fact, grievable, but that cannot prohibit an employee from filing a grievance which the administration does not deem to be grievable and nonetheless advancing it through the grievance process. Ultimately, it is the board that determines whether or not the matter is actually grievable by comparing the written grievance to the definition of grievance in the grievance policy, and continuing on with the hearing only if the grievance is determined to be within the definition. This is addressed in the “Appeal to the Board of Directors” paragraph.

² It is suggested that you date stamp the request for a board hearing upon receipt. This policy is similar to Policy 3.25. If you change this policy, review 3.25 at the same time to ensure applicable consistency between the two.

Legal References: ACA § 6-17-208, 210

Date Adopted:

Last Revised:

8.19F—LEVEL TWO GRIEVANCE FORM - NONCERTIFIED

Name: _____

Date submitted to supervisor: _____

Noncertified Personnel Policy grievance is based upon:

Grievance (be specific): _____

What would resolve your grievance? _____

Supervisor's Response

Date submitted to recipient: _____

Date Adopted:

Last Revised:

8.20—NONCERTIFIED PERSONNEL SEXUAL HARASSMENT

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

Believing that prevention is the best policy, the district will periodically inform students and employees about the nature of sexual harassment, the procedures for registering a complaint, and the possible redress that is available. The information will stress that the district does not tolerate sexual harassment and that students and employees can report inappropriate behavior of a sexual nature without fear of adverse consequences.

It shall be a violation of this policy for any student or employee to be subjected to, or to subject another person to, sexual harassment as defined in this policy. Any employee found, after an investigation, to have engaged in sexual harassment will be subject to disciplinary action up to, and including, termination.

Sexual harassment refers to unwelcome sexual advances, requests for sexual favors, or other personally offensive verbal, visual, or physical conduct of a sexual nature made by someone under any of the following conditions:

1. Submission to the conduct is made, either explicitly or implicitly, a term or condition of an individual's education or employment;
2. Submission to, or rejection of, such conduct by an individual is used as the basis for academic or employment decisions affecting that individual; and/or
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creates an intimidating, hostile, or offensive academic or work environment.

The terms "intimidating," "hostile," and "offensive" include conduct of a sexual nature which has the effect of humiliation or embarrassment and is sufficiently severe, persistent, or pervasive that it limits the student's or employee's ability to participate in, or benefit from, an educational program or activity or their employment environment.

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

Actionable sexual harassment is generally established when an individual is exposed to a pattern of objectionable behaviors or when a single, serious act is committed. What is, or is not, sexual harassment will depend upon all of the surrounding circumstances. Depending upon such circumstances, examples of sexual harassment include, but are not are not limited to: unwelcome touching; crude jokes or pictures; discussions of sexual experiences; pressure for sexual activity; intimidation by words, actions, insults, or name calling; teasing related to sexual characteristics; and spreading rumors related to a person's alleged sexual activities.

Employees who believe they have been subjected to sexual harassment are encouraged to file a complaint by contacting their immediate supervisor, administrator, or Title IX coordinator who will assist them in the complaint process. Under no circumstances shall an employee be required to first report allegations of sexual harassment to a school contact person if that person is the individual who is accused of the harassment. To the extent possible, complaints will be treated in a confidential manner. Limited disclosure may be necessary in order to complete a thorough investigation.

Procedures

Any person who alleges sex discrimination or sexual harassment by any staff member or student may use the District's equity complaint procedure (detailed below) or may complain directly to the building principal, guidance counselor, or to Equity Coordinator. Filing of a complaint or otherwise reporting sexual harassment or sex discrimination will not reflect upon the individual's status nor will it affect future employment, grades, or work assignments. Use of the provided reporting forms is optional. Upon the receipt of a report of sexual harassment, the building principal or guidance counselor or other staff member shall immediately notify the Equity Coordinator without screening or investigating the report. If the report is given verbally, the principal, counselor, or staff member will reduce it to a written form within 24 hours and forward it to the Equity Coordinator. Failure to report any sexual harassment report or complaint as provided will result in disciplinary action taken against that employee.

If the complaint involves the building principal or counselor, the complaint may be filed directly with the Superintendent or Equity Coordinator. If the complaint involves the Equity Coordinator, the complaint may be filed with the Superintendent. If the complaint involves the Superintendent, the complaint may be filed with the Equity Coordinator.

The Equity Coordinator shall immediately authorize an investigation, which may be conducted by school officials. A written report on the investigation will be provided to the Equity Coordinator within 10 school days of the complaint or report of sexual harassment.

The investigating may consist of personal interviews with the person filing a complaint, the individual(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident or circumstances surrounding the complaint.

In addition, the District may take immediate steps, at its discretion, to protect the person filing the complaint, students and employees, pending the completion of the investigation.

The Equity Coordinator shall make a report to the Superintendent within two school days of the completion of the investigation.

School District Action

- A. Upon receipt of a recommendation that the complaint is valid, the District will take such action as appropriate based on the results of the investigation. If the harasser is a student, disciplinary action may include suspension or expulsion. If the harasser is an employee, disciplinary action may include termination or nonrenewal.
- B. The result of the investigation of each complaint filed under these procedures will be reported in writing to the person filing the complaint by the District. If the harasser is a student, the report will document the action taken as a result of the complaint to the extent permitted by FERPA. If the harasser is an employee of the District, the report will document the action taken as a result of the complaint to the extent permitted by law.

The District will discipline any individual who retaliates against any person who reports alleged sexual harassment or who retaliates against any person who testifies, assists or participates in the investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

Reference: Act 1108 of 1997

Employees who knowingly fabricate allegations of sexual harassment shall be subject to disciplinary action up to and including termination.

Individuals who withhold information, purposely provide inaccurate facts, or otherwise hinder an investigation of sexual harassment shall be subject to disciplinary action up to and including termination.

Note: This policy is similar to Policy 3.26. If you change this policy, review 3.26 at the same time to ensure applicable consistency between the two.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.
Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq.
ACA § 6-15-1005 (b) (1)

Date Adopted:

Last Revised:

8.21—NONCERTIFIED PERSONNEL SUPERVISION OF STUDENTS

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

Note: This policy is similar to Policy 3.27. If you change this policy, review 3.27 at the same time to ensure applicable consistency between the two.

Date Adopted:

Last Revised:

8.22— NONCERTIFIED PERSONNEL COMPUTER USE POLICY

The Mountain View School District provides computers and/or computer Internet access for many employees, to assist employees in performing work related tasks. Employees are advised that they enjoy **no expectation of privacy** in any aspect of their computer use, including email, and that under Arkansas law, both email and computer use records maintained by the district are subject to disclosure under the Freedom of Information Act.

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

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

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

Legal References: 20 USC 6801 et seq. (Children's Internet Protection Act; PL 106-554)
 A.C.A. § 6-21-107
 A.C.A. § 6-21-111

Date Adopted:
Last Revised:

8.22F—NONCERTIFIED PERSONNEL Internet Use Agreement

Name (Please Print) _____

School _____ Date _____

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

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up and including termination.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - a. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - b. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - c. posting anonymous messages on the system;
 - d. using encryption software;
 - e. wasteful use of limited resources provided by the school including paper;
 - f. causing congestion of the network through lengthy downloads of files;
 - g. vandalizing data of another user;
 - h. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - i. gaining or attempting to gain unauthorized access to resources or files;
 - j. identifying oneself with another person’s name or password or using an account or password of another user without proper authorization;
 - k. using the network for financial or commercial gain without district permission;
 - l. theft or vandalism of data, equipment, or intellectual property;
 - m. invading the privacy of individuals;
 - n. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - o. introducing a virus to, or otherwise improperly tampering with, the system;
 - p. degrading or disrupting equipment or system performance;
 - q. creating a web page or associating a web page with the school or school district without proper authorization;

- r. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
 - s. providing access to the District's Internet Access to unauthorized individuals; or
 - t. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - u. making unauthorized copies of computer software.
 - v. personal use of computers during instructional time.
5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copyright violations.
 6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to e-mail, voice, and video transmissions, to ensure proper use of the system.
 7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: _____ Date _____

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

Date Adopted:
Last Revised:

8.23—NONCERTIFIED PERSONNEL FAMILY MEDICAL LEAVE*

Definitions:

Active Duty: is duty under a call or order to active duty under a provision of law referred to in 10 USC § 101(a)(13)(B).

Contingency Operation: has the same meaning given such term in 10 USC § 101(a)(13).

Covered Service Member: is a member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness.

Eligible Employee: is an employee who has been employed by the district for at least twelve (12) months and for 1250 hours of service during the twelve (12) month period immediately preceding the commencement of the leave. Full time, licensed teachers are considered to have met the 1250 hour requirement for eligibility.

Health Care Provider: is a doctor of medicine or osteopathy who is authorized to practice medicine or surgery (as appropriate) by the state in which the doctor practices. It also includes any other person determined by the U.S. Secretary of Labor to be capable of providing health care services.

Instructional Employee: is a teacher whose principal function is teach and instruct students in a class, a small group, or an individual setting and includes, athletic coaches, driving instructors, and special education assistants such as signers for the hearing impaired. The term does **not** include administrators, counselors, librarians, psychologists, or curriculum specialists who are included under the broader definition of “eligible employee” (to the extent the employee has been employed for 12 months).

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

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

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

Parent: is the biological parent of an employee or an individual who stood in loco parentis to an employee when the employee was a son or a daughter.

Serious Health Condition: is an injury, illness, impairment, or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.¹

Serious Injury or Illness: used in respect to a member of the Armed Forces, including the National Guard or Reserves, it means an injury or illness incurred by the member in the line of duty on active duty in the Armed Forces that may render the member unfit to perform the duties of the member’s office, grade, rank, or rating.

Year: the twelve (12) month period of eligibility shall begin on the first duty day of the school year.

Policy

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

Leave Eligibility

The district will grant up to twelve (12) weeks of leave in a year accordance with the Family Medical Leave Act of 1993 (FMLA) to its eligible employees for one or more of the following reasons:

1. Because of the birth of a son or daughter of the employee and in order to care for such son or daughter;
2. Because of the placement of a son or daughter with the employee for adoption or foster care;
3. In order to care for the spouse, or a son, daughter, or parent, of the employee, if such spouse, son, daughter, or parent has a serious health condition; and
4. Because of a serious health condition that makes the employee unable to perform the functions of the position of such employee.
5. Because of any qualifying exigency (as the U.S. Secretary of Labor shall, by regulation, determine) arising out of the fact that the spouse, or a son, daughter, or parent of the employee is on active duty (or has been notified of an impending call or order to active duty) in the Armed Forces in support of a contingency operation.

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

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a **covered service member** shall be entitled to a total of 26 weeks of leave during one 12-month period to care for the service member. During the single 12-month period, the eligible employee is entitled to a combined total of 26 weeks of leave to care for the covered service member and for reasons 1 through 5 listed above. Leave taken, which does not include caring for a covered service member, is limited to 12 weeks in a year.

If husband and wife are both eligible employees employed by the district, the husband and wife are entitled to a total of 26 weeks of leave during one 12-month period to care for their spouse, son, daughter, parent, or next of kin who is a **covered service member**. During the single 12-month period, the eligible husband and wife are entitled to a combined total of 26 weeks of leave to care for a covered service member and for reasons 1 or 2 listed above or to care for a parent with a serious health condition. Leave taken, which does not include caring for a covered service member, is limited to a combined total of twelve (12) weeks in a year when taken for reasons 1 or 2 listed above or to care for a parent with a serious health condition.

District Notice to Employees

The district shall post, in conspicuous places in each school within the district, where notices to employees and applicants for employment are customarily posted, a notice explaining the FMLA's provisions and providing information about the procedure for filing complaints with the Department of Labor.²

Employee Notice to District

Foreseeable:

When the need for leave is foreseeable for reasons 1 through 4 or for the care of a covered service member listed above, the employee shall provide the district with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave for the specified reason, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable. As soon as practicable means as soon as both possible and practical, taking into account all of the facts and circumstances in the individual case.

When the necessity for leave is for reason 5 listed above is foreseeable, whether because the spouse, son, daughter, or parent of the employee is on active duty, or because of notification of an impending call or order to active duty in support of a contingency operation, the employee shall provide such notice to the district as is reasonable and practicable.

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

Failure by the employee to give thirty (30) days notice may delay the taking of FMLA leave until at least thirty (30) days after the date the employee provides notice to the district.

Unforeseeable:

When the approximate timing of the need for leave is not foreseeable, an employee shall provide the district notice of the need for leave as soon as practicable given the facts and circumstances of the particular case. Ordinarily, the employee shall notify the district within two (2) working days of learning of the need for leave, except in extraordinary circumstances where such notice is not feasible. Notice may be provided in person, by telephone, telegraph, fax, or other electronic means.

Medical Certification³

When the need for leave is for reasons 3 or 4 listed above or for the care of a covered service member, the employee should provide a medical certification from a licensed, practicing health care provider supporting the need for leave at the time the notice for leave is given, but must provide certification at least fifteen (15) days prior to the date the leave is to begin. The certification shall include the date on which the serious health condition began, the probable duration of the condition, and the appropriate medical facts within the knowledge of the health care provider regarding the condition. Leave taken for reason 3 listed above, must include certification that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time the employee is needed to provide the care. For reason 4 listed above, the certification must include a statement that the employee is unable to perform the required functions of his/her position.

If FMLA leave is to be taken on an intermittent or reduced work schedule basis for planned medical treatment, the certification shall include the dates on which such treatment is expected to be given and the duration of such treatment.

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

Recertification: The district may request the employee obtain a recertification, at the employee's expense, no more often than every thirty (30) days unless one or more of the following circumstances apply;

- a. The employee requests an extension of leave;
- b. Circumstances described by the previous certification have changed significantly; and/or
- c. The district receives information that casts doubt upon the continuing validity of the certification.

The employee must provide the recertification in no more than fifteen (15) calendar days after the district's request.

No second or third opinion on recertification may be required.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the district shall determine if the leave qualifies for FMLA leave. The district may request additional information from the employee to help make the applicability⁴ determination. If the leave qualifies under the FMLA, the district will notify the employee, either orally or in writing⁵, of the decision within two workdays. If the leave is intermittent or on a reduced schedule as defined in this policy and the circumstances of the leave don't change, the district is only required to notify the employee once of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent the employee has accrued paid leave, any leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave.

Concurrent Leave

The district requires employees to substitute any applicable accrued leave for any part of the twelve (12) week period of FMLA leave. All FMLA leave is unpaid unless substituted by applicable accrued leave.

Workers Compensation: FMLA leave may run concurrently with a workers' compensation absence when the injury is one that meets the criteria for a serious health condition. To the extent that workers compensation benefits and FMLA leave run concurrently, the employee will not be charged for any paid leave accrued by the employee. If the health care provider treating the employee for the workers compensation injury certifies the employee is able to return to a "light duty job," but is unable to return to the employee's same or equivalent job, the employee may decline the district's offer of a "light duty job." For the duration of the employee's FMLA leave, the employee will be paid for the leave to the extent that the employee has accrued applicable leave.

Health Insurance Coverage

The district shall maintain coverage under any group health plan for the duration of FMLA leave the employee takes at the level and under the conditions coverage would have been provided if the employee had continued in active employment with the district. The employee remains responsible for any portion of premium payments customarily paid by the employee. When on unpaid FMLA leave, it is the employee's responsibility to submit their portion of the cost of the group health plan coverage to the district's business office on or before it would be made by payroll deduction.

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

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

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

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

Reporting Requirements During Leave

Employees shall inform the district every two weeks⁶ during FMLA leave of their current status and intent to return to work.

Return to Work

Medical Certification: An employee who has taken FMLA leave under reason 4 stated above shall provide the district with certification from a health care provider that the employee is able to resume work.

Return to Previous Position: An employee returning from FMLA leave is entitled to be returned to the same position the employee held when leave commenced, or to an equivalent position with equivalent benefits, pay, and other terms and conditions of employment. An equivalent position must involve the same or substantially similar duties and responsibilities, which must entail substantially equivalent skill, effort, and authority. The employee may not be restored to a position requiring additional licensure or certification.

Failure to Return to Work: In the event that an employee is unable or fails to return to work, the superintendent will make a determination at that time regarding the documented need for a severance of the employee's contract due to the inability of the employee to fulfill the responsibilities and requirements of their contract.

Intermittent or Reduced Schedule Leave

Eligible employees may only take intermittent or reduced schedule leave for reasons 1 and 2 listed above if the district agrees to permit such leave upon request of the employee.

Eligible employees may take intermittent or reduced schedule leave due to reasons 3 and 4 listed above or to care for a covered service member if they have

- (A) made a reasonable effort to schedule the treatment so as not to disrupt unduly the operations of the employer, subject to the approval of the health care provider of the employee or the health care provider of the son, daughter, spouse, or parent of the employee, as appropriate; and
- (B) provided the employer with not less than 30 days' notice, before the date the leave is to begin, of the employee's intention to take leave under such subparagraph, except that if the date of the treatment requires leave to begin in less than 30 days, the employee shall provide such notice as is practicable.

Eligible employees requesting intermittent or reduced schedule leave that is foreseeable based on planned medical treatment may be transferred to an alternative position for which the employee is qualified with equivalent pay and benefits that better accommodates the employee's intermittent or reduced schedule leave.

If an eligible employee who meets the definition of an instructional employee requests intermittent or reduced schedule leave that is foreseeable based on planned medical treatment and the employee would be on leave for greater than 20 percent of the total number of working days in the period during which the leave would extend, the district may require the employee to elect either

- 1) to take medical leave for periods of a particular duration, not to exceed the duration of the planned medical treatment; or
- 2) to transfer temporarily to an available alternative position offered by the employer for which the employee is qualified and that has equivalent pay and benefits and better accommodates recurring periods of leave than the regular employment position of the employee.

Leave taken by eligible instructional employees near the end of the academic term⁷

Leave more than 5 weeks prior to end of term.

If the eligible, instructional employee begins leave, due to reasons 1 through 5 listed above or to care for a covered service member, more than 5 weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of such term, if

- (A) the leave is of at least 3 weeks duration; and
- (B) the return to employment would occur during the 3-week period before the end of such term.

Leave less than 5 weeks prior to end of term

If the eligible, instructional employee begins leave, due to reasons 1 through 3 listed above or to care for a covered service member, during the period that commences 5 weeks prior to the end of the academic term, the district may require the employee to continue taking leave until the end of such term, if

- (A) the leave is of greater than 2 weeks duration; and
- (B) the return to employment would occur during the 2-week period before the end of such term.

Leave less than 3 weeks prior to end of term

If the eligible, instructional employee begins leave, due to reasons 1 through 3 listed above or to care for a covered service member, during the period that commences 3 weeks prior to the end of the academic term and the duration of the leave is greater than 5 working days, the agency or school may require the employee to continue to take leave until the end of such term.

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

¹ Within the context of the FMLA, this is a complicated definition. In an effort to help you be able to apply the definition to the realities of your district, we have attached (as a separate page to the policy) the federal rules which lay out the complexities.

² A Department of Labor poster is available at <http://www.dol.gov/esa/regs/compliance/posters/fmla.htm>. Additional forms (one for the employee to take to their health care provider for verification of the reason for his/her leave request and a second one for the district's response to the request for leave) are available at <http://www.dol.gov/esa/whd/fmla/#poster>.

³ It is difficult for the district to “back charge” FMLA leave. If you have reason to ask for a medical certification, it is wise to notify the employee that the leave will be charged against their yearly allotment of FMLA leave when you request the certification. If it turns out that the leave does **not** qualify, you will need to readjust the available FMLA leave accordingly.

⁴ As used in this policy, “applicable” is a very important word. Some leave taken under FMLA also applies to sick leave and therefore, the employee will get paid for the leave to the extent the employee has sick leave accrued. Other leave taken under FMLA is not applicable to sick leave and therefore the FMLA leave is unpaid. For instance, “applicable leave” in terms of time taken under FMLA due to the birth of a child will vary depending on the language in your district's policy on sick leave. For instance, if sick leave may be taken “for reason of personal illness or illness in the immediate family” (based on the statutory definition in 6-17-1302, and an employee gives birth to a child, she may take sick leave for the amount of time that her personal physician deems it necessary for her to physically recover from childbirth. Once the medically necessary time has passed, sick leave is no longer appropriate and cannot be used. While under the FMLA, the employee could take additional time off work, she would need to take unpaid FMLA leave for this purpose, unless she had personal days or vacation days available. However, if your district has a much more liberal definition of sick leave in district policy, the results could be entirely different. Another example would be the potential for overlap between pregnancy complications that arise to the level of a “serious health condition.” For instance, pregnancy complications that rose to the level of a “serious health condition” would qualify for both, while missing work for a dentist's appointment would qualify for sick leave, but would not qualify for FMLA leave. Consult policy 8.5— NONCERTIFIED EMPLOYEES SICK LEAVE when making the determination of what sick leave qualifies under both policies. It may also be helpful to consult 29 CFR 825.114 which is attached at the end of this policy.

⁵ If the notice is oral, it must be confirmed in writing no later than the following payday (unless the payday is less than one week after the notice, in which case the notice must be no later than the subsequent payday). The written notice may be in any form, including a notation on the employee's pay stub.

⁶ You may choose the time interval of the required duty to report, but it must be reasonable.

⁷ This language is included in this policy because there may be a few noncertified employees which are included in the requirements. For examples, see the definition of instructional employees in this policy.

Cross Reference: 8.5— NONCERTIFIED EMPLOYEES SICK LEAVE

Legal References: 29 USC §§ 2601 et seq.
29 CFR 825.100 et seq.

Date Adopted:
Last Revised:

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

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

Legal References: 29 USC § 2601 et seq.
29 CFR 825.100 et seq.

Date Adopted:
Last Revised:

29 CFR 825.114 - What is a "serious health condition" entitling an employee to FMLA leave?

(a) For purposes of FMLA, "serious health condition" entitling an employee to FMLA leave means an illness, injury, impairment, or physical or mental condition that involves:

(1) Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity (for purposes of this section, defined to mean inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom), or any subsequent treatment in connection with such inpatient care; or

(2) Continuing treatment by a health care provider. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

(i) A period of incapacity (i.e., inability to work, attend school or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom) of more than three consecutive calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

(A) Treatment two or more times by a health care provider, by a nurse or physician's assistant under direct supervision of a health care provider, or by a provider of health care services (e.g., physical therapist) under orders of, or on referral by, a health care provider; or

(B) Treatment by a health care provider on at least one occasion which results in a regimen of continuing treatment under the supervision of the health care provider.

(ii) Any period of incapacity due to pregnancy, or for prenatal care.

(iii) Any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which:

(A) Requires periodic visits for treatment by a health care provider, or by a nurse or physician's assistant under direct supervision of a health care provider;

(B) Continues over an extended period of time (including recurring episodes of a single underlying condition); and

(C) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

(iv) A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider. Examples include Alzheimer's, a severe stroke, or the terminal stages of a disease.

(v) Any period of absence to receive multiple treatments (including any period of recovery therefrom) by a health care provider or by a provider of health care services under orders of, or on referral by, a health care provider, either for restorative surgery after an accident or other injury, or for a condition that would likely result in a period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment, such as cancer (chemotherapy, radiation, etc.), severe arthritis (physical therapy), kidney disease (dialysis).

(b) Treatment for purposes of paragraph (a) of this section includes (but is not limited to) examinations to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations. Under paragraph (a)(2)(i)(B), a regimen of continuing treatment includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition (e.g., oxygen). A regimen of continuing treatment that includes the taking of over-the-counter medications such as aspirin, antihistamines, or salves; or bed-rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a health care provider, is not, by itself, sufficient to constitute a regimen of continuing treatment for purposes of FMLA leave.

(c) Conditions for which cosmetic treatments are administered (such as most treatments for acne or plastic surgery) are not "serious health conditions" unless inpatient hospital care is required or unless complications develop. Ordinarily, unless complications arise, the common cold, the flu, ear aches, upset stomach, minor ulcers, headaches other than migraine, routine dental or orthodontia problems, periodontal disease, etc., are examples of conditions that do not meet the definition of a serious health condition and do not qualify for FMLA leave. Restorative dental or plastic surgery after an injury or removal of cancerous growths are serious health conditions provided all the other conditions of this regulation are met. Mental illness resulting from stress or allergies may be serious health conditions, but only if all the conditions of this section are met.

(d) Substance abuse may be a serious health condition if the conditions of this section are met. However, FMLA leave may only be taken for treatment for substance abuse by a health care provider or by a provider of health care services on referral by a health care provider. On the other hand, absence because of the employee's use of the substance, rather than for treatment, does not qualify for FMLA leave.

(e) Absences attributable to incapacity under paragraphs (a)(2) (ii) or (iii) qualify for FMLA leave even though the employee or the immediate family member does not receive treatment from a health care provider during the absence, and even if the absence does not last more than three days. For example, an employee with asthma may be unable to report for work due to the onset of an asthma attack or because the employee's health care provider has advised the employee to stay home when the pollen count exceeds a certain level. An employee who is pregnant may be unable to report to work because of severe morning sickness.

8.24—SCHOOL BUS DRIVER’S USE OF CELL PHONES

Any driver of a motor vehicle which is privately owned and operated for compensation, or which is owned, leased or otherwise operated by, or for the benefit of the District, and is operated for the transportation of children to or from school or school sponsored activity shall not operate a cell phone unless the vehicle is safely off the road with the parking brake engaged.

Legal References: A.C.A. § 6 –19 -120
 ADE Rules and Regulations Governing Mobile Phone Usage by School Bus Drivers

Date Adopted:
Last Revised:

8.25— NONCERTIFIED PERSONNEL CELL PHONE USE

Use of cell phones or other electronic communication devices by employees during their designated work time is strictly forbidden unless specifically approved in advance by the superintendent, building principal, or their designees.¹

In any instance where the district issues a cell phone or school computer to a school employee for use for school business purposes, the employee shall not excessively use the equipment for personal use.² Any employee who uses a school issued cell phones and/or computers for non-school purposes, except as permitted by the district's administration or use policy, shall be subject to discipline, up to and including termination.

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

¹ The goal is to eliminate the use of cell phones during designated work time. You may change who has the authority to approve the use of cell phones if you wish to.

² This sentence has been added to address concerns by Legislative Audit relating to the inappropriate use of school equipment by school employees.

Date Adopted:

Last Revised:

8.26—NONCERTIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING

School employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

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

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

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

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

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

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

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

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

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Notes: A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

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

Legal Reference: A.C.A. § 6-18-514

Date Adopted:

Last Revised:

8.27—NONCERTIFIED PERSONNEL LEAVE—INJURY FROM ASSAULT

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

A leave of absence granted under this policy shall not be charged to the staff member's sick leave.

In order to obtain leave under this policy, the staff member must present documentation of the injury from a physician, with an estimate for time of recovery sufficient to enable the staff member to return to work, and written statements from witnesses (or other documentation as appropriate to a given incident) to prove that the incident occurred in the course of the staff member's employment.

Note: This policy is similar to Policy 3.15. If you change this policy, review 3.15 at the same time to ensure applicable consistency between the two.

Legal Reference: A.C.A. § 6-17-1308

Date Adopted:
Last Revised:

8.28—DRUG FREE WORKPLACE—NONCERTIFIED PERSONNEL

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

To help promote a drug free workplace, the district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. (Insert substance abuse resources here.)¹

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

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

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

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

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

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

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

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

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

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

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

Notes: ¹ This is where you should insert the drug counseling services, rehabilitation, and employee assistance abuse programs available within your district. For example, "Such services are available from the following sources..."

This policy addresses the requirement for Safe and Drug Free Schools which is required for your district to be eligible to receive **any** federal grants. It is required that all employees receive a copy of the policy and be advised of the contents and requirements of the policy. In addition to publishing a policy statement, the statutes require employers to establish a drug-free awareness program to educate employees about the dangers of drug abuse as well as about the specifics of their policy. The statute does not specify a particular format for the awareness program, although it does state that the education effort must be ongoing and not just a one-time event. For assistance in constructing a drug awareness program the Department of Labor has the following web site:

<http://www.dol.gov/asp/programs/drugs/workingpartners/materials/materials.asp>.

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

Legal References: 41 USC § 702, 703, and 706

Date Adopted:

Last Revised:

8.28F—DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT

CERTIFICATION

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

Signature _____

Date _____

8.29—NONCERTIFIED PERSONNEL VIDEO SURVEILLANCE

The board has a responsibility to maintain discipline, protect the safety, security, and welfare of its students, staff, and visitors while at the same time safeguarding district facilities, vehicles, and equipment. As part of fulfilling this responsibility, the board authorizes the use of video/audio surveillance cameras. The placement of video/audio surveillance cameras shall be based on the presumption and belief that students, staff and visitors have no reasonable expectation of privacy anywhere on or near school property, facilities, vehicles, or equipment, with the exception of places such as rest rooms or dressing areas where an expectation of privacy is reasonable and customary.

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

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

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

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

Video recordings may become a part of a staff member's personnel record.

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

Date Adopted:

Last Revised:

8.30—NONCERTIFIED PERSONNEL REDUCTION IN FORCE

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

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

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

All credited years of service must be verified by document on file with the district by October 1 of the current school year. Each employee's length of service shall be ranked within the category in which he/she has been assigned the current year. All classified employees shall receive a listing of the personnel within their category with corresponding point totals. Upon receipt of the list, each employee has ten (10) working days with which to appeal his or her assignment of points with the superintendent whose decision shall be final.

Total years of service to the district shall include non-continuous years of service; in other words, an employee who left the district and returned later will have the total years of service counted, from all periods of employment. Less than a semester in any contract year does not count as a year of service. A semester will be credited a .5 (five tenths) year of service. Part time and half time positions will be prorated according to their FTE. Length of service in a certified position shall not count for the purpose of length of service for a classified position. There is no right or implied right for any employee to "bump" or displace any other employee.

In the event the district is involved in an annexation or consolidation, employees from all the districts involved will be ranked according to years of service. A year of employment at an annexed or consolidated district will be counted the same as a year at the receiving or resulting district. No credit for years of service will be given at other public or private schools, or for higher education or Educational Service Cooperative employment.

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all employees will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule and further adjustments made if length of contract or job assignments change.

If an employee is non-renewed under this policy, he or she shall be offered an opportunity to fill a vacancy for which he or she is qualified for a period of up to two (2) years. The non-renewed employee shall be recalled for a

period of two (2) years in reverse order of the layoff to any position of which he or she is qualified. Notice of vacancies to non-renewed employees shall be by certified mail, and they shall have ten (10) working days from the date that the notification is received in which to accept the offer of a position. A lack of response or a non-renewed employee's refusal of a position shall end the district's obligation to replace the laid-off position.

Note: For example, if the district's salary schedule provided for a range of salaries for maintenance employees ranging from \$8.50 an hour to \$12.50 an hour, and one maintenance employee is making \$14.00 an hour, the superintendent, as part of the RIF, would send a letter of partial non-renewal to the maintenance employee to bring the salary into compliance with the salary schedule.

Classified Occupational Categories:

- Custodian
- Maintenance
- Cafeteria Worker
- Food Service Director/Supervisor
- Bus Driver
- Bus Mechanic/Transportation Supervisor
- Nurse
- Computer Technician
- Teacher Aide
- Secretary
- Administrative Secretary/Activity Bookkeeper
- Administrative Assistant Finance
- Administrative Assistant Clerk—Federal Programs

Legal Reference: A. C. A. 6-17-2406

8.31-PUBLIC SCHOOL EMPLOYEE FAIR HEARING ACT/ TERMINATION AND NON-RENEWAL

This is an Act to provide a hearing for Classified School Employees when being recommended for dismissal; and for other purposes.

I. TITLE. This subchapter shall be known and may be cited as the “Public Employee Fair Hearing Act” (History: Acts 1991, No. 631, -1).

II. DEFINITIONS. For purposes of this subchapter.

- a. “Employee” shall mean any person employed by a school district under a written annual contract, who is not required to have a teaching certificate issued by the Department of Education as a condition of employment.
- b. “Full-time employee” means any employee who is contracted to work at least twenty (20) hours per week; and
- c. “Probationary employee” means an employee who has not completed one (1) year of employment in the school district in which he/she is employed. Provided that at least thirty (30) days prior to the completion of an employee’s probationary period, the superintendent of schools may recommend and the board of directors may vote that one (1) additional year of probation is necessary for an employee. (History: Acts 1991, No. 631, -2).

III. TERMINATION OR NONRENEWAL – NOTICE

- a. The superintendent of a school district may recommend termination of an employee during the term of any contract or the non-renewal of a full-time non-probationary employee’s contract provided that he gives notice in writing, personally delivered, or by letter posted by registered or certified mail to the employee’s residence address as reflected in the employee’s personnel file.
- b. The recommendation of non-renewal of a full-time non-probationary employee’s contract shall be made no later than twenty-five (25) calendar days prior to the beginning of the employee’s next contract period.
- c. Such written notice shall include a statement of the reasons for the proposed termination or non-renewal.
- d. The notice shall further state that an employee being recommended for termination or a full-time non-probationary employee being recommended for non-renewal is entitled to a hearing before the school board upon request provided that the request is made in writing to the superintendent within twenty-five (25) calendar days from receipt of the notice.
- e. It is the public policy of the State of Arkansas that employees, as defined in this subchapter, shall not be considered “at will” employees with regard to the termination of their employment, notwithstanding any contractual provision to the contrary. (History: Acts 1991, No. 631, -3; 1997, No. 1199-1 (added sec. E); 1999, No. 1314, -1 (changed calendar days)).

IMMEDIATE SUSPENSION – NOTICE

- a. Nothing herein shall be construed or interpreted to preclude the superintendent from placing an employee on immediate suspension, provided he gives written notice of such action to the employee within two (2) school days of the suspension.
- b. The notice shall include a statement of reasons for the suspension, state whether the superintendent is recommending termination, and state that a hearing before the school board is available upon request provided that the request is made in writing to the superintendent within twenty-five (25) calendar days from receipt of the notice. (History: Acts 1991, No. 631, -4; 1999, No. 1314, -2 (changed calendar days and made stylistic changes in b).

V. HEARING

- a. Upon receipt of a request for a hearing, the school board shall conduct a hearing in accordance with the following provisions: (1) The hearing shall take **place no fewer than five (5) nor more than ten (10)** days after the written request has been received by the superintendent, except that the employee and board may, in writing, agree to an earlier or later hearing date; and (2) The hearing shall be public or private at the request of the employee.
- b. The employee may be represented by persons of his or her own choosing.
- c. In hearings held concerning a recommendation for the termination of an employee's contract, either the board or the employee may elect to have a record of the hearing made at the board's expense.
- d. In hearings held concerning a recommendation for the non-renewal of a full-time non-probationary employee, either the board or the employee may elect to have a record of the hearing made, and the expense for the record shall be shared equally between the board and the employee.
- e. After the hearing, the school board may terminate the employee or continue the suspension for a definite period of time. The salary of a suspended employee shall cease when the school board sustains the suspension. Otherwise, the employee shall be reinstated without loss of compensation.
- f. The decision of the school board shall be made within ten (10) calendar days of the hearing. (History: Acts 1991, No. 631, -4, 5; 1999, No. 1314, -3 (changed wording, same meaning).

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

8.31.1-DISCIPLINE PROCEDURES

1. Discipline action shall be for just and reasonable cause and may include oral or written reprimand.
2. The type of discipline, as outlined above, shall be conducted in private and shall be based on the seriousness of the offense involved and the teacher's employment record.
3. Unless the seriousness of the offense dictates an immediate reprimand, the reprimand shall occur only after the counseling conference as outlined in Section GBN, 4. (Termination)
4. Subsequent disciplinary actions by the administration shall only occur as outlined in Section GBN, 4-8. (Termination)

It is understood that if reprimanded behavior no longer presents a problem, the reprimand shall be removed from the teacher's personnel file and destroyed after three (3) complete semesters, if approved by School Board action.

Legal Reference: A.C.A. *6-17-201
A.C.A. *6-17-1501-1510

8.31.2-RESIGNATIONS

- A. An employee shall have the privilege of resigning from the school system upon thirty (30) days notice, if approved by the board.
- B. It shall be necessary for a classified employee who resigns to furnish his/her principal with evidence of satisfactory completion of all records up to the date on which his/her resignation becomes effective; otherwise, his/her final pay check will be held until all reports have been made satisfactory.
- C. A classified employee who resigns shall be expected to provide his/her principal with a summary of work completed, of pupil progress to date and of classroom plans for the immediate future.
- D. If a classified employee resigns after signing a contract and accepts employment in another district in a position requiring a teaching certificate, the board may request the State Board of Education to revoke or suspend the certificate of the teacher for the remainder of the contract period.

Reference: Ark. Act 766 of 1979.

8.32—NONCERTIFIED PERSONNEL ASSIGNMENTS

The administration shall be responsible for assigning and reassigning noncertified personnel.

Date Adopted:

Last Revised:

8.32.1-SUPERVISION

Supervision, administration, and maintenance of the district are delegated to the superintendent of schools as the executive director of the board. The principal shall be directly responsible to the superintendent for the effective supervision of his school. Throughout the school day and at extracurricular activities, all classified personnel shall be directly responsible to the principal.

8.32.2-REASSIGNMENTS/TRANSFER

Vacancies shall be adequately publicized; which shall mean as a minimum that a notice shall be conspicuously posted in each school and an e-mail will be sent district wide, clearly setting forth a description of and the qualifications for the position, including duties and salary. Such notice shall be posted prior to public notification. Employees within the district shall be given consideration in filling vacancies.

The following criteria shall be used as a basis for selection:

- Certification
- Seniority in the school district
- Length of time of written request
- Previous experience in position
- Past job performance

A classified employee shall not be asked to fill a vacancy for which he/she is not qualified unless that employee is willing to become qualified.

Reference: Arkansas Stat. Ann. 80-213, 80-509

8.32.3-EXTRA DUTY

From time to time, extra duties may be assigned to classified personnel by the school principal or the superintendent as circumstances dictate.

Passes for school employees, spouses and their children will be provided for all school activities.

Passes for all retired employees of Mountain View School District and spouses will be provided for all home games, providing retired employee has a minimum of ten years of service at Mountain View School District.

Legal Reference: A. C. A. § 6-17-201.

8.33—NONCERTIFIED PERSONNEL SCHOOL CALENDAR

The Superintendent, in developing the calendar, shall present proposals to the Personnel Policy Committee and consider recommendations from any staff member or group wishing to make calendar proposals.

The Mountain View School District shall operate by the following calendar. (Insert your school calendar here.)

Note: Be sure your calendar includes work days and holidays.

Legal Reference: A.C.A. § 6-17-2301

Date Adopted:
Last Revised:

8.34—NONCERTIFIED PERSONNEL WHO ARE MANDATORY REPORTERS DUTY TO REPORT CHILD ABUSE, MALTREATMENT OR NEGLECT

It is the statutory duty of noncertified school district employees **who are mandatory reporters**¹ and who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty for statutory mandatory reporters, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief². Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

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

Notes: ¹ For a listing of who qualifies as mandatory reporters refer to A.C.A. § 12-12-504(b).

² This is a delicate matter and the district would be wise to avail itself of professional development in this area available from DHS and other sources.

Legal References: A.C.A. § 12-12-504, 507, 517

Date Adopted:

Last Revised:

8.35-RETIREMENT

All employees shall be members of the Arkansas Teacher Retirement System.

Retiring employees who are withdrawing from the teacher retirement system (ATRS) and entering the state deferred retirement plan commonly known as “T-DROP,” or employees who have previously retired and have returned to work and are retiring again, shall be paid for unused sick and personal leave days at the rate of current degreed substitute pay per day. (See also 8.5.)

Reference: Arkansas Stat. Ann. 80-1401 to 1411; Ark. Act 39 of 1989; Ark. Act 794 of 1989.

8.36-HEALTH EXAMINATIONS

All newly hired school employees are required to have a tuberculosis test prior to the beginning of the school year.

The board may require employees to undergo health examinations when circumstances so warrant.

All employees who have tested positive on a TB test must have a health certificate on file.

Reference: Arkansas Act 640 of 1989.

8.37-SUBSTITUES (CLASSIFIED)

- A. All substitutes shall be called by the principal or immediate supervisor.
- B. All substitutes shall be paid through the office of the superintendent.
- C. Employees are required to give as much advance notice as possible for a scheduled absence such as a doctor's appointment, funeral, etc.
- D. The rate of pay for the classified substitute and the certified substitute shall be established by the school board yearly.

8.38-VACATIONS AND HOLIDAYS

Classified employees employed for twelve (12) months shall be entitled to two (2) weeks of vacation with pay according to the adopted salary scale. Vacation allowances are not accumulative, but may be taken during the next twelve month period if approved in advance by the administration.

An employee must work a minimum of six (6) months before a vacation is allowed, and may not use vacation time while school is in session unless it is approved by the Administration.