8.1 -- PERSONNEL POLICIES COMMITTEE CLASSIFIED

There shall be a Personnel Policies Committee for Classified Staff chosen annually during the first six weeks of school for the purpose of reviewing the District’s Personnel Policies for Classified Staff and determining if additional policies or amendments to existing policies are needed. The committee shall make recommendations for additional policies or amendments to policies to the Board of Education during the year for which they are elected.

The Personnel Policies Committee for Classified Staff shall consist of one non-management representative from each of the following five classifications: (a) maintenance, operation and custodial staff, (b) transportation staff, (c) Child Nutrition staff, administrative assistant, secretarial, and clerical staff, and aids and paraprofessionals elected by secret ballot and a maximum of three administrators appointed by the Superintendent. No member of the committee may serve more than two consecutive one-year terms.

The first meeting of the Personnel Policies Committee for Classified Staff shall be held during the first quarter of the school year at which time the committee shall elect a chairperson and secretary, develop a calendar of meetings throughout the year. Minutes of the committee meetings shall be promptly reported, posted in the buildings of the District and submitted to the Superintendent for distribution to the Board.

Either the committee or the Board of Education may propose new Classified personnel policies or amendments to existing policies, provided that either party shall submit such proposals to the other party at least two weeks prior to presentation to the Board. Committee proposals shall be submitted to the Superintendent for distribution to the Board. The Superintendent shall be responsible for submitting Board proposals to the committee.

The Board of Education shall have authority to adopt, reject, or refer back to the committee any proposal submitted. After presentation to the Board, final action may be taken at the next regular meeting. The personnel policies of the school district in effect at the time a classified employee’s contract is entered into or renewed shall be considered to be incorporated as terms of the contract and shall be binding upon both parties unless changed by mutual consent. Any amendments to personnel policies adopted during the term of such contract shall become effective the following July 1. However, these amendments may take place immediately with mutual consent.

Election of classified representatives to the Personnel Policies Committee for Classified Staff shall be conducted according to the following guidelines:

1. The Election Committee (classified members of the Personnel Policies Committee for Classified the previous year) shall conduct the election by calling for nominations and allowing five working days for submission of the names of nominees.
2. A list of nominees shall be posted at least one week prior to the date of the...
election. The election shall be conducted by mid-October.
3. Classified representatives shall be elected by a majority of votes cast by
classified. (Classified staff includes all Classified except managers, directors and
supervisors.)
4. Ballots shall be kept on file for at least six weeks following the election.
8.2.1F1 – FLSA DOCUMENTATION FORM

Please complete the information below and return to the District office.

***********************************************************************

Employee Name _________________________________

Job Assignment __________________________________

Length of Paid Work Day: _______ hrs.

Daily Work Schedule:

MORNING: from _____ a.m./p.m. to _____ a.m./p.m.

UNPAID LUNCH: 30 MINS from _____ a.m./p.m. to _____ a.m./p.m.

AFTERNOON: from _____ a.m./p.m. to _____ a.m./p.m.

Two 15-minute paid breaks: _____ a.m. to _____ a.m. and _____ p.m. to _____ p.m.

Following is the name of the employee supervisor:

Teacher Aides/Technicians Building Principal
Bookkeepers Building Principal
Special Education Staff Special Education Supervisor
Food Service Worker Building Principal or Child Nutrition Director
Secretaries Building Principal
Receptionists Building Principal
Custodians Building Principal
Bus Drivers Transportation Director/Assistant Superintendent
Transportation Staff Transportation Director/Assistant Superintendent
Maintenance Workers Maintenance Supervisor/Assistant Superintendent
District Clerical Staff Deputy Superintendent
Technology Staff Director of Technology
Non-Teaching Staff Building Principal
Physical Plant Services Facilities Director

***********************************************************************

This is to certify that the employee understands the information contained in District policy on Overtime, Leave of Absence, and Compensatory Pay for Employees Subject to the Fair Labor Standards Act, as well as information contained on the employee contract and the classified salary schedule.

Employee Signature: ______________________________ Date: __________________

Principal/Supervisor Signature: __________________________
8.2.1F2 – OVERTIME DOCUMENTATION FORM

Please complete the information below and return to the employee’s Supervisor and copy to the District office.

**********************************************************************

Employee Name _________________________________
Job Assignment ________________________________
Building _________________________________

Overtime Hours Worked:

Date: ___________________ Time: _______________________________

Reason for Overtime:

Comments:

Employee’s Signature: _______________________________ Date: ___________________

Requested By (District Administrator): _________________________________

Approved By (Superintendent or Designee): _______________________________
8.2.1F3 – COMPENSATORY TIME DOCUMENTATION FORM

Please complete the information below and return to the employee’s Supervisor and copy to the District office.

******************************************************************************

Employee Name _________________________________
Job Assignment _________________________________
Building _________________________________
Extra Hours Worked:
    Date: _______________________  Time: _______________________________
Reason for Compensatory Time:

Comments:

Employee’s Signature: _________________________________  Date: ___________________
Requested By (District Administrator): _________________________________
Approved By (Superintendent or Designee): _________________________________
8.2.1 – OVERTIME, LEAVE OF ABSENCE, AND COMPENSATORY PAY FOR EMPLOYEES SUBJECT TO THE FAIR LABOR STANDARDS ACT

Purpose

The purpose of this policy is to ensure that the Van Buren School District (the "District") complies with the minimum wage, overtime pay, compensatory pay, and record keeping requirements of the Fair Labor Standards Act (FLSA) of the United States. The FLSA requires that overtime be paid to non-exempt employees either in the form of monetary compensation or compensatory time at the rate of 1.5 times the regular hourly rate of pay for the number of hours worked in excess of 40 hours per week.

Exempt Employees

Certain employees are exempt from coverage under the FLSA and are not subject to compensation for overtime work. Exempt employees include executive, administrative, and professional employees such as teachers, counselors, supervisors, and administrators. Employees or supervisors who are unsure if an employee is exempt from coverage shall consult with the District's Administration.

Covered Employees

All employees in the job classifications listed below are non-exempt employees and are therefore covered under the FLSA:

- Assistant Teachers (Aides)
- Bookkeepers
- Bus Drivers
- Custodians
- Food Service Workers
- Maintenance Personnel
- Receptionists
- Secretaries
- Transportation Staff
- Non-Teaching Staff (no teaching certificate required)

Some employees who work in the above areas may be exempt from coverage if they have supervisory responsibilities or if they are otherwise exempt under the FLSA.

Employment Relationships

An employment relationship is not created between student teachers or students and the District.
An employment relationship is not created between the District and individuals who volunteer or
donate their time to the District as a public service without contemplation of pay.

The hiring of off-duty policemen or deputies on a part-time basis by the District for crowd
control or for security purposes does not create a joint employment relationship between the
District and the employer of the policemen or deputy. The District is separate and distinct and
acts entirely independent of other governmental entities.

A joint-employee relationship does not exist between the District and any entity contracted to
provide transportation services, security services, or other services.

**Hours Worked**

The workweek for the District begins on Monday and ends on Sunday. Each employee subject to
the FLSA shall be paid for all hours worked. Compensable time includes all time that an
employee is required to be on duty.

Hours worked shall be accurately recorded by each employee in the manner provided by the
District. Employees shall record the exact time of arrival and departure from work. Employees
are expected to arrive and depart at or about the time specified by the District unless requested to
work overtime by his or her supervisor. All overtime shall be recorded by each employee by time
sheet or by time clock.

All non-exempt employees will sign in at the first site where they begin working and sign out at
the end of the day at the last site where they are working. They will also sign out for meal
periods and other instances in which they are not working.

Supervisors and/or building-level principals shall review, approve, and each time record or sign-
in sheet weekly.

All employees must sign in for themselves. Any employee who clocks in or out or signs in or out
for another employee will be dismissed. Any employee who asks another employee to clock in or
out or sign in or out for him or her will be dismissed.

Every non-exempt (classified) employee will review and report to his supervisor or building-
level principal any discrepancies in their time records. Every non-exempt employee is required to
sign his time sheet verifying that the time sheet reflects a true and accurate record of hours
worked that pay period.

**Breaks and Meal Periods**

The District is not obligated or required to provide meal periods, but will provide two (2) fifteen
minute breaks per day for employees who work more than twenty (20) hours per week.
Meal periods in which employees are not relieved of duty are compensable. Those employees with bona fide meal periods shall be completely relieved of duty for the purpose of eating a regular meal and shall be free to leave the work site during this period. Employees having bona fide meal periods may eat in a school cafeteria or in a break area at a work site; however, the employee shall not engage in any work for the District during this period except for a rare and infrequent emergency.

**Basic Monetary Requirements**

Employees subject to FLSA shall be paid not less than the current minimum wage.

**Overtime Pay**

Generally, employees subject to FLSA shall be paid not less than 1.5 times his or her regular rate of pay for all hours worked over 40 in a workweek. For those employees working two or more jobs for the District, overtime pay shall be calculated on the basis of a blended hourly rate on all jobs worked calculated by dividing the total amount of remuneration received in a work week by the total hours worked in that work week. The employee shall be paid one-half of the blended hourly rate times the number of hours worked over 40.

Overtime pay due an employee shall be computed on the basis of the hours worked in each workweek and the overtime compensation earned by an employee shall be paid on the next regular payday for the workweek in which the overtime was worked. Overtime or compensatory pay may not be waived by an agreement between employer and employees.

The granting of compensatory time off in lieu of paying overtime pay is permitted provided compensatory time is awarded on a one-and-one-half time basis for each hour of overtime worked. The District reserves the right to grant compensatory time in lieu of paying employees monetary compensation. The supervisor and employee must have a written agreement or understanding that the employee will receive compensatory time before the work is performed. *The employee may accumulate a maximum of 40 compensatory time hours per year.* The employee must take the compensatory time when it is agreeable with the supervisor.

**Regular Rate of Pay**

Any overtime pay will be based on the employee's regular rate which will include all remuneration for employment. For those employees paid a simple hourly rate the overtime will be based on that hourly rate. For those employees paid on a salary basis, the monthly salary will be reduced to its hourly rate equivalent. Employees shall be paid for each and every hour worked.
Authorization for Overtime Work Required

Each District employee responsible for the supervision of employees subject to the FLSA shall, prior to permitting any overtime work, receive authorization from the Supervisor.

Non-exempt employees who work overtime/compensatory time without prior approval must be allowed to claim the hours worked in accordance with the FLSA. If the supervisor determines that the work was unforeseen or emergency in nature, it should be approved. If the supervisor determines that the performance of the work was unnecessary at the time it was performed, the hours worked must be paid to the employee, but disciplinary action must be taken for failure to follow established policy.

Record Keeping

The Superintendent shall require all records on wages, hours, and other items listed in the record keeping regulations (29 CFR Part 615) to be kept by the business office for the time specified by the FLSA.

The Superintendent or his or her designee shall secure a sufficient quantity of the minimum wage posters. One poster shall be displayed in each District work site.

Enforcement

District employees shall, at all times, cooperate with authorized representatives of the Department of Labor who may visit a work site for the following reasons:

1. to investigate and gather data concerning wages, hours, and other employment practices;
2. to enter and inspect premises and records;
3. to question employees to determine whether any person has violated any provision of the FLSA.

District employees responsible for supervising employees subject to FLSA who willfully violate the terms of this policy shall be subject to disciplinary action by the District.

Non-Exempt Employee Leave Requests

All non-exempt (classified) employees are required to submit a leave form when they are absent from work. The leave form must reflect the reason for the absence and it must fall within current Van Buren School District Board Policy. Any leave outside of board policy requires prior approval of the board. It is the responsibility of the employee to submit a leave form, prior to the requested leave if possible, or in the event of an unforeseen or emergency leave, the form is to be completed the day the employee returns to work.

All payment for leave is entered into the time records (non-worked hours) from the leave forms. If an employee fails to submit a leave form, or is late submitting the form it could delay or cause payment for the leave not to occur.

Approved by Board of Education 08/21/12
8.2.2 – CLASSIFIED PERSONNEL EVALUATIONS

Classified personnel will be annually 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.

Approved by Board of Education 06/12/12
Standards of performance and conduct for classified employees are necessary at Van Buren School District just as in any other work setting. If these standards are violated, disciplinary action will be taken by supervisors in order to maintain effective operations and to provide employees with an opportunity to correct their shortcomings. The corrective procedure is as follows:

**WARNING (Step 1)**

For relatively minor infractions, the supervisor will talk to the employee on the first offense to clarify the rule(s) involved and to explain what is expected of the employee in such circumstances. Generally, this type of reminder is sufficient and for most situations further action is not necessary.

**REPRIMAND (Step 2)**

For problems requiring additional action after a warning, the supervisor will prepare a written reprimand which reviews the facts of the case, cites specific improvement that is to be demonstrated by the employee within a clearly defined period of time, and states the disciplinary action that will result if the improvement does not occur within the time designated. This written reprimand is to be signed by both the supervisor and the employee after they have discussed the contents, and then it is to be sent by the supervisor to the Director of Human Resources to be placed in the employee’s personnel file.

The issuance of a written reprimand is a serious step in that said reprimands are given careful attention when such employment matters as annual evaluations, salary increases and promotions are considered.

**PENALTIES (Step 3)**

After a reprimand, depending on the severity of the offense, if there is insufficient improvement within the stated time, disciplinary action such as transfer to other work, or dismissal may result.

**Exceptions**

It is important to note that the severity of the offense may warrant not following the usual sequence of warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example could be given for a flagrant first offense, and immediate dismissal could result without prior warning or suspension in the case of major acts of misconduct or serious dereliction of duty.

**Approved by Board of Education 06/12/12**
GUIDELINES FOR USING THE CORRECTIVE ACTION FORM:

When documenting corrective action, it is helpful to adhere to the following guidelines:

- **FACTS** - List only facts, not opinions. Give concrete examples, when possible, to document the incorrect behavior.
- **OBJECTIVES** – What is the desired outcome? What do you expect? You may want to cite a portion of the job description.
- **SOLUTIONS** – How do you suggest that he or she improves their performance? Does the employee have any suggestions? You may offer additional training, review of procedures, etc.
- **ACTION** – Tell the employee in writing that he or she is receiving a warning, suspension, etc. and set a date to review his or her progress towards obtaining the goals set.

DIRECTIONS FOR SUBMITTING THE CORRECTIVE ACTION FORM:

The employee must sign the Corrective Action form to acknowledge receipt. If the employee refuses to sign, write “refused to sign” and sign your name as a witness.

The supervisor should give a copy of the signed document to the employee and send the original to the Human Resources office in a sealed envelope. The Corrective Action will be placed in the personnel file.
# Employee Corrective Action Form

**Employee Name:** |  | **Date:** |  |
|------------------|---|-------------|---|

**Job Title:** |  | **Supervisor:** |  |

## Level of Corrective Action
- □ Verbal Warning/Counseling
- □ Written Warning/Reprimand
- □ Suspension
- □ Termination

### Facts:

### Objective:

### Solution(s):

### Action Taken:

### Comments:

### Re-Evaluation Meeting Scheduled For:

<table>
<thead>
<tr>
<th>Employee Signature:</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor Signature:</td>
<td>Date</td>
</tr>
<tr>
<td>HR Signature:</td>
<td>Date</td>
</tr>
</tbody>
</table>

A copy of this corrective action will be placed your personnel file for reference.
<table>
<thead>
<tr>
<th>Position</th>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
<th>F</th>
<th>G</th>
<th>H</th>
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<td>23.69</td>
<td>23.85</td>
<td>24.01</td>
<td>24.17</td>
<td>24.33</td>
<td>24.49</td>
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<td>32.92</td>
<td>33.08</td>
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<tr>
<td>Program Director</td>
<td>22.97</td>
<td>23.13</td>
<td>23.29</td>
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<td>23.61</td>
<td>23.77</td>
<td>23.93</td>
<td>24.09</td>
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<td>22.68</td>
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<td>20.90</td>
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<td>20.74</td>
<td>20.90</td>
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<td>16.79</td>
<td>16.92</td>
<td>17.05</td>
<td>17.18</td>
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<td>15.46</td>
<td>15.61</td>
<td>15.76</td>
<td>15.91</td>
<td>16.06</td>
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<td>15.46</td>
<td>15.61</td>
<td>15.76</td>
<td>15.91</td>
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<td>15.61</td>
<td>15.76</td>
<td>15.91</td>
<td>16.06</td>
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<td>16.36</td>
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<td>32.28</td>
<td>32.44</td>
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<td>32.76</td>
<td>32.92</td>
<td>33.08</td>
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<tr>
<td>Counselor Asst/Aide (195 days)</td>
<td>15.26</td>
<td>15.46</td>
<td>15.66</td>
<td>15.86</td>
<td>16.06</td>
<td>16.26</td>
<td>16.46</td>
<td>16.66</td>
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<td>Athletic Trainer(includes BS Degree stipend) 220 day</td>
<td>33.89</td>
<td>33.99</td>
<td>34.09</td>
<td>34.19</td>
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<td>32.60</td>
<td>32.76</td>
<td>32.92</td>
<td>33.08</td>
<td>33.24</td>
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<td>District Technology Technician (240 days)</td>
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<td>20.31</td>
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<td>18.68</td>
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<td>18.94</td>
<td>19.07</td>
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<td>14.02</td>
<td>14.18</td>
<td>14.34</td>
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<td>16.99</td>
<td>17.15</td>
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<td>15.15</td>
<td>15.28</td>
<td>15.41</td>
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<td>21.97</td>
<td>22.12</td>
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<td>22.42</td>
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<td>15.15</td>
<td>15.28</td>
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<td>15.80</td>
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<td>15.19</td>
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<td>Lead Custodian (220 days) (230 days)</td>
<td>14.23</td>
<td>14.37</td>
<td>14.51</td>
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<td>15.85</td>
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<td>Position</td>
<td>Hours/Days</td>
<td>Hourly Rate</td>
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<td>Sub-Cook</td>
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<td>Bus Driver (Extra trips)</td>
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<td>Secretary - VBSD Ed Foundation (198 days)</td>
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<td>Coordinator-Community Recreation Program (179 day)</td>
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<td>Student Worker-Community Recreation Program (15.00/game)</td>
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*Special Education Aides, G/T Aides, Compensatory Aides, ISS, and Migrant Clerk/Tutor

8.2.1 Adult Ed Salary Schedule 2014-2015

Adult Ed teacher (240 days) 29.49
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<thead>
<tr>
<th>Position</th>
<th>Base Rate</th>
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<tr>
<td>Adult Ed teacher (240 days)</td>
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<td>Adult Ed teacher</td>
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<tr>
<td>Adult Ed para pro with Masters Degree</td>
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<td>Adult Ed para pro</td>
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<td>Adult Ed-Assistant to Director (240 days)</td>
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<td>Aeris Specialist (240 days)</td>
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<td>Career Development Coach</td>
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<td>Parents as Teacher para pro (206 days)</td>
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A  District Treasurer Stipend: 5004.00  
B  Additional Responsibilities Stipend 2500.00  
C  Finance Office Stipend 1000.00  
D  Bachelor's Degree  
E  AASBO Certification  
F  SIS Coordinator

Classified employees who do not adequately fulfill the job for which the stipend is paid will forfeit the stipend.

Approved by Board of Education 10/11/11
Amended by Board of Education 05/14/13
Amended by Board of Education 09/10/13
Amended by Board of Education 06/09/14
Amended by Board of Education 08/19/14
Amended by Board of Education 12/09/14
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600.00
2000.00

the next year.
8.3 -- SELECTION AND ASSIGNMENT OF CLASSIFIED STAFF

The Van Buren School System shall maintain a staff of employees who are not certificated by the State Department of Education in these necessary non-instructional capacities:

1. Clerical
2. Custodial
3. Food service
4. Transportation
5. Maintenance
6. Teacher Aides

These employees shall perform those necessary duties as are stipulated by the Superintendent of Schools.

It shall be the duty of the Superintendent of Schools with the assistance of the appropriate supervisor or department head to recommend the employment of the individual members of the non-instructional staff to the Board of Education for approval and employment.

The assignment of teacher aides shall be made by the superintendent or his/her designee. Changes in the assignments may be made as necessary due to changes in the student population, teacher changes, and to best meet the educational needs of the students.

Legal Reference: A.C.A. § 6-17-201
Approved by Board of Education 08/14/84
Amended by Board of Education 08/18/09
8.4 -- BACKGROUND CHECKS OF NON-CERTIFIED PERSONNEL -- ACT 1313 OF 1997, ACT 103 OF 2003

The Van Buren School district will require a criminal background check upon the initial hiring of non-certified personnel according to the provisions of Arkansas Code 6-17-414, and will allow the use of the waiver procedure provided in the amendment of said statute set forth in ACT 103 of 2003.

Employment and reimbursement of cost is conditional pending the outcome of their background check.

Ref: AC 6-17-414
Approved by Board of Education 06/07/04
8.5 -- NURSE TO STUDENT RATIO -- ACT 67 SECOND EXTRAORDINARY SESSION OF 2003

The Van Buren School District, in accordance with ACT 41 and ACT 67 of the Extraordinary Session of 2003, will provide an appropriate school nurse-to-student ratio to effectively meet the health care needs of its children.

Ref: AC 6-18-706
Approved by Board of Education 06/07/04
8.6.1 — CLASSIFIED PERSONNEL LEAVE OF ABSENCE

Employees may be granted a leave of absence for one or two semesters without pay. A minimum of three years continuous satisfactory service must have been completed in the district and the employee recommended for employment for the following year. This service must have been under contract as a full-time employee.

Applications must be in writing on the appropriate form and state clearly all the details under which the leave is to be granted. When the leave is for medical/health reasons, a doctor’s statement is required for documentation and must accompany the application. Applications for leave must be submitted to the principal/supervisor. S/he will forward the application to the Superintendent’s Office, Department of Human Resources, to be forwarded to the Board for action.

When leave of absence has been granted, employees must notify the Superintendent by April 1, of their intention to resume work at the beginning of the next school term. Failure to notify the Superintendent of intention to resume work as indicated, or failure to report for duty at the expiration of a leave of absence, or extension granted, or failure to ask for additional leave of absence, in case of protracted absence shall be considered a resignation.

Approved by Board 04/04/06
8.6.2 – PERSONAL BUSINESS LEAVE – CLASSIFIED PERSONNEL

Full-time non-certified employees will be allowed two (2) days personal business leave per year at no cost to the employee, provided such leave may not be taken on days immediately preceding or following school calendar vacation or holiday periods, except in cases of emergency. Emergency requests specifying reason must be given to the immediate supervisor in writing for approval. A full-time employee is one whose contract requires a minimum of 6 hours on the job site each day.

Accumulated Personal Business Leave in excess of 5 days shall be rolled over into sick leave and carried over to the next school year as sick leave. To qualify for personal business leave, the immediate supervisor must be notified in writing at least two days prior to taking such leave. Exceptions may be made in case of emergency where such notice is impossible.

Employees using unauthorized Personal Business days shall be docked at the rate of one full day’s pay. Personal business leave will be denied in cases where appropriate replacements cannot be obtained and the absence will, in the opinion of the supervisor, cause a significant disruption of necessary service to the school.

An employee who holds two part-time jobs in the school district may not combine the two jobs to qualify for personal business leave.

Approved by Board of Education 03/08/88
Amended by Board of Education 06/08/99
Revised 1/02
Amended by Board of Education 02/12/02
Amended by Board of Education 04/12/05
Amended by Board of Education 10/09/12
8.6.3 – Classified Employees Professional Leave

“Professional Leave” is paid leave granted for the purpose of enabling an employee to participate in professional activities (e.g., workshops or serving on professional committees) which improve the instructional program or the employee’s ability to perform his/her duties. Any employee seeking professional leave must make a written request to his/her 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.

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.

During such approved leave, the employee’s pay shall not be deducted. If a substitute is needed during such approved leave, the District shall pay the full cost of the substitute.

Budgeting concerns may always be taken into consideration in reviewing a request for professional leave.

Approved by Board of Education 12/13/05
8.6 -- SICK LEAVE - CLASSIFIED EMPLOYEES

This policy is applicable to all CLASSIFIED employees.

For the purpose of this policy the following definitions shall apply:

SCHOOL EMPLOYEE - shall include any employee of the Van Buren School District who works not less than 20 hours per week.

a. SICK LEAVE - shall mean absence from one's assigned duties for the reason of illness (including disability caused by pregnancy) or accident; or the illness, accident or funeral of a member of the employee’s immediate family. This will also include the hospitalization or funeral of the employee’s grandparents, brothers or sisters, and the funeral of the parents, brothers, or sisters of the employee’s spouse.

b. IMMEDIATE FAMILY - shall mean the employee spouse, children, parents, and any other relatives or dependents living in the same household.

c. ACCUMULATED SICK LEAVE - shall mean the total number of days of unused sick leave that an employee has to his/her credit.

d. MONTH - shall mean twenty (20) contracted working days. Ten or more days shall be considered a major portion of a month.

The Van Buren School District shall provide sick leave for each of its appropriate school employees covered by this policy at a minimum accumulation rate of one (1) day per month or major portion thereof that the employee is employed at full pay. Such accumulation shall begin with the first month or major portion thereof beginning with the first day of the first school term for which each such individual is employed. If an employee resigns or leaves his/her employment position for any reason before the end of the school year, the District may deduct from his/her last pay check full compensation for any day of sick leave used in excess of the number of days earned. An employee shall be entitled to such leave only for reasons defined under "SICK LEAVE" above. The principal/supervisor will have the discretion in working with each employee to determine length of sick leave time and the reason for sick leave upon approval of the superintendent or his/her designee.

A record of sick leave used and accumulated shall be maintained for each employee. Sick leave that is unused by an employee during any school year shall be accumulated in such employee’s sick leave account at the rate of one (1) day per month or major portion thereof that the individual is employed until ninety (90) days have been accumulated. An employee who qualifies for sick leave as defined above and approved by the principal/supervisor may use any amount up to their total number of accumulated days. Accumulated days that are used up may be restored up to ninety (90) days in the same manner that they were first accumulated.
A classified employee who misses five (5) or more consecutive days because of illness or accident must submit to the principal/supervisor a statement of verification of disability from a medical doctor. If an employee is absent in excess of accumulated sick leave days, one day’s pay will be deducted from the salary. At the end of each year classified employees will be paid for accumulated sick leave in excess of ninety (90) days at the rate of $40 per day. Classified employees who retire from the field of education at the end of service to the Van Buren School District will receive pay for all accumulated sick leave at the rate of $40 per day for the year immediately preceding retirement if they meet any one of the following three requirements:

1. Worked the final five years for the Van Buren School District and have accumulated at least twenty-eight (28) years of service in Arkansas Public Schools.
2. Worked the final five years for the Van Buren School District, have accumulated at least twenty-five (25) years of service in Arkansas Public Schools, and have reached the age of sixty-two years.
3. Worked the final twelve years for the Van Buren School District and have met any of the requirements to draw retirement pay from the Arkansas Teacher Retirement System.

Verification of retirement from the field of education will be required prior to payment for any accumulated sick leave under requirements listed above. Any classified employee beginning employment in the Van Buren School District shall be granted accumulated sick leave, not to exceed ninety (90) days earned in any other Arkansas Public School District. It is the responsibility of the classified employee to get an authorized statement from the previous school district to verify the accumulated days.

Days lost by classified employees in excess of those provided for sick leave described above or personal business leave described in Policy 8.6.2 Personal Business Leave – Classified Personnel will result in the loss of one (1) days pay to be determined by the following formula:

\[
\text{Annual Contract Salary/Number of Contract Days} = \text{Days Pay}
\]

Approved by Board of Education 02/09/88
Amended by Board of Education 06/11/91
Amended by Board of Education 06/08/99
Amended by Board of Education 05/19/09
Amended by Board of Education 07/13/10
Amended by Board of Education 08/17/10
Amended by Board of Education 06/14/11
Amended by Board of Education 05/14/13
8.7 -- SUPERVISION OF STUDENTS – CLASSIFIED EMPLOYEES

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.

Approved by Board of Education 04/04/06
8.8 -- DISMISSAL PROCEDURES - NON-CERTIFIED EMPLOYEES

Should the Superintendent of the Van Buren School District determine that a non-certified employee should be dismissed, the procedure for notification and other procedural steps shall be in accordance with Act 631 of 1991.

For purposes of this policy, non-certified employee shall mean any person employed by the Van Buren School District under a written annual contract, who is not required to have a teaching certificate issued by the Arkansas Department of Education as a condition of employment, and who is contracted to work at least twenty (20) hours per week.

Ref: Act 631 of 1991
Approved by Board of Education 06/11/91
8.9.1 – TOBACCO USE ON SCHOOL CAMPUSES–Act 1555 of 1999

Employees of the Van Buren School District are not permitted to smoke or use tobacco products in any form in or on any property owned or leased by the school district, including school buses.

With the exception of recognized tobacco cessation products, this policy’s prohibition includes any tobacco or nicotine delivery system or product. Specifically, the prohibition includes any product that is manufactured, distributed, marketed, or sold as e-cigarettes, e-cigars, e-pipes, or under any other name or descriptor.

Any person violating the provisions of this section shall be guilty of a misdemeanor and, upon conviction thereof, shall be punished by a fine of not less than ten dollars ($10.00) nor more than one hundred dollars ($100) and will be subject to disciplinary action of the Van Buren School District.

Approved by Board of Education 07/16/13
8.9 – DRUG-FREE WORKPLACE (CLASSIFIED STAFF)

The Van Buren School District is committed to providing a drug-free workplace for all employees. Van Buren School District employees are advised that the following activities are prohibited on Van Buren School District property or at any Van Buren School District function.

1. Use of a controlled substance and/or being under the influence of a controlled substance;
2. Possession of a controlled substance;
3. Distribution (in any manner) of a controlled substance to any person; and

An employee of the Van Buren School District engaging in any of the above prohibited activities is subject to termination.

As a condition of employment an employee must:

1. Abide by the terms of this statement; and
2. Notify the employer within five (5) days of any criminal drug status conviction for a violation occurring in the workplace.

Agencies in the Van Buren School District area available for drug counseling or drug rehabilitation programs include:

1. Alcoholics Anonymous Intergroup office   783-0123
2. Gateway House, Inc      783-8849
3. Harbor House, Inc.      785-4083
4. Harbor View Mercy Hospital     484-5550
5. Sparks Care Unity        441-5500
6. Western Arkansas Counseling and Guidance Center  474-8084

Employees of the Van Buren School District will be provided a copy of this statement and a copy of appropriate drug-free workplace awareness information.

New employees will be required to sign a drug-free workplace certificate before being issued a contract and will be provided a copy of this statement and awareness information.

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 of performing work and/or any time they are performing a safety-sensitive function. In addition to the (required) testing as
an initial condition of employment, employees shall submit to subsequent drug testing as required by law and/or regulations. Subsequent testing includes and/or may be triggered by, but is not limited to:

1. Testing in conjunction with an accident where the employee is seeking worker’s compensation. All employees submitting worker’s compensation claims will be subject to a drug and alcohol test as soon as medically possible, and
2. Reasonable suspicion.

Any employee who violates this policy will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution. Employees may be required to satisfactorily participate in rehabilitation programs.

Reasonable Suspicion

Any supervisor who has reasonable suspicion to believe that an employee has violated the alcohol or drug prohibitions of the district shall immediately report those findings to the building principal in writing. The report will include all physical symptoms and background information that created the reasonable suspicion. Symptoms and information could include, but are not limited to: slurred speech, erratic emotional and physical behavior, extreme mood swings, impaired judgment, situations in which the employee discloses information publicly, etc. The building principal and supervisor will determine if a drug or alcohol test is appropriate. If the building principal is the suspected employee's supervisor, the principal may determine whether a drug test is appropriate.

Alcohol testing is authorized for reasonable suspicion only if the required observations are made just before, during, or just after the period of the work day when the employee must comply with alcohol prohibitions. No drug or alcohol test may be administered by the person who determines reasonable suspicion exists to conduct such a test. Alcohol and drug tests will be administered as soon as possible. If a test is not administered within two (2) hours of a determination of reasonable suspicion, the supervisor shall prepare and maintain a record explaining why this was not done.

Consequences

An employee who tests positive for alcohol or drugs in violation of Board policy will be subject to disciplinary action up to and including termination. All disciplinary actions will be administered in accordance with Board policy and law.

Refusal to Submit to Tests

Drug or alcohol tests administered pursuant to this policy are mandatory. An employee refuses to submit when he or she fails to provide adequate breath or urine for testing when notified of the need to do so or engages in conduct that clearly obstructs the testing process.
Consequences

Employees who refuse to submit to a test, who test positive for prohibited substances, or who take deliberate action with the intent to falsify test results will be subject to disciplinary action up to and including termination in accordance with Board policy and law. An employee refusing to submit to a drug test will automatically be denied worker’s compensation.

Approved by Employees 11/02/90
Approved by Board of Education 11/13/90
Approved by Board of Education 01/10/06
Approved by Board of Education 06/09/14
8.9F1 – EMPLOYEE CERTIFICATE REGARDING DRUG FREE WORKPLACE

Student and employee safety is of paramount concern to the Board of Education. In recognition of the threat to safety posed by employee use or possession of drugs or alcohol, the Board of Education commits itself to a continuing good-faith effort to maintain a drug-free workplace. The Board of Education shall not tolerate the manufacture, use, possession, sale, distribution or being under the influence of controlled substances, alcohol or unauthorized prescription medications by district employees on any district property; on any district-approved vehicle used to transport students to and from school or district activities; off district property at any district-sponsored or district-approved activity, event or function, such as a field trip or athletic event, where students are under the supervision of the school district; or during any period of time such employee is supervising students on behalf of the school district or is otherwise engaged in school district business.

As required by Section 5145 of the Drug-Free Schools and Communities Act as added by Section 22 of the Drug-Free Schools and Communities Act Amendments of 1987 (P.L.101-226).

I, _____________________________, have read and understand the Drug-Free Workplace policy. I understand that if I violate the Drug-Free Workplace policy, I will be subject to discipline up to and including termination or I may be required to participate in a substance abuse treatment program. If I fail to successfully participate in a substance abuse treatment program, I understand I may be subject to discipline up to and including termination. I understand that if I am required to participate in a substance abuse treatment program and I refuse to participate, I may be subject to discipline up to and including termination. I also understand that if I am convicted of a criminal drug offense committed in the workplace, I must report that conviction to my supervisor within five (5) days of the conviction.

I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance while working on any Van Buren School District property or engaging in a Van Buren School function.

I further certify that I have received a copy of the Van Buren School District statement regarding the Drug-Free Workplace Act of 1988.

I also certify that I have received materials informing me about:
1. The dangers of drug abuse in the workplace.
2. The Van Buren School District's policy of maintaining a drug-free workplace.
3. Drug counseling and drug rehabilitation assistance program available in this area.
4. The penalties that may be imposed by the Van Buren School District upon employees/agents for drug abuse violations in the workplace.

_____________________________________________  ________________________________________
Signature of Employee                     Social Security Number

_____________________________________________  ________________________________________
Work Location                               Date Signed

Note: The reader is encouraged to review policies and/or procedures for related information in this administrative area.

Updated 06/2014
8.10 – CLASSIFIED 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.

Approved by Board of Education 04/14/06
8.11 -- SEXUAL HARASSMENT (Classified) - Act 1108 of 1997

Purpose

Sexual harassment is sex discrimination under Title IX. It is the policy of the Van Buren School District to maintain a learning and working environment that is free from sex discrimination including sexual harassment.

Authority

It shall be a violation of this policy for any member of the district staff to harass a student or another staff member through conduct or communications of a sexual nature as defined below. It shall also be a violation of this policy for students to harass other students or members of the district staff through conduct or communications of a sexual nature as defined below.

Definitions

Unwelcome sexual advances, requests for sexual favors and other inappropriate oral, written or physical conduct of a sexual nature when made by a member of the school staff to another member of the district staff or to a student or when made by any student to another student constitute sexual harassment when:

a. submission to such conduct is made, either explicitly or implicitly, a term or condition of employment or an individual's education;

b. submission to or rejection of such conduct by an individual is used as the basis for academic decisions affecting that individual; or

c. such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive work or academic environment.

Sexual harassment, as defined above, may include but is not limited to the following:

Verbal harassment or abuse
Pressure or sexual activity
Repeated remarks to a person with sexual or demeaning implications
Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.
Inappropriate patting or pinching
Intentional brushing against a student's or an employee's body
Any sexual motivated unwelcome touching

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 Carol Brody, Equity Coordinator the individual designated to receive such complaints. 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 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 days of the complaint or report of sexual harassment.

The investigation 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.

**Reprisal**

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 an investigation proceeding related to a sexual harassment complaint. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment.

Approved by Board of Education 04/14/06
8.12 -- CLASSIFIED PERSONNEL REDUCTION IN FORCE

Reduction in Force (RIF) is a policy to guide the Van Buren Public School District, if it becomes necessary, to reduce classified staff members due to a decline in pupil enrollment, financial conditions, program revision or elimination, the closing of facilities, and/or School District reorganization. Whenever a reduction in classified staff members becomes necessary in the opinion of the Board of Education, the following policy will be utilized to accomplish the necessary reduction action:

1. DEFINITION
   a. Reduction in Force (RIF) - RIF as used in this policy will mean district-wide reduction in classified staff members.
   b. Seniority - Seniority as used in this policy will mean the employee's vertical salary schedule placement on the Van Buren School District's schedule.
   c. Attrition - Attrition is defined as a position left vacant when an employee voluntarily resigns, retires, or is dismissed from the District.

2. PROVISIONS
   a. The Board of Education, upon a recommendation by the Superintendent of Schools, shall determine the number of staff members to be placed on RIF leave and the area(s), field(s), and/or program(s) to be affected.
   b. To the fullest extent possible, normal attrition will be considered first prior to reduction in force. Part-time employees in identified areas of specialization shall be released prior to reduction of classified employees on full-time contracts.
   c. A classified employee placed on RIF leave may engage in another occupation during the period of such leave.
   d. A RIF-leave status shall not continue beyond two (2) years, unless the leave status is extended by Board action. (See Section III-C for the individual's responsibilities while on RIF-leave status.)
   e. The selection of classified employees to be recommended for reduction in force shall be made by the Superintendent of Schools on the basis of the criteria and priorities listed below:
      1. Seniority - Reductions will be accomplished by layoffs of the least senior staff members in the identified areas; provided, however, that classified employee in their first, second, or third year of Van Buren working experience will be maintained on a separate seniority list and will be considered as the least senior staff members for purpose of layoff;
2. Professional Training - If two (2) or more persons have the same seniority and area status; reduction will be determined by attainment in accordance with horizontal salary schedule placement. Those to the right will be considered the most senior;

3. A person trained in more than one (1) classified area will be given precedence if seniority status and professional training are equal. A staff member involved in staff reduction may, if all other employment attributes are equal, exercise seniority and displace or place on layoff the classified employee with the least seniority in the School District performing in the same assignment; and

4. The initial employment acceptance date (month, day, year) may be used to determine reduction if the factors of seniority, training, and Van Buren School experience are equal for two (2) or more persons.

f. Specially funded programs such as Adult Education, Federal Programs, Title I, CSR, and Poverty Index may be modified or eliminated independent of this policy. All employees will be notified in writing of this provision at the time of employment.

3. PROCEDURE

a. Reduction of classified staff members will be made on a district-wide basis rather than on a building-by-building basis whenever reduction in force occurs.

b. Written notification to staff members affected by reduction in force will be provided as early as possible, but no later than thirty (30) calendar days prior to the layoff.

c. A staff member reduced from employment through the provisions of this policy will be considered to be on RIF leave.

1. RIF-leave status will be maintained for a period of one (1) year (unless reemployed sooner by the Van Buren Schools).

2. If the RIFed employee wished to remain on RIF-leave status for the additional one (1) year period, he/she must notify the District in writing not later than the one (1) year anniversary date of layoff.

3. RIF-leave status will not be affected by employment in another school district or in another occupation.

d. Staff members will be selected for reduction according to provisions and the procedures of this policy. Staff members on leave of absence or sabbatical will be considered in the same manner.
e. A seniority list which will include job areas for the individuals listed will be used to identify persons for RIF leaves.

f. In the event a staff member, not being considered for RIF, desires to volunteer for RIF-leave status, he/she would request RIF status in writing to the personnel office within five (5) working days of the announced RIF action. Approval of a RIF volunteer would be made considering the match of the volunteer to the subject area(s), field(s), and/or program(s) affected by the RIF action. If placed on RIF-leave status, the volunteer would be subject to all provisions, procedures, recall, and rights of this policy.

4. RECALL AND RIGHTS

a. After reduction-in-force action has occurred and the need for the reduction in classified personnel has diminished, RIFed personnel will be offered employment in their classified area prior to employment being offered to other applicants. However, the eligible RIFed personnel must be fully qualified for the available position as reflected on their current job description for that position. When positions are to be filled through the recall process, personnel on RIF leave will be recalled in the reverse order of layoff.

b. The person being recalled will be offered employment by certified mail from the Van Buren School District. Recall notice will be sent to the person's last known address on file in the District office. It shall be the responsibility of the RIFed person to supply the District with his/her current address.

c. Within ten (10) calendar days of postmark of the recall notice, the recalled person must accept the offer by replying by certified mail or in person to the Van Buren School District. Rejection of the offer or failure to respond within ten (10) days removes the recalled person's right to any further employment consideration under the provisions of this policy.

d. Failure to report to work in a position that the RIFed person has accepted, unless said employee presents proof of sickness or injury, shall be construed to be a default. If said RIFed person has secured employment elsewhere, he/she will be allowed a fourteen (14) day period from the date of the acceptance before being required to report to work. A person with RIF leave who has contracted with another public school district may opt to complete his/her existing contract with that District. In this case, the person will be hired to fill a position at the beginning of the next school year.

e. All fringe benefits to which an employee was entitled at the time of RIF leave, including sick leave, personal business days, etc., will be restored to him/her upon returning to full-time employment with the School District. No benefits will accrue during RIF leave status. The employee recalled from RIF leave will be placed on the salary schedule step that he/she would have been on prior to being placed on RIF leave.

f. All classified employees on RIF leave will be given priority over new
applicants in filling positions which may open.

g. When a reduction in force is declared and classified personnel are placed on layoff (RIF) status, the personnel office will prepare a seniority list of classified personnel. This list according to seniority will include name, service, and job title areas; and RIFed personnel will be designated. The list will be maintained in the personnel office for review by the appropriate school officials, the personnel involved, and a classified personnel policy representative.

h. A person who is grieved may utilize the District's grievance procedure.

Approved by Board of Education 10/18/05
8.13 -- CLASSIFIED 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.

District staff is 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 it occurs on school grounds; off school grounds at a school sponsored or 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, staff member, or the building principal. The report may be made anonymously.

Definition:
Bullying is any pattern of behavior by a student, or a group of students, that is intended to harass, intimidate, ridicule, humiliate, or instill fear in another child or group of children. Bullying behavior can be a threat of, or actual, physical harm or it can be verbal abuse of the child. Bullying is a series of recurring actions committed over a period of time directed toward one student, or successive, separate actions directed against multiple students.

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

1. Sarcasm “compliment,” 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.

Legal Reference: A.C.A. § 6-18-514

Approved by Board of Education 04/04/06
8.14 -- CLASSIFIED PERSONNEL REQUIREMENTS FOR PARAPROFESSIONALS

No Child Left Behind (NCLB) requires that Title I paraprofessionals who have any student instructional contact be “highly qualified.” This requires that, at a minimum, they shall have:

1. completed at least two (2) years of study at an institution of higher education;
2. obtained an associate’s (or higher) degree;
3. taken and passed the Parapro Assessment Test certifying they are highly qualified; or
4. satisfied any other state or federal requirement for paraprofessional to be “highly qualified.”

New employees hired as paraprofessionals are required to have met the qualifications criteria as an initial condition for employment. Title I paraprofessionals who have any student instructional contact already employed by the district as of January 8, 2002 must be able to meet the qualifications criteria by January 1, 2006.

The superintendent shall determine if, in his or her opinion, a paraprofessional employed by the district prior to January 8, 2002 may be reasonably expected to satisfy the requirements imposed by NCLB or state requirements by January 1, 2006. No later than 30 days prior to each paraprofessional's contract commencement date the superintendent shall notify paraprofessional employees deemed unlikely to satisfy NCLB and/or state requirements that they are being recommended for non-renewal. In the event that, subsequent to contract renewal, the superintendent determines the paraprofessional employee does not meet the definition of "highly qualified," it shall be grounds for termination of the paraprofessional's contract of employment.

An exception to the highly qualified requirements of NCLB is allowed for paraprofessionals who are proficient in English and a language other than English and who provide services primarily to enhance the participation of children in programs served under Title I by acting as a translator; or whose duties consist solely of conducting parental involvement activities consistent with the requirements of NCLB.

Note: For example: if an employee still needs 30 college credit hours to attain highly qualified status by the contract renewal date of Aug 1, the superintendent can reasonably assume there is no way the hours can be obtained in the single semester available between August 1\textsuperscript{st} and January 1\textsuperscript{st}.

Legal Reference: 20 USC § 6319(c)(d)(e)

Approved by Board of Education 04/04/06
8.15 — CLASSIFIED PERSONNEL — DRESS OF EMPLOYEES

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

Approved by Board of Education 04/04/06
8.16 – CLASSIFIED 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 supervisor with the authority to make school approvals), or the appropriate designee of the Superintendent.

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.

Approved by Board of Education 02/06/06
8.17 – BEREAVEMENT LEAVE FOR CLASSIFIED STAFF

Two (2) days of Bereavement Leave with full pay will be allowed full-time employees who have a death in the immediate family. A full-time employee is one whose contract requires a minimum of six (6) hours per day. One (1) day of Bereavement Leave with full pay will be allowed for part-time employees who have a death in the immediate family. A part-time employee is one whose contract requires less than six (6) hours per day. Immediate family shall be defined to include spouse, child, father, or mother of employee, or spouse’s father or mother, siblings, spouse’s siblings and grandchildren. Bereavement Leave will be granted in addition to all other leave days granted classified employees. The Superintendent (or designee) will maintain the right to provide extended Bereavement Leave for families who suffer more than one family death in any contract year.

Approved by Board of Education 06/12/07
Amended by Board of Education 04/19/11
Amended by Board of Education 05/14/13
Amended by Board of Education 06/09/14
8.19 – School Bus Driver Procedures

Loading and Discharging Students

The driver of a school bus shall load and unload passengers of the bus at the extreme right side of the paved or improved portion of the road/highway and at the right curbing when the curbing is maintained on the road/highway.

A driver of a school bus who fails to carry out this provision is guilty of a Class C misdemeanor.

Illegal Passing of a School Bus

A driver of a school bus who observes an operator of a motor vehicle illegally passing a school bus shall report the license plate number, issuing state (if different than Arkansas) and a brief description of the vehicle to the VBSD Transportation Director within two hours after the end of the driver’s shift. A form will be completed by the driver and the Transportation Director.

Within 48 hours of the observation, the VBSS Transportation Director will submit the form to the proper legal authorities.

The appropriate law enforcement agency or prosecuting authority with jurisdiction over the incident that is provided the report shall respond in writing to the Transportation Director the outcome of the report.

The Transportation Director shall provide information regarding the outcome of the report to the bus driver who initiated the report.

Approved by Board of Education 05/19/09
8.31 – CLASSIFIED PERSONNEL TERMINATION AND NON-RENEWAL

For procedures relating to the termination and non-renewal of classified employees, please refer to the Public School Employee Fair Hearing Act A.C. A. § 6-17-1701 through 1705.

A copy of the code is available in the office of the principal of each school building.

Approved by Board of Education 10/14/08
8.32 – CLASSIFIED PERSONNEL ASSIGNMENTS

The superintendent shall be responsible for assigning and reassigning classified personnel.

Approved by Board of Education 10/14/08
8.33 -- JURY DUTY FOR CLASSIFIED STAFF

The Board of Education recognizes that Jury Duty is an important responsibility of American Citizenship. It is felt that employees who accept this responsibility should not be penalized financially. Staff members who serve on juries shall have a deduction from salary equal only to the sum received for this service.

When not selected for jury duty or when released from jury duty before the end of the school day, certified employees are required to report to their respective school building.

Substitutes for employees on jury duty will be procured in half-day increments.

Approved by Board of Education 05/14/13