

CALICO ROCK PUBLIC SCHOOLS

CLASSIFIED

PERSONNEL POLICIES



2017-2018

Approved by

Calico Rock Board of Education

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TABLE OF CONTENTS

SECTION 8 - CLASSIFIED

Introduction	2
Classified Personnel Committee	2
Code of Ethics	2
Length of Contract	3
Leave	3
Organizations	3
Personal Leave	3
Sick Leave and FMLA	3
Sick Leave Bank	7
Drug-Free Workplace Policy	7
Grievance Procedure	9
Reduction in Force	13
Miscellaneous	13
Nondiscrimination Policy	14
Amending	14
Breaks	14
Lunch	14
Bus Driver's Sick Leave	14
Sexual Harassment Policy	14
Fringe Benefits	16
Evaluation Procedure	16
Termination and Non-Renewal	16
Assignment of Teacher Aides	16
Assignment of Classified Personnel	16
Salary Schedule	17
School Calendar	18

INTRODUCTION

The Classified Personnel Handbook has been developed in accordance with AR Code 6—17-2303 and following (2003, Act 1780). Its purpose is to set forth personnel policies covering working conditions, salaries and educational matters of mutual concern under written policy agreement.

CLASSIFIED PERSONNEL COMMITTEE

1. a. The Committee shall consist of at least one (1) non-management representative from each of the following five (5) classifications:
 - A. Maintenance and operation;
 - B. Transportation;
 - C. Food Service;
 - D. Secretarial and clerical, and
 - E. Aides and Paraprofessionals.
 - b. Any classification of support personnel not identified in the five (5) classifications may be added as an additional representative. The actual number of non-management representatives shall be determined by the Committee and will go into effect the following year.
 - c. The classified personnel members of the committee shall be elected by a majority of the classified personnel voting by secret ballot.
 - d. The election shall be conducted solely and exclusively by the classified personnel including the preparation, distribution, and counting of the ballots.
 - e. The election shall be conducted by mid-October.
 - f. There shall be no more than three (3) administrators on the committee, one (1) of whom may be the superintendent.
 - g. The first meeting of the committee shall be held no later than October 31.
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2. The committee shall operate in accordance with the rules set forth in AR Code 6-17-2302 and following (2003, Act 1780).

CODE OF ETHICS

All employees of the Calico Rock School District, whether certified or classified, are a necessary part in the process of educating the students of the district. Therefore, we must all strive to not allow insignificant things that occur during the school day to deter us from our common goal, the education of our youth.

It is important that employees actions at school and in the community be of the highest quality because of the effect they may have upon our students, either directly or indirectly.

A classified employee found to be dishonest or immoral will be subject to dismissal by the Calico Rock School Board.

LENGTH OF CONTRACT

The working hours of classified employees may vary as follows: seven (7) hours per day, or eight (8) hours per day. Nine (9) months, ten (10) months, or twelve (12) months. However, some practices are common to all classified employees.

1. All are expected to be at work by the designated time.
2. All are expected to put in their required time each and every day. Employees are not allowed to leave early without permission.

LEAVE

New twelve (12) month employees shall earn one (1) week vacation after the first full year of employment unless otherwise approved by administration. Thereafter, employees shall earn two (2) weeks vacation each year non-cumulative.

1. Twelve (12) month employees may not take vacation leave without giving the administration a minimum of two (2) weeks notification.
2. Employees that leave during a contract year will lose all accumulated vacation leave and sick leave.

ORGANIZATIONS

Classified employees have the right to join or organize an employee organization.

PERSONAL LEAVE

1. Full time classified staff will be given personal days according to the following schedule:

Years Experience in District	Annual Personal Days
1-10	2
11-15	3
16+	4

Classified employees may, with prior notification to their supervisor, use two (2), three (3) or four (4) days of personal leave per year. Personal leave days will not accumulate and additional leave days taken will be deducted from the employee's salary. Classified employees will be compensated for unused personal leave days at the rate of fifty (50) dollars per day to be paid at the end of the current fiscal year.

SICK LEAVE

1. Classified employees shall be entitled to one (1) day per month of contract for sick leave with pay. Such leave shall be in force beginning with the first day of the first term for each employee. Accumulation of sick days shall be unlimited. Should any employee use all accumulated sick leave, additional days will be deducted from that employee's salary.

2. Only upon retirement from Arkansas Teacher Retirement System or Social Security Administration may a classified employee receive compensation for each unused sick day earned in consecutive years in this District at a rate of \$50 per day limited to 100 days. Employee must have been employed with district for 6 consecutive years. If an employee is a member of the sick bank, the excess days not getting paid for can be donated to the sick bank.
3. Employees may use sick leave for childbirth or adoption. Additional leave may be applied for under the Family and Medical Leave Act.*
4. An employee planning to be absent should notify the immediate supervisor in advance. If an emergency arises, employees must notify immediate supervisor as soon as possible.
5. District employees who are husband and wife may utilize each other's sick days.
6. **FUNERAL LEAVE:** Three days paid funeral leave shall be granted by the district for immediate family, or other approved by the building administrators. Funeral leave is not covered under sick leave. The Superintendent or his /her designee may extend such leave in certain circumstances to allow a reasonable time to return to the district. Funeral leave is not cumulative from year to year.

*** PERSONNEL FAMILY MEDICAL LEAVE**

Eligibility

The Calico Rock School District will grant up to twelve (12) weeks of leave in accordance with the Family Medical Leave Act of 1993 (FMLA) to its employees who have 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. The twelve (12) month period of eligibility shall begin on the first duty day of the school year. Leave will be granted 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.

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.

If both the husband and wife are employed by the district and entitled to leave as defined above, the District may, as determined by the needs of the District, limit their leave to a combined total of twelve (12) weeks when taken for reasons 1 or 2 listed above or to care for a parent with a serious health condition.

Notice by Employees

Foreseeable: When the need for leave is foreseeable, the employee must provide the District with at least thirty (30) days advance notice before the leave is to begin. If thirty (30) days is not practicable, such as because of a lack of knowledge of approximately when the leave will be required to begin, notice must be given as soon as possible.

When the need for leave is for reasons 3 or 4 listed above, the employee should provide a medical certification from a 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.

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 Certification

The required medical certification from a licensed, practicing health care provider of the need for FMLA leave for reasons 3 or 4 listed above 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. 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.

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.

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.

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:

- a. 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
- b. 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 weeks 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 employees contract due to the inability of the employee to fulfill the responsibilities and requirements of their contract.

Intermittent Leave

The District will honor employee requests for intermittent leave as prescribed by the FMLA and that are in the best interests of the District.

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.

SICK LEAVE BANK

A classified Sick Bank Committee shall be formed (aside from the classified Personnel Policy Committee). The purpose of the committee is to make decisions on who will be granted sick days.

DONATING

Donating days is strictly optional. If you decide to donate, you must submit a form no later than September 15th of current fiscal school year stating that you will donate one (1) day per year. To withdraw from the sick bank you must write a statement to the Sick Bank Committee stating your withdrawal.

RECEIVING

If you want to request extra sick days, you must submit a written letter to the Sick Bank Committee. Granting days is solely up to the committee, and is usually based upon extenuating circumstances.

DRUG-FREE WORKPLACE POLICY

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.

An employee living on campus or on school owned property is permitted to possess alcohol in his/her residence. The employee is bound by the restrictions stated in this policy while at work or performing his/her official duties.

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 incident at work resulting in injury to the employee requiring medical attention shall require the employee to submit to a drug test, which shall be paid at district expense. Failure for the employee to submit to the drug test or a confirmed positive drug test indicating the use of illegal substances or the misuse of prescription medications shall be grounds for the denial of worker's compensation benefits in accordance with policy 3.44—LICENSED PERSONNEL WORKPLACE INJURIES AND WORKERS' COMPENSATION.²

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/her 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 or her supervisor or the Superintendent of having been so charged shall 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/she cannot properly perform his/her duties shall not report for duty. Any employee who reports for duty and is so impaired, as determined by his/her 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/her physician in order to adjust the medication, if possible, so that the employee may return to his/her job unimpaired. Should the employee attempt to return to work while impaired by prescription medications, for which the employee has a prescription, he/she 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/her 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/her 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.

A report to the appropriate licensing agency shall be filed within seven (7) days of:

- 1) A final disciplinary action taken against an employee resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances; or
- 2) The voluntary resignation of an employee who is facing a pending disciplinary action resulting from the diversion, misuse, or abuse of illicit drugs or controlled substances.

The report filed with the licensing authority shall include, but not be limited to:

- The name, address, and telephone number of the person who is the subject of the report; and
- A description of the facts giving rise to the issuance of the report.

When the employee is not a healthcare professional, law enforcement will be contacted regarding any final disciplinary action taken against an employee for the diversion of controlled substances to one (1) or more third parties.

GRIEVANCE PROCEDURE

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. 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 superintendent. 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 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.

PERSONNEL LEVEL TWO GRIEVANCE FORM

Name: _____

Date submitted to supervisor: _____

Personnel Policy grievance is based upon:

Grievance (be specific):

What would resolve your grievance?

Supervisor's Response

Date submitted to recipient: _____

REDUCTION IN FORCE

Reduction in force will be decided by the administration and school board. Reduction in force decisions will be made using the following criteria in priority order:

1. Specific Area of Employment
2. Seniority
3. Job Performance

MISCELLANEOUS

1. Classified employees shall be notified no later than May 1 of the current school year whether said employee has been rehired or dismissed for the following year. Classified employees paid with Federal Funds will be the exception.
2. Classified employees shall notify the Superintendent of acceptance or rejection of a contract for the next school year within thirty (30) days of receipt of said contract. Employees who know in advance they plan not to return the next school year are requested to submit a resignation as early as possible.
3. Payroll dates shall be established by the Superintendent prior to the beginning of the next school year.
4. Classified employees shall not contract a debt in the name of the school without permission of the administration. Purchase order request forms must be obtained from the office. Should an employee contract a debt without the permission of the administration, said employee will be personally responsible for such debt.
5. Employees shall discourage visitors from the community from visiting them on campus. Employees who work in areas where accidents could occur will not be allowed visitors.
6. Classified employees shall not give school keys to anyone. Employees who knowingly violate this rule could be subject to dismissal by the Board of Education.
7. Classified employees shall not discuss information about students unless such information is required by a duly authorized authority.
8. Should the health of a staff member become detrimental to other staff members or students, the superintendent has the authority to suspend said employee until such condition has been corrected as shown by the statement of a qualified physician.
9. All employees must fill out an employee absence report the day that employee returns to work. Failure to fill out and submit an absence slip will result in the loss of salary for the period of absence.
10. Employees serving on jury duty and other required legal duty shall be paid full salary. However, all salary or per diem monies paid to the employee serving on the jury or legal duty must be returned to the District to avoid double payment. This policy is in keeping with the jury commission recommendation. All expenses incurred involving travel, food, and lodging are the responsibility of the employee serving on legal duty. Any remuneration by the court for such expense may be kept by the employee.

11. An employee whose absence is covered under the Workman's Compensation, Act 223 of 1971, shall report any loss of the time and compensation received. This amount shall be deducted from the contracted salary of the employee.
12. All full-time employees and spouse have free admission to regular season home basketball games.
13. A classified employee may apply for a leave of absence without pay. Each case will be considered on its own merit by the administration, when the application has been made as far in advance as circumstances will permit.
14. The classified PPC shall meet with the certified PPC to develop a joint calendar proposal for the coming year.

NONDISCRIMINATION POLICY

It shall be the policy of the Calico Rock Board of Education that the school District shall place an equal emphasis upon the nondiscrimination provision of educational opportunities for employees, and no person shall be denied the benefits on the basis of race, color, handicap, creed, national origin, age, or sex.

AMENDING

Any policies in conflict with school board policy, state board policy, or state laws shall be void.

Any amendment to the personnel policies shall be made in accordance with the procedures set forth in AR Code 6-17-2301 and following.

BREAKS

All classified employees who work (20) hours or more per week shall have two (2) paid fifteen-minute breaks during the regular workday for each classified employee. The contract day shall not be extended to provide for this.

LUNCH

All classified employees who work twenty (20) hours or more per week shall have a paid thirty (30) minute duty free lunch during the regular workday. The contract day shall not be extended to provide for this.

BUS DRIVERS SICK LEAVE

Bus drivers shall be entitled to seven (7) sick leave days or fourteen (14) trips per year of contract. Should drivers use sick leave, additional days will be deducted from the driver's salary at the rate of pay the driver receives per day.

SEXUAL HARASSMENT

The Calico Rock 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:

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

Employees who file a complaint of sexual harassment will not be subject to retaliation or reprisal in any form.

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.

FRINGE BENEFITS

The Calico Rock School District provides its classified personnel benefits consisting of the following:

1. Health insurance assistance of \$164 a month for those classified staff who choose to participate in the state's health insurance plan. One sick leave day per calendar year worked.
2. 2 to 4 personal days (refer to personal leave)
3. Free entrance to sports functions
4. Classified PPC Committee Members will receive a \$100 stipend

EVALUATION PROCEDURES

Employees will be evaluated annually by their supervisors or more frequently if necessary.

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. The Act specifically is not made a part of this policy by this reference. A copy of the code is available in the office of the principal of each school building.

ASSIGNMENT OF TEACHERS AIDES

The assignment of teachers' aides shall be made by the principal 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.

ASSIGNMENT OF CLASSIFIED PERSONNEL

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

President of Board

Date

CALICO ROCK PUBLIC SCHOOLS
CLASSIFIED SALARY SCHEDULE FOR 2017-2018 (2%)
BOARD APPROVED May 24, 2017

Total Months	Daily	No.	Yrs														
	Hours	Days	Exp 0	1	2	3	4	5	6	7	8	9	10	11	12		
				APSCN Steps	1	2	3	4	5	6	7	8	9	10	11	12	13
<u>Custodians/Maintenance*/Classroom Aides</u>																	
	9	7	178	10803	11193	11583	11973	12363	12753	13143	13533	13923	14313	14703	15093	15483	
	9	8	178	12346	12791	13236	13681	14126	14571	15016	15461	15906	16351	16796	17241	17686	
	12	8	248	17201	17821	18441	19061	19681	20301	20921	21541	22161	22781	23401	24021	24641	
<u>Lunchroom</u>																	
<u>Head Cook</u>																	
	10	8	195	13827	14327	14827	15327	15827	16327	16827	17327	17827	18327	18827	19327	19827	
<u>Cooks</u>																	
	9	7	183	11107	11507	11907	12307	12707	13107	13507	13907	14307	14707	15107	15507	15907	
<u>Nurse</u>																	
<u>LPN</u>																	
	9	7	178	13294	13619	13944	14269	14594	14919	15244	15569	15894	16219	16544	16869	17194	
<u>RN</u>																	
	9	7	178	14488	14913	15338	15763	16188	16613	17038	17463	17888	18313	18738	19163	19588	
<u>Clerical</u>																	
	12	8	248	17201	17821	18441	19061	19681	20301	20921	21541	22161	22781	23401	24021	24641	
<u>Supervisors</u>																	
	12	8	248	19286	19906	20526	21146	21766	22386	23006	23626	24246	24866	25486	26106	26726	
<u>Assistant to Superintendent/Bookkeeper</u>																	
	12	8	248	22361	22981	23601	24221	24841	25461	26081	26701	27321	27941	28561	29181	29801	
<u>Computer Technician</u>																	
	11	8	220	32260	32790	33320	33850	34380	34910	35440	35970	36500	37030	37560	38090	38620	

- Extra Duty
- a. District Treasurer - 2000
 - b. District Secretary - 1000
 - c. Nutrition Reimbursement Clerk - 1000
 - d. PPC Members - 100
 - e. eSchool Coordinator - 1500

Bus Drivers

Dolph/Hwy. 5/Hwy. 56/Wideman/Corinth - \$44.10/day x 178 Student Days = \$7,850
Culp Route/Boswell - \$45.61/day x 178 Student Days = \$8,120

Pay Classified Substitutes at rate of \$8.50/hour

Rex Whitfield President of Board	May 24, 2017 Date
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Calico Rock Public Schools

2017-2018 SCHOOL CALENDAR

In-service days will be determined by principals using rules and regulations set forth by the ADE and State Board of Education. It may be required of teachers to attend days prior to August 14.

August 14		First Day of School/Late Registration
September 4		Labor Day (No School)
October 13	44 days	1 st Quarter Ends (44 days)
October 19		Parent/Teacher Conferences
November 22,23,24		Thanksgiving Holidays
December 15	42 days	2 nd Quarter Ends (86 days)
December 18 – January 1		Christmas Holidays
January 2		First Day of 2nd Semester
* January 15		Martin Luther King Day
February 8		Parent/Teacher Conferences
* February 19		President’s Day
March 9	47 days	3 rd Quarter Ends (133 days total)
March 19-23		Spring Break
* March 30		Good Friday
May 21	45 days	4 th Quarter Ends (178 days Total)
May 28		Memorial Day
* May 22, 23		(Snow make-up days #4 & 5)
178 School Days		44 - 1 st Quarter
10 Teacher In-service		42- 2 nd Quarter
2 Parent/Teacher Conferences		47 - 3 rd Quarter
190 Teacher Contract Days		45 - 4 th Quarter – 178 Total *5 Snow Days

* Additional missed days due to inclement weather will be added under the advisement of Mr. Skidmore, Superintendent, and the Administration

Approved by Board on May 24, 2017