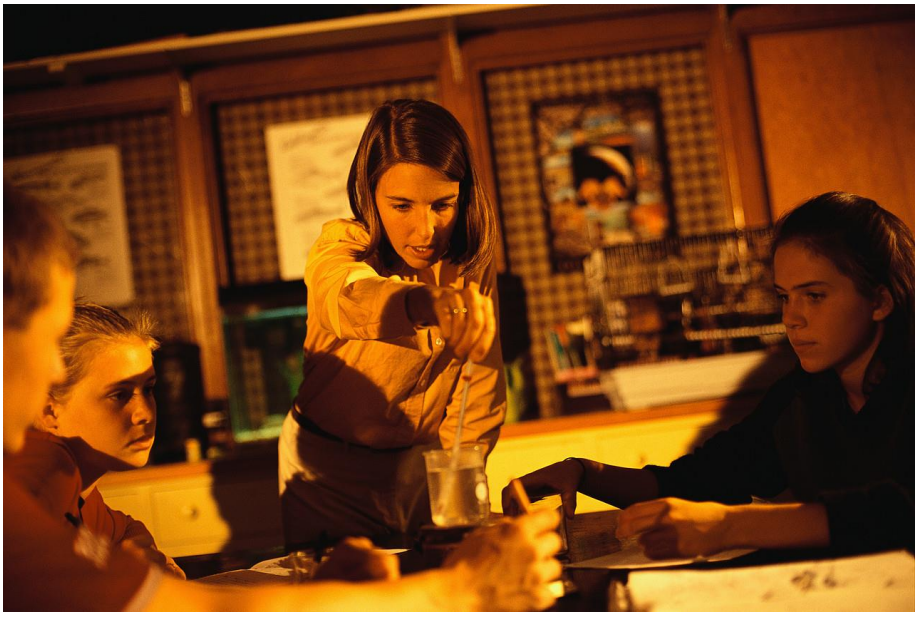
CALICO ROCK PUBLIC SCHOOLS

CLASSIFIED

PERSONNEL POLICIES



2013 – 2014

Approved by

Calico Rock Board of Education

July 25, 2012

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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) classification 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.

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. 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. Upon retirement from the District, a classified employee will receive compensation for each unused sick day earned in consecutive years in this District prior to retirement at a rate of $50 per day limited to 100 days.

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 employees 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.

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

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 sign a contract (so to speak) 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 receive extra sick days, you must to before the Sick Bank Committee to request days. Granting days is solely up to the committee, and is usually based upon extenuating circumstances.

DRUG-FREE WORKPLACE POLICY

This policy meets the requirements stated 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 1989 (P.L. 101-226).

The Calico Rock School District recognizes its responsibility to employees to provide a drug-free workplace and to prohibit unlawful manufacture, distribution, dispensation, possession, or use of any controlled substance, including alcohol, by employees. Employees will be made aware of the problems and dangers associated with drug use and abuse. Employees will also be made aware of area agencies and treatment centers which specialize in the treatment and recovery of substance abuse related problems.

When it has been established that an employee possesses or is under the influence of illegal drugs, or other materials expressly prohibited by federal, state, or local laws, or of any mind altering non-prescribed substances, including alcohol, while he/she is on school property, at school property, at school functions, or on school business, he/she will be subject to probation, suspension with or without pay, or dismissal. The employee may be reported to legal authorities.

Employees of this district, as a condition of employment, agree to abide by the terms of the above

statements and to notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

Nothing in this regulation shall limit the District's right to discipline up to and including discharge of an employee for off-duty, off premises illegal drug and alcohol activities.

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.

Legal Reference: ACA § 6-17-208

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. Employees have an option of a nine (9), ten (10), or twelve (12) month pay scale. If said employee chooses the nine (9) month pay scale the employee will not be paid until the last working day of the month.

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 may be entitled to two (2) sick leave days or four (4) 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 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.

Legal References: Title IX of the Education Amendments of 1972, 20 USC 1681, et seq.

Title VII of the Civil Rights Act of 1964, 42 USC 2000-e, et seq. ACA § 6-15-1005 (b) (1)

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. The District will pay $33 in addition to $131 required per month for the 2005-2006 school year.
2. On sick leave day per calendar year worked
3. 2 to 3 personal days (refer to personal leave)
4. Free entrance to sports functions

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.

_____ 07/25/2012

President of Board Date

CALICO ROCK PUBLIC SCHOOLS
CLASSIFIED SALARY SCHEDULE FOR 2013-2014
Approved by Board of Education June 18, 2013

Total Months	Daily Hours	No. Days	STEPS 0	1	2	3	4	5	6	7	8	9	10	11	12
Custodians/Maintenance*/Classroom Aides															
9	7	178	10155	10545	10935	11325	11715	12105	12495	12885	13275	13665	14055	14445	14835
9	8	178	11605	12050	12495	12940	13385	13830	14275	14720	15165	15610	16055	16500	16945
12	8	248	16170	16790	17410	18030	18650	19270	19890	20510	21130	21750	22370	22990	23610
Lunchroom															
Head Cook															
10	8	195	13000	13500	14000	14500	15000	15500	16000	16500	17000	17500	18000	18500	19000
Cooks															
9	7	183	10440	10840	11240	11640	12040	12440	12840	13240	13640	14040	14440	14840	15240
Nurse															
LPN															
9	7	178	12662	12981	13299	13618	13936	14255	14573	14891	15209	15528	15846	16171	16496
RN															
9	7	178	13724	14149	14573	14997	15422	15846	16271	16696	17120	17544	17969	18394	18819
Clerical															
12	8	248	16170	16790	17410	18030	18650	19270	19890	20510	21130	21750	22370	22990	23610
Supervisors															
12	8	248	18215	18835	19455	20075	20695	21315	21935	22555	23175	23795	24415	25035	25655
Assistant to Superintendent/Bookkeeper															
12	8	248	21215	21835	22455	23075	23695	24315	24935	25555	26175	26795	27415	28035	28655
Computer Technician															
11	8	220	31020	31550	32080	32610	33140	33670	34200	34730	35260	35790	36320	36850	37380

Extra Duty
a. District Treasurer - 1300
b. District Secretary - 800
c. Nutrition Reimbursement Clerk - 500

Bus Drivers
Corinth, Hwy 223 - $34.27/day x 178 Student Days = $6,100
Dolph, Boswell, Hwy. 5, & Hwy. 56/Wideman - $35.96/day x 178 Student Days = $6,400
Culp Route - $37.60/day x 178 Student Days = $6,670

Pay Classified Substitutes at rate of $7.74/hour

Calico Rock Public Schools

2013-2014 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 19.

	August 19		First Day of School/Late Registration
	September 2		Labor Day (No School)
	October 18	**44 days**	1st Quarter Ends (44 days)
	October 24		Parent/Teacher Conferences
	November 27, 28, 29		Thanksgiving Holidays
	December 20	**42 days**	2nd Quarter Ends (86 days)
	December 23 – January 3		Christmas Holidays
	January 6		First Day of 2nd Semester
*	January 20		Martin Luther King Day
*	February 17		President's Day
	March 14	**48 days**	3rd Quarter Ends (134 days total)
	March 20		Parent/Teacher Conferences
	March 24-28		Spring Break
*	April 18		Good Friday
	May 16		Graduation
	May 22-23		Semester Tests
	May 23	**44 days**	4th Quarter Ends (178 days Total)
	May 26		Memorial Day
*	May 27, 28		(Snow make-up days #4 & 5)

178 School Days	44 – 1st Quarter
10 Teacher In-service	42– 2nd Quarter
2 Parent/Teacher Conferences	48 – 3rd Quarter
190 Teacher Contract Days	44 - 4th Quarter – 178 Total *__**5 Snow Days**__*