

Helping today's kids fill tomorrow's promise.



Employee Handbook

TABLE OF CONTENTS

Greetings from the Superintendent/Disclaimer 4

Introduction..... 5

Employee Handbook Receipt..... 6

District Information

 Philosophy 7

 Mission Statement 7

 The People and Their School District 7

 Vision Statement 8

 Personnel Goals and Objectives 8

 Board of Education..... 8

Employment

 Equal Employment Opportunity 9

 Job Vacancy Announcement..... 9

 Employment After Retirement 9

 Professional Staff Hiring..... 10

 Probation and Tenure 10

 Part Time and Substitute 10

 Searches and Alcohol and Drug Testing 10

 Drug-Abuse Prevention/Drug-free Work Place 10

 Reassignments/Reduction in Work Force 11

 Workload and Work Schedules..... 12

 Professional Employees 12

 Paraprofessional and Auxiliary Employees 12

 Professional Dress Code 12

 Notification of Parents Regarding Certification Status 12

 Tutoring 12

 Performance Evaluation 12

 Staff Development..... 13

Compensation and Benefits

 Contracts and Compensation Plans 13

 Salaries, Wages, and Stipends 13

 Pay Checks 13

 Automatic Payroll Deposit 14

 Underpayment/Overpayment Status..... 14

 Overtime Compensation..... 14

 Payroll Deductions 14

 Travel Expense Reimbursement..... 14

 Health, Life Insurance, and Long-Term Disability 14

 Supplemental Insurance Benefits 15

 Cafeteria Plan Benefits (Section 125)..... 15

 HIPPA 15

 Workers’ Compensation Insurance 15

 Unemployment Compensation Insurance..... 15

 Retirement 15

 Vacations/Holidays..... 15

 Other Benefit Programs..... 16

TABLE OF CONTENTS (Continued)

Leaves and Absences

Attendance.....	16
Sick Leave.....	16
Family and Medical Leave.....	16
Temporary Absences.....	17
Long Term Leaves of Absence.....	17
Military Leaves of Absence.....	17
Paid Leave for Military Service.....	17
Reemployment after State Military Leave.....	18
Reemployment after Federal Military Leave.....	18

Complaints and Grievances.....	18
---------------------------------------	-----------

Employee Conduct and Welfare

Standards of Conduct.....	18
Electronic Communication and Social Networking.....	20
Ethics.....	20
Harassment.....	21
Sexual Harassment.....	21
Employee-to-Employee.....	21
Employee-to-Student.....	21
Tobacco Use.....	22
Communicable Diseases.....	22
Reporting Suspected Child Abuse.....	22
Use of Mechanical and Recording Devices.....	22
Associations and Political Activities.....	23
Safety.....	23
Pre-Employment Background Checks.....	23
Visitors in the Workplace.....	23
Computer Use and Data Management.....	24

General Procedures

Bad Weather Closing.....	24
Emergencies.....	24
Purchasing Procedures.....	24
Personnel Records.....	25

Termination of Employment

Resignations.....	25
Dismissal and Suspension.....	25
Exit Interviews and Procedures.....	25
Reports Concerning Court-Ordered Withholding.....	25

Student Issues

Parent and Student Complaints.....	26
------------------------------------	----

Greetings from the Superintendent

While we in the district may perform different duties, we share one very important characteristic. We are all educators. It is imperative that we embrace our individual and collective responsibility for helping to ensure the academic success of our students, regardless of the positions we hold.

Whether you are new to the Springfield R-XII family or a returning staff member, please take time to read carefully the very important policies and procedures covered in this employee handbook. We welcome any question or any suggestions you have concerning the information included in this document.

Thank you for all that you will be doing for our students and for the advancement of Springfield R-XII. I extend my best wishes to you for a successful career with the district.

Introduction

The purpose of this handbook is to provide information that will help answer questions and pave the way for a successful year. Not all District policies and procedures are included. Those that are have been summarized. Suggestions for additions and improvements to this handbook are welcomed and may be sent to the Director of Human Resources.

This handbook is neither a contract nor a substitute for the official District Policy Manual. It is not intended to alter the at-will status of employees in any way. Rather, it is a guide to and a brief explanation of District policies and procedures. District policies and procedures can change at any time; these changes shall supersede any handbook provisions that are not compatible. For more information, employees may refer to the policy codes that are associated with handbook topics, confer with their supervisor, or call the appropriate District office. A master copy of the District's School Board Policy Manual will be on file in the Superintendent's office. The policies may be viewed on-line at the following Web address: www.springfieldpublicschools mo.org

District Information

Philosophy

Policy AD

A philosophy of education is the foundation on which a school district is built, and upon which the product of the school program is evaluated. The philosophy herein subscribed to by the Board of Education shall be a guide in determining the policies, rules and regulations of the school board.

Recognizing each student as a unique individual, we believe that education should provide an opportunity for the maximum development of each individual within the limitations of his or her capacities. Through education, it is possible for the individual to discover and endeavor to achieve to the limits of his or her capacities.

We believe that in a democratic society, education must help the student realize his or her worth as an individual and should lead him or her toward becoming a productive member of society. Strong emphasis must be placed upon democratic values which are important for an effective and satisfying personal and social life.

We believe that the role of the teacher in the educational process is to provide opportunities for the individual to achieve at the maximum level of capacity, to create a learning situation in which individual motivation for learning is the stimulus for achievement, and to promote through teaching and example the principles of the democratic way of life.

We believe that parents have definite responsibilities in education. They need to have a basic confidence in the school, and they need to impart this confidence to the students. The parents may do this by cooperating to the fullest with the schools, by encouraging the student to give his or her best efforts to the daily school responsibilities, and by participating in school activities.

We believe that the student must have responsibilities in the education program of the community. The most important of these is attitude. The student is obliged to come with an open mind, equipped with all the necessary materials, ready to fulfill the responsibilities in the learning process. The basic attitude should be that the school is an institution of opportunity, staffed with trained personnel to help the student become a contributing member of society.

We believe that the foundation of the district's educational program is based on the development of competencies in the basic fundamentals of reading, oral and written communication and mathematics.

It is, therefore, the responsibility of the School district of Springfield R-XII to provide an educational environment for children of the district, which will foster and accelerate their intellectual, physical, social and career development.

Mission Statement

The mission of the Springfield Public Schools is to provide all students the opportunity to develop the knowledge, discipline, skills, and abilities necessary to reach their potential, adapt to continuing change and contribute positively to society.

The People and Their School District

Policy AB

The public schools belong to the people. The people govern the schools under rights guaranteed to them by the Constitution and statutes of our state. The people exercise their proprietorship through the elective process. They elect state and federal representatives who establish, through the legislature and the Congress, the framework of law within which the schools operate. And the people elect a School Board to represent them and to determine local educational plans and policy and to establish publicly endorsed educational goals and objectives. The School District of Springfield R-XII Board of Education functions as an agency of the public within this framework.

The Board is mindful that the people are the ultimate governors of public education and that the Board is directly accountable to the people through the elective process. But the Board also believes that accountability is a shared responsibility involving

students, teachers, other employees, the superintendent of schools and the people themselves as well as the Board of Education. The Board, therefore, asserts these beliefs and expectations:

Students should be trained at home and by the schools in order that they will learn to hold themselves accountable for their own lives, actions and decisions as maturing members of a democratic society.

Teachers should hold students accountable for achieving, within the limits of each student's abilities, the objectives of each learning experience.

The superintendent should hold teachers and other employees accountable for working with diligent effort, intelligence and imagination in achieving the objectives directly related to their state job responsibilities.

The Board should appoint the most capable person available to hold the position of superintendent of schools and should hold the superintendent accountable for providing creative professional leadership and counsel to the board in all aspects of the School District program as outlined by established policies. Annual mutual evaluation shall be a component part of this accountability.

The Board should hold itself accountable for carrying out its mandate to plan, to make policy, and to lead in the identification of goals and objectives and the resources necessary for their achievement.

The public should hold itself accountable for maintaining a vigorous interest in, concern for, and constructive criticism of the schools; for electing the most able persons available to represent them on the Board of Education and in the State Legislature and U. S. Congress; and for providing the resources necessary for the Board and staff to accomplish the publicly-endorsed goals and objective of the School District.

Vision Statement

The Springfield Public Schools shall be a national leader in academic and student development. In addition to the mastery of basic skills, students shall be engaged in challenging academic programs designed to allow students to reach their highest potential. The schools will challenge students to be creative thinkers and problem solvers, engage students in the effective use of emerging technology, and provide the necessary skills to prepare them to be life-long learners in an ever-changing global society. Students should develop a concept of teamwork through academic and extracurricular activities and understand the need to contribute positively to our representative republic.

To achieve this, the Springfield Public Schools shall develop and maintain high standards for academic, student and staff performance as well as standards for facilities, safety and related services. The District shall work with other governmental bodies, agencies, organizations, and businesses to provide quality programs and services for students and the broader community in a cost-effective manner.

Personnel Goals and Objectives

Policy GA

The personnel employed by the district constitute the most valuable resource for effectively producing a quality learning program. Important contributions to a successful education program are made by all staff members. The District's program will function best when it employs highly qualified personnel, encourages appropriate staff development activities, and establishes policies and working conditions which are conducive to high morale and which assist each staff member in making the fullest contribution to district programs and services

Board of Education

Missouri law grants the Board of Education the power to govern and oversee the management of the District's schools. The Board is the policy-making body within the District and has overall responsibility for curriculum, school taxes, annual budget, employment of the Superintendent and other professional staff, facilities, and expansions. The Board has complete and final control over school matters within limits established by state and federal law and regulations.

The Board of Education is elected by the citizens of the District to represent the community's commitment to a strong

educational program for the District's children. Board members are elected at large and serve without compensation, must be registered voters, and must reside in the District.

The Board of Education usually meets the first and third Tuesday at 5:30 p.m. in the Kraft Administrative Center Board Assembly Room. All meetings are open to the public. In certain circumstances, Missouri law permits the Board to go into a closed session. Closed session may occur for such things as discussing prospective gifts or donations, real property acquisition, personnel issues including conferences with employees and employee complaints, security matters, student discipline, or to consult with attorneys regarding pending litigation.

Employment

Equal Employment Opportunity

Policy ACB, GBA, GDBF, GDBG, and GDBH

The Springfield Public School District does not discriminate against any employee or applicant for employment because of race, color, religion, sex, age, national origin, disability, military status, or on any other basis prohibited by law. Employment decisions will be made on the basis of each applicant's job qualifications, experience, and abilities.

Employees with questions or concerns about discrimination on the basis of race, color, religion, sex, national origin, age or military status should contact the Director of Human Resources. Employees with questions or concerns about discrimination on the basis of a disability should contact the Director of Human Resources.

Job Vacancy Announcements

Policy GCC and GDC

It is the responsibility of the superintendent, with the assistance of the administrative staff, to determine the professional staff personnel needs of the school district and the individual schools. Human Resources and Principals locate suitable candidates to recommend to the Board for employment.

The district's hiring procedures comply with all federal and state hiring practices. All candidates will be considered on the basis of qualifications, training, experience and ability to fulfill the requirements of the position. The search for qualified teachers and other professional employees will extend to a wide variety of educational institutions and geographical areas.

Recruitment procedures will not overlook the talents and potential of individuals already employed by the school system.

To the extent possible, announcements of job vacancies by position and location are distributed on a regular basis and posted at the central administration building, the General Service Center, Transportation, School Safety, Security, and website as well as each school site.

Employment After Retirement

Individuals receiving retirement benefits from the Missouri Public School Retirement System (PSRS) or Missouri Public Educational Employees Retirement System (PEERS) may be employed in certain positions or on a part-time basis. After retirement employees may serve on a temporary-substitute or part-time basis in any capacity for a School district for up to 550 hours in a school year (July 1 through June 30) and continue to receive your retirement benefits. However, before beginning such service, returning retirees must allow one month to lapse from their retirement effective date. Employment in these classifications may earn up to 50% of the annual compensation payable under the employing district's salary schedule for the position or positions filled by the retiree, given such person's level of experience and education. Temporary-substitute employment is defined as employment either in a position held by a regularly employed person who is temporarily absent or in a position which is temporarily vacant. Part-time employment is defined as employment which is less than full-time.

Professional Staff Hiring

Policies GCD

Nominations for appointment as an employee of The School District of Springfield R-XII shall be made by the superintendent.

The employment of any certified staff member is not official until approved by the Board and a contract is signed by the president of the Board, attested by the secretary of the Board and signed by the candidate.

Probation and Tenure

Policies GCG

The superintendent and designees, at the direction of the Board, shall recommend employment for the professional staff, maintain personnel records, administer leaves, evaluate performance, issue or terminate contracts within the provisions established by the Teacher Tenure Act of the State of Missouri.

Part-Time and Substitutes

Policies GCE and GDE

At the beginning of each school year, the superintendent or designee shall have prepared a list of properly qualified persons to serve as temporary substitute teachers. Insofar as possible, these substitute teachers shall meet the qualifications of regularly employed teachers.

The Board considers part-time and substitute support employees in the areas of support services as an integral and essential part of the school system. These employees play a very important role in a continuous program of quality instruction.

Verification of Employment

All employment verifications are completed by Human Resources. Due to the large number of employment verification requests and other requests received on a daily basis, all requests will be processed within three business days. This will enable us to be more effective in our responses. We will make every effort to process these requests as soon as possible.

Searches and Alcohol and Drug Testing

Policy GBEB, GBEBA, GBEBAA, GBEBAB, GDBF

It is the intent of the Board of Education and Administration of the School District of Springfield that employees comply with all federal and state laws pertaining to a drug-free workplace and a drug-free school environment. Accordingly, the Board has prepared and adopted policies that define the expectations and obligations of employees in a drug-free workplace and environment. The policy specifically bans the use, possession, consumption or sale of illegal drugs, alcohol and other substances that create a risk to employees and students. Likewise, legal drugs are banned when their use in the workplace could result in danger or difficulty on the job. Employees must comply with these policies as a condition of employment. Employees of the District must recognize their responsibilities as role models for the students; therefore, employees who violate these policies will be subject to disciplinary action, which may include suspension, termination and/or referral for prosecution.

Noninvestigatory searches in the workplace, including assessing an employee's desk, file cabinets, or work area to obtain information needed for usual business purposes may occur when an employee is unavailable. Therefore, employees are hereby notified that they have no legitimate expectation of privacy in those places. In addition, the District reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. The District may search the employee, the employee's personal items, work areas, lockers and private vehicles parked on District premises or worksites or used in District business.

Reasonable Suspicion Drug Testing. The District reserves the right to require testing of any employee for alcohol and/or drug intoxication or use while on any District premises, facilities, or worksites, or while conducting District business or attending any school-related function or activity, on or off school property. Failure to submit to such testing will be considered as testing positive and will result in appropriate disciplinary action.

Safety-Sensitive Positions. Employees assigned to positions that have been classified as safety-sensitive shall be subject to random drug/alcohol testing under the guidelines and procedures as established by the District for drivers of commercial motor vehicles, including school buses.

Chemical Dependence Health Policy. District employees diagnosed as chemically dependent shall receive the same consideration and opportunity for treatment extended to district employees with other types of illnesses. The district's responsibility is limited to the effects on the employee's job performance. A diagnosis of chemical dependency in and of itself or the employee's request for treatment for chemical dependency, will not affect job security or professional opportunities.

Employees Required to have a Commercial Driver's License. Any employee who is required to have a commercial driver's license (CDL) is subject to drug and alcohol testing.

Drug-Abuse Prevention/Drug-free Work Place
Policies GBEBA

Springfield Public Schools is committed to maintaining a drug-free environment and will not tolerate the use of illegal drugs in the workplace. Employees who use or are under the influence of alcohol or illegal drugs during working hours may be dismissed. The District's policy on drug abuse and drug-free schools follows:

Alcohol and Drugs. Employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any of the following substances during working hours while at school or at school-related activities during or outside of usual working hours:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Alcohol or any alcoholic beverage.
- Any abusable glue, aerosol paint, or any other chemical substance for inhalation.
- Any other intoxicant, or mood-changing, mind-altering, or behavior-altering drugs.

An employee need not be legally intoxicated to be considered under the influence of a controlled substance.

Exception: An employee who uses a drug authorized by a licensed physician through a prescription specifically for that employee's use shall not be considered to have violated this policy.

Violations: Violation of any policies, regulations, and guidelines may result in disciplinary action, including termination of employment.

Reporting of Drug Offense: All employees must notify the Director of School Public Safety if they are convicted of, or if they plead guilty to or no contest to and receive deferred adjudication for, any drug-related offense. Such report must be made not later than five calendar days after such conviction or plea is entered. Failure to report such conviction or plea will be grounds for termination.

Reassignments/Reduction in Work Force
Policy GCI, GCPA, GDPA

All personnel are subject to assignment and reassignment. Reassignment is a transfer to another position, department, or facility that does not necessitate a change in the employment contract. When reassignments are due to enrollment shifts or program changes, the Superintendent has final placement authority. Extracurricular or supplemental duty assignments may be reassigned at any time.

The transfer of staff members from one building to another can provide opportunities for professional growth, increased effectiveness of personnel, the challenge of a new position and stimulation through changed surroundings. For these reasons, staff members should feel free to request transfers within the School District.

From time to time, staff members may need to be reassigned to another position in the District in order to meet the needs of the School District. The most common needs occur when enrollment patterns change either by school attendance areas or by

course offerings and there are excess staff members at a school needing to be reassigned elsewhere.

The Board of Education may place as many teachers on unrequested leave of absence as may be necessary due to a decrease in pupil enrollment, school district reorganization or the financial condition of the school district.

Whenever it becomes necessary because of lack of funds, lack of work or in the interest of economy, the Board of Education may reduce the number of non-instructional personnel.

Workload and Work Schedules

Policy GCJ, GDJ, GDBF, GDBH

Professional Employees. Professional and administrative employees are exempt from overtime pay and are employed on a 9, 9.5, 9.6, 10, 11, or 12-month basis, according to the work schedules set by the District. A school calendar is adopted each year designating the work schedule for teachers and all school holidays. Notice of work schedules including required days of service and scheduled holidays will be distributed each school year. (attached)

Paraprofessional and Auxiliary Employees. Support employees are employed at-will and will be notified of the required duty days, holidays, and hours of work for their position on an annual basis. Paraprofessional and auxiliary employees are not exempt from overtime and are not authorized to work in excess of their assigned schedule without prior approval from their supervisor.

Professional Dress Code

It is the responsibility of all employees to project a positive image. Every employee is expected to present a neat, well-groomed appearance during working hours. Each school or department has established its own dress code guidelines. Teachers will dress in a manner appropriate to the teaching assignment. They should wear no apparel that distracts students from the learning process or that creates disruption in the classroom. Some employees are required to wear uniforms or safety equipment. If an employee is required to wear a uniform or safety equipment, the supervisor will advise the employee as to where they may be obtained.

Notification of Parents Regarding Qualifications

In schools receiving Title I funds, the district is also required by the No Child Left Behind Act (NCLB) to notify parents at the beginning of each school year that they may request information regarding the professional qualification of their child's teacher. NCLB also requires that parents be notified if their child has been assigned, or taught for four or more consecutive weeks by a teacher who is not highly qualified.

Employees who have questions about their certification status can call Human Resources (417 523-0001).

Tutoring

Policy GCQB

Remuneration for private tutoring of students is a matter entirely between the parent/guardian and the teacher; however, private tutoring of students for a fee on school property is subject to facility usage policies.

Performance Evaluation

Policies GCN, GDN, GDBH

Evaluation of an employee's job performance is a continual process that focuses on improvement. Performance evaluation is based on an employee's assigned job duties and other job-related criteria.

To assure high quality professional staff performance and to advance the instructional programs of The School District of Springfield R-XII, the Board will require a program of comprehensive, performance-based evaluations for each professional staff member it employs (PBTE). The evaluation shall be ongoing and of sufficient specificity and frequency to provide for demonstrated standards of competency and academic ability.

The development of a strong, competent support staff and the maintenance of high morale among the staff are major objectives of the Board of Education. All employees will be given an explanation of duties and responsibilities and will be provided guidance by their immediate supervisors in performing them satisfactorily. All supervisors and/or principals will complete a written evaluation on all support staff under their supervision.

Staff Development

Policy GCL and GDL

Board of Education values professional development for its personnel and is committed to providing systematic professional development for the District's professional educators. The Board supports a Professional Development Committee, which will assist with the planning and implementation of professional development activities.

Training and development opportunities for non-instructional employees are essential to the efficient and economical operation of the schools. All non-instructional employees shall be encouraged to grow in job skills and to take additional training that will improve skills on the job.

Compensation and Benefits

Contracts and Compensation Plans

Policies GCB, GCBA, GCBB

The Board recognizes that attractive compensation plans which include adequate base salary, professional development incentives and employee benefits are necessary to recruit and retain highly qualified staff to provide an effective instructional program. The Board shall have final authority in determining the salary schedule and benefits for all teachers in the district.

The contracts of qualified professional personnel shall be in writing, including the consideration and shall be dated when made.

All consideration and performance shall be provided after the contract is offered. In accordance with the law, individual contracts will be issued to all certificated teachers and administrators. Contracts shall be made by order of the Board, shall specify the number of months and/or days to be worked and wages per year and shall be signed by the employee and President of the Board and attested by the Secretary of the Board. Every contract and modification shall be in duplicate, the original to be filed with the district and a copy provided to the employee.

Salaries, Wages, and Stipends

Policy GCBA, GDBA, GCBB, GDEBB, GDBF, and GDBH

Employees are paid in accordance with administrative guidelines and a pay structure established for each position. The District's pay schedules are reviewed by the School Board and adjusted as needed. All District positions are classified as exempt or nonexempt according to federal law. Professional and administrative employees are generally classified as exempt and are paid monthly salaries. They are not entitled to overtime compensation. Other employees are generally classified as nonexempt and are paid based on hourly wages or provided overtime pay for each overtime hour worked. Overtime must have prior approval from the employee's supervisor.

Salaries and wages are reviewed on an annual basis and adjusted according to the budgeted amounts approved by the Board. Contract employees who perform extracurricular duties or supplemental duties may be paid a stipend in addition to their salary according to the District's extra-duty pay schedule.

Employees should contact the Human Resources office for more information about the District's pay schedules or their own pay.

Pay Checks. All employees are paid monthly. Pay checks will be direct deposited on the last day of every month. If payday falls on a weekend, checks will be deposited on the preceding Friday. During the school year, pay statements are delivered to each building. Payment will not be released to any person other than the District employee named on the check without the employee's written authorization. During summer breaks, pay statements will be mailed.

An employee's payroll statement contains detailed information including deductions, withholding information, and the amount of leave accumulated.

Automatic Payroll Deposit. Employees have their pay electronically deposited into an account at the bank of their choice. With automatic deposit, an employee's pay check is immediately available on the pay date. Contact the payroll department for more information about the automatic payroll deposit service.

Underpayment/Overpayment Status

It is the district's practice that all employees receive just compensation for work performed. If the district finds that an employee has been paid in error, the district will make adjustments to ensure the employee is paid correctly. Also, if the district finds that an employee is being overpaid, arrangements with the employee will be made to ensure repayment. It is the employee's obligation to verify the correctness of compensation and to notify Human Resources immediately if his/her salary is incorrect.

Overtime Compensation

The District compensates overtime for nonexempt employees in accordance with Federal wage and hour laws. All employees are classified as exempt or nonexempt for purposes of overtime compensation. Professional and administrative employees are ineligible for overtime compensation. Only nonexempt employees (hourly employees, LPN's, and some paraprofessional employees) are entitled to overtime compensation. Nonexempt employees are not authorized to work beyond their normal work schedule without advance approval from their supervisor. Overtime is legally defined as all hours worked in excess of 40 hours weekly and is not measured by the day or by the employee's regular work schedule. Employees who must work beyond their normal schedule but less than 40 hours per week will be compensated in straight-time pay or equivalent time off in the same workweek. Non-exempt employees must work more than 40 total hours in a week to earn overtime compensation.

For the purpose of calculating overtime, a workweek begins at 12:01 a.m. Sunday and ends at 12:00 a.m. Saturday (except for Transportation and School Public Safety).

Payroll Deductions

Automatic payroll deductions for the Missouri Public School Retirement System (PSRS) or Public Education Employee's Retirement System (PEERS)/Social Security Deductions and Federal income tax are required for all full-time employees. Medicare tax deductions also are required for all employees hired after March 31, 1986.

Other payroll deductions employees may elect include deductions for the employee's share of premiums for health, dental, and life insurance, flexible fringe benefit programs and tax deferred savings plans. Employees may also request payroll deduction for payment of membership dues to professional organizations. For other payroll deductions possibilities, contact payroll. Salary deductions are automatically made for unauthorized or unpaid leave.

Travel Expense Reimbursement

Before any travel expenses are incurred by an employee, the employee's supervisor must give approval. For approved travel, employees will be reimbursed for mileage and other travel expenditures according to the current rate schedule authorized by the District. Employees must submit receipts to be reimbursed for expenses other than mileage. Forms are available in the principal's office or the business office that list the schedule for reimbursement.

Health, Life Insurance, and Long-Term Disability

Policy GCBC

Group health insurance is available through the Springfield Public Schools insurance program. The District's contribution to employee insurance premiums is determined annually by the Board of Education.

The insurance plan is from January 1 through December 31.

Current employees can make changes in their insurance coverage during open enrollment each fall. A detailed description of each plan, premiums, and benefits offered are provided to each employee in a separate enrollment guide.

Employees should contact the Benefits Department at 523-0022, for more information on insurance benefits.

Supplemental Insurance Benefits

At their own expense, employees can enroll in supplemental insurance programs. Premiums for these programs can be paid through payroll deduction.

Cafeteria Plan Benefits (Section 125). Employees may be eligible to participate in the Cafeteria Plan (Section 125) and, under IRS regulations, must either accept or reject this benefit annually. This plan enables eligible employees to pay certain insurance premiums on a pretax basis. Insurance programs include dependent health, accidental death and dismemberment, cancer and dread disease, dental, additional term life insurance, a medical reimbursement account, and a dependent care reimbursement account. A third-party administrator handles employee claims made on these accounts and employees should contact the Benefit's Office for more information.

HIPPA. On August 21, 1996, the Health Insurance Portability and Accountability Act of 1996 (HIPAA) was signed into law. HIPAA's main goal is to protect the health coverage of people who switch from one job to another or leave a job without taking another one. To achieve this goal of making health coverage more "portable," the law limits the use of pre-existing conditions exclusions, waiting periods and eligibility restrictions based on health status. If you need additional information contact the District's Benefit's Department.

Workers' Compensation Insurance

The District, in accordance with state law, provides workers' compensation benefits to employees who suffer a work-related illness or are injured on the job. Benefits help pay for medical treatment and make up for part of the income lost while recovering. Specific benefits are prescribed by law depending on the circumstances of each case.

All work-related accidents or injuries should be reported immediately to the employees' supervisor and the Risk Management Department.

Unemployment Compensation Insurance

Employees who have been laid off or terminated through no fault of their own may be eligible for unemployment compensation benefits. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or the summer months if they have employment contracts or reasonable assurance of returning to service. Employees with questions about unemployment benefits should contact the Human Resources Office.

Retirement

Policy GCPC

All staff members who qualify shall be participants in the Public School Retirement System (PSRS) or the Public Education Employee's Retirement System (PEERS) of the State of Missouri

Employees who plan to retire under PSRS/PEERS should notify their supervisor and Human Resources as soon as possible. Inquiries should be addressed to: Teacher (Non-Teacher) Retirement System of Missouri, P. O. Box 268, Jefferson City, Missouri 65102 or call 1 (800) 392-6848 or 1 (573) 634-5290. You may also e-mail member_services@psrsmo.org.

Vacations/Holidays

Policy GCBE, GDBE, GDBF, and GDBH

The Board of Education recognizes the need for time off from work for the purpose of rest, relaxation and renewal, and for occasional paid days of absence for the appropriate observance of holidays.

Temporary employees shall not be entitled to paid vacation or paid holidays.

The school system shall be closed on the following days: New Year's Eve Day, New Year's Day, Martin Luther King's Birthday, President's Day, Friday during Spring Break, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day and Christmas Day.

Other Benefit Programs

A list of the annuity carriers is available in the Benefit's office.

Attendance/Leaves and Absences

Attendance ***Policy GBBD***

It is the goal of the Board of Education to promote excellent attendance. Absences have a serious impact on the educational mission of the district. Absences also cause inconvenience to coworkers and incur additional costs. It is the employee's responsibility to maintain an acceptable attendance record.

The Board has provided for temporary absences, long term leaves of absences and military absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security.

Sick Leave. ***Policy GBBDA and GDBF***

The Board of Education has established a sick leave plan which provides for salary continuation for certain temporary and occasional absences for employees in order to attract and retain faculty and staff who will continue to grow professionally, maintain their health and have a feeling of job security.

Any employee who works one-half (1/2) time or more and any other employee whose regular assigned work schedule is twenty (20) hours or more per work week, will accumulate sick leave at the rate of 1.75 days per month of active employment for full time and a pro-rata portion of the 1.75 for less than 40 hours but greater than 20 hours per week.

Sick leave time accrued by an employee may be used by the employee for his or her personal illness or injury, or **serious** illness in the employee's immediate family.

Family and Medical Leave ***Policy GBBDA***

Employees who have been employed by the District for at least 12 months, and have worked at least 1,250 hours in the 12 months immediately preceding the need for leave are eligible for family and medical leave. Eligible employees can take up to 12 weeks of unpaid leave during a 12-month period beginning on the first duty day of the school year for the following reasons:

- The birth, adoption, or foster placement of a child, or
- To care for a spouse, parent, or child (under the age of 18) with a serious health condition, or
- An employee's serious health condition, or
- Certain qualifying situations related to military service or the military service of an immediate family member.

If both spouses are employed by the District, family and medical leave for the birth, adoption, or placement of a child, or to care for a parent with a serious health condition may be limited to a combined total of 12 weeks as determined by the needs of the District.

Eligible employees are entitled to continue their health care benefits under the same terms and conditions as when they were

on the job and are entitled to return to their previous job or an equivalent job at the end of their leave. Under some circumstances, teachers who are able to return to work at or near the conclusion of a semester may be required to continue their leave until the end of the semester. Family and medical leave runs concurrently with accrued sick and personal leave, and temporary disability leave. The district will designate the leave as family and medical leave, if applicable, and notify the employee that accumulated leave will run concurrently.

In some circumstances, employees may take family and medical leave in blocks of time or by reducing their normal weekly or daily work schedule. Intermittent leave may be taken under the following circumstances:

- An employee is needed to care for a seriously ill spouse, child (under the age of 18), or parent
- An employee requires medical treatment for a serious illness
- An employee is seriously ill and unable to work
- An employee becomes a parent or has a foster child placed in his or her home

When the need for family and medical leave is foreseeable, employees who want to use it must provide 30-day advance notice of their need. When the need for leave is not foreseeable, employees must contact their immediate supervisor and the Coordinator of Benefits, as soon as possible. Employees may be required to provide the following:

- Medical certification from a qualified health care provider supporting the need for leave due to a serious health condition affecting the employee or an immediate family member.
- Periodic recertification of the need for leave.
- Periodic reports during the leave regarding the employee's status and intent to return to work.
- Medical certification from a qualified health care provider at the conclusion of leave of an employee's ability to perform the essential job functions.

Employees requiring family and medical leave should contact their immediate supervisor and the Benefits Department for details on eligibility, requirements, and limitations.

Temporary Absences

Policy GBBDB

Allowable temporary absences are as follows: Advanced Study; Attendance at Board Meetings; Death in the Employee's Immediate Family or Pallbearers; Jury Duty or Subpoenaed Witness; Personal Business or Emergencies; Professional Meetings; and Teacher Group Representation.

Long Term Leaves Of Absence

Policy GBBDC

Allowable long-term leaves of absences are as follows: Medical; Family; Child Rearing; Education; and Personal. See the policy for definitions.

Military Leaves Of Absence

Policy GBBDB

Paid Leave for Military Service.

Short Term: An employee who is a member of the Missouri National Guard or any reserve component, shall be entitled to a leave of absence, with no loss of pay, accrued leave time, impairment of efficiency rating or of any other rights or benefits to which the employee is entitled, for all periods of military service which the employee is engaged at the call of the governor or Adjutant General, for a total of 120 hours.

Long Term: An employee may request an unpaid leave of absence for the purpose of duty in the armed forces of the United States. All requests for a military leave of absence shall be handled pursuant to the Veterans' Employment and Reemployment Rights Act, 38 U.S.C. §4301 *et seq.* ("Veterans' Act").

Reemployment after State Military Leave. Employees who leave the District to enter into active duty with the Missouri National Guard may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the same position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties of the position. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for employment to the Human Resources office.

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months. Employees should contact the Benefits Office for details on eligibility, requirements, and limitations.

Reemployment after Federal Military Leave. Employees who leave the District to enter into the United States uniformed services may return to employment if they are honorably discharged. Employees who wish to return to the District will be reemployed in the position they would have held if employment had not been interrupted or reassigned to an equivalent or similar position provided they are still qualified to perform the required duties. To be eligible for reemployment, employees must provide notice of their obligation or intent to perform military service, provide evidence of honorable discharge or release, and submit an application for reemployment to the Superintendent.

Employees who perform service in the uniformed services may elect to continue their health plan coverage at their own cost for a period not to exceed 18 months. Employees should contact the payroll office for details on eligibility, requirements, and limitations

Complaints and Grievances

Staff Complaints and Grievances

Policy GBM, GDVG, and GDBH

Open and effective communication between employees and the administrative staff is a mutually important objective. The purpose of this procedure is to secure, in good faith, equitable solutions to the problems which may, from time to time, arise and which affect the terms and conditions of the employee's service. When problems arise, good morale is maintained by sincere efforts of all persons concerned to work toward constructive solutions in an atmosphere of courtesy and cooperation. In so doing, the best interest of the Springfield School District will be served.

We assure all personnel that the management of school affairs will be done in a lawful, reasonable and courteous manner. So far as humanly possible, the staff will avoid any violation or misapplication of adopted policy or applicable state laws.

Employee Conduct

Standards of Conduct

Policy GBCB

It is the desire of the Board of Education that each working environment be safe and pleasant so as to enhance the educational experience for the students in the school district. Realization of this goal is dependent upon appropriate behavior of professional and support staff personnel.

The examples listed below illustrate conduct which is inappropriate and behavior which is prohibited in a public school environment. While the list is not all inclusive, it represents examples of conduct which will subject a school district employee to discipline, up to and including discharge.

- Improper physical contact with a student; having a physical or mental condition unfitting the employee to instruct or associate with children, or engaging in conduct which demonstrates that the employee should not instruct or associate with children;
- Immorality;

- Incompetency or inefficiency in the line of duty;
- Insubordination;
- Willful or persistent violation of, or failure to obey, the school laws of the state or the published regulations of the Board of Education, including, but not limited to, these Rules of Conduct, The Conflict of Interest policy (Policy GBCA) and the Staff Ethics policy (Policy GBC);
- Excessive or unreasonable absence from performance of duties;
- Conviction of a felony or crime involving moral turpitude;
- Theft, or attempted theft of school district property or property belonging to others;
- Use of threatening, intimidating, coercive, racial, discriminatory or abusive language toward any student, parent, supervisor or fellow employee at any time; engaging in conduct which violates Board of Education Policy ABC, Staff and Student Harassment; ACA, Nondiscrimination on the Basis of Sex, ACAA, Sexual Harassment; or, ACB, Nondiscrimination on the Basis of Disability;
- Possession, use or distribution of intoxicating liquor or alcoholic beverages on or in school district property, in any vehicle used to transport students to or from school or school activities, or off school property at any school-sponsored or school approved activity, event or function. Reporting to a school assignment after having consumed intoxicating liquor or alcoholic beverages;
- Possession, use, distribution or manufacture of a controlled substance, controlled substance analogue, anabolic steroid or drug paraphernalia on or in school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school sponsored, or school-approved activity, event or function. Reporting to a school assignment after having consumed any of the substances listed in this paragraph. An employee who is charged with a crime involving the possession, use, distribution or manufacture of any of the substances listed in this paragraph, or any similar substances, shall be suspended from employment with the school district or removed from association with children, until a court of competent jurisdiction renders a final decision on the employee's guilt or innocence, or the District has sufficient information from which the need for disciplinary action can be determined.
- Falsification of any timekeeping record or other record maintained by the school district with the intent to deceive the District;
- Fighting or threatening physical confrontation on school district property, in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function;
- Failure to report an absence promptly to the proper person;
- Reporting a false reason for an absence;
- Absence beyond the expected date of return from a leave of absence, excused time off, vacation or holiday without permission;
- Failure to begin work at the scheduled time or quitting work before the scheduled time, including at breaks and meal periods;
- Commission of any crime or illegal activity on school district-property; in any vehicle used to transport students to and from school or school activities, or off school property at any school-sponsored or school-approved activity, event or function, or while performing assigned duties for the school district.

- Possession or use of a firearm or other weapon referenced in Board of Education Policy JFCJ, Weapons, unless approved in advance by the Board of Education, on or in school district property in any vehicle used to transport students to and from school or school activities, off school property at any school-sponsored or school-approved activity, event or function or where the weapon is possessed or used unlawfully, or displayed or flourished in a threatening manner.
- Failure to obey safety rules, including rules regarding the school district's legal responsibility for the safety and welfare of students.
- Failure to obey Employee Internet Usage Guidelines

An employee who is charged with a criminal offense may be suspended from employment with the school district or removed from association with children until a final decision on the charges is made by a court of competent jurisdiction, or the District has sufficient information from which the need for disciplinary action can be determined.

Electronic Communication of Student/Staff Information & Social Networking

The Family Educational Rights and Privacy Act provides privacy protection for “personally identifiable information” regarding present and former students. These protections require the District and its employees to keep personally identifiable information confidential. This information includes any personal data about a present or former student that would allow anyone to identify the student, including, but not limited to the student's name, photograph, parents' names, address, physical attributes, nicknames, date of birth, telephone number, etc.

Information about students in this District is not an acceptable subject for a web-blog, a discussion on social networking web-pages or a personal electronic mail message. Further, it is not appropriate to post photographs of students or engage in social interaction with students on the internet or through electronic mail.

As employees of a public entity, faculty and staff of the District should be aware of their responsibility to maintain a professional image which is conducive to the performance of their job duties and is consistent with the mission of Springfield Schools. Employees should be cautious to ensure that pictures, comments, and stories about themselves posted on publically accessible websites are appropriate for viewing by the public and do not hinder the employee's ability to maintain a professional image.

Ethics

Policy GBC

An effective educational program requires the services of men and women of integrity, high ideals and human understanding. To maintain and promote these essentials, all employees of the Springfield School District are expected to maintain high standards in their school relationships. These standards include the following:

- The maintenance of just and courteous professional relationships with pupils, parents, staff members and others.
- The maintenance of their own efficiency and knowledge of the development in their fields of work.
- The transaction of all official business with the properly designated authorities of the school system.
- The establishment of friendly and intelligent cooperation between the community and the school system.
- The representation of the school system on all occasions that the contributions of the school system to the community are recognized.
- The placement of the welfare of children as the first concern of the school system, thus appointments to positions and promotion must be based solely on merit. The use of pressure on school officials for appointment or promotion is unethical..
- Restraint from using school contacts and privileges to promote partisan politics, sectarian religious views or nonprofessional self-serving interests of any kind.
- Directing constructive criticism of other staff members or of any department of the school system solely toward the improvement of the school system. Such constructive criticism is to be made directly to the particular school administrator who has the administrative responsibility for improving the situation and then to the Superintendent, if necessary.

- The proper use and protection of all school properties, equipment and materials.
- A staff member shall recognize basic dignities of all individuals with whom the employee interacts in the performance of professional duties.
- A staff member in the performance of professional duties shall accurately represent his/her professional qualifications.
- A staff member in the performance of professional duties shall be responsible to present any subject matter in a fair and accurate manner.
- A staff member in the performance of professional duties shall extend to students the opportunity for individual action in pursuit of learning and shall take steps to insure that students shall have access to varying points of view unless there is just cause to act otherwise.
- A staff member in the performance of professional duties shall keep in confidence such information as the employee may secure unless disclosure serves professional purposes or is required by law.
- In the best interest of the total education program, a staff member who intends to terminate or resign, should (privately, if desired) notify the Director of Human Resources of this intention at the earliest possible time. By doing so, the employee helps to assure that the most qualified replacement can be found.
- A staff member should always take care not to imply through his/her individual actions an endorsement from the District.

Harassment

Policies GBAA, GDBC, ABC, ACAA, ACAB

Harassment of a coworker or student motivated by race, color, religion, national origin, disability, or age is a form of discrimination and is prohibited by law. A substantiated charge of harassment against a student or employee shall result in disciplinary action. The term harassment includes repeated unwelcome and offensive slurs, jokes, or other oral, written, graphic, or physical conduct relating to an individual's race, color, religion, national origin, disability, or age that creates an intimidating, hostile, or offensive educational or work environment.

Employees who believe they have been harassed are encouraged to promptly report such incidents to the Building Principal or supervisor. If the Building Principal or supervisor is the subject of a complaint, the employee shall report the complaint directly to the Director of Human Resources. An employee who suspects or knows that a student is being harassed by a school employee or by another student shall inform his or her principal or immediate supervisor.

Any allegation of harassment of students or employees shall be investigated and addressed. An employee may appeal the decision of the principal or supervisor regarding the investigation into the allegations in accordance with the employee complaint and grievance policy and procedures. To the greatest extent possible, complaints shall be treated as confidential. Limited disclosure may be necessary to complete a thorough investigation. The district will not retaliate against an employee who in good faith reports perceived harassment.

Sexual Harassment/Employee-to-Employee. Sexual harassment of a coworker is a form of discrimination and is prohibited by law. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct under the following conditions:

- Submission to such conduct is explicitly or implicitly a term or condition of employment.
- Submission to or rejection of such conduct is used as the basis for employment decisions.
- The conduct unreasonably interferes with an individual's work performance or creates an intimidating, hostile, or otherwise offensive work environment.

Employees who believe that they have been sexually harassed by another employee are encouraged to come forward with complaints. The District will promptly investigate all allegations of sexual harassment and will take prompt appropriate disciplinary action against employees found to have engaged in conduct constituting sexual harassment of other employees.

Sexual Harassment/Employee-to-Student. Sexual harassment of students by employees is a form of discrimination and is prohibited by law. Sexual harassment of students includes any welcome or unwelcome sexual advances, requests for sexual favors, and other oral, written, physical, or visual conduct of a sexual nature. Romantic relationships between District employees and students are strictly prohibited. Other prohibited conduct includes the following:

- Engaging in sexually oriented conversations for the purpose of personal sexual gratification.
- Telephoning students at home or elsewhere and engaging in inappropriate social relationships.
- Engaging in physical contact that would reasonably be construed as sexual in nature.
- Enticing or threatening students to get them to engage in sexual behavior in exchange for grades or other school-related benefits.

In most instances, sexual abuse of a student by an employee violates a student’s constitutional right to bodily integrity. Sexual abuse may include, but is not limited to, fondling, sexual assault, or sexual intercourse.

Employees who suspect a student is being sexually harassed or abused by another employee are obligated to report their concerns to the Building Principal. All allegations of sexual harassment or sexual abuse of a student will be reported to the student’s parents and promptly investigated. Conduct that may be characterized as known or suspected child abuse will also be reported to the appropriate authorities, as required by law.

Tobacco Use
Policies GBK

The Springfield Public School District is smoke-free in/on and on all school district property. All persons are expected to refrain from the use of tobacco in any form while in and/or on school property. This includes all school and non-school events held on school property.

Communicable Diseases
Policy GBEC

An employee of the school district shall not work in a school setting if the employee is known to be afflicted with any contagious or infectious disease, or while liable to transmit such disease after being exposed, unless the Board or its designee has determined, based on medical evidence, that (1) the employee is no longer infected or liable to transmit the disease, or (2) the employee is afflicted with a chronic infectious disease which poses little risk of transmission in the school environment with reasonable precautions.

Reporting Suspected Child Abuse

All employees are required by state law to report any suspected child abuse or neglect to a law enforcement agency, Child Protective Services, or appropriate state agency (e.g.: state agency operation, licensing, certifying, or registering a facility). Reports to Child Protective Services can be made to a local office or to the Missouri Abuse Hotline (800-252-5400). State law specifies that an employee may not delegate to or rely on another person to make the report

Employees who suspect that a student has been or may be abused or neglected should also report their concerns to the Building Principal. This includes students with disabilities who are no longer minors. Employees are not required to report their concern to the principal before making a report to the appropriate agencies. Reporting the concern to the principal does not relieve the employee of the requirement to report to the appropriate state agency. Interference with a child abuse investigation by denying an interviewer’s request to interview a student at school or requiring the presence of a parent or school administrator against the desires of the duly authorized investigator is prohibited.

Use of Mechanical and Recording Devices
Policy GBCC

Providing a successful and effective educational program for students requires the efforts of employees and others to contribute positively to school climate, employee and student morale, and ethical practices that avoid jeopardizing the welfare of students and other staff.

It is necessary to follow district guidelines for using audio/and/or video recording devices.

Associations and Political Activities

The District will not directly or indirectly discourage employees from participating in political affairs or require any employee to join any group, club, committee, organization, or association. Employees may join or refuse to join any professional association or organization.

An individual's employment will not be affected by membership or a decision not to be a member of any employee organization that exists for the purpose of dealing with employers concerning grievances, labor disputes, wages, rates of pay, hours of employment, or conditions of work.

Safety ***Policy GBE***

The District has developed and promotes a comprehensive program to ensure the safety of its employees, students, and visitors. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students, and to protect and conserve District equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate only equipment or machines for which they have training and authorization.

The health and safety of all school staff personnel is of vital importance to the school district. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions which may present a threat to the health and safety of staff members.

Health Examinations

Applicants for employment with the district may be required to submit to a pre-employment physical examination which may include a drug detection test by an appropriate medical specialist selected and paid for by the district.

Safety Requirements

School bus drivers are required to take an annual physical, in accordance with DESE requirements, within ninety (90) days of the beginning of a new school year.

Food service employees who have immigrated into the United States within the last five (5) years shall submit to an appropriate test for intestinal parasites.

Employees with questions or concerns relating to safety programs and issues can contact School Police Services.

Pre-Employment Background Checks

The District may obtain a background check for each applicant for employment who, in the opinion of the District, is a qualified candidate for employment and may be offered a position. The district will obtain background information that relates to all persons employed by the District.

Visitors in the Workplace

All visitors are expected to enter any District facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building office or contact the administrator in charge. Regular visits by family and friends during working hours are not appropriate.

Computer Use and Data Management

The district's electronic communications systems, including its network access to the Internet, are primarily for administrative and instructional purposes. Limited personal use of the system is permitted if the use:

- Imposes no tangible cost to the district
- Does not unduly burden the district's computer or network resources
- Has no adverse effect on job performance or on a student's academic performance

Electronic mail transmissions and other use of the electronic communications systems are **not confidential** and can be monitored at any time to ensure appropriate use.

Employees and students who are authorized to use the systems are required to abide by the provisions of the District's communications systems policy and administrative procedures. Failure to do so can result in suspension or termination of privileges and may lead to disciplinary action. Employees with questions about computer use and data management can contact the Director of Information Systems.

General Procedures

Bad Weather Closing

The District may close schools because of bad weather or emergency conditions. When such conditions exist, the Superintendent will make the official decision concerning the closing of the District's facilities. When it becomes necessary to open late or to release students early, radio and television stations will be notified by school officials:

Springfield Public Schools has instituted the practice of releasing one of the following statements to the media regarding inclement weather and school and/or office closings:

- **SPRINGFIELD PUBLIC SCHOOLS ARE CLOSED AND OFFICES ARE OPEN** (Only twelve-month employees report for work. Those who can't work must report their absences as vacation.)
- **SPRINGFIELD PUBLIC SCHOOLS AND OFFICES ARE CLOSED** (Only designated snow removal personnel report to their pre-assigned work locations.)

Employees may access the *School Closing Notification System* at <http://sps.k12.mo.us> and Channel 25 for information on area school closings.

Emergencies

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all District buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

Purchasing Procedures

No purchases, charges, or commitments to buy goods or services for the District can be made without a District requisition form for proper authorization. No purchases, charges, or commitments to buy goods or services for the District can be made without a proper authorization. The District will not reimburse employees or assume responsibility for purchases made without authorization. Contact your immediate supervisor for additional information on purchasing procedures or visit <http://sps.k12.mo.us/purchasing>

Personnel Records

Policy GBL, GBLA, GCBF and GDBH

It is the intent of the Board of Education to maintain complete and current personnel files, including all information necessary to comply with the Fair Labor Standards Act, for all district employees. There shall be one official personnel file for the

district maintained in the Office of Human Resources.

Termination of Employment

Resignations

Policy GCP, GCPB, GDBF, GDBH, and GDPB

The Board considers serious illness, transfer of spouse, military service or other possible situations as legitimate reasons for resignation of professional staff. However, the Board will consider each resignation on an individual basis.

Any support staff member who desires to resign should submit a resignation at least two weeks prior to the effective date of resignation.

Dismissal and Suspension

Policies GCPD and GDPD

The superintendent is invested with the authority to suspend any professional staff member for a serious violation of the policies and regulations of the Board of Education, or for violation of state law. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

The superintendent may terminate or suspend without pay support staff members who are not under contract.

Support staff members under contract may be suspended by the superintendent with pay after being notified of the basis for the suspension and given an opportunity to discuss or rebut the charges. Support staff members under contract may be terminated or suspended without pay during the term of such contract for good cause.

Exit Interviews and Procedures

Exit questionnaires will be sent to all employees resigning from the District. Information on the continuation of benefits will also be provided departing employees. Separating employees are asked to provide the District with a forwarding address and phone number and complete a questionnaire that provides the District with feedback on their employment experience.

All District keys, books, property, and equipment must be returned upon separation from employment. Failure to do so may result in delay or forfeiture of an employee's final check.

Reports Concerning Court-Ordered Withholding

The District is required to report the termination of employees that are under court order or writ of withholding for child support or spousal maintenance to the court. Notice of the following must be sent to the court.

- Termination of employment
- Employee's last known address
- Name and address of the employee's new employer, if known

Student Issues

Parent and Student Complaints

Policy AC

In an effort to hear and resolve parent and student complaints in a timely manner and at the lowest administrative level possible, the Board has adopted orderly processes for handling complaints on different issues. Any campus office or the

Superintendent's office can provide parents and students with information on filing a complaint.

Parents are encouraged to discuss problems or complaints with the teachers or the appropriate administrator at any time. Parents and students with complaints that cannot be resolved should be directed to the building principal. The formal complaint process provides parents and students with an opportunity to be heard up to the highest level of management if they are dissatisfied with a principal's response.