

## **General District Information**

### **Board of Education (BBA)**

The Board of Education is a representative body elected by the registered voters of the Hamilton R-II School District of Caldwell County. It is the purpose and the role of the Board of Education to exercise general supervision over the schools of the district, and to ensure that the schools are maintained as provided by the state statutes, the rules and procedures of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and procedures of the school district. In addition, the Board is accountable to the electorate, and shall be responsive to the educational needs and the imposed financial constraints of the district.

The Board of Education shall control all aspects of the operations of the district within the limits of the law. However, the Board will make its members, the district professional and support staff, and the district patrons aware that the Board has authority to take official action only when it is acting as a whole. The Board shall be the final authority. No section of the policies, rules and procedures may be construed to limit the statutory powers of the Board to exercise its own prudent judgment.

### **Board Meetings (BDA)**

The Board of Education shall hold regular meetings throughout the year to transact such business as deemed necessary for the smooth operation of the school district.

The Board will hold its regular meeting on the third Wednesday of each month at 7:30 p.m. (November-March), 7:30 p.m. (April-October) at the HIVAC Building unless otherwise specified in the publicized notice of the meeting.

### **Comprehensive Guidance and Counseling Program (JHD)**

Hamilton R-II School District believes that the Guidance Program is an important and integral part of the overall educational process. It is developmental by design and includes sequential activities which address the needs of students in elementary, middle and high school. The Guidance Program consists of guidance curriculum, individual planning, responsive services, and system support.

### **Special Education Services (IGBA)**

The Hamilton R-II School District provides a free, appropriate education to all students with disabilities, including those who are in need of special education and related services. If any person knows or believes that a student has a disability and is in need of accommodation, that person should contact the schools principal or district administration immediately.

Students with disabilities may be eligible for accommodation under this policy even though they are not eligible for services pursuant to the IDEA. The district will initiate a referral if a student requiring accommodation is also believed to be a student with a disability under the IDEA. Implementation of an IEP in accordance with the IDEA satisfies the district's obligation to provide a free and appropriate education under Section 504.

## Personnel Policies/Guidelines

### **Leave (GDBDA)**

**Sick Leave** – Any support staff employees whose assignments call for 12 months of full time employment will be entitled to 12 days of sick leave. Staff members whose assignments call for full-time employment for ten (10) months shall receive ten (10) days of sick leave and those assignments that call for full-time employment and those assignments that call for full-time employment for 11 months shall receive 11 days of sick leave. Support staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine (9) days of sick leave. Unused sick leave will be cumulative to unlimited sick leave days. Annual sick leave days will be credited to the employee upon his or her completion of the first contracted day of work. Sick leave accumulation shall be unlimited, but no person shall use more than 90 days during any given year unless approval is granted by the Board. Part-time employees shall be pro-rated accordingly.

Absences may be charged against sick leave for the following reasons:

- a. Illness, temporary disability or permanent disability of the employee. The Board reserves the right to require a physician's certification attesting to the illness or disability of the claimant and/or inclusive dates of the employee's incapacitation if the absence is for more than ten (10) consecutive days. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave. The district need not wait ten (10) days before requesting an FMLA Certification of Health Care Provider form in conjunction with a preliminary designation that FMLA applies to an absence.
- b. Illness or injury to a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, mother-in-law, father-in-law, grandparents, grandchildren, brothers and sisters of an employee or employee's spouse. (Note: "Family" for FMLA purposes is more limited.)
- c. Illness or injury of other relatives, with permission granted by the superintendent.
- d. Death of employee's spouse or children.

A district employee shall not be entitled to use sick days during the period the employee receives Workers' Compensation for time lost to work-related incidents. After immediate, necessary emergency treatment has been administered for a covered injury to an employee, the district will designate the health care provider for required on-going care.

**Reimbursement** – Upon non-teacher service retirement under the Public Education Employee Retirement System (PEERS) or under the disability feature of PEERS, non-certified staff who are at the time employed by the Hamilton R-II School District, shall be paid for accumulated days of annual leave at ten dollars per day after they show proof of retirement through PEERS. Beginning with the 2010-2011 school year non-certified staff who are at the time employed by the Hamilton R-II School District, shall be paid for accumulated days of annual leave with the following formula: 1.) the first 90 days of leave will be at \$25 per day; 2.) the remaining leave will be at a rate of

.00125 of the minimum salary of the base salary or greater whichever applies after the employee shows proof of retirement through PEERS.

Any employee who leaves the district in good standing will be paid for unused sick and personal days at the rate of five dollars per day. Beginning with the 2002-2003 school year any employee who leaves the district in good standing will be paid for unused sick and personal days at the rate of ten dollars per day. "In good standing" means that the employee voluntarily resigns with a satisfactory work-related report from the immediate supervisor and/or principal.

Employees that have more than 90 sick days at the end of the fiscal year may apply to be paid up to ten (10) days with the following formula: annual salary times .00125. The time frame for applying for this reimbursement will be July 1-10<sup>th</sup> each year with payment being made in July.

Beginning July 1, 2016 board policies GCBDA and GDBDA have been updated to include the following statement: Classified employees that have a vacation balance at the end of the fiscal year may apply to be paid up to ten (10) days at the full rate of their current daily salary. The time frame for applying for this reimbursement will be July 1-10<sup>th</sup> each year with payment being made in July.

**Personal Leave** – A maximum of three (3) days will be available per school year. Unused personal leave days will accumulate as sick leave days.

Absences may be charged against personal leave for the following reasons:

- a. Tax investigation.
- b. Court subpoena. If the subpoena is directly related to his or her school duties, the employee will be released for court appearance without loss of personal leave. Other court appearances will be deducted from personal leave.
- c. Jury duty.
- d. Wedding, graduation or funeral for a member of the immediate family. The Board defines "immediate family" to include spouse, parents, children, mother-in-law, father-in-law, grandparents, grandchildren, brothers and sisters of an employee or employee's spouse.
- e. Observance of a religious holiday that is normally observed by persons of the faith of which the employee is affiliated.
- f. Conducting personal business of such a nature that it cannot be performed on Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- g. Leave under the FMLA.

Leave will not be granted for an employee due to adverse weather conditions or for the purpose of engaging in remunerative activities.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 48 hours in advance of time leave is requested. However, 30 days' notice is

required by law if the leave qualifies as FMLA leave. The administrator will respond promptly to the employee's written request.

A district employee shall not be entitled to use personal leave days during the period the employee receives Workers' Compensation for the time lost to work-related incidents.

**Vacation** – After one (1) year of continuous service, non-certified personnel employed on a twelve month contract shall receive two (2) weeks vacation with pay. After the third, fourth, fifth, sixth and seventh years of continuous service an additional day of vacation will be earned each year. The maximum number of vacation days will be 15. Prior approval from the building principal or superintendent is needed to use all 15 days in succession.

A district employee shall not be entitled to use vacation days during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Upon retirement from the district staff shall be reimbursed up to a maximum of 15 vacation days at their current daily rate.

**Holidays** – July Fourth, Labor Day, Thanksgiving Day and day after , Christmas Day, New Year's Day, Presidents' Day, Memorial Day and spring break when school is not in session.

**Military Leave** – The Board shall grant military leave as required by law.

**Election Leave** – Any employee who is appointed as an election judge pursuant to state law may be absent on any election day for the period of time required by the election authority. The employee must notify the district at least seven (7) days prior to any election in which the employee will serve as an election judge. No employee will be terminated, disciplined, threatened or otherwise subjected to adverse action based on the employee's service as an election judge.

**Leave to Vote** – Employees who do not have three (3) successive hours free from work while the polls are open will be granted a leave period of three (3) hours for the purpose of voting. Requests for such leave must be made prior to election day, and the employee's supervisors will designate when during the workday the leave should be taken. Any employee who properly requests leave to vote and uses the leave for that purpose will be subject to discipline, termination or loss of wages or salary.

### **Pregnancy, Childbirth and Adoption Leave**

A pregnant employee shall continue in the performance of her duties as long as she is able to do so and as long as her ability to perform duties is not impaired, based on medical opinion.

The employee may use accrued sick leave, personal leave or vacation leave during periods of pregnancy-related disability and, if necessary, an unpaid leave of absence to begin at the time recommended by her physician. The employee shall return to duty when she is physically able, based on medical opinion, except that this paragraph creates no rights extending beyond the contracted period of employment.

Pregnant employees shall be treated the same as other employees who are similar in their ability or inability to work for all purposes under this policy.

An employee who is the primary caretaker of an adopted child will be provided the same leave opportunities afforded employees for pregnancy-related leave for the purpose of arranging for the child's placement or caring for the child after placement.

An employee must notify the district of the need for and anticipated duration of the leave at least 30 days before leave is to begin, if foreseeable. If 30 days' notice is not practicable, the employee must give as much notice as possible.

These rules are subject to preemption by the FMLA as necessary for FMLA eligible employees.

### **Family/ Medical Leave**

Family and Medical Leave Act cases will be administered in accordance with Federal law.

For all FMLA purposes, the district adopts a 12-month leave year beginning on July 1 and ending the following June 30. All eligible employees are entitled to family/medical leave for a period not to exceed 60 work days per leave year. When an employee has an absence (taken as paid or unpaid Leave) AND the absence meets the criteria to be an FMLA-qualified absence, the district may designate such absence as part of the employee's total annual FMLA-entitlement. If any employee is on a Workers' Compensation absence due to an injury or illness that would also qualify as a serious health condition under the FMLA, the same absence may also be designated as FMLA-qualifying and charged against the employee's FMLA-protected time entitlement.

The district shall apply paid leave, including sick leave, personal leave and vacation time, to an FMLA absence to the extent allowed by law, giving proper notice to the employee. If an employee's accrued paid leave is exhausted but an FMLA-qualifying reason for absence persists, or a new FMLA-qualifying reason for absence occurs, the resulting absences will continue to be protected FMLA leave until the aggregate of 12 work weeks of designated FMLA leave has been reached, but such absences will be unpaid.

Employees who take leave without pay under the provisions of this section shall be entitled to continued participation in the district's health plan. However, an employee who fails to return to work after the expiration of his or her allowed leave time will be expected to reimburse the district for those benefits paid, as required by law.

To be eligible for unpaid family/medical leave, the employee must have:

1. Been employed in the district for at least 12 months (but not necessarily consecutively), and
2. Been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave (full-time teachers are deemed to meet this requirement), and
3. Given at least a 30-day notice for foreseeable circumstances.

FMLA-Qualified leave includes the following reasons:

1. Birth and first-year care of the employee's child.
2. Adoption or foster placement of a child with the employee.

3. Serious health condition of the employee or the employee's spouse, child or parent.

The district reserves the right to require certification of the serious health condition of the employee or employee's family member. Employees on FMLA-designated leave must periodically report on their status and intent to return to work. The district may also require that an employee present a certification of fitness to return to work. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced schedule leave in hourly increments.

#### **Notice**

Information concerning the employee's rights under this act will be posted in accordance with law and will be provided in any employee handbooks that are distributed.

For any employee who is not eligible for the FMLA leave, including any employee who has exhausted available FMLA time, requests for leave and the use of benefits time shall proceed according to the district's established policies, and the procedural requirements of the FMLA shall not apply where they are not mandated by law.

#### **Computer Usage (EHB)**

The district's technology exists for the purpose of maximizing the educational opportunities and achievement of district students. The professional enrichment of the staff and Board and increased engagement of the students' families and other patrons of the district are assisted by technology, but are secondary to the ultimate goal of student achievement.

The Board directs the superintendent or designee to create rules and procedures governing technology usage in the district to support the district's policy, as needed.

#### **Drug-Free Workplace (GBEBA)**

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

#### **Drug/Alcohol (GBEBB)**

##### **Refusal to Submit to Tests**

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

## **Provisions Applicable to Drivers**

In Addition to the drug testing provisions applicable to all employees, the Hamilton R-II School District, which employs operators of commercial motor vehicles (“drivers”), is required to implement a drug and alcohol testing program that fulfills federal requirements. The district will Use laboratories certified by the U.S. Department of Health and Human Services to conduct drug specimen analysis. This comprehensive program shall include conducting pre-employment drug testing and reasonable suspicion, random and post-accident testing for use of alcohol or drugs by drivers; notifying drivers of the requirements and consequences of the program; maintaining appropriate records; and complying with Missouri Department of Revenue’s reporting requirements.

## **Equal Opportunity Employer (AC)**

As a political subdivision, employer, recipient of federal funds and educational institution, the Board of Education is prohibited from, and hereby declares a policy against, engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, religion, sex national origin, ancestry, disability, age or use of leave protected by the Family and Medical Leave Act, in its programs, activities and with regard to employment. The Board is an equal opportunity employer.

## **Staff Conflict of Interest (GBCA)**

Employees will not engage in, or have a direct financial interest in any activity that raises a reasonable question of conflict of interest with their duties and responsibilities.

## **Job Performance Evaluation (GDN)**

All employees will be given an explanation of duties and responsibilities, and will be provided guidance by their immediate supervisors in performing them satisfactorily. In addition, supervisors have the responsibility to inform each employee under their supervision in advance of the criteria to be used in the evaluative process. Supervisors and/or principals should justify any recommended salary increases on the basis of performance in the above named evaluative areas.

## **Support Staff Assignments and Transfers (GDI)**

The District recognizes that assigning qualified staff members to positions throughout the district is essential to providing an excellent educational program for all students. Every effort will be made to assign district staff to areas of the greatest need for the benefit of the students. The district will accept requests for transfer from employees, but will only honor those requests when it is in the best interest of the district and the educational program to do so.

## **Assignments**

The Board directs the superintendent to assess the staffing needs of the district annually and to assign support staff as necessary to meet those needs. Although the superintendent will take the employee’s expressed preference into consideration, the ultimate decision must be based on the district’s needs. The superintendent may reassign support staff members to different positions or buildings at any time, including in the middle of the school year.

## **Transfers**

Support staff may request to a different position or building by submitting the appropriate form to the superintendent or designee. Transfer requests for the following school year must be submitted on or before March 1.

Transfers in the middle of the year are discouraged and will be considered only extraordinary circumstances. Support staff requesting a transfer in the middle of the year must submit the appropriate form and discuss the request with both the employee's immediate supervisor and the superintendent or designee. Although the superintendent will take the employee's expressed preference into consideration, the ultimate decision must be based on the district's needs.

### **Relationship with Students, Other Employees, and Parents**

When a support staff employee observes unruly behavior by a pupil, he/she should report the incident to a teacher or to the principal of the school. Corporal punishment by a support staff employee is not permitted. The employee may restrain, without administering punishment, by intervening in a fight or preventing pupil from damaging school property. All employees should develop a friendly and cooperative working relationship with the pupils. The relationship of certificated and support employees shall be that of employees working together to provide the best possible learning situations for Hamilton R-II students. Support personnel dealing with parents or the public shall support the program of the Hamilton R-II School District. They shall not enter into arguments concerning policy or procedure.

### **Attendance at Meetings (GBCB)**

Attend all required staff meetings called by district administrators unless excused.

### **Travel Expenses**

The Board of Education will pay reasonable travel expenses for those who travel on school district business and whose trip has been approved in advance by the employee's supervising administrator and superintendent. Actual expenses will be allowed for overnight room cost, registration fees, and commercial conveyance. Personal auto use will be reimbursed at the rate of forty (40) cents per mile. Meal expenses for a day trip that does not require an overnight stay are limited to \$10.00 for the day. Meal expenses for a trip that requires an overnight stay are limited to \$20 for the day.

The district asks that an Employee Expense Reimbursement Form accompanies all reimbursement requests. This form can be found on the Staff Documents drive titled Empe Reimbursement Form.

### **Conduct (GBCB)**

Dress professionally and in a manner that will not interfere with the educational environment.

### **Discipline**

An employee committing any of the following violations may be suspended with/without pay or be discharged:

- ◆ Failing to be at work assignment at starting time
- ◆ Leaving work stations without authorization
- ◆ Excessive absenteeism



- ◆ Excessive tardiness
- ◆ Not using time to complete work required
- ◆ Falsification of personnel or other records\*
- ◆ Removing district property, records, or confidential information from premises without authorization\*
- ◆ Willful abuse, misuse, defacing, or destruction of district property, including tools, equipment of the property of other employees\*
- ◆ Theft or misappropriation of property of employees or of the district\*
- ◆ Refusal to obey proper orders of supervisor\*
- ◆ Unauthorized operation of machines, tools, or equipment
- ◆ Threatening, intimidating, coercing, or interfering with employees or supervisors at any time\*
- ◆ Making or publishing false, vicious, or malicious statements concerning any employee, supervisor, or the district
- ◆ Possession, consumption, or reporting to work under the influence of alcohol or nonprescribed drugs\*
- ◆ Disregarding safety rules or common safety practices
- ◆ Unsafe operation of motor driven vehicle
- ◆ Unauthorized distribution of literature, written or printed matter of any description on district premises
- ◆ Posting or removing notices, signs, or writing in any form on bulletin boards or district property at any time without specific authority of administration
- ◆ Poor workmanship
- ◆ Immoral conduct or indecency including abusive and/or foul language\*
- ◆ Walking off the job
- ◆ Refusal or failure to do work assignments

\*Cause for immediate dismissal

### **Arrests**

All employees must notify their immediate supervisory of any arrests or charges, other than a speeding ticket, within forty-eight (48) hours after being charged or arrested.

### **Staff Complaints and Grievances (GBM)**

It is the intent of the Board of Education to address staff complaints and grievances at the earliest possible time and at the lowest level of supervision. Therefore the Board directs the superintendent or designee to create a procedure detailing how employees may bring complaints and receive responses to their complaints.

If a complaint has been made to the employee's immediate supervisor, building-level supervisor, and the superintendent or their designee and the employee has received response from these persons, the employee may appeal to the Board of Education. The employee must submit a written request for an appeal within five (5) workdays after receiving a decision from the superintendent. The decision of the Board will be final.

Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against nor will reprisal be attempted against an employee because a complaint was filed.

## **Payroll Information/Fringe Benefits**

### **Pay Periods**

Support staff employees are paid on the 20<sup>TH</sup> of each month with the exception of when a payday falls on a week-end and payday shall be before the week-end. Direct deposit of payroll checks is required.

### **Salary Deductions (DLB)**

All salary deductions will normally be subject to Board approval and are voluntary on the part of the individual employee, except for deductions for absences not covered by paid leave or those required by law. The employee must authorize all voluntary deductions in writing.

### **Retirement Plan (GDPC)**

Non-certified support staff members are participants in the Public Education Employee Retirement System (PEERS) of the State of Missouri as allowed by law. A retired employee, as well as his or her dependents, surviving spouse and children, shall be allowed to remain or become members in non-insurance health benefit programs, self-funded plans and insured plans by qualifying for the coverage in the manner prescribed by law under the provisions of such plan and paying the premiums of said plans.

### **Social Security Program**

Unless they hold Missouri teacher certification, all non-certified employees must contribute an amount as required by law to Social Security. The Hamilton R-II District also contributes an amount as required by law. Under government regulation all employee earnings must be reported with the Social Security numbers. Because of this regulation, no payroll checks can be written without the employee's Social number. Any employee noting an error in his/her Social Security number should contact the superintendent's office immediately.

### **Life Insurance**

A term life insurance policy is provided for full-time employees. This life insurance coverage terminates upon the last day of the month following last day of employment. A beneficiary form must be completed and presented to the Superintendent's Office for filing.

### **Health Insurance (GDBC)**

The board provides health insurance to all full-time employees beginning the first of the month following completion of 60 days. This will not include members of the family of those who are employed. However, family members may be covered by the district plan at employee expense. In the event of retirement, health insurance may be continued with the district plan at the individual's expense. In the event a staff member leaves the Hamilton R-II School District, board paid health insurance will expire at the end of the specific month the employee stops working for the district. This does not include staff retiring from the district.

### **Worker's Compensation**

All employees of the Hamilton R-II School District are covered under the Worker's Compensation law for accidents, which occur on the job. All accidents must be reported to the immediate supervisor within twenty-four (24) hours. The district chosen doctor will treat the injury.

## **Garnishments**

All garnishments are processed under the regulations of the Federal Garnishment Law.

## **Overtime Pay**

A forty (40) hour week occurs Sunday through Saturday. Supervisors may adjust the work schedule within the Sunday through Saturday time frame. Overtime pay must be approved in advance by the superintendent. In case of an emergency, the immediate supervisor may approve overtime pay.

## **Current Personal Information**

In the event an employee has a change in name, address, telephone number, or dependents, the employee shall immediately notify his/her department's administrative office and superintendent of the change.

## **Personnel File**

A personnel file is maintained for each employee in the superintendent's office. The file shall contain information pertinent to the individual's employment relationship with the district. An employee may review the contents of his/her personnel file in the presence of the superintendent or designee at a mutually convenient time.

## **Purchasing Information**

### **Purchasing of Materials**

A budget is established by the Board each year. Spending is limited to the budgeted amount unless special approval is granted. Requisitions must be submitted and approved by the superintendent prior to purchase.

- ◆ The requisition must be approved by the building principal.
- ◆ The requisition is submitted to the superintendent for signature.
- ◆ All items must be approved for purchase.
- ◆ All purchase tickets must be signed by the person picking up items.
- ◆ If you anticipate a bill that has to be paid at the time of the service, you must get approval for the payment in advance.

### **Receipt of Funds**

- ◆ Obtain a receipt from the person receiving the funds.
- ◆ Issue a receipt if you collect funds.
- ◆ Two individuals must tabulate funds.
- ◆ Deposit all monies on a daily basis.
- ◆ Do not keep money in your desk.

### **Invoices and Reimbursement Requests (DLC)**

Invoice and reimbursement requests must be submitted for payment by the 10<sup>th</sup> of each month. Items submitted after this date will be scheduled for payment at the following board meeting.

## **Miscellaneous Information**

### **Activity Passes**

Activity passes are provided to all district employees through the Athletic Director's office. These passes exclude all State-sponsored activities

### **Use of Personal Vehicles for School Use (EEAE)**

The driver of a private automobile shall have a valid Missouri operator's license. The driver of other vehicles transporting to and from school shall be licensed in accordance with Section 302.272, RSMo. Private automobiles are defined as any motor vehicle not regularly used by the general public engaged in the transportation of persons or property for hire.

### **Inclement Weather**

All full-time employees will work on inclement weather or "snow days." Work missed due to bad weather may be deducted from vacation time. Arrangement of work schedule and vacations is to be determined by the supervisor and the individual employee. The superintendent must approve any exception to this. If a "make-up" day occurs on a district designated holiday, those employees who were required to work regardless of weather conditions may be requested to work on that "make-up" day and if they choose to work, they will be compensated.

Any employee who works less than 12 months is not required to report to work on a "snow day" unless instructed to work by their supervisor or the superintendent. If the employee works on a "snow day," they will be compensated. All employees are required to work on all designated "make-up" days.

### **Loss of Personal Property**

The school district will not assume responsibility for loss of, or damage to, personal property stored, installed, or used on the school premises.

### **Personal Legal Liability**

Employees having concerns or questions pertaining to their legal liability for acts performed in the scope of their employment in the district should address these concerns to their supervising principal, director, or coordinator for referral to the superintendent. The principal, director, or coordinator shall not undertake to give legal advice to employees individually or collectively.

### **Business Gifts (GBCA)**

Employees will not accept gifts of substantial value from vendors, students or parents unless authorized by the Board of Education. For the purposes of this policy, a gift has a "substantial value" if it is worth more than \$300.

### **School Buildings**

Building entrance keys will be issued to only those persons in need of an entrance key, as determined by the administration. Use of the buildings on Sunday is discouraged. All buildings opened for use on Sunday must be approved by the building principal or superintendent. Building facilities shall not be used any hours other than school hours without permission from the building administrator. This includes group or personal interest usage.

### **Keys**

Keys are not to be loaned or given to other personnel, students, or people outside the district.

### **Rest Periods**

Employees will receive one (1) 15-minute rest period at approximately the mid-point of either the morning or afternoon of the workday. Rest periods are for the reason stated and shall not be used for make-up time.

### **Summer Hours**

With approval of the superintendent, a department supervisor may grant a shorter work day (with corresponding reduction in pay) or adjust the work schedule for those employees who normally work during the summer months.

### **Safety Criteria for Custodians**

- + Knows where all utility shut-off are and where fire extinguishers are located and has maps on hand for utility emergencies.
- +Demonstrates knowledge of proper procedure in having work orders entered for items needing proper repair.
- +Wears all safety equipment appropriate when operating equipment or using chemicals as recommended by manufacturer.
- +Operates building equipment in accordance with manufacturer's recommendations.
- +Checks building safety equipment to insure it works properly and is in good condition: fire alarms, smoke detectors, fire extinguishers, emergency lights and fire doors.
- +Has on hand and understands procedure to follow in an earthquake, fire, tornado, or flood.
- +Demonstrates knowledge of disposal of hazardous waste.
- +Has chemical M.S.D.S. on hand and understands how to read them and follow safety Information.