



GRAIN VALLEY
SCHOOLS

Employee Handbook

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**GRAIN VALLEY R-5 SCHOOL DISTRICT EMPLOYEE HANDBOOK
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Dear District Employee:

The purpose of this handbook is to provide an easy reference guide for employees of Grain Valley Schools. The information included in this handbook is not a complete policy manual but is drawn from the Board of Education Policy Manual and established administrative procedures. In the event of a discrepancy between handbooks and other written district material, Board policies and administrative procedures will take precedence.

Please read and review this handbook which also includes information on the district's benefits. We encourage you to review the Board policies available on the district's web page at www.grainvalleyschools.org. If you have any questions, please contact our Human Resources department at 847-5006.

Please pay careful attention to the policies and procedures as they apply to your position/classification. Most pertain to both Professional and Support staff classifications, but some pertain to Professional personnel only and some pertain to Support personnel only.

We're glad to have you as part of our team and we look forward to working with you.

Dr. Marc Snow
Superintendent

Dr. Brady Welle
Dep. Superintendent

Dr. Nicholas Gooch
Asst. Superintendent
Finance & Support Svcs

Mrs. Beth Mulvey
Asst. Superintendent
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I. YOUR WORK ENVIRONMENT

School District Mission

Board Policy AD

We operate a public school district, dedicated to educating every student, every day.

Prohibition Against Discrimination, Harassment and Retaliation

Board Policy AC. (The following is a summary of Board Policy AC. You are encouraged to read and become familiar with the district's entire Discrimination/Harassment policies.)

The Grain Valley R-V School District Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits, discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. The Grain Valley R-V School District is an equal opportunity employer.

The Board also prohibits:

1. Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion or discrimination against those who:
 - a) Make complaints of prohibited discrimination or harassment.
 - b) Report prohibited discrimination or harassment.
 - c) Participate in an investigation, formal proceeding or informal resolution, whether conducted internally or outside the district, concerning prohibited discrimination or harassment.
2. Aiding, abetting, inciting, compelling or coercing discrimination, harassment or retaliatory actions.
3. Discrimination, harassment or retaliation against any person because of such person's association with a person protected from discrimination or harassment in accordance with this policy.

All employees, students and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law.

Additional Prohibited Behavior

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace or the educational environment. Demeaning or otherwise harmful actions are prohibited, particularly if directed at personal characteristics including, but not limited to, socioeconomic level, sexual orientation or perceived sexual orientation.

Consequences

Employees who violate this policy will be disciplined, up to and including employment termination. Patrons, contractors, visitors or others who violate this policy may be

prohibited from district property or otherwise restricted while on district property. The superintendent or designee will contact law enforcement or seek a court order to enforce this policy when necessary or when actions may constitute criminal behavior.

Employees and others will not be disciplined for speech in circumstances where it is protected by law.

In accordance with law and district policy, any person suspected of abusing or neglecting a child will be reported immediately to CD.

Reporting

Employees and others may attempt to resolve minor issues by addressing concerns directly to the person alleged to have violated this policy, but they are not expected or required to do so. Any attempts to voluntarily resolve a grievance will not delay the investigation once a report has been made to the district.

Unless the concern is otherwise voluntarily resolved, all persons must report incidents that might constitute discrimination, harassment, or retaliation directly to the compliance officer or acting compliance officer. All district employees will instruct all persons seeking to make a grievance to communicate directly with the compliance officer. Even if the suspected victim of discrimination, harassment, or retaliation does not file a grievance, district employees are required to report to the compliance officer any observations, rumors or other information regarding actions prohibited by this policy. If a verbal grievance is made, the person will be asked to submit a written complaint to the compliance officer or acting compliance officer. If a person refuses or is unable to submit a written complaint, the compliance officer will summarize the verbal complaint in writing. A grievance is not needed for the district to take action upon finding a violation of law, district policy or district expectations.

Investigation

The district will immediately investigate all grievances. All persons are required to cooperate fully in the investigation. This district compliance officer or other designated investigator may utilize an attorney or other professionals to conduct the investigation.

Confidentiality and Records

To the extent permitted by law and in accordance with Board policy, the district will keep confidential the identity of the person filing a grievance and any grievance or other document that is generated or received pertaining to grievances. Information may be disclosed if necessary to further the investigation, appeal or resolution of a grievance, or if necessary to carry out disciplinary measures. The district will disclose information to the district's attorney, law enforcement, and the CD and others when necessary to enforce this policy or when required by law.

Use of Tobacco Products and Imitation Tobacco Products (Updated 19/20)

Board Policy AH

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations.

Drug-Free Workplace

Board Policy GBEBA

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.

When it is evident that an employee has consumed alcoholic beverages or controlled substances off school property before or during a district activity, the staff member will not be allowed on school property or to participate in the activity and will be subject to the same disciplinary measure as for possession or consumption on district property.

Staff members will be tested for alcohol and controlled substances if the district has reasonable suspicion that the staff member has violated this policy. In addition, staff members who operate district transportation must submit to alcohol and drug testing as otherwise required by law.

Each employee of this school district is hereby notified that, as a condition of employment, the employee must abide by the terms of this policy and notify the superintendent or designee of any criminal drug statute conviction for a violation occurring in or on the premises of this school district, or while engaged in regular employment. Such notification must be made by the employee to the superintendent or designee in writing no later than five (5) calendar days after conviction. The superintendent or designee will provide notice in writing of such violation to the United States Department of Education or other appropriate federal agency within ten (10)

calendar days after the superintendent or designee receives such notification if the district receives any federal grants directly from such agency, as opposed to federal grants received through the Department of Elementary and Secondary Education (DESE).

The district will take appropriate disciplinary action within 30 days.

Additional Information

Failure to submit to a requested alcohol or drug test based on reasonable suspicion is grounds for immediate termination. Furthermore, employees found to have alcohol or illegal drugs in their systems, under the Workers' Compensation Law, may receive a 50% reduction to total forfeiture of workers' compensation benefits.

Personnel Records

Board Policy GBL

The district creates and maintains personnel records for district purposes, and in general personnel records will only be available to district employees or independent contractors who are authorized by the district to access the information. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, the district will provide access to personnel records to the district's legal counsel, to state and federal agencies with appropriate authority, and in situations where the record is used to defend the district in a legal or administrative action.

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the district have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

Additional Information

All personnel records are kept at Central Office and are locked and protected against loss, tampering and unauthorized use. Records may not be removed without the approval of the Director of Human Resources. The following persons may have access to an employee file:

- Employees – Employees may examine their file at a reasonable time with reasonable frequency. Such reviews will take place in the Human Resource department in the presence of a Human Resources representative.
- The Human Resources Department
- The employee's immediate supervisor, up through the direct supervisory channel to the Superintendent (must have legitimate reason to review file and only pertinent information will be made available).

Employee files contain confidential information about employees. Except as outlined by law, the contents of employee records will not be released to any outside source without the employee's written consent or subpoena. For routine verification requests from prospective employers, only the following information will be released:

- Dates of employment

- Last position held
- Confirmation of current or last salary

Materials may not be removed from employee files without the authorization of the Director of Human Resources. Employees reviewing their own files may take notes regarding the information contained in their files, but may not mark on, make photocopies of or photograph the documents or remove anything from the files.

Criminal Background Checks (Updated 19/20)

Board Policy GBEC

Employees

Generally, the district will conduct criminal background checks in accordance with law on all new employees authorized to have contact with students prior to the employees working with students; however, the district may forgo a criminal background check when:

1. A teacher is employed to work on a part-time or substitute basis within one year of having retired from the Grain Valley R-V School District.
2. An employee or potential employee has had a background check conducted by another Missouri public school within the past year and the district receives a copy of the background check directly from the other district or obtains electronic access to the previous background check.
3. An employee or potential employee has successfully completed a criminal background check, including a check of the FCSR, as part of the professional license application process within one year prior to employment.

In order to participate in Rap Back, the district must conduct its own background checks and may not use any of the above exceptions. Any offer of employment is contingent upon the satisfactory outcome of the criminal background check, when required by the district. The district has the sole and absolute discretion to determine whether the outcome is satisfactory.

Updating Information

The district reserves the right to require any employee or volunteer to submit to additional criminal background checks at the district's expense or to rerun background checks at any time.

The district may update all criminal background checks required under this policy at least every five years if the person is still volunteering or working for the district or working on district property. The district may update the driving records for all drivers of district transportation every six months. Any employee refusing to submit to a background check may be disciplined or terminated. The district may decline to utilize the services of volunteers or contractors who refuse to participate.

District Notification

As a condition of continuing to work within the district, all employees and other persons required to submit to a criminal background check pursuant to this policy must notify the district if they are charged, convicted, plead guilty to or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event.

Staff/Student Relationships

Board Policy GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Electronic Communication

Staff members are encouraged to communicate with students and parents/guardians for educational purposes using a variety of effective methods, including electronic communication. As with other forms of communication, staff members must maintain professional boundaries with students while using electronic communication regardless of whether the communication methods are provided by the district or the staff member uses his or her own personal electronic communication devices, accounts, webpages, or other forms of electronic communication.

This district's policies, regulations, procedures and expectations regarding in-person communications at school and during school day also apply to electronic communications for educational purposes, regardless of when those communications occur. Staff communications must be professional, and student communications must be appropriate. Staff members may only communicate with students electronically for educational purposes between the hours of 6:00am and 10:00pm. Staff members may use electronic communication with students only as frequently as necessary to accomplish the educational purpose.

1. When communicating with students for educational purposes, staff members must use district-provided devices, accounts and forms of communication (such as computers, phones, telephone numbers, e-mail addresses and district-sponsored webpages or social networking sites), when available. If district-provided devices, accounts and forms of communication are unavailable, staff members communicating electronically students must do so in accordance with number two below. Staff members may communicate with students using district-provided forms of communication without first obtaining supervisor approval. These communications may be monitored. With district permission, staff members may establish websites or other accounts on behalf of the district that enable communication between staff members and students or parents/guardians. Any such website or account is considered district sponsored and must be professional and conform to all district polices, regulations and procedures.
2. A staff member's supervisor may authorize a staff member to communicate with students using the staff member's personal telephone numbers, addresses, webpages or accounts (including, but not limited to, accounts used for texting) to organize or facilitate a district-sponsored class or activity if the communication is determined necessary or beneficial, if a district-sponsored form of communication is not available, and if the communication is related to the class or activity. The district will provide notification to the parents/guardians of students participating in classes or activities for which personal electronic communications have been approved. Staff members may be required to send the communications simultaneously to the supervisor if directed to do so. Staff members are required to provide their

supervisors with all education-related communications with district students upon request.

3. Staff use of any electronic communication is subject to the district's policies, regulations and procedures including, but not limited to, policies, regulations, procedures and legal requirements governing the confidentiality and release of information about identifiable students. Employees who obtain pictures or other information about identifiable students through their connections with the district are prohibited from posting such pictures or information on personal websites or personal social networking websites without permission from a supervisor.
4. The district discourages staff members from communicating with students electronically for reasons other than educational purposes. When an electronic communication is not for educational purposes, the section of this policy titled "Exceptions to This Policy" applies, and if concerns are raised, the staff member must be prepared to demonstrate that the communications are appropriate. This policy does not limit staff members from communicating with their children, stepchildren or other persons living within the staff member's home who happen to be students of the district.

Consequences

Staff members who violate this policy will be disciplined, up to and including termination of employment. Depending on the circumstances, the district may report staff members to law enforcement and the Children's Division (CD) of the Department of Social Services for further investigation, and the district may seek revocation of a staff member's license(s) with the Department of Elementary and Secondary Education (DESE).

Reporting

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

Reporting and Investigating Child Abuse/Neglect

Board Policy JHG

The Board of Education requires its staff members to comply with the state child abuse and neglect laws and the mandatory reporting of suspected neglect and/or abuse. Any school official or employee acting in his or her official capacity who knows or has reasonable cause to suspect that a child has been subjected to abuse or neglect, or who observes the child being subjected to conditions or circumstances that would reasonably result in abuse or neglect, shall directly and immediately make a report to the CD, including any report of excessive absences that may indicate educational neglect. No internal investigation shall be initiated until such a report has been made, and even then the investigation may be limited if the report involves sexual misconduct by a school employee. Employees who make such reports to the CD must notify the school principal or designee that a report has been made. The principal or designee will notify the superintendent or designee and the district liaison(s) about the report.

The reporting requirements are individual, and no supervisor or administrator may impede or inhibit any reporting under this section. No employee making a report in accordance with law shall be subject to any sanction, including any adverse employment action, for making such a report. Further, the superintendent and other district administrators shall ensure that any employee mandated by law to make a report shall have immediate and unrestricted access to the communication technology necessary to make an immediate report. Employees shall also be temporarily relieved of other work duties for such time as is required to make any mandated report.

In accordance with law, if a student reports alleged sexual misconduct on the part of a school district employee to an employee of this district, the employee who receives the report and the superintendent shall immediately report the allegation to the CD as set forth in law, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. For the purposes of this policy, the term "sexual misconduct" is defined as engaging in any conduct with a student, on or off district property, that constitutes 1) the crime of sexual misconduct; 2) illegal sexual harassment as defined in policy AC, as determined by the district; 3) or child abuse involving sexual behavior, as determined by the CD.

The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

Immunity

In accordance with law, any person who in good faith reports child abuse or neglect; cooperates with the CD or any law enforcement agency, juvenile office, court, or child-protective service agency of this or any other state in reporting or investigating child abuse or neglect; or participates in any judicial proceeding resulting from the report will be immune from civil or criminal liability.

Staff Conduct

Board Policy GBCB

All professional and support staff members of the school district have the responsibility to become familiar with and abide by the federal and state statutes as these affect the performance of job duties, the policies of the Board and the procedures designed to implement them.

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.
6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees, who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance. That poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.

17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees will not use any time during the working day for campaigning purposes, unless allowed by law.

Additional Information

Professional Behavior/Characteristics

- Honest/integrity – Be forthright in all interactions and in all professional work, whether that work is documentation, personal communication, presentations, research, or other aspects of interaction.
- Reliability/responsibility – Be accountable to anyone perceived as your customer. Complete assigned duties, fulfill commitments, and accept responsibility for errors.
- Respect for others – Treat all persons with respect and regard for their individual worth and dignity, be fair and nondiscriminatory and respect appropriate confidentiality.
- Compassion/empathy – Appropriate empathy for anxieties, individual situations and impact of events on others.
- Self-improvement – Provide the highest quality of work through lifelong learning.
- Self-awareness/knowledge of limits – Be insightful regarding the impact of your behavior on others and cognizant of appropriate professional boundaries.
- Communication/collaboration – Work cooperatively and communicate effectively with co-workers, consumers and the general public.
- Altruism/advocacy – Self-interest or the interests of other parties should not interfere with your ability to perform your job.

Staff Conflict of Interest

Board Policy GBCA

All employees of the Grain Valley R-V School District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of this policy or conflict with the mission of the district.

Additional Information

Consensual Relationships

While consensual relationships are generally not prohibited in the Grain Valley School District, they could create serious problems.

As with any behavior in the workplace, if a consensual relationship has an adverse effect on the workplace or interferes with the regular course of school business the District can:

- Reassign employees to other departments or buildings
- Discipline employees when their private behavior is impacting their job performance
- Discipline employees when their private behavior is adversely affecting the functioning of the District
- Terminate at-will employees for any legal reason
- Non-renew probationary teachers and administrators for any legal reason
- Terminate a tenured teacher in accordance with law
- Reassign supervisory duties

Dress Code

Compliance

Directors, principals and supervisors are responsible for interpreting and enforcing dress and grooming standards in their areas of responsibility. This includes counseling employees whose appearance is inappropriate. Reasonable accommodation will be made for employees' religious beliefs and disabilities whenever possible. Questions or complaints that cannot be handled to an employee's satisfaction by his or her supervisor or director should be taken to the Director of Human Resources.

If the appearance is unduly distracting, the employee may be sent home to correct the problem. Employees who are paid on an hourly basis will be required to use available personal, vacation or compensatory time. When there is no vacation, personal or comp time available, the time away from work will be unpaid time. Repeated disregard for the district's dress and grooming policy may result in disciplinary action up to and including termination.

Guidelines

General guidelines for making appropriate choices include:

- Avoid clothing that's sloppy including clothes with holes and/or wrinkled or baggy. No sweat pants
- Avoid anything that is too revealing including low-cut, spaghetti straps or razor back tops. Also anything that is tight or form fitting
- No shorts. No miniskirts or dresses that stop above lower thigh area or with high slits
- Leggings may only be worn with a top/dress that is mid-thigh length or longer
- Non-natural hair colors such as pink, blue, etc. are not acceptable
- No facial piercings*.
- All tattoos should be covered*.
- Check with your supervisor if you are unsure about the unwritten dress code.

Building Principals and Department Directors may have specific dress codes in place. Please check with your Principal or Director for further direction.

Operations Department

Custodial and maintenance personnel are required to wear uniform shirts at all times during working hours, throughout the school year. See your supervisor for summer dress code.

**Effective 1/1/2011, all new facial piercings and tattoos must be removed or covered. Employees are encouraged to speak with their supervisor before getting any additional facial piercings or tattoos. Exceptions must be approved by the Superintendent or designee.*

II. YOUR SAFETY AND SECURITY

I.D. Badges

All staff members are expected to wear their identification badges at all times while at school. All school personnel are expected to take appropriate action when they see an individual in the school without an appropriate identification or visitor's badge. Staff members are expected to approach the individual, introduce themselves, respectfully ask the individual who they are and what their business is, then direct them to the office (escort them if possible). Notify the office to make sure the individual reports.

If you lose your I.D. badge

At the beginning of each school year, you will be provided with a free I.D. badge from the school's photo company. If you do not get your picture taken by the photo company or you lose your I.D. badge, contact the Human Resources Department. For each school year, your first replacement badge (including your initial I.D. if taken by the Human Resources Department) is free. All subsequent replacements during any school year will result in a \$5.00 fee.

District Keys/Key Cards

If you lose your key/key card

At the beginning of your employment, you will be provided with a free key and/or key card. If you lose your key or key card, report the loss as soon as possible to the Operations Department. Additional keys/key cards will result in the following fees:

Room keys	\$15.00
Key cards	\$10.00
Outside door keys	\$25.00
Master keys	\$25.00

Outside door keys and Master keys will take approximately two weeks to replace.

Under no circumstances should you have copies of District keys made. Keys are District property and those issued by our Operations Department are numbered. When copies of keys are made, the safety and security of our students, staff members and property is compromised. Please contact the Operations Department with any problems you have and they will work with you to resolve them.

Under no circumstances should you give or loan your key or key card to another employee, volunteers or students. Should you allow someone else to use your key card, system information on individuals entering the building is recorded and based on your key card number. If you share your card or key and it is lost, stolen or misused and an incident occurs, you will be held responsible.

If you leave employment with the District or change classrooms, you are required to return the key that was issued to you by the Operations Department. Each key provided to an employee is marked with a unique identification code that can be tracked back to the assigned employee.

Safety Program

Board Policy EB

The Board recognizes the necessity for a planned safety program to ensure a safe environment for the students attending, and for the professional and support staff employed by the school district. The maintenance of healthful and safe conditions throughout the school district is a responsibility shared by the Board, superintendent and all professional and support staff.

Every attempt will be made to meet safety and health standards established by state and federal laws and regulations.

Proper supervision of students and other citizens using the school facilities will be required. Hazardous conditions indicated by inspectors will be reported to the Board and corrected. Each building administrator will develop and implement a safety program, report hazardous conditions to the superintendent and hold employees and students responsible for the observance of all safety rules and regulations.

Emergency Drills

Board Policy EBC-1

The superintendent or designee, in cooperation with the building principals, will develop emergency drills for fires, tornados, bus emergencies, bomb threats and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the superintendent. Instruction on all emergency drills shall be given early in the school year, and emergency drills shall be held regularly throughout the year. The district will conduct emergency drills as required by law and policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students during lockdown, shelter-in-place and evacuation. Emergency exiting procedures will be posted near the door in each building.

Crisis Intervention Plan

Board Policy EBCA

The Grain Valley R-V School District has a crisis intervention plan to help school district administrators and faculty deal effectively with crises that could interfere with the normal daily operation of school. The plan outlines and describes the district's guidelines for responding to most crises. All staff members with a need to know will be provided in-service training concerning these guidelines. Specific information regarding the crisis intervention plan is available in the central and building offices upon request, unless it is considered a closed record pursuant to the Missouri Sunshine Law.

Reporting

All district staff are required to report potentially dangerous situations immediately. Each building in the district will foster an environment in which students feel comfortable sharing with a responsible adult any information regarding potentially threatening or dangerous situations.

Firearms and Other Weapons

Board Policy ECA

No person shall carry a firearm, whether loaded or unloaded, a concealed weapon or any other weapon readily capable of lethal use onto any school property, any school transportation or onto the premises of any function or activity sponsored or sanctioned by the district, except for authorized law enforcement officials.

Any person who possesses a weapon in violation of this policy will be asked to leave. In addition, district administrators may report the incident to law enforcement officials, ban the person from school property or school events in accordance with policy KK or seek other legal remedies.

III. YOUR CLASSIFICATION

General Classifications

Professional Staff Positions

Board Policy GCA

The term “professional staff” will be used to designate those employees who must either possess teaching, administrative or professional certificates issued by state educational authorities or degrees from accredited institutions of higher learning in order to maintain their status with the district.

Support Staff Positions

Board Policy GDA

The term “support staff” will be used to designate all positions in the district that are not otherwise designated as “professional” positions in accordance with Board policy.

Fair Labor Standards Act (FLSA) Classifications

The FLSA requires that most employees in the United States be paid at least the federal minimum wage for all hours worked and overtime pay at time and one-half the regular rate of pay for all hours worked over 40 hours in a workweek. However, Section 13(a)(1) of the FLSA provides an exemption from both minimum wage and overtime pay for employees employed as bona fide executive, administrative, professional and outside sales employees. Section 13(a)(1) and Section 13(a)(17) also exempt certain computer employees.

The FLSA requires that employees be categorized as non-exempt or exempt:

Non-exempt employee: This includes all district employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances non-certificated staff members may qualify for exempt status.

Exempt employee: Those employees whose duties and compensation meet the requirements to be an exempt executive, administrative, professional or computer employee as defined in federal law.

IV. YOUR PAYCHECK AND PAY DAY

Salary schedules and payroll periods for the current school year can be found on the district's website or requested from the Human Resources department.

The District's **payroll year** is June 21 of the current year through June 20 of the following year. The District's **fiscal year** is July 1 of the current year through June 30 of the following year.

Pay Periods

Professional staff (including Occupational Therapists)

Professional staff are paid monthly. Pay is spread out over 12 checks (new to the district staff are paid over 13 checks the first year). Some adjustments to prior pay periods may appear on subsequent checks. Pay is generally transmitted electronically on the 20th of the month. When the 20th falls on a weekend or a holiday, pay is transmitted the Friday (or last banking day) before. All professional staff salaries will be pro-rated and paid out over a 12 month period.

Unpaid absences are based on the calendar month with pay adjustments reflected on checks issued the following month.

Non-Certified Support Staff

Non-Certified Support Staff members are paid every two weeks. Employee's currently holding positions as health aide, building secretary or bus driver, pay is extended over a 12-month period. All other non-certified support staff members will be paid on an "as-earned" basis.

Direct Deposit

All employees are strongly encouraged to have direct deposit of their salary to the financial institution of their choice.

Salary Deductions

Board Policy DLB

Voluntary Deductions

The employee must authorize all voluntary deduction in writing. The district will deduct the administrative cost of compliance in addition to the deduction amounts authorized by the employee.

Involuntary Deductions

The district will make all deduction as required by law and will make deductions when presented a garnishment, wage attachment or other legal order. The superintendent or designee may authorize an administrative fee for processing these mandatory deductions when allowed by law.

In addition, the district may make deductions from an employee's salary or wages for unauthorized absences, absences for which there is no paid leave or absences that exceed the paid leave provided to the employee. The district may also make deductions for disciplinary purposes, such as an unpaid suspension, in accordance with law and district policy.

The district may make deduction when an employee clearly owes the district money and the deduction does not otherwise violate the law.

Improper Deductions

The Board of Education prohibits improper pay deductions. Employees who believe that improper pay deductions have been taken should immediately report the concern to the Director of Administrative Services. Employees will be reimbursed for improper deductions. If an employee's request for reimbursement is denied, the employee may appeal that decision by following the grievance procedure set forth in Board policy. Nothing in the policy shall prevent the district from properly charging absences against sick leave, personal leave or other such leave or from making deductions from pay for unapproved or unpaid absences, as established in Board policy.

Movement on the Salary Schedule

Steps on pay schedules do not correlate to years of service. Steps define a wage growth plan for employees.

Persons employed June 21st thru December 20th of a payroll year will be eligible to move on the salary schedule for the next payroll year. New employees with a hire date December 21st thru June 20th will be ineligible to move on the salary schedule for the next payroll year.

Adjustments to base salary on schedules will be determined by the Assistant Superintendent of Finance and Support Services with budgetary consultation with the Superintendent. Employee evaluations will be considered when determining movement on the salary schedule. Board of Education reserves the right to suspend movement on the salary schedules, freeze individual salaries or adjust individual salaries as a result of economic conditions.

Transcripts

To verify required college hours that affect salary or to verify attainment of a degree, all employees must provide an official transcript. No salary adjustment will be made until an official transcript is on file.

Support Staff

All staff members will begin employment at step 1, unless approved by the Assistant Superintendent of Finance and Support Services.

Professional Staff

Prior to August 31st of each school year, teachers must submit to the Human Resources department an official copy of transcripts from all colleges or universities from which the employee has earned credit hours that have not been previously reported. In situations where the teacher has requested transcripts and the college or university does not supply them by the August 31st deadline, the teacher must contact the Director of Human Resources regarding a time extension. New contracts reflecting these changes will be issued in September.

Reimbursement for courses

The District will reimburse certified personnel (that are not on the therapist salary schedule) up to 9 college credit hours earned each school year towards a Master's Degree from an accredited university/college (additional Master degree programs will not be eligible for reimbursement) in the field of education. The reimbursement is \$75 per credit hour, up to \$675 per school year. To qualify for a reimbursement the District must have:

1. A signed, official Program of Study
2. A completed reimbursement form (it is recommended that this form be completed at the time you enroll for a class).
3. A grade report (if hours earned will result in movement on the salary schedule, remember to also turn in an official transcript).

Grades must be turned in promptly and will only be reimbursed in the school year that the class was completed. Additional classes above the 9 hour limit taken during a school year will not be reimbursed.

EFFECTIVE FOR ALL TEACHERS WHOSE EMPLOYMENT STARTS WITH THE DISTRICT AFTER JULY 1, 2007

BS+ (hours) and Master's Degree Program of Study

The intent of the BS+ (hours) salary schedule is to provide an incentive for teachers to work toward the obtainment of a Master's degree. Any hours completed by a teacher prior to the attainment of the Master's Degree WILL NOT apply following the attainment of the Master's Degree. Only those hours earned after attaining a Master's Degree will apply after obtaining the Master's Degree.

Non-Certified Support Staff

Please contact your Department Director for training and educational opportunities.

Nonexempt Employee Supplementary Pay Plans

Board Policy GBA

Overtime

A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

Unless a nonexempt employee works in one of the classifications listed in the "Comp Time" section of this policy, he or she will be paid one and one-half times his or her regular rate of pay for each hour of overtime.

Compensatory Time

The district uses comp time in lieu of overtime for the following classifications of employees: secretaries, nurse aides and technology.

This policy constitutes an agreement or understanding in advance that these employees will be given comp time off for overtime work. Employees will be awarded

such comp time off at the rate of one and one-half (1½) hours for each hour of overtime worked.

The following provisions apply to comp time:

1. Comp time may be accrued up to 24 hours (16 overtime hours). Overtime work beyond this maximum accrual will be monetarily compensated at the rate of one and one-half times the individual's regular rate of pay. The district may require an employee to use accrued comp time to avoid excessive accumulation or monetary liability.
2. Every effort will be made to permit the use of comp time at a time mutually agreed upon by the individual and his or her supervisor. However, when the individual's absence would unduly disrupt the district's operations, the district retains the right to postpone comp time usage.
3. At the close of the fiscal year individuals with unused comp time will be monetarily compensated.
4. Upon leaving the district, individuals will be paid for any unused comp time at a rate not less than the higher of the average regular rate received by the employee during his or her last three (3) years of employment or his or her final regular rate of pay.

Additional Information

Comp/overtime will be based on actual worked time. Paid time off including sick, personal and vacation are not calculated as work time when computing the 40-hour work week for comp time purposes. Any paid time off taken within that work week will be adjusted/reduced to calculate up to a 40-hour week.

Exempt staff members do not have compensatory time. If an exempt employee is adjusting work hours, the adjustment must be approved by the immediate supervisor.

V. YOUR WORK HOURS

Professional Staff

All professional staff must check with their Building Principal/Supervisor for required work hours.

Support Staff

Support staff work hours will be set by the Building Principal/Supervisor.

Breaks

Lunch Breaks

Lunch breaks are generally 30 minutes each day and are unpaid time. Decisions regarding lunch breaks for each department or building are determined by the Department Director/Building Principal. Any adjustments must be approved by your Department Director/Building Principal. If you are not able to take your lunch break and it results in overtime, you must follow overtime approval procedures.

Mid-Day Breaks

Decisions regarding mid-day breaks for each department or building are determined by the Department Director/Building Principal. Mid-day breaks are paid time unless they exceed the maximum length of 20 minutes each.

Mid-day breaks and lunch breaks cannot be combined. On your time record document, you must accurately record:

- 1) any mid-day breaks that exceed 20 minutes, and
- 2) all lunch breaks regardless of length.

Inclement Weather

School building secretaries and administrative personnel, food service workers, and certain transportation department employees (see following paragraph), will not be required to report for work when school is cancelled due to inclement weather.

Custodial and maintenance personnel, the District's transportation dispatcher and all bus mechanics are required to report to work on inclement weather days unless directed otherwise by the Director of their department or his/her designee.

Central Office and Technology

Central Office employees and Technology personnel will be required to report at the discretion of the Superintendent or designee.

VI. YOUR TIME RECORDS

Accurate Records

Employers are required by law to keep accurate records of hours worked by non-exempt employees. Timesheets or an electronic timekeeping system are used to record hours and calculate pay. Falsifying a timesheet is prohibited and will lead to disciplinary action, which could include the termination of employment.

Individuals covered by this policy are required to complete a daily time record showing actual hours worked. Non-exempt employees are required to record when they begin work, go to lunch, return from lunch, when their workday ends, and any other periods of absence (i.e. sick, personal, etc.) on the timesheet. Failure to maintain or falsification of such records may be grounds for disciplinary action, up to and including termination. Your signature on your time record confirms that you:

- Reviewed your time entries
- Took all meal periods, holidays, sick days or vacations as indicated
- Have not been instructed to work off-the-clock
- Will report any inaccuracies immediately and will not sign a time record if it is inaccurate

If your department utilizes the automated timekeeping system and you fail to enter your time properly, report it to your supervisor, by completing the appropriate form, to ensure that you are credited with the correct hours. All adjustments must be signed by your supervisor and must be kept to a minimum. Excessive adjustments within the timekeeping system may result in delay of your paycheck. Ongoing problems with adjustments can result in disciplinary action, up to and including termination.

Clocking in or clocking out another employee is prohibited and all parties involved will be disciplined.

For those who are not using the automated timekeeping system, you must write in the actual time started each day and the actual time you quit working each day, as closely to the minute as possible (not a generic 8:00 to 3:30, for example). To ensure that you are credited with the correct hours, record your actual time worked on a daily basis; do not wait until the end of the week or pay period to write in your time.

Off-the-Clock Work

(Definition: Performing work-related activities but not reporting the time, resulting in an employee not being paid for time actually spent working.)

Off-the-clock work is prohibited; any violations can result in disciplinary action up to and including termination. It is also a serious violation for any employee to instruct another employee to work off the clock. If you are asked to work off-the-clock or are aware of a situation of this nature, you should report such violations to the Director of Human Resources immediately.

Off-the-clock work can include:

- Taking work home and not recording time spent working
- Recording time in as 8:00 a.m. when you actually reported for and started performing tasks at 7:50 a.m.

- Recording time out as 4:00 p.m. when you actually continued performing tasks until 4:05 p.m.
- Time spent before the start of a workday putting on required safety equipment or “booting up” computers
- Pre-trip vehicle inspections
- Performing tasks during a recorded lunch break
- Delivering items such as bank deposits or mail at the end or beginning of a workday and not recording the time spent performing these tasks

If you are requested to work off the clock, record the hours worked and report the incident to the Director of Human Resources as soon as possible.

VII. YOUR EVALUATIONS AND PERFORMANCE MANAGEMENT

Evaluation Of Professional Staff

Board Policy GCN

The Board requires a program of comprehensive, performance-based evaluations for the teachers and other professional staff members it employs in order to ensure high-quality staff performance that improves student achievement. Evaluation instruments used by the district will minimally reflect the Essential Principles of Effective Evaluation as adopted by the Missouri State Board of Education (State Board).

Evaluation of Professional Staff Other Than Teachers

All professional staff members contribute toward the achievement of the district's students and the overall success of the district. To ensure continuous improvement and growth, the supervisors of professional staff members or their designees will set performance goals in consultation with the employee, conduct continuous performance evaluations and complete a written summative evaluation annually.

Teacher Evaluations

The superintendent or designee ("evaluator") will annually complete a summative evaluation of the performance of the district's teachers.

The primary purpose of the evaluation is to improve student performance by promoting the continuous growth of teachers in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs). Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

A performance-based teacher evaluation system is critical to improving teaching, thus improving student knowledge and performance. The performance-based teacher evaluation is intended to assist administrators and teachers in creating a learning environment in which students acquire and apply knowledge and skills.

Counselor and Librarian Evaluation Standards

The district adopts the model standards for librarians and counselors developed by the Department of Elementary and Secondary Education and adopted by the State Board.

Recordkeeping

A copy of the professional staff member's summative evaluation and supporting documentation will be kept in the employee's personnel file.

Evaluation of Support Staff

Board Policy GDN

The superintendent or designee will regularly evaluate the performance of all support staff employees in the district. The primary purpose of the evaluation is to promote the continuous growth of support staff employees in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs) with the goal of contributing to a positive

education environment. Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

Additional Information

First year Employees

All classified personnel shall receive a minimum of two (2) performance-based evaluations to be completed by March 31st of their first year of employment:

- One during the first semester
- One during the second semester

After one year of successful employment

- An annual performance-based evaluation will be completed by March 31st of each school year on all classified personnel.

Performance Management

Applies to all employees not employed under a contract.

Grain Valley School District utilizes a progressive discipline program designed to improve or change workplace behaviors. Employee actions which adversely affect the educational process or which are a hindrance to the effective performance of the district's operations, policies and procedures shall be considered just cause for disciplinary action. The district's Superintendent or designee, in conjunction with the Director of Human Resources and the employee's supervisor, will determine the appropriate form of disciplinary action, up to and including termination of employment. Certain major misconduct or serious offenses may warrant immediate termination of employment and will not result in a "progressive" discipline process.

Those employees who are designated as "at-will" are subject to the employment at will doctrine.

Appealing Disciplinary Action

Follow Board Policy GBM-AP for Staff Complaints and Grievances.

Professional Staff Assignments and Transfers

Board Policy GCI

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 professional staffing needs of the district annually and to assign professional 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 staff members to different positions or buildings at any time, including after a contract has been signed or in the middle of the school year.

Transfers

Professional staff may request a transfer 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 February 15.

Transfers in the middle of the year are discouraged and will be considered only in extraordinary circumstances. Professional 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.

Transfer Requests

Board Procedure GCI-AP

Professional staff members who desires a building transfer shall send a letter to the director of human resources and auxiliary services. The letter shall contain the reason for the request and the location to which the professional staff member desires to transfer. Transfer requests must be submitted by February 15.

Upon receipt of the request to transfer, the director of human resources will notify and consult with the employee's current building principal.

If it is necessary to transfer professional staff to different assignments and/or locations, the district will endeavor to consider all factors prior to making such a transfer. When possible, professional staff being considered for transfer will be consulted prior to a final decision.

The decision regarding transfers shall be made by the Assistant Superintendent and/or director of human resources.

Teachers may appeal that decision to the faculty transfer panel comprised of the assistant superintendent of academic and student services and the superintendent.

Support Staff Assignments and Transfers

Board Policy 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 a transfer 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 in 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.

Additional Information

If you are interested in an open position within the district, you must complete an application and you will be required to go through the hiring department's regular interview process. It is recommended that you discuss your decision with your current supervisor.

All internal applicants applying for new assignments or transfers may be asked to interview for the new position. Decisions regarding transfers and new assignments will be communicated to the employee within a reasonable amount of time but will depend on the length of time it takes to complete the hiring process and/or the length of time it takes to gather all required information.

Your current supervisor and Human Resources will be contacted by the hiring supervisor to obtain information about your current job performance. If you are on a Performance Improvement Plan (PIP) or active warning, you are not eligible to apply for the new position within the district. Human Resources will also review your last performance evaluation and provide the hiring supervisor with any information that might impact their decision to hire.

VIII. YOUR USE OF TECHNOLOGY

Technology Usage

Board Policy EHB

The Grain Valley R-V School District's technology exists for the purpose of enhancing the educational opportunities and achievement of district students. Research shows that students who have access to technology improve achievement. In addition, technology assists with the professional enrichment of the staff and increases engagement of students' families and other patrons of the district, all of which positively impact student achievement.

Authorized Users

The district's technology resources may be used by authorized students, employees, School Board members and other persons approved by the superintendent or designee, such as consultants, legal counsel and independent contractors. All users must agree to follow the district's policies and procedures and sign or electronically consent to the district's User Agreement prior to accessing or using district technology resources, unless excused by the superintendent or designee.

User Privacy

A user does not have a legal expectation of privacy in the user's electronic communications or other activities involving the district's technology resources, including but not limited to, voice mail, telecommunications, e-mail and access to the Internet or network drives. By using the district's network and technology resources, all users are consenting to having their electronic communications and all other use monitored by the district. A user ID with e-mail access will only be provided to authorized users on condition that the user consents to interception of or access to all communications accessed, sent, received or stored using district technology.

Electronic communications, downloaded material and all data stored on the district's technology resources, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators or designees at any time in the regular course of business. Such access may include, but is not limited to, verifying that users are complying with district policies and rules and investigating potential misconduct. Any such search, access or interception shall comply with all applicable laws. Users are required to return district technology resources to the district upon demand including, but not limited to, mobile phones, laptops and tablets.

Violations of Technology Usage Policies and Procedures

Use of technology resources in a disruptive, inappropriate or illegal manner impairs the district's mission, squanders resources and shall not be tolerated. Therefore, a consistently high level of personal responsibility is expected of all users granted access to the district's technology resources. Any violation of district policies or procedures regarding technology usage may result in temporary, long-term or permanent suspension of user privileges. User privileges may be suspended pending investigation into the use of the district's technology resources.

Employees may be disciplined or terminated, and students suspended or expelled, for violating the district's technology policies and procedures. Any attempted violation of

the district's technology policies or procedures, regardless of the success or failure of the attempt, may result in the same discipline or suspension of privileges as that of an actual violation. The district will cooperate with law enforcement in investigating any unlawful use of the district's technology resources.

Damages

All damages incurred by the district due to a user's intentional or negligent misuse of the district's technology resources, including loss of property and staff time, will be charged to the user. District administrators have the authority to sign any criminal complaint regarding damage to district technology.

Board Procedure EHB-AP1

Employee Users

No employee will be given access to the district's technology resources unless the employee agrees to follow the district's User Agreement prior to accessing or using the district's technology resources. Authorized employees may use the district's technology resources for reasonable, incidental personal purposes as long as the use does not violate any provision of district policies or procedures, hinder the use of the district's technology resources for the benefit of its students or waste district resources. Any use that jeopardizes the safety, security or usefulness of the district's technology resources or interferes with the effective and professional performance of the employee's job is considered unreasonable. Unless authorized by the employee's supervisor in advance, employees may not access, view, display, store, print or disseminate information using district technology resources that students or other users could not access, view, display, store, print or disseminate

General Rules and Responsibilities

The following rules and responsibilities will apply to all users of the district's technology resources:

1. Applying for a user ID under false pretenses or using another person's ID or password is prohibited.
2. Sharing user IDs or passwords with others is prohibited, and users will be responsible for any actions taken by those using the ID or password. A user will not be responsible for theft of passwords and IDs, but may be responsible if the theft was the result of user negligence.
3. Deleting, examining, copying or modifying district files or data without authorization is prohibited.
4. Deleting, examining, copying or modifying files or data belonging to other users without their prior consent is prohibited.
5. Mass consumption of technology resources that inhibits use by others is prohibited.
6. Use of district technology for soliciting, advertising, fundraising, commercial purposes or financial gain is prohibited, unless authorized by the district. Use of district technology resources to advocate, support or oppose any ballot measure or candidate for public office is prohibited.
7. Accessing fee services without permission from an administrator is prohibited. A user who accesses such services without permission is solely responsible for all charges incurred.

8. Users are required to obey all laws, including criminal, copyright, privacy, defamation and obscenity laws. The district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
9. The district prohibits the use of district technology resources to access, view or disseminate information that is pornographic, obscene, child pornography, harmful to minors, obscene to minors, libelous, or pervasively indecent or vulgar.
10. Accessing, viewing or disseminating information on any product or service not permitted to minors is prohibited unless under the direction and supervision of district staff for curriculum-related purposes.
11. The district prohibits the use of district technology resources to access, view or disseminate information that constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g., threats of violence, defamation of character or of a person's race, religion or ethnic origin); presents a clear and present likelihood that, because of their content or their manner of distribution, they will cause a material and substantial disruption of the proper and orderly operation and discipline of the school or school activities; or will cause the commission of unlawful acts or the violation of lawful district policies and procedures.
12. The district prohibits any use that violates any person's rights under applicable laws, and specifically prohibits any use that has the purpose or effect of discriminating against or harassing any person on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, pregnancy or use of leave protected by the Family and Medical Leave Act (FMLA).
13. The district prohibits any unauthorized intentional or negligent action that damages or disrupts technology, alters its normal performance or causes it to malfunction. The district will hold users responsible for such damage and will seek both criminal and civil remedies, as necessary.
14. Users may only install and use properly licensed software and audio or video media purchased by the district or approved for use by the district. All users will adhere to the limitations of the district's technology licenses. Copying for home use is prohibited unless permitted by the district's license and approved by the district.
15. At no time will district technology or software be removed from the district premises, unless authorized by the district.
16. All users will use the district's property as it was intended. Technology resources will not be moved or relocated without permission from a building administrator. All users will be held accountable for any damage they cause to district technology resources.

Online Safety and Confidentiality

Curricular or noncurricular publications distributed using district technology will comply with the law and Board policies on confidentiality.

All district employees will abide by state and federal law, Board policies and district rules when using district technology resources to communicate information about personally identifiable students. Employees will take precautions to prevent negligent disclosure of student information or student records.

Electronic Mail and Messaging

A user is generally responsible for all e-mail and other electronic messages originating from the user's accounts; however, users will not be held responsible when the messages originating from their accounts are the result of the account being hacked.

1. Forgery or attempted forgery of electronic messages is illegal and is prohibited.
2. Unauthorized attempts to read, delete, copy or modify electronic messages of other users are prohibited.
3. The following positions will be given authorization to send district-wide e-mails or other electronic messages: superintendent, assistant superintendent, all human resources staff members, building principals, department directors, athletic director, accounts payable clerk, and all technology department staff members (including the data management specialist). Unauthorized staff members may submit a request for an e-mail message or other electronic messages to be sent to all district employees. Decisions regarding district-wide e-mails or other electronic messages from unauthorized staff members will be made by the staff member's building principal or department director. After approving the request, it will be forwarded to executive director of human resources who will post the message. Conflicts regarding decisions will be decided by the executive director of human resources & auxiliary services, whose decision will be final.
4. When communicating electronically, all users must comply with district policies, regulations and procedures and adhere to the same standards expected in the classroom.
5. Users must obtain permission from the superintendent or designee before sending any districtwide e-mail messages.

Privacy Protection (updated 19/20)

Board Policy EHBC

To accomplish the district's mission and to comply with the law, the district must collect, create and store information. All persons who have access to district data are required to follow state and federal law, district policies and procedures and other rules created to protect the information.

The district will collect, create or store confidential information only when the superintendent or designee determines it is necessary. The district will provide access to confidential information to appropriately trained district employees and volunteers only when the district determines that such access is necessary for the performance of their duties. The district will disclose confidential information only to authorized district contractors or agents who need access to the information to provide services to the district and who agree not to disclose the information to any other party except as allowed by law and authorized by the district.

District employees, contractors and agents will notify the ISO or designee immediately if there is reason to believe confidential information has been disclosed to an unauthorized person or any information has been compromised, whether intentionally or otherwise. The ISO or designee will investigate immediately and take any action necessary to

secure the information, issue all required legal notices and prevent future incidents. When necessary, the district's superintendent, ISO or designee is authorized to secure resources to assist the district in promptly and appropriately addressing a security breach.

All district staff, volunteers, contractors and agents who are granted access to critical and confidential information are required to keep the information secure and are prohibited from disclosing or assisting in the unauthorized disclosure of confidential information. All individuals using confidential and critical information will strictly observe protections put into place by the district including, but not limited to, maintaining information in locked rooms or drawers, limiting access to electronic files, updating and maintaining the confidentiality of password protections, encrypting and redacting information, and disposing of information in a confidential and secure manner.

Employees who fail to follow the law or district policies or procedures regarding data governance and security may be disciplined or terminated. The district may suspend all access to data or use of district technology resources pending an investigation. Violations may result in temporary, long-term or permanent suspension of user privileges. The district will cooperate with law enforcement in investigating any unlawful actions. The superintendent or designee has the authority to sign any criminal complaint on behalf of the district.

Staff Use of Communication Devices

Board Policy GBCC

The Grain Valley R-V School District encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

General Cell Phone Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occurs:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.

3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district-provided vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.
2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents

immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons.

Additional Information

To protect district technology, the district requires approval prior to personal cell phones being synchronized with the district's network. Employees should contact the district's technology director for approval.

IX. YOUR TIME AWAY FROM WORK

Provisions included in an employee's contract supersede policy and procedure provisions.

Be sure to check for guidelines regarding paid leave and how it applies to Workers' Compensation leave and leaves that fall under the Family Medical Leave Act (FMLA).

Professional and Non-Certified Support Staff

Board Policy GCBDA & GDBDA

Bereavement Leave

A maximum of three days of leave will be granted if a death occurs in the immediate family. A fourth day shall be allowed for bereavement leave when the employee finds it necessary to travel out of town to carry out responsibilities associated with the death of any immediate family member. Out of town shall be defined as traveling more than 100 miles from the employee's home. If an employee requires additional leave for bereavement of an immediate family member, the employee is required to use personal leave days. If the employee does not have sufficient personal leave days available, up to two sick leave days may be used with approval from the superintendent or designee. If the use of sick leave is required and granted, the total number of days used for bereavement shall not total more than five days.

Military Leave

The Board shall grant military leave as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of duty or training will be entitled to a leave of absence of 120 hours in any Federal fiscal year (October 1 – September 30) without impairment of efficiency rating or loss of time, pay, regular leave or any other rights or benefits. Employees shall provide the district an official order verifying that they are required to report to duty.

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 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 successive hours free from work while the polls are open will be granted a leave period of up to three hours to permit the employees three successive hours while the polls are open 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 not be subject to discipline, termination or loss of wages or salary.

Jury Duty Leave

An employee will be paid the difference between any jury duty stipend and the amount of regular pay for time spent responding to a summons for jury duty, time spent participating in the jury selection process or time spent actually serving on a jury. An employee will not be terminated, disciplined, threatened or otherwise subjected to adverse action because of the employee's receipt of or response to a jury summons.

Leave for Court Subpoena

If the subpoena is directly related to the employee's school duties, the employee will be released for court appearance without loss of leave. Other court appearances will be deducted from personal leave.

Additional Information

A Note About Your Short-Term Disability Benefit

If you qualify for a short-term disability benefit (determined by our provider), you must use all available sick and personal time before the benefit can begin. If you do not have any sick or personal time available, the benefit will start following 15 working days of absence from work. Use of vacation time is optional.

Staff Absences and Tardiness

Board Policy GBCBC

Consistent contact with students and coworkers is necessary for an optimal learning environment and an effective working environment. Therefore, consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is routinely tardy, frequently absent for an extended period of time, the learning environment and district operations are negatively impacted.

Employees may be disciplined or terminated for excessive absences or tardiness, which includes situations where employees come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board or the superintendent or otherwise authorized by law, and employee's absence or tardiness will be considered excessive or unreasonable in any of the following circumstances.

1. The absence is for a reason not granted as paid or protected leave under Board policy or law.
2. The absences results in the employee exceeding the amount of leave granted by the Board.
3. The employee has not otherwise exhausted applicable leave days, but the absence exceeds 5 days a month, 20 days in a semester or 40 days per school year or is otherwise disruptive to district operations, as determined by the district.
4. The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show).
5. The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required.
6. The employee does not first obtain permission to be absent from the appropriate supervisor when required to do so.

7. The absence is for any reason other than the one given for the absence.

Even if the absence or tardiness is authorized by the Board or the superintendent, if the absence or tardiness occurs for a reason not graded as paid leave under Board policy or if it exceeds the number of days the employee has been granted under a designated leave, the employee's salary will be docked.

Employees will not be disciplined or terminated for absences qualifying for protection under the Family and Medical Leave Act (FMLA), the Uniformed Services Employment and Reemployment Rights Act (USERRA) or other applicable law.

Professional Staff Short-term Leaves

Board Policy GCBDA

Consistent contact with students and staff is important to the learning environment and district operation and therefore is an essential duty of a professional staff member's position. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Sick Leave

Professional staff employees whose assignments call for 12 months of full-time employment will be entitled to 12 days of sick leave. Professional staff employees whose assignments call for full-time employment only during the regular school term will be entitled to nine days of sick leave. Unused sick leave will be cumulative to 120 sick leave days. A teacher without accumulative sick leave may "borrow" days not to exceed the total number of sick leave days authorized for the contract in effect. An absence of two or less hours shall be counted as 1/4 day sick leave, two to four hours shall be counted as half-day of sick leave, four to six hours shall be counted as 3/4 day of sick leave and over six hours is counted as a full day of sick leave.

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

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:
 - The employee's spouse.
 - The following relative of the employee or the employee's spouse: parents, step-parents, step-children, children, children's spouses, step-grandparents, grandparents, grandchildren, siblings and any other family member residing with the employee.

- Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
(Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

A district employee may not use sick leave during the period the employee receives Workers' Compensation for time lost to work-related incidents.

Sick Leave Reimbursement

Certified employees, upon leaving the district shall be eligible to receive pay for unused sick leave accumulated. The rate of pay shall be one-half the current daily substitute teachers' pay for unused sick leave days accumulated. Days accumulated over the allowable 120 days will be reimbursed at the rate of \$45. Sick leave reimbursement will not be provided to employees who break a contract after June 1st or who are terminated for cause.

Personal Leave

A maximum of three days of personal leave will be available per school year. Effective with the 2006-07 school year a maximum of two unused personal days may be rolled into the next succeeding year at no time to exceed five days. Unused personal leave days accrued beyond five days will accumulate as sick leave.

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

- a. Tax investigation.
- b. Court appearances, unless applicable law or policy provides for paid leave.
- c. Wedding, graduation or funeral.
- d. Observance of a religious holiday.
- e. Conducting personal business of such a nature that it cannot be performed on a Saturday, Sunday or before or after school hours, including parent-teacher conferences.
- f. Absences under leaves authorized by law, policy or the Board that would otherwise be unpaid including, but not limited to leave under the FMLA.
- g. Leave for other purposes as approved by the principal.

Whenever possible, it is expected that requests for leave will be made in writing to the designated administrator at least 24 hours in advance of the time leave is requested. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. The administrator will respond promptly to the employee's written request. The district does not typically grant personal leave on days that precede or follow school holidays or during the last ten days of the school year. However, if a need for personal leave occurs during this timeframe, the employee's

supervisor, with permission from the director of human resources, may allow the use of a personal day at their discretion.

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

Vacation

All professional staff employed on a 12-month basis will receive two weeks of vacation per year. During the first five consecutive full years of service a two-week vacation will be earned annually. The sixth full year of completed service will yield 11 days, the seventh year will yield 12 days, the eighth year will yield 13 days, the ninth year will yield 14 days and the tenth year will yield three weeks of vacation. Years 11 through 24 will yield three weeks of vacation per year. The 25th and succeeding years will yield 20 vacation days per year. An employee must submit a written request for vacation to the superintendent or designee and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the superintendent or designee has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

Yearly earned vacation may be used during a period of 15 months, commencing July 1 of the contract year, and extending through September 30 of the following calendar year.

Unused Vacation Time

No more than six days of unused vacation time can be carried over to the next payroll year (unused vacation time after September 30).

Holidays

Labor Day, Thanksgiving, Christmas, New Year's Day, Martin Luther King Jr Day, Presidents' Day, Good Friday, Memorial Day, Fourth of July or other days or partial days as granted by the superintendent. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

Professional Leave

Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the superintendent or designee, arranged well in advance and is not considered personal leave.

Additional Information

Providing Notice

When it is necessary to take sick, personal or vacation time, notice should be given to your building principal and/or entered into AESOP as soon as possible to allow for time to arrange for substitutes.

Any provisions included in an employee's contract supersede policy and procedure provisions.

Support Staff Leaves

Board Policy GDBDA

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

Sick/Personal Leave

Any support staff employees whose assignments call for 12 months of full-time employment will receive 12 days of sick leave. Any support staff employees whose assignments call for ten months of full-time employment will receive ten days of sick leave. Support staff employees whose assignments call for 30 or more hours per week employment only during the regular school term will receive nine days of sick leave. Support staff employees whose assignments call for less than 30 hours per week only during the regular school term will receive six days of sick leave. Full-time or 30 hour or more per week support staff employees may use three sick days as personal days. Unused sick leave will be cumulative to 120 sick leave days. Support staff employees whose assignments call for less than 30 hours per week will be receive six days of sick leave and one day may be used as a personal day.

A maximum of two unused personal days may be rolled into the next succeeding year at no time to exceed five days. Unused personal leave days accrued beyond five days will accumulate as sick leave. All personal leave must be approved by the administration at least 24 hours in advance. The district does not typically grant personal leave on days that precede or follow school holidays or during the last ten days of the school year. However, if a need for personal leave occurs during this timeframe, the employee's supervisor, with permission from the director of human resources, may allow the use of a personal day at their discretion. However, 30 days' notice is required by law if the leave qualifies as FMLA leave and such notice is practical. Exact time used for absences will be calculated for sick leave.

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

- a. Illness, injury or incapacity of the employee. The Board reserves the right to require a healthcare provider's certification attesting to the illness or incapacity of the claimant and/or inclusive dates of the employee's incapacitation. The FMLA health certification procedures apply to FMLA-qualifying absences, even if such absences are paid sick leave.
- b. Illness, injury or incapacity of a member of the immediate family. The Board defines "immediate family" to include:

- The employee's spouse.
 - The following relative of the employee or the employee's spouse: parents, step-parents, step-children, children, children's spouses, grandparents, grandchildren siblings and any other family member residing with the employee.
 - Any other person over whom the employee has legal guardianship or for whom the employee has power of attorney and is the primary caregiver.
(Note: "Family" for FMLA purposes is more limited.)
- c. Illness, injury or incapacity of other relatives, with permission granted by the superintendent.
- d. Pregnancy, childbirth and adoption leave in accordance with this policy.
- e. Absences may be charged against sick/personal leave for court appearances unless applicable law or policy provides for paid leave.

Staff members who are ill are encouraged to stay home to promote healing and reduce the risk of infecting others, especially during a pandemic or other significant health event. In the event of a pandemic or other significant health event, schools may be closed to all staff and students or just students. If schools are closed only to students, staff members are expected to work regular schedules or use appropriate leave.

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

Additional Information

Overtime will be based on actual worked time. Paid time off including sick, personal and vacation are not calculated as work time when computing the 40-hour work week for overtime purposes. Any paid time off taken within that work week will be adjusted/reduced to calculate up to a 40-hour week.

Sick Leave Reimbursement

Non-certified employees who accumulate sick leave beyond their maximum accumulation will be reimbursed for the unused sick leave at the rate of \$25 per day for full-time or 30 hour or more per week employees and \$20 per day for employees who work less than 30 hours per week. Employees who retire or resign from the district at the end of their contract periods will be reimbursed at the same rates.

Vacation

All 40 hour full-time support staff employed on a 12-month basis must work one complete payroll year (June 21 through June 20 of the following year) to receive two weeks of vacation per year. Employees hired in a qualifying position prior to December 21 in the payroll year will earn one week of vacation during their first payroll year. If hired after December 21, no vacation will be earned for the first payroll year. If an employee is not eligible for paid vacation days during the first summer of their employment, up to three unpaid days may be taken upon approval of their department supervisor. During the first five consecutive full years of service a two-week vacation will be earned annually. The sixth full year of completed service will yield 11 days, the seventh year will yield 12 days, the eighth year will yield 13 days, the ninth year will yield 14 days and the tenth year will yield three weeks of vacation. Years 11 through 20 will yield three weeks of vacation per year. The 21st full year of completed service will yield 16 days, the 22nd year will yield 17 days, the 23rd year will yield 18 days, the

24th year will yield 19 days of vacation. The 25th and succeeding years will yield 20 vacation days per year. An employee must submit a written request for vacation to his or her supervisor and receive written authorization before taking vacation days. If the employee's absence may disrupt district operations, the supervisor has the discretion to deny a request for vacation or to limit the time of year the employee may take his or her vacation.

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

Unused Vacation Time

No more than six days of unused vacation time can be carried over to the next payroll year (June 21 to June 20).

Holidays

Labor Day, Thanksgiving Day and the following Friday, Christmas Eve, Christmas Day, New Year's Day, Martin Luther King Jr. Day, Presidents' Day, Good Friday, Memorial Day, Fourth of July or other days or partial days as granted by the superintendent. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Holidays may change from year to year.

An employee must work the day before and the day after a holiday to receive holiday pay. If eligible, vacation days may be used without penalty. If a valid written doctors excuse is provided in a reasonable amount of time for days of illness, the employee may be paid for the holiday upon approval of the department supervisor. Personal days may not be used the day before or after a holiday.

Professional Leave

Employees may be granted professional leave to attend classes or conferences, meet with mentors or participate in other approved professional growth activities. Professional leave must be approved by the immediate supervisor, arranged well in advance and is not considered personal leave.

Additional Information

Providing Notice

When it is necessary to take sick, personal, or vacation time, notice must be given to your building principal/immediate supervisor/department director and/or entered into AESOP as soon as possible to allow for time to arrange for substitutes, if applicable. Please check with your department director regarding notification procedures.

Paid holidays are available to full-time staff members only – those working 12 months per year, 40 hours per week)

Central Office Holiday Schedule

In order to provide quality customer service to our vendors and the general public, Central Office employees will be asked to work designated days on a rotational basis over holiday breaks. Efforts will be made to accommodate family needs during these times. Schedules and days worked will be coordinated by Human Resources.

Any provisions included in an employee's contract or employment memo supersede policy and procedure provisions.

Family and Medical Leave

Board Policies GBBDA

The district will administer leave that qualifies for Family and Medical Leave Act (FMLA) protection in accordance with federal law. This policy is intended for guidance and shall not be interpreted to expand the district's responsibilities beyond the requirement of the law. For employees who are not eligible for FMLA leave, including employees who have exhausted available FMLA-protected leave, requests for leave shall proceed according to the district's established policies.

Eligibility

To be eligible for FMLA leave benefits, the employee must:

1. Have been employed in the district for at least 12 months (but not necessarily consecutively).
2. Have been employed for at least 1,250 hours of service during the 12-month period immediately preceding the leave.
3. Be employed at a worksite where 50 or more employees are employed by the district within 75 miles of that worksite.

An absence may qualify for FMLA protection if it is for one of 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 that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
4. Care of a spouse, child, parent or next of kin who is a covered servicemember (including some veterans) with a serious illness or injury (military caregiver leave).
5. A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces.

Notice to Employees

General Notice

The district will post notice to employees explaining FMLA benefits in accordance with law. If the district employs 50 or more employees, it will include FMLA notice in an employee handbook or other written guidance to employees concerning employee benefits or leave rights, or will distribute a copy of the general notice to each new employee upon hiring. Notice may be provided electronically in accordance with law.

Eligibility and Rights and Responsibilities Notices

Absent extenuating circumstances, the district will provide the employee notice of the employee's eligibility to take FMLA leave and the rights and responsibilities of the employee within five days of the request for leave or acquiring knowledge that an employee's leave may be for an FMLA-qualifying reason. Such notice will be provided

at the commencement of the first instance of leave for each FMLA-qualifying reason in the applicable 12-month period, and no subsequent notice is required in the 12-month period unless leave is taken for a different qualifying reason or the employee's eligibility status has changed.

Designation Notice

When the district has enough information to determine whether the leave is being taken for an FMLA-qualifying reason, the district will provide written notice to the employee within five business days, absent extenuating circumstances, regarding whether the leave will be counted as FMLA leave. The district will notify the employee if a fitness-for-duty certification is required before returning to work and, if required, include a list of the essential functions of the employee's position. The district will notify the employee of the number of hours, days or weeks that will be counted against the employee's FMLA leave entitlement, if known. The district may designate leave as FMLA leave retroactively if the retroactive designation will not cause harm or injury to the employee.

Employee Notice to the District

An employee must notify the district of the need for leave and explain the reasons for the leave so the district can determine whether the leave qualifies for FMLA. The leave may be delayed or denied if the employee fails to give such notice.

In all cases of foreseeable leave, the employee must provide notice, in the same manner that is required under the district's leave policies, to the superintendent or designee of the reasons for the leave, the anticipated duration of the leave and the anticipated start of the leave. If an employee fails to provide the required notice, the district may delay or deny the FMLA-protected leave.

When the approximate timing of the need for leave is not foreseeable, an employee must provide notice to the district as soon as practicable under the facts and circumstances of the particular case, in the same manner that notice is required under the district's leave policies. The employee or the employee's spokesperson, if necessary, shall provide sufficient information for the district to reasonably determine whether the FMLA may apply to the leave request.

If the leave is for a qualifying exigency, an employee must provide notice as soon as practicable, regardless of how far in advance the leave is foreseeable. For all other qualifying reasons, an employee must provide 30 days' notice of the need to take FMLA leave when the need for leave is foreseeable. When 30 days' notice is unforeseeable or impractical, the employee must provide notice as soon as practicable. If fewer than 30 days' notice is given, the employee shall explain upon request why such notice was not practicable. "As soon as practicable" means as soon as both possible and practical under all the facts and circumstances of the individual case.

Leave Use

For all FMLA purposes except military caregiver leave, the district adopts a "rolling" 12-month leave period measured backward from the date an employee uses any FMLA leave (except that such measure may not extend back before July 1, 2005).

1. All eligible employees are entitled to leave for a period not to exceed 12 workweeks per leave year for:
 - The birth and first-year care of the employee's child.
 - The adoption or foster placement of a child with the employee.
 - A serious health condition of the employee that makes the employee unable to perform one or more of the essential functions of his or her job or the serious health condition of the employee's spouse, child or parent.
 - A qualifying exigency arising out of the fact that the spouse, child or parent of the employee is on covered active duty, or has been notified of an impending call or order to covered active duty, in the Armed Forces. The amount of leave available for a particular type of qualifying exigency may be limited by law.
2. The FMLA leave year for military caregiver leave begins on the first day that such leave is taken and runs for the following 12 months. All eligible employees are entitled to military caregiver leave for a period not to exceed 26 workweeks of leave per single 12-month period for the care of a spouse, child, parent or next of kin who is a covered servicemember. Twenty-six weeks of leave are available per covered servicemember, per injury/illness; however, no more than 26 weeks of leave may be used during each single 12-month period.
3. An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during a single 12-month period, provided that the employee is entitled to no more than 12 workweeks of leave for one or more of the following: the birth of the employee's child or to care for such child; the placement of a child with the employee for adoption or foster care; in order to care for the employee's spouse, son, daughter or parent with a serious health condition; for the employee's own serious health condition; or because of a qualifying exigency. For example, an employee could take 16 weeks of military caregiver leave and still have ten weeks available for the birth of a child. However, an employee who used ten weeks of military caregiver leave could not take 14 weeks for the birth of a child because that exceeds the 12 weeks allowed for such leave. Leave that qualifies as both military caregiver leave and leave for the serious health condition of a parent, spouse or child will be designated first as military caregiver leave.
4. When a husband and wife entitled to FMLA leave are both employed by the district and both wish to use FMLA leave for the same qualifying event, both employees will be limited to an aggregate total of 12 workweeks during a 12-month period in cases where the leave is taken for the birth or first-year care of the employees' child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition. However, where the husband and wife both use a portion of the total 12-week FMLA leave entitlement for the same qualifying event, the husband and wife would each be entitled to the difference between the amount he or she has taken individually and 12 weeks for another qualifying purpose. When a husband and wife are both employed by the district and both wish to use military caregiver leave or a combination of military caregiver leave and leave for the birth or first-year care of their child, adoption or foster placement of a child with the employees, or to care for a parent with a serious health condition, both employees will be limited to an aggregate total of 26 workweeks of leave.
5. The district shall apply all appropriate paid leave to an FMLA absence to the extent allowed by law and policy, 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 allowable FMLA leave has been used, but such absences will be unpaid.

6. When an employee has an absence that meets the criteria to be an FMLA-qualified absence, the district will designate such absence as part of the employee's total annual FMLA entitlement, even if the employee has not requested FMLA leave and/or is absent under paid or unpaid leave in accordance with law or district policy. If an 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 will also be designated as an FMLA-qualifying absence and charged against the employee's FMLA-protected time entitlement.
7. FMLA leave may be taken intermittently as required for the health of the employee or family member or as reduced-schedule leave in increments no greater than the shortest period of time that the district uses to account for use of other forms of leave, provided that it is not greater than one hour and provided that the FMLA entitlement is not reduced by more than the amount of leave actually taken. Instructional employees may take intermittent or reduced-schedule leave to be with a healthy newborn only when the district and the employee have reached agreement for how the leave will be used.
8. The district reserves the right to require adequate certification and recertification of any FMLA-qualifying event or condition of the employee or employee's spouse, child, parent or next of kin and authentication or clarification of such certification as the district deems necessary. Failure to provide such certification when requested will result in denial of the leave, and may result in discipline or termination of employment. 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.

Instructional Employees

If intermittent leave or reduced-schedule leave equals more than 20 percent of instructional time, the district may require instructional employees who take such leave due to medical reasons to take block leave or to find an alternative placement for the period of planned medical treatment. When an instructional employee on FMLA leave is scheduled to return close to the end of a school term, the district may elect to use a special rule to prolong the employee's leave until the beginning of the next school term, thus extending the leave beyond the period where an FMLA-qualifying reason exists. In such an instance, the prolonged leave time is unpaid and is not charged against the employee's annual FMLA entitlement. In cases where the special rules for instructional employees apply, the superintendent may apply those special rules or the general FMLA rules as best serves the interest of the district.

Leave Protections

The use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of the employee's leave. Eligible employees are entitled to continued participation in the district's health plan as long as they are entitled to FMLA leave protection; 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.

Eligible employees who are absent for an FMLA-qualifying reason generally may return to the same position or an equivalent position with equivalent pay, benefits and working conditions at the conclusion of the leave, in accordance with law. However, the district has the discretion to assign employees taking intermittent leave or returning from FMLA leave to a different position or a position in a different building, grade level or classroom as long as the employee has the appropriate certification or license for the position. Depending on the circumstances, instructional employees may be assigned to substitute teacher positions, positions as in-school suspension supervisors or other district positions for which they are certificated if the district determines that such placement is necessary to ensure the consistency of instruction.

The FMLA makes it unlawful for any employer to interfere with, restrain or deny the exercise of any right provided under the FMLA. Additionally, it is unlawful for any employer to discharge or discriminate against any person for opposing any practice made unlawful by the FMLA or for involvement in any proceeding under or relating to the FMLA.

Additional Information

If you do not return to work upon expiration of the entitled FMLA leave time, your employment will, in most cases, be terminated. Final determination will be made by the Director of Human Resources.

If you are medically released to return to work and fail to either report to work or call in with a satisfactory explanation, the District will treat this as a voluntary resignation (or breach of contract). FMLA allows employers to obtain a second and third medical opinion (at the District's expense) from a provider of our choice to make a determination on whether an event qualifies and/or for a "fitness for duty" certification.

X. YOUR BENEFITS

Deductions for your portion of benefit premiums are taken one month in advance. Current rates for all plans are available by contacting Human Resources at 847-5006. Summary Plan Documents for all group benefit plans are available from the Human Resources Department.

Eligibility

The Grain Valley School District offers a comprehensive benefits package in the form of a Flexible Benefits Plan. Upon hire or promotion to benefit eligible employments, employees can choose from a variety of benefits.

Benefits become effective the first of the month following the first day of employment where you are required to work at least 30 hours or more each week on a regular basis.

Opportunities for Benefits Enrollment

There are three opportunities to elect benefits:

1. "First Opportunity" (first of the month following your first day of employment)
2. Open Enrollment (during the month of April each year all eligible employees may add, drop or change their current benefits for the following plan year which begins July 1)
3. Change in Family Status that affects insurance coverage (such as marriage, birth or adoption of a child, job status change of employee, or job status change of employee's spouse)

If you miss your "first opportunity" to elect benefits, the only other opportunity to elect benefits would be during Open Enrollment. If you elect benefits during your first opportunity, the insurance company has to accept you (regardless of pre-existing conditions). However, if you choose to wait until Open Enrollment to elect benefits, you could be subject to underwriting and thus could possibly be denied certain insurance coverage. Finally, if you elect to add or drop benefits when a change in family status occurs, you have 30 days from the time of the change to request the addition or deletion of benefits.

Failure to select benefits through the automated benefit system and/or return required forms by the specified deadline will be interpreted as your decision to decline participation in that particular benefit program.

COBRA

Board Policy GCBC and GDBC

At the time of commencement of coverage under the plan, an employee shall be given his or her first notification of rights under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Further Notification is contingent upon the occurrence of a qualifying event and, in applicable situations, notification to the district that a qualifying event has occurred, as required by law.

Group Health Insurance

Group health insurance will be offered all benefits eligible employees. The employee shares in the cost of monthly premiums, as set forth by the Board of Education. Individual and family coverage is available.

The District currently offers health insurance through Cigna. Their website can be found at www.cigna.com or www.myCIGNA.com.

Group Dental Insurance

Group dental will be offered to all benefits eligible employees. Individual and family coverage is available. Employee pays entire monthly premium.

The District currently offers dental insurance through Cigna. Their website can be found at www.cigna.com or www.myCIGNA.com.

Group Vision Insurance

Group vision will be offered to all benefits eligible employees. Individual and family coverage is available. Employee pays entire monthly premium.

The District currently offers dental insurance through Guardian/VSP Network. Their website can be found at www.guardian.com.

Group Term Life Insurance and Voluntary Term Life/AD&D

Grain Valley R-V School District provides \$15,000 worth of Term Life Insurance to every benefits eligible employee. Additional voluntary coverage available includes Accidental Death and Dismemberment, Spouse and Dependent Term Life, and Voluntary Term Life for employee, spouse, and/or dependents. The District currently provides this coverage through Assurant.

Group Disability Insurance

Grain Valley R-V School District provides short-term and long-term disability insurance for all benefits eligible employees. This disability insurance is paid 100% by Grain Valley Schools and pays a weekly benefit of 60% of lost wages (base pay only; subject to a plan-prescribed maximum weekly amount) for up to 12 weeks for any period of disability, to replace income lost during a period of disability resulting from an injury, sickness or pregnancy that prevents you from performing the material duties of your regular occupation. In the event an employee is still disabled at the end of the 12 week period, group long-term disability insurance may be available. Contact the Director of HR for additional information.

Before short-term disability benefits can begin, you must use all available sick and personal time. Use of vacation time is optional. If you do not have any sick or personal time available, the benefit can start following fourteen days of absence from work. Benefits are not available during the summer recess for all employees working less than 12 months.

Retirement Plans

The contribution rate is a percentage of annual salary. This amount is matched by the Board of Education from District funds. The Human Resources Department will provide updates on the contribution rates each school year and can be contacted for information at any time. Information about your accounts and the retirement system can be found at their website at www.psr-s-peers.org.

PSRS

Professional personnel are members of PSRS (the Public School Retirement System of Missouri) as required by law.

PEERS

Non-Certified personnel who work 20 hours or more per week on a regular basis are members of PEERS (the Public Education Employee Retirement System of Missouri);

Social Security

Employees are covered by Social Security except the following:

- Full-time employees who are members of PSRS **and** who work in one of the 10 statutorily identified positions of: teacher, teacher-secretary, substitute teacher, supervisor, supervising principal, principal, superintendent, assistant superintendent, nurse or librarian.
- Part-time employees with Missouri teaching certificates who are members of either PSRS or PEERS **and** who work 17 or more hours per week in one of the 10 statutorily listed positions of: teacher, teacher-secretary, substitute teacher, supervisor, supervising principal, principal, superintendent, assistant superintendent, nurse, or librarian.

Employees who have a Missouri teaching certificate and are not employed in one of the 10 statutorily identified positions will participate in the PSRS system at two-thirds (2/3) the set contribution rate and contribute to social security

403(b)

Currently, the District works with VALIC to offer an optional 403(b) plan to all employees. The District does not contribute funds to these individual accounts nor does the District endorse any investment or product.

Workers' Compensation

Board Policy GBEA

Reporting

An employee shall report all injuries immediately to his or her immediate supervisor. The supervisor shall report the incident to human resources. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Use of Leave

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The district shall designate medical providers to be used in the administration of workers' compensation claims and treatment. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or non-prescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or non-prescribed controlled substances.

The Board authorizes post-injury testing for non-prescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

Additional Information

If you should be injured at work, we provide workers' compensation insurance to cover your accident or injury. If you are injured or involved in an accident on the job, you must follow these procedures. Failure to do so may adversely affect the benefits you are entitled to.

1. Report any accident or injury immediately to your supervisor or building principal (or Human Resources at 847-5006) no matter how minor it may appear at the time. A delay of more than thirty days in reporting an accident may result in loss of rights to compensation benefits. Seek medical treatment first.
2. Complete an Employee Incident/Injury Report sent to you by Human Resources. You will be asked to describe in detail how the accident or injury occurred. Failure to complete this report may affect the benefits you are entitled to.
3. In order to receive benefits under Workers' Comp, you must seek treatment at a facility selected by the school district.

Your safety is important to us. If you are injured at work, we want you to receive the proper treatment, any benefits to which you are entitled, and all of the support you need to recover and return to work. Please contact your Supervisor or Building Principal for additional safety information.

- Concentra: 19000 E Eastland Center Ct #200, Independence, MO 64055; Phone 816-478-9299
- St. Mary's Hospital of Blue Springs, 201 West R.D. Mize Road, Blue Springs, MO 64015; Phone 816-228-5900

A Note About Injuries

No matter how minor the injury seems at the time, you should report it to your supervisor or Human Resources. Failure to do so will affect any benefit you may need should the injury cause any future health problems. Receiving treatment from a provider other than those authorized by the District will also negatively affect your benefits. If you do not receive treatment from an authorized provider within a two-year period following your last treatment or visit for a particular injury, you no longer qualify for Workers Compensation benefits for that particular injury. All drivers of district vehicles that are involved in any type of accident must report to Concentra. You will be required to submit to a drug test and an evaluation.

XI. RESIGNATION

Resignation of Professional Staff Members

Board Policy GCPB

The district encourages teachers to notify human resources as soon as they decide not to return or not to accept another contract with the district. Resignations become effective at the end of the school year in which they are submitted unless the district is notified otherwise.

Resignations will be submitted to the Board for notification or approval at the next regular Board meeting, and the superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract.

Employees with Contracts

In general, professional staff members including, but not limited to, teachers and principals, have binding contract with the district once the employee and the Board have executed a contract in accordance with law. A tenured teacher has a binding contract with the district for the next school year if the teacher does not notify the district of his or her resignation in writing by June 1.

Employees may notify the district that they will not accept a future employment contract or an extension of an existing contract by submitting a written resignation notice to the superintendent or designee at any time. The resignation is considered accepted once it is approved by the Board.

Employees who see to resign during the course of a contract or after a contract has been executed, even if performance has not begun, must notify the superintendent or designee in writing of the request to resign. Only the Board has the authority to release an employee from a contract. The Board considers serious illness, transfer of a spouse and military service legitimate reasons for resignation of professional staff, but the board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

The Board reserves the right to pursue all available legal remedies when an employee breaks a contract with the district including, but not limited to, filing charges to have a teaching certificate or professional license revoked or seeking a monetary judgment. In addition, the district may share with potential employers seeking information about the employee the fact that the employee broke a contract with the district.

Resignation of Support Staff Members

Board Policy GDPB-1

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

After submitting a notice of resignation, a maximum of one week of vacation time can be utilized. Unused vacation time per Board policy GDBDA will be reimbursed at employee's rate of pay in effect at the time of separation from the district.

Additional Information

Any employee holding a directors' position or above who desires to resign must submit a written letter of resignation to the Human Resources Department. In order to facilitate a smooth transition, the District asks that plenty of notice be given when the decision to resign has been made, preferably one calendar month.

Automatic Discharge

Any three (3) instances of no-call, no-show (does not have to be consecutive) is grounds for termination for all at-will employees. Such discharged employees are ineligible for re-hire and do not qualify for sick leave pay-out or unused vacation days reimbursement.

XII. STAFF GRIEVANCES

Staff Grievances

Board Policy GBM

The Grain Valley R-V School District is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely manner.

Grievance -- An allegation by an individual employee that a collective bargaining agreement or a specific, written, Board- adopted policy or regulation has been violated or misinterpreted. A grievance does not include concerns regarding performance evaluation or remedial documents, nonrenewal of contracts, employee disciplines, reduction in force or termination. This policy does not apply if another Board policy or regulation or state or federal law provides due process, a hearing or a different method for addressing the issue.

Grievance Process

1. Grievances must be filed within ten (10) days of the occurrence that is the basis of the grievance. The grievance must be in writing, on the forms provided by the district, and include a copy of the provision of the collective bargaining agreement, policy or regulation alleged to be violated or misinterpreted, as well as a statement of the relief requested.
2. Grievances will be processed according to the step-by-step process outlined below, with the following exceptions. If a person designated to hear a grievance is the subject of the grievance, the grievance process will begin at the next highest step. If a grievance is directly based on official Board action, the grievance shall be directed to the Board secretary. The grievance may be heard by the Board at the sole discretion of the Board.
3. No new information may be added and no new claims may be made after Step 1. Each subsequent appeal will address only the facts and issues presented at Step 1.
4. The deadlines established under this policy may be extended upon the written request of the grievant or the supervisor, but the final decision regarding any extension shall be made by the superintendent at his or her sole discretion. Investigation and reporting deadlines will be extended when more time is necessary to adequately conduct an investigation and to render a decision. The grievant will be notified when deadlines are extended.
5. Failure of the grievant to appeal within the timelines given will be considered acceptance of the findings and remedial action taken. The district will not consider late appeals.
6. Once a decision is rendered under this grievance process, the decision is final. Grievance decisions cannot be the subject of a new grievance.
7. Because the point of a grievance is to provide resolution outside the court system, an employee is not entitled to bring an attorney to grievance proceedings. Once an attorney becomes involved in the process, the superintendent or designee will refer the matter to the district's private attorney and the grievance process will end.

Immediate Supervisor (Step 1)

1. Employees are encouraged to informally notify their immediate supervisor of a grievance. If the issue is not-resolved, the employee should submit a written grievance, on forms provided by the district, to the immediate supervisor. The written grievance must clearly indicate that it is a grievance and specify which provisions(s) of policy, regulation or collective bargaining agreement were allegedly violated.
2. Within five (5) days of receiving the written grievance, the immediate supervisor will investigate the matter and render a decision in writing. A copy of the decision will be provided to the grievant.

Superintendent or Designee (Step 2)

1. Within five (5) days after receiving the decision at Step 1, the grievant may appeal the decision in writing, using forms provided by the district, to the superintendent or designee. The appeal must clearly state why the previous decision is erroneous.
2. The superintendent or designee will, within ten (10) days of receipt of the appeal, review the investigation and render a decision in writing to the grievant, the principal or designee and the grievant's immediate supervisor.

School Board or Board Committee (Step 3)

Within five (5) days after receiving the decision at Step 2, the grievant may appeal the decision in writing, using the forms provided by the district, to the Board of Education. The Board of Education, at its sole discretion, may decide to hear the grievance.

Documentation

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated in the course of the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in Board policy or required by law.

**XIII. YOUR ACKNOWLEDGMENT OF RECEIPT AND READING OF
GRAIN VALLEY SCHOOL DISTRICT'S EMPLOYEE HANDBOOK**

The Employee Handbook for the Grain Valley Schools describes important information about the district's general personnel policies, board policies and my privileges and responsibilities as an employee.

I acknowledge that I am expected to adhere to the district's policies and am expected to become familiar with the information contained here and with the Board Policies. I am aware that Grain Valley Schools Employee Handbook and Board Policies are located on the district website at www.grainvalleyschools.org by clicking on the appropriate icon. I am also aware that a hard copy of the Employee Handbook is available upon request to the Human Resources office. If I have any questions, I understand that I should contact Human Resources. I understand that the employee handbook is not an employment contract and does not confer any contractual right, either express or implied to remain in employment, but does provide the District's policies and procedures by which I am governed.

I agree to comply with the guidelines, policies and procedures of Grain Valley Schools. If my position is classified as an at-will position, I understand my employment and compensation can be terminated at the option of either myself or the District at any time. If my position is a contracted or tenured position, I understand that failure to comply may be considered a breach of contract.

This handbook is subject to change without notice. It is understood that changes in policies will supersede or eliminate those found in this handbook and I will be notified of such changes through normal communication channels.

Signature of Employee

Date

Printed Name of Employee