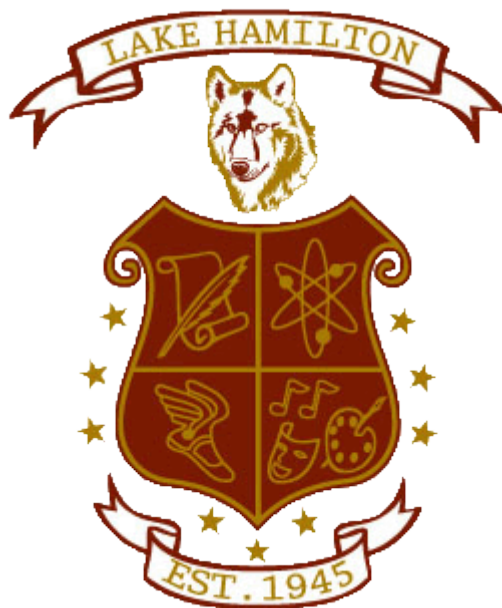


POLICIES AND PROCEDURES
A HANDBOOK FOR
CLASSIFIED EMPLOYEES



LAKE HAMILTON SCHOOL DISTRICT

Lake Hamilton School District
205 Wolf Street
Percy, AR 71964

All classified employees will be provided with a copy of the classified employee handbook at the time of employment. All employees should read and become familiar with these policies.

I have received my copy of the Lake Hamilton Classified handbook.

Signature

Date

**POLICIES AND PROCEDURES:
A HANDBOOK FOR CLASSIFIED EMPLOYEES**

Lake Hamilton School District
205 Wolf Street
Percy, Arkansas 71964

Approved by the Lake Hamilton School Board

Updated July 2011

Lake Hamilton School District complies with federal requirements required by Title VI, Title IX and Section 504, which state that, “no person in the United States shall, on the grounds of race, color, national origin, sex or handicap be excluded from participation in, be denied the benefits of, or be subject to discrimination under any program or activities receiving federal financial assistance.”



Mark Curry
School Board President

INTRODUCTION

The main purpose of this Handbook is to provide a better understanding of the district's policies and guidelines for classified employees.

The primary objective of the Lake Hamilton School District is to provide the best possible education to all of our students. This can be accomplished only through cooperation and teamwork.

Although many of you do not actually teach or work directly with students, you still are an integral and vital part of the Lake Hamilton School District team.

CLASSIFIED PERSONNEL POLICIES COMMITTEE

The Classified Personnel Policy Committee is a committee of classified employees representing maintenance and operation, transportation, custodians, food service, secretarial and clerical, aids and paraprofessionals, and health services. The committee provides a forum for the classified staff by setting up a communications network between the administration and staff members. The committee meets periodically during the school year.

INSURANCE

Public School Employees Group Insurance is available and the state pays a portion of this premium. The school district provides dental insurance for all full time employees and their families at no cost.

All classified employees are covered by Social Security and Workmen's Compensation Insurance. All employees are covered by unemployment compensation.

Questions concerning the insurance program should be directed to the Bookkeeping Department at 767-2306.

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5.01—SCHOOL CALENDAR

The superintendent shall present to the Classified Personnel Policies Committee a school calendar for consideration. The Superintendent, in developing the calendar, shall accept and consider recommendations from any staff member or group wishing to make calendar proposals. The CPPC shall have the time prescribed by law and/or policy in which to make any suggested changes before the superintendent recommends the calendar for adoption by the board.

The Lake Hamilton School District shall operate by the following calendar.

LAKE HAMILTON SCHOOL DISTRICT 2011 - 2012 SCHOOL CALENDAR

August	2, 3, 4	-----	New Student Registration
August	4, 5	-----	New Teacher Induction
August	9, 10, 11	-----	Professional Development (1- 3) (No Students)
August	12	-----	No School
August	15	-----	First Day of School for Students
September	5	-----	Labor Day Holiday (No School)
October	14	-----	End 1 st Quarter (44 Days) & End of 1 st 9 Weeks
October	18 & 20	-----	Parent/Teacher Conferences (3:05 – 6:05 p.m.)
October	21	-----	No School
November	23, 24, 25	-----	Thanksgiving Holiday (No School)
December	21	-----	End 2 nd Quarter (44 Days)
December	22 – Jan. 3	-----	Christmas Holiday (No School)
January	4	-----	Professional Development (4) (No Students)
January	5	-----	Beginning of 2 nd Semester (Students Return)
January	16	-----	Martin Luther King Holiday (No School)
February	17 & 20	-----	Inclement Weather Days
March	6 – 7	-----	Grade 11 Literacy Exam
March	9	-----	End 3 rd Quarter (44 Days)
March	12 & 13	-----	Parent/Teacher Conferences (3:05 – 6:05 p.m.)
March	16	-----	Inclement Weather Day
March	19 - 23	-----	Spring Break
March	30	-----	Professional Development (5)
April	2 – 6	-----	Grades K-2 & 9 Iowa Exams
April	9 – 13	-----	Grades 3 – 8 Benchmark Exams
April	17 – 18	-----	EOC Geometry Exam
April	24 – 25	-----	EOC Biology Exam
April	27	-----	Inclement Weather Day
May	24	-----	Last Day for Students
			End 4 th Quarter (46 Days)
			District-wide Meeting @ 3:30 p.m. (High School Cafeteria)
May	25	-----	Inclement Weather Day & *Professional Development Flex Day (6)
May	28	-----	Memorial Day (No School)
May	29 – June 1	-----	*Professional Development Flex Days (7-10)

*Flex Days only required for those teachers who have not met the mandated 60 hours of staff development.

178	Student Interaction Days
2	Parent/Teacher Conference Days
10	Professional Development Days
190	Total Contract Days

Legal Reference: A.C.A. § 6-17-2301
Revised 1-18-11

5.02—NONCERTIFIED PERSONNEL INVOLVEMENT IN DISTRICT COMMITTEES

Classified employees shall participate on the following committees:

A. Classified Personnel Policies Committee –

6-17-2301. Requirement.

(a) Each school district in the State of Arkansas shall have a set of written personnel policies, including the salary schedule for classified employees.

(b) For the purposes of this subchapter, there shall be five (5) classifications of classified employees as provided in § [6-17-2303](#).

(c) Personnel policies of concern to the classified personnel policies committee shall include, but are not limited to, the following terms and conditions of employment:

- (1) Salary schedule, fringe benefits, and other compensation issues;
- (2) Annual school calendar, including work days and holidays;
- (3) Evaluation procedures;
- (4) Leave;
- (5) Grievance procedures;
- (6) Termination, nonrenewal, or suspension;
- (7) Reduction in force; and
- (8) Assignments.

(d) (1) No school district shall receive in any year any funds from the Public School Fund until the district has filed by the established deadline its current personnel policies for classified employees signed by the president of the board, including any salary schedules as required by this subchapter.

(2) The policies and schedules shall be filed with the Department of Education no later than September 15 of each year.

(e) The department shall notify any district that has not filed its policies in accordance with this section.

History. Acts 2003, No. 1780, § 1; 2005, No. 951, § 1.

Amendments. The 2005 amendment substituted “classified employees” for “each classification of classified personnel in the schools” in (a); substituted “employees” for “personnel” in (b); rewrote (c); and added (d) and (e).

6-17-2302. Applicability.

(a) The provisions of this subchapter shall not apply if the school district chooses to officially recognize in its policies an organization representing the majority of the non-management classified employees of the school district for the purpose of negotiating personnel policies, salaries, and educational matters of mutual concern under a written policy agreement.

(b) (1) “Classified employee” means any person employed by a school district under a written annual contract who is not required to have a teaching certificate issued by the Department of Education as a condition of employment.

(2) “Classified employee administrator” means any classified or certified employee who evaluates non-management classified employees and any classified employee who supervises but does not evaluate other classified employees if the non-management classified employees exclude them.

(3) “Non-management classified employee” means any classified employee who does not evaluate other classified employees. The non-management classified employees in a school district, at their discretion in an election conducted in accordance with § [6-17-2303\(c\)](#), include in this definition classified employees who supervise but do not evaluate other classified employees.

History. Acts 2003, No. 1780, § 2; 2005, No. 951, § 1.

6-17-2303. Committee for each school district.

(a) (1) Each school district shall have a committee on personnel policies for classified employees which consist of at least one (1) non-management classified representative from each of the following (5) classifications:

(A) Maintenance and operation;

(B) Transportation;

(C) Food service;

(D) Secretary and clerk; and

(E) Aides and paraprofessionals.

(2) All other job classifications of classified employees not identified in the five (5) classifications may be grouped together and added as an at-large classification and shall have at least one (1) non-management classified representative on the committee on classified personnel policies.

(b) There shall be no more than three (3) classified employee administrators on the committee, one (1) of whom may be the superintendent of schools. The classified employee administrators on the committee shall be appointed by the school board of directors or its designee.

(c) The non-management classified employee member of the committee shall be elected by a majority of all non-management classified employees voting by secret ballot.

(d) The election shall be conducted solely and exclusively by the non-management classified employees, including distribution of ballots to all non-management classified employees.

(e) The election shall be conducted by mid-October.

(f) There shall be no additional monetary compensation for service on the committee.

History. Acts 2003, No. 1780, § 3; 2005, No. 951, § 1.

6-17-2304. Incorporation into employee contracts.

(a) The personnel policies of each school district shall be considered to be incorporated as terms of the classified employees' contracts and shall be binding upon the classified employees and the school district.

(b) (1) any changes or additions to the personnel policies shall not be considered a part of classified employee contracts until the next fiscal year.

(2) (A) Any changes or additions to the personnel policies may take effect before the next fiscal year only if the changes or additions are approved by a majority of the classified employees employed by the school district voting by secret ballot.

(B) The voting and counting of ballots shall be conducted by the classified personnel policy committee.

(3) All changes or additions to the classified personnel policies or new personnel policies shall be made in accordance with this subchapter.

History. Acts 2003, No. 1780, § 4; 2005, No. 951, § 1.

6-17-2305. Organization and duties of committee.

(a) The school district's committee on personnel policies for classified employees shall organize itself in October, elect a chair and secretary, and develop a calendar of meetings throughout the year to review the school district's personnel policies to determine whether additional policies or amendments to existing policies are needed.

(b) Minutes of the committee meetings shall be promptly reported and distributed to members of the board of directors and posted in the work sites of the school district, including administrative offices.

(c) Either the committee or the board of directors may propose new personnel policies or amendments to existing policies if the proposals by the board of directors have been submitted to the committee at least ten (10) working days prior to presentation to the board of directors. The superintendent may recommend any changes in personnel policies to the board of directors or the personnel policies committee. The recommendations shall become proposals if adopted by either the board of directors or committee.

(d) The chair of the committee or a committee member designated by the chair shall have the opportunity to orally present the committee's proposed policies or amendments to existing policies to the board of directors.

(e) After presentation to the board of directors, final action shall be taken no later than the next regular board of directors meeting.

(f) The board of directors shall have the authority to adopt, reject, or refer to the committee on personnel policies for further study and revision any proposed policies or amendments to existing policies that are submitted to the board of directors for consideration.

History. Acts 2003, No. 1780, § 5; 2005, No. 951, § 1.

6-17-2306. Copies furnished classified employees.

(a) (1) **each** classified employee being employed by a school district for the first time shall be given a copy of the school district's personnel policies in effect at the time of his or her employment.

(2) A digital copy provided to an employee or an online copy that is accessible by Internet or intranet will meet the requirements of subdivision (a) (1) of this section.

(3) A hard copy of all classified policies shall be available to review at each work location.

(4) The individual employee shall be offered the choice of a hard copy or a digital copy.

(b) (1) **each** classified employee shall be furnished a copy of any amendments to the personnel policies within thirty (30) days after approval of the amendments by the board of directors of the school district.

(2) A digital copy provided to an employee or an online copy that is accessible by Internet or intranet will meet the requirements of subdivision (b) (1) of this section.

(3) A hard copy of all amendments shall be available for review at each work location.

(4) The individual employee shall be offered the choice of a hard copy or a digital copy.

History. Acts 2003, No. 1780, § 6; 2005, No. 951, § 1.

B. Long-Term Disability Leave Bank Committee – The Committee shall be comprised of six (6) classroom teachers, two (2) administrators, and one (1) classified employee. Committee members must have contributed days to the Leave Bank. Each school will elect a teacher representative to serve a three-year term on rotating bases. The superintendent will appoint the two administrative representatives. Classified employees, district-wide, will select their representative by mid-October. (See 5.6C)

5.03—GENERAL POLICIES

Classified personnel shall include employees of the school district not required by law to be certified by the State Department of Education and who are employed by the school district under a classified personnel contract.

A. Applications

Applications for classified positions will be submitted through the Central Office. Classified personnel will be re-employed at the May meeting of the board. Vacancies occurring at other times will be filled as needed.

1. Pay Periods

Classified personnel will be paid monthly.

2. Information on File

Before a new employee can be paid he/she must have on file in the Personnel Office the following:

- a. A negative TB test upon hiring stating that the employee is free from communicable diseases and any other testing required for food service and custodial employees.
- b. A withholding tax form shall be executed at the time of employment.
- c. Copy of Social Security Card
- d. Photo I.D. (example: driver's license)
- e. Criminal Records Check as required by Arkansas Code Annotated 6-17-414.

3. Schedule of Work Hours

Full-time employment shall consist of a forty-hour workweek. Part-time employment shall consist of twenty (20) hours or less each week. Food Service is considered full time if over twenty (20) hours per week. It will be the supervisor's responsibility to establish work schedule for employees and to keep the business office informed concerning the hours worked by each employee.

4. Emergency Closing Days

When schools are closed for emergency purposes, all twelve (12) month classified employees shall report to work unless notified otherwise. All other employees will not report unless requested to do so.

5.04—SALARY SCHEDULES

The following are the salary schedules for each job classification of classified personnel:

Classified Employee Categories

Lane B

Cook's Helper
Line Server

Lane C

Transportation Aide-Special Ed

Lane D

Cook
Custodian
POS Computer Operator
Security Guard
Special Education Aide
Instructional Aide

Lane E

Head Computer Operators/Cook
Computer Lab Supervisor
Media Aide
Study Hall Supervisor
Specialized Aide
Flag Line Coach (10 mos)

Lane F

Child Nutrition Assistant Managers
School Secretary
Band Assistant (+\$1,000 stipend)

Lane G

Lane H

Cafeteria Manager
CN Computer Supervisor/Office Assistant
District Bookkeeping Assistant
Behavioral Support Assistant
Secretary/Receptionist
School Secretary/Registrar
Athletic/Activities Bookkeeper (High School – 12 mos)

Lane J

Special Ed Secretary/Bookkeeper
Curr/Fed Programs Secretary/Bookkeeper

Classified Employees – Annual Salary Schedule

Supervisor of Maintenance (3)
Child Nutrition Director (4)
Executive Secretary to the Superintendent (3)
School Nurse (2)(+\$1,000 stipend for RN)
District Bookkeeper (4)
Assistant District Bookkeeper (3)
QAST Level Educational Interpreter
Data Systems Coordinator (1)
Tech Support Assistant II (3)
Mechanic (1)
Custodian Supervisor (1)
Head Security Guard (1)
Maintenance Assistant (1)

Revised 1-25-10
Revised 6-21-10
Revised 6-07-11

Classified Hourly Schedule

Years	Lane B	Lane C	Lane D	Lane E	Lane F	Lane G	Lane H	Lane I	Lane J
0	\$8.95	\$9.45	\$9.75	\$9.95	\$10.45	\$10.95	\$11.45	\$11.95	\$12.95
1	\$9.15	\$9.65	\$9.95	\$10.15	\$10.65	\$11.15	\$11.65	\$12.15	\$13.15
2	\$9.35	\$9.85	\$10.15	\$10.35	\$10.85	\$11.35	\$11.85	\$12.35	\$13.35
3	\$9.55	\$10.05	\$10.35	\$10.55	\$11.05	\$11.55	\$12.05	\$12.55	\$13.55
4	\$9.75	\$10.25	\$10.55	\$10.75	\$11.25	\$11.75	\$12.25	\$12.75	\$13.75
5	\$9.95	\$10.45	\$10.75	\$10.95	\$11.45	\$11.95	\$12.45	\$12.95	\$13.95
6	\$10.15	\$10.65	\$10.95	\$11.15	\$11.65	\$12.15	\$12.65	\$13.15	\$14.15
7	\$10.35	\$10.85	\$11.15	\$11.35	\$11.85	\$12.35	\$12.85	\$13.35	\$14.35
8	\$10.55	\$11.05	\$11.35	\$11.55	\$12.05	\$12.55	\$13.05	\$13.55	\$14.55
9	\$10.75	\$11.25	\$11.55	\$11.75	\$12.25	\$12.75	\$13.25	\$13.75	\$14.75
10	\$10.95	\$11.45	\$11.75	\$11.95	\$12.45	\$12.95	\$13.45	\$13.95	\$14.95
11	\$11.15	\$11.65	\$11.95	\$12.15	\$12.65	\$13.15	\$13.65	\$14.15	\$15.15
12	\$11.35	\$11.85	\$12.15	\$12.35	\$12.85	\$13.35	\$13.85	\$14.35	\$15.35
13	\$11.55	\$12.05	\$12.35	\$12.55	\$13.05	\$13.55	\$14.05	\$14.55	\$15.55
14	\$11.75	\$12.25	\$12.55	\$12.75	\$13.25	\$13.75	\$14.25	\$14.75	\$15.75
15	\$11.95	\$12.45	\$12.75	\$12.95	\$13.45	\$13.95	\$14.45	\$14.95	\$15.95
16	\$12.15	\$12.65	\$12.95	\$13.15	\$13.65	\$14.15	\$14.65	\$15.15	\$16.15
17	\$12.35	\$12.85	\$13.15	\$13.35	\$13.85	\$14.35	\$14.85	\$15.35	\$16.35
18	\$12.55	\$13.05	\$13.35	\$13.55	\$14.05	\$14.55	\$15.05	\$15.55	\$16.55
19	\$12.75	\$13.25	\$13.55	\$13.75	\$14.25	\$14.75	\$15.25	\$15.75	\$16.75
20	\$12.95	\$13.45	\$13.75	\$13.95	\$14.45	\$14.95	\$15.45	\$15.95	\$16.95
21	\$13.15	\$13.65	\$13.95	\$14.15	\$14.65	\$15.15	\$15.65	\$16.15	\$17.15
22	\$13.35	\$13.85	\$14.15	\$14.35	\$14.85	\$15.35	\$15.85	\$16.35	\$17.35

Classified Annual Schedules 2011-2012

	Schedule 1	Schedule 2	Schedule 3	Schedule 4
0	\$ 27,381.37	\$ 25,404.46	\$ 32,850.33	\$ 38,362.33
1	\$ 28,150.24	\$ 26,095.92	\$ 33,781.93	\$ 39,293.93
2	\$ 28,919.11	\$ 26,787.38	\$ 34,713.53	\$ 40,225.53
3	\$ 29,687.98	\$ 27,478.84	\$ 35,645.13	\$ 41,157.13
4	\$ 30,456.85	\$ 28,170.30	\$ 36,576.73	\$ 42,088.73
5	\$ 31,225.72	\$ 28,861.76	\$ 37,508.33	\$ 43,020.33
6	\$ 31,994.59	\$ 29,553.22	\$ 38,439.93	\$ 43,951.93
7	\$ 32,763.46	\$ 30,244.68	\$ 39,371.53	\$ 44,883.53
8	\$ 33,532.33	\$ 30,936.14	\$ 40,303.13	\$ 45,815.13
9	\$ 34,301.20	\$ 31,627.60	\$ 41,234.73	\$ 46,746.73
10	\$ 35,070.07	\$ 32,319.06	\$ 42,166.33	\$ 47,678.33
11	\$ 35,838.94	\$ 33,010.52	\$ 43,097.93	\$ 48,609.93
12	\$ 36,607.81	\$ 33,701.98	\$ 44,029.53	\$ 49,541.53
13	\$ 37,376.68	\$ 34,393.44	\$ 44,961.13	\$ 50,473.13
14	\$ 38,145.55	\$ 35,084.90	\$ 45,892.73	\$ 51,404.73
15	\$ 38,914.42	\$ 35,776.36	\$ 46,824.33	\$ 52,336.33
16	\$ 39,683.29	\$ 36,467.82	\$ 47,755.93	\$ 53,267.93
17	\$ 40,452.16	\$ 37,159.28	\$ 48,687.53	\$ 54,199.53
18	\$ 41,221.03	\$ 37,850.74	\$ 49,619.13	\$ 55,131.13
19	\$ 41,989.90	\$ 38,542.20	\$ 50,550.73	\$ 56,062.73
20	\$ 42,758.77	\$ 39,233.66	\$ 51,482.33	\$ 56,994.33
21	\$ 43,527.64	\$ 39,925.12	\$ 52,413.93	\$ 57,925.93
22	\$ 44,296.51	\$ 40,616.58	\$ 53,345.53	\$ 58,857.53

Revised 5-18-10
 Revised 6-7-11

2011-2012 BUS DRIVERS
DAILY PAYMENT SCHEDULE

1 – 30 MILES or up to 15 miles per trip	\$48.00
32 – 42 MILES or 16 – 22 miles per trip	\$51.00
43 – 59 MILES or 23 – 29 miles per trip	\$54.00
60 AND ABOVE or over 30 miles per trip	\$58.00
OCC ROUTE	\$31.66 (DAILY)
VO-TECH, ABILITIES UNLIMITED	\$96.24 (DAILY)
REHABILITATION CENTER and ALE (SUMMIT, EXCELL, & VISTA)	\$78.29 (DAILY)

***(ROUND TRIP) IS DETERMINED FROM BUS BARN TO BUS BARN.**

SCHOOL SPONSORED ACTIVITY
DRIVER'S PAY FOR THE 2011-2012 SCHOOL YEAR

Hourly wage \$7.75

\$.02 per mile traveled from the odometer

15 Minute Pre-trip and Post-trip

Hourly pay stops when you are finished driving for the day.

Driver must have private room on overnight stays.

Coaches and club sponsors will only be paid while driving to and from destination.

5.05—COMPUTER USE POLICY

The Lake Hamilton School District provides computers and/or computer Internet access for many employees, to assist employees in performing work related tasks. Employees are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email.

Passwords or security procedures are to be utilized as assigned, and confidentiality of student records relating to personnel is to be maintained at all times. Employees must not disable or bypass security procedures, disclose passwords to other staff members or students, or grant students access to any computer not designated for student use. It is the policy of this school district to equip each computer with Internet filtering designed to prevent users from accessing material that is harmful to minors. The designated District Technology Administrator or designee may authorize the disabling of the filter to enable access by an adult for a bona fide research or other lawful purpose.

Employees who misuse district-owned computers in any way, including excessive personal use, using computers for personal use during instructional time, using computers to violate any other policy, knowingly or negligently allowing unauthorized access, or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, up to and including termination or non-renewal of the employment contract.

Legal References: 20 USC 6801 et seq. (Children’s Internet Protection Act; PL 106-554)
A.C.A. § 6-21-107 and A.C.A. § 6-21-111

Name (Please Print) _____

School _____ Date _____

The Lake Hamilton School District agrees to allow the employee identified above (“Employee”) to use the district’s technology to access the Internet under the following terms and conditions:

1. Conditional Privilege: The Employee’s use of the district’s access to the Internet is a privilege conditioned on the Employee’s abiding by this agreement.
2. Acceptable Use: The Employee agrees that in using the District’s Internet access he/she will obey all federal and state laws and regulations. Internet access is provided as an aid to employees to enable them to better perform their job responsibilities. Under no circumstances shall an Employee’s use of the District’s Internet access interfere with, or detract from, the performance of his/her job-related duties.
3. Penalties for Improper Use: If the Employee violates this agreement and misuses the Internet, the Employee shall be subject to disciplinary action up and including termination.
4. “Misuse of the District’s access to the Internet” includes, but is not limited to, the following:
 - A. using the Internet for any activities deemed lewd, obscene, vulgar, or pornographic as defined by prevailing community standards;
 - B. using abusive or profane language in private messages on the system; or using the system to harass, insult, or verbally attack others;
 - C. posting anonymous messages on the system;

- D. using encryption software;
 - E. wasteful use of limited resources provided by the school including paper;
 - F. causing congestion of the network through lengthy downloads of files;
 - G. vandalizing data of another user;
 - H. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks;
 - I. gaining or attempting to gain unauthorized access to resources or files;
 - J. identifying oneself with another person's name or password or using an account or password of another user without proper authorization;
 - K. using the network for financial or commercial gain without district permission;
 - L. theft or vandalism of data, equipment, or intellectual property;
 - M. invading the privacy of individuals;
 - N. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations;
 - O. Introducing a virus to, or otherwise improperly tampering with, the system;
 - P. degrading or disrupting equipment or system performance;
 - Q. creating a web page or associating a web page with the school or school district without proper authorization;
 - R. attempting to gain access or gaining access to student records, grades, or files of students not under their jurisdiction;
 - S. providing access to the District's Internet Access to unauthorized individuals;
 - T. taking part in any activity related to internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the district or any of its schools;
 - U. making unauthorized copies of computer software.
 - V. personal use of computers during instructional time.
 - W. no personally owned portable electronic devices shall be connected to the District's computer network at any time; and
 - X. Lake Hamilton School District does not archive email.
5. Liability for debts: Staff shall be liable for any and all costs (debts) incurred through their use of the District's computers or the Internet including penalties for copy right violations.
6. No Expectation of Privacy: The Employee signing below agrees that in using the Internet through the District's access, he/she waives any right to privacy the Employee may have for such use. The Employee agrees that the district may monitor the Employee's use of the District's Internet Access and may also examine all system activities the Employee participates in, including but not limited to email, voice, and video transmissions, to ensure proper use of the system.
7. Signature: The Employee, who has signed below, has read this agreement and agrees to be bound by its terms and conditions.

Employee's Signature: _____ Date _____

5.06—LEAVES AND ABSENCES

Definitions

1. “Employee” is a full-time employee of the District.
2. “Sick Leave” is absence from work due to illness, whether by the employee or a member of the employee’s immediate family, or due to a death in the family. The principal or supervisor shall determine whether sick leave will be approved on the basis of a death outside the immediate family of the employee.
3. “Current Sick Leave” means those days of sick leave for the current contract year, which leave is granted at the rate of one day of sick leave per contracted month, or major part thereof. Sick leave will be earned in the following manner. Employees contracted for 180-189 days will be credited with 9 days of current leave. Employees contracted for 190-199 days will be credited with 9.5 days of current leave. Employees contracted for 200-209 days will be credited with 10 days of current leave. Employees contracted for 210-219 days will be credited with 10.5 days of current leave. Employees contracted for 220-229 days will be credited with 11 days of current leave. Employees contracted for 230-239 days will be credited with 11.5 days of current leave. Employees contracted for more than 240 days will be credited with 12 days of current leave.
4. “Accumulated Sick Leave” is the total of unused sick leave, up to a maximum of ninety (90) days accrued from previous contract, but not used. Classified staff will be paid a regular substitute teacher’s daily rate of pay for each day of accumulated sick leave over 90 days by June 30 of any fiscal year.
5. “Immediate family” means an employee’s spouse, child, parent, or any other relative provided the other relative lives in the same household as the teacher.

A. Sick Leave

Sick leave may be taken in increments of no less than one-half day.

Pay for sick leave shall be at the employee’s daily rate of pay, which is that employee’s total contracted salary, divided by the number of days employed as reflected in the contract. Absences for illness in excess of the employee’s accumulated and current sick leave shall result in a deduction from the employee’s pay at the daily rate as defined above.

At the discretion of the principal or supervisor (or Superintendent), the District may require a written statement of the employee’s physician. Failure to provide such documentation of illness may result in sick leave not being paid, or in dismissal.

Should an employee be absent frequently during a school year, and if such a pattern of absences continues, or is reasonably expected to continue, the Superintendent may relieve the teacher of his assignment (with Board approval) and assign the teacher substitute duty at the teacher’s daily rate of pay. Should the employee fail, or otherwise be unable, to report for substitute duty when called, the teacher will be charged a day of sick leave, if available.

Excessive absenteeism, whatever the cause, to the extent that the employee is not carrying out his assigned duties to an extent that the education of students is substantially adversely affected (at the determination of the principal, supervisor or Superintendent) may result in dismissal.

Sick Leave and Family Medical Leave Act (FMLA) Leave

When an employee takes sick leave, the district shall determine if the leave qualifies for FMLA leave. The district may request additional information from the employee to help make the applicability determination. If the leave qualifies under the FMLA, the district will notify the employee, either orally or in writing, of the decision within two workdays. If the leave is intermittent as defined in this policy and the circumstances of the leave don't change, the district is only required to notify the employees once of the determination regarding the applicability of sick leave and/or FMLA leave. To the extent the employee has accrued paid leave; any leave taken that qualifies for FMLA leave shall be paid leave and charged against the employee's accrued leave.

B. Personal and Professional Leave

Personal Leave

For the district to function efficiently and have the necessary personnel present to effect a high achieving learning environment, employee absences need to be kept to a minimum. The district acknowledges that there are times during the school year when employees have personal business that needs to be addressed during the school day. Each full-time classified employee shall receive three days of personal leave per contract year. The leave may be taken in increments of no less than one-half day.

Employees shall take personal leave or leave without pay for those absences which are not due to attendance at school functions which are related to their job duties and do not qualify for other types of leave (see sick leave policy for professional leave below).

School functions, for the purposes of this policy, means:

1. Athletic or academic events related to the school district; and
2. Meetings and conferences related to education.

The determination of what activities meet the definition of a school function shall be made by the employee's immediate supervisor or designee. In no instance shall paid leave in excess of allotted vacation days and/or personal days be granted to an employee who is absent from work while receiving remuneration from another source as compensation for the reason for their absence.

Any employee desiring to take personal leave may do so by making a written request to his supervisor at least twenty-four (24) hours prior to the time of the requested leave. The twenty-four hour requirement may be waived by the supervisor when the supervisor deems it appropriate.

Employees who fail to report to work when their request for a personal day has been denied or who have exhausted their allotted personal days, shall lose their daily rate of pay for the day(s) missed (leave without pay). While there are instances where personal circumstances necessitate

an employee's absence beyond the allotted days of sick and/or personal leave, any employee who requires leave without pay must receive advance permission (except in medical emergencies) from their immediate supervisor. Failure to report to work without having received permission to be absent is grounds for discipline, up to and including termination.

Personal leave does not accumulate from one contract year to the next. Unused personal leave will be transferred to the employee's sick leave balance at the conclusion of the contract year.

Personal leave may be denied at critical times.

Professional Leave

"Professional Leave" is leave granted for the purpose of enabling an employee to participate in professional activities (e.g., workshops or serving on professional committees) which can serve to improve the school district's instructional program or enhances the employee's ability to perform his duties. Professional leave will also be granted when a school district employee is subpoenaed for a matter arising out of the employee's employment with the school district. Any employee seeking professional leave must make a written request to his immediate supervisor, setting forth the information necessary for the supervisor to make an informed decision. The supervisor's decision is subject to review and overruling by the superintendent. Budgeting concerns and the potential benefit for the district's students will be taken into consideration in reviewing a request for professional leave.

Applications for professional leave should be made as soon as possible following the employee's discerning a need for such leave, but, in any case, no less than two (2) weeks before the requested leave is to begin, if possible.

If the employee does not receive or does not accept remuneration for their participation in the professional leave activity and a substitute is needed for the employee, the district shall pay the full cost of the substitute. If the employee receives and accepts remuneration for their participation in the professional leave activity, the employee shall forfeit his/her daily rate of pay from the district for the time the employee misses. The cost of a substitute, if one is needed, shall be paid by the employee.

C. Sick Leave Bank

1. Purpose: This Long-Term Disability Leave Bank is for the protection of participating employees during long-term disability of the employee, spouse, children, or parent causing absence from duties which extend fifteen (15) consecutive duty days or more. Use of this bank may begin after fifteen (15) consecutive days of absence, but not until after an employee's accumulated sick leave days have been exhausted.

Under certain circumstances, especially situations involving the long-term disability of a spouse or child, an employee may exhaust all available sick leave days but may be able to return to work intermittently, thereby not being absent from duties for fifteen consecutive days.

When situations involving long-term disabilities arise that do not meet the predetermined parameters under which grants may be awarded, the Long-Term Disability Leave Bank committee will review special requests and determine if a grant is merited. If it is so determined, the committee may award extensions congruent with the conditions set forth in this policy. The committee reserves the right to reject any request that does not involve a long-term disability. The determination of the committee is final.

2. Participation: Each staff member may voluntarily contribute one day of his/her sick leave allowance to a Long-Term Disability Leave Bank. Enrollment in the district's leave bank will be prior to September 15 each school year for non-members and for new personnel in the District. Each person wishing to make a contribution shall do so on a Leave Bank form submitted to the Leave Bank Chairperson or to the Superintendent of Schools.
3. Governance: An eight (8) member committee shall, with the assistance of the Assistant Superintendent of Financial & Personnel Services, oversee the administration of the Leave Bank. The committee shall be comprised of six (6) classroom teachers, one representative from each school, two (2) administrators, and one (1) classified employee. Committee members will serve three (3) year terms.
4. Rules of Operation: The Long-Term Disability Leave Bank Committee shall administer the bank according to the following rules:
 - a. Personnel making contributions may request withdrawals from the bank.
 - b. The Leave Bank days may be used only upon exhaustion of a Bank member's accumulated sick leave.
 - c. Leave Bank days will be granted only upon approval of the Long-Term Disability Leave Bank Committee when personal illness or disability prevents an employee from returning to work for fifteen (15) consecutive days.
 - d. Request for Leave Bank days will be made on a Leave Bank request form submitted to the Sick Leave Bank chairperson or to the Assistant Superintendent of Financial & Personnel Services.
 - e. A member may be granted a maximum of 20 days per contract year.
 - f. The leave bank may solicit additional contributions if the balance drops below thirty (30) days.
 - g. When the balance of days in the Long-Term Disability Leave Bank is 300 days or more, as of June 30, active members will not be assessed an additional day at the beginning of the following year in order to maintain active status. Nonmembers and any new staff persons must contribute one day of his/her sick leave allowance in order to become an active member.
 - h. An individual who separates his/her employment from Lake Hamilton School District and who has a balance of sick leave days at the time of separation, may contribute those days, up to a maximum of ten (10) days, to the Long-Term

Disability Leave Bank as long as the total balance in the bank is less than 1,000 days.

- i. Following a contract year in which an employee was granted more than 5 days from the sick leave bank, in order to be eligible for withdrawals for the succeeding year, he/she must contribute one additional day of current sick leave to the sick leave bank.
 - j. Days from the sick leave bank shall not be granted to employees who are receiving Worker's Compensation, are eligible for Social Security Disability, or the employee returns to work.
5. Reports: The Long-Term Disability Leave Bank Committee shall be responsible for the proper maintenance and development of records and report forms. The committee shall work closely with the administration in administering the leave bank.
6. Days left over at the end of the year in the Leave Bank will be carried over to succeeding year.

Legal References: A.C.A. § 6-17-1301 et seq.
 29 USC §§ 2601 et seq.
 29 CFR 825.100 et seq.
 A.C.A. § 6-17-211

Revised 5-18-10
Revised 5-18-09
Revised 5-19-97
Approved 1-26-95

LAKE HAMILTON SCHOOL DISTRICT

LONG-TERM DISABILITY LEAVE BANK CONTRIBUTION FORM

_____ I hereby request and authorize that one (1) day be deducted from my sick leave allowance as a contribution to the District Leave Bank.

_____ I prefer not to participate.

Signature

Date

School

This form must be submitted in duplicate prior to September 15th to the Central Office.

OFFICE USE ONLY

Date Received

Central Office Controller

Date Received

Committee Secretary

CONFIDENTIAL

LONG-TERM DISABILITY LEAVE BANK REQUEST FORM

Name _____ Building Where You Work _____

Home Address _____

Home Phone _____ School Phone _____

Have you contributed time to the Leave Bank System? _____

Briefly describe the nature of your disability or illness and the circumstances that caused you to make this request.

Number of Leave Bank days requested _____

Are you currently being treated by a physician? _____

Have you used all of your accumulated sick leave? _____

Comments: _____

Signature

Committee Use Only

Date Considered _____ () Approved () Not Approved

Number of Days Credited _____

Committee Chairperson

*If not approved, chairperson will inform applicant as to why.

LAKE HAMILTON SCHOOL DISTRICT

LONG-TERM DISABILITY LEAVE BANK USE FORM

APPLICANT: _____
SCHOOL BUILDING: _____
DATE: _____
HOME TELEPHONE: _____
SCHOOL TELEPHONE
NUMBER: _____

The committee that governs the use of the long-term disability leave bank has reviewed your application for additional sick leave days.

The committee has authorized that ____ days be credited to you from the leave bank.
The dates granted to you have been _____

This form has been sent to the Office of the Administrative Assistant to notify him of days granted.

Chairperson of Committee

Date Approved by Committee

Secretary of Committee

Personnel Office

Date Approved By

D. Family and Medical Leave Act of 1993

1. The Family and Medical Leave Act entitles “eligible” employees to a total of twelve (12) workweeks of leave during any 12 month period for one of the following reasons:
 - a. The birth of a son or daughter, and to care for the newborn child;
 - b. The placement with the employee of a son or daughter for adoption or foster care;
 - c. The care of the employee’s spouse, son, daughter, or parent with a serious health condition; and
 - d. A serious health condition that makes the employee unable to perform the functions of the employee’s job.

In the case of birth or adoption this eligibility shall expire at the end of the 12- month period beginning on the date of a child’s birth or placement.

2. Family leave is leave without pay. However, an eligible employee may elect, or an agency/institution may require the employee, to substitute paid leave for any part of the 12-week period. Paid leave to handle personal and family medical needs is currently available under existing sick, annual, and catastrophic leave policies.
3. In general, leave will be taken on a continuous basis with the following exceptions:
 - a. Leave may be taken on a reduced leave schedule so long as this does not result in a reduction in the total amount of leave to which the employee is entitled.

A “reduced leave schedule” is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hour per workday. In other words, a reduced leave schedule is a change in the employee’s schedule for a period of time, normally from full-time to part-time.

- b. Leave may be taken intermittently when medically necessary. If an employee requests intermittent leave that is foreseeable based on planned medical treatment, the employer may require such employee to transfer temporarily to an available alternative position with equivalent pay and benefits but which accommodates recurring periods of leave.

“Intermittent leave” is leave taken in separate blocks of time due to a single illness or injury, rather than for one continuous period of time, and may include leave of periods from an hour or more to several weeks. Examples of intermittent leave would include leave taken on an occasional basis for medical appointments, or leave taken several days at a time spread over a period of six months.

4. Eligibility
 - a. To be eligible for leave under this policy an employee must have been employed by the state for at least 12 months, and must have worked at least 1250 hours during the twelve month period preceding the commencement of the leave.

- b. Spouses who are both employed by the state are entitled to a total of twelve weeks of leave (rather than twelve weeks each) for the birth or adoption of a child or for the care of a sick parent. However; each spouse would be entitled to 12 weeks for their own serious health condition or the care of a child or spouse.
- c. Certification: A request for leave for an employee's own serious health condition or to care for a seriously ill child, spouse or parent must be supported by a certificate issued by a health care provider.

The certificate must contain the following information:

- 1.) The date on which the serious health condition commenced.
- 2.) The probable duration of the condition.
- 3.) The appropriate medical facts within the knowledge of the health care provider regarding the condition.
- 4.) If leave is to care for a family member, the certificate must contain a statement that the eligible employee is needed to care for the son, daughter, spouse, or parent and an estimate of the amount of time required.
- 5.) If the leave is due to the employee's illness, a statement that the employee is unable to perform the functions of the position must be included.

If an employee submits a complete certification signed by a health care provider, the agency/institution may not request additional information from the employee's health care provider. If there is reason to doubt the validity of medical certification, the agency/institution may require a second opinion from the health care provider designated or approved by the agency/institution as long as that provider is not employed by the state on a regular basis. If that opinion differs, the opinion of a third health care provider jointly approved by the agency/institution and employee may be solicited. That opinion shall be final and binding. The opinions of both the second and third health care provider shall be obtained at the agency/institution's expense.

The employer and the employee must each act in good faith to attempt to reach agreement on whom to select for the third health care provider. If the employer does not attempt in "good faith" to reach agreement, the employer will be bound by the first certification. If the employee does not attempt in "good faith" to reach agreement, the employee will be bound by the second certification.

- d. The employee shall provide the agency/institution with a completed Certification of Physician or Practitioner form thirty (30) days prior to the date leave begins and make efforts to schedule leaves as not to disrupt agency/institution operations when the necessity for leave is foreseeable such as for the birth or adoption of a child, or planned medical treatment. If circumstances require that leave begin in less than 30 days, the employee shall provide such notice as is practical. In cases

of illness, the employee will be required to report periodically on his or her leave status and intention to return to work.

- e. The approving agency director or institution head may require that the employee obtain subsequent re-certification on a reasonable basis, but not more often than every 30 days.
- f. Medical information gathered as a result of the serious health condition is considered confidential.

5. EMPLOYMENT AND BENEFITS PROTECTION

- a. Upon return from Family and Medical Leave an employee shall be entitled to be restored to (a) the position formerly occupied or (b) an equivalent position with equivalent employment benefits, pay and other terms and condition of employment.
- b. Apart from the paid leave actually used during the Family or Medical Leave period, the taking of leave shall not result in the loss of any employment benefit accrued prior to the date on which the leave commenced. However, no seniority or employment benefits shall be accrued during the period of leave. The employee is not entitled to any right, benefit, or position of employment other than any right, benefit, or position to which the employee would have been entitled had the employee not taken leave.
- c. The agency/institution shall maintain coverage for the employee under its insurance plan at the same level and under the conditions coverage would have been provided if the employee had continued in employment. The agency/institution shall continue to pay the “employer matching” portion of the health insurance premium and the employee will pay the employee’s portion if such as the arrangement prior to leave. If the agency/institution paid the full premium it must continue to do so.

An employee may choose not to retain health coverage during leave. However, when the employee returns from leave, the employee is entitled to be reinstated on the same terms as prior to taking the leave, without any qualifying period, physical examination, exclusion of preexisting conditions, etc.

6. DEFINITIONS

- a. **SERIOUS HEALTH CONDITION** means an illness, injury, impairment, or physical or mental condition that involves:
 - Any period of incapacity or treatment in connection with or consequent to inpatient care in a hospital, hospice, or residential medical care facility.
 - Any period of incapacity requiring absence from work, school, or other regular absence from work, school, or other regular daily activities, of more than three calendar days, that also involves continuing treatment by or the supervision of a health care provider; or

- Continuing treatment by or supervision of a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than three calendar days; or for prenatal care.
 - Treatment two or more times for an injury or illness by a health care provider or under direct-supervision of the health care provider;
 - Treatment for the injury or illness two or more times by a provider of health care services under orders of a health care provider OR treatment for the injury or illness on at least one occasion which results in a regiment of continuing treatment to resolve the health condition;
 - Continuing supervision of, but not necessarily active treatment by, a health care provider due to a serious long-term or chronic condition or disability that cannot be cured.
- b. HEALTH CARE PROVIDER is defined as a doctor of medicine or osteopathy who is authorized to practice medicine or surgery by the State in which the doctor practices; or any other person determined by the United States Department of Labor to be capable of providing health care services. Included in the second part of that definition are podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to treatment consisting of manual manipulation of the spine to correct a sub location as demonstrated to exist by x-ray), nurse practitioners and nurse-midwives, and Christian Science practitioners.
- c. SPOUSE is defined in accordance with applicable State law. It is clear from the legislative history that unmarried domestic partners do not qualify for family/medical leave to care for their partner.
- d. PARENT means the biological parent of an employee, or an individual who stands or who stood in loco parents to an employee, when the employee was a son or daughter. It does not include parents-in-law.
- e. SON OR DAUGHTER means a biological, adopted, or foster child, as stepchild, a legal ward, or a child of a person standing in loco parents.
- Under 18 years of age; or
 - Eighteen (18) years of age or older and incapable of self-care because of mental or physical disability.

7. FAMILY AND MEDICAL LEAVE ACT POSTING REQUIREMENTS

All state agencies and institutions are required to post and keep posted on its premises, in conspicuous places where employees are employed, a notice explaining the Act's provisions and providing information concerning the procedures for filing complaints of violations of the Act with the Wage and Hour division of the Department of Labor. The notice must be posted prominently

where it can be readily seen by employees and applicants for employment. Agencies/institutions may duplicate the text of the notice contained in Appendix A, or copies of the required notice may be obtained from local offices of the Wage and Hour Division telephone (501) 324-5292. When duplicating the text of the notice, no reproduction of the notice smaller than 8 1/2 inches by 11 inches will satisfy the posting requirements of the regulation, and the reproduction must contain fully legible text.

E. Vacations and Paid Holidays

1. 260 day contracted employees are credited with 10 days of vacation at the beginning of each fiscal year. This is based on the assumption that a full contract year will be worked. If an employee fails to finish the contract year due to resignation or termination, the employee's final check will be reduced at the rate of .833 days per month, or major portion of a month, for any days used but not earned.

All vacation time must be approved by the superintendent who shall consider the staffing needs of the district in making his/her determination.

No employee shall be entitled to more than 20 days of vacation as of the first day of each fiscal year. The permissible carry forward includes the 10 days credited upon the start of the fiscal year. Employees having accrued vacation totaling more than 20 days as of the date this policy is implemented shall not be eligible to increase the number of days carried forward during their employment with the district. Earned but unused vacation will be paid upon retirement, termination, or nonrenewal at the employee's current daily rate of pay.

2. All classified personnel on twelve-month contracts will observe the following holidays:

July 4
Labor Day
Thanksgiving Day (4th Thursday in Nov.)
Christmas Eve – December 24
Christmas Day – December 25
January 1
Martin Luther King Day
Memorial Day

An administrative holiday may be given at the discretion of the superintendent. If the holiday falls on Saturday or Sunday, the following Monday will be observed unless school is in session. Any exceptions to the above must be approved by the superintendent.

2. The assistant superintendent will coordinate and schedule vacations to insure that an adequate staff will be available at all times.

Revised 3-14-2011

5.07—GRIEVANCE PROCEDURE

- A. Any employee expressing a grievance shall first present the grievance to the immediate supervisor within five days of its occurrence in an attempt to resolve the grievance informally.
- B. If the grievance is not resolved by the meeting between the employee and the immediate supervisor, the employee may appeal to the next supervisory level. The employee shall request the meeting in writing, outlining the nature of the grievance and the efforts made to resolve the grievance at the informal level. The supervisor will schedule a meeting with the employee within five (5) days of receipt of the request. The supervisor shall notify the employee in writing within ten (10) days of the meeting of the decision related to the grievance. A copy will be sent to the superintendent.
- C. The employee, if he/she wishes, may continue the grievance to the assistant superintendent. The employee shall request in writing a meeting with the assistant superintendent, attaching all related materials, including any written decision from the previous supervisor.

The assistant superintendent shall schedule a meeting with the employee within five (5) days of receipt of the request. The assistant superintendent shall notify the employee in writing with ten (10) days of the meeting of the decision related to the grievance.

- D. The employee, if he/she wishes, may continue the grievance to the superintendent. The employee shall request in writing a meeting with the superintendent, attaching all related materials, including any written decision from the assistant superintendent.

The superintendent shall schedule a meeting with the employee within five (5) days of receipt of the request. The superintendent shall notify the employee in writing within ten (10) days of the meeting of the decision related to the grievance.

- E. The employee, if he/she wishes, may continue the grievance to the school board. The employee shall request a hearing. The request shall be made in writing to the president of the school board, attaching all related materials, including any written decisions. The Board shall schedule a hearing no later than its next regular meeting. The employee shall be granted a full and complete hearing. The Board will notify the employee of its decision no later than ten (10) days following the hearing.
- F. No reprisal will be taken by any supervisor against any employee for using this grievance procedure.

5.08—CONDITIONS OF EMPLOYMENT

A. Reemployment

Recommendations concerning reemployment of classified personnel shall be on the May board meeting agenda.

B. Promotions

Vacated or newly established positions shall be filled, to the fullest extent consistent with efficient operations, by the promotion of qualified employees.

C. Transfers

1. Employees shall be transferred within the organization as is practical to utilize their highest skills.
2. When transfers of personnel are necessitated by organizational changes, every effort shall be made to avoid reduction in pay.
3. In making transfers within the organization, due consideration shall be given to the desires of the employee involved.
4. The decision of the supervisor shall be final.

D. Suspensions

Nothing herein shall be construed or interpreted to preclude the superintendent from placing an employee on immediate suspension, provided he/she gives written notice of such action to the employee within two (2) school days of the suspension. The notice shall include a statement of reasons for the suspension, whether the superintendent is recommending termination, and that a hearing before the school board is available upon request provided such request is made in writing to the superintendent within twenty-five (25) calendar days from receipt of said notice.

After the hearing, the School Board may terminate the employee or continue the suspension for a definite period of time. The salary of a suspended employee shall cease when the school board sustains the suspension. Otherwise, the employee shall be reinstated without loss of compensation.

E. Termination and Non-renewal

1. Employees may be suspended with a recommendation for termination or non-renewed for inefficiency, repeated absence and/or tardiness from the job without medical justification, insubordination, conduct unbecoming of an employee, failure to follow regulations and policies of the school district, or physical or mental disability impairing the performance of duties.
2. The superintendent of a school district may recommend termination of an employee during the term of any contract, or the non renewal of a full-time non-probationary employee's contract provided the he/she gives notice in writing, personally delivered, or by letter posted by registered or certified mail to the employee's residence as reflected in the employee's personnel file. The recommendation of non renewal of a

full-time non-probationary employee's contract shall be made no later than twenty-five (25) calendar days prior to the beginning of the employee's next contract period. Such written notice shall include a statement of the reasons for the proposed termination or non-renewal. The notice shall further state that an employee being recommended for termination or a full-time non-probationary employee being recommended from non renewal is entitled to a hearing before the school board upon request, provided such request is made in writing to the superintendent within thirty (30) calendar days from receipt of said notice.

The hearing before the School Board shall be conducted in accordance with the following provisions:

- a. The hearing shall take place no fewer than five (5) or more than ten (10) days after the written request has been received by the superintendent, except that the employee and board may agree in writing to an earlier or later hearing date.
- b. The hearing shall be public or private at the request of the employee.
- c. The employee may be represented by persons of his/her own choosing.
- d. In hearings held concerning a recommendation of the termination of an employee's contract, either the Board or the employee may elect to have a record of the hearing made at the board's expense. In hearings held concerning a recommendation for the non-renewal of a full-time non-probationary employee, either the board or the employee may elect to have a record of the hearing made and the expense for the record shall be shared equally between the board and the employee.
- e. After the hearing, the school board may terminate the employee or continue the suspension for a definite period of time. The salary of a suspended employee shall cease when the school board sustains the suspension. Otherwise, the employee shall be reinstated without loss of compensation.
- f. The decision of the School Board shall be made within ten (10) calendar days of the hearing.

F. Resignations

An employee desiring to terminate his employment with the school district is required to submit a written resignation at least two weeks in advance of the date he wishes to terminate employment.

G. Reduction in Force

The School Board acknowledges its authority to conduct a reduction in force (RIF) when a decrease in enrollment or other reason(s) make such a reduction necessary or desirable. A RIF will be conducted when the need for a reduction in the work force exceeds the normal rate of attrition for that portion of the staff that is in excess of the needs of the district as determined by the superintendent.

In effecting a reduction in force, the primary goals of the school district shall be: what is in the best interests of the students; to maintain accreditation in compliance with the

Standards of Accreditation for Arkansas Public Schools and the North Central Association, and the needs of the district. A reduction in force will be implemented when the superintendent determines it is advisable to do so and shall be effected through non-renewal, termination, or both. Any reduction in force will be conducted by evaluating the needs and long- and short-term goals of the school district in relation to the staffing of the district.

If a reduction in force becomes necessary, the RIF shall be conducted separately for each occupational category of classified personnel identified within the district on the basis of each employee's years of district service. The employee within each occupational category with the least years of experience will be laid off first. The employee with the most years of employment in the district as compared to other employees in the same category shall be laid off last. In the event that employees within a given occupational category have the same length of service to the district the one with the earlier hire date, based on date of board action, will prevail.

All credited years of service must be verified by documents on file with the district. All non-certified employees shall receive a listing of the personnel within their category with corresponding point totals. Upon receipt of the list, each employee has ten (10) working days within which to appeal his or her assignment of points with the superintendent whose decision shall be final.

Total years of service to the district shall include non-continuous years of service; in other words, an employee who left the district and returned later will have the total years of service counted, from all periods of employment. Working fewer than 120 days in a school year shall not constitute a year. Length of service in a certified position shall not count for the purpose of length of service for a non-certified position. There is no right or implied right for any employee to "bump" or displace any other employee. This specifically does not allow a certified employee who might wish to assume a classified position to displace a classified employee.

Pursuant to any reduction in force brought about by consolidation or annexation and as a part of it, the salaries of all employees will be brought into compliance, by a partial RIF if necessary, with the receiving district's salary schedule. Further adjustments will be made if lengths of contract or job assignments change. A Partial RIF may also be conducted in conjunction with any job reassignment whether or not it is conducted in relation to an annexation or consolidation.

If an employee is non-renewed under this policy, he or she shall be offered an opportunity to fill a vacancy for which he or she is qualified for a period of up to two (2) years. The non-renewed employee shall be recalled for a period of two (2) years in reverse order of the layoff to any position for which he or she is qualified. Notice of vacancies to non-renewed employees shall be by certified mail and they shall have 10 working days from the date that the notification is received in which to accept the offer of a position. A lack of response or a non-renewed employee's refusal of a position shall end the district's obligation to replace the laid-off employee.

A.C.A. §6-17-2407

5.09—TEMPORARY AND PART-TIME EMPLOYEES

- A. The district may employ classified personnel to work on a regular basis. Part-time classified employees will work less than twenty hours per week.
- B. Classified employees may be employed on a temporary basis as needed.
- B. Neither part-time nor temporary classified employees will receive benefits.

5.10—SECRETARIES

- A. School secretaries, under the direction of their immediate administrator, shall perform all clerical and secretarial duties as required and assigned.
- B. Pay scale for secretaries and other office personnel will be determined by appropriate placement on the district classified salary schedule.

5.11—INSTRUCTIONAL ASSISTANTS

A. Instructional Assistants shall be employed in the following classifications:

1. Reading aides shall work under the direction of the classroom teachers to whom they are assigned. Reading aides will work with identified Title I students assisting the teacher in the improvement of reading skills.
2. Special education aides shall work under the direction of the special education teacher in the self-contained classrooms. The special education aide will assist the teacher in monitoring student progress and by providing individualized instruction.
3. Computer lab supervisor will assist students in the operation of tutorial programs.
4. Library aides shall work under the direction of the librarian to whom they are assigned. They shall assist students and teachers in the use of library materials, equipment and facilities.
5. Basic skills aides shall assist teachers in correlating teaching materials and providing individualized instruction to students in improving their skill mastery.
6. All instructional assistants shall be directly responsible to the principal of their school assignment.

B. Instructional Assistant Experience/Education Steps

Classified Instructional Assistants shall receive one-step advancement in the appropriate salary schedule category for:

1. Each year of previous related experience and/or,
2. Each year of college and/or post secondary vocational technical education.

A year of related experience is defined as: employment for at least one-half of a school year as a teacher, substitute teacher or instructional assistant. A year of college or vocational technical education is defined as: thirty (30) college or vocational technical hours of credit.

Step allowances for classified personnel must be recommended by the administrative staff and approved by the Board of Directors.

It shall be the responsibility of the applicant to provide documentation of related experience.

5.12—SCHOOL NURSES

- A. The primary responsibility of the school nurses will be to provide minor health care for students and staff of Lake Hamilton School District.
- B. School nurses will assist in providing instruction in proper health and hygiene.
- C. School nurses will be assigned according to student enrollment.
- D. School nurses will maintain all student health records in accordance with state and federal regulations.
- E. The school nurses shall be directly responsible to the principal of the schools assigned.
- F. Pay scale for the nurse personnel will be determined by appropriate placement on the district salary schedule. Step allowances for classified personnel must be recommended by the administrative staff and approved by the board of directors.
- G. Nurses are required to have current state board licenses and other assigned certifications as determined by the district and or the state.

5.13—MAINTENANCE

- A. Maintenance personnel shall be directly responsible to the director of maintenance for the maintenance and operation of buildings, for the upkeep of school grounds and school property, and for campus security and safety. The director of maintenance shall be directly responsible to the assistant superintendent.
- B. The purchase of materials needed in maintenance work should be requested through the assistant superintendent and purchased upon approval by the assistant superintendent.
- C. Tools and other equipment belonging to the district should be centrally located (as much as possible) and a complete inventory of all equipment and tools shall be kept up to date.
- D. During work hours, maintenance employees are expected to perform activities outlined by the director of maintenance or designee (in the event of his/her absence). Any employee found using school time for personal or other non school-related activities will be subject to immediate suspension and possible recommendation for termination.
- E. Pay scale for the maintenance personnel will be determined by appropriate placement on the district classified salary schedule.
- F. Maintenance employees must maintain a valid driver's license.

5.14—CUSTODIAL EMPLOYEES

- A. The number of custodial employees necessary to operate each school building will be determined by the assistant superintendent.
- B. The building principals shall supervise the work of the custodians in their buildings.
- C. Activities conducted by custodial employees must be related to assigned duties. Employees found using their time for other purposes will be subject to immediate suspension and possible recommendation for termination.
- D. Although custodians generally will be assigned to a particular building, when needed to equalize workloads they may be used in other areas.
- E. The pay scale for custodial workers will be determined by appropriate placement on the district classified salary schedule.

5.15—TRANSPORTATION

- A. It shall be the duty of the director of transportation to develop and supervise a regular system of maintenance, replacement and repair of buses and other school vehicles, while keeping a written record of cost, upkeep and repair on each bus. It is also the director of transportation's responsibility to see that all safety requirements are met, as reflected by the rules implemented by the Division of Academic Facilities and Transportation.
- B. Bus Shop Personnel
 1. Head Bus Mechanic
 - a. The head bus mechanic shall be responsible to the director of transportation for the responsibilities listed above in item (A).
 - b. Will be responsible for supervising, scheduling and making work assignments to assistant bus mechanics.
 - c. Responsible for organization, maintenance, appearance and safety of the bus shop, tools and equipment.
 - d. Will make recommendations to the director of transportation on the replacement needs of the bus fleet.
 - e. Will report to and carry out other duties assigned by the director of transportation.
 - f. Will maintain a valid Class B Commercial Driver's License with appropriate endorsements to operate school district buses.
 2. Assistant Bus Mechanic
 - a. Assistant bus mechanic shall be directly responsible to the head bus mechanic in carrying out duties associated with bus fleet and bus shop operation.
 - b. Will report to and carry out other duties assigned by the head bus mechanic and/or director of transportation.
 - c. Will maintain a valid Class B Commercial Driver's License with appropriate endorsements to operate school district buses.
 3. Bus Drivers
 - a. Competent drivers who reside in the community shall be sought for employment. Qualifications and standards shall conform to those established by the Arkansas Division of Academic Facilities and Transportation and by the provisions set forth in the "Contracts for Bus Drivers."

- b. Will maintain a valid Class B Commercial Driver's License with appropriate endorsements to operate school district buses.
 - c. Drivers shall follow oral and written instructions from school administrators.
 - d. Drivers shall perform a Driver Inspection Report and turn it in each day as directed by the Director of Transportation.
 - e. Drivers shall attend three (3) hours of in-service training annually provided by the Arkansas Division of Academic Facilities and Transportation.
 - f. Drivers shall attend at least three (3) hours of locally provided in-service annually.
 - g. Drivers shall submit promptly to random drug and/or alcohol tests as required by law and the U.S. Department of Transportation rules.
 - h. Drivers that are confronted by situations that are not covered by the LHSD Bus Driver Handbook should make every effort to make radio contact with a school administrator for assistance.
 - i. Drivers shall obey all traffic and other laws/regulations that apply to the commercial school vehicle they are operating.
 - j. Drivers shall operate the bus in a safe manner at all times.
4. Bus Routes
- A. Bus routes are determined and approved by the director of transportation and are governed by road conditions, as well as the number of students served. No bus shall deviate from its established route except on instructions from the assistant superintendent or the director transportation. In case of emergency temporary adjustments may be made by the driver until the emergency situation can be reported to supervisors for their approval.
5. Bus Stops
- a. Regular loading zones shall be established. Eligible bus students will be picked up at these designated zones and will be returned there in the afternoon, providing road conditions permit. The pickup and discharge of students shall conform to the district, state and federal regulations.
6. Bus Riders
- a. The main objective of bus transportation is to transport children who are designated as eligible bus students to and from school. Individuals other than district employees shall not be allowed. The transporting of all other individuals is strongly discouraged and must have prior approval of the assistant superintendent for support services.

5.16—DIRECTOR OF CHILD NUTRITION

- A. The director of child nutrition is in charge of the total cafeteria program under the supervision of the assistant superintendent of support services. The director of child nutrition will be rehired at the May school board meeting. (12 months)
- B. The director of child nutrition's specified responsibilities are as follows:
 1. Handle cafeteria personnel in all work assignments, time schedules, in-service work, and other duties connected with this job.
 2. Make all purchases for the cafeteria in cooperation with the assistant superintendent.
 3. Make the school menus according to state and federal guidelines and see that copies are made available to the local newspaper and radio stations for the sake of keeping the public informed.
 4. Assume total responsibility for food preparation.
 5. Recommend the purchase of needed kitchen and dining room equipment.
 6. Check over inventories on groceries, supplies, and all other items pertaining to the cafeterias.
 7. Order and check inventories on state supplied commodities and keep an adequate supply of available items on hand.
 8. Serve as consultant to assistant superintendent on all phases of the school child nutrition program.
 9. Plan and supervise all special functions where the cafeteria and cafeteria personnel are involved.
 10. Submit a monthly report to the Child Nutrition Division, State Department of Education and the Commodity Distribution Division of the Arkansas Department of Human Services.
 11. Prepare the payroll for cafeteria personnel for the Bookkeeping Department, subject to approval by the assistant superintendent.
 12. Evaluate the performance of cafeteria managers and office personnel.
 13. Responsible for preparing the free and reduced breakfast/lunch meal applications for dispersing to all students at the beginning of each school term. Is the determining official for evaluating and processing returned meal applications, keeps all application records current and balanced with ADE recommended roster and the Point of Service Computerized counting system.
 14. Oversees financial aspects of child nutrition program including reconciliation of all daily meal deposits.

5.17—CHILD NUTRITION STAFF

- A. Cafeteria Manager – The cafeteria managers shall be directly responsible to the CN director for the daily operation of the kitchens relating to: preparation of school meals, ordering and inventory of foods used in school meals, USDA required record keeping, cafeteria personnel and their assigned duties, equipment needs and repair, monthly employee payroll due on the 10th, and any other duties deemed necessary by the director.
- B. Assistant Manager – The assistant manager is directly responsible to the manager relating to all aspects of the kitchen. The assistant is to manage the kitchen in the absence of the manager in accordance with the CN director.
- C. Other Staff – Computer operators, cooks, servers, part time are all directly responsible to the manager of the cafeteria for their work assignments in accordance with the CN director.

During work hours, cafeteria personnel are expected to perform activities outlined by their manager. Any employee found using school time for personal or other non school related activities will be subject to immediate suspension and possible recommendation for termination.

The pay scale for cafeteria personnel will be determined by appropriate placement on the district Classified Salary Schedule.

5.18—SECURITY GUARD

A. Qualifications:

1. Must be over 21 years of age.
2. No misdemeanor arrests or conviction in the last six (6) years.
3. No felony arrest or convictions.
4. Must have a valid driver's license – no conviction for careless or reckless driving, or D.U.I. in the last five (5) years.
5. Must be willing to submit to and pass a drug test if requested.
6. Demonstrates the conviction that all children can and will learn in the Lake Hamilton School District.
7. Evidence of a strong commitment to quality desegregated education.
8. Must have a high school diploma or equivalent.

B. Basic Performance Responsibilities:

1. Patrols school buildings, grounds, and hallways for illegal and questionable activity.
2. Enforces District rules/practices relating to the order and safety of buildings, grounds, and students.
3. Makes contact with and directs all non Lake Hamilton School District personnel and students.
4. Must be available to assist in stopping fights, resolving conflicts, and similar problem situations.
5. Aids school administrators, as needed, in the investigation of fights, assaults, class disturbances, campus traffic, parking issues and other campus safety and security issues as deemed necessary.
6. Keeps written records of critical events.
7. Maintains positive working relationships with students, staff, and the general public.
8. Provides security for night events as assigned.
9. Uses physical force only as necessary to restrain a student who poses a threat to himself and/or others.

10. Maintains work hours as assigned by the director of campus security or assistant superintendent.
11. Maintains regular attendance.
12. Maintains appropriate grooming and physical appearance.
13. Maintains good physical health and conducts a physical once every other year.
14. Uses security equipment appropriately.
15. Keeps uniform in good maintenance.
16. Maintains and retains certification required by state of Arkansas regarding Armed Security Guard Training and Qualifications or Licensed Law Enforcement Officer Certification (retirees retain this certification).
17. Communicates effectively with students, staff, and the public.
18. Attends conferences and schedules in-service meetings as directed.
19. Performs other duties, and etc. as assigned by director of campus security and assistant superintendent.

C. Evaluation

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of classified personnel.

5.19—CLASSIFIED PERSONNEL PERFORMANCE EVALUATIONS

A copy of the evaluation is as follows:

Lake Hamilton School District
Classified Personnel Evaluation Form

Name _____ Job Title _____
Place an X in one of the nine spaces for each trait (Low---to---High)

Quality Of Work	Subnormal: frequent and Repeated errors	Normal: seldom repeats Errors	Exceptionally high: rarely Makes errors
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity Of Work	Low for type of work	Normal for type of work	Exceptionally high for type of work
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work Performance	Seldom puts in full days Work	Usually works full day	Stays until the job is done
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Reliability	Cannot be depended upon	Reliable and dependable	Exceptionally reliable and dependable
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cooperativeness	Difficult to work with	Easy to work with	Exceptionally cooperative
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Personal Appearance	Careless in dress and manner	Neatly dressed	Exceptionally neat and well groomed
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Punctuality	Frequently tardy	Occasionally tardy	Seldom tardy
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attendance	Frequently absent	Occasionally absent	Seldom absent
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General Evaluation	Below average: needs improving	Average: satisfactory in present position	Above average: very valuable employee
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments _____

Recommended for re-employment _____ Yes _____ No

Signature of Evaluator

Signature of Employee

Date _____

This evaluation has been discussed with me. _____

5.20—FILING OF PERSONNEL POLICIES

Beginning July 1, 1991 no school district shall receive in any year any funds from the Public School Fund until such district has filed its current personnel policies including any salary schedule signed by the president of the Board. The policy and schedules shall be filed with the Department of Education. The State Department of Education shall notify any district which has not filed such policies thirty (30) days before the first scheduled payment of the fiscal year.

5.21—POSSESSION OF FIREARMS AND OTHER DEADLY WEAPONS

It is unlawful for any person other than a law enforcement officer, or a security guard in the employ of the state or an agency thereof, or any city or county, or any state or federal military personnel, to carry or possess a loaded firearm or other deadly weapon in any publicly owned building or facility. (Act 1044 of 1991)

5.22—DRUG AND ALCOHOL FREE WORKPLACE

Lake Hamilton School District #5 is strongly committed to providing a drug and alcohol-free workplace for the health and safety of its employees and as an example to its students.

The illegal manufacture, distribution, dispensation, possession or use of narcotics, drugs, alcohol, or controlled substances during working hours, on district property, or as a sponsor or chaperone for students during school sponsored off-campus activities constitutes conduct unbecoming an employee and is prohibited. An employee shall not report to work under the influence of any prohibited drug or alcohol. Compliance with this regulation is a condition of employment and any employee in violation will be subject to disciplinary action, up to including discharge.

Employees are encouraged to seek treatment and/or counseling for drug, and/or alcohol problems. The district will assist its employees in obtaining information about, treatment and/or counseling. Employees voluntarily requesting assistance will not have their employment jeopardized by the request.

However, a request for assistance by an employee after violating this regulation will not affect the imposition of disciplinary action.

5.23—STAFF HEALTH AND SAFETY

- A. Staff Protection – The Lake Hamilton School District will be vigorous in its protection of all employees from physical and/or psychological abuse. Any employee who is threatened with harm is to notify his/her principal or supervisor immediately, and steps are to be taken at once to protect the employee’s safety.

5.24—THEFT OF PROPERTY BY AN EMPLOYEE

Should there be reasonable suspicion by a supervisor that an employee has committed a theft, personal property such as purses or pockets may be searched.

5.25—TOBACCO FREE CAMPUS POLICY

- A. Smoking or use of tobacco or products containing tobacco in any form in or on any property owned or leased by a public school district, including school buses, is prohibited.
- B. A copy of this statute shall be posted in a conspicuous location at every entrance to each building owned or leased by a public school district and every school bus used to transport public school students.

5.26—EMPLOYEE PERSONAL PROPERTY

Personal property of an employee will not be covered under the school's insurance policy except in the case of damage by fire or vandalism up to \$500.00. Employees should provide a list of personal property kept at school to the building principal.

5.27—FALSE ACCUSATIONS

Any employee who chooses to make false or slanderous accusations against a student or a fellow employee that may damage the person's career or reputation as determined by evidence that would lead to a conviction in a court of law may be subject to consequences. Consequences may range from short-term suspension up to recommendation for non-renewal of contract, depending upon the severity of the accusation.

5.28—SEXUAL DISCRIMINATION & HARASSMENT/VIOLATION OF A MINOR

- A. The Board of Education is opposed to unlawful discrimination against any applicant or employee by virtue of that person's race, color, ancestry, national origin, gender, age, religion, handicap, political affiliation, or status as a veteran and will not condone such misconduct by an employee or volunteer considered to be an agent of the Lake Hamilton School District. All district employees are public servants and should enjoy a non-hostile, non-intimidating, and non-offensive work environment free from racial or sexual harassment or other forms of unlawful discrimination.

The purpose of this policy is to establish a method by which complaints regarding alleged or suspected unlawful employment discrimination can be made and handled.

Sexual Harassment – It is the district's policy to prohibit employees from making sexually derogatory remarks or verbal or physical advances to coworkers or applicants or to otherwise discriminate with regard to employment because of an employee's sex. Such misconduct violates Title VII of the federal 1964 Rights Act. Unwelcome sexual advances or physical contact, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute sexual harassment under any of the following conditions:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of a person's employment;
2. Submission to or rejection of such conduct by a person is used as a basis for employment decisions affecting such person; or
3. Such conduct has the purpose or effect of substantially interfering with a person's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who uses his/her employment position to obtain sexual favors or who implies that submission to or rejection of sexual advances will be used as a basis for an employment decision or who otherwise engages in employment disciplinary measures, including dismissal. Employees or applicants who believe they have been subjected to sexual harassment or any other unlawful employment discrimination because of their sex should immediately report the basis of such belief to the district's equity officer. The complaint should be in writing, stating completely the basis for the complaint, the names of the persons involved, and the dates of any specific incidents. Should the equity officer be the complainant or the source of the complaint, or should there be a conflict of interest, the complaints should be made directly to the superintendent of schools. All complaints will be investigated immediately. Upon completion of the investigation, the superintendent will take any corrective action necessary.

Other Complaints – Complaints of unlawful employment discrimination by virtue of race, color ancestry, national origin, age religion, handicap, political affiliation, or status as a veteran should also be immediately reported to the district's equity officer. The complaint should be in writing stating completely the basis for the complaint, the

names of the persons involved, and the dates of any specific incident. Should the equity officer be the complainant or the source of the complaint, or should there be a conflict of interest, the complaint should be made directly to the superintendent of schools. All complaints will be investigated immediately. Upon completion of the investigation, the superintendent will take any corrective action necessary.

Grievance Procedures – Employees may also utilize established grievance procedures to address concerns about employment discrimination. Certified employees should follow the grievance procedure outlined in district policies. Classified employees should follow the grievance procedure outlined in the Employee’s Handbook. Administrators and applicants should write directly to the equity officer.

Civil Actions and Administrative Complaints – Any school district employee served with formal legal process and a complaint from a federal or state court or civil rights enforcement agency (including the Federal Equal Employment or the Office of Civil Rights of the Federal Department of Education) will immediately advise the superintendent. The filing of litigation or a complaint with an administrative enforcement agency will suspend any further processing by the district of an internal complaint made regarding the same subject matter. Upon receipt of any final order by a court of administrative enforcement agency, any internal complaint pending with the district regarding the same subject matter will be dismissed.

B. Violation of a minor in the first degree

1. A person commits the offense of violation of a minor in the first degree if he/she engages in sexual intercourse or deviate sexual activity with another person not his/her spouse, who is more than thirteen (13) years of age and less than eighteen (18) years of age, and the actor is the minor’s guardian, employee in the minor’s school or school district, temporary caretaker or person in a position of trust or authority of the minor.

C. Violation of a minor in the second degree

1. A person commits the offense of violation of a minor in the second degree if he/she engages in sexual contact with another person not his/her spouse, who is more than thirteen (13) years of age and less than eighteen (18) years of age, and the actor is the minor’s guardian, employee in the minor’s school or school district, temporary caretaker or person in a position of trust or authority of the minor.

D. Reporting of Suspected Child Abuse

1. School employees with reasonable cause to suspect child maltreatment, as outlined in Arkansas Annotated Code §12-12-507, are required to report suspected abuse to the child abuse hotline.

5.29—UNUSED SICK LEAVE UPON RETIREMENT

Eligible full-time classified employees shall receive payment for unused sick leave days upon retirement. To be eligible for this benefit, classified employees must meet the following requirements:

1. Retirees with 20 to 24 years of service to the Lake Hamilton School District will receive one-fourth pay per day of their regular daily salary for each unused sick leave day.
2. Retirees with 25 to 29 years of service to the Lake Hamilton School District will receive one-half pay per day of their regular daily salary for each unused sick leave day.
3. Retirees with at least 30 years of service to the Lake Hamilton School District will receive three-fourths pay per day of their regular daily salary for each unused sick leave day.
4. Any classified staff member retiring with at least 15 years of public school service will receive substitute pay for one-half of all unused sick leave days at the time of retirement.
5. Only full years of employment with the Lake Hamilton School District will be considered for the purposes of determining retirement pay for unused sick leave.

Revised 3/14/2011

5.30—STATEMENT OF POLICY BLOOD-BORNE PATHOGEN PROGRAM

Employees are at risk of contracting infectious diseases each time they are exposed to blood borne pathogens. Any exposure incident may result in infection and subsequent illness. Since it is possible to become infected from a single exposure incident, IT IS THE POLICY OF LAKE HAMILTON SCHOOL DISTRICT TO PREVENT EXPOSURE INCIDENTS WHENEVER POSSIBLE. Toward that end, we have established an **Exposure Control Plan**. The purpose of this Plan is to identify the positions whose duties include high-risk tasks, and to implement controls that will significantly reduce the risk of infection by blood borne pathogens. The plan also requires all affected employees to receive **Hepatitis B** vaccinations and training at school district expense. Those employees that are of high risk include the school nurses, maintenance and custodial personnel. Those affected employees that cannot receive Hepatitis B vaccinations must provide the district with a letter from their physician excluding them from the vaccination program.

Work Practice

1. All employees are encouraged to follow good hygiene practices and wash their hands with hand soap and water prior to eating and after exposure to blood or body fluids.
2. Standard precautions are to be observed in all instances that have the potential for blood or other potentially infectious materials exposure. All body fluids shall be considered potentially infectious materials.
3. All contaminated sharp instruments, such as needles or blades shall be immediately placed in labeled sharps containers for disposal.
4. All blood and body fluid spills will be cleaned with district approved germicidal cleaning agents and disposed of in red biohazard bags.
5. Eating and drinking in the first aid room or where there are blood or body fluids is prohibited.
6. Foods, drinks, and other such products are not to be stored or consumed in the area of the first aid room.
7. Clothing contaminated with blood or body fluids should be immediately removed and laundered and the employee should wash with soap and water.
8. Any equipment that has been contaminated will not be put back into service until the blood or body fluids have been decontaminated with district approved germicidal cleaning agent.
9. Immediately report a serious exposure to body fluids to your supervisors, you may need treatment to prevent infection.
10. Disposable gloves should be worn if you anticipate contact with blood or body fluids.

5.31—NONCERTIFIED PERSONNEL RESPONSIBILITIES GOVERNING BULLYING

School employees who have witnessed, or are reliably informed that, a student has been a victim of bullying as defined in this policy, including a single action which if allowed to continue would constitute bullying, shall report the incident(s) to the principal. The principal or his/her designee shall be responsible for investigating the incident(s) to determine if disciplinary action is warranted.

The person or persons reporting behavior they consider to be bullying shall not be subject to retaliation or reprisal in any form.

District employees are required to help enforce implementation of the district's anti-bullying policy. The district's definition of bullying is included below. Students who bully another person are to be held accountable for their actions whether they occur on school equipment or property; off school property at a school-sponsored or school-approved function, activity, or event; or going to or from school or a school activity. Students are encouraged to report behavior they consider to be bullying; including a single action which if allowed continuing would constitute bullying, to their teacher or the building principal. The report may be made anonymously.

Definitions:

Bullying means the intentional harassment, intimidation, humiliation, ridicule, defamation, or threat or incitement of violence by a student against another student or public school employee by a written, verbal, electronic, or physical act that causes or creates a clear and present danger of:

- Physical harm to a public school employee or student or damage to the public school employee's or student's property;
- Substantial interference with a student's education or with a public school employee's role in education;
- A hostile educational environment for one (1) or more students or public school employees due to the severity, persistence, or pervasiveness of the act; or
- Substantial disruption of the orderly operation of the school or educational environment;

Electronic act means without limitation a communication or image transmitted by means of an electronic device, including without limitation a telephone, wireless phone or other wireless communications device, computer, or pager that results in the substantial disruption of the orderly operation of the school or educational environment.

Electronic acts of bullying are prohibited whether or not the electronic act originated on school property or with school equipment, if the electronic act is directed specifically at students or school personnel and maliciously intended for the purpose of disrupting school, and has a high likelihood of succeeding in that purpose;

Harassment means a pattern of unwelcome verbal or physical conduct relating to another person's constitutionally or statutorily protected status that causes, or reasonably should be

expected to cause, substantial interference with the other's performance in the school environment; and

Substantial disruption means without limitation that any one or more of the following occur as a result of the bullying:

- Necessary cessation of instruction or educational activities;
- Inability of students or educational staff to focus on learning or function as an educational unit because of a hostile environment;
- Severe or repetitive disciplinary measures are needed in the classroom or during educational activities; or
- Exhibition of other behaviors by students or educational staff that substantially interfere with the learning environment.

Examples of "Bullying" may include but are not limited to a pattern of behavior involving one or more of the following:

1. Sarcastic "compliments" about another student's personal appearance,
2. Pointed questions intended to embarrass or humiliate,
3. Mocking, taunting or belittling,
4. Non-verbal threats and/or intimidation such as "fronting" or "chesting" a person,
5. Demeaning humor relating to a student's race, gender, ethnicity or personal characteristics,
6. Blackmail, extortion, demands for protection money or other involuntary donations or loans,
7. Blocking access to school property or facilities,
8. Deliberate physical contact or injury to person or property,
9. Stealing or hiding books or belongings, and/or
10. Threats of harm to student(s), possessions, or others.

Notes: A school employee who has reported violations under the school district's policy shall be immune from any tort liability which may arise from the failure to remedy the reported incident.

(This policy is similar to Policy 3.38. If you change this policy, review 3.38 at the same time to ensure applicable consistency between the two.)

Legal Reference: A.C.A. § 6-18-514

5.32—NONCERTIFIED PERSONNEL RESPONSIBILITIES IN DEALING WITH SEX OFFENDERS ON CAMPUS

Individuals who have been convicted of certain sex crimes must register with law enforcement as sex offenders. Arkansas law places restrictions on sex offenders with a Level 1 sex offender having the least restrictions (lowest likelihood of committing another sex crime), and Level 4 sex offenders having the most restrictions (highest likelihood of committing another sex crime).

While Levels 1 and 2 place no restrictions prohibiting the individual’s presence on a school campus, Levels 3 and 4 have specific prohibitions. These are specified in Policy 6.10—SEX OFFENDERS ON CAMPUS (MEGAN’S LAW) and it is the responsibility of district staff to know and understand the policy and, to the extent requested aid school administrators in enforcing the restrictions placed on campus access to Level 3 and Level 4 sex offenders.

It is the intention of the board of directors that district staff not stigmatize students whose parents or guardians are sex offenders while taking necessary steps to safeguard the school community and comply with state law. Each school’s administration should establish procedures so attention is not drawn to the accommodations necessary for registered sex offender parents or guardians.¹

Cross Reference: **6.10—SEX OFFENDERS ON CAMPUS (MEGAN’S LAW)**

Notes: This policy is similar to Policy 3.12. If you change this policy, review 3.12 at the same time to ensure applicable consistency between the two.

¹ For example, if a sex offender parent will arrive for conferences at the same time as other parents, staff should escort additional parents to their student’s classroom, not just the sex offender parent. All principals, designees, and school employees who will or may have contact with the sex offender parents shall be required to keep confidential both the sex offender status and sex offender accommodations made for a parent.

Legal References: A.C.A. § 12-12-913 (g) (2)
 Arkansas Department of Education Guidelines for “Megan’s Law”
 A.C.A. § 5-14-132

5.33—NONCERTIFIED PERSONNEL WHO ARE MANDATORY REPORTERS Duty to Report Child Abuse, Maltreatment or Neglect

It is the statutory duty of noncertified school district employees **who are mandatory reporters**¹ and who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the Arkansas Child Abuse Hotline, by calling 1-800-482-5964. Failure to report suspected child abuse, maltreatment or neglect by calling the Hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Notification of local or state law enforcement does not satisfy the duty to report; only notification by means of the Child Abuse Hotline discharges this duty.

The duty to report suspected child abuse or maltreatment is a direct and personal duty for statutory mandatory reporters, and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief². Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

By law, no school district or school district employee may prohibit or restrict an employee or volunteer **who is a mandatory reporter** from directly reporting suspected child abuse or maltreatment, or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

Notes: ¹ For a listing of who qualifies as mandatory reporters refer to A.C.A. § 12-12-504(b).

² This is a delicate matter and the district would be wise to avail itself of professional development in this area available from DHS and other sources.

Legal References: A.C.A. § 12-12-504, 507, 517

5.34 – REIMBURSEMENT OF TRAVEL EXPENSES

Employees shall be reimbursed for personal and/or travel expenses incurred while performing duties or attending workshops or other employment-related functions, provided that prior written approval for the activity for which the employee seeks reimbursement has been received from the superintendent, principal (or other immediate supervision with the authority to make school approvals), or the appropriate designee of the superintendent and that the employee's attendance/travel was at the request of the district.

It is the responsibility of the employee to determine the appropriate supervisor from which he must obtain approval.

Reimbursement claims must be made on forms provided by the district and must be supported by appropriate, original receipts. Copies of receipts or other documentation are not acceptable, except in extraordinary circumstances.

The provisions of policy 9.12 – Expense Reimbursement are incorporated by reference into this policy.

Approved 3/14/2011

5.35 – DEPOSITING COLLECTED FUNDS

From time to time, staff members may collect funds in the course of their employment. It is the responsibility of any staff member to deposit such funds they have collected at least weekly into the appropriate accounts for which they have been collected. The superintendent or his/her designee shall be responsible for determining the need for receipts for funds collected and other record keeping requirements and of notifying staff of the requirements.

Staff that may use any funds collected in the course of their employment for personal purposes, or who deposit such funds in a personal account, may be subject to discipline up to and including termination.

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