

South Mississippi County School District No. 57
LEA: 4706
Classified Handbook
2012-2013

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South Mississippi County School District No. 57
 22 North Jefferson
 Wilson, AR 72395
 870-655-8633

2012-2013

www.smccolts.com

Professional Development (4 Days)	August 13, 14, 15, 16
First Day of Classes	August 20
Labor Day Holiday	September 3
Professional Development 3:30-5:30	September 5
End 1st Quarter (44 Days)	October 19
Parent Teacher Conferences 2:00-8:00	October 23
Professional Development 8:00-3:00	October 26
Professional Development 3:30-5:30	November 12
Thanksgiving Holidays	November 21, 22, 23
Professional Development 3:30-5:30	December 5
End 2nd Quarter (41 Days)	December 21
Christmas Holiday	December 24-Jan 4 th
First Day of Classes 2 nd Semester	January 7
Martin Luther King Jr. Holiday	January 21
Professional Development 3:30-5:30	January 23
Presidents Day Holiday	February 18
Professional Development 3:30-5:30	February 20
End of 3rd Quarter (48 Days)	March 15
Spring Break	March 18-22
Professional Development 3:30-5:30	March 26
Parent Teacher Conference 2:00-8:00	March 28
Good Friday Holiday	March 29
Memorial Day Holiday	May 27
End of 4th Quarter (45 Days)	May 28
Professional Development 8:00-3:00/Snow	May 29

Two P.D. days will be on your own with principal approval, must include 6 hours of technology and must be completed prior to August 13th.

Make up days for inclement weather: May 29, 30, 31, June 3, 4

Additional snow days will be added to the end of the calendar if needed.

CLASSIFIED PERSONNEL POLICY HANDBOOK

This handbook describes the basic classified employee rules and regulations which govern their Job activities.

CLASSIFIED PERSONNEL

Classified Personnel includes all employees who are not required to have a teaching certificate for employment. These employees are Janitors, Cafeteria Workers, Maintenance, Bus Drivers, Food Service Supervisor, Nurses, Secretaries, Aides (AA Degree), Para Professionals, Technology Supervisor, Tech Aide, Bookkeepers, Receptionist, Parent Coordinator.

EMPLOYMENT

Classified persons desiring employment shall file written applications at the Central Office. All classified staff and personnel shall be employed by the superintendent or his designated representative, with the consent and approval of the Board, upon a nondiscriminatory basis, without regard to race, color, or national origin.

CLASSIFIED PERSONNEL BENEFITS

The South Mississippi County School District provides its classified personnel benefits consisting of the following:

1. The priceless reward of helping shape the life and future of our children;
2. Health insurance and dental insurance assistance;
3. Contribution to the teacher retirement system;
4. One sick leave day per calendar month worked; and
5. Two personal days for those employed for years 1-3
6. Three personal days for those employed year 4+ (consecutive years)

Legal Reference: A.C.A. § 6-17-201 Date Adopted: 8-9-05 Last Revised:

HEALTH CERTIFICATE

All employees must file a written document from their personal physician or health clinic showing proof of a TB skin test within 30 days of the beginning of their employment to the school nurse and the Central Office.

SCHEDULE OF WORKING HOURS

Beginning and working hours for classified personnel may vary at different campuses. All classified employees will be notified who their immediate superior is and this person will designate the hours of work and the duties to perform. All employees are expected to be on time and not leave the job until the specified time. The half-day designated time will be 11:30 a.m. district wide.

PAYMENT OF SALARY

1. All secretaries, Aides, and Cooks are paid twelve (12) monthly payments of the contracted salary on the designated dates set by the Central Office.
2. All Custodians get paid twice monthly, the 15th and the last day of each month.

CLASSIFIED PERSONNEL ASSIGNMENTS

The superintendent shall be responsible for assigning and reassigning noncertified personnel.

Date Adopted: 8-09-05

Last Revised: 7-11-06

CLASSIFIED PERSONNEL EVALUATIONS

Noncertified personnel may be periodically evaluated.

Any forms, procedures or other methods of evaluation, including criteria, are to be developed by the Superintendent and or his designee(s), but shall not be part of the personnel policies of the District.

Legal Reference: A.C.A. § 6-17-2301

Date Adopted: 7-11-06

Last Revised:

SMOKING

Smoking of tobacco or products containing tobacco in any form by school personnel in buildings or on school property is prohibited.

LEAVES OF ABSENCE

1. Sick Leave

All classified personnel will be allowed one day per month of employment for sick leave, accruable to 90 days, without loss of pay. Sick leave will be allowed in cases of personnel illness, serious illness in the immediate family, or death in the immediate family.

Immediate Family shall be defined to include husband, wife, child, father, mother, grandparents, grandchildren, brother, sister, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, guardian and/or other members of the family living in the same household of the employee. Effective with the 2007-08 school year, classified staff will be paid ½ of sub pay per day above the ninety days accumulated for sick leave. Upon retirement, classified staff will be paid ½ of sub pay per day for days accumulated over 45 days of sick leave.

2. Personal Leave

Each member of the classified staff shall be allowed two (2) days per year personal leave (this is in addition to sick leave) to be used at the employees' discretion. Once an employee has been with the South Mississippi County School District for a period of three (3) or more years the personal leave days will be increased to three (3) days per year. Unused personal leave will be accumulated as sick leave.

3. **Maternity Leave and Extended Illness**
An employee may use available sick leave accumulation to apply to maternity leave or extended illness. If employee exceeds sick leave accumulation, the employee will be charged one full day's pay for each day absent not to exceed 30 working days past the date of exhaustion of sick leave. If employee is still unable to return after this 30 day period, the district will remove this employee from the payroll for the remainder of the school year. A pregnant employee is required to apply for a leave of absence by the time, in the opinion of her superior and her physician, her condition interferes with her effectiveness in performing her duties.
4. **Bereavement Leave**
The amount of release time for funerals or deaths in the immediate family shall be three days. If additional days are needed sick days may be used. Two days per year will be allowed for funerals outside the family. Any days above these will be counted as personal days.
5. **Jury Duty**
No school personnel shall incur loss of pay or sick leave due to jury duty.
6. **Employee Absence due to Accident on the Job**
In case the employee is injured while on duty, the employee will receive full salary, plus Workman's Compensation pay, until the accumulated sick leave is exhausted. If the employee is unable to return to work the district will remove this employee from the payroll and assist him in securing disability retirement, unemployment compensation or other benefits available to them.

RETIREMENT AND SOCIAL SECURITY

All classified personnel are covered by the Social Security, Arkansas Public Employees Retirement System, or Arkansas Teacher Retirement System.

GRIEVANCE PROCEDURES

Employees, individually or as a group, shall have the right to present grievances and in so doing, shall be assured freedom from restraint, interference, discrimination, and reprisal. School administrators at each step of the grievance procedures shall act promptly and fairly, including a written report within five school days upon employee grievances. The written report shall be distributed to all parties concerned. A grievance presented after May 1 shall be resolved before the close of the school year or as soon as possible thereafter.

CLASSIFIED PERSONNEL REDUCTION IN FORCE

SECTION ONE

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/or 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 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 by October 1 of the current school year. 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 length of contract or job assignments change.¹ 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.

SECTION TWO

In the event the district is involved in an annexation or consolidation, employees from all the districts involved will be ranked according to years of service. A year of employment at an annexed or consolidated district will be counted the same as a year at the receiving or resulting district. No credit for years of service will be given at other public or private schools, or for higher education or Educational Service Cooperative employment.

Legal Reference: A.C.A. § 6-17-2407

Date Adopted: 8-09-05

Last Revised: 7-11-06

CLASSIFIED PERSONNEL TERMINATION AND NON-RENEWAL

For procedures relating to the termination and non-renewal of noncertified employees, please refer to the Public School Employee Fair Hearing Act A.C.A. § 6-17-1701 through 1705. The Act specifically is not made a part of this policy by this reference.

A copy of the code is available in the office of the principal of each school building.

Legal reference: A.C.A. § 6-17-2301

Date Adopted: 8-09-05

Last Revised: 7-11-0

DISMISSAL PROCEDURES

An employee may be suspended by the administration from duty without pay for a period not to exceed fifteen days for disciplinary reasons, pending investigation of charges, which, if substantiated, will result in dismissal. If such investigation does not substantiate the charges preferred, and the employee is retained, he shall be compensated for the period of suspension at his regular rate of pay.

EXPENSE REIMBURSEMENT

Reimbursement for expenses related to travel and/or attendance at conferences and professional development activities incurred by district employees and/or members of the Board of Directors on behalf of the district shall be done according to the following guidelines. Original receipts must accompany all requests for reimbursement to the extent that such receipts are customarily available. For a receipt to be valid it should contain the name of the issuing company, the date, and the amount. Employees are only eligible for reimbursement for travel expenses for travel which has been approved in advance.

No Cash Advances shall be made for travel. Mileage, lodging, and meal expenses will not be reimbursed when incurred for the personal convenience of the employee and not required by the reason for the travel.

To the extent practicable, employees shall have the district pay initial conference and professional development registration fees and associated necessary materials. In the occasional circumstances where this is not practical, the district shall reimburse the employee for such fees if they were authorized in advance and are supported with proper receipts.

Meal expenses incurred by the superintendent or other administrators as necessary, in the performance of their duties when meeting with state officials or consultants may be reimbursed on a prorated, per person basis in line with the mandates of this policy. Such expenses shall only be reimbursed when the expenditure is likely to result in a tangible benefit to the district.

Rates for Reimbursements

Mileage allowance shall be reimbursed at the rate of **39** cents per mile. Mileage shall be reimbursed on the basis of the shortest, most reasonable, route available. **All reimbursements are to be requested within 30 days of the expense.**

Due to IRS ruling, we will no longer pay for meals unless an overnight trip is involved. Meals shall be reimbursed for the actual expense incurred up to a daily limit of **\$31.00** or **\$8.00** for breakfast, **\$10.00** for lunch and **\$13.00** for dinner. Meals in Hot Springs and Little Rock will be reimbursed up to **\$37.00** a day or **\$10.00** for breakfast, **\$12.00** for lunch and **\$15.00** for dinner. All Hotel Receipts should be sent to the Central Office to be paid by the District. Please do not throw them away.

ATTENDANCE BONUS

Effective with the 2006-07 school year, staff members missing two days or less will be paid a stipend of \$100 as an attendance bonus. Staff members with perfect attendance will be paid a stipend of \$150. This stipend will be paid during the August In-Service.

Appendix A
South Mississippi County School District No. 57
Supplemental Pay Schedule 2012-2013

Assistant Principal	\$5,200.00
Federal Grant Writer	\$5,200.00
Gifted and Talented Administrator	\$2,100.00
Head Band Director	\$2,200.00
Assistant Band Director	\$1,500.00
Vocational Coordinator	\$1,200.00
Cheerleader Sponsor	\$1,200.00
Annual Sponsor	\$1,000.00
Newspaper	\$800.00
Athletic Director	\$5,000.00
Head Sr. High Football Coach	\$6,000.00
Asst. Sr. High Football Coach	\$3,800.00
Head Sr. Boys/Girls Basketball Coach	\$4,300.00
Asst. Sr. Boys/Girls Basketball Coach	\$1,700.00
Sr. Boys/Girls Track Coach	\$1,800.00
Head Baseball Coach	\$1,600.00
Asst. Baseball Coach	\$1,000.00
Girls Softball Coach	\$1,600.00
Asst. Girls Softball Coach	\$1,000.00
Head Jr. Football Coach	\$3,900.00
Asst. Jr. Football Coach	\$1,600.00
Head Jr. High Boys/Girls Basketball Coach	\$2,700.00
Asst. Jr. High Boys/Girls Basketball Coach	\$1,400.00
Head Jr. Boys/Girls Track Coach	\$1,000.00
Asst. Jr. Boys/Girls Track Coach	\$900.00
7 th Grade Football Coach	\$1,400.00
7 th Grade Basketball Coach	\$1,200.00
Asst. 7 th Grade Football Coach	\$1,000.00
Golf	\$1,000.00
ABC Director	\$5,000.00
Equity Coordinator	\$2,000.00
Wellness Coordinator	\$1,500.00
ACSIP Chairperson	\$1000.00
Technology Coordinator	\$2500.00

**SOUTH MISSISSIPPI COUNTY SCHOOL DISTRICT
2012-2013
Salary Schedule
Classroom Teachers**

Years of Experience	Bachelors Degree	Masters Degree	Specialists Degree	Doctoral Degree
0	\$31,355.00	\$35,155.00	\$36,155.00	\$37,155.00
1	\$31,855.00	\$35,655.00	\$36,655.00	\$37,655.00
2	\$32,355.00	\$36,155.00	\$37,155.00	\$38,155.00
3	\$32,855.00	\$36,655.00	\$37,655.00	\$38,655.00
4	\$33,355.00	\$37,155.00	\$38,155.00	\$39,155.00
5	\$33,855.00	\$37,655.00	\$38,655.00	\$39,655.00
6	\$34,355.00	\$38,155.00	\$39,155.00	\$40,155.00
7	\$34,855.00	\$38,655.00	\$39,655.00	\$40,655.00
8	\$35,355.00	\$39,155.00	\$40,155.00	\$41,155.00
9	\$35,855.00	\$39,655.00	\$40,655.00	\$41,655.00
10	\$36,355.00	\$40,155.00	\$41,155.00	\$42,155.00
11	\$36,855.00	\$40,655.00	\$41,655.00	\$42,655.00
12	\$37,355.00	\$41,155.00	\$42,155.00	\$43,155.00
13	\$37,855.00	\$41,655.00	\$42,655.00	\$43,655.00
14	\$38,355.00	\$42,155.00	\$43,155.00	\$44,155.00
15	\$38,855.00	\$42,655.00	\$43,655.00	\$44,655.00
16	\$39,355.00	\$43,155.00	\$44,155.00	\$45,155.00
17	\$39,855.00	\$43,655.00	\$44,655.00	\$45,655.00
18	\$40,355.00	\$44,155.00	\$45,155.00	\$46,155.00
19	\$40,855.00	\$44,655.00	\$45,655.00	\$46,655.00
20	\$41,355.00	\$45,155.00	\$46,155.00	\$47,155.00

*Extended days on contract will be paid at a daily rate of pay based on individual's degree and years of experience.

*Superintendent's salary is based on certified pay scale with a multiplier of 1.8416.

*Assistant Superintendent's salary is based on certified pay scale with a multiplier of 1.70535.

*Principals base salary is \$52,500, plus \$500 per year for each year of experience up to 20 years added to base salary.

*\$2500 added for Senior High Principal.

*\$1500 added for Junior High Principal.

*Supervisor's Base Salary is \$50,000, plus \$500 per year for each year of experience up to 20 years added to base.

South Mississippi County School District No. 57
2012-2013
Classified Salary

<u>Contract Days</u>	<u>Position</u>	<u>Salary</u>
185	Cafeteria / per hour	\$8.15
185	Cafeteria Manager / per hour	\$9.30
252	Transportation/Maintenance	\$35,000.00
178	Bus Driver	Per Route
185	Food Service Director	\$21,450.00
190	Nurse RN	\$26,800.00
190	Nurse LPN	\$21,675.00
200	Principal's Secretary	\$17,430.00
190	Aides/AA Degree	\$14,900.00
190	Aides/Bachelor's Degree or Higher	\$26,750.00
190	Para Professional	\$14,500.00
190	Other Aides	\$14,200.00
210	Technology Supervisor	\$37,579.00
200	APSCN Coordinator	\$26,500.00
240	District Treasurer	\$36,500.00
240	Bookkeeper	\$34,500.00
240	Administrative Asst./Bookkeeper	\$33,500.00
240	Parent Coordinator	\$24,000.00
252	Maintenance	\$30,050.00
252	Bus Mechanic	\$30,240.00
252	Mechanic Helper	\$25,000.00
240	Computer Technician	\$36,500.00
252	Janitor	\$16,430.00
252	Bus Shop	\$16,430.00
---	Student Supervisor	\$25.00/per hour
---	Literacy Tutor	\$30.00/per hour
---	Specified Services for Special Needs Students / per semester	\$600.00
---	Sub for Specified Services for Special Needs Students/per time	\$5.00
---	Summer School Bus Drivers	\$0.50/per mile
---	Summer School Teachers	\$30.00/per hour

Appendix B

DRUG FREE WORKPLACE - CLASSIFIED PERSONNEL

The conduct of district staff plays a vital role in the social and behavioral development of our students. It is equally important that the staff have a safe, healthful, and professional environment in which to work. To help promote both interests, the district shall have a drug free workplace. It is, therefore, the district's policy that district employees are prohibited from the unlawful manufacture, distribution, dispensation, possession, or use of controlled substances, illegal drugs, inhalants, alcohol, as well as inappropriate or illegal use of prescription drugs such actions are prohibited both while at work or in the performance of official duties while off district property; violations of this policy will subject the employee to discipline, up to and including termination.

To help promote a drug free workplace, the district shall establish a drug-free awareness program to inform employees about the dangers of drug abuse in the workplace, the district's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance abuse programs, and the penalties that may be imposed upon employees for drug abuse violations. Substance abuse resources are:

Alcoholics Anonymous	Family Services Inc.	Mid South Health Systems
107 West Main	1487 West Keiser	509 Hutson
Blytheville	Osceola	Blytheville

Should any employee be found to have been publicly under the influence of, or in illegal possession of any illegal drug, controlled substance or alcohol, whether or not engaged in any school or school-related activity, the employee may be subject to discipline, up to and including termination.

Possession, use or distribution of drug paraphernalia by any employee, whether or not engaged in school or school-related activities, may subject the employee to discipline, up to and including termination. Possession in one's vehicle or in an area subject to the employee's control will be considered to be possession as though the substance were on the employee's person.

It shall not be necessary for an employee to test at a level demonstrating intoxication by any substance in order to be subject to the terms of this policy. Any physical manifestations of being under the influence of a substance may subject an employee to the terms of this policy. Those physical manifestations include, but are not limited to: unsteadiness; slurred speech; dilated or constricted pupils; incoherent and/or irrational speech; or the presence of an odor associated with a prohibited substance on one's breath or clothing.

Should an employee desire to provide the District with the results of a blood, breath, or urine analysis, such results will be taken into account by the district only if the sample is provided within a time range that could provide meaningful results and only by a testing agency chosen or approved by the District. The District shall not request that the employee to tested, and the expense for such voluntary testing shall be borne by the employee.

Any employee who is charged with a violation of any state or federal law relating to the possession, use, or distribution of illegal drugs, other controlled substances or alcohol, or drug paraphernalia, must notify his immediate supervisor within five (5) week days (i.e. Monday through Friday, inclusive, excluding holidays) of being so charged. The supervisor who is notified of such a charge shall notify the Superintendent immediately. If the supervisor is not available to the employee, the employee shall notify the Superintendent within the five (5) day period.

Any employee so charged is subject to discipline, up to and including termination. However, the failure of an employee to notify his supervisor or the Superintendent of having been so charged shall result in that employee being recommended for termination by the Superintendent.

Any employee convicted of any criminal drug statute violation for an offense that occurred while at work or in the performance of official duties while off district property shall report the conviction within 5 calendar days to the Superintendent. Within 10 days of receiving such notification, whether from the employee or any other source, the district shall notify federal granting agencies from which it receives funds of the conviction. Compliance with these requirements and prohibitions is mandatory and is a condition of employment.

Any employee convicted of any state or federal law relating to the possession, use or distribution of illegal drugs, other controlled substances or alcohol, or drug paraphernalia, shall be recommended for termination.

Any employee who must take prescription medication at the direction of the employee's physician, and who is impaired by the prescription medication such that he cannot properly perform his duties shall not report for duty. Any employee who reports for duty and is so impaired, as determined by his supervisor, will be sent home. The employee shall be given sick leave, if owed any. The District or employee will provide transportation for the employee, and the employee may not leave campus while operating any vehicle. It is the responsibility of the employee to contact his physician in order to adjust the medication, if possible, so that the employee may return to his job unimpaired. Should the employee attempt to return to work while impaired by prescription medications, for which the employee has a prescription, he will, again, be sent home and given sick leave, if owed any. Should the employee attempt to return to work while impaired by prescription medication a third time the employee may be subject to discipline, up to and including a recommendation of termination.

Any employee who possesses, uses, distributes or is under the influence of a prescription medication obtained by a means other than his own current physician shall be treated as though he was in possession, possession with intent to deliver, under the influence, etc. of an illegal substance. An illegal drug or other substance is one which is (a) not legally obtainable; or (b) one which is legally obtainable, but which has been obtained illegally. The District may require an employee to provide proof from his physician and/or pharmacist that the employee is lawfully able to receive such medication. Failure to provide such proof, to the satisfaction of the Superintendent, may result in discipline, up to and including a recommendation of termination.

3.31F-DRUG FREE WORKPLACE POLICY ACKNOWLEDGEMENT

CERTIFICATION

I, hereby certify that I have been presented with a copy of the South Mississippi County School District's drug-free workplace policy, that I have read the statement, and that I will abide by its terms as a condition of my employment with the District.

Signature _____

Date _____