

Meramec Valley R-III School District

DISTRICT EMPLOYEE HANDBOOK

2018-2019

**Approved by Board of Education on
June 20, 2018**

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Transportation Office

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Jeff Hermann, Assistant Principal 636-271-1411 (Athletics)
Mike Hunter, Assistant Principal 636-271-1420 (Fax)
Andy Herbst, Activities Director/Assistant Principal 636-271-1418 (Fax- Guidance)
425 Indian Warpath Dr. 636-271-1413 (Fax - A+)
Pacific, MO 63069 636-271-1419 (Fax - Athletics)

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Pacific, MO 63069

Meramec Valley Middle School

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195 Indian Pride Drive
Pacific, MO 63069

Meredith Fallert, Director of Food & Nutrition 636-271-1428
Michelle Dawson, Assistant Director of Food & Nutrition 636-271-1457 (Fax)
Jeanette Ramey, Food Service Clerical Assistant

Coleman Elementary School

Lisa Weirich, Principal
Jenna Sladek, Assistant Principal
4536 Coleman Rd.
Villa Ridge, MO 63089

636-742-2133
636-742-2281 (Fax)
636-742-4026 (S.A.C.C.)

Nike Elementary School

David Quanz, Principal/Elementary Curriculum Director/PDC
2264 Highway AP
Catawissa, MO 63015

636-271-1444
636-271-1447 (Fax)
636-271-1484 (S.A.C.C.)

Robertsville Elementary School

Keith Orris, Principal/Summer School and S.A.C.C. Director
4000 Highway N.
Robertsville, MO 63072

636-271-1448
636-271-1450 (Fax)
636-271-1451 (S.A.C.C.)

Truman Elementary School

Marian Meinhardt, Principal
101 Indian Warpath Drive
Pacific, MO 63069
Barb Heger, RN, District Health Coordinator

636-271-1434
636-271-1490 (Fax)
636-271-1461 (S.A.C.C.)
636-271-1439 (Health)

Zitzman Elementary School

Ketina Armstrong, Principal
Jenna Sladek, Assistant Principal
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Pacific, MO 63069

636-271-1440
636-271-1443 (Fax)
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Meramec Valley Community School

Stephanie Bechard, Principal/Federal Programs Coordinator/
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Channa Ransom, Special Education Director
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Pacific, MO 63069

636-271-1459
636-271-1460 (Fax)

Meramec Valley Early Childhood Center

Tina Pittman, E.C.C. Director
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Pacific, MO 63069

636-271-1464
636-271-1466
636-271-1456 (Fax)

Technology Office

Debby Haley, Technology Director
136 W. Union
Pacific, MO 63069

636-271-1402
636-271-1430 (Fax)

NOTICE OF NONDISCRIMINATION

Meramec Valley R-III School District prohibits any and all forms of unlawful harassment and discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law in the admission and access to, treatment of, and employment in its programs, services and activities.

Meramec Valley R-III School District is an equal opportunity employer, and it is the policy of the district to provide equal opportunity for all individuals in all areas of recruitment, selection, placement, training, assignment, transfer, compensation, benefits, discipline, retention and promotion, and to maintain a work environment for its employees that is free from unlawful discrimination, harassment and retaliation.

It is the policy of Meramec Valley R-III School District to provide and maintain a learning environment that is free from discrimination and harassment in accordance with this policy.

It shall be a violation of district policy for students or district personnel to unlawfully harass, discriminate or retaliate against any other students or school personnel on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law.

All employees, students, parents and visitors must immediately report to the district for investigation any incident or behavior that could constitute discrimination, harassment or retaliation in accordance with this policy. If a student alleges sexual misconduct on the part of any district employee to any person employed by the district, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law. In accordance with this policy and as allowed by law, the district will investigate and address discrimination, harassment and retaliation that negatively impact the school environment, including instances that occur off district property or are unrelated to the district's activities.

Meramec Valley R-III School District's designated compliance coordinator is Tom Sauvage, Assistant Superintendent, 126 North Payne St., Pacific, MO 63069, (636-271-1400).

For the complete policy, see Policy AC.

HANDBOOK INTRODUCTION

This handbook is the property of Meramec Valley RIII School District and is intended to help you understand the District and your position within the District. It will also ensure that by following the same policies and guidelines throughout our District, we will all achieve the same goals - no matter where we work.

The contents of this handbook are intended only as an outline and working guide for some of our policies and procedures. It is, however, important that all employees read and understand this handbook. Please refer to the District website www.mvr3.k12.mo.us for the complete listing of Board approved policies, procedures and forms.

We are constantly working towards improving our policies and the positive relationship that we have with our employees. If you have any questions about anything in this handbook or about your employment with the District, do not hesitate to see your supervisor. He/she will see to it that all your questions are answered.

Building and program specific handbooks are also available at each site or program.

DISTRICT MISSION STATEMENT

“Together We Make A Difference In Doing What’s Best For Kids”

DISTRICT EXPECTATIONS

The Meramec Valley R-III School District recognizes the need for a concerted effort from students, parents, and school personnel in order to provide the best educational experience for the children of our District. The responsibility for school discipline cannot be vested in one segment of the community alone. Each group performs a necessary role in providing resources important to establishing a positive school climate, and each should be aware of the responsibilities and rights that are part of establishing and maintaining a fair and consistent discipline code.

SECTION I Board Policy

CRIMINAL BACKGROUND CHECKS – POLICY GBEC

The Meramec Valley R-III School District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with this policy, the District will require criminal background checks of employees as well as certain volunteers and others working on school grounds. The Board directs the superintendent or designee to develop procedures and practices consistent with this policy. For the complete policy, see Policy GBEC.

Family Care Safety Registry Procedure

Registration can be done online or with a worker registration form through postal mail. The fee for registering is \$12.00 for postal mail and \$13.25 for online registration.

FBI Background Check Procedure

To be fingerprinted for the Department of Elementary and Secondary Education through 3M/Cogent, you must first register with MACHS (Missouri Automated Criminal History Site), which is located at www.machs.mo.gov. Individuals without access to the Internet may contact the fingerprint processing company, 3M/Cogent, directly at 1-877-862-2425 to have a Fingerprint Services Representative conduct this registration on their behalf. You must use one of the following 4-digit registration codes when registering with MACHS.

0672 for Certified Teachers – 036126C

0673 for Substitute Teachers – 036126S

0674 for Classified, excluding Bus Drivers – 036126U

0675 for Bus Drivers – 036126B

The fee for the fingerprinting process is \$43.05. Payment may be made online at the time of registration or at your appointment.

Sites for fingerprinting locations are listed on the 3M/Cogent website.

Fingerprint/background check results for certified teachers and substitute teachers will be automatically recorded on the profile page of the online educator certification system. Support staff results will be forwarded to the District based upon the registration code provided.

DATA GOVERNANCE AND SECURITY – POLICY EHBC

To accomplish the District's mission and comply with the law, the District must collect, create and store information. Accurately maintaining and protecting this data is important for efficient District operations, compliance with laws mandating confidentiality, and maintaining the trust of the District's stakeholders. All persons who have access to District data are required to follow state and federal law, District policies and procedures, and other rules created to protect the information.

Assistant Superintendent of Student Services is the District's information security office (ISO) and reports directly to the superintendent or designee. The ISO will work with the District's technology department to advocate for resources and implement best practices to secure the District's data. For the complete policy, see Policy EHBC.

PROFESSIONAL STAFF PROBATION AND TENURE – POLICY GCG

The superintendent shall recommend employment for the professional staff, maintain personnel records, administer leaves, evaluate performance, keep the Board apprised of the performance of District employees and take action when necessary to discipline or terminate employees. If a question exists as to when a teacher will earn tenure or whether an employee is tenured, the superintendent or designee is authorized to contact the District's attorney for advice. For the complete policy, see Policy GCG.

PROFESSIONAL STAFF TIME SCHEDULES – POLICY GCJ

All teachers must be at their workstations thirty (30) minutes before school opens and twenty-five (25) minutes after school dismisses. For contract day and complete policy, see Policy GCJ.

PROFESSIONAL STAFF CONTRACT/WORK DAYS

Nine (9) Month -180 Days (Teachers/Guidance Counselors/Librarians/Diagnosticians): Contract year begins 2 days before the first day of school and ends on the last day of school. Contract may indicate additional days above 180.

Ten and a half (10.5) Month - 210 Days (Instructional Technology Facilitator): Contract year begins July 1 and ends June 30 annually. The Technology Director may adjust start and end dates.

Eleven (11) Month (Administrators/Directors/District Assesment Coordinator): Contract year begins July 1 and ends June 30 annually. The Superintendent may adjust start and end dates. Twenty (20) unpaid days are to be taken each year.

Twelve (12) Month (Administrators/Directors): Contract year begins July 1 and ends June 30 annually. Shall be on an “on call” basis, day and night.

RENEWAL OF PROFESSIONAL STAFF MEMBERS – POLICY GCPF

Certificated employees whose employment has been renewed will receive contracts no later than May 15. When the District issues an employment contract to an employee, the District may notify the employee of the date the signed contract must be returned to the District. Failure to return the contract by that date will be considered a rejection of the District’s offer of employment. Unless notified otherwise, a re-employed, certificated staff member (other than the superintendent) has 15 calendar days to sign and return a contract to the desinated person in the District, or the District, in its discretion, may consider the employment offer revoked.

By law tenured teachers have an indefinite contract with the District and are therefore automatically considered employed for the next school year without Board action. In accordance with law, the District will notify these teachers on or before May 15 of their compensation for the next school year in accordance with the salary schedule and the school calendar.

On or before April 15 of each school year, the Board of Education shall notify in writing a probationary teacher who will not be retained by the District of the nonrenewal of his or her contract. For the complete policy, see Policy GCPF.

STAFF CONDUCT – POLICY GBCB

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the School District. In building a quality program, employees must meet certain expectations. For a list of employee expectations, see Policy GBCB.

STAFF FRINGE BENEFITS – POLICY GCBC/ GDBC

- Meramec Valley R-III School District will contribute 100% of the premium for each full-time (employees working 30 or more hours per week) employee’s \$2,500 corridor health, dental, and \$10,000 life insurance policies.
 - Plan summaries and forms can be accessed online at www.hrbenefitsadvantage.com.
- Employees may choose to opt-out of one or both of the District paid health or dental insurance plans and receive a percentage of the amount the District would have paid for the year. If the employee opts out of health insurance, written proof of coverage under another plan will be required. Employees will forfeit the entire opt-out amount if they terminate employment before the end of their contract or opt for insurance before September 30 of that year.
- Voluntary plans include, health and dental insurance for dependents, vision insurance, short and long-term disability insurance, Allstate (off-the-job accident), and 403B/457 accounts offered through Valic.
- Voluntary health, dental and vision insurance premiums are deducted from employee checks on a pre-tax basis, in accordance with the District’s Cafeteria 125 Plan.
- To enroll in Meramec Valley R-III Insurance Benefits: Log into www.hrbenefitsadvantage.com
 - Use the access code 40127 and register for your account. You will then make your enrollment choices for all of the benefit plans (excluding Allstate. A paper form must be used to enroll).

- Employees meeting the criteria of membership as defined by the Public School & Education Employee Retirement Systems of Missouri will be enrolled in the Public School & Education Employee Retirement Systems of Missouri. Matching contributions are made by the employee/employer on the employee salary, plus the cost of the District paid health and dental insurance.
 - www.psr-s-peers.org is the website for the Public School & Education Employee Retirement Systems of Missouri.

STAFF GRIEVANCES – POLICY GBM

The Meramec Valley R-III School District is interested in employee concerns and ideas for improving the District. The District also recognizes a central need for communication channels that are visible, nonintimidating and always available. Therefore, the Board has developed a formal process for addressing staff grievances. For the complete process, see Policy GBM.

STAFF HEALTH AND SAFETY – POLICY GBE

The health and safety of all District personnel is of vital importance to the school District. The Board will seek to provide safe working conditions for all staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members. The District will respond to employee requests for reasonable accommodations when an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA). All employees will receive annual training on universal precautions and the District’s communicable disease policy. For the complete policy, see Policy GBE.

Custodial, maintenance and mechanic staff will review and acknowledge the District Safety Handbook. By working together, we will all have a safe place to work.

STAFF INVOLVEMENT IN DECISION MAKING - POLICY GBB

The Board of Education encourages employees to contribute their ideas for the betterment of the school District. Members of both professional and support staff may be asked to assist in developing policies, rules and procedures and establishing the District goals and objectives, budget and curriculum. For the complete policy, see Policy GBB.

The expectation of the district is that every employee will be a member of a District committee. Check with your building principal for building level committees. There are many opportunities for you to be involved in your school at the building level and District level. Your administrator will be responsible for your assignment to a committee.

See page 27 of the Appendix for a listing of District committees.

STAFF/STUDENT RELATIONS – POLICY GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries will be maintained regardless of the student’s age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. For the complete policy, see Policy GBH.

STAFF USE OF COMMUNICATION DEVICES – POLICY GBCC

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

SECTION II

New Employee Information

BACKGROUND CHECKS AND REQUIRED TRAINING

- All newly hired employees/substitutes are required to have an FBI background check and must register with the Family Care Safety Registry. This is done at the employee's expense. See page 8 of this handbook for background check details.
- Employees are required to view and acknowledge training videos on an annual basis. The mandatory training videos include information on preventing and reporting child sexual abuse, confidentiality, avoiding bloodborn pathogens, and asbestos training.

PAY PERIODS AND DIRECT DEPOSIT

- Employees are paid twice per month on the 1st and 15th. Pay periods are the 6th through the 20th, **to be paid on the 1st** of the following month and the 21st through the 5th, **to be paid on the 15th** of that month.
- The workweek for calculation of overtime is Sunday through Saturday.
- Certified teacher contracts are paid out over 24 pay periods (twice per month on the 1st and 15th) with a contract payout of 6 payments on June 1 each year.
- All employees will utilize direct deposit of payroll earnings.
- **Doculivery** is utilized by District employees to access their pay stub information. Doculivery is an electronically-distributed pay stub system. In addition to providing current pay period information, Doculivery also archives a history of each employee's prior pay statements. Below are instructions for getting started and logging into Doculivery.

Getting Started

1. Using your internet browser go to www.Doculivery.com/Meramec.
2. Enter your initial User ID and Password.
Your User ID is "MV" and the first 4 letters of your last name and first 3 letters of your first name. (ex. MVSMITJOS for Joseph Smith)
Your initial password is the last 4 digits of your social security number.
3. Click the Log In button.
4. You will be prompted to provide answers to some security questions, and then change your password.
5. Once logged in, you will see the main screen, which is organized by tabs. Click on the Statements tab to see a list of all dates for which you have a statement. To see the entire statement for a particular date, click on the view icon in the Click To View column on the left side of the screen.
6. To set up notifications, click on the Statements tab. On the right side of the screen, select the appropriate bar to setup email or text message notifications.

TAXES

- Federal and Missouri Withholding Tax Forms are available from Central Office. Employees with a change in marital status or who wish to alter the number of deductions must complete a new form and submit it to the Payroll Department. Verbal requests for changes will not be accepted.
- Any employee living in the City of St. Louis, who is required to pay City Earnings Tax, should contact the Payroll Department at Central Office for this tax to be withheld from their direct deposits.
- All summer school pay is subject to retirement and mandatory taxes.

INSURANCE DEDUCTIONS

- All voluntary deductions on employee direct deposits will be divided by two, except life insurance, which will be deducted on the 1st of each month.
- Insurance premiums are deducted one month in advance. **Newly hired employees will have adjustments in their pay for premiums (Board paid and voluntary) for current month and following month when applicable.**

Example: If you are hired between the 1st and 15th day of the month, premiums are owed for that month. If your hire date is August 8, you will receive your first direct deposit on September 1. Premiums for August were not deducted in July. Premiums for September were not deducted in August. Premiums are owed for August and September and the regular premium deduction for October that will begin on September 1 will also be deducted.

Board paid premiums for health and dental insurance are subject to retirement, both employee and employer contributions.

SUMMER INSURANCE PREMIUMS

- Employees not paid over the summer months must have voluntary insurance premiums deducted or paid by employee for the pay periods when a direct deposit is not received. In a typical school year, 9-month employees are paid over 19 pay periods beginning September 1 and ending June 1. Insurance premiums will have to be collected for the pay periods of June 15 through August 15. Employees are given the option to have those premiums spread over 17 pay periods during the school year or over pay periods in April, May and June 1; or they may write a check, due before June 1, for the full amount of the summer insurance premiums; or they may have the premiums deducted over the summer months via automatic withdrawal from a checking or savings account.
- Board paid insurance premiums (health, dental and life) for summer payments will be deducted on May 1 each year. These are employer deductions, but will affect the employee retirement contribution for that pay period.

COBRA AND INSURANCE TERMINATION

- Any employee who resigns, retires, or is dismissed during or at the end of the school year (June 30 for twelve month employees, last day of school for nine month employees) shall have all insurance benefits canceled on the 31st day following their termination date. Eligible employees may elect, at their own expense, COBRA benefits the 31st day following date of termination.
 - *Nine-month employees' (teachers are nine-month employees) date of termination/retirement will be the last day of school. Insurance benefits will cease on the 31st day after the last day of the school year.
 - **Summer School is an extra duty and cannot be considered in determining termination/retirement date.

MISCELLANEOUS NEW HIRE INFORMATION

- Certified employees will need to provide the Superintendent's copy of teaching certificate, all original transcripts and Praxis results to Human Resources.
- A full listing of job descriptions and duties can be found on the District website.
- New employees will be assigned a District e-mail address that can be accessed through the District website.
- It is very important that the District maintain complete, accurate and up-to-date records of all its employees. Employees should immediately notify their supervisor and the Human Resources/Benefits Specialist at Central Office of any changes to their address, name, home or emergency telephone numbers or changes to any other information contained within their records.

SECTION III

Support Staff Information

The Board of Education, upon recommendation of the superintendent or designee, votes on the employment of all staff members. All staff shall be considered permanent employees as long as their work is satisfactory to their immediate supervisor.

CONTRACT/WORK DAYS

Twelve (12) Month (Central Office Support Staff/Applicable Building Secretaries): Contract year begins July 1 and ends June 30 annually. Work 8 hours per day, 40 hours per week, except June 1 through July 30-will work 7 hours per day, 35 hours per week.

Twelve (12) Month (Maintenance/Custodial/Mechanics): Contract year begins July 1 and ends June 30 annually. Work 8 hours per day, 40 hours per week. Shall be on an “on call” basis, day and night.

Eleven (11) Month (Applicable Building Secretaries/District Health Coordinator): Contract year begins July 1 and ends June 30 annually. The building administrator may adjust start and end dates. Work 7.5 hours per day, 37.5 hours per week. Twenty (20) unpaid days are to be taken each year. The amount of unpaid days will be prorated based on a 5-day week if a contracted employee works less than 5 days a week.

Eleven (11) Month (Technology Support Specialists/Network Support Specialist): Contract year begins July 1 and ends June 30 annually. The Technology Director may adjust start and end dates. Work 8 hours per day, 40 hours per week. Twenty (20) unpaid days are to be taken each year.

Ten (10) Month: Although the contract year begins July 1 and ends June 30 annually, the work year will begin approximately two (2) weeks before students attend school and ends approximately two (2) weeks after the last day of school (195 days). The building administrator may adjust start and end dates. Workdays and hours per week are specified when employed by the Board. Employees do not work professional development days and leave after students are dismissed on early dismissal days.

Nine (9) Month: Contract year same as student school year. Work only on student attendance days. Some positions may require work on professional development days. Work on as-needed basis. The number of days and hours worked is specified when employed by the Board.

PROBATIONARY PERIOD

The date of hire (contract date) for support staff will be the first day worked. Support staff shall be considered probationary for the first thirty (30) working days of employment.

There will be a trial period for the employee to learn the job and for the supervisor to observe and evaluate the employee’s performance. An employee may be removed from the position at any time for good cause or without cause prior to the completion of the probationary period, as long as it does not constitute illegal discrimination.

Good cause reasons include:

- Deficiency in work performance, attendance or conduct;
- Lack of aptitude or cooperativeness; and/or
- Undesirable suitability characteristics evidenced by the employee’s activities either during or outside the official work hours.

Pending written approval of a successful probationary period from the immediate supervisor, insurance benefits will be effective on the 31st working day of employment. Leave will be posted on the 91st working day of employment. Thereafter sick, personal, bereavement and vacation are posted annually.

NONEXEMPT EMPLOYEE SUPPLEMENTARY PAY PLANS – POLICY GDBB-1

Definitions

Additional Time – Time worked by an employee in excess of contracted, regularly scheduled hours, but that does not necessarily meet the requirements of overtime.

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

Hours Worked – For the purposes of this policy, hours worked means all hours during which the individual is required to be on duty—generally from the required starting time to normal quitting time—and all hours an employee is permitted to work, in accordance with law.

Nonexempt Employees – This includes all district employees not specifically identified as exempt under federal law. This generally includes non-certificated staff; however, in some circumstances non-certificated staff members may qualify for exempt status. The Board directs the superintendent to ensure that job positions are classified as exempt or nonexempt and that employees are made aware of these classifications. Employees in doubt about their status should contact their immediate supervisor.

Overtime – Time worked by an employee in excess of 40 hours. (Pre-approved vacation and personal leave count as hours worked toward overtime compensation. All other leaves do not count as hours worked toward overtime compensation.)

Regular Work Schedule – The hours per day an employee is regularly scheduled to work.

Workweek – For the purposes of this policy and computing overtime compensation, the workweek will begin each Sunday and end each Saturday night.

Additional Time

Employees who work additional time as defined in this policy must submit and receive administrative approval in advance of working added hours. Approved additional time will be compensated at the regular rate of pay up to 40 hours per week.

Overtime Compensation

The following provisions apply to nonexempt staff working more than 40 hours during any workweek (Sunday through Saturday):

- Since the district does not use compensatory (comp) time employees will be paid one and one-half times their regular rate of pay for each hour of overtime.
- Pre-approved vacation and personal leave count as hours worked toward overtime compensation. All other leaves do not count as hours worked toward overtime compensation.
- The Board discourages overtime work by nonexempt employees. A nonexempt employee shall not work overtime without the express approval of his or her supervisor. Nonexempt employees who begin work earlier or work later than their assigned hours without prior authorization from their immediate supervisor are subject to discipline, including termination.

RECORDING OF HOURS WORKED

Timekeeping Compliance Guidelines

An Acknowledgement of Receipt of Timekeeping Compliance Guidelines form must be signed each fiscal year.

Failure to Comply

Recording false information, altering time records or completing the time record of another employee may result in disciplinary action up to and including termination.

Employees are not to record another employee's time in or out. If an employee willfully records time for another employee, he or she is subject to immediate termination. If an employee intentionally alters information already recorded in the district timeclock software without prior approval from the central office, he or she is subject to immediate termination.

Repeated missed punches in the timeclock are not acceptable. If missed punches or punch adjustments are excessive corrective actions will be taken up to and including termination.

Clocking In/Out

Employees will clock in for their shift and out at the end of their shift. Employees should not clock in 5 minutes before start of shift or 5 minutes later than end of shift unless pre-approved by their immediate supervisor. Time is automatically rounded to the nearest 15 minutes. Time is rounded up at the 8th minute and down at the 7th minute.

Paid and Unpaid Breaks

- Rest breaks are paid and employees should not clock IN and OUT for rest breaks and must remain on campus.

Guidelines for rest breaks are as follows:

- Less than 4 hours worked = no rest breaks
 - 4 hours to less than 8 hours worked = one 15 minute paid rest break
 - 8 hours worked = two 15 minute paid rest breaks
- Meal breaks are unpaid time and employees **MUST** clock out. Meal breaks are for the reason stated and shall not be used for makeup time.
Guidelines for meal breaks are as follows:
 - 6 hours to 8 hours worked = one 30 minute unpaid meal break
 - Exception - maintenance staff who work in field all day will not be required to clock out/in for meal break. These employees will clock in for their shift and out at the end of their shift, but not for meal break. The system will reduce daily time for maintenance staff by thirty minutes for each unpaid meal.
 - Staff meal breaks are to be taken at the times agreed upon by your supervisor. If you are unable to take a full meal break (at least 30 minutes uninterrupted), notify your supervisor as soon as possible. The timeclock system must be updated by the supervisor to indicate approval as this occurs.
 - Food Service employees will refer to the Food Service Employee Handbook for rest break and meal break guidelines.
 - Lactating Mothers
In accordance with law, the district will provide a reasonable break time for an employee to express milk for her nursing child each time the employee has a need to express for one year after the child's birth. The district will provide a location, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public that employees may use to express milk.

Requests for Schedule Change/Overtime Approval Request

Request schedule change and overtime approval will be done in advance whenever possible; this can be done through the time clock system via the computer or by direct contact with the supervisor.

Time Clock Weekly Reconciliation Procedures – Every Monday

A supervisor is the building administrator, department director or coordinator and is responsible for making sure all guidelines are followed.

- If the employee misses an entry into the timekeeping system, the employee will notify their supervisor as soon as possible.
- During the administrative weekly reconciliation of time worked, if leave hours, except for pre-approved vacation and personal hours, cause the employee to exceed their regularly scheduled workweek, leave hours entered will be recalled and returned to the employee's leave balance.
- The supervisor will edit and approve staff hours every Monday on/or before 12:00 p.m. (Noon).

LATENESS AND ATTENDANCE GUIDELINES FOR SUPPORT STAFF

Although the District understands that there are times when every employee may be absent or late for work, the District cannot accept repeated absences or lateness. These guidelines are in place to ensure that every employee is contributing equally toward the success of the District.

A fundamental component of all positions within the School District is that the employee be here, at their workstation, ready and able to work.

Attendance

Employees are considered to be late whenever they are not at their workstation on time. This includes but is not limited to:

- Showing up late for work
- Leaving work early
- Early leave or late return from meal break, if applicable

If something unexpected comes up and employees realize that they may be late or absent, they must contact their supervisor immediately.

All lates will be documented for recordkeeping. Unless noted on timeclock, employee will be docked. If accrued leave time is available, employee will indicate "paid leave" type in timeclock and be paid for absence. Refer to policy for leave types and procedures for use of leave.

The number of occurrences of lateness will be counted, not the amount of time late. Should a supervisor feel that an employee is missing too much time from work due to absence or lateness; these occurrences will be recorded and counted together based on the following disciplinary schedule:

If employed less than 90 days:

- First occurrence final warning
- Second occurrence termination

If employed more than 90 days:

- Fifth occurrence written warning
- Sixth occurrence final warning
- Seventh occurrence termination

These attendance and lateness guidelines are based on a contracted (fiscal) year. For example, if an employee is absent from work on September 1, this attendance occurrence will remain on record and will count towards any disciplinary action until June 30 of the following year. Although guidelines are based on a contracted (fiscal) year, employees in certain circumstances, who have developed patterns of habitual lateness across fiscal years, may see harsher disciplinary measures.

EVALUATION OF SUPPORT STAFF – POLICY GDN

The superintendent or designee will regularly evaluate the performance of all support staff employees in the district. The primary purpose of the evaluation is to promote the continuous growth of support staff employees in a manner that is aligned with the district's Comprehensive School Improvement Plan (CSIP) and, where applicable, building improvement plans (BIPs) with the goal of contributing to a positive education environment. Results of the evaluation will inform employment and compensation decisions, but may not be the only factor considered.

The superintendent may delegate the responsibility for support staff evaluation to other administrators, but the superintendent is ultimately responsible for the performance of all employees. Evaluators will complete a written evaluation on all support staff assigned to them for evaluation. All employees will be given an explanation of their duties and responsibilities and will be provided with guidance by their immediate supervisors in performing them satisfactorily. In addition, all staff members will receive a copy of the applicable evaluation instrument in advance of their evaluation.

SECTION IV

Holidays, School Cancellations, and Leave

HOLIDAYS

Eleven (11) and twelve (12) month full-time staff (support staff and administrators) receive the following holidays off with pay (at the conclusion of the 30-day probationary period), unless school is in session. If a holiday falls on Saturday, Friday will be taken off. If a holiday falls on Sunday, Monday will be taken off. The employee must work the last workday preceding the holiday and the first workday following the holiday to get paid for the holiday (pre-approved vacation and/or personal days count as a worked days).

11 Month

1. New Year's Day
2. Martin Luther King's Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Eve
11. Christmas Day

12 Month

1. New Year's Day
2. Martin Luther King's Day
3. President's Day
4. Good Friday
5. Memorial Day
6. Independence Day
7. Labor Day
8. Thanksgiving Day
9. Friday after Thanksgiving Day
10. Christmas Eve
11. Christmas Day
12. New Year's Eve
13. Easter Monday

If school is in session on a holiday, either the holiday or another day may be taken off, as approved by the employee's supervisor. Secretaries, central office and health service staff have the same winter and spring break as the teacher staff. They will work in the schools when teachers have workshops, conferences, in-service activities, and teachers' meetings (excluding 10-month secretaries). Unless they are required in the buildings, secretaries may attend state secretarial meetings, at their own expense, when the state teachers' meeting is convened in St. Louis. Central Office secretaries will be paid for actual hours worked (maximum one-day's pay) during winter and spring break for maintaining the office.

INCLEMENT WEATHER DAYS (or other District-wide cancellation days)

Nine (9) and ten (10) month staff are not required to work on inclement weather days.

Eleven (11) and twelve (12) month staff may report to work on inclement weather days at the discretion of their administrator; their administrator must be contacted for approval. Employees not present on inclement weather/other cancellation days must account for lost time by use of the following leave in order noted:

1. 11-Month day (if applicable to employee)
2. Vacation day
3. Personal day

School Cancellations

In the event bad weather forces school cancellations, notice will be given on radio stations KLPW 1220 AM or 101.7 F.M., KSLQ 1350 AM or 104.5 FM, and WIL 1490 AM or 92.3 FM. Channel 2, Channel 4 and Channel 5 will also have the information. Also, check the District website for information, www.mvr3.k12.mo.us.

LEAVE POLICIES

Staff Absences & Tardiness – Policy GBCBC

Professional Staff Short-term Leaves – Policy GCBDA

Support Staff Leaves – Policy GDBDA

Professional Staff Long-term Leaves and Absences – Policy GCBDB

Support Staff Long-term Leaves and Absences – Policy GDBDB

Staff Sick Leave Pool – Policy GBBDA

POSTING OF LEAVE

Sick, personal, bereavement, and vacation leave will be posted on the second paystub in September each year.

REQUESTS FOR LEAVE

Requests for leave can be entered in timeclock or on the computer for support staff and in the automated substitute system for certified staff. If the absence is not pre-approved, and advance notice of 24 hours is not given, contact with the immediate supervisor is required.

All support staff can take leave in the following increments:

- Sick – hourly
- Personal – hourly (must be requested and approved in advance per policy)
- Vacation – hourly (must be requested and approved in advance per policy)
- Bereavement – hourly

VACATION DAYS (SUPPORT STAFF, ADMINISTRATORS AND DIRECTORS)

Following each one full year of service, eligible staff are credited vacation days on July 1, for the ensuing July to June fiscal year period. Earned vacation time must be used during the fiscal year or those days will be forfeited at the end of that fiscal year (June 30). This is known as a “use it or lose it” rule and is the basis for encouraging employees to take paid time off. Requests for vacation carryover to the following year will not be honored.

Vacation requests must be approved by the staff member’s immediate supervisor.

Eleven (11) and twelve (12) month staff earn vacation days:

Eleven (11) month contracted staff: One (1) week of vacation with pay after one full year of service.

Twelve (12) month contracted staff: Two (2) weeks of vacation with pay after one full year of service.
Three (3) weeks of vacation with pay after ten (10) full years of service.

APPENDIX

**MERAMEC VALLEY R-III SCHOOL DISTRICT
TEACHER SALARY SCHEDULE
2018-2019**

	BS	BS+8	BS+16	BS+24	MS	MS+8	MS+16	MS+24	MS+32
1	34,000	34,750	35,750	37,000	39,000	40,000	41,250	42,750	44,500
2	34,700	35,450	36,450	37,700	39,700	40,700	41,950	43,450	45,200
3	35,400	36,150	37,150	38,400	40,400	41,400	42,650	44,150	45,900
4	36,100	36,850	37,850	39,100	41,100	42,100	43,350	44,850	46,600
5	36,800	37,550	38,550	39,800	41,800	42,800	44,050	45,550	47,300
6	37,500	38,250	39,250	40,500	42,500	43,500	44,750	46,250	48,000
7	38,200	38,950	39,950	41,200	43,200	44,200	45,450	46,950	48,700
8	38,987	39,737	40,737	41,987	43,987	44,987	46,237	47,737	49,487
9		40,540	41,540	42,790	44,790	45,790	47,040	48,540	50,290
10		41,360	42,360	43,610	45,610	46,610	47,860	49,360	51,110
11		42,196	43,196	44,446	46,446	47,446	48,696	50,196	51,946
12			44,050	45,300	47,300	48,300	49,550	51,050	52,800
13			44,921	46,171	48,171	49,171	50,421	51,921	53,671
14				47,061	49,061	50,061	51,311	52,811	54,561
15				47,968	49,968	50,968	52,218	53,718	55,468
16					50,895	51,895	53,145	54,645	56,395
17					51,840	52,840	54,090	55,590	57,340
18					52,805	53,805	55,055	56,555	58,305
19					53,790	54,790	56,040	57,540	59,290
20						55,795	57,045	58,545	60,295
21						56,821	58,071	59,571	61,321
22						57,868	59,118	60,618	62,368
23							60,186	61,686	63,436
24							61,277	62,777	64,527
25								63,890	65,640
26									66,775
27									68,000

**MERAMEC VALLEY R-III SCHOOL DISTRICT
SUPPORT STAFF HOURLY PAY SCHEDULE
2018-2019**

Step	AIDE / ISS / TRACKER / ECC PS TEACHER		SACC/ECC	COORDINATOR	HEALTH		PAT
	60 HRS	BACHELOR'S	SACC AIDE/ ECC ASST. SACC Lead add \$.50		RN	LPN	TEACHER
1	\$10.50	\$12.00	\$9.75	\$12.00	\$19.00	\$14.00	\$16.00
2	\$10.76	\$12.30	\$9.99	\$12.30	\$19.48	\$14.35	\$16.40
3	\$11.03	\$12.61	\$10.24	\$12.61	\$19.96	\$14.71	\$16.81
4	\$11.31	\$12.92	\$10.50	\$12.92	\$20.46	\$15.08	\$17.23
5	\$11.59	\$13.25	\$10.76	\$13.25	\$20.97	\$15.45	\$17.66
6	\$11.88	\$13.58	\$11.03	\$13.58	\$21.50	\$15.84	\$18.10
7	\$12.18	\$13.92	\$11.31	\$13.92	\$22.03	\$16.24	\$18.56
8	\$12.48	\$14.26	\$11.59	\$14.26	\$22.59	\$16.64	\$19.02
9	\$12.79	\$14.62	\$11.88	\$14.62	\$23.15	\$17.06	\$19.49
10	\$13.11	\$14.99	\$12.18	\$14.99	\$23.73	\$17.48	\$19.98
11	\$13.44	\$15.36	\$12.48	\$15.36	\$24.32	\$17.92	\$20.48
12	\$13.78	\$15.75	\$12.79	\$15.75	\$24.93	\$18.37	\$20.99
13	\$14.12	\$16.14	\$13.11	\$16.14	\$25.55	\$18.83	\$21.52
14	\$14.47	\$16.54	\$13.44	\$16.54	\$26.19	\$19.30	\$22.06
15	\$14.84	\$16.96	\$13.78	\$16.96	\$26.85	\$19.78	\$22.61
16	\$15.21	\$17.38	\$14.12	\$17.38	\$27.52	\$20.28	\$23.17
17	\$15.59	\$17.81	\$14.47	\$17.81	\$28.21	\$20.78	\$23.75
18	\$15.98	\$18.26	\$14.84	\$18.26	\$28.91	\$21.30	\$24.35
19	\$16.38	\$18.72	\$15.21	\$18.72	\$29.63	\$21.84	\$24.95
20	\$16.79	\$19.18	\$15.59	\$19.18	\$30.37	\$22.38	\$25.58
21	\$17.21	\$19.66	\$15.98	\$19.66	\$31.13	\$22.94	\$26.22
22	\$17.64	\$20.15	\$16.38	\$20.15	\$31.91	\$23.51	\$26.87
23	\$18.08	\$20.66	\$16.79	\$20.66	\$32.71	\$24.10	\$27.55
24	\$18.53	\$21.18	\$17.20	\$21.18	\$33.53	\$24.70	\$28.23
25	\$18.99	\$21.70	\$17.64	\$21.70	\$34.37	\$25.32	\$28.94

Step	CAFETERIA		CUSTODIAL		MAINTENANCE / GROUNDS		
	COOK	LEAD COOK	CUSTODIAN	LEAD CUSTODIAN	LEVEL I	LEVEL II	LEVEL III
1	\$9.25	\$10.25	\$9.75	\$10.75	\$12.00	\$15.00	\$18.00
2	\$9.48	\$10.48	\$9.99	\$11.02	\$12.27	\$15.34	\$18.41
3	\$9.72	\$10.72	\$10.24	\$11.29	\$12.55	\$15.68	\$18.82
4	\$9.96	\$10.96	\$10.50	\$11.58	\$12.83	\$16.04	\$19.24
5	\$10.21	\$11.21	\$10.76	\$11.87	\$13.12	\$16.40	\$19.68
6	\$10.47	\$11.47	\$11.03	\$12.16	\$13.41	\$16.77	\$20.12
7	\$10.73	\$11.73	\$11.31	\$12.47	\$13.71	\$17.14	\$20.57
8	\$11.00	\$12.00	\$11.59	\$12.78	\$14.02	\$17.53	\$21.03
9	\$11.27	\$12.27	\$11.88	\$13.10	\$14.34	\$17.92	\$21.51
10	\$11.55	\$12.55	\$12.18	\$13.43	\$14.66	\$18.33	\$21.99
11	\$11.84	\$12.84	\$12.48	\$13.76	\$14.99	\$18.74	\$22.49
12	\$12.14	\$13.14	\$12.79	\$14.10	\$15.33	\$19.16	\$22.99
13	\$12.44	\$13.44	\$13.11	\$14.46	\$15.67	\$19.59	\$23.51
14	\$12.75	\$13.75	\$13.44	\$14.82	\$16.03	\$20.03	\$24.04
15	\$13.07	\$14.07	\$13.78	\$15.19	\$16.39	\$20.48	\$24.58
16	\$13.40	\$14.40	\$14.12	\$15.57	\$16.75	\$20.94	\$25.13
17	\$13.73	\$14.73	\$14.47	\$15.96	\$17.13	\$21.41	\$25.70
18	\$14.07	\$15.07	\$14.84	\$16.36	\$17.52	\$21.90	\$26.28
19	\$14.43	\$15.43	\$15.21	\$16.77	\$17.91	\$22.39	\$26.87
20	\$14.79	\$15.79	\$15.59	\$17.19	\$18.31	\$22.89	\$27.47
21	\$15.16	\$16.16	\$15.98	\$17.62	\$18.73	\$23.41	\$28.09
22	\$15.54	\$16.54	\$16.38	\$18.06	\$19.15	\$23.93	\$28.72
23	\$15.92	\$16.93	\$16.79	\$18.51	\$19.58	\$24.47	\$29.37
24	\$16.32	\$17.32	\$17.20	\$18.97	\$20.02	\$25.02	\$30.03
25	\$16.73	\$17.72	\$17.64	\$19.44	\$20.47	\$25.59	\$30.70

	HR/Benefits Specialist	Technology Support Specialist II	Technology Support Specialist I	Accts Payable / Payroll / Bookkeeper / Superintendent Secretary	Assistant Superintendent Secretary / Substitute Coordinator / Transportation Dispatcher	Central Office Secretary / Receptionist	Building / Director Secretary
Step 1	\$36,427	\$20.00	\$15.00	\$16.80	\$15.75	\$13.65	\$11.00
2	\$37,338	\$20.50	\$15.38	\$17.22	\$16.14	\$13.99	\$11.28
3	\$38,271	\$21.01	\$15.76	\$17.65	\$16.55	\$14.34	\$11.56
4	\$39,228	\$21.54	\$16.15	\$18.09	\$16.96	\$14.70	\$11.85
5	\$40,209	\$22.08	\$16.56	\$18.54	\$17.39	\$15.07	\$12.14
6	\$41,214	\$22.63	\$16.97	\$19.01	\$17.82	\$15.44	\$12.45
7	\$42,244	\$23.19	\$17.40	\$19.48	\$18.27	\$15.83	\$12.76
8	\$43,300	\$23.77	\$17.83	\$19.97	\$18.72	\$16.23	\$13.08
9	\$44,383	\$24.37	\$18.28	\$20.47	\$19.19	\$16.63	\$13.40
10	\$45,492	\$24.98	\$18.73	\$20.98	\$19.67	\$17.05	\$13.74
11	\$46,630	\$25.60	\$19.20	\$21.51	\$20.16	\$17.47	\$14.08
12	\$47,795	\$26.24	\$19.68	\$22.04	\$20.67	\$17.91	\$14.43
13	\$48,990	\$26.90	\$20.17	\$22.59	\$21.18	\$18.36	\$14.79
14	\$50,215	\$27.57	\$20.68	\$23.16	\$21.71	\$18.82	\$15.16
15	\$51,470	\$28.26	\$21.19	\$23.74	\$22.25	\$19.29	\$15.54
16	\$52,757	\$28.97	\$21.72	\$24.33	\$22.81	\$19.77	\$15.93
17	\$54,076	\$29.69	\$22.27	\$24.94	\$23.38	\$20.26	\$16.33
18	\$55,428	\$30.43	\$22.82	\$25.56	\$23.97	\$20.77	\$16.74
19	\$56,814	\$31.19	\$23.39	\$26.20	\$24.56	\$21.29	\$17.16
20	\$58,234	\$31.97	\$23.98	\$26.86	\$25.18	\$21.82	\$17.59
21	\$59,690	\$32.77	\$24.58	\$27.53	\$25.81	\$22.37	\$18.02
22	\$61,182	\$33.59	\$25.19	\$28.22	\$26.45	\$22.93	\$18.48
23	\$62,712	\$34.43	\$25.82	\$28.92	\$27.11	\$23.50	\$18.94
24	\$64,279	\$35.29	\$26.47	\$29.65	\$27.79	\$24.09	\$19.41
25	\$65,886	\$36.17	\$27.13	\$30.39	\$28.49	\$24.69	\$19.90

Step	TRANSPORTATION		
	MECHANIC	LEAD MECHANIC	BUS DRIVER
1	\$17.35	\$21.00	\$14.00
2	\$17.78	\$21.28	\$14.47
3	\$18.23	\$21.73	\$14.95
4	\$18.68	\$22.18	\$15.45
5	\$19.15	\$22.65	\$15.97
6	\$19.63	\$23.13	\$16.51
7	\$20.12	\$23.62	\$17.06
8	\$20.62	\$24.12	\$17.63
9	\$21.14	\$24.64	\$18.22
10	\$21.67	\$25.17	\$18.83
11	\$22.21	\$25.71	\$19.46
12	\$22.76	\$26.26	\$20.12
13	\$23.33	\$26.83	\$20.79
14	\$23.92	\$27.42	\$21.49
15	\$24.52	\$28.02	\$22.21
16	\$25.13	\$28.63	
17	\$25.76	\$29.26	
18	\$26.40	\$29.90	
19	\$27.06	\$30.56	
20	\$27.74	\$31.24	
21	\$28.43	\$31.93	
22	\$29.14	\$32.64	
23	\$29.87	\$33.37	
24	\$30.62	\$34.12	
25	\$31.38	\$34.88	

Hours Worked in Addition to Contracted (Primary) Position

Support staff who substitute or work extra or additional hours in a position other than the position in which they were officially contracted/hired, are paid the entry level rate of that position for the hours worked in that position, not their regular hourly rate. A separate and additional timeclock entry must be completed for any non-contracted duties performed. *Example: An aide makes \$11.00 an hour, but works an extra hour substituting for a custodian. The rate of pay for the extra hour would be the entry-level rate for custodial personnel.*

Administrator/Director Salary Schedule 2018-2019

EMPLOYEE	Position	Length	Education	Experience	Total
Administrative					
Assistant Superintendent Curriculum	1.600	0			
Assistant Superintendent H.R./Student Services	1.600	0			
Business Manager/Chief Financial Officer	1.550	0			
High School Principal	1.500	0			
Riverbend Principal	1.150	0			
Meramec Valley Middle School Principal	1.250	0			
Zitzman Elementary Principal	1.200	0			
Coleman Elementary Principal	1.200	0			
Truman Elementary Principal	1.100	0			
Coleman and Zitzman Elementary Assistant Principal	1.000	0			
Nike Principal/Elementary Curriculum Director/PDC	1.000	0			
Robertsville Principal/S.A.C.C. Director/Summer School Director	1.000	0			
Community School Principal (.15) w/Fed. Prog (.80) & PAT(.05)	1.000	0			
High School Assistant Principal/Activities Director	1.100	0			
High School Assistant Principal	1.100	0			
High School Assistant Principal	1.100	0			
Meramec Valley Middle School Assistant Principal	1.040	0			
Special Services Director	1.100	0			
Secondary Curriculum Director/A+/District Assessment Coordinator	0.900	0			

Administrator Experience Step Factors

1 = 0	5=.05	9=.13	13=.17	17=.21
2=.01	6=.10	10=.14	14=.18	18=.22
3=.03	7=.11	11=.15	15=.19	19=.23
4=.04	8=.12	12=.16	16=.20	20=.24

Administrator Education Step Factors

MA = 0	CPA=.03
ED. SPECIALIST = .04	
ED. D = .08	

EMPLOYEE	Position	Length	Education	Experience	Total
Operations Directors					
Technology Director	0.9	0			
Network Support Specialist	0.65	0			
District Nurse/Health Coordinator	0.7	0			
Director of Support Services	0.9	0.1			
Transportation Director	0.8	0			
ECC Director	0.4	0.1			

Operations Directors Education Step Factors

AA/60 hours = .02
BS = .04
MA = .06

Length of Contract

11 months = 0

12 months = .1

Salary Calculation: Position Factor + Length of Contract + Education + Experience = Total
Total is multiplied by **\$65,640.00**

**MERAMEC VALLEY R-III SCHOOL DISTRICT
2018-2019 TEMPORARY/SUBSTITUTE PAY RATES**

	<u>Hourly Rate</u>
SACC Aide-Temporary/Substitute	\$8.50
ECC Aide-Temporary/Substitute	\$8.50
ECC Preschool Teacher Substitute (60 college credit hours required)	\$9.00
Teacher Aide (Elem, HS, RB, MS, CS) Substitute (60 college credit hours required)	\$10.00
ISS Substitute (60 college credit hours required)	\$10.00
Parent Educator (P.A.T.) Substitute	\$13.00
Nurse - LPN Substitute	\$14.00
Nurse - RN Substitute	\$19.00
Custodian Substitute	\$9.25
Maintenance Substitute	\$12.00
Secretary Substitute	\$9.00
Bus Driver Substitute	\$14.00
Transportation Shop/Inspection Preparation	\$10.00
Summer Bus Washer-Seasonal	\$12.00
Summer Maintenance-Seasonal	\$12.00
Summer Technology-Seasonal	\$12.00
	<u>Daily Rate</u>
Teacher Substitute (60 hours)	\$80.00 per day
Teacher Substitute (Certified or BS in Education)	\$85.00 per day
Teacher Substitute (Retired Teacher from MVR-III)	\$90.00 per day
Long-term Teacher Certified Substitute	\$188.89 per day
Based on BS Step 1 on the Teacher Salary Schedule. Must sub for the same teacher 30 consecutive days. Will pay at regular Substitute daily rate through day 30 and pay retroactive difference after 30 <u>consecutive</u> workdays have been completed.	

EXTRA DUTY PAY SCHEDULE

2018-2019

All coaching levels are paid using a formula based on length of season, the Bachelor of Science Degree column on the Teacher's Salary Schedule and a multiplier.

Head Coach

.875 of 1% multiplied by length of season = Product

Product multiplied by the appropriate step (Bachelor of Science Degree Column) = Total

<u>Head Coaching Positions</u>	<u>Length of Season</u>
Football	13 weeks
Volleyball	12 weeks
Softball	11 weeks
Boys Soccer	13 weeks
Girls Soccer	12 weeks
Cross Country	12 weeks
Boys Basketball	15 weeks
Girls Basketball	15 weeks
Wrestling	14 weeks
Baseball	12 weeks
Boys Track	11 weeks
Girls Track	11 weeks
Golf	10 weeks
Fall Cheerleading	10 weeks
Winter Cheerleading	10 weeks
Dance Team	14 weeks
Speech Team	10 weeks
Scholar Team	10 weeks
Band	13 weeks

Assistant Coach

.65 of 1% multiplied by length of season = Product

Product multiplied by the appropriate step (Bachelor of Science Degree Column) = Total

<u>Assistant Coaches</u>	<u>Length of Season</u>
Football	13 weeks
Volleyball	12 weeks
Softball	11 weeks
Boys Soccer	13 weeks
Girls Soccer	12 weeks
Cross Country	12 weeks
Boys Basketball	15 weeks
Girls Basketball	15 weeks
Wrestling	14 weeks
Baseball	12 weeks
Boys Track	11 weeks
Girls Track	11 weeks
Fall Cheerleading	10 weeks
Winter Cheerleading	10 weeks
Dance Team	14 weeks
Speech Team	10 weeks
Scholar Team	10 weeks
Band	13 weeks

Middle School Coach

.43 of 1% multiplied by length of season = Product

Product multiplied by the appropriate step (Bachelor of Science Degree Column) = Total

<u>Middle School Coaches</u>	<u>Length of Season</u>
Boys Basketball – Grade 8	13 weeks
Boys Basketball – Grade 7	13 weeks
Girls Basketball – Grade 8	12 weeks
Girls Basketball – Grade 7	12 weeks
Cheerleading	12 weeks
Volleyball – Grade 8	9 weeks
Volleyball – Grade 7	9 weeks
Boys Track	10 weeks
Girls Track	10 weeks
Football	10 weeks
Wrestling	10 weeks

<u>Other Extra Duty</u>	<u>Grade</u>	<u>Step</u>		
		<u>1</u>	<u>2</u>	<u>3</u>
Jazz Band	HS	\$ 1,739	\$ 1,868	\$ 2,234
Drama Sponsor	HS	\$ 1,512	\$ 1,696	\$ 1,880
Director of Musical	HS	\$ 1,151	\$ 1,341	\$ 1,512
Technical Support for Musical	HS	\$ 618	\$ 716	\$ 876
Choreography for Musicals	HS	\$ 618	\$ 716	\$ 876
Yearbook	HS	\$ 1,782	\$ 1,953	\$ 2,137
Vocal Music	HS	\$ 1,953	\$ 2,137	\$ 2,314
Choreography for Pizzazz	HS	\$ 875	-	-
Student Council	HS	\$ 1,512	\$ 1,696	\$ 1,880
Building Technology Assistant	HS/RB/MS	\$ 450	-	-
Color Guard	HS	\$ 597	\$ 720	\$ 756
Assistant Musical Director	HS	\$ 597	\$ 720	\$ 756
Technical Support for Drama	HS	\$ 618	\$ 779	\$ 876
Concession Stand	HS	\$ 3,400	-	-
Vocal Accompanist	HS	\$ 1,000	\$ 1,070	\$ 1,124
Vocal Technical Assistant	HS	\$ 250	\$ 268	\$ 282
Pep Club/Tribe	HS	-	-	\$ 614
Ticket Takers/Gate	HS	-	-	\$ 15/Event
Yearbook	MS	\$ 625	\$ 713.50	\$ 872.50
Yearbook	RB	\$ 625	\$ 713.50	\$ 872.50
Vocal Music	MS/RB	\$ 1,250	\$ 1,427	\$ 1,745
Accompanist	MS/RB	\$ 200	-	-
Student Council	RB	\$ 747	\$ 912	\$ 1,072
Student Council	MS	\$ 747	\$ 912	\$ 1,072
Intramurals	MS	-	-	\$ 350
Intramurals	RB	-	-	\$ 350
Poms	EL	\$ 420	-	-
Intramurals	EL	-	-	\$ 350
Grade Level Chairs	EL	\$ 568	-	-
Guidance Chairperson	HS	\$ 1,400	-	-

Department Chairpersons – shall be paid based on the number of sections in the department. The rate of pay will be \$29.43 per section.

Counselors, Librarians, Diagnosticians – shall be paid based on individual daily contract rate, prorated accordingly. Extra days listed on employment contracts will be worked on days approved by the immediate supervisor.

Time Outside of Contract (Homebound Teachers, Speech/Language, Title I, Driver Education) – \$24.61 per hour.

Weight Room Supervision – shall be paid at the rate of \$12.50 per hour.

Saturday School – shall be paid at the rate of \$15.00 per hour.

Extra duty contracts that extend for a full year will be paid one-half of full pay on December 1 and the balance on June 1.

Coaching extra duty contracts will be paid the month after the assignment is completed.

Hourly extra duty will be paid in accordance with regular semi-monthly payroll procedures.

MERAMEC VALLEY R-III 2018-2019 COMMITTEES

Board of Education Committees

(Board of Education Committees are made up of District staff, parents, and community members with expertise and background in the related areas, as well as the inclusion of a MVR-III Board of Education member. Board of Education Committees report updates and progress at each board meeting)

Committee

Academic Achievement Committee (CSIP)

Alignment Committee

Bus Drivers' Committee

Classified Staff Committee

Curriculum Review

Health Advisory and Wellness Committee

Finance Committee

Insurance/Benefits Committee

Policy Review Committee

Safety Committee

Teachers' Committee

Meet & Confer

Certified PBTE Committee

Technology Committee

Textbook Adoption Review

Transportation Committee

District Contact

Assistant Superintendent

Superintendent

Director of Transportation

Superintendent/Designee

Assistant Superintendent

District Health Coordinator

Business Manager

Business Manager

Superintendent

Director of Support Services

Superintendent/Designee

Assistant Superintendent

Director of Technology

Assistant Superintendent

Superintendent/Designee

District Committees

(District Committees are made up of District staff, parents, and/or community members with expertise and background in the related areas. District Committee tasks target specific program goals and action steps related to the District's Comprehensive School Improvement Plan.)

Committee

Character Education

Collaborative Grant Teacher Leader Committee

Employee Attendance Committee

Professional Development Committee (elected positions)

Recognition Celebration Committee

Secondary Alternative Education Planning Committee

United Way

District Contact

Character Ed Co-Chairpersons

Assistant Superintendent

Superintendent

Director of PD/Assistant Superintendent

Central Office

Superintendent

United Way Liaison

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

** Continuation Coverage Rights Under COBRA **

You are receiving this notice because you have recently become covered under a group health plan by your employer. This notice contains important information about your right to COBRA continuation coverage, which is a temporary extension of coverage under the Plan. This notice generally explains COBRA continuation coverage, when it may become available to you and your family, and what you need to do to protect the right to receive it.

The right to COBRA continuation coverage was created by a federal law, the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA). COBRA continuation coverage can become available to you when you would otherwise lose your group health coverage. It can also become available to other members of your family who are covered under the Plan when they would otherwise lose their group health coverage. For additional information about your rights and obligations under the Plan and under federal law, you should review the Plan's Summary Plan Description or contact the Plan Administrator.

COBRA continuation coverage is a continuation of Plan coverage when coverage would otherwise end because of a life event known as a "qualifying event." Specific qualifying events are listed later in this notice. After a qualifying event, COBRA continuation coverage must be offered to each person who is a "qualified beneficiary." You, your spouse, and your dependent children could become qualified beneficiaries if coverage under the Plan is lost because of the qualifying event. Under the Plan, qualified beneficiaries who elect COBRA continuation coverage must pay for COBRA continuation coverage.

If you are an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because either one of the following qualifying events happens:

- Your hours of employment are reduced, or
- Your employment ends for any reason other than your gross misconduct.

If you are the spouse of an employee, you will become a qualified beneficiary if you lose your coverage under the Plan because any of the following qualifying events happens:

- Your spouse dies;
- Your spouse's hours of employment are reduced;
- Your spouse's employment ends for any reason other than his or her gross misconduct;
- Your spouse becomes entitled to Medicare benefits (under Part A, Part B, or both); or
- You become divorced or legally separated from your spouse.

Your dependent children will become qualified beneficiaries if they lose coverage under the Plan because any of the following qualifying events happens:

- The parent-employee dies;
- The parent-employee's hours of employment are reduced;
- The parent-employee's employment ends for any reason other than his or her gross misconduct;
- The parent-employee becomes entitled to Medicare benefits (Part A, Part B, or both);
- The parents become divorced or legally separated; or
- The child stops being eligible for coverage under the plan as a "dependent child."

The Plan will offer COBRA continuation coverage to qualified beneficiaries only after the Plan Administrator has been notified that a qualifying event has occurred. When the qualifying event is the end of employment or reduction of hours of employment, death of the employee, or the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), the employer must notify the Plan Administrator of the qualifying event.

For the other qualifying events (divorce or legal separation of the employee and spouse or a dependent child's losing eligibility for coverage as a dependent child), you must notify the Plan Administrator within 60 days after the qualifying event occurs. You must provide this notice to: Tracy Payne, Meramec Valley R-III School District, 126 N. Payne St., Pacific, MO 63069.

Once the Plan Administrator receives notice that a qualifying event has occurred, COBRA continuation coverage will be offered to each of the qualified beneficiaries. Each qualified beneficiary will have an independent right to elect COBRA continuation coverage. Covered employees may elect COBRA continuation coverage on behalf of their spouses, and parents may elect COBRA continuation coverage on behalf of their children.

COBRA continuation coverage is a temporary continuation of coverage. When the qualifying event is the death of the employee, the employee becoming entitled to Medicare benefits (under Part A, Part B, or both), divorce or legal separation, or

a dependent child's losing eligibility as a dependent child, COBRA continuation coverage lasts for up to a total of 36 months. When the qualifying event is the end of employment or reduction of the employee's hours of employment, and the employee became entitled to Medicare benefits less than 18 months before the qualifying event, COBRA continuation coverage for qualified beneficiaries other than the employee lasts until 36 months after the date of Medicare entitlement. For example, if a covered employee becomes entitled to Medicare 8 months before the date on which his employment terminates, COBRA continuation coverage for his/her spouse and children can last up to 36 months after the date of Medicare entitlement, which is equal to 28 months after the date of the qualifying event (36 months minus 8 months). Otherwise, when the qualifying event is the end of employment or reduction of the employee's hours of employment, COBRA continuation coverage generally lasts for only up to a total of 18 months. There are two ways in which this 18-month period of COBRA continuation coverage can be extended.

If you or anyone in your family covered under the Plan is determined by the Social Security Administration to be disabled and you notify the Plan Administrator in a timely fashion, you and your entire family may be entitled to receive up to an additional 11 months of COBRA continuation coverage, for a total maximum of 29 months. The disability would have to have started at some time before the 60th day of COBRA continuation coverage and must last at least until the end of the 18-month period of continuation coverage.

If your family experiences another qualifying event while receiving 18 months of COBRA continuation coverage, the spouse and dependent children in your family can get up to 18 additional months of COBRA continuation coverage, for a maximum of 36 months, if notice of the second qualifying event is properly given to the Plan. This extension may be available to the spouse and any dependent children receiving continuation coverage if the employee or former employee dies, becomes entitled to Medicare benefits (under Part A, Part B, or both), or gets divorced or legally separated, or if the dependent child stops being eligible under the Plan as a dependent child, but only if the event would have caused the spouse or dependent child to lose coverage under the Plan had the first qualifying event not occurred.

Questions concerning your Plan or your COBRA continuation coverage rights should be addressed to the contact or contacts identified below. For more information about your rights under ERISA, including COBRA, the Health Insurance Portability and Accountability Act (HIPAA), and other laws affecting group health plans, contact the nearest Regional or District Office of the U.S. Department of Labor's Employee Benefits Security Administration (EBSA) in your area or visit the EBSA website at www.dol.gov/ebsa. (Addresses and phone numbers of Regional and District EBSA Offices are available through EBSA's website.)

In order to protect your family's rights, you should keep the Plan Administrator informed of any changes in the addresses of family members. You should also keep a copy, for your records, of any notices you send to the Plan Administrator.

Plan Contact Information

Tracy Payne
Human Resources/Benefits Specialist
126 N. Payne St.
Pacific, MO 63069
636-271-1400
tpayne@mvr3.k12.mo.us

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- for incapacity due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for the employee's spouse, son, daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees whose spouse, son, daughter or parent is on covered active duty or call to covered active duty status may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment

reintegration briefings. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is:

- (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
- (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

***The FMLA definitions of "serious injury or illness" for current service members and veterans are distinct from the FMLA definition of "serious health condition".**

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least 12 months, have 1,250 hours of service in the previous 12 months*, and if at least 50 employees are employed by the employer within 75 miles.

***Special hours of service eligibility requirements apply to airline flight crew employees.**

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures. Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility. Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA; and
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulation 29 C.F.R. § 825.300(a) may require additional disclosures.

WORKERS' COMPENSATION POLICY GBEA

Pursuant to state law, an employee of the Meramec Valley R-III School District who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law. For the complete policy, see Policy GBEA.

An employee must report all injuries to his or her supervisor immediately by completing the District's incident report form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

Upon receiving a report of an injury or illness, the supervisor will immediately forward the report to the superintendent or designee. The superintendent or designee will promptly forward a copy of the report to the District's workers' compensation insurance carrier and will be responsible for keeping the carrier informed of the employee's status.

THIS ORGANIZATION PARTICIPATES IN E-VERIFY

NOTICE: Federal law requires all employers to verify the identity and employment eligibility of all persons hired to work in the United States.

This Employer will provide the Social Security Administration (SSA) and, if necessary, the Department of Homeland Security (DHS), with information from each applicant's Form I-9 to confirm work authorization.

If the Government cannot confirm that you are authorized to work, this employer is required to provide you written instructions and an opportunity to contact SSA and/or DHS before taking adverse action against you, including terminating your employment.

Employers may not use E-Verify to re-verify current employees and may not limit or influence the choice of documents presented for use on the Form I-9.

If you believe that your employer has violated its responsibilities under this program or has discriminated against you during the verification process based upon your national origin or citizenship status, please call the Office of Special Counsel for Immigration Related Unfair Employment Practices at 1-800-255-7688 (TDD: 1-800-237-2515).

For more information on E-Verify, contact DHS at 1-888-464-4218.

MERAMEC VALLEY R-III SCHOOL DISTRICT
Full-time Employee Benefits 2018-2019 Effective 10-1-2018

Missouri Public School Retirement System – www.psrps-peers.org

Public School Teachers Retirement System (PSRS) - 14.5% employee, 14.5% employer match

Non Teachers Retirement System (PEERS) - 6.86% employee, 6.86% employer match

****District Paid Benefits****

Health Insurance

Employee (Board Paid)

Anthem Blue Cross/Blue Shield

Group #4005276

\$627.00 - \$2,500 Corridor

\$523.00 - \$3,000 Deductible HSA

\$104.00 per month District contribution to employee HSA account

Dental Insurance

Employee (Board Paid)

Delta Dental of Missouri

Group #9198-1600

\$43.16

Life Insurance

Employee (Board Paid)

The Hartford

\$.66

\$10,000.00 Life/ AD&D policy per employee

****Voluntary Plans – Paid by Employee****

Health Insurance

Employee

\$1,000 Corridor

Anthem Blue Cross/Blue Shield

Group #4005276

\$1,500 Corridor

\$2,500 Corridor

HSA \$3,000 Deductible

\$93.00

\$59.00

\$0

\$0

Spouse

\$601.00

\$571.00

\$516.00

\$430.00

Child(ren)

\$419.00

\$388.00

\$337.00

\$284.00

Family

\$899.00

\$875.00

\$818.00

\$686.00

KIDZ Plan

One Child - \$200.00

Two or More - \$400.00

Dental Insurance

Spouse

Delta Dental of Missouri

Group #9198

\$41.56

Location 1601

Child(ren)

\$62.98

Spouse/Child(ren)

\$77.86

Vision Insurance

Employee

Anthem Blue View Vision

Group #4005276

\$8.36

Employee + 1

\$12.56

Employee & Family

\$22.08

Life Insurance

Child(ren)

The Hartford

\$.58 - \$5,000 policy

\$1.15 - \$10,000 policy

Employees may upgrade (at employee cost) their policy in increments of annual salary and purchase policies for spouse and children. **Evidence of insurability required.**

Short / Long Term Disability

Lincoln Financial

Cafeteria 125 Plan

Pretax options for health, dental and vision premiums

Allstate

Off-the-job accident insurance

403B/457 Retirement Savings Plan

Valic

Employee Assistance Program

The Hartford

**MERAMEC VALLEY R-III SCHOOL DISTRICT (“DISTRICT”)
DEPARTMENT PURCHASING CARD USER AGREEMENT
2018-2019
ANY DISTRICT DEPARTMENT CARD**

This agreement must be signed and turned in to Central Office each year. Failure to turn in the signature page will result in not being able to check out the department card.

Department Card User agrees to accept responsibility for the protection and proper use of the Meramec Valley R-III Purchasing Card (MVPC) in accordance with the terms and conditions below:

1. Department Card User agrees to have a purchase requisition filled out with the estimated purchase that needs to be made on the department card. This purchase requisition needs to be signed by the administrator responsible for the budget that will be expensed. The actual budget code that will be expensed needs to be listed on this purchase requisition. This paperwork needs to be given to the budget secretary at your building BEFORE the order is placed.
 - **Failure to not have the appropriate approval BEFORE placing the order may be deemed an improper use of the Department Card, and will result in losing cardholder privileges.**
2. Department Card User agrees to check out the department card by using the following procedures:
 - Sign out the card on the department card log kept by the secretary.
 - Give the secretary the signed purchase requisition explaining the purchase.
 - Obtain the card from the secretary.
3. Department Card User agrees to return the department card to the secretary within 24 hours. Upon the return of the card, the user must provide the secretary with the following documentation/information:
 - The department card.
 - A detailed receipt (including restaurants).
 - **Receipt/invoice must show the details that were purchased AND the total amount on the receipt/invoice must match the VISA transaction.**
 - If tax was charged on the transaction, the department card user needs to provide documentation showing the tax amount was credited back or the department card user will need to provide the tax money
 - **Exception: Tax and tip on meal invoices ONLY does NOT need to be credited back to the card or reimbursed by the cardholder.**
 - Gas receipt used for van checkout: Completed van checkout form MUST be attached with the gas receipt.

Failure to completely document any purchase may be deemed an improper use of the Purchasing Card, and will result in personal obligation.
4. Department Card User agrees that any amounts charged to the department card during the user’s check out time are the responsibility of that user. Obtaining receipts from vendors and fixing any tax issues are the responsibility of the user who has checked out the department card.
 - Missing Receipts/Invoices: Department Card User will be personally responsible for any transaction made on the department card during the user’s check out time.
5. The District is tax exempt and should not pay for sales tax. The Department Card User is responsible for insuring that sales tax is not charged at the time of the purchase. Some vendors may request a copy of the tax-exempt form. The sales tax exempt number is printed on all cards. If tax is charged, it is the responsibility of the Department Card User to request a credit from the supplier as soon as possible after discovering the error. The Department Card User may also choose to pay the school district the tax amount.
 - **Exception: Tax and tip on meal invoices ONLY does NOT need to be credited back to the card or reimbursed by the cardholder.**
6. Department Card User agrees that if the card is lost or stolen, the user shall notify the secretary immediately. The secretary will then notify the Purchasing Card Coordinator immediately.
7. **DEPARTMENT CARD USER MAY NOT MAKE PERSONAL PURCHASES ON THE CARD.** Department Card User understands the following:
 - Personal purchases on the card are not allowed EVEN IF the cardholder plans to reimburse the district.
 - Department Card User understands that he/she will be personally liable for any improper use of the Department Purchasing Card and agrees to pay to the issuer of the card such use (such issuer shall be a third party beneficiary under this agreement), other than improper use as the result of a lost or stolen card which was immediately reported as required in paragraph 6, including fees and interest assessed against the improper purchase.
 - The improper use of the Department Purchasing Card may be cause for disciplinary action by the District including termination and that improper use of the Department Purchasing Card may subject Department Card User to criminal prosecution.
 - The District may withhold amounts attributable to improper use by Department Card User from any paycheck or other state of Missouri Warrant which may be payable to the Department Card User.
8. Department Card User understands that the District may withdraw authorization to use the Department Purchasing Card at any time for any reason.
9. Department Card User understands that the type of purchase allowed is specific to individual department card authorization. All purchases must comply with state accounting and purchasing statutes, regulations and policies the District implement in the use of the department Purchasing Card. Items on state contracts may be acquired from the contract vendor with the department Purchasing Card.

The following items may not be purchased with Purchasing Card; however, the list is not all inclusive:

- Alcoholic beverages
- Personal items
- Purchases involving trade-ins
- Weapons, ammunition

- **Gift cards (cards that can be converted to cash or cards that can be used to buy anything that is prohibited in this policy)**
- If in doubt that a purchase is authorized under this agreement through the use of the department Purchasing Card, Department Card User understands that he/she should seek prior approval from the Purchasing Card Coordinator. Such approval presumes the proper use of the department Purchasing Card.

10. **NO TOLERANCE POLICY – Department cards will be suspended under the following situations:**
- Any VISA issue NOT resolved within 1 month.
 - Cards are used to purchase unauthorized items as described in this agreement.

Card suspension process:

- **Building secretary will be notified via email with the issue(s) that need to be resolved and the resolved by date.**
- **Secretary will send this information to the person who made this transaction on the department card.**
- **After the resolved by date has passed and the issue is NOT resolved, an email notification of card suspension will be sent to the building secretary and their supervisory AND the card will be suspended.**

Suspended cards will be reinstated once all outstanding issues (state above) are resolved.

11. MVR-3 follows IRS Rules on Meal Payments (ie: p-Card or employee reimbursement)

Payment for meals only when traveling away from home:

Per IRS Publication 463 (2013):

You are traveling away from home if:

- Your duties require you to be away from the general area of your tax home substantially longer than an ordinary day's work, and
- You need to sleep or rest to meet the demands of your work while away from home.

Example 1: You are a railroad conductor. You leave our home terminal on a regularly scheduled round-trip run between two cities and return home 16 hours later. During the run, you have 6 hours off at your turnaround point where you eat two meals and rent a hotel room to get necessary sleep before starting the return trip. You are considered to be away from home.

Example 2: You are a truck driver. You leave your terminal and return to it later the same day. You get an hour off at your turnaround point to eat. Because you are not off to get necessary sleep and the brief time off is not an adequate rest period, you are not traveling away from home.

(The entire IRS publication can be found at this path: District Resources/Secretary Resources/AP FORMS – VISA INFO/ VISA – helpful instructions)

UPDATES TO MEAL ALLOWANCES:

- Working lunch:**
When lunch is part of the meeting, this expense is allowed on the p-card.
- Class trips:**
Meals that are part of the learning criteria are allowed on the p-card.
- Tips:**
Tips are allowed but must not exceed 20% of total bill.
- Paperwork required:**
 - Detailed listing of entire bill.
 - Tip amount must be clearly marked on the receipt.
 - Agenda/lesson plans from the event where lunch was needed. This would include but not be limited to the following:
 - Agenda showing it was a working lunch.
 - Full agenda showing the dates of the function.
 - Lesson plans

11. Employee reimbursement will NOT be allowed when the vendor accepts the p-Card as payment unless prior approval from administration is received.
12. Department Card User agrees that if any of the above requirements are not met, the Department Card User will lose all privileges of the department card.

**MERAMEC VALLEY R-III SCHOOL DISTRICT
DEPARTMENT PURCHASING CARD USER AGREEMENT**

**SIGNATURE PAGE
2018-2019**

Department Card User acknowledges by his/her signature to this agreement:

- Has read and understands this agreement
- Agrees to follow the instructions within this agreement
- He/she shall be personally liable for any improper use of the Department Purchasing Card. NOT complying with any of the agreement conditions is possible improper use of the Department Purchasing Card and may cause one or more of the following actions:
 - Disciplinary action by the District including termination and/or criminal prosecution.
 - District may withhold amounts attributable to improper use by Department Card User from any paycheck or other state of Missouri warrant which may be payable to Cardholder.
 - Personal obligation.
 - Losing cardholder privileges.
- If any of the above requirements are not met, all privileges of the department card will be lost.

Department card user signature: _____

Department card user printed name: _____

Date: _____

Please return signature page:

By inner-school mail to Dawne Trokey at Central Office

OR

Scan to dtrokey@mvr3.k12.mo.us

Failure to turn in the signature page will result in not being able to check out the department card.



VISA BACKUP CHECKLIST

1. IS MY VISA ALLOCATION COMPLETE?

- GL code entered on VISA matches what is on the log/requisition.
- District vendor ID CANNOT be PAYPAL or blank. Contact AP with actual vendor information to get appropriate vendor ID to use.
- Split description is populated on each line of the allocation.
- If the transaction is the payment of a PO, this PO number with an F for Final or P for Partial must be in the split description of each line of the allocation.
- VISA total must match detailed receipt. If not, will need to contact vendor for correction.
- If there is a CC fee as part of this payment, this CC fee amount needs to be split out to the CC fee code GL code.

2. WHAT MAKES A BACKUP RECEIPT/INVOICE COMPLETE?

- Vendor information.
- Item details of what was purchased.
- Dollar details of each item.
- Shipping costs.
- Sales tax = \$0.00. (Restaurant receipts are the exception).
- Total dollar amount MUST match what was charged on VISA.

3. GAS TRANSACTION BECAUSE OF VAN CHECKOUT?

- Copy of completed van checkout sheet with the gas station receipt. Contact Tonya Bausch if needed.

4. PAYING FOR SOMETHING FROM SOMEONE ELSE'S BUDGET?

- Approval from the administrator in charge of the budget being used along with the GL code to use.

5. IS THERE A PO (VISA OR REGULAR) ASSOCIATED WITH THIS TRANSACTION?

- Need copy of PO that was created for this purchase.

6. IS THERE A TIP ON THIS TRANSACTION?

- Tip CANNOT be more than 20%.

7. IS SHIPPING MORE THAN THE PRODUCT TOTAL?

- Need backup showing why this was still the best value.

FAMILY AND MEDICAL LEAVE ACT

SIGNATURE PAGE

I have received a copy of the notice titled “Employee Rights and Responsibilities under the Family and Medical Leave Act”.

I understand that to use Family and Medical Leave Act (FMLA) leave, I must first:

1. Be employed by the District for at least 12 months.
2. Be employed for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave.
3. Be employed at a worksite where 50 or more employees are employed by the District within 75 miles of that worksite.

I understand I am responsible for notifying the District of the need for leave and explaining the reasons for the leave in order to allow the District to adequately designate the leave and determine whether the leave qualifies under FMLA. If I fail to provide notice as required by District policy, my leave may be delayed or denied.

I understand that District policy requires me to report all absences as soon as practicable. If the need for leave is foreseeable, I must provide 30 days’ written notice of the leave if practicable. If the leave is for a qualified exigency for a covered servicemember, I must provide written notice of the leave as soon as practicable, regardless of how far in advance the leave is foreseeable.

Printed Name of Employee

Signature of Employee

Date

WORKERS' COMPENSATION SAFETY REQUIREMENTS

General Safety Requirements

These requirements are being provided to you as an effort to help control and reduce the possibility of an injury to you and your co-workers. They are by no means meant to be all inclusive. They are in addition to any requirements expressed in Local, State or Federal law. Please review the requirements, sign the bottom and return them to Human Resources.

1. All accidents are to be reported, in writing, to your supervisor on the date they occur.
2. All unsafe conditions are to be reported to your supervisor immediately.
3. No running or horseplay is permitted.
4. The use of alcohol or non-prescribed drugs during work hours is strictly prohibited. The use of prescribed drugs is permitted and subject to the limitations imposed by the prescribing physician.
5. Standing on chairs, desks, boxes, or any object other than a ladder or step stool is prohibited.
6. When using chemicals, all appropriate safety equipment must be used. If the appropriate safety equipment is not available, the absence of same should be reported to your supervisor.
7. If your duties require you to drive, the use of a seatbelt is mandatory. The use of a cell phone, by the driver, for phone calls or texting is prohibited in a moving vehicle.
8. The use of employer provided safety devices and personal protective equipment is mandatory.

By signing below, I acknowledge that I have read and understand all of the General Safety Requirements. I further acknowledge that I understand that these requirements are not all inclusive. Additions can be made by the location I am working at, the supervisor I am working under, the specific job I am working on and/or Local, State or Federal law. Failure to comply with one or more of these requirements will result in disciplinary action.

Employee Name (printed)

Employee Signature

Date

Statement Concerning Your Employment in a Job Not Covered by Social Security

(Professional/Certified Employees Only)

Your earnings from this job are not covered under Social Security. When you retire, or if you become disabled, you may receive a pension based on earnings from this job. If you do, and you are also entitled to a benefit from Social Security based on either your own work or the work of your husband or wife, or former husband or wife, your pension may affect the amount of the Social Security benefit you receive. Your Medicare benefits, however, will not be affected. Under the Social Security law, there are two ways your Social Security benefit amount may be affected.

Windfall Elimination Provision

Under the Windfall Elimination Provision, your Social Security retirement or disability benefit is figured using a modified formula when you are also entitled to a pension from a job where you did not pay Social Security tax. As a result, you will receive a lower Social Security benefit than if you were not entitled to a pension from this job. For example, if you are age 62 in 2005, the maximum monthly reduction in your Social Security benefit as a result of this provision is \$313.50. This amount is updated annually. This provision reduces, but does not totally eliminate, your Social Security benefit. For additional information, please refer to Social Security Publication, "Windfall Elimination Provision."

Government Pension Offset Provision

Under the Government Pension Offset Provision, any Social Security spouse or widow(er) benefit to which you become entitled will be offset if you also receive a Federal, State or local government pension based on work where you did not pay Social Security tax. The offset reduces the amount of your Social Security spouse or widow(er) benefit by two-thirds of the amount of your pension.

For example, if you get a monthly pension of \$600 based on earnings that are not covered under Social Security, two-thirds of that amount, \$400, is used to offset your Social Security spouse or widow(er) benefit. If you are eligible for a \$500 widow(er) benefit, you will receive \$100 per month from Social Security ($\$500 - \$400 = \$100$). Even if your pension is high enough to totally offset your spouse or widow(er) Social Security benefit, you are still eligible for Medicare at age 65. For additional information, please refer to Social Security Publication, "Government Pension Offset."

For More Information

Social Security publications and additional information, including information about exceptions to each provision, are available at www.socialsecurity.gov. You may also call toll free 1-800-772-1213, or for the deaf or hard of hearing call the TTY number 1-800-325-0778, or contact your local Social Security office.

I certify that I have received Form SSA-1945 that contains information about the possible effects of the Windfall Elimination Provision and the Government Pension Offset Provision on my potential future Social Security benefits.

Signature of Employee

Date

Form SSA-1945 (12-2004)



**NOTICE OF THE 403(b) PLAN
OFFERED BY
MERAMEC VALLEY R-III SCHOOL DISTRICT**

Employee Name: _____ SSN: _____

Employee Signature: _____ Date: _____

By signing, I hereby acknowledge I have been informed of my eligibility to participate in the plan offered by Valic Financial Services.

Please check the box below that applies to your situation.

- I am currently participating in the 403(b) plan through Valic Financial Services.
- I am interested in participating in the 403(b) plan and I would like to learn more. Please ask the Valic Financial Advisor to contact me.
- I am not interested in participating in the plan at this time. I understand my choice is completely voluntary and I may change my choice to participate at any time, subject to our specific provisions.

MERAMEC VALLEY R-III SCHOOL DISTRICT
Sick Leave Pool Enrollment

All certified staff members must complete the following and return to the central office within 20 days after hire date or during the open enrollment period of August 1 through August 20 each year.

_____ I have read the entire Policy GBBDAA and I hereby release one (1) of my accrued sick leave days to the Staff Sick Leave Pool for which in return this signed authorization gives me membership and benefits as stated in the above mentioned policy.

_____ I do not wish to participate in the Staff Sick Leave Pool.

Printed name of Certified Employee

Date

Signature of Certified Employee

AUTHORIZATION FOR DIRECT DEPOSITS

Meramec Valley R-III School District

I hereby authorize **MERAMEC VALLEY R-III SCHOOL DISTRICT**, hereinafter called **COMPANY**, to initiate credit entries to my

Checking Account Savings Account
choose one

below at the depository below, hereinafter called **DEPOSITORY**, to credit the same to such account.

DEPOSITORY NAME _____ **BRANCH** _____

CITY _____ STATE _____ ZIP _____

ROUTING NUMBER _____

ACCOUNT NUMBER _____

This authorization is to remain in full force and effect until the **COMPANY** has received written notification from me of its termination in such time and in such manner as to afford **COMPANY** and **DEPOSITORY** a reasonable opportunity to act on it.

EMPLOYEE NAME: _____

SOCIAL SECURITY NUMBER: _____

SIGNED: _____ DATE: _____

To insure correct information, please attach a voided check or a copy of a check from the account you want the credit deposited to.

DO NOT SUBMIT A DEPOSIT TICKET.

You must submit a voided check or a copy of a check from the account you wish the credit deposited.

IMPORTANT INFORMATION NEEDED

PLEASE PRINT YOUR INFORMATION BELOW

E-mail Address: _____

Social Security Number: _____

Name on Social Security Card (legal name): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Telephone Number: (____) - _____ - _____
Area Code Telephone Number

Date of Birth: _____
Month / Day / Year

Marital Status: Married _____ Single _____

Our District, as your employer, may be subject to certain governmental recordkeeping and reporting requirements for the administration of civil rights laws and regulations. In order to comply with these laws, the District invites employees to voluntarily self-identify their race or ethnicity. Submission of this information is voluntary and refusal to provide it will not subject you to any adverse treatment. The information obtained will be kept confidential and may only be used in accordance with the provisions of applicable laws, executive orders, and regulations, including those that require the information to be summarized and reported to the federal government for civil rights enforcement. When reported, data will not identify any specific individual.

- Ethnicity/Race _____ Hispanic or Latino – A person of Cuban, Mexican, Puerto Rican, South or Central American, or other Spanish culture or origin regardless of race.
- _____ White – A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.
- _____ Black or African American – A person having origins in any of the black racial groups in Africa.
- _____ Native Hawaiian or Other Pacific Islander – A person having origins in any of the peoples of Hawaii, Guam, Samoa, or other Pacific Islands.
- _____ Asian – A person having origins in any of the original peoples of the Far East, Southeast Asia, or the Indian Subcontinent, including, for example, Cambodia, China, Indian, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand, and Vietnam.
- _____ American Indian or Alaska Native – A person having origins in any of the original peoples of North and South America (including Central America), and who maintain tribal affiliation or community attachment.

Employee Signature

Date

EMPLOYEE PRINTED NAME: _____

BUILDING: _____

Receipt of Employee Handbook

“I acknowledge receipt of this handbook, and agree to comply with the policies and procedures as stated in the handbook. I further agree that I will read the handbook and alert my supervisor if I do not understand any of its contents.”

Employee’s Signature: _____ Date: _____

Complete and return to your immediate supervisor. Your immediate supervisor will then have it filed with your personnel record.

THIS HANDBOOK IS NOT INTENDED TO BE, NOR DOES IT CONSTITUTE AN EXPRESS OR IMPLIED CONTRACT OF ANY KIND IN FAVOR OF EMPLOYEES, NOR SHALL ANY EMPLOYEE OR APPLICANT FOR EMPLOYMENT HAVE ANY CONTRACTUAL RIGHTS, CLAIMS OR PRIVILEGES AGAINST THE DISTRICT BY VIRTUE OF THIS HANDBOOK. MOREOVER, NOTHING IN THIS HANDBOOK IS INTENDED TO CREATE ANY TYPE OF AGREEMENT FOR EMPLOYMENT OR CONTINUED EMPLOYMENT OR GUARANTEED HOURS OF WORK.

Employee’s Signature: _____ Date: _____

Timekeeping Guidelines

This will acknowledge that I, _____ have received, read, and understand the Timekeeping Compliance Guidelines.

I also acknowledge and understand my responsibility to be compliant with the District’s wage and hour policies and timekeeping procedures. I understand I should immediately seek support should I have any further questions or concerns.

I further understand that these documents may be revised or amended at any time by the District.

Employee Signature

Date