



EMPLOYEE HANDBOOK

BOARD OF EDUCATION

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Revised Adoption: June 22, 2009

STATEMENT OF NON-DISCRIMINATION

Millwood Public Schools does not discriminate on the basis of sex/gender, race, color, national origin, disability, veteran or marital status in the educational program or activities that it operates pursuant to Title IV of the Civil Rights Act of 1964, Title IX of the Education Amendment of 1972, Section 504 of the Rehabilitation Act of 1973, and the Office of Civil Rights guidelines. Inquiries may be referred to Linda Gabriel, Educational Equity Officer, Millwood Public Schools, 6724 Martin Luther King Avenue, Oklahoma City, Oklahoma 73111-7995, telephone (405) 478-1336, or the Office of Civil Rights of the Department of Education.

Front Cover

The District logo was designed in 1999 by Clarence Bostic, former Millwood Middle School teacher. It illustrates an adult leading a child up a steep incline. The smaller figure represents the Millwood student body; the larger figure represents adult help (teachers, administrators, parents, mentors) pointing toward excellence and achievement.

The steep incline represents the body of knowledge necessary for preparation. The falcon symbolizes the ultimate level of success each hopes to attain.

August 12, 2011

Dear Colleague:

The Employee Handbook sets forth many of the conditions of your employment. It contains information that will allow you to take full advantage of the many benefits and opportunities resulting from your employment with the District.

The District maintains the highest standards in the selection, employment, training, and evaluation of its personnel. Every employee of the District, regardless of his/her specific assignment, must demonstrate the skill and commitment necessary to move educational programs toward the District's goal of excellence. Whether you are teaching students in the classroom, driving a bus, or working to keep facilities safe and attractive, you are working on a team committed to excellence.

I congratulate you on possessing the skills and experience necessary to qualify you for employment with Millwood Public Schools and being a member of the team. I extend to you my appreciation for the contribution you will make for Millwood to "rise and shine."

Sincerely,

Gloria Griffin, Ed.D.
Superintendent

GG:mm

PREFACE

The Employee Handbook is provided as a convenience to the employees of Millwood Public Schools. The Handbook contains general information to be used as a guide to the benefits and conditions of employment with the District.

The Handbook is not a contract, nor does it represent a full statement of current programs and policies.

Employees requiring specific and authoritative information related to the topics in this handbook are directed to Board Policy and Administrative Regulations or to the appropriate contract or statement of understanding adopted by the Millwood Board of Education.

Copies of Board Policy and Administrative Regulations are available for inspection at each site, the Superintendent's Office and the Website www.millwood.k12.ok.us. In the schools, copies may be examined in the offices of the principals and in the media centers.

Copies of negotiated agreements and statements of understanding are available from the bargaining agents.

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GENERAL CONDITIONS OF EMPLOYMENT

EMPLOYMENT POLICY

The Board of Education of Millwood Public Schools fully complies with federal status providing for equal employment opportunity in all job classifications of the District.

The Board of Education further recognizes that the effective application of a policy of equal employment opportunity involves undertaking a program of affirmative action. All District personnel concerned with recruitment, hiring, training, assignments, promotions, transfer, compensation, dismissal, and other employment practices are expected and directed to govern their personnel actions and procedures within the intent of equal employment opportunity statutes, orders, and regulations applicable to the employment policies of Millwood Public Schools.

EMPLOYEE DRESS CODE

The school district has a dress code which reflects a uniform standard of dress of all students in grades pre-kindergarten through twelfth grade. Such a standard establishes continuity of dress and develops within each school an academically focused learning environment. Inherent in the application of a uniform standard of dress for students is an expectation that district employees will meet or exceed the dress code for students.

District employees attire may have an affect upon others, i.e., students, parents, peers, as well as the learning environment. Employees should not wear clothing that inappropriately exposes the body or creates a disruption to the learning process. Prohibited clothing includes net shirts and undershirts; see through blouses, low-cut blouses/shirts; halters and tub tops; torn, cut-up slit clothing; or attire that promotes violence, drugs, or alcohol. Caps, hats, or religious head covering should not be worn inside the building. Standards of health and safety prohibit wearing "flip flop" shoes.

HUMAN RELATIONS

The District is committed to the concept that everyone is entitled to dignity, respect, and value. This concept must be translated into reality by effort of the employees and students of this District. While the Board embraces the principles of free speech, it abhors the abuse of this freedom by those who would incite hatred and violence based on race, ethnicity, religion, national origin, disability, or gender.

SEXUAL HARASSMENT

Employees of the school district are prohibited from making sexually derogatory remarks or verbal or physical advances to co-workers, patrons, or students. Any employee who is subjected to such harassment or who has knowledge of such harassment should report it immediately to his/her supervisor.

The District's policy prohibits unwelcome sexual advances with or without accompanying promises, threats, or reciprocal favors or actions that make the effect of adversely affecting the employee's or student's performance or which creates a hostile or offensive working environment. The victim can be male or female and need not be of the opposite gender. The harassed may be any other District employee, regardless of supervisory rank or lack thereof, an agent of the District, or a person not employed by the District. The victim does not have to be the person harassed in order to be directly affected by the offensive conduct. The harassment may occur without economic injury of the victim. The harassed conduct must be unwelcome. (Board Policy G-14)

It is in the complainant's best interest to directly inform the harassed that the conduct is unwelcome and must stop. If the behavior continues, the complainant should use the established formal complaint or grievance procedures. No employee shall suffer reprisals of retaliation from filing such complaints.

USE OF TOBACCO BY EMPLOYEES

The Board believes that students and employees have the right to freedom from tobacco and its use. Use of tobacco is not permitted on school property by employees. The use of tobacco in district-owned vehicles is prohibited. Employees are warned that violation of Board Policy G-15, Smoke Free-Tobacco Free Environment, may lead to dismissal action.

GIFTS AND GRATUITIES

Employees may not accept any gift, money, property, or personal service from individuals, vendors, and/or contractors who does business or seek to do business with the District. Exceptions may be made when the value is nominal and the benefits are common. Employees should not engage in activities that are not compatible with the duties and obligations of their positions and are expected to avoid any action that will result in or create the appearance of accepting gratuities, gifts, or favors that might influence or appear to influence professional judgment, or conversely, offering any favor, service, or thing of value to obtain special advantages.

OWNERSHIP OF EMPLOYEE-PRODUCED MATERIALS

Materials produced by employees during working hours for purposes of performing their job assignments during working hours are the property of the District. Materials produced on the employee's off time, but using District equipment or materials, will be jointly owned by the District and the employee.

POLITICAL ACTIVITIES

Employees of the District have the same fundamental civic responsibilities and privileges as other citizens. Among these are campaigning for elective public office and holding an elective or appointed public office.

Because an employee's political activities are individual and personal and should in no way interfere with the employee's job obligations or assigned duties during the work day, it is important that employees engaging in political activities consult current Board policy and administrative regulations for specific guidelines.

RECRUITMENT AND HIRING

Administrators and personnel officer are responsible for recruiting personnel; however, employees who have knowledge of qualified persons should encourage them to submit applications to the Superintendent's Office.

The selection of employees is based on the qualifications of the person to fill the position. The superintendent is responsible for recommending to the Board of Education outstanding candidates for employment for all vacant positions in the District. The personnel officer is responsible for posting, screening, and disseminating to the administration qualified applicants for each vacancy.

Administrators have the primary responsibility of reviewing all applications, screening for interviews, and making recommendations to the superintendent; however, the superintendent may appoint and give direction to selection committees as may be deemed appropriate for specific vacancies.

Employment action is not completed and official until the Board has approved it at a Board meeting. The superintendent is authorized to employ qualified persons on a temporary basis subject to the final approval by the Board.

MEMBERS OF THE SAME FAMILY

Husbands and wives, or other members of the same immediate family, may be accepted for employment in the District, but ordinarily they will not be assigned to the same building or department or be directly responsible to the same immediate supervisor.

COMPENSATION

STAFF COMPENSATION PLANS

Each year the superintendent reviews compensation plans for employees not represented by a bargaining agent and recommends appropriate revisions to the Board. Compensation plans for employees who are represented by a bargaining agent are established through the process of collective bargaining between the Board and the recognized bargaining unit. Once adopted by the Board, these compensation plans are regarded as current policy. Employees may find the compensation plan for their employee group in the respective negotiated agreement, or they may obtain the compensation plan from the business manager.

Compensation plans include all salary and fringe benefits that have a monetary value to the employee, including but not limited to base salary, paid holidays, leave benefits, insurance, and retirement.

SALARY SCHEDULES

There are four compensation plans, each with its unique salary schedules, corresponding to the four employee groups of Millwood Public Schools: (1) certified; (2) administrative (certified); (3) professional/technical staff; (4) support.

Placement on the respective salary schedule is based on relevant previous experience, training, and/or educational background. Placement on certified schedules is closely aligned to provisions of Oklahoma Statutes. The Business Office determines the amount of experience to be credited for placement. The superintendent is ultimately responsible for the placement of all employees on the salary schedule and may consider other factors as deemed appropriate in individual placements within the parameters of negotiated agreements, statutes, and Board policy.

CERTIFIED SALARY SCHEDULES AND PLACEMENT

Certified employees from out of state may be granted up to five years credit on the appropriate salary schedule. Of that total, a maximum of five years may be approved teaching experience and a maximum of five (5) years for military service, but in no case shall the total experience credit granted be more than ten years. Credit for experience gained within the State of Oklahoma will be in accordance with that approved by the State Department of Education. Additional experience credit may be granted by the Superintendent.

Newly employed teachers who begin their employment before providing official documentation of prior experience will receive salary adjustments when such evidence is received by the Business Office, according to current policy. If documentation has been

received on or before the last day of work in April of the current fiscal year, the salary adjustment will be retroactive to the first day of employment in that year.

When documentation is provided during the current year, but after the last day of April, the salary adjustment will be effective for the ensuing year. Teachers hired after March 1st will be exempt from this provision and may provide documentation any time prior to the end of the fiscal year (June 30). Retroactive payments for previous fiscal years cannot be made.

SUPPORT PERSONNEL SALARY SCHEDULES AND PLACEMENTS

The normal placement of newly employed support personnel will be Step 1 of the salary schedule; however, up to five (5) years experience may be granted when work experience is verified.

BUSINESS OFFICE ADMINISTRATORS-PROFESSIONAL TECHNICAL STAFF SALARY SCHEDULES AND PLACEMENT

For Business Office administrative and professional/technical staff, the initial placement on the salary schedule will normally be Step 1; however, with the recommendation of the appropriate division head, new employees may be placed at a maximum of Step 5. Placement above Step 5 may be made with the approval of the superintendent.

Based upon relevant previous experience, training and/or educational background, the superintendent shall be responsible for the placement of new employees on the proper step of the appropriate salary schedule as established through negotiations, agreements, and individual contracts, according to current policy.

BUILDING ADMINISTRATORS SCHEDULES AND PLACEMENT

For new building administrators, placement is determined by the provisions of the current statement of understanding with the administrative unit.

SCHEDULE PLACEMENT UPON RE-EMPLOYMENT

Re-employment is defined as returning to work for the District after having previously been employed by the District under contract in a permanent assignment for a period in excess of 90 working days.

Employees who leave the District in good standing may (1) be re-employed at the same experience level on the appropriate salary schedule to which they were entitled at the time of separation; or (2) may claim subsequent or prior experience, including District experience, for placement according to current experience credit guidelines for new employees. The procedure yielding the higher salary amount will be used.

Former employees who claim former placement and who are being employed in positions on a higher or lower schedule will be reinstated to the schedule of the former position first, then current promotional or de-motional procedures will determine step placement for the new job.

APPEALS OF SCHEDULE PLACEMENT AND EXPERIENCE CREDIT

Employees have the responsibility for ensuring that their salary schedule placement and assessment of experience are accurate. While it is the role of the business manager to assess experience, background, and education, and to determine schedule placement consistent with the guidelines, it is the employee's responsibility to appeal that placement or experience credit if error is suspected.

Such appeals must be sent to the business office within ninety (90) days of initial placement, or the receipt of a questionable warrant, or receipt of annual salary notification. Retroactive payments for previous fiscal years cannot be made.

PAYROLL PLAN

All employees are on a 24 semi monthly pay plan. Pupil transportation personnel is the exception. Pupil transportation personnel are on a 19 semi monthly pay plan.

PAYROLL INFORMATION

District employees are paid twice a month. Upon written authorization from the employee, the District will make payroll deductions for union dues, political contributions, insurance premiums, teacher retirement, tax sheltered annuities, credit union, Millwood Enrichment Foundation, United Way Fund and other benefits as authorized by current compensation plans. Specific deduction criteria may be specified in applicable bargaining agreements.

All warrants will have required deductions for FICA (Federal Insurance Contribution Act), which includes social security and medicare, and state and federal withholding taxes. It is the responsibility of the individual employee to verify that payroll deductions are being made as requested.

DIRECT DEPOSIT

Direct Deposit is the electronic transfer or a payment owed to an employee into the employees checking or savings account. The employee must have a bank account to receive payments by Direct Deposit.

Direct Deposit is a free service offered by the District and most financial institutions. Authorization Agreement for Automatic Deposits forms may be obtained in the principal's office. Completed forms should be submitted to the superintendent's office.

OVERTIME PAY AND COMPENSATORY MAKE UP COMBINED TIME

District employees are covered by the provisions of the Fair Labor Standards Act (FLSA) relating to overtime payments for time worked in excess of 40 hours per week and compensatory time to adjust the work week to 40 hours. Employees exempt from the provisions of the Fair Labor Standards Act include teachers, administrators, and some professional/technical staff.

Overtime pay at the rate of 1.5 times the regular hourly/daily rate is paid only when actual work during the week exceeds forty hours. If an employee scheduled to work 8 hours each day took a day's sick leave, his/her hours of actual work that week would be 32 hours (40 hours minus 8 hours). If that employee were asked to stay late or work on a non duty day that week, the compensation for those extra hours would be at the regular hourly/daily rate until the total hours actually worked that week exceeded 40. An employee regularly scheduled to work 7.5 hours each day for a total of 37.5 hours each week would be compensated for additional time worked at the regular rate (up to 2.5 hours) until the actual hours worked that week exceeded 40 hours.

Compensatory time is defined as time off during regular working hours that is given to an employee in exchange for time spent on the job before or after regular working hours. Compensatory time should be taken during the same week that it is earned as long as it does not unduly disrupt the school's or department's operations as determined by the immediate supervisor. If the time cannot be given during the week it is earned, it must be given at the rate of 1.5 times the following week.

Makeup time is defined as work time outside regular working hours by an employee who is compensating the District for the equivalent amount of work time missed. For example, an employee who is one hour late or who leaves one hour early has reduced a 40 hour work week to 39 hours. One hour of makeup time is required to restore the work week to 40. (Lost time of two hours or more must be charged to individual leave balances in the appropriate leave category. If no individual leave balance in the appropriate leave category exists, the lost time will be unpaid.)

REMUNERATION FROM OTHER SOURCES

District employees may not receive remuneration from other sources for work they perform during their regular duty days or duty hours.

Employees may receive remuneration from other sources for services they perform outside their regular work day and that are not a part of their job responsibilities and duties.

Employees who provide consulting or other services to outside agencies may use vacation days or personal leave (unpaid) days to provide services for remuneration from other sources when such leave is requested and approved according to regular leave guidelines.

FRINGE BENEFITS

HEALTH INSURANCE

New employees have up to 30 days to enroll in the District's health insurance plan without proof of insurability. The effective date of coverage is the first day of the month following employment.

Health insurance will terminate at the end of the month in which termination of employment occurs. Less than twelve-month employees who have completed a work year and who pay their share of the premiums in advance are entitled to the Board contribution, if any, towards the premium through the following August. Terminating employees may elect to continue coverage under the provisions of Consolidated Omnibus Budget Reconciliation (COBRA), subject to the provisions of the State Health Insurance Plan and Board policy.

LIFE INSURANCE

Life insurance terminates on the last day of employment preceding termination, except those twelve-month employees who have completed their full contract year are entitled to coverage through the following August. Life insurance may be converted from group to individual coverage under the conditions provided by the insurance company and by Board policy.

Employees seeking information or assistance related to insurance should contact the insurance coordinator or business manager in the Business Office.

RETIREMENT

All regularly employed teachers, administrators, and professional/ technical personnel are required to join the Teachers' Retirement System of Oklahoma (TRS). Support personnel have the option of joining TRS. Employees for whom the Board makes the retirement contribution as a fringe benefit are required to join TRS in order to receive the benefit. The Teachers' Retirement System of Oklahoma has prepared an excellent handbook on retirement benefits and laws affecting retirement. The handbook is provided by the business manager at the time of initial employment; subsequent editions may be obtained from TRS whose offices are housed in the Oliver Hodge Memorial Office Building, (405) 521-2387. Upon retirement, eligible employees will be compensated for unused sick leave provided said unused sick leave days are not applied toward an additional year of retirement in the Teachers' Retirement System of Oklahoma.

FICA

All employees are automatically covered by Social Security and Medicare. Deductions are withheld from the employee's gross salary and are matched with a like sum by the District. By law, deductions are made by the calendar year.

EMPLOYMENT RECORDS

Official personnel files and employee records are those maintained in the office of the superintendent.

PERSONNEL FILES CONTENTS

Employees are permitted to place in their files any material that contains factual information concerning additional training, experience, or other pertinent materials related to the employee's employment status. Due to constraints of space, some materials may be denied placement in the files or returned to the employee.

Material that may adversely affect the employee's status and performance evaluations will not be placed in the employee's personnel file until the employee has had an opportunity to read the material or to affix his or her signature and the date to the actual copy to be filed.

ACCESS TO PERSONNEL FILES

Employees, or their duly authorized designates, may upon request review the contents of their personnel files maintained by the immediate supervisor and/or in the Superintendent's Office, with the exceptions of confidential letters of reference authorized by the employee and in accordance with Board policy.

Public information will include the employee's name, job title, job location, and salary. Employees are required to provide current addresses and telephone numbers for the personnel files. Home addresses and telephone numbers will be released only upon written authorization of the employee. Other items of information will be released only to authorized public agencies, in compliance with the Oklahoma Open Records Act, or with written authorization of the employee. (Board Policy B-21 and Regulation B-21-R1)

REMOVAL OF INFORMATION FROM THE PERSONNEL FILES

Upon written request by the employee, all disciplinary action except those leading to suspension or termination proceedings that are three or more years old will be removed and returned to the employee.

DISPOSITION OF PERSONNEL FILES

Employee personnel records will be kept on file for three years following the termination of employment. At the end of three years, selected documents will become a part of the District's archives. All other materials in the employee's personnel file will either be returned to the employee, upon specific request, or discarded.

EMPLOYEE RELATIONS

BOARD-STAFF COMMUNICATIONS

It is the Board's policy to maintain open channels of communication with employees. The line of communication with the Board is through the superintendent. This line of communication is not intended to deny the rights of any employee to appeal administrative decisions to the Board, but to ensure that the superintendent will be notified of the forthcoming appeal and that the appeal is processed in accordance with the Board's complaint procedure. (Board Policy G-25)

In the event that an employee is requested by a Board member to supply information or services requiring a substantial amount of work time, the employee must report the request to his/her immediate supervisor who will report the request to the superintendent.

EMPLOYEE ORGANIZATIONS

The Board of Education recognizes the right of employees to organize for the purpose of representation in negotiating agreements with the District on the terms and conditions of their employment. No employee shall be discriminated against by the Board of Education, superintendent, or any administrator, or by the employee organization, its officers or members because of her or his exercise of the right to participate or not to participate in an employee organization as provided by Oklahoma Statutes, Title 70-509.

The rights and privileges available to the employee organization elected as the bargaining representative are outlined in the respective negotiated agreements.

COMPLAINT PROCEDURE

All District employees have the right to use the complaint procedure to remedy what they believe to be violations, misinterpretations, or misapplications of Board policy or administrative regulations. The Board guarantees that there will be no reprisals against employees who use the complaint procedure. (Board Policy G-25)

A complaint is an allegation that there has been a violation, misinterpretation, or misapplication of District policies, administrative regulations, or procedural guidelines that pertain to the individual employee. In filing a complaint, an employee may use either the procedures set forth in Board policy or the grievance procedure outlined in the applicable

negotiated agreement, if the alleged violation also violates a provision of the negotiated agreement.

Required forms and additional information are available from the Superintendent's Office.

EMPLOYEE SAFETY AND HEALTH

SAFETY AND HEALTH

The District is responsible for maintaining satisfactory health and safety conditions at each work location and for ensuring that employees are made aware of the rules and regulations pertaining to the employee's safety and the safety of students and other personnel. Employees are expected to notify their immediate supervisors of any existing or potentially unsafe or hazardous conditions at their job sites. Employees are subject to disciplinary action for willful violation of posted safety rules or regulations.

PARKING

Employees are not to park in the visitors' parking space nor the handicap parking space unless they have a Handicap Parking Permit.

ON-THE-JOB INJURY

An employee who is injured in the line of duty and who is unable to perform his or her assigned duties may be absent without loss of pay for the period of time specified in the applicable negotiated agreement and/or Board policy. Benefits under this provision are subject to the conditions and restrictions set forth in Board policy and the applicable negotiated agreements. (Appendix)

Injuries occurring on the job must be reported to the immediate supervisor within one hour of the occurrence (Appendix B). Injuries not reported within this time limit will require a written explanation of the reporting delay.

WORKERS' COMPENSATION

The District provides the benefits established by the Oklahoma Workers' Compensation Act to all employees who are injured in on-the-job accidents; including medical expenses, temporary compensation, and benefits for permanent disability or death.

Injuries occurring on the job must be reported to the immediate supervisor within one hour of the occurrence and a Form 2 completed. Injuries not reported within this time limit will require a written explanation of the reporting delay.

EMPLOYEE DEVELOPMENT

The District is committed to providing a program of employee evaluation designed to improve the instructional program and support services and to comply with the Oklahoma statutes. Evaluation programs are established and reviewed periodically with the involvement of employees who are representative of the groups of employees affected. The person responsible for conducting the employee's evaluation is the employee's immediate supervisor or designee. Evaluations are conducted in accordance with the evaluation plans adopted for the various employee groups.

PROFESSIONAL DEVELOPMENT

Employees are encouraged and expected to continue efforts to increase their professional growth and performance effectiveness. To assist in this endeavor, a program of professional development and training is provided through workshops, inservice programs, and other activities related to the professional development of employees. The professional development coordinator has primary responsibility for the coordination of various programs designed by schools, departments, and divisions and for assisting employees to identify and attend quality inservice programs.

Certified employees are required by law to complete a total of 75 professional development points during each five year period of employment as a teacher in Oklahoma. Failure to comply with this law makes a teacher ineligible for re-employment. Current Board policy sets forth the number of professional development points that must be earned by members of other employee groups.

PROFESSIONAL ASSOCIATIONS

The District supports the right of its employees to join and take part in professional associations of their own choosing. Absence from work for the purpose of taking part in the professional development activities of professional associations will require the approval of the immediate supervisor. Approval by the Board of Education is required when the training activity involves travel outside the state.

Employees who accept association offices or duties that will require their absence during working hours or that will otherwise encroach upon the time they normally spend on their regular assignment must seek approval before accepting such offices or duties.

EMPLOYEE ATTENDANCE

THE WORK YEAR

The length of both the work year and the specific duty days vary according to the position and assignment classification of the employed. Information regarding the work year is provided to individual employees at the time of employment; however, employees may wish to consult their employment contracts, job descriptions, and the school calendar to verify their work year and specific duty days. Supervisors and business manager will assist in interpreting these documents.

THE WORK DAY

Like the work year, the specific times and duration of the work day vary according to job classification and assignment. Employees receive their individual time schedules from their immediate supervisors.

HOLIDAYS

The schools and the Superintendent's Office are closed for certain holidays each year specified on the school calendar. Eligible support personnel and professional/ technical staff are entitled to observe paid holidays.

EMERGENCY SCHOOL CLOSINGS

The decision to close schools as a result of bad weather or other acts of nature will be made by the superintendent. Notification of such doings will be sent to the media.

Personnel who work less than twelve months are not required to report for duty when schools are closed. All persons who work twelve months are required to report, regardless of their job sites. If persons in this category are unable to report, the absence will be charged to sick, personal business, or vacation leave.

PAID ABSENCES

Employees are entitled to paid absence from work under conditions prescribed by Board policy and/or negotiated agreement.

1. Sick leave (and anticipated disability)
2. Personal business (emergency) leave
3. Bereavement leave
4. Injury leave
5. Legal leave
6. Military leave
7. Professional leave

8. Vacation
9. Family leave (paid and unpaid)

The applicable negotiated agreement or Board policy outlines the specific number of days and the eligibility requirements for each type of paid absence.

UNPAID LEAVE

Employees may apply for and receive approval for unpaid personal leave when the reason for absence does not meet the criteria for paid leave or when the employee has exhausted appropriate leave. Unpaid leave is subject to the same approvals and conditions as paid leave.

AUTOMATIC UNPAID LEAVE

Employees who have exhausted their sick leave and are unable to return to work will be placed on automatic unpaid leave of absence. A physician's statement will be required at this time, if one is not already on file: and a physician's statement verifying ability to resume duties will be necessary for reinstatement.

Automatic leave is for the period required for the employee to regain his/her ability to resume the tasks of the assignment; however, all automatic leaves expire no later than June 30, annually.

Employees on leave must submit requests for reinstatement or extension accompanied by a physician's statement by April 15, annually. Requests for reinstatement or extension of leave are subject to the approval of the superintendent.

Employees failing to request reinstatement to duty or renewal of automatic leave are subject to termination.

Members of bargaining units should consult their negotiated agreements for special provisions governing exhaustion of sick leave benefits.

FAMILY LEAVE

Employees are provided with up to 12 weeks of unpaid family leave. Before an employee will be placed on unpaid family leave, the employee must first exhaust any accumulated sick leave, personal business leave, and vacation leave. Such leave will be deducted from the 12 weeks of eligibility.

Leave may be granted for the birth, adoption, or foster placement of a child by the employee; to care for a spouse, son, daughter, or parent who suffers from a severe health condition; or for a severe health condition the employee is experiencing. Eligibility and other conditions for family leave are set out by current Board policy.

EXTENDED LEAVE OF ABSENCE

All extended leaves of unpaid absence are non cumulative and, unless excepted by law, are for one (1) contractual year or for the remainder of the contractual year if it has begun. Reinstatement may be approved during the period of leave if the services of the employee are needed.

No employee, unless excepted by law, is eligible to apply for an extended unpaid leave until a minimum of three (3) years qualifying service has been completed. Employees will normally be expected to complete three (3) additional years of qualifying service before becoming eligible for another extended leave of absence.

Renewal of extended leaves of unpaid absence may be granted for one (1) additional year, except where otherwise provided by Board policy or negotiated agreement. Requests for reinstatement or extension of an unpaid leave of absence must be filed with the superintendent on or before March 15 for the following contractual year.

An employee failing to submit a request for reinstatement from leave of absence or an extension of leave terminates affiliation with the Board of Education at the expiration of the leave.

Eligible employees may request extended leave of absence in the following categories: medical leave; study leave; political leave; military leave; parental leave.

SUBSTITUTE TEACHERS

When possible, substitute teacher(s) will be provided in instances when the regular teacher(s) is absent from his/her duties.

1. Sick Leave
2. Personal Business - Written request three (3) days prior to leave; written request within two (2) days after return from an emergency personal business leave. (No personal leave will be granted immediately preceding or following a holiday or vacation period, and days when school remains in session despite adverse weather condition. No personal leave will be granted when such an absence would result in a hardship for students, school district, or professional staff.)
3. School Activities
4. Professional Leave
5. Job Incurred Disability
6. Bereavement Leave (Immediate Family)
7. Legal Leave
8. Military Leave
9. Leave Without Pay
10. Unpaid Absence

Substitute Request Process

Coaches

Coaches completes "Staff Absent Report Form" at least 5 days in advance. Athletic Director's signed approval required. Athletic Director will sign and forward form to respective principal. Principal will sign and forward "Staff Absent Report Form" to Business Manager, who will initial and submit pink copy to Substitute Office.

Professional Leave

Teacher completes "Staff Absence Reporting Form" at least 3 days in advance. Principal's approval required. Principal will forward signed form with purchase order to Business Manager, who will confirm and sign. Business Manger will submit to Superintendent for final approval. Pink copy will be sent to Substitute Office.

Other Leave

- a. Before 6:00 a.m. or after the end of the workday - Call HOTLINE (405.478.1336) + code(s) unless otherwise specified by site administrator:
PreK-8 (5003)
High School (5000)
Arts Academy & Freshman Academy (Call Arts Academy Office Manager)
- b. Between 6:00 a.m. and 7:00 a.m. - Call principal or principal's designee.
- c. During workday, contact principal or principal's designee and complete required staff absent form.

Examples:

- ▶ If teacher becomes ill after the end of the day/before the school begins - Call HOTLINE unless otherwise specified by the principal.
- ▶ Emergency arise after 6:00 a.m., before teacher arrives at school - Call principal or principal's designee.
- ▶ There is a doctor's appointment that could not be scheduled any other time but during the workday - Contact principal or principal's designee and complete required staff absent report form.
- ▶ Personal Business Leave is needed to close on purchase of house - Contact principal or principal's designee and complete required staff absent report form.

Other Specifications

- *Support Personnel:* No substitutes!
- *Teachers' Assistants:* No substitutes, principals must get other personnel to cover/fill.

- *Professional Leave:* Restricted.
- *Weekly Sign In Sheets:* Office managers are to turn in Substitute Weekly Sign In Sheets to the Substitute Office at the end of each work week.
- *Weekly Time Sheets:* Substitute teachers are responsible for receiving the required signatures on weekly time sheets and for submitting the weekly time sheets to the Substitute Office.
- *Verifications:* The Substitute Office will check and certify weekly time sheets prior to submitting to the Business Office.
- *Substitute Teachers' Warrants:* Warrants will be issued the Tuesday of the following week.

Substitute Teacher Training and Felony Check

- Substitute Teacher Training will be scheduled throughout the school year. Initial training will be scheduled at least one week prior to the first day of school. Subsequent training sessions will be held the first and third Friday of each month. The training will be conducted by the principals. Training on video will be available.
- The Substitute Office will receive the names and telephone numbers of the substitute teacher trainees upon their completion of the Substitute Teacher Training.
- Substitute teachers are responsible for paying for their felony check and providing the district with a current copy of the felony check.

TERMINATIONS

RESIGNATIONS AND RETIREMENT

Employees who wish to terminate their employment must notify their immediate supervisors and fill out the required resignation form (Appendix). Support personnel should submit resignation form at least two weeks in advance. Administrative and professional-technical personnel are expected to give at least 30 days notice.

An employee may voluntarily retire after having reached the age of fifty-five (55) and having completed ten years of service with the District, or as otherwise provided by statutes or negotiated agreement.

Resignations or retirements shall be effective and may not be revoked when submitted to the superintendent unless otherwise determined by the Board. The superintendent will not accept any resignation or retirement a teacher submits after August 1, which is to be effective during the current school year, unless a qualified replacement may be obtained.

The resignations of teachers are subject to statutory requirements for notice. Oklahoma statutes provide that teachers must give notice by registered or certified mail by fifteen (15) days after the first Monday in June, otherwise the continuing contract is binding on both the teacher and the District for the ensuing year. (SB394)

Employees on contracts can not be released without acceptance of the resignation by the superintendent. Resignations are reported to the Board of Education as information only. Board action is not required.

Final pay for employees leaving the District will be processed at the established payroll periods. Final warrants may be picked up from the Business Office. Warrants will not be mailed without the authorization of a signed affidavit. (Board Policy G-17)

DISMISSALS

Employees may be dismissed from employment with the District. Employees are entitled to due process in regard to dismissal and are encouraged to appeal any dismissal action they believe to be unjustified. The bargaining agreements, Board policy, and Oklahoma statutes provide conditions and procedural protections related to fair dismissal of employees.

EXIT INTERVIEWS

The District encourages the use of exit interviews by supervisors of employees who terminate employment with Millwood Public Schools. Employees will be contacted for an exit interview with the business manager or the executive assistant to the superintendent. These interviews are intended to allow the employee to supply information about his or her experiences that will allow the District to improve or enhance the conditions of employment for all employees.

DISCIPLINARY ACTION

FORMS OF DISCIPLINARY ACTION

Disciplinary action may be taken against employees who violate established policies, regulations, or procedural guidelines. The extent of the disciplinary action taken against the employee will depend upon the seriousness of the violation and may range from a verbal reprimand or dismissal from employment. The employee will be entitled to due process rights when the disciplinary action is such that it will affect his or her employment status. A complaint process and/or grievance procedure is available to any employee who believes he or she has been unfairly treated or unjustly disciplined.

STANDARDS OF CONDUCT

The following standards are not all-inclusive but are intended to be illustrative of the minimum expectations for acceptable work performance and workplace behavior.

Attendance

1. Employees should report to work as scheduled.
2. If employees cannot report as scheduled
 - a. Employees should arrange planned absences, including reporting to work late

- or leaving work early, in advance with supervisors.
 - b. Employees should report unexpected absences, including reporting to work late or having to leave early, to supervisors as promptly as possible.
3. Overtime
- a. Employees should work overtime hours as directed by their supervisors.
 - b. Non-exempt employees (as defined by the Fair Labor Standards Act) should not work overtime without advance authorizations from their supervisors.

Satisfactory work performance

- 1. Employees are expected to meet established performance standards.
- 2. As needed, supervisors should assist employees in understanding the expectations of these Standards of Conduct and those set forth in employees' job description.

Compliance with policies

Employees are expected to abide by all policies promulgated by the Millwood Board of Education.

Report circumstances that affect satisfactory work performance

- 1. Employees should report to their supervisors any conditions or circumstances that prevent satisfactory work performance.
- 2. Employees should advise their supervisors of unclear instructions or procedures that may affect satisfactory work performance.

Outside employment

- 1. Employees may not engage in any other employment in other agencies, in private businesses, or in the conduct of professions during the hours for which they are employed to work.
- 2. No property belonging to or under contract to the Millwood Public School District may be used for outside employment activities.

REMOVALS DUE TO CIRCUMSTANCES WHICH PREVENT EMPLOYEES FROM PERFORMING THEIR JOBS

Inability to meet working conditions

An employee unable to meet the working conditions of his or her employment due to circumstances such as those listed below may be removed under this section.

Reasons include:

- 1. loss of driver's license that is required for performance of the job
- 2. incarceration for an extended period
- 3. loss of license or certification required for the job

UNACCEPTABLE STANDARDS OF CONDUCT (OFFENSES)

Not all-inclusive

The offenses set forth below are not all-inclusive, but intended as examples of unacceptable behavior for which specific disciplinary actions may be warranted. Accordingly, any offense that, in the judgment of school administrator, undermines the effectiveness of the district activities, may be considered unacceptable and treated in a manner consistent with the provisions of this section.

Grouped according to severity

These offenses listed below are organized into three groups according to the severity of the behavior, with Group I being the least severe.

1. Group I

- a. Unsatisfactory attendance or excessive tardiness
- b. Abuse of district time, including, for example, unauthorized time away from the work area, use of district time for personal business, and abuse of sick leave.
- c. Use of obscene or abusive language.
- d. Inadequate or unsatisfactory work performance.
- e. Disruptive behavior.
- f. Conviction of a moving traffic violation while using a district-owned vehicle.
- g. Violation of Board Policy G-12, Drug Free Workplace (considered a Group I offense depending on the nature of the violation).
- h. Violation of Board Policy G-14, Sexual Harassment (considered a Group I offense depending upon the nature of the violation).
- i. Violation of Board Policy G-13, Equal Opportunity (considered a Group I offense depending on the nature of the violation).

2. Group II

These offenses include acts and behavior that are more severe in nature and are such that an accumulation of two Group II offenses normally should warrant removal.

- a. Failure to follow a supervisor's instruction, perform assigned work, or otherwise comply with established written policy.
- b. Violating a safety rule where there is not a threat of bodily harm.
- c. Leaving the work site during work hours without permission.
- d. Failure to report to work as scheduled without proper notice to supervisor or supervisor's designee.
- e. Unauthorized use or misuse of district property or records.
- f. Refusal to work overtime hours as required.
- g. Violation of Board Policy G-12, Drug Free Workplace (considered a Group II offense depending on the nature of the violation, such as reporting to work when impaired by or under the influence of alcohol, or the unlawful use of a controlled drug).
- h. Violation of Board Policy G-14, Sexual Harassment (considered a Group II offense depending upon the nature of the violation).
- i. Violation of Board Policy G-13, Equal Opportunity (considered a Group II offense depending on the nature of the violation).

3. Group III

These offenses includes acts and behavior of such a serious nature that a first occurrence normally should warrant removal.

- a. Absence in excess of three days without proper authorization or satisfactory reason.
- b. Falsifying any records, including, but not limited to, vouchers, reports, insurance claims, time records, leave records, or other official district documents.
- c. Willfully or negligently damaging or defacing district records, district property or property of other persons (including but not limited to, employees, students, supervisors, and visitors).
- d. Willfully or negligently fail to maintain the security of confidential student information, including but not limited to computerized student records. Violation of Family Educational Rights and Privacy Act (FERPA).
- e. Theft or unauthorized removal of district records, district property, or the property of other persons (including but not limited to, students, supervisors, and visitors).
- f. Gambling on district property or during work hours.
- g. Fighting and/or other acts of physical violence.
- h. Violating safety rules where there is a threat or physical harm.
- i. Sleeping during work hours.
- j. Participating in any kind of work slowdown or similar concerted interference with district operations.
- k. Unauthorized possession or use of firearms, dangerous weapons, or explosives.
- l. Threatening or coercing persons associated with the district (including but not limited to, employees, students, supervisors, and visitors).
- m. Criminal convictions for illegal conduct occurring on or off the job that clearly are related to job performance or are of such a nature that to continue employees in their positions could constitute negligence in regard to the district's duties to the public.
- n. Violation of Board Policy G-12, Drug Free Workplace (considered a Group III offense depending on the nature of the violation, such as the use of alcohol or unlawful use or possession of a controlled drug while on the job).
- o. Violation of Board Policy G-14, Sexual Harassment (considered a Group III offense depending upon the nature of the violation).
- p. Violation of Board Policy G-13, Equal Opportunity (considered a Group III offense depending on the nature of the violation).

CORRECTIVE ACTION

When corrective action should be used

As soon as a supervisor becomes aware of an employee's unsatisfactory behavior or performance, or commission of an offense, the supervisor should use corrective action to address such behavior.

Which corrective action is appropriate

The following are possible corrective actions:

1. referral to professional assistance or professional development.
2. counseling; and/or
3. disciplinary action.

Choice of corrective action

Whether a supervisor uses informal counseling or formal disciplinary action depends upon the nature of the behavior and surrounding circumstances. While taking into consideration the specifics of each individual case, administrators should apply corrective actions consistently as set forth in the applicable negotiated agreement and/or Board policy.

1. Professional Assistance or Professional Development
before the need for, or in addition to, corrective action, supervisors may refer employees to a professional assistance (employee assistance) program, as appropriate. Referral to an employee assistance program shall not be considered a substitute for any disciplinary action imposed for the commission of an offense. Professional development referrals will be made as deemed appropriate.
 2. Counseling
 - a. While it is hoped that most performance and behavior problems can be resolved through informal counseling, counseling is not a prerequisite to formal disciplinary action.
 - b. Counseling should consist of private discussion between employee and their supervisors regarding:
 - (1) the desired course of action to improve the employees' performance and/or behavior; or
 - (2) supervisors' expectation for employees.
- Documentation of counseling
- (1) Documentation permissible
Counseling may be documented by a letter or memorandum.
 - (2) Retention of counseling documentation
Documentation regarding counseling should be retained in the supervisors' file, not in the employees' personnel files, except as necessary to support subsequent formal disciplinary action.

PROCEDURES FOR IMPLEMENTING DISCIPLINARY ACTIONS

Disciplinary action

Disciplinary action should be used in response to the commission of offenses and consistent with the procedures set forth in the respective negotiated agreements and/or Board policy. Disciplinary action may consist of a Written Reprimand and:

1. suspension;
2. transfer or demotion along with a disciplinary salary action; and/or
3. termination.

Procedures regarding issuance of Written Reprimands

1. Timeliness
Administrators should issue a Written Reprimand as soon as possible after an employee's commission of an offense.
2. Retention of Written Reprimands
Written Reprimands shall be kept in employees' personnel files.
3. Exception to retention of Written Reprimand in personnel files
 - a. A Written Reprimand may be removed from an employee's personnel file if the administrator modifies or vacates the disciplinary action. If, through the grievance procedure, it is determined that the Written Reprimand issued was not justified, the superintendent or Board of Education may direct its removal from the employee's personnel file.
 - b. A Written Reprimand removed from an employee's personnel file according to the above section (B)(3)(a) shall not be destroyed but shall be retained in a grievance file or separate confidential file.
 - c. A Written Reprimand removed from an employee's personnel file according to the above section (B)(3)(a) shall not be considered in relation to any future disciplinary or other personnel action.

Mitigating circumstances

1. While the disciplinary actions imposed shall not exceed those set forth in this policy for specific offenses, supervisors may reduce the disciplinary action if there are mitigating circumstances, such as:
 - a. conditions that would compel a reduction in the disciplinary action to promote the interests of fairness and objectivity; or
 - b. an employee's long service or otherwise satisfactory work performance.
2. Alternatives to discharge
 - a. Mitigating circumstances may result in an employee's demotion or transfer and a disciplinary salary action, and/or suspension, as an alternative to discharge.
 - b. When suspension is determined to be the appropriate alternative to discharge, it shall be done in accordance with State law and Board policy.

Disciplinary actions for specific offenses

1. For Group I offenses
 - a. Normal disciplinary action
The normal disciplinary action for a Group I offense is the issuance of a warning or a Written Reprimand.
 - b. Group I Written Reprimands are cumulative.
 - (1) Upon the accumulation of three active Written Reprimands for Group I offenses, the employee normally should be suspended for not more than five workdays.
 - (2) A fourth active Written Reprimand for Group I offense normally should result in a recommendation for termination of employment, except that mitigating circumstances may justify the transfer or demotion.

2. For Group II offenses
 - a. Normal disciplinary action

The normal disciplinary action for a Group II offense is issuance of a Written Reprimand only or a Written Reprimand and recommendation of suspension during an investigation of offense.
 - b. Group II Written Reprimands are cumulative.
 - (1) A second active Group II Written Reprimand normally should result in an recommendation for termination of employment.
 - (2) A Group II Written Reprimand following three active Group I Written Reprimand normally should result in a recommendation for termination of employment.
 - c. Mitigating circumstances
 - (1) Mitigating circumstances related to an employee's commission of a second Group II offense may result in the employee's demotion or transfer.
 - (2) If an employee is not discharged due to mitigating circumstances, the superintendent will notify him or her that a subsequent Written Reprimand for any level of offense that the employee may receive during the active life of the Written Reprimand may result in a recommendation to the Board of Education for termination of employment.
3. For Group III offenses
 - a. Normal disciplinary action

The normal disciplinary action for a Group III offense is issuance of a Written Reprimand and recommendation for termination of employment.
 - b. Mitigating circumstances
 - (1) Mitigating circumstances related to an employee's commission of a second Group III offense may result in the employee's demotion or transfer.
 - (2) If an employee is not discharged due to mitigating circumstances, the superintendent will notify him or her that a subsequent Written Reprimand for any level of offense that the employee may receive during the active life of the Written Reprimand may result in a recommendation to the Board of Education for termination of employment.

Procedures related to disciplinary suspension, demotion or transfer, or termination (due process)

1. Role of Principal or Supervisor

Prior to any action being taken, the principal or supervisor is responsible for:

 - a. reviewing all disciplinary actions involving demotion or transfer, suspension, or discharge to determine whether mitigating circumstances exist that warrant a modified disciplinary action and/or referral to professional assistance program; and
 - b. making recommendations to the superintendent regarding the appropriate disciplinary action.
2. Advance notice to employees

Prior to any (1) disciplinary suspension, demotion, and/or transfer, or (2) disciplinary removal action, employees must be given oral or written notification of the offense, an explanation of the site's or division's evidence in support of the charge, and a

reasonable opportunity to respond.

3. Employee response

Employees must be given a reasonable opportunity to respond after receiving notification, in accordance with State law, respective negotiated agreements and Board policies.

4. Exception to advance notification requirement

a. Principal or supervisor may immediately remove an employee (with pay) from the work area, without providing notification, when the employee's continued presence:

- (1) may be harmful to the employee, other employees, students, and/or visitors;
- (2) makes it impossible for the school or division to conduct business; or
- (3) may constitute negligence in regard to the district's duties to the public and/or other employees.

b. As soon as possible after an employee's removal from the work area for reasons stated above, the principal or supervisor must provide the employee with notification of the intended disciplinary action and evidence of the offense for which the disciplinary action is being contemplated, and provide the employee with a reasonable opportunity to respond, in accordance with State law, respective negotiated agreements and Board policies, before taking any disciplinary action.

c. The principal or supervisor shall report an employee's removal from the work area pursuant to (4)(a) above to the superintendent as "Pre-disciplinary Action Leave." Pre-disciplinary Action Leave is a leave with pay without charge to an employee's leave balances for a period normally limited to up to five workdays.

d. Written Notice

A Written Notice confirming the cause and nature of the disciplinary action, and stating the employee's right to due process, shall be provided to any employee who subsequently is disciplined. A copy of the Written Notice shall be placed in the employee's personnel file.

PROCEDURES RELATED TO SUSPENSION

Suspended employees' access to premises

Employees on suspension normally shall not be allowed on the district's property, nor shall they be allowed to work except to fulfill previously scheduled court obligations or to file and process a grievance.

Suspensions pending investigation or court action

1. A suspension may be imposed pending:

- a. an investigation of an employee's conduct by his or her supervisor; or
- b. an investigation involving the employee's conduct by federal, state, or local law enforcement agencies, or a court action.

2. Written notice of suspension

Written notification of suspension pending an investigation or other action should be by memorandum.

3. Application of accrued annual leave

- a. At an employee's request, and at the district's option, an eligible employee's

- accrued annual leave may be charged to the period of suspension pending an investigation or court action so that he or she does not experience a loss of earnings, provided that the eligible employee has sufficient accrued annual leave.
- b. If following the conclusion of the investigation, the district determines that a superintendent determines that a disciplinary action, such as suspension or discharge, is not appropriate, any accrued annual leave that was applied to the period of suspension pending investigation or court action shall be reinstated.
 - c. The superintendent determines that a disciplinary suspension is warranted if during, or upon the conclusions of, the period of an employee's suspension pending an investigation or court action, the superintendent determines that a disciplinary suspension is warranted, the disciplinary suspension shall begin immediately, and the period of suspension that the employee has served pending the investigation or court action shall count towards the period of disciplinary suspension.
5. Provisions specific to suspension pending school's or division's investigation
- a. Length of suspension
 - (1) The period of suspension pending a site's investigation shall be limited to ten workdays.
 - (2) If the site administrator does not make a decision regarding disciplinary action within ten days, the employee shall be permitted to return to work pending completion of the site's investigation.
 - b. The investigation concludes no employee misconduct
If the administrator's investigation clears the employee of any misconduct, the superintendent shall reinstate the employee with back pay for the period of suspension, if applicable.
6. Provisions specific to suspension pending investigation by law enforcement agencies or pending court action
- a. Length of suspension
The ten day limit on the period of suspension that applies to suspensions pending district investigations shall not apply if
 - (1) the court action or investigation by law enforcement agencies involves alleged criminal misconduct that occurred either on or off the job; or
 - (2) the misconduct under investigation is of such a nature that to retain the employee in his or her position could constitute negligence in regard to the district's duties to the public, its students and employees.
 - b. Treatment of suspended employee upon conclusion of investigation or court action.
Upon the conclusion of the investigation by law enforcement agencies or of the court action, the superintendent has the discretion to:
 - (1) impose disciplinary action, including recommendation for termination; or
 - (2) not to impose discipline, in which case the employee must be reinstated with full back pay, if applicable.
7. Disciplinary suspensions of exempt employees
- a. When necessary to impose a suspension for an exempt employee for reasons other than an infraction of a safety rule of major significance, the suspension shall be not less than a full workweek, i.e., 40 hours, or as outlined in the

- negotiated agreement.
- b. Suspension of an exempt employee for a infraction of a safety rule of major significance may be applied for less than a full work week. Safety rules of major significance are defined as provisions intended to prevent serious danger to the workplace or to other employees.

Pay and benefits during suspension

The provisions regarding compensation and benefits set forth in State law, specific negotiation agreements and below apply to suspensions, whether initiated pending an investigation or court action, or imposed for disciplinary reasons.

1. Compensation
 - a. All suspensions are without pay, except those exempted by State law or that employees suspended pending and investigation or court action may be allowed to use accrued annual leave to receive pay, where applicable.
 - b. The Business Manager's Office should update payroll and personnel records immediately upon notification that an employee has been suspended, and upon subsequent demotions or transfer with disciplinary salary action, terminations, or reinstatements.
2. Sick leave and personal business leave accrual
An employee on suspension will not accrue sick leave or business leave, except that:
 - a. if a suspension extends into a second pay period, accrual of sick leave or personal business leave shall resume in the second pay period unless the period of suspension exceeds 15 calendar days; and
 - b. if a suspension extends into a third pay period, accrual of sick leave or personal business leave shall resume in the third period unless the period of suspension exceeds 32 calendar days, and so on.
3. Insurance
 - a. Health Insurance
 - (1) A suspended employee's health insurance coverage continues until the end of the month in which the suspension began, except that there shall be no break in coverage if the employee is reinstated in time to work half of the workdays in the following month, unless otherwise stipulated in State law or respective negotiated agreements.
 - (2) If the length of the period of suspension results in a break in health insurance coverage, the suspended employee may retain his or her group insurance coverage for 12 months by paying the monthly insurance premiums (both the employee's and state's contribution) in advance, unless otherwise stipulated in State law.
 - (3) Upon reinstatement
 - (a) If the district reinstates a suspended employee with back pay for any period of the suspension, the district shall make appropriate refund(s) to the employee for the State portion of any health insurance premiums that he or she paid to continue coverage during the suspension, unless otherwise stipulated in State law.
 - (b) If the district reinstates a suspended employee without back pay, there

shall be no reimbursement for any portion of health insurance premiums that he or she paid to continue coverage, unless otherwise stipulated in State law.

b. Life insurance

Life insurance coverage may continue for up to 12 months with the agency making the full contribution.

USE OF THE GRIEVANCE PROCEDURE

Use of the Employee Grievance or Complaint Procedure

Employees may challenge disciplinary actions through the Employee Grievance Procedure as outlined in the respective negotiated contracts, or the Employee Complaint Procedure as set forth in Board policy. (Board Policy G-25)

GLOSSARY

ABANDONMENT OF POSITION: Voluntary resignation by the employee without providing prior notification to the supervisor and superintendent; an unauthorized absence of three (3) days or more.

ABSENCE: Failure to report or spend the major portion of a full or half day at the assigned place of work. One-half day absence occurs when the employee does not report for two hours or more but less than six hours; a full day absence occurs when the employee does not report for six hours or more.

ACTING POSITION: An appointment to an acting position occurs when the assignment is temporary. Acting appointments may be the result of established selection procedures or may be made by the superintendent according to policy and procedural restrictions.

ADDITIONAL RESPONSIBILITY PAY: Additional compensation provided when an employee assumes the responsibilities of a superior position due to the prolonged absence of the incumbent or a delay in posting or filling a vacancy.

ADMINISTRATIVE PRACTICE: Repeated or customary action taken in accordance with established regulations or guidelines; also, past practice.

ADMINISTRATIVE REGULATION: Rules for implementing Board policy.

ADMINISTRATIVE TRANSFER: A transfer from one job to another upon the written recommendation of an administrator who is authorized to make such recommendations.

ADMINISTRATOR REASSIGNMENT: A move of an administrator from one administrative assignment to another or to another position upon the recommendation of the appropriate director and approval of the superintendent.

ADMONISHMENT: Expression of warning or disapproval through earnest or friendly counsel.

APPEAL: Request to have an administrative decision reviewed at a higher administrative level.

APPLICABLE NEGOTIATED AGREEMENT: The one of two negotiated agreements or memorandum of understanding that applies to the class of employee being considered: certified, support, building administrators.

APPROPRIATE ADMINISTRATOR: The person authorized to make an administrative decision related to the question at hand.

BEREAVEMENT LEAVE: Absence necessitated by the death of a family member as defined by the applicable negotiated agreement or Board policy.

EMPLOYEE: Employees from two groups, "regularly employed" and "temporary." An employee regularly employed is a person working for Millwood Public Schools on a full-time or part-time basis and who is entitled to compensation and fringe benefits for days worked or who is on approved leave of absence. Employees on temporary contracts, temporary help, and substitutes receive wages or salary without fringe benefits, except teachers.

EMPLOYEE GROUPS: The four clusters of jobs that are similar or closely related and that are grouped for purposes of salaries and benefits: certified; support; building administrators; and central office administrators and professional/technical staff.

EMPLOYEE RECORDS: Records related to the employment status of the employee. Records are subject to the provisions of the Oklahoma Open Records Act. Public information includes name, salary, and assignment. Other requests for information must be weighed against the employee's right to privacy, and the requesting party's need to know according to statute and Board policy.

EXPERIENCE CREDIT: Total years of relevant work experience that can be credited for placement on the appropriate salary schedule.

EXTENDED LEAVE OF ABSENCE: An unpaid leave of absence of long term duration that requires a written request and Board approval.

EXTENDED MILITARY LEAVE: An extended leave of absence for the purpose of fulfilling an extended military obligation.

IMMORALITY: The state or quality of being immoral.

INCOMPETENCE: Inability or the failure to perform satisfactorily the required duties and responsibilities of the position at the level or degree set by and expected by the employer.

INSUBORDINATION: Unwillingness to submit to proper authority or flagrant disregard for properly authorized directives from a superior.

JUST CAUSE: Non-capricious, non-arbitrary, non-discriminatory, and justifiable reasons for an action.

LEGAL LEAVE: Absence necessitated by summons for jury duty or summons by a court of record relating to District business.

LONG-TERM SUSPENSION: A suspension from duty for more than ten (10) days for disciplinary reasons pending a determination regarding dismissal.

MEDICAL LEAVE: An extended leave of absence granted an employee for medical reasons which prevent the employee from working.

MILITARY LEAVE: Leave provided the employee to fulfill short term or long term military obligations.

MORAL TURPITUDE: Conduct contrary to justice, honesty, and good morals; grounds upon which an employee may be disciplined.

MUST-ASSIGN LIST: List of employees who have been transferred from their buildings or other assignments because of staff reductions and who must be assigned before outside applicants for equivalent positions can be considered for employment.

OVERTIME: Work performed beyond the contracted work day. Employees are covered by the Fair Labor Standards Act. Compensation at regular rates until the time exceeds 40 hours for the week, then and a half. All overtime must be approved in advance.

PAID HOLIDAY: Any day during the work year designated as holiday on the official school calendar and on which schools and offices are closed.

PAID LEAVE: Approved absence from work for which the employee is entitled to be paid.

PERFORMANCE EVALUATION: Formal scheduled assessment of the employee's job performance by the employee's supervisor.

PERSONAL BUSINESS LEAVE: Paid absence provided for employees to deal with personal business matters that can not handled during off-duty time. At the end of the fiscal year, unused personal business leave converts to sick leave and is carried forward.

PERSONAL UNPAID LEAVE: An unpaid leave of short duration available to the employee for situations requiring an absence for which paid leave is not available.

PERSONNEL FILES: Official files related to the employee's employment status, including confidential materials with limited access requirements such as evaluation, confidential references, transcripts; etc. Employees may view the contents of their files with the exception of confidential letters of reference authorized by the employee. Two official personnel files exist: the file maintained by the personnel officer in the Superintendent's Office and the file maintained by site supervisors.

PERSONNEL POLICIES: Board policies related to the personnel functions of the District generally found in Section G of the policy manual.

POLITICAL LEAVE: Unpaid leave to participate in a political campaign or political activism.

POSITION DESCRIPTION: A written statement outlining the qualifications required, duties, tasks, responsibilities, compensation, and benefits of a specific job; commonly called job description.

PROBATIONARY PERIOD: Period during which the employee's ability to perform the job is assessed and evaluated by the supervisor. Duration and kind of probation varies by employee group.

PROCEDURAL GUIDELINES: Instructions or rules for the procedural implementation of policies and/or regulations.

PROFESSIONAL ASSOCIATION(S): A group of persons with similar professional roles and interests who join together for the purposes of addressing concerns and issues related to the profession.

PROFESSIONAL GROWTH: Continued development of skills and abilities related to job performance.

PROFESSIONAL LEAVE: Approved paid absence to participate in activities for professional growth and training.

PROMOTION: Advancement from one position in the District to another. Moving to a salary schedule with a greater salary on step one is a promotion.

REASSIGNMENT: Lateral movement of employees from one assignment to a comparable one in the same building, department, or division; does not involve change in salary or classification.

REDUCTION IN FORCE: The reduction of the total number of District employees because of decreased enrollment, school closure, program elimination, or budget cuts. (also See Staff Reduction)

RE-EMPLOYMENT: Employment after a time away from the District. Employment of a person who has worked for the District other than as a substitute or temporary help for a period in excess of 90 working days.

RESIGNATION: Voluntary termination of employment by the employee.

RETIREMENT: The voluntary resignation of an employee upon eligibility for retirement benefits from the Oklahoma Teachers Retirement System or from Social Security.

SCHOOL HOLIDAYS: Days when schools are closed during the academic year. These are off-contract days for teachers and principals; paid holidays for some school staff; work days for others.

SEVERANCE PAY: Payment at the established rate for unused sick leave and vacation days upon termination of employment.

SHORT-TERM SUSPENSION: Unpaid suspension from duty for up to ten (10) work days for disciplinary reasons.

SICK LEAVE: Paid absence provided employees for personal illness, injury, or pregnancy, or for illness or injury to members of the immediate family. Note: Document(s) often time needed to verify qualified circumstance exists for sick leave. The district may make an investigation at any time it appears that sick leave is not being used for the purposes specified. If employees abuse the sick leave policy, they will be subject to disciplinary action and/or dismissal.

SICK LEAVE TRANSFER: Transfer into or out of District of unused sick leave days up to a maximum of 60 days earned in an Oklahoma public school district.

STAFF REDUCTION: Elimination of positions in a school or department that do not necessarily result in a reduction of the total number of positions in the District.

STIPEND: A supplementary sum of money provided to employees or trainers for participating in or providing training programs sponsored through Professional Development on off-duty time.

STUDY LEAVE: An extended leave of unpaid absence for academic or professional study or for teaching abroad in accredited schools.

SUBSTITUTE: A temporary employee working on a daily or hourly basis without fringe benefits in the place of a regular employee when is absent.

SUPERVISOR: The individual who supervises the work assignment of an employee and who is responsible for the performance evaluation of that employee.

SUSPENSION FROM DUTY: A disciplinary action to remove an employee from the work place for a period of time, usually without pay.

TEMPORARY EMPLOYEE: An employee who is hired to work on a specific project or assignment for which there is not guaranteed continuation and who is compensated without fringe benefits.

TEMPORARY HELP: Temporary employees employed at a daily or hourly rate without fringe benefits.

TERMINATION: Voluntary or involuntary discontinuance of employment.

UNPAID LEAVE: Short term, approved absence from work without pay.

VACANCY: An employment opening that occurs as the result of a new position allocation or the termination of an employee from a currently existing position.

VACANCY LIST: A posted list of transfer and promotional vacancies available to current employees of the District.

VACATION: Paid leave for 12-month employees for the purpose of rest and recreation.

VERBAL REPRIMAND: An orally issued reproof of an employee as a disciplinary action by the supervisor or higher level administrator.

VOLUNTARY TRANSFER: An employee-initiated transfer that results in a lateral move to a comparable position or assignment.

WILLFUL NEGLECT OF DUTY: Knowingly failing or refusing to carry out the required functions of the position.

WRITTEN REPRIMAND: A written formal reproof issued to the employee as a disciplinary action by the supervisor or higher level administrator.

PERSONNEL CLASSIFICATIONS

Certified

- Teacher
- Counselor
- Media Specialist
- Nurse

Administrative (Certified)

- Superintendent
- Principals
- Assistant Principals
- Curriculum Director
- Test Coordinator
- Athletic Director
- Special Education Coordinator
- Director of Administrative Services
- Professional Development Coordinator

Professional/Technical

- Administrative Services Assistant
- Business Manager
- Central Enrollment Coordinator
- Executive Assistant to Superintendent
- Officer Managers
- Student Activity Fund Manager
- Technology Director

Support

- Assistant Principal's Secretary
- Office Clerk
- Instructional Assistant
- Library Assistant
- Pupil Transportation Director
- Bus Driver

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