

Mineral County Schools Professional Personnel Handbook

2016-2017



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Mineral County Schools
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These materials are presented with the understanding that the information provided is not legal advice. Information contained in these materials may become outdated. Our county website contains all the latest versions of our policies.

<http://boe.mine.k12.wv.us>

MINERAL COUNTY SCHOOLS
PROFESSIONAL PERSONNEL HANDBOOK

Mission: Success for all students - no exceptions, no excuses

This handbook is furnished as a source of information to those who have been approved by the Mineral County Board of Education as a regular professional employee. We appreciate your hard work and dedication as we strive to provide a positive learning environment for all students.

EQUAL OPPORTUNITY

The Board of Education does not discriminate in the employment of administrative staff on the basis of the Protected Classes of race, religion, color, national origin, ethnicity, ancestry, sex (including transgender status, change of sex or gender identity), pregnancy, age, blindness, disability, veteran status, military status, genetic information, socioeconomic status, physical appearance, sexual orientation, mental/physical/developmental/sensory disability, or any other characteristic protected by law (collectively, "Protected Classes) in its employment practices. (See West Virginia State Board of Education policy 4373)

ATTENDANCE

Maintaining good attendance is an important work attribute. The Mineral County Board of Education has the expectation that employees will work to their contract obligations. It is important to our mission that the regular employee performs his/her job performance responsibilities. The best person to perform your job is YOU!

Employees may utilize leave that is earned and accumulated. Leave balances appear on your paystub each pay period. You can access you leave balances from the link on the Mineral County Schools website, under "Quick Links" click on "Employee Payroll Info".

The following Mineral County Schools' policies explain the various leaves available, govern leave usage, and assist employees in the use of leave:

Benefits	3420
Attendance and Leaves of Absence	3430
FMLA	3430.01
Leave Time for Organ Donation	3430.02
Parental Leave Act	3430.03
Extended Leave	3430.04
Surviving Spouse Use of Deceased Spouse Personal Leave	3430.05
Personal Leave	3431
Personal Leave Bank	3432
Personal Leave Donation Program	3432.02

The above policies should be reviewed at the following link: <http://www.neola.com/mineral-wv/>. If you have special needs, you should complete the Request for Leave of Absence located on School Stream, so that your eligibility for leave can be determined. Leave requests should be made well in advance of the start date so that proper documentation can be obtained.

Unauthorized leave days could affect service calculation for retirement. The use of unauthorized leave will affect seniority and may result in disciplinary action. Dock days are disciplinary in nature and are not recognized as a reason to be absent from work. Compliance with the leave provisions offered as a benefit by Mineral County Schools is requested and appreciated.

ABSENCE REPORTING

Upon approval by the Board of Education and signature of the Contract of Employment, each employee will be assigned an employee ID number and instructions for obtaining a PIN number for the computerized attendance/call-out system. An employee is **required** to enter time away from work in the Smart Find Express System. An employee must notify his/her supervisor of an absence. The system can be accessed from a link on the county website.

LEAVES OF ABSENCE

Leaves of absence should be requested by completing the "Request for Leave of Absence" form, which is available through School Stream.

Employees are encouraged to become familiar with the Mineral County Schools' policies that address FMLA, Military Family Leave, and Parental Leave Act for eligibility and questions. Inquiries about these leaves should be addressed in writing to the Superintendent.

BACKGROUND CHECK

By law, all new school employees are required to have a background check completed through the state criminal identification bureau.

BENEFITS

See Policy 3420

CERTIFICATION

Certification is an employee's responsibility. All professional employees in Mineral County must hold valid West Virginia certification--either a Professional Teaching or Support Certification. Therefore, it is critical that professional staff maintain their certification status **and meet renewal requirements**. Certification applications can be downloaded from the West Virginia Department of Education website <http://wvde.state.wv.us/certification/>. For questions regarding certification, please contact the Human Resources Office (304-788-4200), or go to the West Virginia Department of Education website for the latest information.

RENEWAL, CONVERSION, PERMANENT CERTIFICATES

RENEWAL—The applicant currently holds and wishes to renew a Professional Teaching/Student Support Certificate issued for either three (3) or five (5) years. Options for renewal: **1** Six (6) semester hours of coursework toward a master's degree in a program related to the public school (college recommendation required); **2** Six (6) semester hours of coursework related to the improvement of instruction and to applicant's current endorsement area(s); **3** Six (6) semester

hours of coursework needed for an additional endorsement (college recommendation required); **4** Six (6) semester hours of coursework prescribed by the county as a result of an evaluation; **5** Master's plus 30 hours Salary Classification or greater (six (6) semester hours **not** required); **6** Age 60 or greater (photocopy of birth certificate required, six (6) semester hours **not** required).

CONVERSION—The applicant currently holds a Professional Teaching/Student Support Certificate issued for three (3) years and wishes to convert it to a Professional Teaching/Student Support Certificate issued for five (5) years. To be eligible for conversion, the applicant must have: 1) Successfully completed the Beginning Educator Internship (Professional Teaching Certificates only), 2) Satisfied one or more of the renewal options listed in Part 2 of the application, **and** 3) Completed two (2) or more years of experience, one (1) of which must be in West Virginia and within a combination of the endorsements on the Initial Teaching Certificate.

PERMANENT—The applicant currently holds or is eligible to hold the Professional Teaching/Student Support Certificate valid for five (5) years and wishes to convert it to a Permanent Teaching/Student Support Certificate. To be eligible for a permanent certificate, the applicant must: 1) Hold or is eligible to hold the Professional Teaching/Student Support Certificate valid for five (5) years, 2) Hold a Master's degree related to the public school program, **and** 3) Have completed five (5) years of educational experience including two (2) within the specializations for which permanent certification is requested.

OR

1) Hold a valid West Virginia Professional Teaching/Student Support Certificate issued for five (5) years which has been previously renewed one (1) time.

OR

1) Have obtained certification through the National Board for Professional Teaching Standards (NBPTS)

CHILD ADVOCATE REPORTING

As a result of the requirements of WV Code 48A-2-24, the following information must be reported to the Child Advocate Office of the West Virginia Department of Human Services in Charleston for all new and rehired employees, including substitute employees, and employees that return to work from layoff, workman's compensation or any other type of leave without pay: employee's name, address, social security number, and date of birth. Other employment information, including the employee's wage or salary, medical insurance, and location of employment, may be provided upon request, and income may be withheld from parents who should be, but are not paying child support.

CONFIDENTIALITY

Confidentiality of student and other school-related information must be respected. Discussion of student information must be limited only to parent/guardians and appropriate school personnel. NEVER discuss a student in front of anyone who is not directly involved with the student's education.

CONTRACTS

All professional personnel must sign a contract **PRIOR** to entering upon their duties. This contract shall remain in effect until terminated by resignation or until non-renewal or termination in accordance with state law or the terms of the contract.

A contract provides employment in Mineral County Schools but does not guarantee a particular assignment. An employee may be transferred from time to time consistent with the law.

Failure to comply with contract terms may result in suspension or dismissal. Notwithstanding any other provisions of the law, the Board may suspend or dismiss a person in its employ at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a guilty plea or a plea of nolo contendere to a felony charge. For employees with certification, failure to obtain the appropriate certificate or revocation of a certificate annuls a contract. Payment may be withheld until a valid certificate is filed with the Board.

No employee should perform any job unless the employment contract has been signed and returned. A signed contract protects the school system as well as the employee. WV Code 18A-2-2- states that before entering upon their duties, all teachers shall execute a contract with their boards of education. WV Code 18A-2-5 states in part that all service personnel execute a contract with their boards of education before entered upon their duties.

E-MAIL ACCOUNTS

Every employee, including substitute employees and coaches, are issued an e-mail account, which is the e-mail system used by school employees throughout the State of West Virginia. **Employees are expected to monitor these e-mail accounts daily** because it will be used for communication from the county administrative offices, school administrative offices, News Spots, Vacancy Flyers, announcements, and potentially for security reasons. Computer stations are available in each school for employees, substitute employees, and coaches to use as needed; check with the principal or other administrator to find out about available computer stations. Problems with e-mail accounts should be referred to the school or county office.

EMPLOYEE GRIEVANCE PROCEDURE

WV Code provides a procedure for an employee of a county board of education and their employer to reach solutions to problems that arise between them within the scope of their respective employment relationships. Employees should always try to resolve differences with their immediate supervisor first.

EVALUATION

All employees have the right to know how well they are performing their jobs through open and honest evaluations of their performance. All employees are entitled to the opportunity to improve their job performance. Employees should consult with their immediate supervisor to discuss evaluation procedures. Please refer to Policy 3220 Staff Evaluation.

EXTRACURRICULAR ASSIGNMENTS

All professional employees are eligible to apply for and be hired (with Board approval) as coaches, athletic trainers (if qualified), intramural directors, Outdoor School staff, and other extracurricular or supplemental assignments. These positions will be advertised. The school chaperoning assignments are assigned by the principal. An Extracurricular Assignment Agreement Form is available on School Stream.

HOMEBOUND TEACHING

Teachers may apply to be a homebound teacher. The homebound program is to allow students who are unable to attend school an opportunity to maintain minimal contact with the instructional program being taught in their regular classes. The responsibility of the homebound teacher is primarily to coordinate information between the regular classroom teachers and the student. For more information, contact Joan Hartman at the Mineral County Student Services Office.

IDENTIFICATION BADGES

In an on-going effort to maintain a safe environment in school facilities, the Mineral County Board of Education (MCBOE) requires all staff to wear identification badges provided by the MCBOE during the normal school day (see Mineral County Policy 7430.01). The identification badges are issued by the Human Resources Office. Lost identification badges should be reported to the principal or supervisor as well as the Human Resources Office. Damaged badges may be remitted to Human Resources so that a new badge can be issued.

INCLEMENT WEATHER PROCEDURES

In the event that schools are to be closed, radio and television news media will be notified for public announcement. On days when school is cancelled due to weather conditions, any and/or all employees may be required to report to work at the discretion of the superintendent.

INTERNET USE

The use of the Internet is governed by WV Board of Education Policy 2460 and Mineral County Policy 7540.04 Staff Network and Internet Acceptable Use and Safety.

JOB VACANCIES

Job vacancies are posted at all work sites. In addition, vacancies can be accessed through our website at <http://boe.mine.k12.wv.us>. Applicants must submit the appropriate job vacancy form for each position for which they are interested. Employee should provide any and all supporting documents that he/she wants considered.

NATIONAL BOARD CERTIFICATION

The Mineral County Board of Education supports the National Board Certification of teachers by matching the state supplement provided for all teachers holding National Board Certification. For additional information go to WVNBPPTS Resource Center at <http://wvde.state.wv.us/nationalboard>.

PAY PROCEDURES

Copies of Payroll Dates, Annual Salary Schedule, and the current School Calendar are in the Appendix. Employees have the option of receiving their pay over a ten or twelve month term. Checks are issued on the 10th and 25th of each month. Direct deposit is available and recommended.

SALARY CLASSIFICATION

It is the responsibility of all professional employees to apply for the correct **advanced salary classification** (AB+15, MA, MA+15, MA+30, MA+45, Doctorate) when they are eligible. Please note:

- a. Undergraduate hours (up to 15) taken after July 1, 1984, from a regionally accredited institution of higher education and which have approval by the county superintendent or designee may be used for advanced salary classification.
- b. The **AB+15** classification requires **15** hours of graduate or approved undergraduate work.
- c. The **MA** classification is only available for those persons who have been granted a Master's degree from a regionally accredited institution of higher education.
- d. The **MA+15** salary classification is equivalent to **45** semester hours including a Master's degree. The hours may consist of graduate or approved undergraduate coursework.
- e. The **MA+30** salary classification is equivalent to **60** semester hours including a Master's degree. The hours may consist of graduate or approved undergraduate coursework.
- f. The **MA+45** salary classification is equivalent to **75** semester hours including a Master's degree. The hours may consist of graduate or approved undergraduate coursework.
- g. **Doctorate**

EXPERIENCE FOR PAY PURPOSES

1. A professional employee who completes **133 days of employment** with any school system (public, approved private, or higher education) in a particular year is entitled to one additional year of **experience pay**. The 133 days may include all days worked as a substitute teacher, regardless of the county or state where worked.
2. **Four hours** or more worked in a particular day constitutes a full day for experience credit. Teaching a half day (a minimum of four hours) counts as a full day toward the 133 day requirement for experience credit.
3. **Less than four hours** worked constitutes a half-day for experience credit.
4. **No more than one full day** can be credited for one calendar day, i.e., even if a person works more than 8 hours in a particular day (and evening), only one day of experience can be credited. Hours cannot be carried over from one calendar day to another.
5. **It is the responsibility of all professional employees to provide documentation of years of experience credit for which he/she may qualify.**

PERSONAL LEAVE

At the beginning of the employment term, a regular full-time employee shall be entitled annually to 1 ½ days personal leave for each employment month or a major fraction thereof. An employee who uses personal leave that has not been accumulated on a monthly basis and subsequently leaves her/his employment must reimburse the Board for the salary or wages paid for such leave. Personal leave is provided by law to allow employees to be absent for sickness, accident, or death in the immediate family for a limited number of days without losing pay. The law also provides that three (3) days of accumulated leave with pay may be used annually for other purposes that the employee does not have to specify.

PERSONNEL RECORDS

Personnel files for all school employees are the property of the Mineral County Board of Education and are maintained at the County Office. These files contain documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own personnel file by making an appointment with the Human Resources Office.

POLICIES

All professional employees are required to follow all federal, state, Mineral County Board of Education, and school policies and procedures. Employees should review all Mineral County Schools policies that relate to their employment. Policies are available online at <http://boe.mine.k12.wv.us>. For questions and concerns, please contact the immediate supervisor or the Human Resources Office.

Professional employees are required to sign that they have accessed and read the following policies. These policies are located on our website under "Board".

Policy 3210	Employee Code of Conduct
Policy 3215	Use of Tobacco by Service Personnel
Policy 3122.01	Drug-Free Workplace
Policy 3217	Weapons (Professional Staff)
Policy 3220	Staff Evaluation
Policy 3362	Racial, Sexual, Religious/Ethnic Harassment and Violence
Policy 3430.01	FMLA Leave
Policy 5500	Student Conduct
Policy 5611	Due Process Rights
Policy 5772	Weapons (Students)
Policy 5780	Student/Parent Rights
Policy 7430.01	Identification Badges

SCHOOL STREAM FORMS

Most Mineral County forms are available through the online forms system. There is a link to School Steam from the Mineral County Schools website. Employees should use his/her 953 number as the user name. The password is mineralcounty.

SENIORITY

The basic laws concerning professional personnel seniority are listed in WV School Code 18A-4-7a and 18A-4-7b. See Mineral County Policy 3370.

STAFF DEVELOPMENT

All county employees are required to attend 18 clock hours of in-service training annually. An online system is available from a link on the website.

STUDENT ABUSE

Professional staff who have reasonable cause to suspect that a student is neglected or abused or observes the student being subjected to conditions that are likely to result in abuse or neglect, shall immediately report the circumstances or cause a report to be made to the WV Department of Health and Human Resources. *School employees are **MANDATORY** reporters.* See Policy 8462.

STUDENT SUPERVISION

Policy 3213 details the standard of student care as expected by professional personnel.

TRAVEL

Professional staff, who work in a position that requires travel within the work day, i.e., working at two schools the same day, may submit for travel expenses **between** the schools by using a Travel Expense Form. The form is available on School Stream and **must** be filed within **45 calendar days** in order for the person to receive payment for expenses. Travel will be paid according to Mineral County Policy 3440.

TUBERCULOSIS TEST

There is no requirement to have a Tuberculin Test at the time of employment. The Commissioner of the Bureau of Public Health may require selective testing of school personnel for tuberculosis when there is reason to believe that they may have been exposed to the tuberculosis organism or they have signs and symptoms indicative of the disease. School nurses shall identify and refer any school personnel to the local health department in instances where they have reason to suspect that the individual has been exposed to tuberculosis or has symptoms indicative of the disease.

School personnel found or suspected to have active tuberculosis shall have their employment suspended until the local health officer, in consultation with the commissioner, approves a return to work.

APPENDIX

MINERAL COUNTY PAYROLL DATES – ALL EMPLOYEES

SCHOOL CALENDAR

TEACHERS ANNUAL SALARY SCHEDULE

**2016-2017
MINERAL COUNTY PAYROLL DATES - ALL EMPLOYEES**

Pay Period Falls Between Dates Listed Below	Pay Period												Submit Payroll	Pay Period Pay Date				
July 1 - July 8							1	H	4	5	6	7	8	July 11	July 25			
July 11 - July 25			11	12	13	14	15	18	19	20	21	22	25	July 26	Aug 10			
July 26 - Aug 10		26	27	28	29	1	2	3	4	5	8	9	10	Aug 11	Aug 25			
Aug 11 - Aug 25			11	12	15	16	17	18	19	CE	CE	CE	P	25	Aug 26	Sept 9		
Aug 26 - Sept 9			26	29	30	31	1	2	H	5	6	7	8	9	Sept 12	Sept 23		
Sept 12 - Sept 23				12	13	14	15	16	19	20	21	22	23	Sept 26	Oct 10			
Sept 26 - Oct 10			26	27	28	29	30	3	4	5	6	7	10	Oct 11	Oct 25			
Oct 11 - Oct 25			11	12	13	14	17	18	19	20	21	24	25	Oct 26	Nov 10			
Oct 26 - Nov 10		26	27	28	31	1	2	3	4	7	E	8	9	10	Nov 14	Nov 25		
Nov 11 - Nov 25			H	11	14	15	16	17	18	**	**	**	H	**	25	Nov 18	Dec 9	
Nov 28 - Dec 9				28	29	30	1	2	5	6	7	8	9	Dec 12	Dec 23			
Dec 12 - Dec 23				12	13	14	15	16	19	20	21	22	**	23	Dec 22	Jan 10		
Dec 26 - Jan 10		H	**	**	**	**	H	2	3	4	5	6	9	10	Jan 11	Jan 25		
Jan 11 - Jan 25			11	12	13	H	16	CE	17	18	19	20	23	24	25	Jan 26	Feb 10	
Jan 26 - Feb 10		26	27	30	31	1	2	3	6	7	8	9	10	Feb 13	Feb 24			
Feb 13 - Feb 24				13	14	15	16	17	20	21	22	23	24	Feb 27	Mar 10			
Feb 27 - Mar 10				27	28	1	2	3	6	7	8	9	10	Mar 13	Mar 24			
Mar 13 - Mar 24				13	14	15	16	17	20	21	22	23	24	Mar 27	Apr 10			
Mar 27 - Apr 10			27	28	29	30	31	3	4	5	6	7	10	Apr 11	Apr 25			
Apr 11 - Apr 25			11	12	13	**	**	OS	OS	OS	OS	24	25	Apr 26	May 10			
Apr 26 - May 10			26	27	28	1	2	3	4	5	8	9	10	May 11	May 25			
May 11 - May 25			11	12	15	16	17	18	19	22	23	24	25	May 26	June 9			
May 26 - June 9			H	26	29	30	31	1	2	5	6	7	P	8	OS	9	June 12	June 23
June 12 - June 23			OS	12	13	14	15	16	19	H	20	21	22	23	June 26	July 10		
June 26 - June 30									26	27	28	29	30	June 30	July 10			

**MINERAL COUNTY BOARD OF EDUCATION
TEACHERS ANNUAL SALARY SCHEDULE
FOR THE 2016-17 YEAR**

Years Exp.	A.B.	A.B. +15	M.A.	M.A. +15	M.A. +30	M.A. +45	Doc-torate
0	33,350	34,203	36,162	37,019	37,876	38,637	39,763
1	33,937	34,790	36,750	37,607	38,463	39,224	40,350
2	34,525	35,378	37,337	38,194	39,051	39,812	40,938
3	35,113	35,965	37,925	38,782	39,638	40,399	41,525
4	35,944	36,797	38,757	39,614	40,470	41,231	42,357
5	36,607	37,460	39,419	40,276	41,133	41,894	43,020
6	37,194	38,047	40,007	40,864	41,720	42,481	43,607
7	37,782	38,635	40,594	41,451	42,308	43,069	44,195
8	38,369	39,222	41,182	42,039	42,895	43,656	44,782
9	38,957	39,810	41,769	42,626	43,483	44,244	45,370
10	39,671	40,523	42,483	43,340	44,197	44,957	46,083
11	40,258	41,111	43,071	43,927	44,784	45,545	46,671
12	40,846	41,698	43,658	44,515	45,372	46,132	47,258
13	41,433	42,286	44,246	45,102	45,959	46,720	47,846
14	42,021	42,873	44,833	45,690	46,547	47,307	48,433
15	42,758	43,611	45,571	46,427	47,284	48,045	49,171
16	43,346	44,198	46,158	47,015	47,872	48,632	49,758
17	43,933	44,786	46,746	47,603	48,459	49,220	50,346
18	44,521	45,374	47,333	48,190	49,047	49,808	50,934
19	45,108	45,961	47,921	48,778	49,634	50,395	51,521
20	46,471	47,324	49,283	50,140	50,997	51,758	52,884
21	47,058	47,911	49,871	50,728	51,584	52,345	53,471
22	47,646	48,499	50,458	51,315	52,172	52,933	54,059
23	48,234	49,086	51,046	51,903	52,759	53,520	54,646
24	48,821	49,674	51,634	52,490	53,347	54,108	55,234
25	49,609	50,461	52,421	53,278	54,135	54,895	56,021
26	50,196	51,049	53,009	53,865	54,722	55,483	56,609
27	50,784	51,636	53,596	54,453	55,310	56,070	57,196
28	51,371	52,224	54,184	55,040	55,897	56,658	57,784
29	51,959	52,811	54,771	55,628	56,485	57,245	58,371
30	52,546	53,399	55,359	56,215	57,072	57,833	58,959
31	53,134	53,987	55,946	56,803	57,660	58,420	59,546
32	53,721	54,574	56,534	57,391	58,247	59,008	60,134
33	54,309	55,162	57,121	57,978	58,835	59,596	60,722
34	54,896	55,749	57,709	58,566	59,422	60,183	61,309
35	55,484	56,337	58,296	59,153	60,010	60,771	61,897
36	55,484	56,337	58,296	59,153	60,010	60,771	61,897
37	55,484	56,337	58,296	59,153	60,010	60,771	61,897
38	55,484	56,337	58,296	59,153	60,010	60,771	61,897
39	55,484	56,337	58,296	59,153	60,010	60,771	61,897
40	55,484	56,337	58,296	59,153	60,010	60,771	61,897

Note: This schedule includes the \$600 supplement for classroom teachers with at least 20 years of teaching experience (WVC §18A-4-2), but does not include the \$3,500 supplement for those with national certification issued by the National Board of Professional Teaching Standards (NBPTS) (WVC §18A-4-2a), or the \$2,500 supplement for speech-language pathologists, audiologists, counselors, school psychologists, and school nurses with national certification issued by the respective professional associations (WVC §18A-4-4b).