

# **Mineral County Schools Service Personnel Handbook**

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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 Information contained in these materials may become outdated.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 SERVICE 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 service 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 your 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	4420
Attendance and Leaves of Absence	4430
FMLA	430.01
Leave Time for Organ Donation	4430.02
Parental Leave Act	4430.03
Extended Leave	4430.04
Surviving Spouse Use of Deceased Spouse Personal Leave	4430.05
Personal Leave	4431
Personal Leave Bank	4432
Personal Leave Donation Program	4432.02

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 4420.

### **CHILD ADVOCATE OFFICE**

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 service 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 4220 Staff Evaluation.

## **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.

## **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 10<sup>th</sup> and 25<sup>th</sup> of each month. Direct deposit is available and recommended.

## **SALARY**

Salaries for service employees in Mineral County are paid in accordance with WV School Code 18A-4-8a. See Policy 4251 Service Personnel Work Schedule.

1. The salary scale included in the index includes \$12 per month, or \$0.60 per day, which will be subtracted if the service employee does not have a high school diploma.
2. Any service employee who has 12, 24, 36, 48, 60, 72, 84, 96, 108, or 120 college hours or its equivalent, or who has a Bachelor's Degree plus 15 college hours, a Master's Degree plus 15 college hours, a Master's Degree plus 30 college hours, a Master's Degree plus 45 college hours, or a Master's Degree plus 60 college hours, and applies and is approved, would receive \$11.00 per month, or \$0.55 per day, additional pay to that listed in the daily salary schedule for each level attained. There is also an additional \$40.00 per month, or \$2.00 per day, for an Associate Degree, a Bachelor's Degree, a Master's Degree, and a Doctorate Degree.

3. It is the employee's responsibility to apply for salary upgrades. Forms are available through School Stream. The compensation will be effective as of the date of the application as long as all supporting documentation is provided.
4. In the event of any questions regarding pay, service employees should contact the Finance Office at the County Board Office.

### **EXPERIENCE FOR PAY PURPOSES**

Credit for experience for pay purposes shall be calculated as follows:

A service employee who has **previous experience as a service personnel in a West Virginia school system** will be credited with that experience in calculation of salary. **It is the employee's responsibility to have previous experience in other counties verified for salary purposes.**

A service employee who completes **133 days of employment as a service employee with any West Virginia county board of education** in a particular year (July 1 - June 30) is credited with **one year of experience pay**. The 133 days includes all days worked as a substitute or in another approved educational service personnel position in West Virginia, regardless of the county where worked, including extracurricular and supplemental service personnel assignments.

Working for a half day (3 1/2 hours) counts as a full day toward the 133 day requirement.  
A half-day is 3 1/2 hours of work for service personnel.

Working for less than 3 1/2 hours counts as a half-day toward the 133 day requirement.

**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/or evening), only one day of experience can be credited. Hours cannot be carried over from one calendar day to another.

### **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 service personnel 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.

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

Policy 4210	Employee Code of Conduct
Policy 4215	Use of Tobacco by Service Personnel
Policy 4122.01	Drug-Free Workplace
Policy 4217	Weapons – Service Personnel
Policy 4220	Staff Evaluation
Policy 4362	Racial, Sexual, Religious/Ethnic Harassment and Violence
Policy 4430.01	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 service personnel seniority are listed in WV School Code 18A-4-8g. Mineral County Policy 4370.

## STAFF DEVELOPMENT

All county employees are required to attend 18 clock hours of in-service training annually. Logs are to be completed and signed by the immediate supervisor. The Staff Development link is available on the Mineral County Schools website.

## STUDENT ABUSE

Service personnel 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 4213 details the standard of student care as expected by school service personnel.



## TRAVEL

Service employees, 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 4440.

## 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

SERVICE PERSONNEL ANNUAL SALARY SCHEDULE

SERVICE PERSONNEL EVALUATION FORM