

**CLASSIFIED PERSONNEL POLICIES**

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Policy	STATEMENT OF GUIDING	Policy Code:	N/A
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Name:	PHILOSOPHY	Date Adopted:	
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The Department of Correction School District shall recognize and view classified employees as equal co-workers with licensed personnel in the task of educating the inmates of the District. All positions and work assignments should contribute toward providing the best possible climate and setting for the educational process.

Policy Name:	GOALS OF PERSONNEL POLICIES	Policy Code:	N/A
		Date Adopted:	4/27/01

If classified personnel are to fulfill their auxiliary and service roles in a meaningful and efficient manner, the following goals of this School District policy must be substantially attained.

1. The School District shall endeavor to employ the best personnel available and to utilize their abilities to best advantage.
2. Efforts will be made to provide an atmosphere conducive to good performance and high morals.
3. Opportunities and incentives will be provided which will enable personnel to improve job skills and competence.
4. Insofar as possible, classified personnel will be involved in decisions and plans which directly affect them.
5. The process of evaluation for the improvement of performance will be objective and on-going.

Policy Name:	COMPENSATION GUIDES AND CONTRACTS	Policy Code:	GCA
		Date Adopted:	4/27/01

Salaries for classified personnel shall be established by the Board upon the recommendation of the Superintendent, at a rate commensurate with the duties performed and the prevailing wage of the area.

The term of employment of such employees shall be continuous as long as their services are satisfactory or until their particular type of service is discontinued. Written contracts shall be issued by the Board.

Employees are covered by the State Workman's Compensation plan.

Policy Name:	GIFTS AND GRATUITIES	Policy Code:	GCAA (Also GAI)
		Date Adopted:	4/27/01

No district employee shall knowingly accept any gift(s) from inmate(s), their relatives or friends for preferential treatment from district employees while under district supervision. No district employee shall receive compensation from any firm, person or corporation conducting business with the district in exchange for advantage in securing commerce with the district.

Policy Name:	COMPENSATION	Policy Code:	GCAB
		Date Adopted:	4/27/01

It shall be the policy of the School Board that salary and compensation will be according to the following:

1. Determination of Rates: For all employees, appropriate compensation rates shall be determined on the basis of prevailing rates paid for work of similar nature and responsibility in the community.
2. Salary Ranges: All salary ranges shall be assigned to each class of position, and the rate of compensation for each employee shall be within the minimum and maximum rates established for the class to which his/her position has been allocated.
3. Periodic Pay Increase: Employees whose services are satisfactory shall be eligible to receive periodic increases within their salary range. Available funds will always govern pay increases.
4. Compensation Plan: The Superintendent shall recommend to the School Board revisions of this plan from time to time to reflect changes in responsibility, economic conditions or other valid influencing factors.
5. Extra Help: When extra laborers or helpers are hired, they may be paid by the hour rather than on a monthly basis. This shall be done at the discretion of the Superintendent based upon the proposed length of employment.

Policy Name:	STAFF POSITIONS	Policy Code:	GCB
		Date Adopted:	4/27/01

All regular, full time classified support staff positions in the school system will be established initially by the Board.

In case administrative or supervisory positions, the Board will approve a statement of the job

requirements as presented by the Superintendent. This shall be in the form of a job description setting forth the Board purpose and function of the position, qualifications of the candidate, and a list of responsibilities and duties.

The Superintendent will provide for the maintenance of up-to-date job descriptions covering all classified positions in the school system.

Policy Name:	QUALIFICATIONS AND DUTIES	Policy Code:	GCBA
		Date Adopted:	4/27/01

The School system may maintain a staff of employees who are not certified by the State Department of Education in the necessary non-instructional capacities: clerical, teacher aides and administrators. These employees shall perform those necessary duties as are stipulated by the Superintendent of Schools. It shall be the duty of the Superintendent of Schools with the

assistance of the appropriate supervisor or department head to recommend the employment of the individual members of the non-instructional staff to the Board of Education for approval and employment. The Superintendent shall consider as far as is possible the wishes of the employees in placement and in making building assignments of classified personnel. NOTE: In the event an opening occurs for classified personnel those employees presently employed will be given the opportunity to the vacancy. Employees may be assigned, reassigned, or transferred by decision of the Superintendent. Hours on duty for each employee are determined by the principal of the school or the supervisor of the department. Salary schedules for each type of employment will be maintained in the office of the Superintendent. Salaries will be commensurate to duties performed and the prevailing wage of the area. All classified personnel are covered by social security and state retirement and entitled to benefits thereof.

Policy Name:	EMPLOYEES DUTIES	Policy Code:	GCBAB
		Date Adopted:	4/27/01

**QUALIFICATIONS AND DUTIES: - NON-CLASSIFIED PERSONNEL**

Secretarial - Clerical Staff - Aides 1. General requirements for employment:

a. Training

The employee shall have such training and skills as may be required to successfully carry out the requirements of the job.

b. Experience

Experience shall not be a prerequisite for employment unless in the opinion of the Superintendent the position deemed to require it.

Policy Name:	RECRUITMENT	Policy Code:	GCC
		Date Adopted:	4/27/01

The Board will establish, and budget for, support staff positions in the school system on the basis of need.

The recruitment and selection of candidates for such positions in the schools will be the responsibility of the Superintendent and his/her administrative staff.

Policy Name:	CLASSIFIED PERSONNEL	Policy Code:	GCD
		Date Adopted:	4/27/01

#### SELECTION AND APPOINTMENT

It shall be the duty of the Superintendent of Schools to recommend the employment of the individual members of the classified staff to the Board of Education for approval and employment. Such personnel must have on file:

1. Health certificate

2. Social Security number
3. Statement of number of dependents
4. State Employees Retirement number
5. Current address and phone number

Policy Name:	ASSIGNMENT AND TRANSFERS	Policy Code:	GCE-GCM
		Date Adopted:	4/27/01

The Superintendent shall consider as far as is possible, the wishes of employees in placement and assignment of classified personnel. Employees may be assigned, re-assigned, or transferred by decision of the Superintendent. Hours on duty will be determined by the Superintendent and Principal/head teachers.

Policy Name:	ORIENTATION	Policy Code:	GCF
		Date Adopted:	4/27/01

The Board of Education recognizes the importance of an organized system-wide orientation program for all classified employees new to the School District each year, and directs the Superintendent to plan and implement an orientation program in accordance with legal and other requirements.

Policy Name:	PROBATION	Policy Code:	GCG
		Date Adopted:	4/27/01

The Board of Education shall require each employee to serve a probationary period of two (2) successive years of employment in the School District. During the probationary period, the Superintendent may recommend to the Board non-renewal of a classified employee's contract.

The Board shall act on the recommendation and the Superintendent shall notify the employee, the decision of the Board.

Policy Name:	SUPERVISION	Policy Code:	GCH (Also GBH)
		Date Adopted:	4/27/01

The Board of Education is vested with the general administration and supervision of the School District. Actual supervision, administration and maintenance of the District is delegated to the Superintendent of Schools as the executive officer of the Board. At the discretion of the Superintendent, appropriate supervisory duties may be delegated to district staff members as required.

Policy Name:	EVALUATION	Policy Code:	GCI
		Date Adopted:	4/27/01

Strong competent support staff is essential to the smooth functioning of a school district. The Superintendent or designee shall develop evaluation procedures for all staff. Evaluations shall be made regularly throughout the school year according to the staff evaluation plan.

Policy Name:	SCHOOL DISTRICT RULES	Policy Code:	GCIA
		Date Adopted:	4/27/01

## POLICY

Since the efficient operation of the School District and the safety of its personnel and students must take precedence over other considerations, certain rules and restrictions must be placed upon the individual for the sake of the entire group.

## PROCEDURES

1. Excessive, unexcused absenteeism.
2. Excessive tardiness.
3. Unnecessary loss of time or loitering during working hours.
4. Excessive, unauthorized or unnecessary absence from assigned work area.
5. Falsification of personnel or other records.
6. Personal possession of weapons on the premises at any time.
7. Removal of School District property, records, or confidential information from premises without proper authority.
8. Willful abuse, misuse or destruction of School District property including tools, equipment

and property of other employees.

9. Theft or misappropriation of property of employees, students, or the District.
10. Refusal to obey orders of the supervisor including refusal to do work assignment.
11. Possession, consumption, or reporting to work under the influence of alcohol, non-prescribed drugs or controlled substances.
12. Disregard of known safety rules or common safety practices.
13. Unsafe operation of machines and equipment including motor vehicles.
14. Gambling, lottery, or any other game of chance on School District property.
15. Poor workmanship.
16. Immoral conduct or indecency including abusive or foul language.

Policy Name:	GRIEVANCE PROCEDURES Page 1 of 2	Policy Code:	GCIB (Also GAE)
		Date Adopted:	3/8/11

**PROCEDURES:**

Level I: An employee who has a concern related to personnel policy, salary, federal or state laws and regulations, or terms or conditions of employment which directly affects him/her may discuss the concern informally with his/her immediate supervisor in an attempt to resolve the problem at the lowest administrative level within ten working days of the employee's becoming aware of the problem.

If the issue cannot be resolved informally, the employee may present a written concern to the supervisor within five working days of the presentation of the informal concern. The supervisor shall present a written response to the employee within five working days of the presentation of the written concern to the supervisor, or within five working days of the conference with the employee, whichever is later.

Level II: If the employee is not satisfied with the written response, or if no written response is received within the five working day period, the employee may appeal to the Deputy

Superintendent (or other person designated by the Superintendent) within ten working days of the employees' receipt of the Level I written response or of the date on which the response would have been received. Within five working days of the receipt of the written appeal, the Deputy Superintendent (or designee) shall meet with the employee in an attempt to resolve the issue. It is the responsibility of the employee to call the Deputy Superintendent (or designee) to schedule the meeting. If the meeting cannot be held within the five working day period for unavoidable cause, the Deputy Superintendent (or designee) and the employee may schedule the meeting at a later date. The Deputy Superintendent (or designee) shall present a written response to the employee within five working days after the meeting. The written response is deemed to have been "presented" to the employee when the response is placed in the United States mail.

Level III: If the employee is not satisfied with the written response from the Deputy Superintendent, or if no response is received within five working days, the employee may request a meeting with the Superintendent within ten working days of the employee's receipt of the Level II written response or the date on which the response would have been received. Within five working days of the receipt of the written appeal, the Superintendent shall meet with the employee in an attempt to resolve the issue. It is the responsibility of the employee to call the Superintendent to schedule the meeting. If the meeting cannot be held within the five working day period for unavoidable cause, the Superintendent and the employee may schedule the meeting at a later date. The Superintendent shall present a written response to the employee within five working days after the meeting. The written response is deemed to have been presented to the employee when the response is placed in the United States mail.

Policy Name:	GRIEVANCE PROCEDURES Page 2 of 2	Policy Code:	GCIB (Also GAE)
		Date Adopted:	3/8/11

Level IV: If the employee is not satisfied with the written response from the Superintendent, or if no response is received within five working days, the employee may request, through the Superintendent of Schools, a hearing before the Board of Education. The request for the hearing before the Board must be made within ten working days of the date of the employee's receipt of the Level III written response or the date on which the response should have been received. The Board will hear the concern at the next regular meeting following the Superintendent's receipt of the hearing request, unless both parties have agreed to a different date. The hearing may be open or closed at the request of the employee. The Board will render a decision at the time of the meeting (unless unusual circumstances warrant a delay in the decision until the following regular Board meeting or an intervening special meeting). A decision by the Board is final.

**CONSIDERATIONS:**

There shall be no retaliation against the employee as a result of the filing of a grievance. The employee may be accompanied by a representative of his/her choosing at the Board meeting. The Board may also be represented by an attorney or other representative.

The grievance procedure may not be used for the purpose of challenging , attempting to remove from a personnel file, or otherwise objecting to, any evaluation of an employee's performance, behavior, etc., whether by way of a formal or informal evaluation or any other assessment, written, or verbal. The only appropriate response to such an evaluation to which the employee objects is for the employee to place a written response in his/her personnel file.

Policy Name:	PROMOTION-DEMOTION	Policy Code:	G CJ
		Date Adopted:	4/27/01

It shall be the policy of the School Board that the Superintendent may apply the following in employment status:

1.Promotions

Vacated or newly established positions shall be filled, to the fullest extent consistent with efficient operations, by the promotion of qualified employees.

2.Demotions

An employee shall be subject to demotion under the following conditions:

A. If he/she has been found unsuited for his/her present position but may be expected to give satisfactory service in a lower paying position.

B. If his/her position has been either abolished or reallocated to a lower pay scale and he/she cannot be transferred to a position of equal pay. Under such circumstances it shall be clearly indicated on all papers prepared in connection with the demotion that the transaction in no way reflects on the employee's performance or ability, except as indicated in paragraph one.

3. When positions become vacant, persons presently employed by the School District will, if qualified, receive due consideration. As positions become officially open, the vacancies will be posted on the hall bulletin board in the central office building of each school. Classified staff as well as the general public are welcome to inspect bulletin boards at any time during office hours.

Policy Name:	SUSPENSION	Policy Code:	GCK
		Date Adopted:	4/27/01

The Superintendent may suspend an employee from duty without pay for a period not to exceed fifteen (15) days:

- A. For disciplinary reasons;
- B. For pending investigation of charges which, if substantiated, will result in dismissal, provided that, if such investigation does not substantiate the charges preferred and employee is retained, he/she shall be compensated for the period of suspension at his/her regular rate of pay.

Policy Name:	STAFF REDUCTION IN FORCE	Policy Code:	GCKA (Also GBKA)
		Date Adopted:	4/27/01

1. When it is becomes necessary to reduce the number of classified employees consideration should be given to the following factors:
  - A. Seniority
  - B. Performance
  - C. Ability and Skill
2. Should two or more employees have equal ability, skill and performance, seniority shall govern which employee shall be retained. Should there be a difference in performance, ability and skill between two or more employees sufficiently great in the judgment of the supervisor to outweigh seniority, performance, ability and skill shall govern. The same factors shall govern restoration of forces.

Policy Name:	TENURE	Policy Code:	GCL
		Date Adopted:	4/27/01

The School District does not grant tenure to classified personnel.

Policy Name:	TRANSFER	Policy Code:	GCM
		Date Adopted:	4/27/01

The Board of Education may transfer any classified personnel upon the recommendation of the Superintendent and principal/head teacher when it is in the best interest of the School District to do so. Such transfers shall not be arbitrary, capricious, or discriminatory. The Board may also grant a requested transfer if the employee so requesting possesses the required qualifications for the desired position and if a vacancy in such position exists. All requests for voluntary transfers shall be carefully considered and reviewed on a nondiscriminatory basis.

Policy Name:	DISMISSAL AND NON-RENEWAL OF CONTRACT	Policy Code:	GCN
		Date Adopted:	4/27/01

Assistance will be provided for classified personnel to aid them in the effective and efficient performance of their assigned duties. Every reasonable effort will be made to avoid the necessity of dismissal or non-renewal of contract. However, the best interest of the School District must be considered when employee performance fails to reach a satisfactory level.

#### PROCEDURES

1. Evaluation of an individual's job performance will be continuous and, as nearly as possible, will be accomplished in an objective manner.
2. Evaluation of job performance shall be the responsibility of the employee's supervisor. Verbal reminders of an employee's deficiencies will be made as early and as often as is necessary in order to allow time for the necessary improvements to be made.
3. If the improvement is not apparent after a reasonable length of time, the supervisor will schedule an informal conference with the employee in order to give notice as to the deficiencies. A written report of this conference, including recommended improvements, will be submitted to the Superintendent and a copy furnished to the employee. Such report shall be signed by both the employee and the Supervisor. The supervisor may, at his/her option, repeat this conference if partial improvement is evident. The written report to the Superintendent will be made if subsequent meetings are held.
4. If the recommended improvements are not made, the supervisor will schedule a formal conference which will include the employee, the supervisor and the Superintendent. The purpose of this conference will be to allow a presentation of pertinent information to the Superintendent and to allow him/her to make inquiries concerning the situation.
5. Following this conference, a determination will be made by the Superintendent as to the disposition of the matter. He/she shall make a written report of his/her decision, including

his/her

rationale, and a copy will be furnished to the supervisor and the employee.

6. The employee may appeal this decision to the Board of Directors.

Policy Name:	RE-EMPLOYMENT	Policy Code:	GCP
		Date Adopted:	4/27/01

Classified staff members will be considered for re-employment each year provided that their work has been satisfactory. They may be dismissed during the school term or at its end for failure to perform in a satisfactory manner.

Policy Name:	SEX DISCRIMINATION/ HARASSMENT OF STUDENTS	Policy Code:	GCR (Also GBRAA)
		Date Adopted:	5/18/06

Sexual harassment and other forms of sex discrimination, is a form of employee misconduct that undermines the integrity of the employee-student relationship. All students must be allowed to pursue their education in an environment free from unsolicited and unwelcome sexual overtures.

Sexual harassment does not refer to occasional compliments. It refers to behavior that is not welcome, that is personally offensive, that debilitates student morale, and that therefore interferes with the study habits of its victims and their fellow students. Sexual harassment may include actions such as:

1. Verbal sex-oriented "kidding", insults, or subtle pressure for sexual activity.
2. Physical contact such as patting, pinching, or constant brushing against another's body.
3. Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning a student's academic status.

Sexual harassment is a prohibited personnel practice when it results in discrimination for or against a student on the basis of conduct not related to class performance, such as the taking or refusal to take student action, including passing of students who submit to sexual advances or refusal to pass students who resist or protest sexual overtures.

In fulfilling our obligation to maintain a positive and productive educational environment, the Board and District officials will make every attempt to halt any harassment of which they become aware by calling attention to this policy or by direct disciplinary action, if necessary.

If students feel they have been sexually harassed, the following steps should be taken without fear of retaliation:

1. Inform a teacher, counselor, or administrator.
2. Write a detailed account of the incident including the date, time, place and witness(es), if any.

This information will then be forwarded to the principal's/dean of students' office for review

and possible disciplinary action.

Policy Name:	HEALTH EXAMINATION	Policy Code:	GCRA
		Date Adopted:	4/27/01

Classified personnel must submit an annual health certificate. New employees must submit one before a contract shall be completed.

The certificate must attest to the person's freedom from any and all forms of contagious or infectious diseases, including tuberculosis. The health certificate must not bear a date longer than three months prior to the application.

In case a person is hired on an emergency basis, he/she shall be allowed three months to submit the health certificate.

Policy Name:	WORKMEN'S COMPENSATION	Policy Code:	GCRAA
		Date Adopted:	4/27/01

The Board of Education provides Workmen's Compensation for each employee at no cost.

All injuries sustained while on the job must be reported. The Superintendent's office must be notified immediately of any injury so that the appropriate forms may be completed and filed.

Even though hospitalization or medical care may not be required at the time, it is important that the forms be completed immediately for any accident in the event later complications arise.

When an employee has a Workmen's Compensation claim to file, he/she should file the claim in the Superintendent's office.

If the employee has to be absent from work due to the accident, the School District will pay the employee the difference between sick leave and/or Workmen's Compensation.

Policy Name:	WORKING CONDITIONS	Policy Code:	GCRAB (Also GBR)
		Date Adopted:	4/27/01

#### GENERAL

In order for all employees to function efficiently and properly, district rules are established as a guideline. These procedures and regulations are written for the protection and benefit of employees. A violation may cause serious deterioration of a proper correction program. Disciplinary action may result when there is an infraction, whether through ignorance or through a willful act. Violation of department rules and regulations may result in disciplinary action up to and including dismissal. Wardens and Division Administrators will have the authority to promulgate specific rules and regulations pertaining to their employees consistent with the guidelines and philosophy of the Department and district. In the event of a conflict with administrative Regulations and any other published rules or regulation, the Administrative Regulation will take precedence. It is the employee's responsibility to read and understand each Administrative Regulation, policy and procedure of the Department. A copy will be made available by your supervisor, for your review upon your request.

Policy Name:	TIME SCHEDULE	Policy Code:	GCRB
		Date Adopted:	4/27/01

Hours on duty for each employee are determined by the Superintendent in cooperation with the principal/head teacher of the school or the supervisor of the department which the person is assigned. Only the Superintendent can authorize overtime.

Policy Name:	WORK LOAD	Policy Code:	GCRC
		Date Adopted:	4/27/01

The Board shall hold the administration responsible for the equitable distribution of work among the members of the classified staff.

Policy Name:	TRAVEL EXPENSES	Policy Code:	GCRE (Also GBRF)
		Date Adopted:	4/27/01

Employees of the Department of Correction shall be reimbursed for all meals, lodging, and transportation expenses incurred on authorized travel in connection with their duties. These rates are established according to rates established by the Arkansas State Department of Education and the Department of Correction School District Board of Education.

Policy Name:	NON-SCHOOL EMPLOYMENT	Policy Code:	GCRF
		Date Adopted:	4/27/01

Realizing that part-time non-school employment may be a necessity for some employees, it shall be the policy of this district to permit classified personnel, under certain circumstances, to accept employment in non-school jobs which does not substantially interfere with the employee's regularly assigned hours and/or duties.

Procedure

1. Prior to acceptance of any outside employment which may interfere with assigned work hours and/or duties, the employee shall request and gain the written approval of his/her immediate supervisor.
2. A written request, accompanied by the supervisor's written approval, shall be submitted to the Superintendent of Schools. This request shall state the extent of the employment including the definite absences, number of absences and/or times for which the request is being made, and other conditions as may be appropriate.
3. The Superintendent shall determine the degree of interference to the employee's job and shall reject or approve the application.
4. If approved, a written agreement defining terms and conditions shall be executed between the employee and Superintendent.
5. The failure of the employee to honor the terms and conditions of this agreement shall be cause for dismissal in the case of non-contractual employees, or for recommendation for dismissal or non-renewal of contract for contractual employees.

Policy Name:	LEAVES AND ABSENCES	Policy Code:	GCRG (Also GBRH)
		Date Adopted:	4/27/01

1. If an employee is required to be absent from school as a representative of the school on school business, there shall be no deduction from the teacher's salary.
2. If an employee is absent from school as a representative of a school sponsored organization, there shall be no deductions from the employee's salary.
3. All professional leaves shall be approved in advance by the principal.

Policy Name:	JURY DUTY OR COURT APPEARANCE LEAVE	Policy Code:	GCRGA (Also GBRIA)
		Date Adopted:	4/27/01

COURT AND JURY LEAVE - Any employee who is required to appear in court as a result of any ACS-related activity or is required to serve as a juror shall be entitled to full compensation in addition to any fees paid for services, and such court appearances shall not be counted as annual leave.

Policy Name:	ILLNESS Page 1 of 2	Policy Code:	GCRGIB (Also GBRIB)
		Date Adopted:	5/18/06

**SICK LEAVE** - Sick leave is a form of insurance benefit which is available to employees. Unlike annual leave, however, sick leave can only be used whenever the employee is unable to work because of sickness, injury or for medical, dental or optical treatment. Sick leave may also be granted to the employees due to the death or serious illness of a member of the employee's immediate family. Immediate family means the father, mother, sister, brother, spouse, child, grandparents, in-laws or any individual acting as a parent or guardian of the employee. If your spouse is ill and your participation in the treatment is necessary, an employee must obtain a written statement from a doctor to that effect and present same to their supervisor. Others may be considered immediate family due to special circumstances. Like an insurance policy, the benefits provided the employee are contingent upon the occurrence of one of the above events. An employee shall be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. If the event never occurs, the employee is not entitled to the sick leave benefits.

An employee working in a regular salary position accrues sick leave at the rate of one day for each complete month of service, up to a maximum of 120 days. Employees working less than full-time but more than 1,000 hours per year in a regular salary position accrue sick leave in the same proportion as time worked. Example: Employees working half-time would accrue one-half day per month. Sick leave may not be accumulated during a period of leave without pay when such leave totals ten or more days within a calendar month.

When an employee is laid off due to budgetary reasons or curtailment of activities and is reinstated within six months, accrued sick leave may be restored.

Sick leave is granted on the basis of work days, not calendar days and is deducted from the employee's accrued sick leave in increments of not less than one hour.

Non-work days such as weekends and holidays falling within a period of sick leave is not charged as sick leave.

Absence due to illness or disability is charged in the following order:(1) Earned sick leave (2) earned annual leave, (3) leave without pay.

The Superintendent may require a statement from a medical doctor or other acceptable proof that the employee was unable to work to the end that there will be no abuse of sick leave privileges. The Superintendent shall require a physician's verification of sick leave when absence exceeds five continuous days or when absence indicates need for verification.

Policy Name:	ILLNESS Page 2 of 2	Policy Code:	GCRIB (Also GBRIB)
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	Date Adopted: 5/18/06
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Employees who are absent from work due to temporary occupational injury or illness and who are entitled to Worker's Compensation Benefits may, upon proper application, utilize their accrued sick leave as a supplemental to Worker's Compensation so as to receive weekly benefits from both sources equal to but not in excess of their normal weekly pay at the time of injury or onset of illness. This option, when exercised, will reduce the employee's accrued sick leave on a proportional basis. For example, an employee's normal weekly pay is \$130.00. He/she is receiving \$65.00 per week Worker's Compensation and elects to receive an additional \$65.00 sick leave. Therefore, he/she used sick leave at a rate of one-half which is two and a half days for each week of disability. Please check with the Central Personnel Office before cashing a Worker's Compensation check. This is necessary to ensure you do not receive payments from both Worker's Compensation and the district totaling more than your normal weekly rate of pay. Should this happen, you will be required to reimburse the district for the amount of overpayment.

Employees receiving Worker's Compensation benefits for a permanent disability are eligible for full pay from both sources.

Maternity leave is to be treated as any other leave for sick ness or disability,

Request for sick leave must be made in advance. However, if the nature of the illness makes this impossible, the employee must notify the unit principal/dean of students/head teacher no later than the normal time to report for work. Failure to do this will result in the employee being charged with sick leave. Application for sick leave must be filed within two days after the employee returns to work. In addition, the employee shall be required to furnish a certificate from an attending physician for five or more consecutive days of sick leave. Administrators may require a doctor's statement for an absence due to illness or injury if they have reason to believe or suspect that an abuse of the sick leave policy is being committed or unusual circumstances exist. If notification is not made in accordance with this procedure, the absence will be charged to annual leave or leave without pay at the discretion of the superintendent. Employees are urged not to abuse the sick leave policy. Continued abuse may result in disciplinary action.

Employees transferring between state agencies and/or state institutions of higher education, without a break in service, shall at the time of transfer, retain all accumulated sick leave credits.

The establishment of leave records and internal leave procedures are the responsibility of the district. Policy and procedures covering such things as requesting leave, approving authority or use of sick leave may be covered.

Policy Name:	SICK LEAVE COMPENSATION	Policy Code:	GCRGBAB (Also GBRIBAD)
		Date Adopted:	5/19/05

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment except the following:

A. Upon retirement or entry into the Teacher Deferred Retirement Option Plan (T-Drop), any employee of the Arkansas Department of Correction School District shall receive compensation for accumulated unused sick leave as follows:

1. If the employee has accumulated at least fifty (50) days, but less than sixty (60) days of sick leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued sick leave days (rounded to the nearest day) times fifty percent (50%) of the employee's daily salary.

2. If the employee has accumulated at least sixty (60) days, but less than seventy (70) days of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the number of accrued sick leave days (rounded to the nearest day) times sixty percent (60%) of the employee's daily salary.

3. If the employee has accumulated at least seventy (70) days, but less than eighty (80) days of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.

4. If the employee has accumulated at least eighty (80) or more days of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.

B. For purposes of this section, the employee's daily salary shall be determined by dividing the annual salary by the number of contract days.

C. In no event shall an employee receive an amount that exceeds seven thousand five hundred dollars (\$7,500) upon retirement due to the provisions of this section. Employees shall receive compensation for unused sick leave one time during their tenure with the Correctional School System.

Policy Name:	MATERNITY LEAVE	Policy Code:	GCRGC (Also GBRIC)
		Date Adopted:	4/27/01

MATERNITY LEAVE - Maternity leave is to be treated as any other leave for sickness or

disability. The employee may elect to take leave of absence without pay in the case of maternity leave without having to exhaust accumulated annual and sick leave.

Policy Name:	MILITARY LEAVE	Policy Code:	GCRGD (Also GBRID)
		Date Adopted:	4/27/01

A school employee who is a member of the Arkansas National Guard or reserved branches of the armed forces will be granted leave at the rate of fifteen (15) days in any one (1) calendar year, it will accumulate in the succeeding calendar year until it totals fifteen (15) days at the

beginning of the calendar year. Leave will be granted without loss of pay in addition to regular vacation time. The classified personnel will be responsible for paying the cost of any substitute employed in their absence.

An employee who is drafted or called to active duty in the armed forces or who volunteers for military service shall be placed on extended leave without pay and upon application, in ninety (90) days after his/her release, shall be reinstated to the position vacated or it's equivalent with no loss of seniority or any other benefits or privileges of employment.

An employee who enlists or re-enlists for a second consecutive term of military duty forfeits his/her re-employment rights. Personnel called to duty in emergency situations by the Governor or President shall be granted leave with pay not to exceed thirty (30) working days after which leave pay without pay will be granted. This leave is in addition to regular vacation time.

Policy Name:	LEAVE POLICY Page 1 of 2	Policy Code:	GCRH
		Date Adopted:	2/15/01

The types of leave available at the ADCSD are as follows: annual leave (vacation), sick leave, military leave, educational leave, leave without pay, court and jury duty leave.

This leave policy is applicable to all ADCSD employees except emergency, hourly, intermittent, extra help and per diem employees.

A. ANNUAL LEAVE/VACATION - Full-time employees accrue annual leave/vacation in

accordance with the following timetable. Employees working less than full-time but more than 1,000 hours per year accrue annual leave/vacation in the same proportion as time worked.. Example: Employees working half-time would accrue half of annual leave/vacation time noted on table.

FULL-TIME EMPLOYEES		
YEARS OF EMPLOYMENT	MONTHLY	ANNUALLY
Through 3 years	1 day	12 days
3 through 5 years	1 day, 2 hours	15 days
5 through 12 years	1 day, 4 hours	18 days
12 through 20 years	1 day, 6 hours	21 days
Over 20 years	1 day, 7 hours	22.5 days

All annual leave/vacation time is cumulative, no employee may have over 30 days accumulated on December 31<sup>st</sup> each year. During the calendar year, accrued vacation leave may exceed 30 days, but those days in excess of 30 will be lost if not used by December 31<sup>st</sup> of each year.

Years of employment may be continuous state employment or an accumulation of service when the employee was out of state service for a time. However, seniority for reinstated employees will be brought forward in completed years of service only.

Accrued annual leave/vacation can be requested by an employee at any time. The Superintendent or Deputy Superintendents grant the leave request at such time or times that least interfere with the efficient operation of the district. Employees are not eligible for annual leave/vacation prior to completion of six months of employment. Annual leave/vacation may not be accumulated during a period of leave without pay when such leave is for ten or more days within a calendar month.

Annual leave/vacation is granted based on the basis of work days, not calendar days. Non-work days such as weekends and holidays falling within a period of annual leave/vacation leave is not charged as annual leave. Annual leave/vacation leave must be earned before it can be authorized and is deducted from the employees accrued leave in increments of not less than one hour.

Policy Name:	LEAVE POLICY Page 2 of 2	Policy Code:	GCRH
		Date Adopted:	2/15/01

Employees transferring between the district and other state agencies and/or state supported institutions of higher education which are covered by these policies without a break in service retain, at the time of transfer, all accumulated annual leave. The establishment of leave records and internal procedures are the responsibility of each agency and institution. Policy and procedures covering such things as requesting leave, approving authority or use of annual leave may be covered. All employees should be informed of any internal policy and procedure as well

as statewide Policy and procedure.

Upon termination, entry into the Teacher Deferred Retirement Option Plan (T-Drop), resignation, retirement, death, or any other action by which a person ceases to be an employee of the district; the amount due the employee or his/her estate from accrued annual leave or holiday leave up to but not exceeding thirty days will be included in the final pay to the employee.

Policy Name:	HOLIDAY PAY FOR CENTRAL OFFICE PERSONNEL Page 1 of 2	Policy Code:	GCRI (Also GBAC)
		Date Adopted:	4/27/01

The Arkansas Department of Correction observes the following holidays:

New Year's Day	January 1
Martin Luther King and Robert E. Lee's Birthday	Third Monday in January
George Washington's Birthday	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4

Labor Day	First Monday in September
Veterans Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Eve Day	December 24
Christmas Day	December 25

THE EMPLOYEE'S BIRTHDAY - Employee is granted one holiday to observe his/her or her birthday.

The Governor, by Executive Proclamation, may proclaim additional days in observance of special events, or for other reasons at his/her discretion.

EXCEPTION 1: Except for the employees birth date listed above, all department offices will be closed on all other legal holidays. However, those closings do not apply to those state offices and employees who are essential to the preservation and protection of the public peace, health and safety.

EXCEPTION 2: When a legal holiday falls during a general or special session of the Legislature, the department offices shall remain open and maintain on duty only the minimum number of employees necessary to carry on the business of the office, unless these offices are permitted to close by Resolution of the General Assembly.

#### ELIGIBILITY FOR HOLIDAY PAY AND/OR EQUIVALENT TIME OFF

A. HOLIDAY PAY - To be eligible for holiday pay, the employee must be in pay status on the last scheduled work day before the holiday and on the first scheduled work day after the holiday.

(This applies to Extra Help employees also.)

Policy Name:	HOLIDAY PAY FOR CENTRAL OFFICE PERSONNEL Page 2 of 2	Policy Code:	GCRI (Also GBAC)
		Date Adopted:	4/27/01

B. HOLIDAY DURING LEAVE - When a holiday falls while an employee is on annual (vacation) or sick leave, that day will be charged as a holiday and will not be charged against the employees annual (vacation) or sick leave.

C. HOLIDAY DURING DAYS OFF - When a holiday falls on an employee's regularly schedule day off, the employee will be given equivalent time off.

The following provisions apply to employees who cannot take holidays off as scheduled:

1. Employees must work on holidays when the needs of the department require it. This need will be determined by the Department Director.

2. Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor and are to be taken as soon as it is practical.

3. Supervisors are responsible for scheduling days off in lieu of holidays worked by their employees. Department administrators and supervisors are responsible for informing their employees of the schedule and of the observance of all provisions.

4. If a holiday falls on a part-time employee's day off permission may be granted to take an equitable amount of time off at a later date with the approval of the warden principal or supervisor in charge.

Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the succeeding Monday, or as announced by the Governor's Proclamation. Other information may be obtained at the Unit Personnel Office or the Central Personnel Office.

Policy Name:	TRAINING	Policy Code:	GCRK
		Date Adopted:	4/27/01

Recognizing that a well-trained employee can discharge his/her duties in a more proficient manner, the Department of Correction Department of Correction School District strongly encourages classified employees to participate in workshops and other educational activities which will improve their abilities and skills.

Procedures:

1. It will be the responsibility of the Superintendent, or his/her designee, to provide and/or coordinate activities and training sessions which will aid classified personnel in keeping abreast of new techniques, concepts and practices in their assigned fields.
2. At his/her discretion, the Superintendent may approve participation by classified employees

in workshops, conferences and other educational activities.

3. Classified employees who attend approved functions may be reimbursed for expenses incurred according to the school district's travel allowance policy, when approved by the Board.

4. The Superintendent may approve compensation for a classified employee's time spent while attending training sessions if that time occurs outside the employee's regular hours of employment.