

**JOPLIN SCHOOLS
FACILITIES DEPARTMENT
CUSTODIAL/MAINTENANCE
HANDBOOK
2021-2022**

**Original 12-18-19
Update 6-14-21**

JOPLIN SCHOOLS

DISTRICT MISSION

Joplin Schools will build a high-performing community of learners engaged in their future through a culture of continuous improvement involving all stakeholders.

DISTRICT VISION

Joplin Schools will engage a community of learners through high expectations, integrity, empowerment, and opportunity.

FACILITIES DEPARTMENT MISSION

Our mission is to work as a team to protect the investment and be good stewards of district resources as we consistently maintain, repair, and provide a clean, safe environment for all buildings and facilities. We will build respectful and healthy relationships with staff, students, parents, and our community as we support our most valued customers- children of the district.

DEPARTMENT VISION

Our team will be a well-oiled machine moving forward as a support-giving entity for our buildings, staff, and students and recognized by our community as the gold standard in school maintenance and care. We will serve as leaders in cleanliness and safety of 21st century school facilities as we continually improve toward a positive future and seek to become the employer of choice for the region.

INTRODUCTION

The purpose of this Handbook is to provide an easy reference for custodians in Joplin Schools. This Handbook is not intended to create any employment rights or benefits and does not modify, amend or supersede state or federal law, board policy or any negotiated agreement.

GENERAL INFORMATION

Superintendent of Schools
Assistant Superintendent of Operations
Assistant Superintendent of Instruction
Director of Educational Support and Human Resources
Chief Financial Officer

Dr. Melinda Moss
Dr. Kerry Sachetta
Mrs. Sarah Mwangi
Dr. Justin Crawford
Shelly Toft

GENERAL PERSONNEL INFORMATION

EMPLOYEE DEFINITION

The term "support staff" will be used to designate all positions in the district that do not legally require a certificate issued by the Department of Elementary and Secondary Education (DESE).

EMPLOYEE CLASSIFICATION

Employees shall be classified as follows:

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

CHAIN OF COMMAND

The normal process of the chain of command always begins with the immediate supervisor, Facilities Director, Assistant Superintendent, Superintendent, and then Board of Education. Employees are expected to attempt to resolve problems through the normal chain of command.

STAFF CONDUCT

Policy GBCB

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. In building a quality program, employees must meet certain expectations that include, but are not limited to, the following:

1. Become familiar with, enforce and follow all Board policies, regulations, administrative procedures, other directions given by district administrators and state and federal laws as they affect the performance of job duties.
2. Maintain courteous and professional relationships with pupils, parents/guardians, other employees of the district and all patrons of the district.
3. Keep current on developments affecting the employee's area of expertise or position.
4. Transact all official business with the appropriate designated authority in the district in a timely manner.
5. Transmit constructive criticism of other staff members or of any department of the school district to the particular school administrator who has the administrative responsibility for improving the situation.

6. Care for, properly use and protect school property.
7. Attend all required staff meetings called by district administration, unless excused.
8. Keep all student records, medical information and other sensitive information confidential as directed by law, Board policy, district procedures and the employee's supervisor.
9. Immediately report all dangerous building conditions or situations to the building supervisor and take action to rectify the situation and protect the safety of students and others if necessary.
10. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Except in an emergency, no employee will leave an assigned group unsupervised.
11. Obey all safety rules, including rules protecting the safety and welfare of students.
12. Submit all required reports or paperwork at the time requested. Employees will not falsify records maintained by the school district.
13. Refrain from using profanity.
14. Dress professionally and in a manner that will not interfere with the educational environment.
15. Come to work and leave work at the time specified by the employee handbook or by the employee's supervisor. Employees who are late to work, stop working before the scheduled time or work beyond the scheduled time without permission may be subject to discipline, including termination.
16. School employees, other than commissioned law enforcement officers, shall not strip search students, as defined in state law, except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
17. School employees shall not direct a student to remove an emblem, insignia or garment, including a religious emblem, insignia or garment, as long as such emblem, insignia or garment is worn in a manner that does not promote disruptive behavior.
18. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
19. Employees will not use district funds or resources to advocate, support or oppose any ballot measure or candidate for public office.
20. Employees and agents of the district may not engage in political activities (promoting, advocating or opposing any issue or candidate) while engaged in the performance of

their district duties, whether during or outside of regular school hours. Except as otherwise provided by law, employees or other persons may not distribute political literature on school property.

The Board of Education expects that each professional and support staff member shall put forth every effort to promote a quality instructional program in the school district. Employees of the district are expected to conduct themselves in a just and courteous manner with coworkers, pupils, parents/guardians, staff members and all others visiting the school district. Conduct themselves in a professional manner of dress; general behavior and actions bringing credit to their school and community.

IMPORTANT: Please see the entire policy GBCB at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

PROHIBITION AGAINST DISCRIMINATION, HARASSMENT AND RETALIATION

Policy AC

The Joplin Schools Board of Education is committed to The Joplin Schools Board of Education is committed to maintaining a workplace and educational environment that is free from discrimination and harassment in admission or access to, or treatment or employment in, its programs, services, activities and facilities. In accordance with law, the district strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. Joplin Schools is an equal opportunity employer.

IMPORTANT: Please see the entire policy AC at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

PUBLIC RELATIONS

It is the responsibility of all employees to promote the positive image of the school district. Your friends and neighbors form their impressions of the district from what you say about it. Make sure the information you provide is accurate. *NEVER* pass along gossip, petty rumors, or other information.

STAFF GRIEVANCES

Policy GBM

Joplin Schools is interested in employee concerns and ideas for improving the district. District employees are encouraged to discuss concerns with supervisors and the administrative staff so that issues may be addressed in a timely fashion.

Because violations of Board policies, regulations and collective bargaining agreements are particularly problematic, the Board has developed this formal process for addressing these grievances.

Grievance processing should be viewed as a positive and constructive effort to establish the facts upon which the grievance is based and to accurately implement Board policies, regulations or collective bargaining agreements. The Board strictly prohibits discrimination or retaliation against an employee for filing a grievance and directs all district employees to cooperate in the grievance process.

If more than one (1) district grievance process might apply to a particular concern, the superintendent or designee will decide which process will govern. If any part of a grievance includes allegations of illegal discrimination or harassment, or if the grievance is factually similar to a complaint filed by the same employee regarding illegal discrimination or harassment, the entire grievance will be resolved in accordance with policy AC.

IMPORTANT: Please see the entire policy GBM at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

JOB DESCRIPTIONS

Job descriptions are provided for each employee for their benefit and the benefit of the district. It is expected of each employee to follow and achieve the daily task listed on these job descriptions. Only a Director, Superintendent, or the Board of Education is able to make changes to a job description.

TIME CLOCKS

All hours worked by nonexempt employees must be tracked by a time clock system. There is a designated computer and/or time clock in each district facility that Facilities employees are to use for clocking their time IN and OUT. It is required that all Facilities department employees clock "himself" or "herself" IN and OUT each day (including lunch periods). Some staff may be set up for automatic recording of daily lunch breaks.

WORK SCHEDULES

The school year will be set annually by the Board of Education. Work hours may be changed by the administration as needed. Regular attendance is essential in order to maintain a high quality of instructional support. Support staff employees will be subject to disciplinary action when their absenteeism is deemed to be excessive.

BREAK AND MEAL PERIODS

Breaks will be provided per the current Collective Bargaining agreement. In addition, an unpaid meal period of ½ hour will also be provided daily for full time staff members.

All staff members are expected to adhere strictly to the length of time designated for breaks and meal periods. Employee's that do not adhere to these designated time periods can be cause for appropriate disciplinary action up to and including termination.

TARDINESS

In order to preserve and maintain effective operations, employees should be present

and ready to work by their assigned starting time. Excessive tardiness can be cause for appropriate disciplinary action up to and including termination. Employees are expected to let their supervisor know by phone call if they are going to be late.

PAY PERIODS AND WORK WEEKS

Pay periods are on a bi-weekly basis every other Wednesday. The work week runs Saturday to Friday.

OVERTIME

Nonexempt employees will work the regularly scheduled time **unless additional time is approved by their supervisor prior to the additional time requested.** Time worked above and beyond the regular schedule is paid at the rate of overtime wages of 1.5 hours for every hour worked over. Overtime is based on having physically worked a 40 hour week. Sick days, holidays, personal days, or other paid leave days do NOT count towards working a 40 hour week. "Call Back" is when an employee is asked to return after leaving the work location at the end of his or her regular shift. Call back will be paid at one and one-half times the regular rate of pay for actual time worked or for two hours minimum, whichever is greater. See policy GBA.

SUPPORT STAFF LEAVES AND ABSENCES

Policy GDBDA

Consistent staffing is important to the learning environment and district operation and therefore is an essential duty of all employees. However, the Board recognizes that there are circumstances that require an employee to miss work, and the purpose of this policy is to identify situations where paid and unpaid leave from work are appropriate.

The district may require an employee to provide the district verification of illness from a healthcare provider or supply other documentation verifying the absence before the district applies sick leave or other applicable paid leave to the absence. In accordance with law, the district may require an employee to present a certification of fitness to return to work whenever the employee is absent from work due to the employee's health.

IMPORTANT: Please see the entire policy GDBDA at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

ABSENTEEISM

Situations do arise due to illness or personal/family emergency that causes an employee to miss work. Employees are required to notify the Facilities office of an absence in a timely manner, and as soon as possible. An employee who is absent due to illness may be required to provide written verification from a healthcare provider. Any employee who is sick or cannot come to work for any reason is expected to verbally contact his/her supervisor ahead of his/her work schedule. Failure to do so will result in a "no call, no show" and will be grounds for employee discipline.

Excessive absences from work can affect our ability to meet the needs of our operation as well as creating additional work for your fellow employees. Excessive absences

(other than for circumstances covered by the Family and Medical Leave Act or emergency medical care) may result in appropriate disciplinary action up to and including termination.

Absences from work will also require the employee to register his/her absence in the district system and adjust time sheets accordingly.

CALLED MEETINGS

Periodically throughout the school year and summer, it is necessary to bring everyone together for a meeting. Attendance is required at these meetings unless otherwise approved by the Director of Facilities.

TOBACCO-FREE DISTRICT

Policy AH

To promote the health and safety of all students and staff and to promote the cleanliness of district property, the district prohibits all employees, students and patrons from smoking or using tobacco products, electronic cigarettes or imitation tobacco or cigarette products in all district facilities, on district transportation, on all district grounds at all times and at any district-sponsored event or activity while off campus. This prohibition extends to all facilities the district owns, contracts for or leases to provide educational services, routine healthcare, daycare or early childhood development services to children. This prohibition does not apply to any private residence or any portion of a facility that is used for inpatient hospital treatment of individuals dependent on, or addicted to, drugs or alcohol in which the district provides services.

Students and employees who violate this policy will be disciplined in accordance with applicable Board policies and may be offered referrals to smoking cessation programs. Employees may be terminated for repeated violations. Visitors who violate this policy may be asked to leave or may face other consequences in accordance with district policies and procedures.

IMPORTANT Please see the entire policy AH at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

HAZARDOUS MATERIALS

Policy EBAB

To promote the health and safety of the students, staff and patrons of the district, and to ensure that hazardous materials are handled appropriately, the Board of Education of the Joplin Schools directs the administration, under the guidance of the superintendent, to develop procedures that address the purchase, storage, handling, transportation and disposal of hazardous materials for all school facilities and operations of the district.

The Board directs district staff to avoid using hazardous materials to the extent feasible and to minimize the quantities of such substances used by or stored in the school district.

In addition, district employees shall follow the procedures developed by the administration and shall take the necessary precautions recommended by manufacturers' warnings when handling or transporting hazardous materials.

The procedures developed by the administration shall comply with all local, state and federal laws and regulations that pertain to the proper management of hazardous materials. The superintendent or designee is responsible for identifying any substances that may be hazardous and ensuring such substances are properly disposed in a state-approved facility or landfill.

Emergency Plans

The superintendent or designee will include in district emergency plans appropriate responses and evacuation plans for situations where hazardous materials threaten the health or safety of persons on district property or when hazardous materials on district property threaten the health or safety of people in the surrounding area.

IMPORTANT: Please see the entire policy EBAB at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

WORKERS' COMPENSATION

Policy EBEA and GBEA

Pursuant to state law, an employee of Joplin Schools who is injured, killed or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with this policy and the Missouri Workers' Compensation Law.

IMPORTANT: Please see entire policies for EBEA and GBEA at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

Reporting

An employee must report all injuries immediately to his or her immediate supervisor by completing the district's incident report form. If the nature of the injury or illness is such that the employee cannot immediately submit the completed incident form, the employee's supervisor will assist the employee in completing the form as soon as possible, but no later than 30 days after the injury or illness. Employees who fail to report an injury or illness arising out of and in the course of employment within 30 days of such injury or illness may jeopardize their ability to receive compensation and other benefits pursuant to law and this policy.

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

Use of Leave

The district does not permit the use of paid leave for absences during the period when the employee receives workers' compensation wage benefits. Because by law an employee will not receive workers' compensation wage benefits for the first three (3) days of absence if the total absence is less than 14 days, the district will apply available paid leave for those days. However, the employee will only receive compensation for those days once the district knows that the employee will not receive workers' compensation wage benefits for those days.

Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. However, the employee will not continue to accumulate paid leave during the absence.

Employees are required to use accumulated paid leave to receive medical treatment, evaluation or to attend physical rehabilitation during work time. If paid leave has been exhausted and the employee must be absent during work time to receive medical treatment, evaluation or to attend physical rehabilitation in conjunction with a work-related injury or illness, the employee may be granted unpaid leave.

Medical Providers

The district may designate medical providers to be used in the administration of workers' compensation claims and treatment. A list of district-designated providers will be available to employees upon request. If a medical provider has been designated by the district and the employee chooses to use his or her own provider, the employee is responsible for all costs associated with the provision of those services.

Loss of Benefits

An injury caused by the failure of employees to use safety devices provided by the district or obey rules adopted by the district for the safety of employees will result in the reduction of benefits payable under this policy and pursuant to law.

Violation of the district's Drug-Free Workplace policy or any other district policy, procedure or rule relating to the use of alcohol or nonprescribed controlled substances will result in a reduction or loss of benefits payable under this policy and pursuant to law if the injury was sustained in conjunction with the use of alcohol or nonprescribed controlled substances.

The Board authorizes post-injury testing for nonprescribed controlled substances or alcohol in accordance with Board policy and law. Refusal to submit to the test will result in the loss of benefits.

An employee is disqualified from receiving temporary total disability workers' compensation benefits during any period of time in which the employee receives unemployment benefits.

Temporary, partial or total disability workers' compensation benefits are not payable if an employee is terminated from employment for misconduct post-injury.

STAFF / STUDENT RELATIONS

Policy GBH

Staff members are expected to maintain courteous and professional relationships with students. All staff members have a responsibility to provide an atmosphere conducive to learning through consistently and fairly applied discipline and the maintenance of physical and emotional boundaries with students. These boundaries must be maintained regardless of the student's age, the location of the activity, whether the student allegedly consents to the relationship or whether the staff member directly supervises the student. Maintaining these boundaries is an essential requirement for employment in the district.

Although this policy applies to the relationships between staff members and district students, staff members who inappropriately interact with any child may be disciplined or terminated when the district determines such action is necessary to protect students.

Any person, including a student, who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern

immediately to the attention of the principal, counselor or staff member's supervisor. If illegal discrimination or harassment is suspected, the process in policy AC will be followed.

Any staff member who possesses knowledge or evidence of possible violations of this policy must immediately make a report to the district's administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with Board policy. Staff members must also immediately report a violation or perceived violation of the district's discrimination and harassment policy (AC) to the district's nondiscrimination compliance officer. Staff members may be disciplined for failing to make such reports.

The district will not discipline, terminate or otherwise discriminate or retaliate against a staff member for reporting in good faith any action that may be a violation of this policy.

IMPORTANT: Please see entire policy GBH at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

EMPLOYMENT REVIEW AND PROGRESSIVE EMPLOYEE DISCIPLINE

The Facilities Director, with the input of the principal of the building which the employee is assigned to, or immediate supervisor will complete a written evaluation of support staff under their supervision. All support staff employees will be evaluated at least once during their first year of employment and then at least once every year thereafter. The Director and Building Principal will evaluate the performance of employees under their supervision in the following areas:

- Job knowledge
- Quality of work
- Quantity of work
- Dependability
- Cooperation
- Other areas as appropriate for the specific job

This evaluation will be used to increase job proficiency, and determine eligibility for reemployment.

It is anticipated that all employees will have a satisfactory relationship with the school district. However, when problems do arise, a verbal warning or correction may be warranted. When a problem is serious, a written notice will be issued at the first offense. There are situations that will result in immediate termination. These are, but not limited to: stealing from the school district, falsification of time sheets, abuse and/or fraudulent use of sick leave, deliberate insubordination.

RESIGNATION OF SUPPORT STAFF MEMBERS (*Employees Not Under Contract*)

Any support staff member who desires to resign must submit a written letter of resignation to his or her immediate supervisor. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date. A

resignation is final upon submission and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

PERSONNEL RECORDS

Policy GBL

It is the intent of the Board of Education to maintain complete and current personnel files for all district employees. Personnel records will include, but are not limited to: documentation of necessary certifications and licenses; compensation records; documentation of benefits received or offered and overtime or compensatory time earned; performance evaluations; records of disciplinary actions; and other records the district determines are necessary to effectively manage the employment relationship and verify compliance with relevant state and federal laws. Personnel records will be retained in accordance with the Missouri Secretary of State's applicable retention manuals.

Confidentiality

The district creates and maintains personnel records for district purposes, and in general personnel records will only be available to district employees or independent contractors who are authorized by the district to access the information. In accordance with law, individually identifiable personnel records, performance ratings and records pertaining to employees, former employees or applicants for employment are closed and not accessible to the public. However, the names, positions, salaries and lengths of service of employees must be available to the public upon request. In addition, the district will provide access to personnel records to the district's legal counsel, to state and federal agencies with appropriate authority, and in situations where the record is used to defend the district in a legal or administrative action.

Storage

Personnel records will be stored in accordance with good data management practices and in such a manner that only authorized personnel who need to know the information as part of their duties with the district have access to the records. Files containing immigration records and medical information regarding an employee will be kept separate from other personnel files.

IMPORTANT: Please see entire policy GBL at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

STAFF USE OF COMMUNICATIONS (and DEVICES)

Policy GBCC

The Joplin Schools encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district.

Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students is a priority in the district, and employees who are responsible for supervising students must concentrate on that task at all times. Employees shall not use communication devices when they are responsible for supervising students unless any of the following conditions occur:

1. The device is being used to instruct the students being supervised at the time.
2. The use is necessary to the performance of an employment-related duty.
3. The employee has received specific and direct permission from a supervisor.
4. There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy and in accordance with law, employees shall not use communication devices when:

1. Driving district-provided commercial motor vehicles, regardless of whether the vehicle is owned, leased or otherwise obtained for district use in a district activity.

2. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job.
3. Supervising students who are entering or exiting a vehicle, crossing thoroughfares or otherwise safely reaching their destinations when such supervision is part of the employee's job.

The district will make an exception to the rules in this section when the communication device is used to:

1. Report illegal activity.
2. Summon medical or other emergency help.
3. Prevent injury to a person or property.
4. Relay necessary, time-sensitive information to a dispatcher with a device permanently affixed to the vehicle, in the manner allowed by law.
5. Play music, as long as the employee operating the vehicle does not turn on, select or otherwise manipulate the device while operating the vehicle or supervising students as described above.
6. Obtain directions from a global positioning or navigational system, as long as the system is being used in association with the employee's job and adequate safety precautions are taken.

Even in these situations, employees should first take all possible safety precautions before using communication devices.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent or designee has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

IMPORTANT: Please see entire policy GBCC at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sch=236&CC=Y

***TO SEE A FULL LISTING OF JOPLIN SCHOOLS BOARD POLICIES AND PROCEDURES, PLEASE GO TO THE DISTRICT WEBSITE AT:**

IMPORTANT: Please see all BOE policies at:

https://simbli.eboardsolutions.com/SB_ePolicy/SB_PolicyOverview.aspx?S=236&Sc h=236&CC=Y

GENERAL CODE OF CONDUCT

It is the responsibility of each employee to follow these basic conduct rules in order to work harmoniously with others and to act as a guardian of the District's buildings, grounds, equipment, and policies:

- Arrive to work each scheduled day on time ready to perform assigned duties.
- Finish all tasks within the assigned time frame.
- Work overtime only as pre-approved by the Director of Facilities.
- Attend all required scheduled meetings and workshops.
- Have current knowledge of safety and custodial guidelines/rules.
- Complete all required personnel paperwork and on-line trainings by due dates.
- Read and follow all policies and procedures as outlined in the employee handbook.
- Treat all staff, students and the public with courtesy.
- Be visible, available and attentive during work shift.
- Limit personal calls and socializing to break times only.
- Respect and assist fellow employees.
- Report all accidents / incidents to your immediate supervisor immediately.
- Follow the chain of command.
- Adhere to the dress code.

FINGERPRINTS—BACKGROUND CHECK - See Policy GBECB

ATTENDANCE POLICY –

All staff are expected to report to work at designated times. Pay dock time (no pay due or unpaid leave) is to be avoided and should have the approval of the supervisor if employees do not have vacation, sick leave, personal day time, FMLA, etc. to cover the absence. All regularly scheduled work days are Monday-Friday unless noted.

BOE Policy- GBCBC

<https://simbli.eboardsolutions.com/ePolicy/policy.aspx?PC=GBCBC&Sch=236&S=236&C=&RevNo=1.01&T=A&Z=P&St=ADOPTED&PG=6&SN=true>

WORK SCHEDULES-

Elementary Schools

Building Engineers 6:00-2:30

Night Custodian 2:15-10:45

Middle Schools

Building Engineer 7:30-4:00

Day Custodian 6:00-2:30

Night Custodian 3:00-11:30

Early Childhood

Building Engineer 6:00-2:30

Night Custodian 2:15-10:45

JHS

Building Engineer 6:00-2:30

Day Custodian 6:00-2:30

Night Engineer 2:00-10:30

Night Custodian 3:00-11:30

3rd Shift Custodian 10:30 p.m.-7:00 a.m.

Day Grounds 8:00-4:30

Night Grounds 2:00-10:30

MEC/RSW/BGT

Building Engineer 6:30-3:00

Day Custodian 6:30-3:00

Night Custodian 2:15-10:45

SkilledCraft

6:30-3:00

Hours may be adjusted for the summer including working 4 @ 10 hour days with District approval and supervisor approved schedule. Buildings must be covered Monday-Friday during the summer.

On early dismissal days, night custodians may adjust their schedules to come in earlier unless the needs of your building require them to work their regular shift. Night custodians for elementary may report early but not earlier than 10:30 a.m. to assist in clean up. Secondary may report no earlier than 11:15 a.m. As per the initial

statement, if the needs of your building dictate standard operation times, then apply those as needed.

Unless directed otherwise by District Administration, staff are expected to work their shift on inclement weather days (flood, ice, snow, etc.). You may adjust your hours, with supervisor permission, if it is safer for travel arrangements (i.e. coming in an hour later). If, after safely attempting to report to work, you find it physically impossible to report to work, contact (via phone call) your Supervisor or the Director immediately. You may take the balance of any time shortage, due to those adjustments, by using personal leave or vacation.

Snow Days/Non-school days that are still calendar work days-
All staff are expected to work on "snow days". Unless the needs of your building dictate otherwise, as determined by the Director or building engineer, evening custodians are to report to work at "snow day" time of 8:00 a.m. to work their shift.

CALL IN PROCEDURES

Any employee who is sick or cannot come to work for any reason is expected to verbally contact his/her supervisor ahead of his/her work schedule. A phone call is expected. Text messages, emails, or voice mails are not acceptable forms of communication for tardiness or absences. Failure to do so will result in a "no call, no show" and may be grounds for employee discipline.

All staff should contact their supervisor as soon as an absence is expected. Skilledcraft and Building Engineers should contact the Facilities Director between 5:30 a.m. and the start of their shift. Custodians should contact their Building Engineer at least 1 hour before their shift report time.

If an employee becomes ill while at work and on the clock, every effort should be made by that employee to contact the immediate supervisor before the employee leaves the building.

TIME CLOCKS AND CHECK IN PROCEDURES

Employees are expected to clock in and out using the current time clock software. Employees should typically clock in at or up to 5 minutes prior to their shift report time. Early clocking in is not approved. Clock out time should be at or up to 5 minutes past their shift end time. Remaining clocked in longer than their shift is considered unapproved overtime.

TRAINING

In addition to this Handbook, training and information may be shared periodically. Online training modules will also be required annually in order to comply with state and insurance requirements.

COMMUNICATION

The district has an email system that is essential for communication between employees. All employees are expected to utilize the district email communication system as prescribed by their supervisor and to stay apprised of department and district information. This means all employees should check their email (minimally) daily during the work week, in the event there are communications from their supervisor or the school district.

EMPLOYEE TESTING

Prior to beginning duty, new employees will be required to complete and pass an essential functions test to determine if the assigned job functions of lifting, twisting, bending and other physical requirements of the job can be met on a daily basis. Employment is conditional upon successfully passing the test. The district reserves the right to request additional essential functions tests or other assessments as needed within its discretion.

EXPECTATIONS FOR DRESS - See policy GBCB

In addition to the BOE policy, staff are expected to dress in a manner appropriate for their job title. Clothing should be worn properly, be clean, and in good taste. Since students observe our staff daily, clothing should reflect a respectful attitude and should never clash with the dress code of the District.

Dress Code Standards

1. **Shirts-** Shirts should be clean and presentable. Shirts should be void of inappropriate or suggestive messages, signs, or pictures. All shirts and blouses must have sleeves, no sleeveless attire or tank tops.
2. **Pants-** Employees should use diligence in choosing a work pant. Avoid thin or transparent fabrics. Sweat pants, spandex type materials, and pants with holes are not acceptable. Work pants are for the job, workout pants/sweats are for the gym. Shorts must be no shorter than 3 inches above the knee when standing. Shorts must be in good repair, no cut-offs. All shorts must have hems. Shorts must be loose enough to allow ease of movement, but not so loose as to be immodest.

3. **Footwear**-Safety is of the utmost concern. Work shoes/boots/tennis shoes with slip-resistant soles should be worn. Open-toed shoes are not appropriate work footwear (no flip flops or sandals). All shoes should contain at least a strap across the heel of the shoe.
4. **ID Badge**-The employee is required to wear their ID badge while working.
5. **Hygiene**-Employees are expected to practice good hygiene. It is the responsibility of the employee to wear properly laundered clothing so as to project a professional appearance.

Safety is everyone's responsibility. If the supervisor feels that an employee's apparel is not appropriate to the workplace, professionally or for safety, the employee may be asked to change or remove inappropriate items or apparel.

USE OF DISTRICT EQUIPMENT

Use of District equipment must have the approval of the immediate supervisor or Director of Facilities before use.

WHAT TO DO IN THE EVENT OF ACCIDENT OR EMERGENCY

In case of an emergency, safety of life is the main priority. Immediately after insuring that life safety is addressed (first aid, ambulance, fire, police, etc.), employees should contact their immediate supervisor. If that communication is unavailable, employees should contact the Facilities Office (417) 625-5300 or the Facilities Director.

EMPLOYEE PORTAL

Employee information, including pay periods, vacation balance, personal leave balance, sick leave balance, rate of pay, etc. may be found here:

<https://www.aliosolutions.net/JOPLIN/login.aspx>

EMPLOYEE EXPECTATIONS

1. Keep all employee contact information up to date (name, address, personal phone number, emergency contact numbers).
2. Vacation should be requested at least 5 days ahead of the requested time.
3. Phone usage is restricted to break periods only unless there is an emergency.

CUSTODIAL EXPECTATIONS

- A. Custodians and building engineers may need to cover staff absences with other buildings. Typically, "sister" schools work this out with a custodian splitting time equally between the two buildings. When this occurs, the following criteria should be met:
 1. Clean all restrooms.
 2. Remove all trash from building.
 3. Wipe off tables/desks of Kindergarten and 1st grade.
 4. Vacuum as time allows.
- B. Cleaning chemicals should be used correctly including intended use and quantity of the chemical. Outside unapproved chemicals are not to be used, including bleach. Chemicals should be properly labeled. Spills should be addressed according to the MSDS or manufacturers recommendations.

VISITORS AT WORK

Staff may have visitors at work, including family, during unpaid break times or in case of an emergency. Visitors that cause disruption to District operations may be asked to leave and may have visiting privileges revoked. Visitors are not allowed to help staff work nor are they to linger on District property outside of the above approved visitation times. This directive is to be followed for regular work schedules, snow days, early out days, special events, or any other days when an employee is working a shift.

DISTRICT CHAIN OF COMMAND

It is expected that when issues arise that need to be addressed, the chain of command is followed. The following is that chain:

1. Employee
2. Immediate Supervisor (Leadperson or Building Engineer)
3. Director of Facilities
4. Asst. Superintendent of Operations
5. Superintendent
6. Board of Education

The next step in the chain should only be used if the issue is not satisfactorily remedied or if the issue is with the supervisor themselves.

PAY SCALE

Each employee's pay rate will reflect an assigned step/level on the applicable district salary schedule. It will be effective as soon as an employee begins work in an assigned permanent position. Salary schedules are located on the district website at:

<http://joplin.ss11.sharpschool.com/cms/One.aspx?portalId=153084&pageId=432813>

Hourly-paid employees will be paid bi-weekly.

Each employee's pay rate will reflect an assigned step/level on the district salary schedule. It will be effective as soon as an employee begins work in an assigned permanent position. Salary schedules are located on the district website at Hourly-paid employees will be paid semi-monthly.

APPLICATION FOR TRANSFERS OR PROMOTIONS-

Applying for job openings may be found at:

<https://joplin.tedk12.com/hire/index.aspx>

Existing employees should apply for the positions as an "internal" candidate. The employee should take every effort to state in the application any applicable experience, qualifications, training, school attended, or any other pertinent information concerning their aptitude for the job opening.

EVALUATION PROCESS-

Employees will be formally evaluated once each year. Additional evaluations may be needed for new employees, disciplined employees, or employees on a job target.

EMPLOYEE DEVELOPMENT-

Opportunities for employees to gain more knowledge or training are encouraged. Approval for times of training, conferences, seminars, etc. shall be assessed, per occurrence, with the needs of the district being the deciding factor and should have the approval of the immediate supervisor.

SCHOOL VIOLENCE-

Incidents or threats of school violence should be reported. These include, but are not

limited to, bullying, assault, threats, sexual misconduct, weapons, and self-harming behavior. Reporting is anonymous and may be done in the following ways.

Report anonymously to Courage2Report Missouri

- CALL: 1-866-748-7047, toll free
- ONLINE: Fill out a form- 24/7
www.msph.dps.missouri.gov/MSPHWeb/Courage2ReportMO/indel.html
- DOWNLOAD: the free "Courage2Report" App from your App store

SAFETY-

EMPLOYEE RIGHTS AND RESPONSIBILITIES UNDER THE FAMILY AND MEDICAL LEAVE ACT

Basic Leave Entitlement

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

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

Military Family Leave Entitlements

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

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

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

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

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

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

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and

a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

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

Substitution of Paid Leave for Unpaid Leave

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

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

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

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

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



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division



WHD Publication 1420 - Revised February 2013

APPENDIX

- **JOB DESCRIPTIONS FOR EACH POSITION WITHIN THE DEPARTMENT**
- **SCHOOL CALENDAR and WORK CALENDARS**
- **COLLECTIVE BARGAINING AGREEMENT**
- **EVALUATION INSTRUMENT**
- **INCIDENT/ACCIDENT FORM**
- **WORKMAN'S COMPENSATION REPORTING FORM**
- **ABSENTEE REPORTING FORM/PERSONAL DAY REQUEST**
- **PERSONAL DAY REQUEST FORM**
- **JURY DUTY FORM**
- **GRIEVANCE FORM**
- **VACATION FORM**
- **BEST PRACTICES FOR CUSTODIAL CLEANING**

Position: Building Engineer

Term: 12 Month

Classification: Classified/Non-Exempt

Location: District Wide as Assigned

Qualifications: High School Diploma or equivalent

- 3-5 Years related training/experience preferred
- Knowledge of general building operations
- Knowledge of cleaning chemicals and proper mixing protocol
- Knowledge in the following areas: sport field turf, weed control, turf/lawn/tree/shrub pest disease and control
- Knowledge of machines and tools, including their designs, uses, repair, and maintenance
- Ability to initiate and complete work orders
- Valid driver's license

Supervisory: Yes

Reports to: Director of Facilities

The building engineer is responsible for maintaining a safe, clean, sanitized, and attractive environment for staff and students.

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions

- Maintain cleanliness of the building as well as the neatness of the grounds through effective management of self and assigned custodians
- Perform safety and maintenance checks of all related physical plant equipment.
- Schedule, coordinate and assign custodial duties and custodial sections with the assistance of the Facilities Director.
- Order and maintain custodial supplies assigned building.
- Assist with the preparation of annual written evaluations for custodial staff .
- Train custodians on proper cleaning procedures.

- Conduct daily inspection on the work of custodians under their management.
- Perform routine inspections of properties, structures, equipment, boilers, roofs, etc.
- Perform required maintenance as assigned.
- Respond as needed for call-backs security alarm or other emergency call-backs.
- Maintain compliance with environmental regulations, including Material Safety Data Sheet files for cleaning chemicals used in building, and proper labeling of chemicals.
- Work collaboratively with the school principal or building director to provide a clean and safe environment for students, teachers and patrons.
- Assist as needed on summer maintenance crews.
- Dust, sweep and/or mop floors as necessary.
- Wash windows, as needed and clean window sills.
- Scrub or strip and wax floors as scheduled.
- Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc. Replace restroom supplies as needed. This includes locker rooms.
- Set up tables, chairs, etc., for school meetings, games, dances and any other events.
- Report any damage to school property and report maintenance needs, thru the work order system.
- Replace light bulbs and fluorescent tubes as needed.
- Load and unload supplies and equipment.
- Sweep exterior walkways.
- Relieve, assist, or fill in temporarily on other jobs as assigned by the supervisor.
- Demonstrate understanding of proper care and use of all emergency fire equipment.
- Maintain security of the classrooms and buildings, checking that all students are out of the buildings, lights are off, windows are locked, doors are locked, and rooms and buildings are checked for fire hazards.
- Report any trouble or problems relating to the heating or cooling system immediately.
- Clean all tools, supplies and equipment after each use and store in their proper place.
- Other duties as assigned.

Physical Demands

- Occasionally lift, push or pull over 60 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school setting. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit
- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position: Custodian (Day, Evening, Night)

Term: 12 Month/Full-Time

Classification: Classified
Qualifications: High School Diploma or equivalent
3-5 years related experience preferred

Supervisory: No

Reports to: Building Engineer
Director of Facilities

The custodial staff is responsible for maintaining a clean, sanitized and attractive learning environment.

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions

- Dust, sweep, and/or mop floors as necessary.
- Wash windows and clean window sills.
- Care for and clean the grounds (watering and mowing grass, trimming shrubs, etc.)
- Scrub, strip, wax floors as scheduled.
- Clean and sanitize restroom fixtures, hardware, tile, mirrors, partitions, floors, etc.
- Replace restroom supplies as needed.
- Set up tables, chairs, etc. for school meeting, games, dances, and any other events.
- Report any damage to school property and report maintenance needs.
- Replace light bulbs and fluorescent tubes as needed.
- Follow established schedule.
- Load and unload supplies and equipment.
- Completed minor repair work as needed.
- Sweep exterior walkways and remove snow as directed.
- Relieve, assist, or fill in temporarily on other jobs as assigned by supervisor.
- Know location, proper care, and use of all firefighting equipment.
- Maintain security of the classroom and buildings.
- Check to make sure all doors are locked, windows are locked, and buildings are checked for fire hazards.
- Assist with routine maintenance during summer months.

- Report any trouble or problems relating to the heating or cooling systems immediately.
- Clean all tools, supplies, and equipment after each use and store in their proper place.
- Secure the building at end of shift.
- Perform light maintenance duties according to capabilities or as directed.
- Fill in as Building Engineer on a temporary basis in the absence of a Building Engineer.
- Carry out all other duties as assigned.

Physical Demands

- Occasionally lift, push or pull over 60 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school setting. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit
- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position:	Carpenter
Term:	12 Month
Classification:	Classified/Non-exempt
Location:	District Wide
Qualifications:	High School Diploma or equivalent; Three years in some phase of construction or recognized apprenticeship; Class E Drivers license (Chauffer or better) with good driving record
Supervisory:	No
Reports to:	Director of Facilities and Lead Carpenter

Craftsman with extensive skill and experience level are able to manage job sites with multiple employees and trade contractors. Employees in this position are expected to perform a variety of skilled carpentry work in the construction, maintenance, and repair of public buildings and facilities, and to perform a variety of technical tasks relative to assigned area of responsibility.

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions

- Perform rough and finished carpentry from beginning to end including new construction, maintenance, and repair
- Demolition and construction of walls, wood floors, and general carpentry projects
- Design, construct, and repair of all cabinets, shelving, bulletin boards, chalkboards, book carts, book shelves, etc.
- Construct cement forms; pour, finish, and repair concrete pads, footings, stains, and related items including sidewalks, handicap ramps, steps, curbs, driveways and etc.
- Repair of office and classroom furniture, desks, tables, chairs, etc.
- Repair of wood frame windows
- Construct complete window frames; repair or replace window frames and broken windows and glazing
- Coordinate maintenance work with other departments; maintain accurate records of maintenance and repair work
- Read and interpret blue prints and diagrams; follow oral instructions as needed

- Install, repair, and maintain restrooms partitions
- Install window air conditioners
- Install, repair, and maintain wood and metal doors, door locks, deadbolts, and panic bar devices
- Develop and maintain master key systems, including cutting new keys
- Install and maintain building letterings
- Repair and replace laminate counter tops, table tops, and desktops
- Repair bleachers and auditorium seats
- Playground equipment repairs
- Install metal storage building
- Repair of roof leaks, roof systems, and guttering
- Tuck pointing and waterproofing envelope of buildings
- Install and maintain hand railings
- Estimate total costs including: time, materials, and equipment required for jobs assigned; requisition materials as required
- Advises in the selection of building materials
- Keeps records and makes reports
- Perform general cleanup at job site
- Keep tools, materials and equipment in working condition
- Pick up, deliver, and otherwise transport materials, furniture and equipment as directed
- Assist in coordination of special projects when needed
- Work cooperatively with all skilled craft personnel, in the planning and implementing of all projects
- Snow removal
- Maintain a Material Safety Data Sheet File for the Carpentry Department
- Carry out all other duties as assigned

Physical Demands

- Occasionally lift, push or pull over 100 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school and work shop settings. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit

- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position: HVAC/R Technician

Term: 12 Months

Classification: Classified/Non-exempt

Location: District Wide

Qualifications: High School Diploma or equivalent; EPA Refrigerant Certification; Three years of experience or recognized apprenticeship; Class E Drivers license (Chauffer or better) with good driving record

Supervisory: No

Reports to: Director of Facilities

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions

- Installation, troubleshooting, and repair of food service refrigeration and freezer.
- Installation, troubleshooting, and repair of building cooling and heating systems (i.e. boilers, chillers, RTU's, etc)
- Repairs drinking fountain, refrigeration, and ice machines.
- Repairs washing machines and clothing dryers.
- Installation, troubleshooting, and repair of all electric heat and heat pumps.
- Repair to all major appliances in Food Service.
- Maintain cold storage and freezer storage units at Food Service Warehouse.
- Repairs to air circulating systems and restroom exhaust systems.
- Work cooperatively with other district electricians.
- Work cooperatively with all skilled craft in the planning and implementation of all projects.
- Maintain a Material Safety Data Sheet File for work area.
- Carry out all other duties as assigned.

Physical Demands

- Occasionally lift, push or pull over 100 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground

- Occasionally crawl in tight spaces
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school and work shop settings. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit
- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position:	Electrician
Term:	12 Months
Classification:	Classified/Non-exempt
Location:	District Wide
Qualifications:	High School Diploma or equivalent; City of Joplin Journeyman Electricians License; Three years of experience or recognized apprenticeship; Class E Drivers license (Chauffer or better) with good driving record
Supervisory:	No
Reports to:	Director of Facilities

Employees in this position are expected to perform a variety of skilled electrician work in the maintenance, and repair of buildings and facilities, and to perform a variety of technical tasks relative to assigned area of responsibility.

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions

- Installation and repair of indoor lighting and outdoor security lighting
- Troubleshoot and repair scoreboards
- Troubleshoot intercom systems, PA systems, emergency, lighting, and fire alarms
- Maintain emergency and exit lighting
- Install and maintain electrical systems on the stage lighting
- Installation of electrical systems for computers
- Maintain electrical system on bus engine warning system
- Check electrical controls on boiler systems
- Troubleshoot telephone problems and schedule repairs
- Troubleshoot and repair security cameras
- Troubleshoot and repair elevators and chair lifts
- Troubleshoot security alarm systems
- Troubleshoot and make necessary repairs to kitchen equipment
- Operate bucket trucks and become a bucket truck safety trainer
- Have a general knowledge of HVAC units
- Work cooperatively with all skilled craft in the planning and implementation of all projects

- Maintain a Material Safety Data Sheet and file
- Work cooperatively with other district electricians
- Carry out all other duties as assigned

Physical Demands

- Occasionally lift, push or pull over 100 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Occasionally crawl in tight spaces
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school and work shop settings. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit
- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position: General Utility Worker

Term: 12 Month

Classification: Classified/Non-Exempt

Location: Buildings/Grounds/Transportation

Qualifications: High School Diploma, or General Education Degree (GED)
Have, or be able to obtain a
valid Class B (Commercial) Drivers License
3-5 years related training/experience preferred

Supervisory: No

Reports to: Supervisor of Utility and Director of Facilities

General Expectations:

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.
- Ability to read and interpret documents such as work orders, safety rules, operating maintenance and instructions and procedural manuals.
- Write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide.
- Solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists.
- Establish and maintain working relationships with students, staff and the community.
- Perform duties with awareness of all district requirements and Board of Education policies.

Essential Functions:

- Pick up, deliver, transport and move materials, furniture and equipment as needed.
- Assist skilled craft, custodians and building engineers as directed.
- Operate vehicles and powered equipment, such as: forklift, dump truck, bucket truck, bush hog, mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws.
- Asphalt maintenance/patching/paint striping.
- Medium level building repairs, including: drywall, equipment, doors, windows, and paint.

- Mow or edge lawns, using power mowers or edgers.
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls.
- Be able to use power equipment to remove snow and shovel snow from walks, driveways, or parking lots and spread salt in those areas.
- Use hand tools such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes.
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws.
- Gather and remove litter.
- Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools.
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders.
- Provide proper upkeep of sidewalks, driveways, parking lots, planters, or other grounds features.
- Repair and install playground equipment.
- Signage/name tags/engravings, and hang pictures, posters, banners, etc.
- Provide care and upkeep of all sports/athletic fields in the district, including irrigation, pre-game preparation, and striping.
- Maintain grounds using hand/power tools and related equipment.
- Provide care and upkeep of buildings and equipment as directed.
- Develop and implement turf management programs for athletic fields.
- Police grounds on sport fields after games as needed.
- Communicate effectively with Athletic Director, Coaches, and Principals to facilitate smooth operations.
- Complete general work orders.
- Assist in warehouse deliveries and unload delivery trucks, as assigned.
- Custodial tasks as needed.
- Deliver/set up platforms and risers for special events.
- Supply general labor and duties as assigned for district auctions.
- Carry out other duties as assigned.

Physical Demands

- Frequently lift, push, or pull up to 50 pounds
- Occasionally lift, push, or pull up to 100 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Occasionally crawl in tight spaces
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job both inside and outside of a building.

While performing the duties of this job, the employee regularly works indoors and outdoors. The employee will work near or with moving mechanical equipment. The employee may occasionally work with toxic or caustic chemicals, such as petroleum products, degreasers, and sprays and non-household dust. The employee must be able to meet deadlines with severe time constraints. Frequently the employee will work alone and occasionally work irregular or extended hours. The noise level in the work environment is usually moderate and occasionally will work in a loud area.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position:	Plumber
Term:	12 Months
Classification:	Classified/Non-exempt
Location:	District Wide
Qualifications:	City of Joplin, Journeyman Plumbers License; Three years of experience or recognized apprenticeship; Class E Driver's license (Chauffer or better) with good driving record
Supervisory:	No
Reports to:	Director of Facilities

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions

- Trouble shoot, repair and maintain all boilers and steam systems, including piping, valves, pumps, etc.
- Up-date boiler and steam systems to conform to state codes.
- Maintain pneumatic systems, air compressors.
- Install and maintain gas lines, water lines, sewer lines, and storm drain systems.
- Installation, maintenance, and repair of restrooms plumbing, including fixtures, leaking faucets, and stools.
- Trouble shoot, repair, and maintain kitchen equipment such as: dishwasher, garbage disposals, ovens, ranges, steam cookers, steam tables, booster heaters, etc.
- Maintain grease traps in kitchen.
- Install and maintain drinking fountains.
- Service stopped drains and sewer lines.
- Work cooperatively with all skilled craft in planning and implementation of all projects.
- Maintain a Material Safety Data Sheet in file for work area.
- Install, troubleshoot, maintain, and inspect backflow devices.
- Maintain a Missouri Public Drinking Water certification for backflow Prevention Assembly Tester Rule 10CSR 60-11.010.
- Carry out all other duties as assigned.

Physical Demands

- Occasionally lift, push or pull over 100 pounds
- Frequently lift, push, pull, and otherwise handle equipment and tools

- Frequently squat or kneel to the ground
- Occasionally crawl in tight spaces
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Work is active and sometimes strenuous. The employee will work indoors as well as outdoors on a ladder or scaffold, in trenches, or in unfinished sections of buildings. May work in uncomfortable positions or stand for long periods. The employee may work in all kinds of weather.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position: General Utility Worker/Environmental Control

Term: 12 Month

Classification: Classified/Non-Exempt

Location: Buildings/Grounds/Transportation

Qualifications: High School Diploma, or equivalent as required by current Missouri asbestos certification regulations
Have, or be able to obtain, a valid Class B (Commercial) Driver's License
Have, or be able to obtain, Missouri Asbestos Supervisor, Inspector, and Management Planner certifications
3-5 years related training/experience preferred

Supervisory: No

Reports to: Supervisor of Utility and Director of Facilities

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district, state, or federal guidelines.

Essential Functions:

- Institute all aspects of the Asbestos Program
- Insulate boilers, thermal systems, walls, ceilings, attics, etc.
- Assist in the work and implementation of all environmental issues and programs
- Pick up, deliver, transport and move materials, furniture and equipment as needed
- Assist skilled craft, custodians and building engineers as directed
- Operate vehicles and powered equipment, such as: forklift, dump truck, bucket truck, bush hog, mowers, tractors, twin-axle vehicles, snow blowers, chain saws, electric clippers, sod cutters, and pruning saws
- Asphalt maintenance/patching/paint striping
- Medium level building repairs, including: drywall, equipment, doors, windows, and paint
- Mow or edge lawns, using power mowers or edgers
- Care for established lawns by mulching, aerating, weeding, grubbing, removing thatch, or trimming or edging around flower beds, walks, or walls
- Use power equipment to remove snow and shovel snow from walks, driveways, or parking lots and spread salt in those areas

- Use hand tools such as shovels, rakes, pruning saws, saws, hedge or brush trimmers, or axes
- Prune or trim trees, shrubs, or hedges, using shears, pruners, or chain saws
- Gather and remove litter
- Maintain or repair tools, equipment, or structures, such as buildings, greenhouses, fences, or benches, using hand or power tools
- Mix and spray or spread fertilizers, herbicides, or insecticides onto grass, shrubs, or trees, using hand or automatic sprayers or spreaders
- Provide proper upkeep of sidewalks, driveways, parking lots, planters, or other grounds features
- Repair and install playground equipment
- Signage/name tags/engravings, and hang pictures, posters, banners, etc
- Provide care and upkeep of all sports/athletic fields in the district, including irrigation, pre-game preparation, and striping
- Develop and implement turf management programs for athletic fields
- Police grounds on sport fields after games as needed
- Communicate effectively with Athletic Director, Coaches, and Principals to facilitate smooth operations
- Complete general work orders
- Assist in warehouse deliveries and unload delivery trucks, as assigned
- Custodial tasks as needed
- Deliver/set up platforms and risers for special events
- Supply general labor and duties as assigned
- Carry out other duties as assigned

Physical Demands

- Frequently lift, push, or pull up to 50 pounds
- Occasionally lift, push, or pull up to 100 pounds
- Lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Occasionally crawl in tight spaces
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Environment is that of a typical school and work shop settings. The individual who holds this position must:

- Frequently work in temperatures below 32 degrees and above 100 degrees Fahrenheit

- Occasionally work in rain, sleet and ice and drive on slippery conditions
- Often work in an area with a high noise level including engine noise and the sound of many children speaking, a raised voice may be necessary

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

Position: Plumber's Assistant

Term: 12 Months

Classification: Classified/Non-exempt

Location: District Wide

Qualifications: Class E Driver's License
Work towards obtaining a City of Joplin-Journeyman Plumbers License and a Missouri Public Drinking Water certification for Backflow Prevention Assembly Tester Rule 10CSR 60-11.010. (timeline to be determined by District)

Supervisory: No

Reports to: Director of Facilities
Plumber Leadperson

General Expectations

- Supports the mission of Joplin Schools.
- Supports the value of education.
- Complies with the privacy rights of students.
- Safeguards confidential and/or sensitive information.
- Communicates effectively with all the members of the school district and community.
- Provides excellence in customer service both internally and externally.
- Reacts to change productively.
- Keeps abreast of new information, innovative ideas and techniques.
- Maintains accurate records and filing systems for accountability and audit purposes.
- Ensures that all activities conform to district and state guidelines.

Essential Functions

- Assist in troubleshooting, repairing and maintaining all boilers and steam systems, including piping, valves, pumps, etc.
- Assist in updating boiler and steam systems to conform to state codes.
- Assist in maintaining pneumatic systems, air compressors.
- Assist in installing and maintaining gas lines, water lines, sewer lines, and storm drain systems.
- Assist in the installation, maintenance, and repair of restroom plumbing, including fixtures, leaking faucets, and stools.
- Assist in troubleshooting, repairing, and maintaining kitchen equipment such as: dishwasher, garbage disposals, ovens, ranges, steam cookers, steam tables, booster heaters, etc.
- Assist in maintaining grease traps in kitchen.
- Assist in installing and maintaining drinking fountains.
- Assist in servicing stopped drains and sewer lines.
- Work cooperatively with all skilled craft in implementation of projects.
- Maintain a Material Safety Data Sheet in file for work area.
- Assist in installing, troubleshooting, maintaining backflow devices.
- Carry out all other duties as assigned.

Physical Demands

- Occasionally lift, push or pull over 100 pounds
- Frequently lift, push, pull, and otherwise handle equipment and tools
- Frequently squat or kneel to the ground
- Occasionally crawl in tight spaces
- Frequently bend and twist while operating tools and equipment
- Frequently walk up and down stairs
- Frequently climb and descend ladders
- Frequently use repetitive arm, wrist and hand movements
- Use close, distance and peripheral vision as well as depth perception

Attendance

Regular and consistent attendance is an essential function of this position.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Conditions and Environment

Work is active and sometimes strenuous. The employee will work indoors as well as outdoors on a ladder or scaffold, in trenches, or in unfinished sections of buildings. May work in uncomfortable positions or stand for long periods. The employee may work in all kinds of weather.

Note: The statements herein are intended to describe the general nature and level of work being performed by employees, and are not to be construed as an exhaustive list of responsibilities, duties, and skills required of personnel so classified. Furthermore, they do not establish a contract for employment and are subject to change at the discretion of the employer.

August 7-9	TOP5 - 1st Year Teachers
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[illegible]

NOVEMBER 2019							(17)
Sun	Mon	Tues	Wed	Thurs	Fri	Sat	
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17	18	19	20	21	22	23	
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DECEMBER 2019							(15)
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DECEMBER 2019							(15)
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JANUARY 2020							(18)
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FEBRUARY 2020							(19)
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MARCH 2020							(16)
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FEBRUARY 2020							(19)
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MARCH 2020							(16)
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MARCH 2020							(16)
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APRIL 2020							(21)
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MAY 2020							(10)
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MAY 2020							(10)	JUNE 2020						
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24	25	26	27	28	29	30		28	29	30				

JUNE 2020						
Sun	Mon	Tues	Wed	Thurs	Fri	Sat
31	1	2	3	4	5	6
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28	29	30				

Elementary Schools:
Wed./Thurs. 3:00-6:30 p.m.
Secondary Schools:
Wed./Thurs. 4:00-7:30 p.m.

170 ATTENDANCE DAYS IN 2019-20 SCHOOL YEAR	
SCHOOL HOURS	Elementary: 7:45 a.m. - 2:55 p.m. Secondary: 8:30 a.m. - 3:40 p.m.

COLLECTIVE BARGAINING AGREEMENT

BETWEEN THE

JOPLIN SCHOOLS

AND THE

**JOPLIN EDUCATION SUPPORT PROFESSIONALS/NATIONAL EDUCATION
ASSOCIATION - CUSTODIANS, ENGINEERS, BUS DRIVERS, BUS AIDES AND
MAINTENANCE EMPLOYEES**

July 1, 2019 – June 30, 2021

PREAMBLE

This Agreement is entered into between the Joplin Schools (hereinafter the "District") and the Joplin Education Support Professionals/National Education Association (hereinafter the "Union") this ___ day of _____, 2019. This term of Agreement shall begin July 1, 2019 and shall end June 30, 2021.

ARTICLE I DEFINITIONS

Section 1.1 "Bargaining Unit." The defined group of employees identified in Section 2.1 of this Agreement represented by the Union in negotiations for a collectively bargained agreement with the District.

Section 1.2 "Union." Joplin Education Support Professionals/National Education Association, the union elected by employees in the bargaining unit to represent the unit to negotiate a collectively bargained agreement with the District.

Section 1.3 "District." Joplin Schools, the Board of Education and its administration, collectively.

Section 1.4 "Board" or "Board of Education." The representative body elected by the registered voters of Joplin Schools of Jasper County, Missouri to exercise general supervision over the schools of the District, and to ensure that the schools are maintained as provided by the state statutes, the rules and regulations of the Missouri State Board of Education and/or the Missouri Department of Elementary and Secondary Education, and the policies, rules and regulations of the District in a manner accountable to the electorate, and responsive to the educational needs and the imposed financial constraints of the District.

Section 1.5 "Parties." The District and Joplin Education Support Professionals/National Education Association, collectively.

ARTICLE II RECOGNITION AND PURPOSE

SECTION 2.1 Recognition and Unit Clarification. The District recognizes the Union as the exclusive bargaining representative of: "all full-time and regular part-time custodians, building engineers, bus drivers, bus aides and maintenance employees, excluding supervisors, guards, and all other employees."

The Union was certified as the exclusive bargaining representative of the above-described unit by the State Board of Mediation, following an election by those employees in the unit on the 2nd day of June, 1988.

On May 17th, 2018, it was agreed and approved by the Missouri State Board of Mediation and the District to amend the certification of the Bargaining Unit to include all full-time and regular part-time Custodians, Building Engineers, Bus Drivers, Bus Aides and Maintenance Employees.

The District and Association declare their mutual aim and responsibility to build a high performing community of learners engaged in their future through a culture of continuous improvement involving all stakeholders. The District and Association will collaborate to attempt to provide a quality education for the children of the District and to establish and maintain good working conditions, good relationships, peaceful resolution of disputes and the economic well-being of the District and Bargaining Unit.

ARTICLE III NEGOTIATION PROCEDURES

SECTION 3.1 Term of Agreement. This Agreement shall be in effect from July 1, 2019, or such later date as may be shown above through June 30, 2021. All matters within the scope of bargaining have been negotiated and agreed upon. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the District and the Union. The Parties each voluntarily and unqualifiedly waive any rights which might otherwise exist under law to negotiate over any matter during the term of this Agreement, and each agrees that the other shall not be obligated to bargain collectively during the term of this Agreement with respect to any matter, even though each subject or matter may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed the Agreement.

SECTION 3.2 Establishment of Ground Rules. Specific rules for the conduct of the negotiations consistent with policies and parameters established by the Board may be established by agreement of the Parties prior to commencement of negotiations.

SECTION 3.3 Contract Ratification. All members of the Union shall be permitted a reasonable opportunity to vote on ratification of this Agreement. Before any agreement is provided to the District for consideration, the agreement must be ratified by a majority of members of the Union. The Union will notify the Board, via the Superintendent, in writing of the outcome of the vote. If ratified by the Bargaining Unit, the Agreement will be submitted to the Board of Education for adoption, modification, or rejection.

Upon ratification by the Union and approval of the Board, the District shall post the current Agreement on the District's website within 60 days.

SECTION 3.4 Reopeners.

1. Salary Schedule. Article VI, Section 1 relating to salary schedules for members of the Bargaining Unit may be reopened for negotiations each school year pursuant to the procedures of this Agreement and Board of Education Policy. In addition to consideration of operation of the salary schedules (Exhibits A, B and C), modifications to the existing salary schedules may be considered.

ARTICLE IV DISTRICT RIGHTS AND AUTHORITY

SECTION 4.1 Agreement Consistency with Board Policy. The Union and the District agree to follow the terms of this Agreement to the extent the terms of this Agreement are consistent with the terms of the Board of Education policies and/or regulations and applicable law. In the event of a conflict or inconsistency in the terms of this Agreement and Board policies and/or regulations, this Agreement shall govern. In the event of a conflict or inconsistency in the terms of this Agreement and applicable law, applicable law shall govern.

SECTION 4.2 District Authority Altered Only by Specific and Express Agreement. It is understood and agreed that the District possesses the right and authority to operate and direct the employees of the District in all respects including, but not limited to, all rights and authority exercised by the District prior to the execution of this Agreement except as expressly and specifically limited in this Agreement. The authority and powers of the District as prescribed by the statutes and the Constitution of the State of Missouri and the

United States shall continue unaffected by this Agreement except as expressly limited by the provisions of this Agreement. These rights and authority include, but are not limited to, the following:

1. To determine the District's mission, objectives, and budget and to determine and set all standards of service offered to the public;
2. To maintain executive management and administrative control of the District and its properties and facilities and the activities of its employees as related to the conduct of District affairs, including the right to make, amend, and rescind reasonable work rules and standard operating procedures;
3. To delegate authority through recognized administrative channels for the development and organization of the means and methods of instruction and the performance of professional duties according to current Board policy or as the same may from time to time be amended, and to introduce new or improved methods, equipment and facilities;
4. To establish, modify or eliminate programs, curricula and/or courses of instruction, including special programs and athletic, recreational and social events for students. To determine whether to provide or purchase goods and services and to determine the methods, means and number of personnel needed to carry out the District's mission, all as deemed necessary or advisable by the Board;
5. To hire, assign, direct, and schedule all employees and to determine their qualifications.
6. To determine employee's wages, hours and conditions for employment or continued employment and subject to the provisions of existing law and the terms of this Agreement;
7. To discipline, dismiss, demote, evaluate, promote, transfer or lay off any employee subject to the terms of this Agreement;
8. To determine the academic calendar; and
9. To determine the duties, responsibilities, and assignments of those individuals in this bargaining unit.
10. To prohibit all strikes of any kind. A strike shall include a refusal to perform services, walkout, sick-out, sit-in, or any other form of interference with the operations of any public body. Any public employee who engages in any strike or concerted refusal to work, shall be subject to termination of employment.

SECTION 4.3 District Authority to Make Changes without Negotiations Reserved Unless Otherwise Agreed. The Union and the District agree that the District specifically reserves the right to change past practices, Board of Education policy or regulations without negotiations with the Union prior to any such changes unless otherwise agreed in this Agreement.

ARTICLE V

INDIVIDUAL AND UNION RIGHTS

SECTION 5.1 Bulletin Boards. The District will allow bulletin boards, subject to size and place limitations and pre-approval by the Superintendent or designee, in each District building, boards to be provided by the Union, and to be used only by the Union for posting notices bearing the official written approval of the union. Copies of all notices posted shall be made available to the District at the time the notices are posted. In no event shall a bulletin board be used for political candidate purposes or for any purpose that will in any way harass or injure the District, its employees, patrons or students, or the positive public reputation of the District or its employees.

SECTION 5.2 Membership. Employees in the work unit defined herein have and shall be protected in the exercise of the right, freely and without fear of penalty or reprisal, to join and assist the Association or to refrain from any such activity.

No present or future member of the Bargaining Unit shall be required to become a member of the Union. Neither shall any present or future Bargaining Unit employee be required, for any reason, to tender fees, dues or assessments of any kind to the Union. Employees may become a member of the Union if they choose.

SECTION 5.3 Right to Representation. Employees in the work unit shall have the right to be accompanied by a Unit Representative when presenting grievances or in any case where serious disciplinary action resulting in written reprimand, suspension, or discharge is being taken against the employee.

This provision shall not apply if immediate action is required by the district, the meeting is the first meeting regarding a particular issue called by the supervisor, if the right is waived by the employee, or if the meeting is for investigatory purposes and the employee is not the primary subject of, or complainant in, the investigation.

Association Unit Representatives include Missouri National Education Association staff and designated member leaders. A list of Unit Representatives will be provided to the District at the start of each school year. These representatives will go through a series of professional development trainings mutually agreed upon between the Association and the District prior to conducting representation work.

Meetings which allow for a third-party representative will be scheduled at least 24 hours in advance whenever practicable and may be rescheduled to conform to the representative's schedule if the circumstances are not emergent as determined by the District representative scheduling the meeting. A Unit Representative for such meetings must provide at least 12 hours' advance notice of the intent to attend the meeting, unless waived by the District.

SECTION 5.4 New Bargaining Unit Members. The Association, as the exclusive representative for the Bargaining Unit, shall be provided the names, and home or mailing address of newly hired Bargaining Unit employees, to the extent such information is contained in District personnel records twice annually, once in September and once in February.

SECTION 5.5 List of Bargaining Unit Employees. The Union, as the exclusive representative of the Bargaining Unit, may request contact information for the current members of the Bargaining Unit. Upon reasonable request, no more than twice per school year, the District will provide the Union with the

names, and email addresses for the members of the Bargaining Unit, to the extent that such information is contained in District personnel records.

SECTION 5.6 Use of District Mailboxes. To the extent that they are provided for all employees of the District, the Association shall have the right to use school mailboxes and the intra-district mail service for the distribution of materials to employees covered by this Agreement. A copy of any material to be disseminated shall be given to the Chief Human Resources Officer prior to the proposed dissemination to the employees covered by this Agreement for review. The Association shall be responsible for providing an adequate number of copies of any such material to be distributed.

SECTION 5.7 Union Business. All regular Union business, such as meetings and other Union activities, shall be conducted outside of the working time of any employee involved in such business and shall not interrupt the educational process in the District except with the advance approval of the Chief Human Resources Officer, Superintendent or designee.

SECTION 5.8 Use of Buildings. The Union shall have the same right to use District buildings in the same manner as any other employee group in the District subject to the reasonable regulations and/or policies of the Board governing the use of such buildings.

SECTION 5.9 Job Classifications. "Job Classification" is determined by the categories of work set forth in the salary schedule. Notice of changes to job classifications and job descriptions will be provided to Union representatives 14 days before effective date of such changes.

When an employee of one classification is asked to work in a higher classification on a temporary basis of more than 10 consecutive work days, the employee will be paid at the rate of the higher classification starting the 11th day for the period of time the employee performs the duties of the higher classification.

SECTION 5.10 Seniority. The District shall determine seniority by the employee's most recent date of hire as an employee of the District within job classification.

The District will prepare a list of all employees covered by this Agreement by seniority each six (6) months. The seniority list shall contain the employee's name and date of hire within the job classification.

Seniority shall be broken upon the occurrence of any of the following events:

- (a) Voluntary resignation;
- (b) Termination for cause;
- (c) Absence from work for three (3) consecutive workdays without notifying the district;
- (d) Failure to return to work within one (1) workday following expiration of an authorized leave of absence unless the employee can provide reasonable proof that is impossible to notify the District;
- (e) Failure of the employee to report back to work within five (5) workdays after receipt of notice from the District that the employee is being recalled from a layoff; and
- (f) Retirement.

SECTION 5.11 Job Assignments, Promotions, and Transfers. In order to obtain a new position or transfer, employees must provide a written application for an open position. The District will post notice of job openings on designated bulletin boards. Such notice shall state what job classification is open, the location of the job opening, the date of the posting, and the date the posting will close. This notice shall remain posted for five (5) working days.

Qualified employees of the District will be given consideration to fill a job vacancy before hiring someone for the job from outside the District.

Applications for promotions, transfers, and assignments will be reviewed by department and District administration, and applicants will be chosen for job assignments, promotions, and transfers based on the following factors, in the following order or priority:

1. The needs of the District;
2. Qualifications based upon job duties, including but not limited to, the capacity to perform the essential functions of the job;
3. The applicant's work performance, including but not limited to, the employee's ~~and~~ written evaluations and disciplinary history;
4. Training, experience, and knowledge of the position;
5. Seniority and quality of service to the District. In the event of two or more equally qualified applicants as determined by the District based on the above-referenced factors, the position shall be awarded based upon seniority.

The interview process will be conducted in a fair manner.

SECTION 5.12 Notice of Layoffs. Employees subject to any reduction in force will be given written notice at least thirty (30) days prior to the effective date of the layoff. Such notice will be mailed to the last known address shown in employee's records.

SECTION 5.13 Meal and Rest Breaks. Each employee scheduled to work six (6) or more consecutive hours may receive an unpaid, 30-minute meal break. An employee may take the meal break after one-half of the employee's daily work shift is complete. In the event of unusual or unforeseen circumstances, the meal break may be interrupted by an individual in a supervisory capacity as the needs of the building or District dictate. An employee may leave the school premises for the entirety of the meal break, however, the employee must follow proper time recording procedures, including clocking out and clocking back in after the 30-minute break.

Full-time custodial and maintenance employees will receive a two (2) paid, 15- minute breaks. The employee will take each 15-minute break during each half of the scheduled shift. The employee is to remain on the clock during each 15-minute break and may not leave the school building or job site. Rest breaks cannot be combined, or taken concurrently, with meal breaks. Time limitations on breaks will be strictly observed and enforced.

Employees working in inclement weather, extreme heat or extreme cold, or exceptionally harsh weather conditions may be granted additional rest periods by their supervisor. These rest periods are in addition to the normally scheduled rest and meal breaks.

SECTION 5.14 Progressive Discipline. Disciplinary actions by the District may include the following three steps:

- Step 1. Oral warning;
- Step 2. Written reprimand; and
- Step 3. Suspension without pay, or discharge/termination.

The extent of any disciplinary action, and the step upon which it enters the progressive discipline process, will be proportionate as determined by the District to the seriousness of the infraction and past infractions, and any step may be skipped in the discretion of the District in order to effectively and efficiently address misconduct.

Section 5.15 Personnel Files. The process for accessing personnel files for employees of the bargaining unit is detailed in Board Policies, including Board Policy GBL.

SECTION 5.16 Grievance Procedure. A "grievance" is a formal written complaint by any employee covered by this Agreement that there has been violation or misapplication of this Agreement, Missouri law, or Board of Education policy.

Employees who wish to grieve violations of this Agreement may do so under Board Policy GBM, Staff Grievances.

SECTION 5.17 Labor/Management Committee. A Labor/Management committee will be established to provide a forum for communications to deal with select matters of mutual concern during the term of this Agreement. The committee will be subject to the following guidelines:

1. . The committee will consist of no more than 5 members of the District management appointed by the Superintendent and no more than 4 members of the Bargaining Unit and the UniServe Director, if available, for a potential total of 5 Union participants, appointed by the Union. The District Superintendent or designee and Union designee(s) may establish rules and procedures for the proper functioning of the committee.
2. Committee meetings shall not be considered contract negotiations, and no negotiation shall take place during such meetings.
3. Committee will meet as needed, as mutually determined by the parties.

SECTION 5.18 Call Backs. A "Call Back" occurs any time an employee is asked to return to work after he or she has left work location at the end of his or her regularly scheduled shift prior to the beginning of his or her next regularly scheduled shift. Call Backs do not occur when an employee is asked to report early for a shift. When a Call Back occurs, the employee will be paid one and one half times the regular rate of pay for actual time worked, or for two hours minimum, whichever is greater. This provision shall not apply to bus drivers.

SECTION 5.19 School Cancellation After Reporting for Work. If school is cancelled after a bus driver or bus aide has reported for a regularly scheduled shift, and has clocked on for that shift, then the bus

driver or bus aide will be paid for the equivalent of 1 hour of work at their regular rate of pay or for the hours actually worked, whichever is greater. At the discretion of the Department Director, employees already on the clock when school is cancelled may volunteer for additional hours, if needed.

SECTION 5.20 Additional Duties. In the event additional work outside of the normally scheduled work hours is offered, such work will be offered to individual site employees first, then to employees of other sites. In the event of additional work outside of the normally scheduled work hours is required, the District will assign additional work to those employees at the bottom of the classification list first and assign additional work on a rotational basis. The District will use reasonable best efforts to provide at least 24 notice to employees of required additional work.

ARTICLE VI COMPENSATION

SECTION 6.1 Salary Schedules. The Salary Schedules attached hereto as Exhibit A, B and C are incorporated by reference into this Agreement as if fully set forth herein.

Effective on July 1, 2017, each eligible Bargaining Unit employee shall receive the increase of one salary step on their respective salary schedule for the 2017-2018 school year.

SECTION 6.2 Holidays. All unit employees are eligible for paid holiday leave. Regular part-time unit employees will receive paid holidays on a pro rata basis.

The following days shall be considered paid holidays for 12 month full-time unit employees: New Year's

- Eve
- New Year's Day
- Good Friday (if not a teacher contract day)
- Memorial Day
- July Fourth
- July Fifth (if not occurring on a weekend)
- Labor Day
- Thanksgiving Day
- The Day after Thanksgiving
- Christmas Eve
- Christmas Day
- Veteran's Day (if not a teacher contract day)

The following days shall be considered paid holidays for 9, 10, and 11 month full-time and part-time unit employees:

- Thanksgiving Day
- Christmas Day
- New Year's Day
- Good Friday (Unless school is in session)

A 12 month unit employee for purposes of the provision does not include months spent working additional duties above and beyond the employee's regular assignment. Employees working additional hours,

Saturday and/or Sunday, during a week that a paid holiday falls within, shall receive the additional hours worked at one and one half times their normal rate of pay.

ARTICLE VII GENERAL PROVISIONS

SECTION 7.1 Payments to Employees. No Union representatives or employees will be paid by the District for time spent participating in bargaining or preparing for bargaining on behalf of Union, except to the extent the individual is an employee of the District and elects to use accrued leave. Union representatives and District employees are prohibited from accepting paid time, other than unused paid time off that was accrued by such District employees, by the District for the purposes of conducting labor organization-related activities concerning collective bargaining, including, but not limited to, negotiations, bargaining meetings, meet and confer sessions, and any other collective bargaining-related activity.

SECTION 7.2 Rights of Employees. All District employees have the right to refrain from engaging in and supporting Union activity, as well as oppose labor organization activity.

SECTION 7.3 Governed by Missouri Law. This Agreement shall be subject to and interpreted in accordance with the laws of the State of Missouri.

SECTION 7.4 Savings Clause. If any of the provisions of this Agreement are found or deemed by a court of competent jurisdiction to be invalid or unenforceable, they shall be severable from the remainder of this Agreement and shall not cause the invalidity or unenforceability of the remainder of this Agreement.

SECTION 7.5 HB 1413/RSMo § 105.585 If RSMo § 105.585, as enacted in 2018, is repealed or found to be invalid or unenforceable by a court of competent jurisdiction over the District, then the required language added in Sections 3.3, 4.2.2, 4.25, 4.2.10, 7.1 and 7.5 shall be null and void.

SECTION 7.6 Execution in Counterparts. This Agreement may be executed in two (2) or more counterparts and all counterparts so executed shall for all purposes constitute one agreement, binding upon all parties.

Parties, by the signatures below, represent that this Agreement has been executed by their duly authorized representatives as of the Effective Date.

JOPLIN EDUCATION SUPPORT PROFESSIONALS/
NATIONAL EDUCATION ASSOCIATION

BY: _____
President, Joplin Education Support Professionals

BY: _____

Vice President, Joplin Education Support Professionals

JOPLIN SCHOOLS

BY: _____
President, Board of Education

BY: _____
Secretary, Board of Education

JOPLIN R-VIII SCHOOL DISTRICT CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION

Employee Name: _____ Bldg./Dept.: _____

Position: _____ Date of Evaluation: _____

Supervisor: _____ Evaluation Period: 90 days from date of hire []

Annual []

Other []

PERFORMANCE CATEGORIES:

(Check the box within each performance category that best describes the employee's performance.)

JOB KNOWLEDGE

<i>Employee's knowledge of procedures, skills, equipment, care of equipment, and materials required to perform his/her job.</i>									
Lacks understanding of basic job concepts; continually repeats mistakes and requires frequent retraining.		Has minimal understanding of the job; repeats mistakes and sometimes needs retraining.		Displays basic understanding of the job; retains knowledge and seldom needs retraining.		Has a comprehensive understanding of the job; consistently retains and displays knowledge.		Demonstrates mastery of all phases of the job; seeks advanced knowledge.	
1		2		3		4		5	
COMMENTS: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>									

PRODUCTIVITY

<i>The amount of acceptable work regularly performed by the employee.</i>									
Volume of work does not meet minimum requirements; often misses deadlines.		Volume of work is just enough to get by; occasionally misses deadlines.		Volume and timeliness of work is satisfactory.		Volume of work often exceeds that which is required; often completes assignments in advance of due date.		Volume and timeliness of work consistently exceeds that which is required.	
1		2		3		4		5	
COMMENTS: <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black; margin-bottom: 5px;"></div> <div style="border-bottom: 1px solid black;"></div>									

QUALITY OF WORK

<i>The degree to which the employee's work is completed error-free.</i>									
Work is frequently incomplete and/or contains excessive errors; requires constant supervisory review.		Work is sometimes incomplete and/or contains occasional errors; often requires supervisory review.		Work is complete and contains minimal errors; seldom requires supervisory review.		Work is consistently complete and is usually error-free.		Work is exceptionally thorough and is error-free.	
1		2		3		4		5	
COMMENTS: <hr/> <hr/> <hr/>									

INITIATIVE

<i>The employee's ability to originate and share new ideas and methods; acts without being directed.</i>									
Exerts little effort to improve work methods or assume any additional responsibility and/or requires frequent supervision.		Seldom suggests improved work methods or assumes any additional responsibility and/or requires occasional supervision.		Suggests improved work methods and assumes additional responsibility; performs job-related tasks with minimal supervision.		Suggests job-related improvements and seeks additional responsibility; carries out assigned responsibilities independently.		Consistently suggests job-related improvements and seeks additional responsibility; carries out responsibilities independently.	
1		2		3		4		5	
COMMENTS: <hr/> <hr/> <hr/>									

FLEXIBILITY

<i>The employee's ability to respond appropriately to changes or new situations.</i>									
Unable to productively respond to any change or new situation.		Has difficulty responding positively to changes or new situations.		Responds appropriately to changes or new situations.		Consistently responds positively to change or new situations.		Readily accepts challenges, changes, and/or new situations.	
1		2		3		4		5	
COMMENTS: <hr/> <hr/> <hr/>									

SAFETY

<i>The employee's observance of rules and practices to protect the safety of self and others.</i>									
Carries out duties in a careless or reckless manner that endangers self or others.		Disregards safe working practices; inconsistent in the use of safety devices provided.		Carries out duties in a safe manner and uses safety devices provided; cares for the safety of self and others.		Consistently carries out duties in a safe manner including the use of safety devices; often anticipates safety hazards and takes preventative action.		Exhibits a concern for the safety of self and others; anticipates hazards; takes preventative actions and adjusts behavior to the situation.	
1		2		3		4		5	
COMMENTS: <hr/> <hr/> <hr/>									

ATTENDANCE

<i>The employee's dependability in reporting for work daily and conforming to work hours.</i>									
Not dependable; often absent and/or frequently reports late to work (including returns from breaks, lunch, etc.).		Less than dependable; attendance record inconsistent and/or occasionally reports late for work (including from breaks, lunch, etc.).		Dependable; regular in attendance and conforms to established work hours.		Consistently very dependable; rarely absent from work and promptly begins work at scheduled starting times.		Exceptionally dependable; outstanding attendance record.	
1		2		3		4		5	
COMMENTS: <hr/> <hr/> <hr/>									

WORKING RELATIONSHIPS

<i>The manner in which the employee interacts with his/her supervisor.</i>									
Unresponsive or resistant to instructions or suggestions and/or established district and/or department goals.		Occasionally fails to respond; misses opportunities to cooperate for achievement of district and/or department goals.		Responds to directions or suggestions and works cooperatively to meet district and/or department goals.		Consistently complies with directions and expresses openness to suggestions; cooperates actively to achieve district and/or department goals.		Exceptionally responsive; seeks suggestions for improvement and opportunities to cooperate for achievement of district and /or department goals.	
1		2		3		4		5	
COMMENTS: <hr/> <hr/> <hr/>									

HUMAN RELATIONS SKILLS

<i>The manner in which the employee interacts with the public, students, co-workers, and other district employees.</i>									
Blunt, discourteous, and antagonistic in manner; poor interaction with others necessitates frequent supervisory intervention.		Sometimes tactless and unapproachable in dealing with others and has some difficulty in establishing harmonious relationships; sometimes interactions require supervisory intervention.		Cooperative and pleasant in dealing with people and establishes reasonably harmonious relationships; communicates well.		Consistently cooperative and pleasant in dealing with people; establishes harmonious relationships and communicates well; is willing to offer assistance.		Exceptionally cooperative; pleasant and helpful in dealing with others, even in the most difficult situations; excellent communication skills.	
1		2		3		4		5	
COMMENTS: _____ _____ _____									

SUPERVISORY SKILLS

(To be completed only for staff members with supervisory duties.)

<i>The employee's ability to organize, direct, and oversee the work of other staff members and/or students.</i>									
Exhibits disorganization in managing personnel and resources; unresolved problems require frequent intervention by supervisor.		Sometimes disorganized in managing personnel and resources; unresolved problems require occasional intervention by supervisor.		Displays effective management skills in assigning work, using available resources, providing feedback and assistance to staff members.		Consistently manages personnel and resources effectively; shows leadership in planning, implementing improvements, and developing staff skills.		Exhibits exceptional leadership abilities in developing a productive work group, maintaining high employee morale, and implementing improvements.	
1		2		3		4		5	
COMMENTS: _____ _____ _____									

PROFESSIONAL GROWTH / PERSONAL JOB GOALS

<i>To be developed jointly by supervisor and employee.</i>	

OVERALL PERFORMANCE RATING: = _____
OVERALL PERFORMANCE RATING

My signature indicates that this evaluation has been reviewed with me and I have had an opportunity to ask questions. I further understand that I may add comments about this evaluation in the space below.

_____	_____	_____	_____
Employee Signature	Date	Supervisor Signature	Date

EMPLOYEE COMMENTS (optional):

Original: Personnel
Copy: Employee
Copy: Supervisor

NOTEWORTHY ACCOMPLISHMENTS

(Optional)

To be completed by the person being evaluated and to be considered for the current evaluation.

Employee Name _____

Please complete and return to _____ by _____
Evaluator Date

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

EMPLOYEE PACKET

Joplin Schools Human Resources Department

WORKER'S COMPENSATION INJURY REPORTING PROCEDURES FOR EMPLOYEE

In emergency situations warranting immediate medical attention, call 911!

STEP 1 (Non-emergency) Employee reports injury *immediately* to supervisor. Even if the injury doesn't appear to need medical attention, it still must be documented.

Injuries occurring after business hours:

- Employee should contact their immediate supervisor, who will contact the HR Director.
- If the employee's immediate supervisor is not available, the employee will contact the HR Director at 417-684-0591.

STEP 2 Employee will complete the "Employee Incident/Injury Report" form and other documentation located on Joplin Schools Staff page under Work Place Injury .

STEP 3 Employee will contact HR Representative listed below to report claim.

- If medical treatment is declined at the time of injury, the employee will sign the "Work Comp Declination of Medical Treatment" form.

STEP 4 The HR Representative and injured employee will call to report claim and contact nurse triage for additional instructions. The injured employee should call from a private area as personal information will be discussed.

- If medical treatment is needed, the employee will receive additional instructions from HR.
 - *All employees treated for workplace injuries will be tested for non-prescribed controlled substances or alcohol. Refusal to submit to the test will result in the loss of benefits.*

Please note the triage Nurse will follow up with injured worker regardless of need for medical attention.

EMPLOYEES WHO SEEK MEDICAL SERVICES FOR INJURIES ON THEIR OWN WILL BE RESPONSIBLE FOR PAYMENT.

HR Representative Becki
England
417-625-5200, ext. 2001

HR Representative Erin
Parrigan
417-625-5200, ext. 2013

HR Director
Sarah Mwangi
417-625-5200, ext. 2009

IMPORTANT INFORMATION

Return to work -Joplin Schools provides early and safe return to work opportunities for employees who experience work-related injuries. Modified work is available (regardless of our normal job duties) and you are to instruct the doctor of this. If your injury permits, you will be expected to return to work in accordance with the doctor's restrictions for you.

Your Responsibility - You will be expected to take an active role in your care and treatment and go to all of your follow up appointments. Please notify HR of the results of your appointment and changes in your care and progress, either in person or by phone. The number is 417-625-5200, ext. 2001.

EMPLOYEE INCIDENT/INJURY REPORT

THIS IS NOT A REPORT OF INJURY FORM PLEASE REPORT THE INJURY ONLINE AT WWW.MEMINS.COM OR BY CALLING 1.800.442.0593.

NAME OF INJURED EMPLOYEE	DATE OF INCIDENT	TIME OF INCIDENT 0 A.M. 0 P.M.	DATE REPORTED
DEPARTMENT		JOB TITLE	HIRE DATE
JOB PERFORMED		SUPERVISOR	
EMPLOYER		MEM POLICY No.	
EMPLOYER CONTACT NAME		EMPLOYER TELEPHONE NUMBER	
INCIDENT LOCATION			
EXTENT OF INJURY TREATING MEDICAL FACILITY <input type="checkbox"/> No INJURY <input type="checkbox"/> FIRST AID ONLY <input type="checkbox"/> TAKEN TO CLINIC <input checked="" type="checkbox"/> TAKEN TO ER <input type="checkbox"/> FATALITY			
BODY PART INJURED			
DESCRIPTION OF INCIDENT			
ANY OTHER WITNESSES? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NAME	NAME	NAME
WERE THERE OTHERS INJURED? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	NAME	NAME	NAME
REPORT COMPLETED BY	SIGNATURE		DATE
TITLE	PHONE NUMBER		

Submit completed form to:

Missouri Employers Mutual Insurance
P.O. Box 1810, Columbia, MO 65205
Fax: 1.800.44 2.0597

Email: claims@mem-ins.com

*Please complete
the diagram
on reverse side.*

EMPLOYEE INCIDENT/INJURY REPORT

NAME: _____

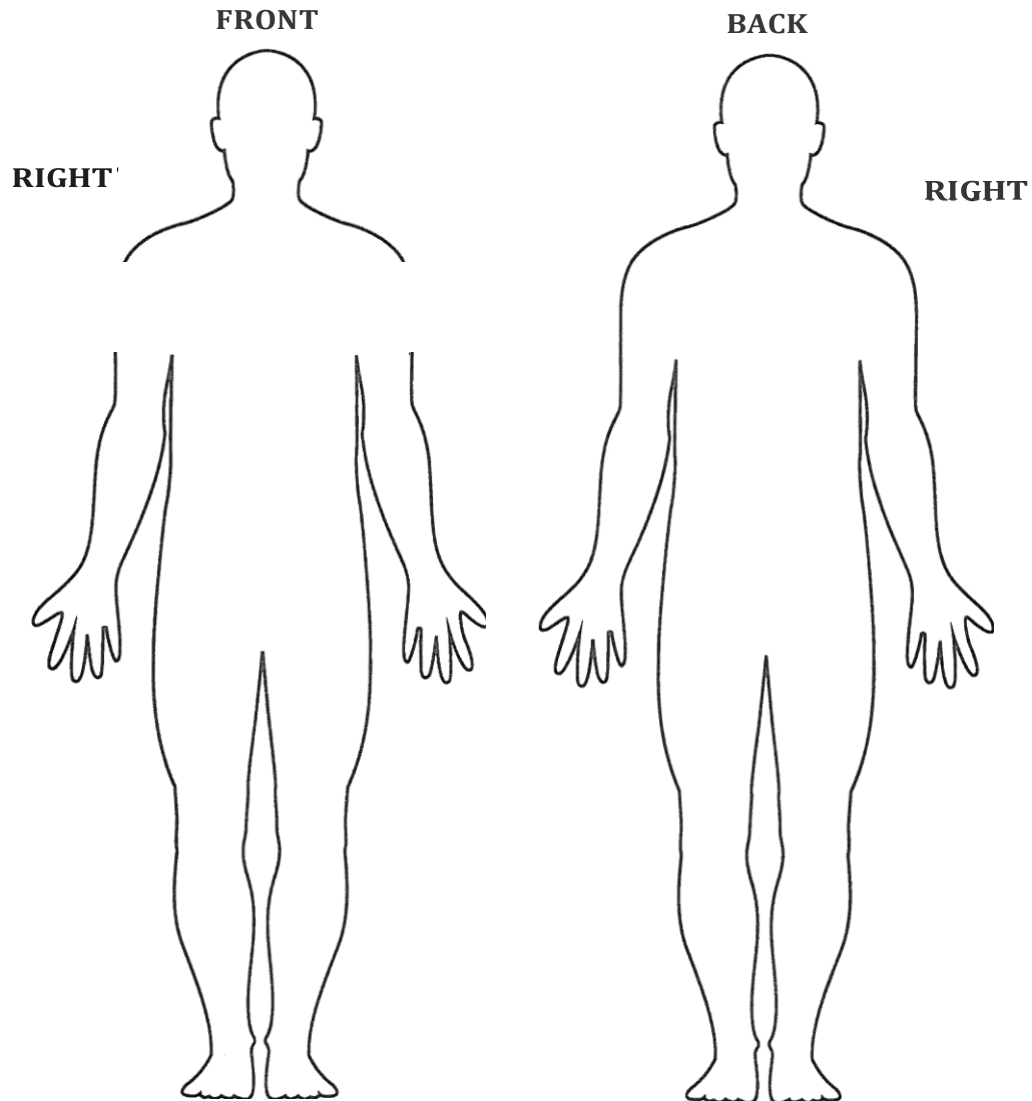
DATE: __ __ __ __

DEPARTMENT: _____

Jos: _____

MARK THE AREAS OF THE BODY WHERE YOU FEEL THE DESCRIBED SENSATIONS WITH THE APPROPRIATE SYMBOLS FROM THE CHART BELOW.

NUMBNESS	+++++	SHARP	
BURNING	XXXXX	DULL & ACHING	****
PINS & NEEDLES	00000	WEAKNESS	▽▽▽▽▽



Indicate Pain Level Below

NONE

SLIGHT

MODERATE

SEVERE

UNBEARABLE

SIGNATURE: __ __ __ __ __

DATE: __ __ __ __

EMPLOYEE INCIDENT/INJURY REPORT

WITNESS: _____

-

TITLE: _____

DATE: -



AUTHORIZATION To OBTAIN INFORMATION

I **AUTHORIZE** any licensed physician, medical practitioner, nurse, pharmacist, hospital, clinic or other medical or medically related facility, insurance or reinsurance company, consumer reporting agency, employer or former employer who has any information as to the diagnosis, treatment or prognosis of any physical or mental condition of me, and any information regarding my occupation and salary, to give any and all such information to Missouri Employers Mutual Insurance, its employees, counsel for employer/insurer, reinsurers, any designated Managed Care Organization, and the Division of Workers' Compensation to which I am submitting a claim.

I **UNDERSTAND** that the information obtained by use of this authorization will be used by the company to determine eligibility for workers compensation benefits. Any information obtained will not be released to any person or organization except to other persons or organizations performing a business or legal service in connection with my claim or as may be otherwise permitted or required by law. The release of my Protected Health Information to a person or organization not subject to federal law governing privacy, which then rediscloses my Protected Health Information, may mean that the protections afforded by the federal privacy laws no longer apply.

I **UNDERSTAND** the information contained in these records may include information relating to sexually transmitted disease, acquired immunodeficiency syndrome (AIDS), or human immunodeficiency virus (HIV). It may also include information about behavioral or mental health services, and drug or alcohol use or abuse. I **HEREBY CONSENT AND AUTHORIZE** the medical record provider to release and provide records containing this information to Missouri Employers Mutual Insurance.

I KNOW that I may request to receive a copy of this authorization.

I **AGREE** that a photocopy of this authorization shall be as valid as the original.

I **AGREE** that this authorization shall be valid for the duration of this claim, unless I choose to withdraw this authorization in writing.

Date Print Name of Injured Employee

Signature of Injured Employee or Authorized Representative

***NOTE TO RECORD PROVIDER:**

The Health Insurance Portability and Accountability Act (HIPAA) expressly forbids a provider from releasing information without the patient's consent or authorization. No release of information is required for records to be

disclosed if the request is made pursuant to workers compensation laws, i.e., 45 CFR Section 164.512(1). This request for records is made pursuant to The Missouri Workers' Compensation Act, Section 287.210 (UMCA, subsections 5 and 6).

Submit completed form to:

Missouri Employers Mutual Insurance
P.O. Box 1810, Columbia, MO 65205 Fax:
1.800.442.0597
Email: claims@mem-ins.com



DIMENSIONS

MEM's Comprehensive Health Solutions

Authorization to Obtain Information-Revised Jan. 2013

DATE _ _ _ _ _



WORK COMP DECLINATION OF MEDICAL TREATMENT

Employer: _ _ _ _ _

Treatment Authorized by: _____

Title: _ _ _ _ _

Telephone Number: _ _ _ _ _

INJURED EMPLOYEE INFORMATION

Employee: _____ Social Security Number: _____

Job Title: _ _ _ _ _

Department: _ _ _ _ _ Location: _____

Date of Injury: _ _ _ _ _ Body Part Injured: _____

Work Comp Insurance Carrier: Missouri Employers Mutual Insurance: 1.800.442.0593

TREATMENT DECLINATION

I am **declining** my employer's offer of authorized medical treatment to cure and relieve the effects of the injury I am claiming to have sustained at work on _ _ _ _ _ [insert date]. I understand that by declining my employer's offer of medical care, any treatment I obtain on my own will be at my own expense.*

I also understand that if I reconsider and am interested in receiving authorized medical care, I must advise my employer as soon as possible.

Employee Signature _ _ _ _ _ Date _ _ _ _ _

** {/the employee desires, he shall have the right to select his own physician, surgeon, or other such requirement at his own expense. Section 287.140.J*

REMARKS _ _ _ _ _

Submit completed form to:

Missouri Employers Mutual Insurance
P.O. Box 1810, Columbia, MO

65205 Fax: 1.800.442 .0597

Email: claims@mem-ins.com

EMPLOYER INFORMATION

Joplin Schools

STAFF GRIEVANCE

GRIEVANCE INITIATION FORM

This form provides the opportunity for an employee to allege that a specific, written, Board-adopted policy or regulation has been violated or misinterpreted. The purpose of the grievance process is to secure at the lowest administrative level an equitable, prompt and satisfactory solution. Complaints relating to discrimination or harassment will be resolved in accordance with policy AC.

Grievant's Information

Name: _____ / _____ / _____

Home Address: _____

Phone Number(s): _____

Work Location: _____ Position: _____

Grievance

Identify the Board-adopted policy or regulation for which application is at issue and attach a copy of the disputed provision to this form.

Explain in detail the reason you believe that a violation or misinterpretation of the above provision occurred. Provide as many facts as possible. Use full names, dates, exact locations and specific occurrences, if appropriate. (Use additional sheets if necessary.) _____

What results are you seeking from this grievance initiation? (Use additional sheets if necessary.)

Signature of Grievant

Date

JURY DUTY FORM

BOARD POLICY GCBDA AND GDBDA

Joplin Schools recognizes that jury duty is a civic responsibility of our employees.

STEP 1: Notification of Jury Duty Summons to Supervisor

This information provided to supervisor before the absence.

Name: _____ ID: _____
Location: _____
Position: _____
Summons Date: _____

Type of Jury Duty: Local ☐ State ☐ Federal ☐ Other ☐ _____

☐ Copy of Jury Duty Summons must be attached.

Employee Signature		Date	
Principal/Director Signature		Date	

We recognize actual confirmation of Jury Duty service is often times received from the court at the last minute. Employees are expected to maintain close communication with their supervisors during the time they have been summoned for Jury Duty.

Employee Did Not Serve ☐ Form copies retained by Employee and Supervisor
Employee Did Serve ☐ Time is entered as 'Jury Duty' in TimeCentre or AESOP.
Next section is completed and sent to Human Resources.

STEP 2: Notification to Human Resources

(Must be received within 5 days of completion of service.)

Number of Days Served		Dates:		to	
Compensation	Amount of Jury Duty Pay Per Day				

☐ Verification from the court must be attached. Employees are expected to report to work when jury duty does not last the entire work day.

CHECK ONE OF THE FOLLOWING

- ☐ I wish to remit my jury duty pay to the School District and be paid in full. I understand that if jury duty pay is not received by the district within 60 days, an equal amount will be deducted from my regular Joplin Schools paycheck.
- ☐ I wish to retain my jury duty pay and have an equal amount deducted from my regular Joplin Schools paycheck.

Employee Signature		Date	
Principal/Director Signature		Date	
Director of Human Resources		Date	
Payroll		Date	
Total Jury Duty Pay Received from Employee		or	Total Deduction
			Date



2018 - 2019

JOPLIN SCHOOLS

Request for Personal Leave

- *This form to be used by hourly staff members.*
- *Those requiring a substitute must also enter their absence in Absence Management.*
- *If approved, the personal leave day must be entered in Time Clock Plus by the employee or a timekeeper.*

Request must be presented to your supervisor before the absence.

SECTION 1: COMPLETED BY EMPLOYEE

Date Submitted:		Building/Department:	
Employee Name:		Employee ID:	

- ☐ Aide ☐ Secretary ☐ Food Service
☐ Custodian ☐ Bus Driver ☐ Craftsman ☐ Other: _____

Date of Activity: _____ Total Days or Hours: _____

Employee Signature

Date

Principal or Director's Approval

Date

SECTION 2: COMPLETED BY HUMAN RESOURCE DEPARTMENT

- ☐ Approval Granted with Pay _____ Day/Hour(s)
☐ Approval Granted without Pay (Deduction on Next Pay) _____ Day/Hours(s)
☐ Approval not Granted

Human Resources

Date

All requests are subject to administrative approval based on operational needs of the district and/or availability of substitutes.

Best Practices for Custodial Cleaning

Each Building Engineer shall maintain an up-to-date color coded floor plan of custodial sections responsibilities. This floor plan shall be posted in the custodial office and be accessible to assigned staff and substitutes. Changes may be made to this plan in order for the building to reach peak performance.

The Building Engineers (or designee) responsibilities in the cafeteria are as follows:

- Put down cafeteria tables
- Mop up cafeteria spills
- Carry out trash, clean trash receptacles
- Put up cafeteria tables
- Sweep and mop cafeteria floors

Floor Drains need to be maintained. Water must be kept in floor drains to keep sewer gas from entering the building. Water should be added to floor drains on a regular basis.