

Little Rock School District

Employee Handbook

Effective Date: September 2, 2013



Little Rock School District

Where WE Put Children First

Employee Acknowledgment

(To be signed and returned to the employee's supervisor)

My signature below indicates that I have read the Little Rock School District Employee Handbook by accessing it online, through my school's media center, or through my department/school administrator; and I will abide by the standards, policies, and procedures defined or referenced in this document. It is also important to know that additional regulations, policies, and laws are in the District Board Policies Manual and in the district's Administrative Regulations Handbook. The Employee Handbook and the Board Policies Manual can be located throughout the district in school libraries, in various supervisors' offices, and on the district's website at www.lrsd.org.

I understand that changes in District policies, state laws, Board of Education policies, or negotiated agreements will supersede, modify, or eliminate the information summarized in this Handbook. As the District provides updated policy information, I accept responsibility for reading and abiding by the changes.

I understand that I have an obligation to inform the district of any changes in my personal information, such as phone number, physical address, etc. I understand that I should also access www.lrsd.org, go to the employee portal, and make the personal information changes online. I also accept responsibility for contacting the appropriate district representative if I have any questions, concerns, or need further explanation.

I affix my signature:

Printed Name

Employee Signature

Date

Building Assignment

(Supervisors are to maintain this page on file while the employee is under their supervision.)

*Forward the **original** signed copy to Human Resources Department for inclusion in employee's personnel file.*

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Introduction

Employee Standards of Behavior

As an employee of Little Rock School District, I value our standards of **SAFETY, POSITIVITY, OWNERSHIP, and KNOWLEDGE.**

<p style="text-align: center;"><u>SAFETY</u></p> <ul style="list-style-type: none">• Employees are encouraged to wear ID badges.• Maintain a safe/clean work area and environment.• Report hazardous equipment and conditions.• Report any suspected child abuse.• Demonstrate proper safety practices according to school/office and district policy.• Never leave students unsupervised.• Escort visitors who are unfamiliar with our facilities when possible.	<p style="text-align: center;"><u>POSITIVITY</u></p> <ul style="list-style-type: none">• Refrain from personal conversations in the presence of visitors.• Treat others as you would like to be treated.• Respect the ideas, opinions, expertise, and diversity of co-workers.• Acknowledge the contributions of others.• Avoid criticism of Little Rock School District and its visitors/employees.• Listen attentively to visitors/co-workers and avoid interrupting them.• Avoid language that demeans anyone's heritage, religion, appearance, or lifestyle.• Display tolerance, sensitivity, and impartiality towards others' cultures, backgrounds, and languages.• Promote a welcoming environment.• Greet people by name when possible.• Be aware of body language and facial expressions.
<p style="text-align: center;"><u>OWNERSHIP</u></p> <ul style="list-style-type: none">• Report on time and be ready to begin work.• Practice good personal hygiene; be aware of others' sensitivity to fragrances, food odors, etc.• Properly dispose of litter.• Be honest, reliable, and helpful even when there is nothing in it for you.• Go the extra mile. Abide by parking and non-smoking policies.• Ensure all calls and messages are answered promptly, within one business day.• Apologize for delays, keep visitors informed, and reschedule appointments as appropriate.• Take ownership of personal professional development.• Keep promises. Don't make promises you can't keep.• Utilize district messaging systems.	<p style="text-align: center;"><u>KNOWLEDGE</u></p> <ul style="list-style-type: none">• Be accountable for information disseminated by the District.• Ensure that you are helpful, courteous, and knowledgeable.• Deal with complaints appropriately.• Seek opportunities for personal and professional growth.• Consider ways to enhance your department or school, and share ideas.• Embrace new ideas.

Little Rock School District Cultural Imperatives

- 1. Children come first!**
- 2. All employees are accountable for student achievement that meets or exceeds state standards.**
- 3. All employees will demonstrate professionalism and integrity.**
- 4. Student success is the only option.**
- 5. Potential is discovered and nurtured.**
- 6. An academically rigorous environment is evident in all classrooms.**
- 7. Communication is clear, open, and timely.**
- 8. Students, parents, families, and community members are essential partners.**
- 9. Diversity is valued as demonstrated by culturally competent practices.**
- 10. Facilities are safe, clean, secure, and inviting.**

Introduction

Disclaimer

The Little Rock School District is the largest school district in Arkansas and a continually changing district. As such, the Superintendent and Board of Education reserve the right to amend, modify, or delete provisions in this Employee Handbook without prior notice. These changes will occur administratively in the normal process of change or through direct Board of Education action.

This handbook is designed as a general guide to provide basic information about matters of interest and concern to employees and the school district leadership. This handbook contains brief descriptions of many items and often contains references to negotiated agreements, board policies and regulations, and administrative directives. This handbook is not intended to replace these resources, but rather to provide a one-document summary and reference point of appropriate items which would be useful to all employees and especially to those new to the district.

In fact, only the Board of Education has the authority to enter into a contract with an employee. In addition, the handbook does not replace or supersede any negotiated agreement, Board of Education policy, or administrative directive. The Superintendent and the Board of Education reserve the right to modify or amend any Board of Education policy or administrative regulation at any time. If there is any inconsistency between the contents of this handbook and Board of Education policy, Board of Education policy will govern. Otherwise, all employees must abide by the terms and conditions set forth in this book.

Introduction

Overview

The Little Rock School District constantly works to provide a stimulating and rigorous curriculum for all students. LRSD schools offer more courses, more stringent graduation requirements, and more Advanced Placement (AP) classes than any other school district or private school in the state.

With a dedicated staff of nearly 4,000 employees, every child's success is our goal. More than half of LRSD's classroom teachers have a master's degree or higher, and nearly 150 teachers have achieved certification from the National Board for Professional Teaching Standards. Teachers are required to complete at least 60 hours of professional development each year.

We all recognize and value the role of teachers. Nevertheless, the support staff, including the bus drivers, child nutrition staff, secretaries, assistants, and custodians are also important members of the school district staff and need to know they are appreciated. When they share the school district's vision of success for all students, the community responds.

The importance of leadership cannot be overstated in an environment where the goal is that every student will achieve at high levels. Although the Superintendent has the ultimate responsibility to see that the mission of the district is clear and that the district direction is aligned with that mission, the refinement of the vision and the action plans that make that vision a reality are often the result of a cascading process of leadership, which engages affected departments and school sites in the decisions that they implement.

Mission and Vision Statements

Mission

The mission of the Little Rock School District is to equip all students with the skills and knowledge to realize their aspirations, think critically and independently, learn continuously, and face the future as productive, contributing citizens. This mission is accomplished through open access to a diverse, innovative, and challenging curriculum in a secure environment with a staff dedicated to excellence and empowered with the trust and support of our community.

Vision

Creating Excellence for Tomorrow.

Introduction

The Board of Education

Programs and policies of the Little Rock School District are established by a seven-member Board of Education. Seven board members serve staggered terms of three years each and are elected by zone. Board members may serve unlimited consecutive terms. The day-to-day administration of the school district is the responsibility of the Superintendent of Schools, who is appointed by the school board. There is no limit to the number of terms the Superintendent may serve.

Board Policies

[Section A](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on the District's legal role in providing public education and the basic principles underlying school board governance. These policies provide a setting for all of the school board's other policies and regulations.

[Section B](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on the school board - how it is appointed or elected, how it is organized, how it conducts meetings, and how the board operates. This section includes bylaws and policies establishing the board's internal operating procedures.

[Section C](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on school management, administrative organization, school building, and department administration - including the administrative aspect of special programs and district-wide reforms, such as school or site-based management. It also houses personnel policies on the Superintendent, senior administrators (management team), and school principals. All phases of policy implementation, procedures, and regulations are located in this section.

[Section D](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on school finances and the management of funds. However, policies on the financing of school construction and renovation are filed in Section F-Facilities Development.

[Section E](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on non-instructional services and programs, particularly those concerning business management such as safety, building and grounds management, office services, transportation, and child nutrition.

[Section F](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on facility planning, financing, construction, and renovation. It also includes the topics of temporary facilities and school closings.

[Section G](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on all school employees except the Superintendent (policies on the Superintendent of Schools are located in Section C, General Administration). The category is divided into three main divisions: GB has policies applying to all school employees or to general personnel

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matters, GC refers to instructional and administrative staff, and GD has policies applying to classified staff.

[Section H](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on the process of negotiating with bargaining units recognized by the school board and authorized under state law.

[Section I](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on the instructional programs: basic curricular subjects, special programs, instructional resources, and academic achievement.

[Section J](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on students - admissions, attendance, rights and responsibilities, conduct, discipline, health and welfare, and school-related activities.

[Section K](#) of the Little Rock School District policy manual contains policies, regulations, and exhibits on parent and community involvement in schools. Except for policies concerning education agencies, statements on public sector relations with the school district are located in this section as well.

Introduction

Equal Employment Opportunity

It is the policy of the Little Rock School District not to discriminate on the basis of age, sex, race, color, ethnicity, religion, national origin, sexual orientation, disability, genetic information, or any other legally protected trait in its educational programs, activities, or employment practices. In furtherance of this policy, the Little Rock School District will:

1. recruit, select, hire, place, train, and promote persons in all job classifications without regard to race, color, national origin, ethnicity, religion, creed, sex, age, sexual orientation, genetic information, or disability.
2. base selection, hiring, and promotion decisions on valid requirements and criteria which are job related and necessary upon entry at that level to perform the essential functions of the job.
3. administer all employment practices including compensation, benefits, promotion, training, tuition assistance, termination, transfer, demotion, and reduction in force objectively and without regard to race, color, ethnicity, religion, sex, age, national origin, sexual orientation, genetic information, or disability.
4. provide reasonable accommodations for applicants and/or employees with disabilities when doing so will enable them to perform the essential functions of the job or benefit from training.
5. prohibit retaliatory actions against employees or applicants for employment who complain of discrimination, make a charge of employment discrimination, testify, assist, or participate in any manner in a hearing, proceeding, or investigation of employment discrimination.
6. create a work environment free of discrimination and retaliation.
7. maintain all official records in accordance with the Board of Education's documented records retention and destruction schedule congruent with all State and Federal laws and related regulations.

Employee Ethics

Anti-Harassment

The Little Rock School District is committed to providing all employees with a safe and supportive work environment that is free from harassment. It is the policy of the Board of Education to oppose and prohibit unlawful harassment on the basis of race, color, sex, national origin, ethnicity, religion, age, disability, genetic information, sexual orientation, or marital status.

In general, **unlawful harassment** is defined as verbal or physical conduct that has the purpose or effect of unreasonably interfering with employment based on an individual's race, color, ethnicity, sex, national origin, religion, age, genetic information, disability, sexual orientation, or marital status. Harassment can include any unwelcome verbal, written, or electronic communication. These include, but are not limited to: social media and blogs that are related to the work environment or conduct, regardless of methodology of transmission, that offends, denigrates, or belittles any individual. Such conduct includes, but is not limited to, the following:

Unwelcome verbal, written, or physical conduct directed at the characteristics of a person's:

- **Race, color, or ethnicity**-such as nicknames emphasizing stereotypes, racial slurs, and negative references to racial customs.
- **Sex**-such as unwelcome sexual advances, requests for sexual favors, sexual gossip or personal comments of a sexual nature, sexual jokes, demanding sexual favors, forcing sexual activity by threat of punishment or offer of reward, obscene graffiti, displaying pornographic materials, and offensive touching, grabbing, kissing, hugging, or restraining someone's movement in a sexual way.
- **National origin**-such as derogatory comments regarding surnames, language, or ethnic slurs.
- **Religion**-such as derogatory comments regarding religious tradition or religious clothing.
- **Disability**-such as manner of speaking or movement.
- **Sexual orientation**-such as name calling and imitating mannerisms.

Students or employees alleging harassment by an employee may file a complaint with the principal or supervisor. The principal or supervisor will notify the Human Resources Department of all reports of harassment and proceed at that Office's direction. If the employee is uncomfortable reporting the alleged harassment to the principal or supervisor for any reason, the employee should bypass that step and report the allegations to the harasser's supervisor or the Human Resources Department. Additionally, employees who witness harassment of an employee or student by another shall similarly report such harassment to the principal or supervisor. Allegations of harassment involving only students will be reported to the principal or designee for appropriate action.

All complaints or reports of unlawful harassment will be investigated promptly, thoroughly, and in accordance with procedures specified in the administrative regulations created to implement this policy. Confidence will be maintained to the extent possible. The school district will

Employee Ethics

discipline or take other appropriate action with regard to members of the school community who engage in unlawful harassment, in accordance with these policies and their respective administrative regulations. Filing of a complaint or otherwise reporting allegations of unlawful harassment will not affect an employee's job status or the future educational program of a student.

Child Abuse/Neglect Reporting

All employees of the Little Rock School District shall report any known or suspected child maltreatment with the Department of Human Services (DHS). Reports may be made to the Child Abuse Hotline by telephone, or in nonemergency situations, by facsimile or online reporting.

The failure by a school district employee to report suspected child maltreatment in accordance with the law and Board of Education Policy concerning Child Abuse/Neglect Reporting, will result in disciplinary action, which may include written reprimand, suspension, dismissal, or loss of certification, and may also result in criminal sanctions.

Defining Child Abuse and Neglect:

Child Maltreatment includes abuse, sexual abuse, neglect, sexual exploitation, or abandonment.

ABUSE: The physical, intellectual, emotional, or psychological injury of a child, under the age of 18, by a parent, guardian, custodian, foster parent, person over the age of 18 living in the home with a child, or any person who is entrusted with a child's care.

SEXUAL ABUSE: Sexual intercourse, attempted sexual intercourse, deviate sexual activity, or any act of sexual gratification with a child under the age of 18 by a parent, a person with permanent or temporary care or custody or supervision, or a household or family member.

NEGLECT: The failure or refusal to prevent abuse; failure to provide necessary food, clothing, shelter, and education required by law; failure to take reasonable steps to protect a child from abandonment, abuse, sexual abuse, or sexual exploitation; failure to provide for the essential and necessary physical, medical, or emotional needs of a child; failure to appropriately supervise a child that results in a child being left alone at an inappropriate age; or circumstances that creates a situation that puts the child at risk of harm.

SEXUAL EXPLOITATION: Allowing, permitting, or encouraging participation or depiction of the child in prostitution, obscene photography, or film.

ABANDONMENT: Failure of a parent or guardian to provide reasonable support and to maintain regular contact with a child. If you are unsure whether or not report an incident of child maltreatment, contact your supervisor or a building administrator.

If the suspected abuser is a Little Rock School District employee or volunteer in a school, following the initial call to DHS, the reporter, principal, or designee must immediately contact Safety and Security at 501-447-2075.

Employee Ethics

Dating Between Employees & Students

Employees and adult volunteers will exercise reasonable care in protecting students from harm. Employees and adult volunteers will exhibit professional and appropriate relationships with students.

Definitions:

Dating between employees or adult volunteers and students includes, but is not limited to, a social appointment, engagement, or occasion, pre-planned or not, between an employee or adult volunteer and a student where the purpose is to initiate or continue an intimate personal relationship for personal pleasure or sexual gratification.

Sexual relationships include, but are not limited to, sexual contact or conduct, in person or through communication, occurring between or involving two or more persons. Examples include:

- inappropriate touching or fondling
 - kissing
 - phone calls, written communications (letters, notes, emails, text messages), or visual media of an intimate or sexual nature
 - allowing, permitting, encouraging, or engaging in obscene or pornographic discussion (oral or written), display, or photography
 - accepting or giving gifts of a sexual/intimate nature
 - filming or depiction of a child as prohibited by law
 - communications that include intentional sexual innuendoes
 - any kind of sexual penetration, sexual molestation, or sexual exploitation
 - sexual intercourse
1. Employees and adult volunteers will not date or have sexual relations with any student.
 2. Under unusual circumstances, exceptions to this policy may be granted with regard to adult students attending evening high school. Written applications for exceptions may be submitted by the employee or adult volunteer to the Office of the Superintendent. No exception will be granted where the employee or adult volunteer has direct responsibility or supervision of the student. Principals/supervisors will review this information with employees and adult volunteers at the beginning of each school year. This information will also appear in the Student Handbook each school year.
 3. A violation of these ethical guides will result in disciplinary action, which may include written reprimand, suspension, or dismissal.

Employee Ethics

Drug, Alcohol, and Tobacco-Free Workplace

All worksites within the jurisdiction of the Board of Education are designated as drug, alcohol, and tobacco-free workplaces. Compliance with the standards of conduct in the policy is mandatory. All employees are required to report any arrest or conviction for the illegal use of drugs or alcohol-related incidents to their immediate supervisor or Human Resources within five calendar days. The sale or use of tobacco in any form is prohibited at all times in all district-owned or leased buildings, vehicles, and on all district-owned or leased grounds. Violations of this policy will result in disciplinary sanctions.

The Little Rock School District will not differentiate between drug users and drug pushers or sellers. Any employee who is guilty of possession, use, or distribution of a controlled substance and/or alcohol on school premises or as a part of any school-related activity will be subject to discipline up to and including termination of employment and/or referral for prosecution.

The building principal or other administrative head shall notify the Superintendent or designee of any employee guilty of a drug-related violation occurring on Little Rock School District property or at school related activities, and shall impose sanctions on the guilty employee. A conviction means a finding of guilty, including a plea of *nolo contendere*, or the imposition of a sentence by a judge or jury in any federal court, state court, or other court of competent jurisdiction. By virtue of Little Rock School District participation in federally funded programs, the law requires all employees of the District to abide by these regulations as a condition of employment in the Little Rock School District.

Drug Testing and Scope of Program

Employees will report to work in a condition fit to perform their assigned duties. Reporting to work or to any Little Rock School District facility or sponsored event with any detectable trace of drugs or alcohol in their system is a violation of Little Rock School District policy and will subject the employee to disciplinary action, which may include suspension or termination of employment.

Supervisors may recommend to the Superintendent or designee that an employee submit to drug or alcohol testing when the department head or supervisor has a reasonable suspicion that the employee has used, or is using, alcohol or illegal drugs on Little Rock School District property or is impaired in any way on Little Rock School District property by such use.

1. All LRSD employees are subject to probable cause or reasonable suspicion drug testing.
2. All LRSD employees shall be subject to the provisions of the Little Rock School District Drug Testing Program. In addition to this program, all LRSD transportation department employees shall be subject to applicable United States Department of Transportation regulations.
3. All employees who drive a vehicle owned or leased by the Little Rock School District shall pass pre-employment drug testing required in U.S. Department of Transportation (Federal Highway Administration, 49 C.F. R Part 382.301)

Employee Ethics

Arrest of an Employee

Specific authority to take appropriate employment action with regard to an employee who has been arrested is delegated to the Superintendent with subsequent approval by the Board.

Employees arrested for a misdemeanor offense which would indicate a possible danger or appearance of danger to the school district, employees, or to pupils, will normally be recommended for suspension without pay pending adjudication.

Employees arrested for a felony offense will normally be recommended for suspension without pay pending adjudication. This does not preclude the District from taking other employment actions, including termination, based upon the best interest of the District.

In certain circumstances, other employment action may be taken.

An employee shall notify their immediate supervisor or Human Resources, in writing, within five workdays if they are arrested, charged with, indicted, convicted of, granted deferred adjudication, or enter a plea of *nolo contendere* to any felony crime or misdemeanor crime involving moral turpitude. This notification shall be made in writing to the Superintendent of Schools. For the purposes of any termination hearing, the facts to which the individual pleaded in order to obtain the deferred adjudication shall be presumed to exist and be true and correct. The District may suspend or terminate the employment of any person convicted of a felony or misdemeanor if the crime directly relates to the duties and responsibilities of the individual or directly relates to, or adversely affects, the mission of the district. Employees under felony indictment shall be recommended for suspension without pay pending adjudication of their cases.

Employee Rights/Obligations

1. Employees have a right to reasonably question the facts and present a case.
2. Employees have a right to appeal any disciplinary decision.
3. Employees have an obligation to cooperate with an internal investigation.
4. Employees have a right to obtain their own representation.
5. Employees are expected to be faithful and prompt in attendance and work.
6. Employees have an obligation to support and enforce the policies of the Board and regulations of the school administration in regard to students.
7. Employees have an obligation to be diligent in performing all the required duties of the job, as well as other duties assigned by the supervisor.
8. Employees have an obligation to care for and protect District property.
9. Employees have an obligation to have concern for and give attention to their own and the District's legal responsibility for the safety and welfare of all employees and students, including the need to ensure that students are under supervision at all times. In their association with students, all employees will set examples that are an important part of the educational process. Their manner, dress, courteousness, work ethic, and attitude establish models that affect the development of young people.

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10. Employees have an obligation to read and understand all directives, policies, regulations, and operating procedures as mandated by the LRSD.
11. Employees have a right to association representation. Employees may be represented by professional associations or labor organizations. The names and telephone numbers of these organizations may be obtained by contacting the Human Resources Department. Additionally, the district recognizes “Meet and Confer” committees as the representative of certain groups. By January 1 of each calendar year, each representative group will certify that it represents the majority of their eligible employees. Failure to represent 50% of the eligible employees will cause the District to withdraw recognition of the representative group.
12. Employees have a right and an obligation to discipline the students. The discipline of students will be administered by the administrative and certified staff in each building. Classified staff should always refer any discipline problems to the administration for handling. There are times when it becomes necessary for staff to use reasonable restraint to protect others from harm. Reasonable restraint is defined as immobilization of the individual’s opportunity for movement by staff member(s) through direct contact. Any person employed by the district may, within the scope of their employment, including involvement in extracurricular activities, use and apply such amount of force as is reasonable and necessary to accomplish the following purposes:
 - To restrain a student from an act of wrongdoing.
 - To quell a disturbance threatening physical injury to self or others.
 - To obtain possession of weapons or other dangerous objects, which are within the control of a student.
 - For the protection of self, others, or property.

The school employee using physical restraint will:

- Immediately, or as soon thereafter as possible, notify the principal of the incident.
 - Provide a written report of the situation indicating why such action was deemed necessary.
 - The principal or designee will inform the parent/guardian of the incident using the appropriate disciplinary reporting form.
13. Employees absent from duty, whether for injury, doctor’s direction, hospitalization, attorney consultation, or court proceeding(s) directly relating to a student assault will not be required to take any leave days. However, the absence(s) must be consistent with workman’s compensation guidelines.

At no time, and under no circumstances, will an employee initiate physical contact with a student for the purpose of disciplinary action.

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Investigations and Due Process

Neither the Board of Education as a whole, nor any individual member, will investigate or act on formal communications or complaints from staff, parents, or other citizens until a referral has been made to the Superintendent.

The Board of Education will consider formal communications and complaints only if satisfactory resolution has not been made by the Superintendent. In that case, the aggrieved party may request a hearing. The Board of Education may consider the appeal itself or refer it to a hearing examiner.

No Little Rock School District employee will be given a hearing by the Board of Education while a grievance on the subject is being processed in accordance with the formal grievance procedure, or while any other administrative appeal by the employee on the subject is proceeding at a level that may lead to Board of Education action.

Standards of Ethical Conduct for Employees

All employees of the Little Rock School District are expected to make every effort to create an atmosphere that nurtures the educational process and provides a safe environment for employees and students. All employees will demonstrate responsible and ethical conduct toward students, fellow employees, parents, and the community.

These standards are intended to define ethical conduct for all employees of the Little Rock School District and to provide guidelines for professional conduct expected by the Board of Education and the community it serves.

I. Ethics/Conflicts of Interest

No employee of the Little Rock School District will accept gratuity or favor from any supplier, contractor, or person performing personal services for the District. Further, the same policy will apply to any person, partnership, company, or other entity which may be expected to perform such services, or offer bids or prices for any supplies, construction, or maintenance work to be performed for the District. This provision shall not apply to gifts, things of value, benefits received because of kinship, or benefits or things of value to which the employee is lawfully entitled, or for which the employee gives legitimate consideration in a capacity other than as a District employee.

Examples of employee conflict of interest include, but are not limited to:

- Use institutional privilege for private gain.
- Solicit or receive compensation, other than that allowed by law, for performance of his/her duties. This includes, among other things, acceptance of any gratuities, gifts, or favors that might impair or appear to impair professional judgment; and any personal dealings with any individual or entity with whom he/she, on behalf of the Board, has any direct or indirect contact for purposes of obtaining from such individual or entity noncompetitive contracts, services, or materials.

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- Contract with the District if the employee is receiving compensation or other benefits personally, or to a business in which he has a financial interest (owning more than 5% of the business, or holding a position as an officer, director, trustee, partner, or top level manager, employee, agent, or contractor where compensation is based on doing business with the District).
- Offer any favor, service, or thing of value to obtain special advantage. Permit commercial exploitation of his/her professional position.
- Engage in selling any of the following merchandise or services for personal profit to students or parents in the attendance area served by the schools in which they work: instructional supplies and equipment, reference books, educational tours.
- To solicit students or parents for projects which involve expenditure of money for goods or services for which the employee receives remuneration.
- Furnish lists of students or parents to anyone selling such materials or services.

Nepotism

No person shall be employed in any capacity who is related to a member of the LRSD Board of Directors, the Superintendent, or senior administrators reporting directly to the Superintendent, whether by blood or marriage, including spouse, parent, child, grandparent, grandchild, brother, sister, aunt, uncle, niece, nephew, or first cousin. However, the policy shall be applied prospectively and shall not affect those persons already employed by the District.

In order that there is no conflict of interest in the supervision and evaluation of employees, at no time may any administrator directly be responsible for the supervision and/or evaluation of any employee directly related to him or her.

II. Employee Ethical Conduct

The employee will maintain the highest ethical standards by respecting and obeying the applicable laws of the State of Arkansas, demonstrating personal integrity, and displaying absolute honesty toward fellow employees, students, parents, and the community.

- No employee will intentionally misrepresent official policies of the Board of Education.
- All employees will exercise fiscal responsibility with public funds entrusted to their care.
- No employee will use his/her institutional or professional position for personal or partisan gain.
- All employees will adhere to all Board of Education policies, School District procedures, and legal standards of the State of Arkansas.
- All employees may have labor relations' situations and seek their resolution. Where necessary, in accordance with the negotiated agreement and Board of Education policy, employees have the responsibility to report such situations to their supervisor.
- No employee will discriminate on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status.
- No employee may be involved in an illegal activity that brings into question their suitability as an employee of the Little Rock School District.
- District properties/materials, equipments, and supplies which belong to the school district must not be used for private purposes and should not be removed from school or

Employee Ethics

building premises without written approval from the building principal or administrative department head. Even materials which are considered scrap or surplus must not be used for private purposes. All materials for disposal must be authorized and disposed of under the direction of the Procurement Department.

III. Ethical Conduct toward Colleagues

- All employees will treat colleagues in a dignified and just manner and ensure equitable treatment for all employees.
- No employee will disclose confidential information concerning colleagues unless disclosure is for professional purposes or required by law.
- While performing professional duties, no employee will make a false statement concerning a colleague or the colleague's actions.

IV. Ethical Conduct toward Students

- All employees will make every reasonable effort to deal considerately with each student and will seek to resolve all matters in a fair and just manner.
- Employees will exhibit professional and appropriate relationships with students.
- Employees and adult volunteers are prohibited from dating or engaging in sexual contact or conduct, in person or through communications, with students.
- Employees must not fraternize or socialize with students on a one-to-one basis before/after school hours and off school grounds.
- No employee, except an authorized bus driver, has authority to provide transportation for any student unless express written permission is given by the principal/supervisor. District employees who receive written permission to provide transportation should not travel alone with a student unless the written permission expressly authorizes the employee to do so.
- No employee will reveal confidential information concerning students unless disclosure is for professional purposes or is required by law.
- No employee of the LRSD will exclude a student from participating in any program, deny benefits, or grant an advantage to any student on the basis of race, sex, age, national origin, religion, disability, sexual orientation, or familial status.

V. Ethical Conduct toward Parents and Community

- All employees will make every effort to understand community standards and recognize cultural influences and how they affect the educational process.
- No employee will interfere with a student or parent in the exercise of their political and/or citizenship rights and responsibilities.
- In the normal course of their activities, all employees will present a positive image of the school district to the community.

VI. Standards Test

Whenever employees are confronted with a matter of right and wrong that requires a decision concerning personal behavior, the following questions should be used to guide their actions:

- Are my actions illegal?

Employee Ethics

- Do my actions violate school board policy or procedures?
- Do my actions violate community standards for proper behavior? Do my actions interfere with the proper image of a professional employee of the District and/or interfere with my ability to do my assigned duties?

If the answer to any of these questions is “YES,” DO NOT ENGAGE IN THE BEHAVIOR!

VII. Warning Signs of Ethical Impropriety

Every employee of the District is responsible for adhering to the ethical standards prescribed in this Employee Handbook and all other applicable laws and policies related to employee ethics.

District employees owe a responsibility to the public in the performance of their duties. Public trust requires that employees avoid even the appearance of impropriety or a conflict of interest between their professional responsibilities and their personal business interests.

Warning Signs: *You're on Thin Ethical Ice When You Hear:*

- “Well, maybe just this once.”
- “No one will ever know.”
- “It doesn't matter how it gets done as long as it gets done.”
- “It sounds too good to be true.”
- “Everyone does it.”
- “Shred that document.”
- “We can hide it.”
- “No one will get hurt.”
- “What's in it for me?”
- “This will destroy the competition.”
- “We didn't have this conversation.”
- “You didn't hear this from me.”
- “This is off the record.”

Quick Quiz: *When in Doubt, Ask Yourself:*

- How will it look in the newspaper?
- Am I being fair and honest?
- Will my action stand the test of time?
- How will I feel about myself afterwards?
- Will I sleep soundly tonight?
- What would I tell my child to do?
- How would I feel if my family, friends, and neighbors knew what I was doing?

This Employee Handbook does not provide all the information pertinent to conduct and ethics, and employees must assume the responsibility for acquiring the knowledge necessary to perform and comply as expected. Under no circumstances may an employee of the Little Rock School District be involved in any of the following activities or behavior:

Employee Ethics

- Misconduct in office, which includes knowing and failure to report suspected child abuse
- Insubordination
- Willful neglect of duty
- Any use, possession, or sale of an illegal drug
- Any intentional misuse of any over-the-counter drug
- Any unlawful use of alcohol

Outside Employment

All District employees shall avoid employment, financial, business, social, or other relationships that might be opposed to the interests of the District, or might create the appearance of impropriety, or might cause a conflict with the performance of their duties. Employees shall at all times conduct themselves in a manner that avoids even the appearance of conflict between their personal interests and those of the District.

Any employee who may have a conflict situation, actual or potential, shall report all pertinent details in writing to his or her supervisor. If the proper resolution is not apparent to the supervisor, the supervisor shall refer the matter to the Superintendent or designee, as appropriate, for resolution. If a conflict of interest develops accidentally or unexpectedly, the matter shall be reported to the supervisor immediately.

Fraud and Impropriety

All employees should act with integrity and diligence in duties involving the District's financial resources. The District prohibits fraud and financial impropriety, as defined below. Fraud and financial impropriety include, but are not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to the District
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other District assets, including employee time records
- Impropriety in the handling of money or reporting of District financial transactions
- Profiteering as a result of insider knowledge of District information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties
- Unauthorized disclosure of investment activities engaged in or contemplated by the District
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to the District
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy
- Any other dishonest act regarding the finances of the District

Employee Ethics

Responsible Use of Computers and Electronic Communication Tools and Systems

Little Rock School District (LRSD) acknowledges that the principles of freedom of speech and privacy of information have important implications relating to computers and electronic communication services. Accordingly, LRSD has adopted Security Policies, Administrative Regulations, and Acceptable Use Policies (AUP) to reflect these values within the context of its legal and ethical obligations.

To ensure that these policies and procedures are followed, LRSD reserves the right to monitor the use of computers and electronic communication resources. All electronic communications transmitted to/from the LRSD network are considered the property of LRSD, and users are not entitled to any expectation of privacy with regard to the information contained in such communications.

Purpose

This document communicates the rules that define the acceptable use of computer equipment and electronic resources for LRSD. These rules are in place to protect the school district, its employees, students, and individuals who have a legitimate need to use computer resources within LRSD. Inappropriate use potentially exposes LRSD to risks such as virus attacks, compromised network resources, and costly legal challenges. Effective security is a team effort involving the participation and support of every LRSD employee and student who interacts with computer resources as part of their normal daily routine. It is the responsibility of every computer user to understand these rules and to conduct their activities accordingly.

Scope

These rules apply to employees, contractors, consultants, temporary employees, volunteers, students, and any other persons who have been granted access to LRSD electronic resources. All computer resources that are located within Little Rock School District property; regardless of whether they are owned or leased by the school district, another organization, or another individual, are included. Laptop computers, PDAs, and other remote messaging or computing devices are also included, regardless of their physical location.

Authorized Use of Computer Networks Regulations

This document defines the LRSD Board Policy and criteria under which computer technology and associated resources will be used and what recourse may be taken should those criteria not be followed. This document establishes that the responsibility for both ethical behavior and the protection of computer resources rests with the individuals using them.

The requirement for a permission use form signed by the student's parent or legal guardian is established as a prerequisite to allowing the student access to computer networks and the internet. Also, provision is made for the denial of access to telecommunications resources for those students who fail to comply with the requirements of this regulation.

Employee Ethics

Privacy Limitations and Record Disclosure

Users of the LRSD network should be aware that the data they create on LRSD systems remain the property of LRSD. Because of the need to protect the LRSD network infrastructure, management cannot guarantee the confidentiality of information stored on any computer or network device.

The release of sensitive confidential information can be devastating, not only to the individual, but also to the school district as a whole and is not tolerated. Employees will make every effort to ensure that sensitive confidential information is kept sensitive and confidential. Every precaution will be made to maintain the integrity of sensitive confidential information if it resides on any computing device that is capable of being transported beyond the property of Little Rock School District. Furthermore, efforts should be made to avoid the transporting of sensitive confidential information, if at all possible. Sensitive confidential information is defined as, but not limited to: any information, likeness, picture, name, address, grade, status, etc. of any student of Little Rock School District.

Electronic information, including email, whether it is created or stored on LRSD equipment or not, may constitute a school record subject to disclosure under law or as a result of litigation under certain circumstances. When a request for disclosure is presented, LRSD will closely evaluate all such requests against the precise provisions of laws concerning disclosure and privacy, or other applicable laws; therefore, users should be aware that LRSD does not guarantee protection of personal electronic mail or other information residing on LRSD facilities.

Electronic Communication Tools & Systems

Electronic communication tools and systems may include, but are not limited to:

- All electronic communication resources and information storage devices provided by LRSD
- All users using those resources
- All LRSD records transmitted in the form of electronic communications, including electronic mail and mail services such as Exchange/Outlook Public Folders, bulletin boards, mail list systems, instant messaging, newsgroups, and electronic publishing services, etc.

Acceptable Use of Computers, Electronic Communication, and Internet Resources

You may send and receive electronic mail, create mail lists, create databases, and develop a website to enhance instruction, perform research, or pursue other learning opportunities.

Personal use of computers, electronic communications, and internet resources are expressly prohibited unless approved by the Director of Computer Information Services.

Unacceptable Use of Computers, Electronic Communications, and Internet

These include, but are not limited to, the following:

- Breaking the law such as copyright infringement, disrupting internal or external networks and systems, cyber-stalking, perpetuation of hate-crime related harassment, or other actions that could result in criminal or civil litigation.

Employee Ethics

- Using electronic communications to violate LRSD policies or administrative regulations such as sexual harassment.
- Disrupting any network or systems operation, for instance, by transmitting computer viruses, sending spam or chain mail, or accessing others' transmissions or files.
- Bypassing, disabling, or removing any security applied by LRSD technology network administrators.
- Falsely assuming any form of identity, such as email address, network user ID, identification card, or other device intended to authenticate identity.
- Releasing personal information of others to inside or outside parties without the consent of the information holder. An information holder is defined as a user who is in possession of a particular electronic communication record, regardless of whether this user is the originator or the recipient of the content of the record.
- Tampering with any private communication such as email, web sites, and wireless LAN.
- Using his/her account on behalf of an outside organization not affiliated with or recognized by LRSD.
- Conducting a business with electronic communication services provided by LRSD.
- Making it appear LRSD endorses an outside organization when it does not.
- Giving the appearance that you represent LRSD if you are not authorized to do so.
- Inspecting other users' electronic communication without consent.
- Seeking out, using, or falsifying personal information about others.
- Revealing, releasing, giving, or selling personal information to third parties.
- Creating or forwarding "chain letters" or other "pyramid" schemes of any type.
- Loading unauthorized software such as games or unlicensed programs.
- Connecting a computer or other electronic device to the network without authorization.
- Adding or removing computer components for any reason.
- Using any electronic communication devices in any manner that can be deemed harmful to juveniles, which is defined as: the quality of any description or representation, in whatever form, of nudity, sexual conduct, sexual excitement, or abuse, when it:
 1. Predominantly appeals to the prurient, shameful, or morbid interest of juveniles.
 2. Is patently offensive to prevailing standards in the adult community as a whole with respect to what is suitable material for juveniles.
 3. Is, when taken as a whole, lacking in serious literary, artistic, political, or scientific value for juveniles.
- Using any electronic computing device/ system to endorse or oppose a candidate for public office.
- Student and teacher use of Social Networking sites (i.e.: Facebook), unapproved blogging sites, Wikis, forums, etc.
- Non-Instructional live streaming (radio, music sites, videos, video clips, TV) is not permitted in the school or office due to bandwidth constraints.
- If any LRSD employee, student, or network user becomes aware of any inappropriate use of network resources, the person is expected to bring it to the attention of a

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responsible teacher, principal, or program manager, who will determine if any applicable policy or regulation has been violated and take the appropriate action.

Web Page Considerations

Web based communications require an understanding of the global environment. In an effort to mitigate legal and/or ethical difficulties, each user must be aware of the following:

- Personal information on open web pages is not private.
- Any personal information of students or adults, such as private pictures and identification information, should not be posted on web pages without expressed permission. Employee names may be posted without permission.
- Certain websites may try to place small files or “cookies” in your local system that is used by others to track the accessed Web pages.

Email Considerations

LRSD cannot protect users from receiving unwanted electronic mail or communications they may find offensive. All users are strongly encouraged to exercise the same personal and professional courtesies, considerations, and precautions in electronic mail as they would in other forms of communication. In any instance in which confidential information is involved, LRSD personnel should not transmit such information through electronic means. **Privacy of information is not guaranteed.**

Staff should consider the following when utilizing electronic mail:

- Electronic mail intended for specific individuals can often be forwarded and widely re-distributed by the recipients.
- A reply intended to address the originator of the message on a message bulletin board, discussion forum, or the like may potentially be viewed by all subscribed members.
- Forwarded electronic mail may be intercepted and modified.
- Senders of electronic mail may be able to disguise their identities.
- Unless “authenticated” mail systems are in use, no electronic mail received is guaranteed to originate from the purported sender.
- An email which is deleted from a computer or an electronic mail account may still be retained on backup facilities, and thus be subject to disclosure required by law.
- As with print documents, receivers of electronic mail messages should check with the purported sender to validate authorship or authenticity.
- Student use of email is allowed for instructional purposes only when using teacher-moderated email services.

Electronic mail encryption technology enables the encoding of electronic mail messages sent and are guaranteed to be readable only by individuals who possess the key to decode the encrypted messages. Implications dealing with the growing use of these technologies are not currently supported in the infrastructure and/or sufficiently understood to warrant the formulation of a LRSD guideline at this time. However, users should be aware that these technologies will become generally available and probably will be increasingly used and deployed in the future.

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Maintaining Security Awareness

The major best practices for preventing a security breach are:

- Use passwords and other approved measures by LRSD to protect your private material and information.
- Do not share your account and passwords with others.
- Commit your passwords to memory rather than writing them down somewhere.
- Devise a more protective password scheme by using upper case, number, and/or special characters in your passwords.
- Do not open attachments to email without validating the source.
- Do not attempt to defeat the security measures that are in place.
- Do not leave your computing device unattended without locking the device from unauthorized access.

Employee Sanctions

Violations of this policy may result in administrative sanctions that may include prohibited or restricted use of LRSD electronic communications and computer resources. In addition to administrative sanctions, violators are subject to certain disciplinary actions, including criminal charges that may result in termination of employment, contract, or volunteer agreement.

Terms of Employment

Staff Definitions

CERTIFIED EMPLOYEE: Any person who must possess a teaching or administrative license issued by the Arkansas Department of Education.

PROBATIONARY TEACHER: Any teacher with less than three consecutive years of teaching in the District is considered probationary for three years. Any new District teacher who completed three consecutive years in another district in Arkansas is considered probationary for one year.

INTERIM TEACHER: Teachers who receive an assignment after the first student contact day of the school year that continues until the end of the school year. The position is declared vacant at the end of the school year, and interim teachers are encouraged to re-apply.

CLASSIFIED EMPLOYEE: Any person employed by the District under a written annual contract who is not required to have a teaching license issued by the Arkansas Department of Education as a condition of employment.

PROBATIONARY CLASSIFIED EMPLOYEE: A classified employee who has not completed one year of employment with the District. The Board may extend the probationary period of any employee by one year provided the extension is voted on at least 30 days prior to the completion of the employee's probationary period.

FULL-TIME EMPLOYEE: Employees whose regular assignment requires them to work not less than five days per week for not less than five hours per day during the period of the employee's work year, excluding vacation, sick leave, and holidays.

PART-TIME EMPLOYEE: Employees whose regular assignment requires them to work less than 25 hours per week.

SUBSTITUTE/TEMPORARY EMPLOYEE: Employees who accept assignment for a predetermined period of time and who are not employed pursuant to a written employment contract. The length of service for an assignment may be based on:

- Time needed to complete a specific task.
- A specific date set for the termination of an assignment.
- The return of a full-time or part-time employee from an absence.

LONG TERM SUBSTITUTE EMPLOYEE: Temporary employees who may receive an assignment that continues for 20 consecutive working days or longer.

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Employee Responsibility

Certified employees will meet minimum requirements, such as a degree and professional certification, and demonstrate efficient performance skills in the area of assignment along with satisfactory accomplishment of their job requirements.

Classified employees (support employees) will meet the minimum qualifications of their job description and demonstrate satisfactory performance of their job duties.

All employees are hired to perform certain tasks in exchange for their salary. These duties are determined by the job description and as directed by their supervisor. If you are unable or unwilling to satisfactorily perform the assigned tasks in the allotted time, the district feels no obligation to retain you as an employee.

Requirements of each employee:

- Perform satisfactory work. Carry out and complete your job duties in an acceptable manner and in a timely fashion.
- Behavior. Act in a professional manner and be courteous to children, parents, supervisors, and all other employees.
 1. Behavior which is rude, obnoxious, or showing a disrespectful attitude is unacceptable.
 2. You are not expected to like your supervisors or co-workers, and they are not expected to like you, but everyone is expected to be professional and courteous.
 3. You are expected to treat everyone in a professional manner and with courtesy, regardless of your personal feelings toward that individual.
 4. Do not show unwelcome familiarity with co-workers. The best advice to follow is to keep your hands to yourself and do not hug, kiss, or touch co-workers.
 5. Open disrespect or unprofessional conduct may lead to termination.
- Drugs and Alcohol. Report to work both drug and alcohol free.
 1. All employees who drive school system vehicles are subject to random drug tests. Results that are positive will lead to disciplinary action, up to and including, termination.
 2. All employees are subject to drug and alcohol testing for reasonable suspicions of impairment. Results that are positive for either drugs or alcohol will lead to disciplinary action up to, and including, termination.
- Attendance. Work the days that you are scheduled to work. Continual unpaid absences are unacceptable and may lead to disciplinary action, up to and including, termination.
- Tardiness. Be at work when scheduled and on time, without tardiness.
 1. Excessive late arrivals will result in progressive discipline and may lead to termination.
 2. Notify your supervisor of any absences or of any extreme tardiness.
- Employees must notify the Employee Absence Reporting System of absences and extreme tardiness.

Terms of Employment

- Schedule. Work the hours of your schedule.
 1. Report to work on time.
 2. Do not leave work early unless authorized by your supervisor.
 3. Do not clock-in early unless authorized by your supervisor.
- Time Reporting. Comply with time reporting procedures accurately and honestly.
 1. If you do not work a full day, do not indicate on your time record that you did.
 2. If you work over the scheduled work hours, report the overage on your time record.
- Personal calls. Keep personal calls to an absolute minimum during work time. At some point in time, everyone needs to make a personal call from work. However, these calls need to be kept to a minimum, as they not only adversely affect your work, they can also adversely affect the work of the employees around you.
- Personal conversations. Keep personal conversations during work hours to a minimum.
 1. Even if your work is caught up enough to allow you some time to talk, the person you are talking to is probably neglecting his/her work by talking to you.
 2. If you travel between sites, being friendly is expected, but to keep other employees from his/her work by engaging them in personal conversations is not acceptable.
 3. Camaraderie is encouraged, but not at the expense of either your work or the work of other employees.
- Compliance with directives. Obey the orders of your supervisor within established policy and procedure guidelines. If you disagree, do not argue with the supervisor; simply state your objections in a concise and professional way, and then carry out your supervisor's directions.
- Insubordination to your supervisor or any other administrator is prohibited.

Insubordination may include:

1. Direct refusal or failure to obey orders or perform a job assignment given by a supervisor or any authorized employee or district representative
2. Threatening a supervisor
3. Abusive or argumentative language to any supervisor
4. Openly making or publishing false, vicious, or malicious statements concerning supervisors
5. Countermanding the order of a supervisor

Insubordination does not include:

1. Orders that endanger the health, welfare, or safety of the employee, other employees, students, or anyone else
2. Orders requiring the performance of an illegal, improper, or immoral act
3. Orders that require action that is beyond the employee's capability
4. Orders having a nature of unlawful harassment; for example, orders accompanied by a racial, religious, or sexist slur

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If you are unable to comply with these general expectations, the district will be compelled to terminate your employment.

Abandonment of Job:

Any employee who has been absent from work for more than five consecutive days and who has not obtained an approved leave of absence or otherwise accounted for the absences, will be considered to have abandoned his/her job. The employee may be recommended for termination.

Other Requirements:

In-service education participation that promotes personal and professional growth is encouraged for all employees. Employees, upon identification and recommendation by the immediate supervisor, will be given the opportunity to participate in an improvement program coordinated through the Division of Staff Development and designed for improvement in specific areas. Additionally, employees are expected to develop and grow in job performance beyond minimum requirements.

Schedules for professional and support employees are formulated and disseminated by principals and supervisors. All employees will observe and conform to time schedules furnished by his/her principal or supervisor.

For professional employees, the school day will be defined as the time when classes are in session, when faculty and in-service meetings are being held, or when student activities are being conducted.

Teachers are required to attend faculty meetings and parent-teacher conferences when deemed necessary by the principal. Also, teachers will be provided a 30 minute unencumbered time period during the day.

All schools will have the school doors open for a minimum of eight consecutive hours each workday. The day for professional education employees may include:

- Time assigned for instructional situations.
- Time assigned for planning and conference.
- Time assigned for student activities.
- Time assigned for supervisory activities other than classroom instruction, faculty meetings, or in-service meetings after the time students are dismissed and beyond the normal school closing time.

Assignments, Transfers, and Promotions

Assignments

Assignments to specific schools, offices, or positions will be made by a Human Resources administrator in cooperation with principals, department supervisors, and directors. Factors taken into consideration in making assignments are the employee's skills and the needs of the District.

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Transfers and Promotions

Any employee may request a transfer to, or apply for, any vacant position in the District at any time. The request must be made in writing and submitted to the Human Resources office.

Seniority

Seniority will prevail in cases where two or more employees request to be transferred to the same vacancy and qualifications and job performance are determined to be substantially equal.

Vacancy Announcements

When job vacancies occur, they will be announced by the Human Resources Department through District-wide communication. The vacancy may also be advertised outside of the District.

Vacancy Selection

When vacancies occur, transfer requests, applications, and/or resumes are judged on the basis of the employee's qualifications, job performance, and the needs of the District.

Depending on the number of applicants for the position, not all employees will be guaranteed an interview, and those selected for an interview will be selected upon review of their qualifications, education, and experience.

Selection Interviews

Applicants may be required to participate in a selection process consisting of interviews and/or testing by an interview committee. Members of the interview committee must attempt to identify the candidate's job knowledge, skills and education, physical qualifications where relevant, mental ability, judgment, ability to communicate, aptitudes, personality factors, etc.

The following steps will be followed in the selection process:

- A simple interview outline will be used by each member of the team to assist in achieving an impartial analysis of each candidate's traits.
- Every effort will be made to identify each candidate's strong and weak points. Members of the team should deal with facts and documented performance evaluations.
- Any negative performance appraisals that have never been discussed or shared with the employee will not be used in the evaluation process.

Staff Assignments and Transfers

The Superintendent may affect a transfer of any employee. Such transfers will be made in consultation with appropriate supervisors.

Employee Work Calendars

The working year for all employees will be set forth on the employee work calendar as adopted each year by the Board of Education. The workday calendars will specify the number of days to be worked, days off, and recognized holidays.

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Depending on the type of position and the work required, employees will have contracts of varying lengths. Each employee should discuss the length of his/her contract with his/her supervisor to determine the applicable work calendar for his or her position.

Employment and Salary Placement

Salary Schedules

All positions have been assigned an appropriate pay level (grade) on the salary schedules based on job classification and performance responsibilities. Each pay level (grade) has 20 steps, (with the exception of select support groups) which recognizes credit for related and acceptable work experience. Salaries for each grade and step have been prorated into separate salary schedules consistent with the length (number of workdays) of the contract.

In addition to the salary, certified employees placed on the administrative salary schedules receive additional stipends for educational training as follows:

1. \$1,500 for MA+30
2. \$2,000 for MA+60 or Specialist
3. \$3,000 for Doctorate

Selected classified employee groups who possess a two-year college degree or a four-year college degree will receive an educational stipend. The amount of each stipend is determined by the approved compensation structure for the respective position classification.

Initial Placement

Credit for previous public school teaching experience will be granted at the rate of one year of credit for each year of teaching in an Arkansas school district. However, credit for previous teaching experience when transitioning into administration will be granted at the rate of one year of credit for each three years of teaching experience. Credit for previous acceptable administrative experience will be granted at the rate of one year of credit for each year of experience. If an employee who has been employed in the LRSD resigns and is then re-employed, he/she will be on the appropriate step of the salary schedule where he/she was classified at the time of his/her resignation and will retain such benefits as accumulated sick and personal leave. If the employee's salary placement was less than step 11, then the years of experience acquired during their absence will be considered. Employees seeking reemployment will be subject to all applications, screening, and employment criteria governing initial employment.

Custodial services, child nutrition, safety and security, and paraprofessional staffs are limited to six years of previous acceptable experience for initial salary placement consideration. For other classified employees new to the Little Rock School District, previous experience will be limited to 11 years credit, so that initial placement will not be higher than step 12 on the salary schedule. For employees promoted to an administrative position within the District, the daily rate of pay will not be less than what the employee was earning at the time of the promotion, provided the actual placement is in line with the grade of the new position. Any exceptions to

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these placement criteria must be recommended to the Superintendent and subsequently approved by the Board of Education.

Any current administrator whose daily rate of pay is less than this regulation allows because of initial placement under any previous regulation, will have his/her pay increased by adding one additional incremental step each year until the placement is consistent with this regulation.

Advancement on Schedule

All employees on administrative salary schedules are normally advanced one step per year from their initial step placement. Employees must be employed for at least 120 days after initial placement to qualify for a step increase the following school year.

Grievances/Concerns/Complaints

A grievance is a claim by an employee that the employee has been directly and adversely affected by a violation, misinterpretation, or misapplication of the provisions of either the negotiated agreement or other school district personnel policy concerning salaries, hours, or working conditions. The grievance procedure provides an opportunity to resolve these issues at the lowest possible administrative level. The goal is to find equitable and mutually agreeable solutions in an informal and confidential manner. The basic procedure requires that, within a specified period after the incident, the employee first discusses the issue with the administrator who made the decision or interpretation of policy. Beyond this discussion, provisions exist for the employee to put the concern in writing and receive a written reply within a specific period of time. If the disposition of the grievance at the first formal level is not satisfactory with the grievant, the grievant may appeal to the next level. This appeal process may continue through several steps involving a disposition by the Superintendent and possibly the Board of Education. Employees may bring representation with them at any point in the process.

Notwithstanding the above summary, each negotiated agreement details this procedure for the appropriate group of employees. For those employees not in a negotiating unit, Board of Education Policy details the grievance procedure.

Communication and discussion can resolve the majority of questions and problems that cause difficulties between the employer and the employee. When resolution is not reached rapidly, the employer and the staff member may proceed to effect resolution in writing as defined in this procedure.

The purpose of the resolution procedures is to secure, at the lowest possible level, equitable solutions to problems that may, from time to time, arise. The purpose is to obtain better understanding of policies, encourage employees to express themselves more effectively on subjects concerning conditions of employment, and reassure all employees that their questions and problems are considered fairly, rapidly, and without reprisals.

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Documents and Confidentiality

All documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel files of the participants and will be destroyed three years after the last official entry. These documents include the written grievance, correspondence regarding the grievance, and written responses from the District. These documents may not include documents related to the incident giving rise to the grievance or any investigation of such incident. All parties will hold the resolution proceedings in confidentiality at all levels.

Normally, the resolution process should be conducted at times that do not interfere with assigned duties.

Process

The first step in the process is to seek an informal resolution between the employee and immediate supervisor. If the grievance is not resolved at the informal phase, the grievance is to be submitted in writing and sent to the applicable supervisor within five calendar days of the incident resulting in the grievance. The employee will immediately thereafter schedule a meeting with the appropriate supervisor to discuss the complaint and resolutions sought.

The parties should act in good faith to expedite the process. Upon request, the applicable supervisor will schedule a meeting with the grievant within five workdays of receipt of the written grievance. If the problem is not resolved in the meeting held with the supervisor, and the employee indicates a desire to pursue further, a written request must be submitted within five workdays for an appeal to the Office of the Superintendent or designee.

Appeals

An appeal will be heard in the Office of the Superintendent or designee upon the request for an appeal. An employee who has not been satisfied with the answer at the Superintendent's level may request that the grievance be submitted to the Board of Education. The request will include a written statement setting forth the issue(s) to be reviewed by the Board of Education, and is to be addressed to the President of the Board via the Office of the Superintendent or designee.

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Terminations and Demotions

Terminations

All employees are expected to conform to reasonable standards of conduct and performance. Any action taken against an employee will be appropriate for the behavior which precipitated the action. Non-renewal, or termination of employees, will be handled in accordance with the “Arkansas Teacher Fair Dismissal Act” or the “Public School Employee Fair Hearing Act.”

Notice of intention not to renew a probationary or continuing employee’s contract for the next school year will be served to the employee as required by law. The notification will state the reasons for not renewing the contract.

There are occasions when persons, because of the nature of their misconduct, must be suspended and recommended for immediate termination.

Examples of offenses for which an employee may be recommended for immediate termination are listed below. These offenses may include, but are not limited to:

- Conviction at a trial court level of any felony or misdemeanor that is manifestly inconsistent with the safe and efficient operation of the school or department.
- Fighting, threatening, or attempting to do bodily injury causing physical pain, illness, or any impairment of physical condition.
- Carrying weapons. A weapon is any object that could cause injury to another person and is not required to be in possession of that employee in the normal course of their job.
- Stealing or misappropriation of property of employees or of the Little Rock School District.
- Malicious mischief: the abuse, misuses, or deliberate destruction or damaging of property, tools, or equipment of other employees or of the Little Rock School District.
- Altering or tampering with time keeping records, “sign in/out roster,” or other reporting documents relative to attendance, promptness, or departures.
- Drinking alcoholic beverages on the job or during working hours, or the possession of, or introduction of any alcoholic beverage on Little Rock School District property at any time. This also includes reporting to work while under the influence of alcohol.
- Use of narcotics, and/or the use, possession, or transmitting on school premises, drugs or substances capable of modifying mood and/or behavior.
- Insubordination, including refusal or failure to perform work assigned and/or refusal to obey orders of supervisors.
- Disorderly, disruptive, or immoral conduct on school premises.
- The making of or publishing of false, vicious, or malicious statements concerning any employee or supervisor of the Little Rock School District.
- Falsification of personnel or other official school or insurance records, or making false statements when applying for employment.
- Falsifying or refusing to give testimony concerning accidents involving school vehicles or other accidents and/or incidents which are being investigated.

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- Failure to observe or purposefully disregard District policy and procedures.
- The possession, display, or use of pornographic, vulgar, inappropriate, obscene, or suggestive material on District property or in District vehicles while on duty.
- Persistently and consistently leaving work early or leaving a work site without authorization.
- Excessive absences or tardiness.
- “No show/no call” for five consecutive days.
- Unsatisfactory performance of assigned duties.
- For just cause as determined by the Superintendent or designee.

Hearings

Hearings will be conducted in accordance with the standards set forth in Arkansas state statutes.

Administration Leave Prior to Termination

If there is a determination to suspend an employee with a recommendation for termination, the notice of leave will be in writing and be served to the employee personally or by registered mail addressed to the employee at the place of residence as recorded in school district records. An employee who is placed on administration leave will continue to be paid regular salary during the period of leave.

Salary Reduction and Demotion

- **Performance-Related Adjustment** - If a contract employee is reassigned to a position at a lower classification due to poor job performance, salary or wages may be reduced to an appropriate level at the date of change.
- **Organizational Realignment** - If an employee is reassigned without prejudice to a position of lower classification due to the elimination of his/her job, his/her salary will remain frozen for the remainder of the contract year. At the conclusion of the contract year, the employee’s salary will be changed to the grade of the position being held by the employee at that time. If the demotion is for performance reasons, the change in salary will be effective on the date of the change.

Misconduct in the Work Place

Disciplinary measures and/or termination, as the circumstances warrant, may be applied for misconduct in the work place. Corrective discipline may be initiated at the most appropriate level, based on each case and its severity. When applying corrective discipline, action may be taken as the supervisor deems appropriate.

Other Separation from the District

Employees may be separated from the District because of conditions or circumstances beyond their control, such as budget limitations, elimination of positions due to a school closing, reorganization, or other reasons deemed necessary by the administration. When circumstances permit, as determined by the administration, the following process may be used:

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- The Superintendent or designee will identify classifications or position(s) within classifications for elimination.
- If more than one employee possesses the same classification, and all positions within that classification are not eliminated, the ability, performance, and fitness of the employee(s) involved will be considered as compared to other members in the same job classification, along with any other relevant criteria identified by the administration.

Resignations

Employees who, for any reason, intend to resign or who intend to retire are encouraged to indicate their plans in writing as early in the school year as plans may become firm and the decision to leave the District is made. Letters of resignation will be submitted to the Director of Human Resources. Resignations become effective on the date specified in the body of the resignation letter. While unusual circumstances may dictate otherwise, usually a resignation letter will occur at least 15 days before the effective date of the resignation. Certified employees under annual contract should give 30 days' notice. An employee's contract may only be voided by mutual consent. Any employee who leaves the employment of the District without providing proper notification will have the notation "Left Without Notice" placed in their personnel file. A letter of resignation from a specific site is interpreted by the District as a resignation from the Little Rock School District.

Reemployment

All employees who leave the District in good standing will be available for reemployment consideration. Those employees re-hired will have all years of service (less the time away) restored.

Workers' Compensation

Policy

The District employees are covered for occupational injuries and illnesses in accordance with the provisions of Arkansas Workers' Compensation Law.

Reporting

Any employee injured at work should report the injury, no matter how slight, to his/her supervisor immediately. He/she may lose rights if the injury is not reported promptly. It is the employee's responsibility to complete the First Report of Injury form within 48 hours of the accident. Forms are available from the employee's supervisor.

Claims/Compensation

When an employee suffers an occupational injury or illness and/or is unable to work as a result of the injury or illness, he/she must complete the necessary forms to obtain coverage. The applicable law will cover all claims for benefits.

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Absenteeism

Employees must notify their immediate supervisor of an impending absence. Notice of absence due to illness is expected at least one hour prior to the time an employee is to report for duty. Notice of absence for personal business or annual leave should be submitted at least 24 hours in advance for approval. While absences may occur for legitimate reasons such as sickness or important personal problems, false or unrealistic excuses are not acceptable.

Attendance - Absence From Work

Regular and reliable attendance is an essential job function.

1. All employees are expected to report to work on time on a regular basis. Employees who will be absent or late arriving to work are required to contact the administrator of their department prior to the beginning work time.

If a contract/school staff member is unable to report to work, he or she must notify the principal or designated administrator at least one hour prior to the scheduled reporting time. It is appropriate to call the evening before if an employee knows that he or she is going to be out.

Non-contract employees who will be absent or late arriving to work are required to contact their designated department prior to the beginning work time. If an employee is ill or unable to report to work, the employee should contact the department the evening prior to being out and/or by the time established by each specific department.

2. Absence without communication by the employee for more than five consecutive workdays can lead to disciplinary action up to, and including, termination. Excessive absences and undocumented absences may also lead to termination.
3. A doctor's release will be required and must be presented to the department office or supervisor before returning to work for any absence due to personal illness or family illness of more than five consecutive workdays. The District may contact the employee's health care provider for the purposes of clarifying and authenticating the release.

Excessive Absences

When an employee's absences become a concern or a pattern of absences becomes established, the principal/supervisor shall discuss with the employee the reason for such absences. Such absences may be subject to verification. If the absences are deemed excessive, the employee may be subject to disciplinary action, up to and including, termination of employment.

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The following guidelines will be used for handling excessive absences or tardiness. In determining whether an employee has been absent or tardy an excessive number of times, the following definitions will apply:

TARDINESS Any employee arriving 10 or more minutes after his/her scheduled starting time will be considered tardy. Any three occurrences of tardiness within a 30 day period will be considered excessive.

ABSENCE Any employee who is not present at his/her work assignment during any scheduled work period will be considered absent for that period.

EXCESSIVE ABSENTEEISM Excessive absenteeism and turnover are expensive, disruptive, and place an unfair burden on other employees. Any three separate occurrences of absence within a 30 day period will be considered excessive. The supervisor shall review reasons for absences. The supervisor may issue a written notice outlining concerns and/or a conference may be requested.

Absences in excess of five consecutive workdays must be accompanied by a doctor's statement attesting to the nature of the illness. The administrator or principal is responsible for reporting absences of five days or more to the Human Resources Department.

In accordance with the *Family Medical Leave Act*, a leave request must be submitted to the Human Resources Department for approval.

If an absence is for an employee's family member, certification of illness from the family member's physician will be required for absences in excess of five consecutive workdays.

Non-Exempt Employee Timekeeping Records

All non-exempt employees, *i.e.*, those employees eligible to receive overtime compensation for work performed beyond 40 hours per week, are required to maintain an accurate record of time worked. Entries on the time record must reflect actual time worked each day. Supervisors are required to monitor and sign off on all time worked. Appropriate recordkeeping formats will be designated by the administration. Employees should not fill out timesheets in advance of the actual work time.

Employees are not to work without recording the time worked. Specifically, employees are not to work "off the clock." All time worked must be recorded on the official time keeping record. Failure to adhere to this standard will result in disciplinary action.

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Access to Personnel Files

All employees have an Official Personnel File (OPF) that is maintained at the Central Office. Access to an employee's OPF is limited to the employee, the employee's designated representative, administrative and supervisory personnel, and Human Resources personnel.

Personnel Files

The Human Resources Department maintains a personnel file for each employee hired to work in the District. The file content includes an employee's employment application, transcripts when required, records of training, a copy of employment contracts, letters of recommendation, letters of reprimand when appropriate, and other pertinent information. Medical information when used to obtain medical leave will be kept in a separate file.

Right to Review File

All materials placed in the personnel file, after initial employment, are available for an employee's inspection. Employees should contact the Human Resources Department regarding clearance to review their files. Further, the Little Rock School District's Employee Portal allows all employees 24/7 access to their current and past paycheck details, salary compensation information, printable W-2s, leave balances, benefits and deductions, and other helpful information.

Freedom of Information Act (FOIA)

Guidelines contained in the Freedom of Information Act will determine which personnel information may or may not be available for public disclosure.

Maintenance of Data

For accuracy and up-to-date information in employee records maintained in the Human Resources office, employees should notify the office of changes in status or identity. This would include changes of name, address and telephone numbers, marital status, beneficiaries on insurance policies, dependents on insurance programs, etc. Any changes must be communicated in writing.

Right to Rebuttal

All employees are provided the right to attach a rebuttal statement to any document in the personnel file that they believe to be unfair or inaccurate. Rebuttal statements must be concise and address only the issue being rebutted. The employee's written response to review will be included in the personnel file and a copy of the employee responses will be forwarded to the employee's supervisor.

Criminal Background Checks and Fingerprinting

All new employees of Little Rock School District are required to undergo a background investigation conducted through state, federal, and/or commercially sourced agencies to determine employment eligibility.

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The background investigation process requires that each employee complete a disclosure statement and be fingerprinted before beginning employment. The background investigation consists of checks of one or more of the following: public court records, Department of Social Services, the State of Arkansas Criminal Justice Information System, and the Federal Bureau of Investigation for verification of all disclosure statement information.

A processing fee may be required to be paid by the employee. Current employees may be subject to an update, for probable cause, of their background and may be required to resubmit disclosure and/or fingerprinting cards. No fee is charged for an update requested by the District.

Dress Code

All employees are expected to dress in clothing appropriate for their profession. Employees must remember their obligation to set an example for the students, and that they are the first contact with the public. Therefore, it is very important that the employees dress professionally and in good taste. When, in the opinion of the principal or department manager, the employee's dress does not fit an acceptable standard, the employee should be reminded that they are being less than professional and then asked to change into more appropriate attire. If the employee refuses, the administrator may choose to consider this an act of insubordination and may inform the employee of this decision.

Duty Hours

Duty hours vary widely depending upon the employee's job group and work location. The immediate supervisor of the employee is generally responsible for establishing the duty hours, provided that the workday and workweek parameters established by the negotiated agreement under which the position falls are not violated.

Hours of Work

The normal hours of work per week for teachers and paraprofessionals shall not exceed 37.5 hours; all other employee groups shall not exceed 40 hours. Actual times shall be determined by the immediate supervisor and subject to approval by the Director of Human Resources. The regular workweek shall be Monday through Friday, unless otherwise designated by management.

All non-exempt employees will receive one 15 minute rest period for every 3.5 hours of continuous work in a day as designated by management or the employee's immediate supervisor.

A meal period of up to one hour shall be granted to each employee working an eight hour day. Such meal period is without pay unless otherwise authorized. A meal period of 30 minutes shall be granted to employees working a 7.5 hour day.

For the purpose of calculating the hours worked each week, lunch/meal breaks shall not be counted as "time worked," but miscellaneous breaks shall be counted.

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All school-based employees will work according to a predetermined work schedule approved by management before work commences each school year. Central office administrative support, information technology, maintenance, and transportation department staff may have their hours of operation changed during the summer months (June—August), at the discretion of management.

Employees may work at job classifications outside their employee group classifications when those hours of work do not coincide or overlap the hours set out in the approved work schedule and do not create overtime.

Employment Process

The Human Resources Department oversees the process of employment of individuals to ensure continued delivery of services to students as well as to employees of Little Rock School District.

The process is well defined for each type of employee. The process usually includes the posting and advertising of vacancies. Human Resources Department provides an annual New Teacher Orientation Program.

An orientation session for substitute teachers is conducted by the Human Resources Department. The Department of Transportation and the Department of Child Nutrition provide orientation for new employees in their respective areas.

All new employees serve an initial probationary employment period. This period varies in length and conditions depending on the employee job group.

Physical Examinations

School bus drivers recommended for hire are required to conform to the U.S. Department of Transportation guidelines for physical examinations and must pass a physical exam. Existing drivers must pass a physical exam every two years. Specific requirements regarding such exams will be provided by the LRSD Director of Transportation.

Security Officers recommended for hire are required to demonstrate fitness and the physical stamina sufficient to perform the duties of a security officer in the Little Rock School District.

Specific requirements regarding such exams will be provided by the Director of Safety and Security Office. If an employee is required by the District to have an examination after employment and the doctor performing the exam is specified by the District, the cost of the exam will be borne by the District unless otherwise indicated to the employee prior to the examination.

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Exit Interviews and Procedures

Exit interviews will be scheduled for all employees leaving the District, or the employee will be asked to complete a questionnaire that provides the District with feedback on his or her employment experience. Separating employees must complete an Employee Separation form and employees are asked to provide the District with a forwarding address and phone number. General retirement and benefits information is included on the Employee Separation form. The District's benefits administrator(s) will send a COBRA packet to the eligible employees. Employees should review the website for important information about benefits continuation details. Each individual supervisor will collect all District keys, books, property, and equipment that must be returned upon separation from employment.

Job Descriptions

Job or Position Description is a statement of major tasks which are typical of the scope and complexity of the work.

The maintenance of adequate position descriptions to ensure sound classification is a mutual responsibility shared by non-supervisory employees, supervisors, and the Human Resources Department. The responsibility of each is generally described as follows:

- The employee is responsible for bringing to the attention of the supervisor or the Human Resources Department any continuing differences between work assignments and the job description which substantially affect the accuracy of the official description of duties for the position.
- The supervisor is responsible for making job assignments, for seeing that they are properly described and made known to the Human Resources Department, for informing the employee of the duties of the position, and for promptly reporting any changes to the Human Resources Department.
- The Human Resources Department is responsible for establishing procedures and lines of communication to ensure that changes are promptly reported, and required action is taken to correct classification errors and misassignments.

Leaves of Absence

It is the expectation of the Little Rock School District that all employees will maintain continuous presence to promote excellence in the instructional program by ensuring the uninterrupted continuity of education, greater teacher-student contact time, appropriate role model emulation, consistent classroom discipline, and reduced cost. Accordingly, employees are expected to come to work every day. The Board recognizes, however, that certain absences are occasionally unavoidable.

Family Medical Leave

Employees who satisfy eligibility requirements may take up to 12 weeks unpaid leave within a year (12 month period) for family and medical reasons under the Family Medical Leave Act

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(FMLA). At no time may an employee use more than 12 weeks of FMLA leave within any 12 month period. The District uses a rolling 12 month period, looking back from the date of the request for leave to determine how much leave the employee has taken during the 12 months preceding the leave.

To be eligible for FMLA benefits, an employee must have worked for the District for a total of at least 12 months, have worked at least 1250 hours during the previous 12 months, and work at a location where at least 50 employees are employed by the district within 75 miles.

Employees will be required to use all accrued paid leave during the leave period. Once paid leave is exhausted, the balance of the employee's 12-week entitlement will be without pay. Employees are neither allowed nor required to take more leave than medically necessary. In the case of unpaid leave for serious health conditions, leave may be taken intermittently or on a reduced hour's basis only if such leave is medically necessary. If intermittent or reduced hours leave is required, the District may, at its sole discretion, temporarily transfer the employee to another job with equivalent pay and benefits that better accommodates that type of leave.

In the case of unpaid leave for the birth or placement of a child, intermittent leave or working a reduced number of hours is not permitted unless both the employee and the District agree. If both parents are employed by the District, the leave period will be combined as indicated by the law in the case of birth or adoption of a child.

While on leave, employee health, life, and disability premium payments continue. While on paid leave, normal payroll deductions will be made, including premium payments. Employees on unpaid leave must make arrangements with the payroll department to pay the employee's portion of any premiums.

Benefits that operate on an accrual basis, such as vacation, will cease to accrue during any period of leave that is unpaid. This applies to employees on all types of unpaid leave.

Employees will be required to provide written notice 30 days in advance of the need to take FMLA, when the need is foreseeable. If the need for leave is unforeseen, the employee must provide as much advance notice as practicable under the circumstances. Whether an absence is covered by the FMLA or not, employees are still expected to comply with the District's usual and customary call-in procedures for reporting absences. Periodic reports during FMLA leave regarding the employee's status and intent to return to work will also be required.

The District reserves the right to request medical certifications supporting the need for leave due to a serious health condition affecting the employee or an immediate family member or a second opinion by a physician of the District's choice (at District expense). Employees who take leave for their own serious health condition will be required to present a return to work certificate prior to being allowed to return to work.

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If an employee fails to return to work after the leave is exhausted, the District will assume that the employee has resigned and he/she may be liable for the contribution of insurance premiums during the leave period.

Military Leave Policy

All regular full-time and regular part-time employees are entitled to leave without pay for qualifying service in the uniformed services (including Army and Air National Guard). Employees may substitute any accrued leave for unpaid military leave, but are not required to do so.

Employees who are eligible are entitled to reinstatement or reemployment rights without loss of seniority. Eligibility for reinstatement will be determined in accordance with applicable state and federal laws. As of the date of this policy, you must seek reemployment within a specified period of time depending on the length of your military leave. For example, employees who have taken less than 31 days military leave must report to work the next regular workday after they are released. Employees who serve more than 30 days but less than 181 days must seek reemployment within 14 days, and employees who serve more than 180 days must reapply within 90 days.

Employees must notify the District of the need for military leave as far in advance of the leave as practicable so that plans for your absence can be made. When an employee is called to active military service, personnel records should contain a copy of the orders reflecting the beginning date and expected return date, and whether the employee has elected to use accrued paid leave.

Eligible employees may take up to 12 weeks of job-protected leave in the applicable 12 month period for any “qualifying exigency” arising out of the active duty or call to active duty status of a spouse, son, daughter, or parent. Eligible employees may also take up to 26 weeks of job-protected leave in a “single 12 month period” to care for a covered service member with a serious injury or illness.

To be eligible for these benefits, an employee must:

- have worked for the District for a total of 12 months,
- have worked at least 1,250 hours over the previous 12 months, and
- work at a location where at least 50 employees are employed by the employer within 75 miles.

Military Caregiver Leave: A covered service member is a current member of the Armed Forces, including a member of the National Guard or reserves, who is undergoing medical treatment, recuperation, therapy, in outpatient status, or is otherwise on the temporary disability retired list for a serious injury or illness and who is the spouse, child, parent, or next of kin of the employee. A serious injury or illness is one that was incurred by a service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank, or rating. The “single 12-month period” for leave to care for a covered service member with a serious injury or illness begins on the first day the employee takes leave for this reason and ends 12 months later, regardless of the 12 month period

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established by the employer for other types of FMLA leave. An eligible employee is limited to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period.” (Only 12 of the 26 weeks total may be for a FMLA-qualifying reason other than to care for a covered service member.)

Qualifying Exigency Leave: An eligible employee may take a total of 12 workweeks of unpaid leave during the 12-month period established for FMLA leave for qualifying exigencies arising out of the fact that the team member’s spouse, child, or parent is on active duty, or has been notified of an impending call or order to active duty in support of a contingency operation. Qualifying exigency leave is available to an immediate family member of a military member in the National Guard or Reserves; it does not extend to family members of military members in the Regular Armed Forces.

Qualifying exigencies include:

- Issues arising from a covered military member’s short notice deployment (i.e., deployment on seven or less days notice) for a period of seven days from the date of notification;
- Military Events and related activities, such as: official ceremonies, programs, or events sponsored by the military; family support, or assistance programs and information briefings sponsored or promoted by the military, military service organizations, or the American Red Cross that are related to the active duty or call to active duty status of a covered military member;
- Certain childcare and related activities arising from the active duty or call to active duty status of a covered military member, such as arranging for alternative childcare, providing childcare on a non-routine, urgent, immediate need basis, enrolling or transferring a child in a new school or day care facility, and attending certain meetings at a school or a day care facility if they are necessary due to circumstances arising from the active duty or call to active duty of the covered military member;
- Making or updating financial and legal arrangements to address a covered military member’s absence;
- Attending counseling provided by someone other than a health care provider for oneself, the covered military member, or the child of the covered military member if the need arises from the active duty or call to active duty status of the covered military member;
- Taking up to five days of leave to spend time with a covered military member who is on short-term temporary rest and recuperation leave during employment;
- Attending to certain post-deployment activities, including attending arrival ceremonies, reintegration briefings and events, and other official ceremonies or programs sponsored by the military for a period of 90 days following the termination of the covered military member’s active duty status, and addressing issues arising from the death of a covered military member; and
- Any other event that both the employee and the District agree is a qualifying exigency.

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Spouses employed by the District are limited to a combined total of 26 workweeks in a “single 12-month period” if the leave is to care for a covered service member with a serious injury or illness.

Leave may be taken intermittently, whenever medically necessary, to care for a covered service member with a serious injury or illness. Leave also may be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the District’s operation.

Any paid leave available to the employee will run concurrently with this leave.

Notice Requirements

Employees seeking to use military caregiver leave must provide at least 30 days advance notice of the need to take leave for planned medical treatment for a serious injury or illness of a covered service member. If leave is foreseeable, but 30 days advance notice is not practicable, the employee must provide notice as soon as practicable – generally, either the same or next business day.

An employee must provide notice of the need for foreseeable leave due to a qualifying exigency as soon as practicable. When the need for military family leave is not foreseeable, the employee must provide notice to the District as soon as practicable under the facts and circumstances of the particular case.

Certification Requirements

Also, the employee must provide the following documentation for:

- Requested leave for a qualifying exigency supported by a copy of the covered military member’s active duty orders and certification providing the appropriate facts related to the particular qualifying exigency for which leave is sought, including contact information if the leave involves meeting with a third party.
- Requested leave to care for a covered service member with a serious injury or illness, supported by a certification completed by an authorized health care provider or by a copy of an Invitational Travel Order (ITO) or Invitational Travel Authorization (ITA) issued to any member of the covered service member’s family.

Other Leave

Employees may be entitled to leaves of absence of varying types and under varying conditions depending on the employee group and their eligibility as defined by their applicable negotiated agreement. Detailed information is provided in the negotiated agreement governing each employee group. A leave of absence may be granted for reasons such as personal illness, maternity, care of an infant, and academic study. A leave of absence may be requested and granted for an extended period of time (generally one year), and it is taken without pay.

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Leave of absence, without pay, may be granted by the Board of Education of the Little Rock School District to an employee upon recommendation of the Superintendent of Schools in accordance with this policy or the appropriate collective bargaining agreement.

- **Purposes**

A leave of absence may be granted for the following purposes:

1. For advanced study in the employee's major field
2. For personal illness if it can be shown that rest and recuperation will contribute to the welfare of the employee
3. For service required by an agency of government consistent with applicable law
4. To care for a member of the employee's immediate family

- **Conditions**

Failure to notify the Superintendent of Schools of intention to resume work prior to the expiration of a leave of absence, or failure to report for duty at the expiration of a leave of absence or extension granted, or failure to ask for, and be granted, a leave of absence in case of protracted absence, will be considered a resignation.

Prolonged Absence from School

The Superintendent of Schools may, in accordance with District policies and applicable negotiated agreements, recommend to the Board of Education that an employee be placed on an unpaid leave of absence when that employee's absences are deemed to be detrimental to the progress of the students in the employee's classroom.

Sick Leave

At the beginning of each school year, each full-time employee will be credited with sick leave without loss of pay. For employees not covered by negotiated agreements, the number of days credited will be based on contract length as indicated below:

185-209 contract days - 10 sick leave days

210-229 contract days - 11 sick leave days

230-250 contract days - 12 sick leave days

Administrators may accumulate sick leave from year to year to a maximum equal to the length of the employment contract. Other employees may accumulate up to 175 days. Employees coming to the District from other Arkansas public school districts will be granted credit for unused sick leave accumulated in Arkansas public school districts up to a maximum of 90 days.

An employee may use sick leave only for reasons of personal illness, or illness, death, or medical care of a member of his/her immediate family.

Personal Leave

At the beginning of each school year, all applicable employees will be credited with two days of personal leave without loss of pay. If these days are not used within the school year, they will be credited to accumulated sick leave.

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Personal leave may be taken on any contract day with the approval of the employee's immediate supervisor except on the day before or after a pupil holiday. Except in cases of emergency, request for approval of personal leave must be made at least 24 hours prior to taking the leave.

Temporary Leave

Jury Duty

Employees will be granted a temporary leave of absence for time required to serve on jury duty and will be compensated at their regular rate of pay less any monies they receive for the duty. The employee will be required to submit verification of the actual time spent for jury selection or jury duty.

Required Legal Proceedings

Any employee required to be absent by a lawful subpoena issued by a court or legally constituted commission which compels his/her presence as a witness in a case to which he/she is not a direct party, will be granted temporary leave with pay for the duration of the time required by the subpoena. The employee will be required to submit verification of the actual time spent fulfilling the legal obligation.

District Meetings, Conventions, or Workshops

Employees will be granted temporary paid leave for the time necessary to attend district-sponsored meetings, conventions, or workshops when permission is granted by the administration.

Association Leave

Requests for association leave will be considered on a case-by-case basis. All requests for association leave must be made to, and approved by, the Director of Human Resources. Association leave will be granted and taken only for those occasions when employees are on recognized association business and may not be taken for personal business.

Vacation – 12 Month Administrators and Other 12 Month Employees

Each employee is allowed a certain number of paid vacation days per year. All requests for vacation must be made 24 hours in advance of the scheduled time off and be approved by your supervisor.

The number of vacation days allowed is based on years of administrative experience in the LRSD. Administrators with 0-7 years receive 15 days; 8-14 years receive 20 days; and 15 or more years receive 25 days. In all cases of 12 month administrators, five days of vacation are to be taken during the Winter Holidays, as specified annually on the LRSD Employee Calendar for twelve-month employees. All other 12 month employees paid vacation days are based on 10 days per year.

Vacation days may accumulate from year to year to a maximum of 45 days. Any administrator who separates employment from the District will be paid for up to 45 accumulated days at the

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employee's daily rate of pay. Please note: Certain employees, because of a "vacation grandfather clause," are exempt from the 45 day maximum rule. The appropriate memorandum is on file for the affected employees.

Vacation leave must be requested as soon as practicable in advance of the intended leave, at least twenty-four hours in advance, except in an emergency situation.

Extended Leave

Medical

Any employee who has an illness or disability and has exhausted FMLA entitlement or is not eligible for FMLA may request an extended leave of absence for a period not to exceed six months. The employee may be required to verify the illness or disability at the time the extended leave begins. Upon request, the leave may be extended for an additional six months. Any employee may remain on payroll until all accumulated sick leave has been exhausted; otherwise, all extended leave will be without pay and without increment. An employee may elect to continue their benefits during an extended leave of absence by arranging for personal payment of the premiums. An employee should contact Human Resources regarding the continuation of benefits during an extended leave of absence. Prior to returning from the extended leave, the employee may be required to present a doctor's certificate verifying that he/she is physically capable of returning to work.

Advanced Study (Educational)

Any employee who has five or more years of experience with the District may apply for a leave of absence, subject to the Superintendent's approval, for one year to engage in educational advanced study in an accredited college or university. The employee must present a comprehensive statement setting forth the benefit the District should expect to derive from granting such leave. The extended leave will be without pay and without increment. If the employee does not engage in the course of study described in his/her request for leave, he/she will forfeit the right to return to the District.

Verification of Illness

Employees must use all leave appropriately and for the purpose intended. The District reserves the right to require written medical verification for any absences attributed to sick leave. An employee's physician may need to attest to the employee's physical condition, ability, and the advisability of the employee performing his/her duties.

Payroll/Benefits Information

The Payroll Office of the Department of Financial Services/Human Resources is responsible for paying all employees. All employees are paid via direct deposit. At the time of employment, employees are required to fill out forms for direct deposit, federal and state tax withholding, beneficiary, and health insurance elections. Employees may submit changes to their tax withholdings at any time. Forms are available online.

Terms of Employment

All Board employees will be paid in accordance with the salary schedule adopted for the particular budget year. All employees will be paid on the 1st and the 15th of each month.

With the exception of deductions for absences not covered by paid leave and those required by law, all categories of deductions from salary will be subject to Board approval and are voluntary on the part of the individual employee.

Pay increases mandated by state law will be implemented on the date dictated by said law. No mandated pay raises will be implemented retroactively unless the Board takes affirmative steps to do so.

Full-time employees work a set number of days during the year for which he/she is compensated. Different groups of employees have different lengths of employment based on their position classification. The length of the contract year can range from 180 days to 250 days, depending on the type employee and whether he/she works in the central office, elementary school, middle school, high school, or with support services.

Twelve month employees will either work 235, 240, or 250 days a year, depending on position. Unless covered by Annual Leave, Personal Days, or Accumulated Sick Days for illnesses, employees will not be paid for days not worked. The Human Resources Department will provide the respective work schedules for 12 month as well as all other employees.

School based employees who are not 12 month employees do not work during parts of the summer months; however, the district full-time employees are paid on a 12 month basis. Each pay period a certain number of days are set aside to pay for the months during the summer that the employees do not work. These summer payout checks are for time worked during the year but withheld to pay employees during the summer months.

Those employees hired for less than twelve months and who are hired at the beginning of the contract year should receive their full pay during each month worked. However, employees who start work after the start of their contract year will receive a lower salary for the months worked during the first year because they will not work their full contracted number of days. All employees who do not work their entire contract period will receive a prorated salary.

This same type of calculation will also occur if the employee is on an unpaid leave of absence for an extended period of time. A significant amount of unpaid leave will change the total of your monthly pay for the remainder of the contract period.

Performance Appraisal

Throughout the year, ongoing discussions between supervisors and employees provide an excellent opportunity to assess the work situation, as well as, to define future goals, a plan of implementation, and training needs. Each employee is evaluated annually or according to a schedule outlined in the respective unit contracts, and all evaluations become part of the employee's personnel file. Employees will receive a copy of all such evaluations.

Terms of Employment

Non-renewals

Each year, each employee's immediate supervisor will rate the employee's job performance and make a recommendation for continued employment, dismissal, or reassignment of the employee.

Permanent employees may be discharged for inefficiency, excessive or unexcused absences from the job, for conduct unbecoming an employee of the District, or for other reasons believed to be detrimental to the best interests of the District. Discharge may be recommended by the employee's immediate supervisor on specific charges.

Recruitment and Staffing

Little Rock School District is committed to diversity, equal opportunity, and non-discrimination. Little Rock School District actively recruits teachers and administrators in an ongoing process. During the school year, recruiters visit college campuses in Arkansas and elsewhere to meet prospective applicants and conduct interviews. Applications are screened by the Human Resources Department.

In addition, Little Rock School District recruits and employs staff in positions including, but not limited to: clerical support, maintenance and operations support, technology, and other areas as deemed essential to school district operations. Vacancy information is available online.

Reduction in Force

A reduction in staff may occur for such reasons as insufficient student enrollment to warrant the current staff, program elimination, or cuts in funding. When a reduction in staff becomes necessary, the provisions of the appropriate negotiated agreement and board policy will be followed.

Salary and Compensation

Salary Schedules

Current salary schedules are located in the Human Resources Department and are available online. Salary schedules for employees covered by union contract will be included in the applicable labor agreement booklet.

Travel Reimbursement

From time to time, employees will be asked to travel to seminars, conventions, and other similar destinations as is deemed necessary for the improvement of the individual, department, or District as a whole. On those occasions, a travel request form should be submitted and routed for the appropriate approvals.

The determination as to who qualifies for such payments (mileage and travel reimbursement) will be made by the Director of Financial Services and the department manager and/or program coordinator.

Terms of Employment

Overtime

All employees will be compensated for work performed according to either their contract or their terms of employment. The Fair Labor Standards Act (FLSA) requires overtime pay at time and a half (1.5:1) for all eligible employees who work over 40 hours in any one workweek. Only actual hours worked applies when determining if 40 hours for the workweek have been exceeded before overtime pay is due. If there is a holiday, sick, or vacation day during the week, then that period of time does not apply to the 40 hour requirement. All overtime must be preapproved by your supervisor.

Employees cannot make up missed time from one workweek in another workweek. This means that if the employee works 36 hours during one week and 44 hours during the second week, it does not average out to 40 hours a week and, therefore, no overtime is due. Each workweek stands as a separate period of time and the employee is due four hours overtime for the second week.

An employee is determined to be either Exempt from the overtime provisions of the FLSA or they are Non-Exempt from those same provisions.

If an employee is Exempt, this simply means that he/she is not eligible for overtime pay or compensatory time. If an employee is Non-Exempt, this simply means that he/she is due overtime pay or compensatory time off for hours worked over 40 in any one workweek.

Also, any full-time employee, Exempt or Non-Exempt, who makes less than \$23,660 a year, is due overtime compensation at time and a half (1.5:1) for any hours worked over 40 during any one workweek. If you have a question about whether you are an Exempt or Non-Exempt employee, contact the Human Resources Department.

Non-Exempt employees are eligible for compensatory time in lieu of overtime pay. If agreeable with both the employee and the supervisor, compensatory time may be taken in lieu of overtime compensation. Compensatory time will be at the same rate as overtime earned, time and a half (1.5:1).

Exempt employees are not eligible for required compensatory time. This includes administrators and most supervisory employees. Their workweek does not necessarily end with just the 40 hours worked per week. If required, Exempt employees may work beyond the 40 hours for no extra compensation or time off.

If you are a Non-Exempt employee and your supervisor asks you to work past your scheduled time to leave work, then you are due to be paid for that extra time worked or given compensatory time off. You will be compensated at either straight time (1:1) or time and a half (1.5:1), depending on whether 40 work hours were exceeded during the workweek.

Terms of Employment

This holds true whether you work only 30 minutes or two hours. As an example, if you work 40 hours and 30 minutes during the week, then you will be paid for 40 hours at straight time (1:1) and 30 minutes at time and a half (1.5:1).

Your workday does not necessarily start the moment you walk on campus, work site, or in your department. If you arrive early to eat breakfast or talk to other employees, that time is not work time and does not start your workday. Your workday starts, and is recorded on your time record, when you begin your work routine or are available for work and waiting on instructions from your supervisor.

Also, your workday does not necessarily end when you leave the work site; it may end before you leave the premises. Your workday ends when you stop your work process for the day. Any time spent talking to other employees about non-work related issues or taking care of personal business is not counted as work time and is not to be included on your time record.

If the supervisor asks you to work overtime but not to enter the extra time on your time record, then you must contact Human Resources so that the situation can be corrected. If you are finishing something for the day and it runs over ten minutes, those ten minutes will be added to your time record. You will either be given time off during that week or you will be paid for the overtime or given compensatory time off within the next 30 days.

You are required to accurately account for any lunch time (unpaid) taken on your time record during the workday. If the supervisor asks you to work through lunch but not to enter the extra time on your time record, then you must contact Human Resources so that the situation can be corrected. Lunch breaks that are not duty free must be accounted for as compensatory time or paid to the employee.

Work as a volunteer after hours is generally not compensated, unless it is performing the same duties for which you are paid. This normally occurs when the employee volunteers to work at the school as a parent. The volunteer work generally should be in a capacity other than what the employee is paid to do. If the employee volunteers to work doing essentially the same duties they are paid to do during the day, the work time will be compensated.

An exception may be volunteer work that is for an organization separate from the school system and paid for out of that organization's funds and not paid through the employee's payroll account. If there are any questions, please call Human Resources to clarify what volunteer activity will and will not be compensated.

Mileage

Mileage for business use of your personal vehicle will be reimbursed at the prevailing rate as set by the state of Arkansas. In general, if your job duties require it, or if a supervisor requests or requires you to use your vehicle for school or system related business (except travel to and from your home to the work site), then you are to be reimbursed for this expense.

Terms of Employment

There are no exceptions. If you are required to use your personal vehicle for system business then you are due to be reimbursed for that use. Some examples are as follows:

- Travel to required meetings. However, if you are taking time off during the day to attend a meeting that is not required, then mileage is not to be reimbursed.
- Travel to make bank deposits for school accounts. If the deposit is made after leaving school and the bank is not on the route home, then only the mileage for distance deviated from your normal route to the bank is to be reimbursed.
- Travel to the central office. However, if it is to take care of your personal business and not related to your job duties, then mileage is not to be reimbursed.
- Travel to different work sites. However, if system transportation is offered but refused, mileage is not to be reimbursed.
- Travel to purchase supplies.

Non-Exempt employees:

1. Non-Exempt employees are eligible for overtime pay. They are paid on an hourly basis and are due overtime pay or compensatory time off. The general workday is eight hours a day and, if required to work additional hours, it will be with additional compensation.
2. This additional compensation will be either straight time up to 40 hours worked a week or time and a half (1.5:1) for any hours worked over 40 hours a week.

Guidelines and Procedures for Attendance:

The following operating guidelines are for maintaining time and attendance.

All employees:

- All employees must maintain their time and attendance as prescribed by the District.
- All employees are given (if allowed by their job duties) at least a 30 minute lunch period.
- Absences must be reported daily.
- Complete appropriate absentee forms as required.
- When the leave is used up and not available, the absence will be unpaid.

Staff Awards and Recognition

Little Rock School District sponsors a District-wide teacher recognition program. In addition, the LRSD participates in the Arkansas Teacher of the Year program, which annually honors teachers from around the state.

Little Rock School District participates in the Milken Educator Awards in Arkansas Program which, each year, brings statewide recognition and substantial monetary rewards to outstanding Arkansas educators. Each school district is asked to nominate one outstanding principal and one outstanding teacher for consideration.

Terms of Employment

Tuition Reimbursement

Employees under the teachers' PNA may be eligible for tuition reimbursement for courses taken which will improve their job performance or apply toward certification requirements. Tuition reimbursement benefits can change annually based on negotiations between the Board of Education and the several bargaining units. For up-to-date information pertaining to your specific circumstances, please refer to the Tuition Reimbursement summary under the Human Resources tab on website.

Weather Related School Closings and Delayed Openings

Nothing is more important to us than the safety and welfare of our children. To ensure that our young people are safe and secure on a daily basis, parents and school staff must work together.

One such instance of necessary cooperation relates to the unforeseen early/emergency closings which usually occur during each school year. These closings may be caused by inclement weather, a power failure, loss of heat or water, snowstorms, etc. Another reason for closing would be an emergency evacuation, in which case all students and staff would be required to leave the building. In these situations, it is impossible for school personnel to notify individual homes due to limited telephone lines.

When an early closing occurs, we must follow established procedures to see that all students are properly supervised upon dismissal. When schools are closed, for whatever reason, all area radio and television stations are notified approximately one hour prior to bus runs. In addition, you can find the information on our website. Please do not call the school; listen to the radio or television.

When there are snow storms or ice storms in the winter months, the safety of walkers and school bus riders must be considered. When an emergency requires evacuation of a school building due to natural or man-made disasters, you should refer to your school's emergency evacuation procedure.

Closings

- **Code Blue**-When all schools in The Little Rock School District are closed for the day because of inclement weather, but Central Offices are open:
 1. The following employees DO NOT REPORT TO WORK:
 - Teachers
 - Child Nutrition Workers
 - Drivers and Assistants of Board of Education-owned school buses
 2. When Code Blue is in effect and the Central Office closes at or before 12 noon, employees who choose to not report for work will be required to use one-half day of leave.

Terms of Employment

3. When Code Blue is in effect and Central Office closes after 12 noon, employees who choose to not report for work will be required to use a full day of leave.

Employees who are required to work will report to their job assignments within two hours of the usual reporting time. Be mindful that Little Rock School District is not responsible nor accepts responsibility for an employee's commute to and from work. Should an employee determine that driving conditions are such that he/she cannot safely report to work, the employee must:

1. Notify their supervisor of the absence
 2. Use one day or half day of annual leave if the employee has an annual leave balance; or
 3. Lose a day or half day pay if the employee does not have an annual leave balance.
- **Code Red** - When all public schools, school offices, and Central Offices are closed because of inclement weather:

The following employees will REPORT TO WORK at the discretion of the supervisor:

- All Logistics Support, Operations, and Maintenance employees
- All 12 month Transportation employees

Change in Normal School Hours

1. In the event of a delayed school opening for inclement weather, employees, along with Central Office, will report to their job assignment sites within two hours of their normal starting time.
2. When school is dismissed early, employees will be released by their principal/supervisor when the school closes.

** School principals should not release custodial, maintenance, or logistics employees without prior consent of the Maintenance and Operations Department. Operations cannot assume the responsibility of clean sidewalks if principals have released employees without such consent.*

The Maintenance and Operations Department is responsible for snow removal and/or other related inclement weather activities and for determining which schools will be affected by the above procedures. Principals and/or other school-based administrators are to advise 12 month school-based support employees when there are questions regarding requirements about reporting to work during inclement weather.

Inclement Weather Telephone Recorded Messages

- A. Hello, you have reached the Little Rock School District. There is no one available at this time to respond to your concerns. However, you may wish to know the following: Little Rock School District will open **two hours late** today (month, day, year). Buses will arrive at their regular stops two hours later than the usual time. Walking students should exercise extreme caution.

Terms of Employment

- B. Hello, you have reached the Little Rock School District. There is no one available at this time to respond to your concerns. However, you may wish to know the following: Little Rock School District will be **dismissed one hour early** today (month, day, year). Buses will be arriving at their usual bus stops approximately one hour earlier than the usual time.
- C. Hello, you have reached the Little Rock School District. There is no one available at this time to respond to your concerns. However, you may wish to know the following: Little Rock School District will be **dismissed two hours early** today (month, day, year). Buses will be arriving at their usual bus stops approximately two hours earlier than the usual time.
- D. Hello, you have reached the Little Rock School District. There is no one available at this time to respond to your concerns. Business hours are 8 a.m. to 4:30 p.m. Monday through Friday. Please call again during those hours. Thank you.
- E. Hello, you have reached the Little Rock School District. There is no one available at this time to respond to your concerns. However, you may wish to know the following: All Little Rock School District will be **closed** today (month, day, year). For employees, **Code Blue** is in effect.
- F. Hello, you have reached the Little Rock School District. There is no one available at this time to respond to your concerns. However, you may wish to know the following: All Little Rock School District will be **closed** today (month, day, year). For employees, **Code Red** is in effect.

Tornadoes

In the past, tornadoes have touched down in the Little Rock School District area. In order to provide a timely warning for these severe weather conditions, all Little Rock School District facilities have a NOAA weather radio. Basements offer the best protection in a tornado. Schools without basements should use interior rooms and hallways on the lowest floor and away from windows. If a tornado is spotted, move students to the floor. Have students and staff lie low with hands covering the back of the head to reduce neck injury. Make special provisions for disabled students and those in portable classrooms.

General District-wide Rule:

In the event of a tornado warning, schools will, in the morning, receive and shelter students, staff, and bus personnel. No student will be dismissed from school during the time that a tornado warning is in effect. Transportation services will cease countywide at the commencement and restart at the conclusion of the warning period. Upon expiration of the tornado warning, transportation services will resume on a delayed basis, without changes, to the pick-up or discharge sequence.

We offer the following operating procedure for bus operators for any time that a tornado warning has been issued. This plan will implement the general rule noted above.

Terms of Employment

Bus Operations Rule:

A. If A Tornado Warning Is Issued During Pick-Up Times:

1. Tornado Observed: If conditions indicate that a tornado is in the immediate vicinity, the vehicle operator is to cease student pick-up and seek appropriate shelter for all vehicle occupants.
2. Tornado Warning Without a Sighting: Absent conditions indicating that a tornado is in the immediate vicinity, vehicles in the process of picking up students will continue to pick up all students for the trip and proceed to the school destination. Upon arrival at the destination school, the vehicle is to stop all operations until the expiration of the tornado warning. The operator and student passengers are to seek shelter at the school. If the operator receives notice of a warning at a school site or at a time prior to pick up of student passengers, the operator is to discontinue operations immediately and seek shelter.
3. Resumption of Service: Upon expiration of the tornado warning, the operator will resume operations, albeit late, without change to sequence.

B. If A Tornado Warning Is Issued During Student Discharge Times:

1. Tornado Observed: If conditions indicate that a tornado is in the immediate vicinity, the vehicle operator is to cease student discharge and seek appropriate shelter for all vehicle occupants.
2. Tornado Warning Without a Sighting: Absent conditions indicating that a tornado is in the immediate vicinity, vehicles in the process of discharging students will continue to discharge all students for the trip and proceed to the next school destination, if any. Upon arrival at the next school destination, the vehicle is to stop all operations until the expiration of the tornado warning. The operator is to seek shelter at the school. If the operator receives notice of a warning at a school site or at a time prior to departure from a school, the operator is to discontinue operations immediately and seek shelter at the school site.
3. Resumption of Service: Upon expiration of the tornado warning, the operator will resume operations, albeit late, without change to sequence.

Employee Benefits

Pay and Banking Information

The Human Resources Department ensures employees are properly paid and provides services for employee benefits and leave matters. The Payroll Office processes the semi-monthly payroll function and HR/Benefits administer on-going and annual benefit enrollments for employees and retirees.

Direct Deposit Information

LRSD pays employees by direct deposit. Upon completion of the “Authorization for Direct Deposit,” pay is deposited into the employee’s account in a financial institution of the employee’s choice. If any employee wishes to change their banking arrangement, a new “Authorization for Direct Deposit” is required.

Credit Union

LRSD employees are eligible to join applicable Credit Unions. Employees may remit funds to the Credit Union via payroll deduction, savings account deposit, or via direct deposit. The Credit Union provides savings and checking options, and Christmas and Vacation Club accounts are available. Loan options include unsecured line of credit, secured loan, new or refinancing of car loan, vacation loan, education loan, home equity line of credit, and second mortgages. Loans through the Credit Union may be paid back through payroll deduction. Please contact the Credit Union for more information.

Retirement Benefits

All permanent employees of LRSD are required to enroll in The Arkansas State Teacher Retirement System (ATRS). The number of days of the employee’s initial contract determines whether the employee is a contributory or a non-contributory employee. If the contract is more than 180 days, the employee is contributory and will contribute 6% of their salary into the plan. If the contract is less than 180 days, the employee is non-contributory and does not have to contribute. However, should the employee wish to contribute, they must complete a contributory election form at the time of hire. Based on the employee’s position, LRSD or the state of Arkansas makes additional contributions on the employee’s behalf. Annual statements are provided by the ATRS to participants in the Retirement Plan.

The decision to retire is certainly one of the most important decisions an employee will make. In an effort to provide as much assistance as possible to employees at this important time in their lives, ATRS provides a Pre-Retirement Program.

To obtain a complete picture of various retirement options, employees may request the ATRS “Application For Estimate of Service Retirement Allowance.” You may obtain this form from ATRS. Complete the form and return it to the ASRP for details on your benefit eligibility and benefit amounts. The ATRS provides an annual statement to enrollees of projected future benefits. If you have questions, you may contact them. The LRSD provides optional opportunities for employees to participate in various tax deferred retirements plans.

Employee Benefits

Insurance

The following is a brief summary of the fringe benefits package. Eligibility is defined as employees who work 25 or more hours per week or more than 900 hours annually. The package includes Major Medical Insurance, Life Insurance, Accidental Death and Dismemberment, Hospital Indemnity, Short-Term Disability, Long-Term Disability, Dental, and Vision coverage.

- Major Medical - Various policies are provided by different vendors. If Major Medical coverage is elected, an additional \$5,000 life insurance is included. Also, Major Medical for dependents and \$2,500 dependent life insurance may be purchased.
- Life Insurance - If the insured employee dies from any cause, while insured for life insurance under the policy, the amount of insurance, as provided by the policy in effect at the time, will be payable to the beneficiary when the carrier receives proof of death in writing. Additional Supplemental Life Insurance may also be purchased; the benefit amount is based on the employee's annual salary.
- Accidental Death and Dismemberment - The insured employee will be paid the applicable dismemberment benefit if he/she sustains a loss covered by the policy due to an accident sustained while insured. In the case of accidental death, benefits are payable to a designated beneficiary.
- Hospital Indemnity - If, as the result of a covered accident or sickness, the insured is confined as an inpatient in a hospital, the insured will receive a daily hospital indemnity benefit beginning with the first day of hospital confinement, not to exceed 365 days.
- Short-Term Disability - This insurance provides a monthly disability benefit, payable to the insured employee, on a weekly basis, in the event of a total disability as a result of a covered accident or a covered illness.
- Long-Term Disability- This insurance is a voluntary extension of short-term disability coverage. Employees may elect to cover up to a percentage of his/her salary up to a maximum amount.
- Dental and Vision Insurance - Coverage is available for employees and dependents.
- All listed benefits are subject to revision, and the specific benefits are listed in separate booklets for each benefits program.
- Employee Assistance Program – An Employee Assistance Program benefit is available to employees and covered family members to assess and treat depression and anxiety, assess eldercare and child care issues, assess and treat alcohol and chemical dependency problems, assess financial and credit problems, address parenting teenagers, assess marital and divorce issues; and assist with other personal, family, or work related problems. To access the EAP Program benefits, call toll free 1-866-378-1645.

Open Enrollment

There are specified periods during the policy year when changes to your policy and coverage are permitted. Times for open enrollment will be announced District-wide at the applicable times.

Employee Benefits

Applications

Employment applications and Health Insurance forms are available online.

Information

Specific benefits questions should be directed to the insurance provider listed in the specific booklet.

COBRA

All individuals covered by the Little Rock School District medical, dental, and vision (where applicable) benefit plans will be entitled to elect to remain on the plan after coverage would otherwise expire by self-paying the premiums, provided they are not participating in any other medical, dental, or vision insurance program at the time.

Notification of eligibility will be mailed to the employee after the employee leaves the employ of the District.

Employee Responsibilities

School Security

All employees have a responsibility to ensure that they follow and enforce security directives, policies, and regulations. It is every employee's responsibility to report security violations or security hazards/risks immediately. In today's heightened state of potential terrorism and security concerns, the following security guidelines must be followed while working at your school or work location:

- Report suspicious activity and unauthorized visitors to school administrators or the building manager immediately.
- Report criminal activity to school administrators immediately, and/or report violent or dangerous criminal activity to police immediately.
- Do not use or permit students to use unauthorized entrances and exits. Do not prop open doors or circumvent door locks to gain access to facilities or rooms that are locked.
- Do not use or permit students to use fire exits or alarmed doors without specific permission from the principal or the building manager.
- Do not leave laptops, computers, or other high value equipment that can be easily taken in unsecured areas.
- Avoid bringing high value personal items to work. Do not leave purses or wallets unattended. LRSD does not take responsibility for personal items stolen.
- Lock your automobile, and do not permit others access to your personal vehicle.
- Do not loan building or room keys to anyone without permission of the principal or the building manager.
- Properly secure and account for funds left in your charge. Employees who do not adequately manage or secure funds will be held financially responsible.

If you have specific security questions, please contact the Safety and Security Office.

Visitors in the Workplace

All visitors are expected to enter any district facility through the main entrance and sign in or report to the building's main office. Authorized visitors will receive directions or be escorted to their destination. Employees who observe an unauthorized individual on the District premises should immediately direct him or her to the building's main office or contact the administrator in charge.

Emergencies

All employees should be familiar with the safety procedures for responding to a medical emergency and the evacuation diagrams posted in their work areas. Emergency drills will be conducted to familiarize employees and students with safety and evacuation procedures. Each campus is equipped with an automatic external defibrillator. Fire extinguishers are located throughout all district buildings. Employees should know the location of these devices and the procedures for their use.

Employee Responsibilities

Administering Medication to Students

Only prescribed medication by an Arkansas licensed medical or dental provider may be administered to students by a designated employee. A student who must take medication during the school day must bring a written request from his or her parent, and the medicine must be in its original, properly labeled container. Contact the principal or school nurse for information on procedures that must be followed when administering medication to students.

Work Quality and Customer Service

Citizens, taxpayers, parents, and students of Little Rock School District have the right to expect the greatest effort and highest quality work and customer service of each employee of the Little Rock School District. Our goal must be excellence in all work performed and exemplary in customer service, both internally and externally.

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