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**SECTION 3C - CERTIFIED PERSONNEL**

**3C.1 Recruitment & Selection** (December, 2001)

The superintendent of schools and/or his/her designee is responsible for the recruitment and selection of certified personnel and recommendation for their employment to the board of education.

**3C.2 Certified Staff Contracts, Resignation, Suspension, and Voluntary Termination** (August, 2023)

Within fifteen (15) days after the issuance of a probationary teaching contract, the contract must be returned to the office of the superintendent of schools signed by the teacher or this position will be deemed vacant and will be open for candidates.

Certified employees who for any reason intend to retire or resign at the end of the current school year are encouraged to indicate their plans in writing to the Board as early as possible, but no later than June 1.

Resignations to become effective during the school year require a release by the Board and must be considered on an individual basis. Letters of resignation shall be submitted to the Superintendent/designee and the principal/supervisor. The letter should state reasons and an effective date for the resignation.

It is the practice of the administration to recommend to the Board those certificated employees who request to resign after June 1 and prior to July 31 be released from their contracts when there is good cause determined by the Board. After July 31, a certificated employee may petition the Superintendent to recommend a release from his/her contract for extremely unusual reasons. Should the Superintendent decline to recommend a release and the certificated employee leaves the District, the District reserves the right to pursue any and all legal options available to it.

The board of education will consider any request for release from contract from any certificated employee because of an emergency situation such as a serious illness or a business transfer to another city of a spouse necessitating the employee moving as well.

Requests for non-emergency release from contract submitted after June 1 will be considered by the board of education with the agreement that any person being released agrees to pay liquidated damages in accordance with the schedule below. Employees and the district acknowledge that the amounts stated below represent fair and reasonable amounts of damages to the district for such release. In cases of extenuating circumstances, exceptions to this policy will be considered on an individual basis by the superintendent of schools.

June 2 - June 30 - \$5,000  
July 1 or later - \$10,000

### 3C.2 (continued)

The superintendent is invested with the authority to suspend with or without pay any certified staff member for serious violation of the policies and regulations of the Board of Education, for violation of state law, or for any cause as listed in 168.114 RSMo. Action shall be taken when, in the judgment of the superintendent, the best interests of the school will be served by immediate suspension.

Prior to suspension without pay during the term of a contract, when termination has not been recommended, a certified staff member shall be notified of the charges, given an opportunity to discuss the charges, and informed of the opportunity to appeal the suspension to the Board of Education. A staff member must request such an appeal within 10 days of notice of suspension without pay.

If an appeal is requested, the same procedures shall be followed as apply to the termination hearing of a certified employee, beginning with the serving of charges and notice of hearing. Pay will not be withheld from certified staff member who has been suspended without pay unless the right to a hearing has been waived, or until the Board renders its decision. The superintendent, or the Board following a hearing, may withhold pay from any pay period during which an employee was suspended for violations of rules or regulations of the Board, or violations of state law, if the suspension is later upheld or is not appealed.

When an individual voluntarily terminates his/her employment, any accumulated business leave is relinquished. If at some future time the individual returns to full-time employment with the district, sick leave and business leave benefits accrued at the time of prior separation will be reinstated.

For use of unused sick leave days upon retirement, see policies **3A.15, 3B.5, 3C.14.1, and 3D.8.**

*Rev. 8/03, 11/04, 6/06, 4/21, 8/23*

### **3C.3 Unrequested Leave of Absence** (March, 2010)

The board of education may place on leave of absence without pay the number of full-time teachers necessary due to a decrease in pupil enrollment, school district reorganization or the financial condition of the school district. The board of education shall be the judge that one or more of the above conditions exist. In placing teachers on unrequested leave, the board of education shall be governed by the following:

- a. Guidelines required by RSMo, 1969, 168.124, for teachers:
  1. No permanent teacher shall be placed on leave of absence while probationary teachers are retained in positions for which a permanent teacher is qualified.

### 3C.3 (continued)

2. Permanent and probationary teachers shall be retained on the basis of performance-based evaluations and seniority within the field of specialization. However, seniority shall not be controlling.
3. Permanent teachers shall be reinstated to the positions from which they have been given leaves of absence, or if not available, to positions requiring like training and experience, or to other positions in the school system for which they are qualified by training and experience.
4. No appointment of new teachers shall be made while there are available teachers on unrequested leave of absence who are properly qualified to fill such vacancies.
5. A teacher placed on leave of absence may engage in teaching or another occupation during the period of such leave.
6. The leave of absence shall not impair the tenure of a teacher.
7. The leave of absence shall continue for a period of not more than three (3) years unless extended by the board.
8. Should the board of education choose to utilize the mechanism for reducing teacher forces as provided above, in an attempt to manage adverse financial conditions caused at least partially by a withholding of, or a decrease or less than expected increase in, education appropriations, then the district shall follow the provisions of subsection 9.
9. If the school district has an unrestricted combined ending fund balance of more than ten percent of current expenditures in its teachers' and incidental funds, and in the subsequent fiscal year, the district, because of state appropriations, places a contracted teacher on leave of absence after forty (40) days subsequent to the governor signing the elementary and secondary education appropriation bill, the district shall pay the affected teacher the greater of his/her salary for any days worked under the contract, or a sum equal to three thousand dollars.

#### b. District Guidelines

1. The determination and recommendation as to the teachers to be placed on unrequested leave of absence and the subject area(s), field(s), and/or program(s), to be affected shall be made on a district-wide basis by the superintendent subject to board of education approval. In making this determination, the focus will be on the position and not upon the person holding

### 3C.3 (continued)

the position. Whenever possible, reduction of staff shall be accomplished through normal attrition.

2. It shall be the responsibility of the employee on unrequested leave to ensure that the school district's Human Resources Department has a record of his/her current address and telephone number at all times.
  3. Time on unrequested leave of absence shall not be counted for salary purposes. Time on unrequested leave for probationary teachers shall not be counted in determining length of service for tenure purposes.
  4. Unrequested leave of absence shall be without pay.
  5. Teachers placed on unrequested leave shall retain their position on the salary schedule and six leave days accumulated prior to the unrequested leave.
  6. Permanent teachers placed on unrequested leave of absence shall be placed on a preferred eligibility list for reinstatement for a period of three (3) years. At the conclusion of this three-year period, the school district is no longer obligated to reinstate the employee and the teacher's employment will automatically terminate.
- c. Recall of Those Placed on Unrequested Leave of Absence
1. Permanent teachers placed on unrequested leave of absence shall be recalled in reverse order of leave of absence, (last released - first reinstated) or, in the event more than one teacher is placed on leave of absence on the same day, they shall be recalled according to earliest date of hire in their most recent employment with the district, and based on those certified to fill the position which is open.
  2. Written notice of recall shall be hand-delivered or mailed, (certified mail, return receipt requested), to the teacher at the last known address, stating the date of reinstatement and the position to which reinstated. Failure to respond in an affirmative manner within ten (10) business days after mailing of the written recall shall constitute a breach of the teacher's contract offer and terminate the employee/employer relationship between the teacher and the district.
  3. These re-employment provisions shall not apply to probationary employees whose contracts are not renewed by the board of education (for reasons not connected with the reduction in professional staff work force). Nothing precludes the board of education from non-renewing a probationary teacher who is on leave of absence for reduction in force.

Rev. 8/90, 2/04, 3/10

### **3C.4 Involuntary Transfer Policy: Tenure and Probationary Teachers**

(September, 2001)

(Deleted March, 2010 as transfer guidelines are addressed in 3C.5)

### **3C.5 Certified Personnel Assignments and Transfers** (March, 2010)

The transfer of certified personnel to positions in the various schools and departments of the district shall be made by the superintendent of schools or his designee. Such transfer shall be based on providing the most effective teaching/learning situation in each individual instance and for the district as a whole.

Assignments within buildings are made by the building principal and may be adjusted as the enrollment pattern changes.

A certified person may request to transfer to another building program or assignment by submitting such request through the district website. If more than one certified person has applied for the same vacant position, the transfer decision shall be based on the person's qualifications, including certification and experience in the grade level or subject area, and the overall staffing needs of each building and consulting with building administration.

#### Teacher Initiated Transfers

Certified personnel may make written application for transfer prior to May 1 utilizing the district website, for positions which may become available for the ensuing school year. All requests for transfers will expire at the beginning of the ensuing school year, unless notification is received for continuation of the transfer request. If an employee's request for transfer has been denied, the employee shall be informed in writing and/or via email in a timely manner.

#### Administrative Initiated Transfers

Necessary administrative initiated transfers shall have precedence over all other requests for transfers. Examples of necessary transfers may include but are not limited to those which may be needed to achieve staff balance, to strengthen problem areas and to accommodate enrollment change.

#### Posting of Vacancies

All vacant certified positions and all vacant supplementary pay positions determined by the administration to be open shall be posted. The notice of vacancies shall be posted on the district website, on an established bulletin board in the district office and on an established bulletin board in all schools for at least five (5) school days prior to the vacancy being filled. During the months of June, July and August, vacancies will be posted at the district office and on the district website. After filling a posted position, resultant vacancies in certificated positions may be posted, at the discretion of the administration, in a similar manner, but such subsequent posting is not required.

Rev. 8/95, 3/10

### **3C.6 Payment for College Credit** (March, 2010)

Certified staff who earn graduate college credit hours may be granted reimbursement equal to the cost of the class, not to exceed \$50 per semester hour (Not to exceed 8 hours per "school year"), provided that the individual has accepted reemployment by the district for the ensuing school term. A "school year" for reimbursement purposes is defined as beginning the first day of a regular school year and ending the day before the first day of the following school year.

For reimbursement for qualifying college credit hours, certified personnel must submit an official transcript which must include the following information:

1. Must verify course was completed prior to the first day of school.
2. Must indicate grade awarded.
3. Must verify number of credit hours received.
4. Must verify that the course was graduate credit.
5. Must include name, address, etc. of accredited college/university.

The official transcript must be submitted to the human resources office with ninety (90) days after the termination of the semester in which the class was completed to qualify for reimbursement.

Payment for college credit will be made twice a year, November and February. Certified personnel attending the winter, spring or summer terms and not returning to the district for the beginning of the school year will not be reimbursed in November. Certified personnel attending the fall term and not returning to the district for the second semester will not be reimbursed in February. Individuals returning from leave of absence will be reimbursed at the time he/she commences active employment.

To be eligible for college credit, the college class must begin after the first day of employment.

*Rev. 8/02, 3/10*

### **3C.7 Credit for Previous Experience** (April, 2023)

For teachers entering the system, credit for previous qualifying teaching experience will be allowed, one year for each year taught up to the maximum step in each educational category. Employment in the Blue Springs School District prior to February 1 would entitle the person to one year experience on the salary schedule for the ensuing year.

The District may recognize an employee's other previous work experience when placing that employee on the salary schedule. The Board delegates to the Superintendent or designee the authority to set guidelines on which previous experiences qualify. In addition,

### 3C.7 (continued)

the District may recognize military service or work experience that the District considers beneficial to the position. Experience on the teacher salary schedule may be given for work experience in areas directly associated with the position being filled by the new hire. Up to one year step advancement for each two years work experience may be granted.

Employees are responsible for fully apprising the District of their relevant background when first employed in the position. Once the employee is initially placed on the salary schedule, the District is under no obligation to review the placement.

*Rev. 5/98, 4/06, 4/23*

### **3C.8 Compensation for Extra Duty and Extended Duty Contracts**

(January, 2023)

Certificated employees may be assigned to supervise activities without additional compensation as a routine part of their duties. Certificated staff members or other individuals, when necessary, may also be contracted to provide sponsorship or coaching duties as assigned by the Superintendent or designee and as approved by the Board of Education. Compensation for extra duty contracts or stipends shall be determined by a Board-approved extra duty salary schedule or by Board approval of a specific amount for the extra duty responsibility.

Certificated employees may be contracted for additional days beyond the regular contract period. Compensation for such extended duty will be calculated using the existing salary schedule in place when the extended duty assignment begins. The Board may establish a separate salary schedule for extended duty assignments, if desired.

Assignments to extra duty and extended duty contracts will be for a period of one (1) year, unless otherwise specified. Extra duty and extended duty assignments are not subject to requirements of Missouri's Teacher Tenure Act. Hiring, renewal, reassignment, and dismissal from extra duty and extended duty positions shall be undertaken annually at the recommendation of the Superintendent and with final approval by the Board.

*Rev. 3/1997, 1/2023*

### **3C.9 Change of Classification**

#### **3C.9.1 Advanced Degree** (March, 2011)

Certified personnel completing an advanced degree must refer to district guidelines for degree or advanced degree programs prior to enrolling in a program of a specific college or university.



### 3C.9 (continued)

The Blue Springs School District will allow advanced degrees to be submitted for movement on the salary schedule in the following areas:

- Subject area in which the certificated staff member is presently teaching
- Guidance and counseling
- Administration
- Curriculum
- Other fields that are a part of the district's curriculum in which the teacher wishes to obtain certification

Certified personnel completing an advanced degree prior to the first day of regular school will be placed on the proper level of the salary schedule at the effective date of their contract.

Certified personnel completing an advanced degree after the first day of regular school and prior to April 1 of said school year will be placed on the proper level of the salary schedule within 45 days of receipt of the official college transcript. The official college transcript must indicate the date the advanced degree was conferred. The effective date of the salary adjustment will be the date the advanced degree was conferred.

Advanced degrees completed after April 1 will be placed on the property salary schedule for the next fiscal year.

Rev. 3/11

#### 3C.9.2 **Additional Graduate Hours** (March, 2011)

Certified personnel seeking additional graduate hours must refer to district guidelines for additional graduate hours prior to enrolling in a course from a specific college or university.

The Blue Springs School District will allow additional graduate hours to be submitted for movement on the salary schedule in the following areas:

- Subject area in which the certificated staff member is presently teaching
- Guidance and counseling
- Administration
- Curriculum
- Other fields that are a part of the district's curriculum in which the teacher wishes to obtain certification

### 3C.9 (continued)

Certified personnel reaching a high classification on the salary schedule due to completion of college credit prior to the first day of regular school will be placed on the proper level of the salary schedule at the effective date of their contract, if the official transcript is submitted by November 1. Any course that has subsequent meeting dates after the first day of school will not be considered for changing the contract until the next fiscal year.

Contract changes for grade reports submitted after the April board meeting will be effective on the November 25 paycheck and the additional amount due will be included on the November 25 paycheck. Any grade reports submitted after November 1 will not be considered for changing of contract for the current year.

For consideration for a change of classification, certified personnel must submit a grade report, transcript (no on-line grade reports or transcripts will be accepted) which must include the following information:

1. Must verify course was complete prior to the first day of school.
2. Must indicate grade awarded.
3. Must verify number of credit hours received.
4. Must verify that the course was graduate credit.
5. Must include name, address, etc. of accredited college/university.

Any college credit taken during school hours will not be counted toward a change of classification. Beginning with the 2011-2012 school year, certified staff may advance up to two (2) columns on the salary schedule in any contract year.

*Rev. 9/01, 4/06, 3/10, 3/11*

#### **3C.9.3 Graduate Credit (April, 2023)**

Certified personnel seeking additional graduate credit hours must refer to district guidelines for additional graduate credit hours prior to enrolling in a course from a specific college or university.

The Blue Springs School District will allow additional graduate credit hours to be submitted for movement on the salary schedule in the following areas:

- Subject area in which the certificated staff member is presently teaching
- Guidance and counseling

### 3C.9 (continued)

- Administration
- Curriculum
- Other fields that are a part of the district's curriculum in which the teacher wishes to obtain certification

Graduate credit must be earned after the bachelor's or master's degree is conferred to qualify for higher classification on the salary schedule with the following exceptions:

1. If a teacher is taking courses during the last term/semester of bachelor or master study which include hours for that degree plus additional graduate hours that are not a part of the degree requirements, those additional hours will apply to graduate hours above bachelor's or master's. These hours must be verified by the university.
2. If a teacher is employed in a position that required a master's program in an area of study (e.g., counseling, library science) and the program requires more graduate hours than a customary master's program, those additional hours will apply to graduate hours above master's up to a maximum of eight (8) additional hours. A Customary master's program at the University of Missouri and University of Central Missouri requires 32 graduate hours.
3. If the teacher was enrolled in a separate master's degree program and took required graduate level courses for the master's program prior to obtaining his/her first master's degree through an approved university and courses were taken with the intent to complete a master's degree in that subject, and they are required hours for a degree in one of the following areas:
  - Subject area in which the certificated staff member was presently teaching
  - Guidance and counseling
  - Administration
  - Curriculum
  - Other fields that are a part of the district curriculum in which the teacher wished to obtain a degree

these non-elective, required courses will count toward additional hours beyond a master's degree up to 30 hours if documentation can be provided

**3C.9** (continued)

that meets all criteria once the first master's degree is conferred. These courses cannot be used as part of any other degree program or any previous movement on the salary schedule. In accordance with policy 3C.9.2, a staff person may only advance two columns in any academic year on the certified salary schedule.

Accepted and approved specialist degrees will require a minimum of 32 graduate hours beyond a master's degree and will follow all other stipulations of District degree policies and guidelines. Staff members working to obtain a specialist degree must complete a master's degree prior to beginning course work on a specialist degree. Hours earned while the staff member is working toward their first master's degree will not count toward the hours of a specialist degree. The only exception to the requirement of completing a master's degree before beginning specialist degree coursework is that an individual may begin specialist coursework in the last semester of a master's degree program, provided that the specialist course(s) are not required for completion of the individual's first master's degree program in progress.

*Rev. 9/01, 4/06, 6/08, 3/11, 8/22, 4/23*

**3C.10 Increment Increase** (March, 2010)

Certified employees will be granted an increment increase July 1 if employed by February 1 of the previous year with annual approval of the Board of Education. Teachers may not advance more than one step on the salary schedule in any one year.

*Rev. 12/99, 8/04, 3/10*

**3C.11 Vacations** (November, 2018)

Certified personnel on twelve (12) months employment will be entitled to vacation on the schedule below. An employee in his/her first year of service will accrue vacation on a pro-rata basis, based upon the number of months they have been employed by the Blue Springs School District July 1 through June 30 of the current fiscal year.

| <u>Years of Service</u> | <u>Days Accrued<br/>Per Month</u> | <u>Days Per Year</u> |
|-------------------------|-----------------------------------|----------------------|
| 1 - 5 Years             | .833                              | 10 days per year     |
| Greater than 5 years    | 1.25                              | 15 days per year     |
| Greater than 12 years   | 1.66                              | 20 days per year     |

Vacation time earned by June 30 of any fiscal year must be taken prior to July 1 of that fiscal year. All vacations must be approved in advance by the superintendent or his designee. Certified

### 3C.11 (continued)

personnel on less than twelve months employment are not entitled to vacation time. However, years of service as a full-time 179 day or more employee will count towards vacation entitlement when assigned to a twelve month position. This would apply to years of employment in the Blue Springs School District only.

When employment ends prior to the conclusion of the fiscal year, unused vacation days will be paid. Payment to the state or legally identified heir(s) for earned vacation shall be made when employment ceases because of death.

*Rev. 12/00, 7/09, 12/13, 10/18*

### 3C.12 Holidays (March, 2010)

Paid holidays granted twelve (12) month certified employees shall be as follows:

- Independence Day
- Labor Day
- Thanksgiving Day and Friday following
- December 25, plus one additional day during the winter vacation as approved by the superintendent
- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Two (2) days during spring vacation to be determined by the superintendent of schools
- Memorial Day plus one additional day following the last day of school to be determined by the superintendent of schools

*Rev. 9/01, Rev. 3/10*

### 3C.13 Leave of Absence (April, 2021)

A leave of absence of not more than one school year may be granted to a certified employee for the purpose of additional study, travel, prolonged illness of self and/or immediate family, pregnancy, childcare following childbirth, or child adoption. In case of national emergency a leave of absence will be granted for obligatory military service as required by statute. Requests for leave of absence shall be submitted in writing to the immediate supervisor and superintendent of schools at least forty-five (45) days in advance of the first day of the leave of absence stating the expected duration of the absence and the reason. In cases where an emergency makes it impractical to give forty-five (45) days notice, requests for leave of absence shall be given immediately in writing to the immediate supervisor and superintendent of schools or his/her designee. The staff member shall have been a full-time employee for not less than three (3) consecutive years immediately preceding the request for leave.

### 3C.13 (continued)

Staff who are applying for study, conference presentations, and/or travel with a government, education, and/or private agency which, if accepted, would result in lost student contact time, must request leave in writing prior to application. Approval must be granted from the school/site administrator and the Assistant Superintendent of Human Resources prior to application or approval shall not be granted for leave. Loss of student contact time is strongly discouraged.

A certified employee who has been granted a leave of absence will be rehired provided a position is available for which the certified employee is qualified and the certified employee makes application for the position. The district reserves the right in its sole discretion to place a rehired employee in a position and location to best fit the needs of the district. Where obligatory military service was served during a national emergency, upon return, the certified employee will be re-employed to his/her former position, or a similar one.

No credit for time served during the leave of absence will be counted for pay purposes except for the years spent in obligatory military service, and no penalty will be assessed the certified employee for this absence. The leave of absence will not impair the tenure of a teacher. Probationary teachers do not accrue time toward tenure while on leave of absence.

The leave of absence shall be without pay or benefits by the school district.

Certified employees granted a leave of absence shall retain their sick leave accumulation but shall not accumulate sick leave during the period of absence.

*Rev. 9/01, 9/04, 3/10, 3/21*

### 3C.14 Sick Leave

#### 3C.14.1 Number of Days (June, 2022)

The board of education shall grant to each full-time certified employee eight (8) days sick leave each contract period for the following reasons: (1) illness or injury of the employee; (2) illness or death in the immediate family - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent on the employee; (3) pregnancy - refer to pregnancy leave policy 3C.14.5; (4) any unused portion of the eight (8) days each contract period shall be allowed to accumulate to an unlimited number of days.

**3C.14** (continued)

Teachers in their first year in the Blue Springs R-IV School District shall be granted a maximum of four (4) days sick leave during the first semester.

Part-time teachers under contract shall be granted sick leave on a pro-rated basis.

Reimbursement for unused sick leave and up to four (4) days of unused personal business leave shall be allowed for staff members who voluntarily leave the employment of the district after twenty (20) years of service, or who leave the employment of the district and are eligible to receive benefits under The Public School Retirement System of Missouri. Payment for unused sick leave shall be at 50% of substitute pay.

No payment for unused sick leave shall be made when employment ceases because of involuntary termination, or death. For use of unused sick leave days upon retirement, see **policy 3A.15**.

*Rev. 12/00, 10/08, 6/22*

**3C.14.2** **Special Requests** (September, 2001)

If an illness or death occurs to others of close relationship or connection, sick leave, if requested, may be granted by the principal.

**3C.14.3** **Accumulated Leave** (June, 1995)

Any sick leave time used will be deducted from the accumulated time. At the beginning of the years following any deduction for illness, a number of days not to exceed ten (10) will be added to the accumulated days.

**3C.14.4** **Notification of Absence** (March, 2010)

Each certificated employee should notify the building principal a day in advance when he/she is to be absent, whenever this is possible. The employee shall call the substitute employee management system as soon as possible when an illness or emergency arises that he/she cannot report to school in order to allow time to secure a substitute. The building principal may require notification of absence after the teacher has called the substitute employee management system.

*Rev. 9/01, 3/10*

**3C.14.5** **Pregnancy/Adoption Leave** (July, 2009)

- (1) Application for pregnancy leave shall be made a minimum of thirty (30) days in advance of the first day of leave and shall be accompanied by a physician's statement indicating anticipated date of incapacitation. See **Appendix 3C(5)**

**3C.14** (continued)

- (2) Actual performance of duties will terminate at a time mutually agreed upon by the employee, employer and her physician. Her physician's written statement is required.
- (3) Accumulated sick leave and personal business leave shall be used through the duration of her incapacity as verified in writing by her physician. When available, vacation leave may be used for pregnancy leave.
- (4) An employee who is ineligible for FMLA leave may take up to six (6) weeks of leave for the birth of his/her child, adoption, first-year care or foster care of a child using a combination of sick leave or personal leave or vacation leave or unpaid leave. Pregnant employees who need more than six (6) weeks of paid or unpaid leave for pregnancy-related incapacity must provide certification of the medical necessity for such leave.
- (5) A physician's statement indicating that the employee is physically able to resume her full duties shall be presented prior to returning. If the employee does not return to her position at the conclusion of the incapacity, this voids the leave protection and shall automatically be treated as a voluntary resignation.
- (6) Refer to 3C.13 for a year's leave of absence for pregnancy reasons.
- (7) An employee who is a prospective parent requesting leave for the adoption, will notify the district that an adoption is pending and provide the district with a statement from the social agency handling the adoption. The prospective parent will also be required to notify the district as soon as they receive notification from the adoption agency that the adoption has been scheduled.
- (8) Leave that qualifies for Family and Medical Leave Act protection will be administered in accordance with federal law. (See Section 3A.27 for policy on Compliance with the Family and Medical Leave Act of 1993.)

*Rev. 11/96, Rev. 7/09*



3C.14 (continued)

**3C.14.6 Bereavement Leave** (April, 2021)

The board of education shall grant to each certified employee up to three (3) days paid leave each contract period for the death of an immediate family member - parents, brothers, sisters, spouse, children, grandchildren, grandparents, employee's in-laws of the same degree, or any person who is wholly dependent on the employee. Any unused portion of the three (3) days each contract period shall not be allowed to accumulate. With their supervisor's approval, employees may be permitted to use additional vacation or personal business days following the use of paid bereavement leave.

The district may require verification for the need for the leave.

*Rev. 5/98, 7/09, 3/21*

**3C.14.7 Extended Absence** (April, 2021)

If the absence of the employee extends beyond the limit of two (2) consecutive workdays, a statement from the attending physician may be required before sick leave is granted. If an employee is absent two (2) or more days and does not call in to provide notice of absence, this action will be considered excessive or unreasonable absence from performance of duties and the employee is subject to termination.

Prior to returning to work, employees that have an extended absence and are under medical care must provide a medical release from the treating physician setting forth any restrictions to the employee's ability to perform their job. If the medical release sets forth restrictions, the employee will not be allowed to return to work until the Human Resources department determines that they can perform the essential functions of their job with reasonable accommodation or when the treating physician provides them with a release without restrictions.

*Rev. 12/13, 3/21*

**3C.14.8 Staff Absences and Tardiness** (January, 2018)

Consistent attendance is an essential duty of any employee's position. While some absences are unavoidable, when an employee is frequently absent or is absent for an extended period of time, the learning environment and district operations are negatively impacted.

**3C.14** (continued)

Employees may be disciplined or terminated for excessive or unreasonable absences, which includes situations where employees repetitively come to work late, leave early or abandon their duties without permission from a supervisor. Unless authorized by the Board, the superintendent, an authorized supervisor or otherwise required by law, an employee's absence, tardiness or early departure (hereinafter "absence") will be considered excessive or unreasonable in any of the following circumstances:

- The absence is for a reason not granted as paid or protected leave under Board policy or law; or
- The absence results in the employee exceeding the amount of leave granted by the Board; or
- The employee fails to appropriately notify the district of an absence as soon as possible after the employee knows he or she will be absent (commonly called No-Call, No-Show); or
- The employee does not provide the district complete and accurate information about the absence, does not respond to requests for information, or does not provide documentation related to the absence as requested or required; or
- The employee does not obtain prior permission to be absent from the appropriate authorized supervisor (unless the authorized supervisor deems that obtaining prior permission was impractical and that special circumstances warrant authorizing the absence); or
- The absence is for any reason other than the one given for the absence; or
- The employee has failed to comply with the district's policies and regulations on short and/or long-term leaves, as well as specific building reporting protocols.

An employee who has unauthorized absences will be subject to disciplinary action up to and including termination from employment.

Even if the absence is authorized by the Board, the superintendent, an authorized supervisor or otherwise required by law, if the absence occurs for a reason not granted as paid leave under Board policy or if it exceeds the number of days the

**3C.14** (continued)

employee has been granted under a designated leave, the employee's pay will be docked. Violation of this policy constitutes misconduct and may result in the loss of unemployment benefits if a claim is filed.

If an employee without an employment contract is absent from work, does not contact his or her supervisor, and does not respond to attempts by the district to contact the employee and the employee's emergency contact, the district will assume the employee has resigned his or her employment with the district and will consider the position vacant.

**(This policy is also listed as 3B.5.3 and 3D.8.8.)**

**3C.15** **Evaluation Procedures**

**General** (August, 2003)

The unit principal or his/her assistant shall evaluate all certified personnel under his/her supervision using the performance-based evaluation procedure.

Teacher evaluation is three-fold in purpose: (1) to improve instruction; (2) to protect children from incompetent teachers; (3) to support recommendations for re-employment.

The evaluation report shall be written on the approved performance-based evaluation instrument and shall be signed by the teacher and principal. The official copy of the evaluation shall be placed in the teacher's personnel file in the Central Office by March 1, and the teacher and principal shall also receive a copy of the evaluation.

**Probationary Teachers** (August, 2003)

Prior to March 1 annually all probationary teachers shall be evaluated using an approved performance-based evaluation instrument.

Except in those cases where there may be just cause under the law to immediately terminate a probationary teacher following the evaluation, if in the opinion of the administration any probationary teacher has been doing unsatisfactory work, the Board of Education, through its authorized administrative representative, shall provide the teacher with a written statement setting forth his/her alleged incompetence (includes inefficiency and insubordination) and specifying the nature thereof, in order to furnish the teacher an opportunity to correct his/her fault and overcome any incompetence.

On or before the 15<sup>th</sup> day of April in each school year, the Board of Education, upon recommendation of the administration, shall notify a probationary teacher who will not be retained by the school district, of the termination of his/her employment.

**3C.15** (continued)

**Permanent Teachers** (August, 2003)

Evaluation of permanent teachers shall be in accordance with the general policy and any written standards of the district, which may be amended from time to time to meet district needs and State of Missouri regulatory demands. Overall, the district, in the evaluation process, will be mindful and follow, where relevant, the Missouri Teacher Tenure Act.

Permanent teachers shall be observed and evaluated annually according to the formative phase procedures established in the performance-based teacher evaluation process. Each teacher shall receive a summative evaluation every three years. The formative phase and the summative phase shall be as defined by the superintendent of schools and as directed by the district.

Evaluations may occur more frequently if deemed necessary by an administrator or requested by the teacher. A three-year cycle shall be implemented with one-third of the permanent teaching staff being evaluated each year. The administrator shall determine the placement of permanent teachers on a three-year rotation and submit this plan to the superintendent of schools for approval.

In the event the evaluation process suggests that a permanent teacher is incompetent, inefficient or insubordinate, or that there is other cause for termination of employment, then the superintendent of schools may proceed to take all actions deemed necessary to attempt to remove the causes of termination and/or proceed to permanent teacher termination, all in accordance with the provisions of the Teacher Tenure Act. Such action shall be taken on or before the regular board meeting in April and prior to April 15.

**3C.16 Tenure Act** (September, 2001)

The Blue Springs R-IV Board of Education shall adhere to the regulations of the Teacher Tenure Act in accordance with Missouri Public School Law 168.102 to 168.130.

**3C.17 Duties and Responsibilities** (May, 1998)

Each teacher is directly responsible to their building principal and will promptly, accurately and consistently carry out that principal's instructions. All teachers will familiarize themselves with the Policies of the Board of Education and the teacher and student handbooks for their particular building.

All form letters and bulletins from a teacher to the home, or to other teachers, shall be with the knowledge and consent of the building principal.

Electronic mail shall be used for dissemination of educational information and for administrative purposes and shall not be used for distribution of any professional, civic or service organization. Accurate lists of membership for professional

### 3C.17 (continued)

educational organizations shall be filed with the secretary to the superintendent at the Blue Springs Administrative Center no later than October 1 each year. With the timely submission of these lists the organizations are entitled to use district means (traditional and electronic) to distribute and/or disseminate information related to its purpose to its membership. Failure to follow these procedures will result in graduated penalties: (1) warning; (2) Performance Improvement Plan (PIP); and (3) disconnection from the email service. Presidents or organizations are responsible for informing and discouraging their membership from misusing the system. The membership lists must be updated twice during the school year: December 1 and February 1. Any professional educational organization that fails to submit a membership list of October 1 will not be permitted the use of electronic mail for the distribution of information to its membership for that school year.

Professional education organization's communications may be distributed to the members only via the traditional mailboxes providing an official member list has been provided as outlined in the paragraph above. Any information to be placed on a bulletin board must be signed by the building principal.

The Blue Springs Community Educators Association is recognized and shall remain the sole professional channel of communication for matters of common interest and concern between the board of education and the teachers.

### 3C.18 **Records Required** (August, 1995)

#### Transcript of Credit

On or before the first day of school, a complete transcript of college credit is to be filed with the human resources department or no payment for service will be made. Degrees must be substantiated by transcript.

#### Teaching Certificate

On or before the first day of school, an active teaching certificate issued and/or approved by the State Department of Education shall be filed with the human resources department.

### 3C.19 **Teacher Dress** (October, 2001)

All teachers shall maintain a neat professional appearance. Extremes in wearing apparel or personal appearance which interfere with the intended function of the school will not be considered as acceptable school dress.

### 3C.20 **Payroll Deduction** (June, 2001)

Professional fees for certified personnel may be deducted from the payroll check over a four-month period for CEA, MSTA and MNEA provided the annual dues amount is a sum of at least \$15.00. Verification of organization membership shall be through procedures outlined in **Policy 3C.17, Duties and Responsibilities.**

### **3C.21 Professional Staff Grievance Procedure** (November, 2022)

#### **Introduction**

The Blue Springs School District shall provide an effective internal means for resolving employee grievances. Complaint processing should be viewed as a positive and constructive effort to establish the facts upon which the complaint is based and come to a fair conclusion. Employees will not be discriminated against, nor will reprisal be attempted against an employee because he/she has filed a complaint. The employee and supervisor will have attempted to informally resolve the situation prior to filing a grievance.

#### **Definitions**

1. Grievant: A grievant shall mean any certified employee of the Blue Springs School District; further defined as an individual holding a teaching certificate and employed in that job classification.
2. Grievance: Any violation, misapplication or misinterpretation of school policies, rules, practices, and the regulations; any condition which might create a hardship, or be injurious to the employee's health, and/or safety. The evaluation process and/or employment, and/or termination of employment of an employee is not a grievable issue, (including but not limited to Performance Improvement Plan (PIP), career ladder, and related issues).
3. Day: A working day.
4. Certified Personnel: Individuals under contract to the Blue Springs R-IV School District.
5. Signature Form for Participation in Staff Grievance Procedures: See **Appendix 3C(6) and 3C(7)**.

#### **Purpose**

1. The purpose of this procedure is to secure, at the lowest possible level, equitable solution to grievances which may from time to time arise affecting the welfare or working conditions of certified staff members. All parties agree that these proceedings will be kept confidential, and all proceedings and records will be closed.
2. The time limits may be extended for good cause and as deemed necessary by district administration.
3. Once the grievance has been initiated it will be the responsibility of the grievant to see that the signature form is filled out at each level.

#### **General Procedure**

- A grievant may be represented at all levels of the grievance procedure by a representative.
1. It shall be the responsibility of the assistant superintendent-human resources to see that all documents, communications, and records dealing with the processing of a grievance will be filed separately from the personnel file of any of the participants.

**3C.21** (continued)

2. Five years after the grievance decision is final, all documents, communications, and records dealing with the process of a grievance shall be destroyed.
3. A grievant who fails to process a grievance within the requisite time limits shall be deemed to have accepted the last response given and to have waived any further right of appeal.
4. Grievances may be withdrawn at any level of the grievance procedure.
5. The district may expedite grievances to a higher level of process without completion of earlier levels.
6. The district may consolidate grievances which raise similar issues; however, if such consolidation occurs, the decision as to each grievance shall be issued separately.

**Procedures**

**Level One**

Within five (5) days of the occurrence of facts giving rise to a grievance, grievant may file a first-level grievance with the grievant's immediate supervisor. If the grievance pertains to the grievant's immediate supervisor, the grievance shall be elevated to Level Two without the necessity of the Level One process.

The immediate supervisor shall meet with grievant within five (5) days to discuss the grievance on a one-to-one basis and shall respond in writing to grievant within five (5) days after meeting with the grievant. The immediate supervisor's response shall be either: (1) state the agreed upon basis for resolution of the grievance signed by grievant and the immediate supervisor; or (2) state the immediate supervisor's decision and the rationale, therefore.

**Level Two**

In the event the grievant is not satisfied with the disposition of the grievance at Level One, the grievant may appeal the matter to Level Two within five (5) days of receiving the Level One decision. The Level Two appeal shall be submitted in writing to the principal or designee. This step may be omitted if the principal or designee serves as the immediate supervisor of the grievant or if the grievant's supervisor is not under the direct supervision of a principal.

Within ten (10) days of receiving the Level Two appeal, the principal or designee will review the Level One decision, gather any additional information deemed necessary, and render a decision in writing to the grievant.

**Level Three**

In the event the grievant is not satisfied with the decision reached at Level Two of the grievance appeal, the grievant may

### 3C.21 (continued)

submit the written grievance within five (5) days after the Level Two decision to the superintendent or designee. A meeting with the superintendent or designee and the grievant may occur at the discretion of the superintendent or designee within ten (10) days of receipt of the grievance. The superintendent or designee will consider and review the Level One and Level Two decisions on the appeal of a Level Two grievance. The superintendent or designee may accept, deny, or modify the recommendations and will respond to the grievance within ten (10) days after meeting with the grievant.

#### Level Four

In the event the grievant is not satisfied with the disposition of the grievance at Level Three, the grievant may submit the written grievance, within ten (10) days of the Level Three decision, to the board of education. The grievant shall provide the original grievance, responses and appeals from previous levels, supporting documents, exhibits, any relevant new information, and a list of potential witnesses and/or their statements to the board members for their consideration. If the written grievance, as submitted, provides all the relevant information to render a decision, the board may decide the grievance without a formal hearing. This provision does not provide the grievant with the authority to compel statements from potential witnesses.

If the board decides to hold an appeal hearing, it will occur in closed executive session. The board may place the appeal on the agenda of the earliest practical meeting of the board following receipt of the grievance. It is the intent of the board to afford staff members an opportunity to present their perspective before rendering a decision.

A grievant will receive a written response or report regarding his or her grievance, but the grievant and persons investigated during the grievance are not entitled to view or receive copies of the investigation file or notes taken during the investigation, unless required by law. If an employee is disciplined as a result of the grievance, the discipline may be recorded in the employee's personnel file and discussed with the employee. Information recorded in an employee's personnel file will not be shared except as provided in board policy or required by law.

*Rev. 08/1998, 11/2022*

### 3C.22 Substitute Teacher Policy (March, 2011)

Substitute teachers shall have (1) a minimum of 60 semester hours of credit from a college or university accredited for teachers' education, and (2) hold a valid substitute certificate from the State Department of Education or a lifetime teaching certificate.



### 3C.22 (continued)

Substitute teachers' pay shall be at the rate set annually by the board of education. See **Appendix 3C(8)**. If a substitute is absent during the first ten days of a long-term assignment, the consecutive count will start over at day one. If absent on any occasion after the first ten days of a consecutive assignment, the count will not be affected.

*Rev. 11/96, Rev. 12/08, Rev. 3/11*

#### **3C.22.1 Permanent Substitutes** (November, 1996)

The board of education shall allow the employment of permanent substitute classroom teachers. Permanent substitute teachers shall have a valid Missouri teaching certificate. Permanent substitute teachers shall sign a classified personnel agreement and shall be paid at the substitute rate as defined in board policy 3C.22. Permanent substitutes shall be allowed fringe benefits as per board policy for classified employees, with the exception of holidays and vacations which shall coincide with those of students.

#### **3C.23 National Board Certification** (September, 2001)

The board of education recognizes the value of certified classroom teachers gaining National Board Certification (NBC). In order to reward those who have attained NBC and encourage other certified classroom teachers to attain NBC, an annual salary adjustment of five percent (5%) of the teacher's contracted base salary shall be made for those teachers who have attained or attain NBC. Salary adjustments shall commence with the 2002-03 school year. Thereafter, if NBC is earned prior to April 1, the adjustment shall be made under the current contract and become effective from the date NBC is attained. If NBC is earned after April 1, the adjustment shall be made based on the terms of the new contract and shall become effective on the effective date of the new contract. A teacher attaining NBC shall submit proof of certification to the Department of Human Resources before any payments shall be made. The adjustment provided for herein shall be made each year NBC is attained provided the teacher continues his/her employment with the district as a classroom teacher and takes all necessary steps to maintain NBC. This policy is subject to revision based on the terms of any future legislation by the State of Missouri.

**2024-25**

**BLUE SPRINGS SCHOOL DISTRICT CERTIFIED SALARY SCHEDULE**

| Step | A          | B                  | C                    | D                    | E          | F                   | G                    | H                    | I                    | J                    | K            | L         |
|------|------------|--------------------|----------------------|----------------------|------------|---------------------|----------------------|----------------------|----------------------|----------------------|--------------|-----------|
|      | B.S Degree | B.S.+ 8 Grad. Hrs. | B.S. + 16 Grad. Hrs. | B.S. + 24 Grad. Hrs. | M.S Degree | M.S. + 8 Grad. Hrs. | M.S. + 16 Grad. Hrs. | M.S. + 24 Grad. Hrs. | M.S. + 32 Grad. Hrs. | M.S. + 40 Grad. Hrs. | Specialist * | Doctorate |
| 25   |            |                    |                      |                      |            |                     |                      |                      |                      |                      | \$90,000     | \$92,000  |
| 24   |            |                    |                      |                      |            |                     |                      |                      |                      |                      | \$89,000     | \$91,000  |
| 23   |            |                    |                      |                      |            |                     |                      |                      |                      |                      | \$88,000     | \$90,000  |
| 22   |            |                    |                      |                      |            |                     |                      |                      | \$73,500             | \$86,000             | \$87,000     | \$89,000  |
| 21   |            |                    |                      |                      |            |                     |                      |                      | \$72,500             | \$85,000             | \$86,000     | \$88,000  |
| 20   |            |                    |                      |                      |            |                     | \$68,500             | \$69,500             | \$71,500             | \$84,000             | \$85,000     | \$87,000  |
| 19   |            |                    |                      |                      |            |                     | \$67,500             | \$68,500             | \$70,000             | \$79,000             | \$80,000     | \$82,000  |
| 18   |            |                    |                      |                      | \$63,500   | \$64,500            | \$66,500             | \$67,500             | \$68,500             | \$76,000             | \$77,000     | \$79,000  |
| 17   |            |                    |                      |                      | \$62,500   | \$63,500            | \$65,000             | \$66,000             | \$67,000             | \$73,500             | \$74,500     | \$76,500  |
| 16   |            |                    |                      |                      | \$61,500   | \$62,500            | \$63,500             | \$64,500             | \$65,500             | \$71,500             | \$72,500     | \$74,500  |
| 15   |            |                    |                      |                      | \$60,500   | \$61,500            | \$62,500             | \$63,500             | \$64,500             | \$69,500             | \$70,500     | \$72,500  |
| 14   |            |                    | \$50,000             | \$51,000             | \$59,500   | \$60,500            | \$61,500             | \$62,500             | \$63,500             | \$68,000             | \$69,000     | \$71,000  |
| 13   |            |                    | \$50,000             | \$51,000             | \$58,500   | \$59,500            | \$60,500             | \$61,500             | \$62,500             | \$66,500             | \$67,500     | \$69,500  |
| 12   |            |                    | \$49,500             | \$50,500             | \$57,500   | \$58,500            | \$59,500             | \$60,500             | \$61,500             | \$65,000             | \$66,000     | \$68,000  |
| 11   | \$46,500   | \$47,500           | \$49,000             | \$50,000             | \$56,500   | \$57,500            | \$58,500             | \$59,500             | \$60,500             | \$63,500             | \$64,500     | \$66,500  |
| 10   | \$46,500   | \$47,500           | \$48,500             | \$49,500             | \$55,500   | \$56,500            | \$57,500             | \$58,500             | \$59,500             | \$61,500             | \$62,500     | \$64,500  |
| 9    | \$46,000   | \$47,000           | \$48,000             | \$49,000             | \$54,500   | \$55,500            | \$56,500             | \$57,500             | \$58,500             | \$60,500             | \$61,500     | \$63,500  |
| 8    | \$45,500   | \$46,500           | \$47,500             | \$48,500             | \$53,500   | \$54,500            | \$55,500             | \$56,500             | \$57,500             | \$59,500             | \$60,500     | \$62,500  |
| 7    | \$45,000   | \$46,000           | \$47,000             | \$48,000             | \$52,500   | \$53,500            | \$54,500             | \$55,500             | \$56,500             | \$58,500             | \$59,500     | \$61,500  |
| 6    | \$44,500   | \$45,500           | \$46,500             | \$47,500             | \$51,500   | \$52,500            | \$53,500             | \$54,500             | \$55,500             | \$57,500             | \$58,500     | \$60,500  |
| 5    | \$44,000   | \$45,000           | \$46,000             | \$47,000             | \$50,500   | \$51,500            | \$52,500             | \$53,500             | \$54,500             | \$56,500             | \$57,500     | \$59,500  |
| 4    | \$43,500   | \$44,500           | \$45,500             | \$46,500             | \$49,500   | \$50,500            | \$51,500             | \$52,500             | \$53,500             | \$55,500             | \$56,500     | \$58,500  |
| 3    | \$43,000   | \$44,000           | \$45,000             | \$46,000             | \$48,500   | \$49,500            | \$50,500             | \$51,500             | \$52,500             | \$54,500             | \$55,500     | \$57,500  |
| 2    | \$42,500   | \$43,500           | \$44,500             | \$45,500             | \$47,500   | \$48,500            | \$49,500             | \$50,500             | \$51,500             | \$53,500             | \$54,500     | \$56,500  |
| 1    | \$42,000   | \$43,000           | \$44,000             | \$45,000             | \$46,500   | \$47,500            | \$48,500             | \$49,500             | \$50,500             | \$52,500             | \$53,500     | \$55,500  |

\*Specialist degrees recognized on column K must equal at least 32 hours beyond the Master's degree and must be earned after the first Master's degree is completed.

Full time employees who complete 28 years or more of service with the Blue Springs School District will be paid an additional \$1,000.

Per board policy, increment increases require annual approval of the Board of Education.

Staff in their first or second year of total service as a teacher are eligible to participate in a new teacher induction stipend of \$1,250 for 50 hours of approved training outside of the school day.

Fully certified staff with more than two years of experience teaching in a Missouri Public School may be eligible to participate in the Career Ladder Program and may earn \$1,500-\$5,000 for approved work outside the school day.

Approved by the Board of Education, January 25, 2024

Appendix 3C(1)

# **BLUE SPRINGS R-IV SCHOOL DISTRICT EXTRA DUTY SALARY SCHEDULE 2023-2024**

The Extra Duty Salary Schedule has 15 steps for years of experience. For coaches and sponsors new to the district or to the assignment, credit for previous experience may be allowed, one year for each year of contracted experience.

The Director of Activities will complete a Performance Based Activities Evaluation on all head coaches/sponsors on a three-year basis. Coaches and sponsors new to the district, or to the assignment, will be evaluated using the PBAE the first year and thereafter on a three-year basis. Assistants will be evaluated by their immediate supervisor the first year and thereafter on a three-year basis.

The middle school principal will complete a Performance Based Activities Evaluation on all personnel that he/she is responsible for supervising. Coaches and sponsors new to the district, or to the assignment, will be evaluated using the PBAE the first year and thereafter on a three-year basis. Assistants will be evaluated by the principal's designee the first year and thereafter on a three-year basis.

### **Assistant Head Coach Criteria:**

An assistant head coaching position is provided for all sports except tennis, cross country and golf. Football has two assistant head coaching positions. It is the responsibility of the head coach to recommend and designate the assistant head coach in each sport. The Principal, Director of Activities and Assistant Superintendent of Human Resources must approve the recommendation. The head coach is responsible for defining the duties and responsibilities of the assistant head coach in his/her particular sport. An assistant coach who is promoted to assistant head coach will move over vertically on the Extra Duty Salary Schedule. If a step increase is approved by the Board of Education, the coach will start up a step on the higher level of assistant head coach.

### **Elementary Musical Performance Criteria:**

An elementary school with a full-time music teacher responsible for before/after school vocal music practices and before/after school musical performances both in school and in the community, may recommend compensation for the additional assignment on the Extra-Duty Salary Schedule. Such compensation will be from **.10 to .50** of the compensation scheduled to category H of the Extra Duty Salary Schedule.

### **Elementary Extra Duty:**

Recommendations for elementary activity programs will be made by the principal with input from each site committee. Clubs and activities could include, but not be limited to math club, computer club, etc.

### **Less than Full Time Extra Duty Positions:**

When a coach and/or sponsor is not available to perform the full-time duties of a position on the Extra Duty Salary Schedule, the compensation for that position will be prorated according to the time spent on the position. For example, two (2) sponsors may share a job and each receive fifty percent of the scheduled compensation or an assistant may be available only seventy percent of the time and will be compensated accordingly, (FTE=.7).

# BLUE SPRINGS SCHOOL DISTRICT

## EXTRA DUTY SALARY SCHEDULE

### 2023 - 2024

| Group | Position   | Level | Year    |         |         |         |         |         |         |         |         |         |         |         |         |         |         |
|-------|------------|-------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
|       |            |       | 1       | 2       | 3       | 4       | 5       | 6       | 7       | 8       | 9       | 10      | 11      | 12      | 13      | 14      | 15      |
| A     | Head       | A1    | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,000 | \$8,400 | \$8,480 | \$8,560 | \$8,640 | \$8,720 | \$8,800 | \$8,800 | \$8,800 | \$8,800 | \$8,800 |
|       | Ass't Head | A2    | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,300 | \$6,360 | \$6,420 | \$6,480 | \$6,540 | \$6,600 | \$6,600 | \$6,600 | \$6,600 | \$6,600 |
|       | Ass't      | A3    | \$5,336 | \$5,336 | \$5,336 | \$5,336 | \$5,336 | \$5,603 | \$5,656 | \$5,710 | \$5,763 | \$5,816 | \$5,870 | \$5,870 | \$5,870 | \$5,870 | \$5,870 |
| B     | Head       | B1    | \$6,800 | \$6,800 | \$6,800 | \$6,800 | \$6,800 | \$7,140 | \$7,208 | \$7,276 | \$7,344 | \$7,412 | \$7,480 | \$7,480 | \$7,480 | \$7,480 | \$7,480 |
|       | Ass't Head | B2    | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,100 | \$5,355 | \$5,406 | \$5,457 | \$5,508 | \$5,559 | \$5,610 | \$5,610 | \$5,610 | \$5,610 | \$5,610 |
|       | Ass't      | B3    | \$4,536 | \$4,536 | \$4,536 | \$4,536 | \$4,536 | \$4,762 | \$4,808 | \$4,853 | \$4,898 | \$4,944 | \$4,989 | \$4,989 | \$4,989 | \$4,989 | \$4,989 |
| C     | Head       | C1    | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,000 | \$6,300 | \$6,360 | \$6,420 | \$6,480 | \$6,540 | \$6,600 | \$6,600 | \$6,600 | \$6,600 | \$6,600 |
|       | Ass't      | C2    | \$4,002 | \$4,002 | \$4,002 | \$4,002 | \$4,002 | \$4,202 | \$4,242 | \$4,282 | \$4,322 | \$4,362 | \$4,402 | \$4,402 | \$4,402 | \$4,402 | \$4,402 |
| D     | Head       | D1    | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,000 | \$5,250 | \$5,300 | \$5,350 | \$5,400 | \$5,450 | \$5,500 | \$5,500 | \$5,500 | \$5,500 | \$5,500 |
|       | Ass't      | D2    | \$3,322 | \$3,322 | \$3,322 | \$3,322 | \$3,322 | \$3,488 | \$3,521 | \$3,554 | \$3,587 | \$3,621 | \$3,654 | \$3,654 | \$3,654 | \$3,654 | \$3,654 |
| E     | Head       | E1    | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,000 | \$4,200 | \$4,240 | \$4,280 | \$4,320 | \$4,360 | \$4,400 | \$4,400 | \$4,400 | \$4,400 | \$4,400 |
|       | Ass't      | E2    | \$2,668 | \$2,668 | \$2,668 | \$2,668 | \$2,668 | \$2,801 | \$2,828 | \$2,855 | \$2,881 | \$2,908 | \$2,935 | \$2,935 | \$2,935 | \$2,935 | \$2,935 |
| F     | Head       | F1    | \$3,120 | \$3,120 | \$3,120 | \$3,120 | \$3,120 | \$3,276 | \$3,307 | \$3,338 | \$3,370 | \$3,401 | \$3,432 | \$3,432 | \$3,432 | \$3,432 | \$3,432 |
|       | Ass't      | F2    | \$2,081 | \$2,081 | \$2,081 | \$2,081 | \$2,081 | \$2,185 | \$2,206 | \$2,227 | \$2,248 | \$2,268 | \$2,289 | \$2,289 | \$2,289 | \$2,289 | \$2,289 |
| G     | Head       | G1    | \$2,400 | \$2,400 | \$2,400 | \$2,400 | \$2,400 | \$2,520 | \$2,544 | \$2,568 | \$2,592 | \$2,616 | \$2,640 | \$2,640 | \$2,640 | \$2,640 |         |
| H     | Head       | H1    | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,400 | \$1,470 | \$1,484 | \$1,498 | \$1,512 | \$1,526 | \$1,540 | \$1,540 | \$1,540 | \$1,540 |         |

Approved by the Board of Education August 14, 2023

# BLUE SPRINGS SCHOOL DISTRICT EXTRA DUTY SALARY LEGEND 2023 - 2024

| A   | B  | C   | D                      | E   | F  | G   | H  |
|---|--|---|------------------------|---|--|---|--|
| <b>High School</b>                          |  |   |                        |   |  |   |  |
| B/G Basketball<br>Football<br>Marching Band | B/G Soccer<br>B/G Swimming<br>B/G Track<br>Baseball<br>Cheerleading<br>Color Guard<br>Dance Team<br>Robotics District<br>Softball<br>Volleyball<br>Wrestling | B/G Cross Country<br>Color Guard (ROTC)<br>Debate<br>Drama<br>Forensics<br>Instrumental Music<br>Orchestra<br>Vocal Music<br>Winter Color Guard | B/G Golf<br>B/G Tennis | E-Sports<br>Instrumental Music Contest<br>Jazz Band<br>Newspaper<br>Student Senate<br>Vocal Music Contest<br>Yearbook | Activities Tech<br>Art Competition<br>Musical Accompanist<br>Orchestra Contest<br>PAC Tech<br>Pep Band<br>Winter Perc/Drumline | DECA<br>HOSA - Biomedical<br>Literary Magazine<br>TSA - Engineering | Activity Stipend<br>Diversity Club<br>FBLA<br>FCCLA<br>Math Club<br>National Honor Society<br>ProStart<br>Scholar Bowl<br>USA Skills<br>Weight Room/Season |
| <b>Middle School</b>                        |  |   |                        |   |  |   |  |
|   |  |   |                        | B/G Basketball<br>Football<br>Instrumental Music<br>Track<br>Vocal Music<br>Volleyball                                | B/G Cross Country<br>Debate<br>Drama<br>Forensics<br>Jazz Band<br>Orchestra<br>Winter Guard<br>Yearbook                        | Scholar Bowl<br>Student Senate                                      | National Honor Society   |
| <b>Elementary School</b>                    |  |   |                        |   |  |   |  |
|   |  |   |                        |   |  |   | Musical Performance  |
| CARE Team<br>Program Coord.                 | per site<br>\$1,000  |   |                        |   | 504 Coordinator:<br>\$45 per student   |   |  |
| Summer School<br>Night School               | \$25/hour<br>\$25/hour   |   |                        |   |  |   |  |
| Grant Writing,<br>AEL                       | \$25/hour  |   |                        |   |  |   |  |

Elementary & LTEC Extra Duty: \$2000 per building; \$2500 Cordill-Mason, Lucy Franklin, Sunny Pointe, Voy Spears & Chapel Lakes  
 Middle School Clubs & Activities: \$850 per stipend per year, 30 student contact hours: 7 Required, 7 Building Choice  
 Required Clubs: Girls Basketball/Boys Basketball, Cheerleading, Soccer, Volleyball, Football, Science Club

Approved by the Board of Education August 14, 2023

**BLUE SPRINGS SCHOOL DISTRICT  
PREGNANCY LEAVE APPLICATION**

This form needs to be completed and submitted to the Human Resources Department a minimum of 30 days prior to the expected due date.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(School)

\_\_\_\_\_  
(Date)

Approximate due date \_\_\_\_\_

Expected date for leave to begin \_\_\_\_\_

Approximate length of incapacity (Physician statement required) \_\_\_\_\_

Do you plan to return at the end of the period of incapacity? \_\_\_\_\_

Do you plan to request an extended leave of absence after incapacity? \_\_\_\_\_

Expected date for leave to end: \_\_\_\_\_

\_\_\_\_\_  
Signature

-----

FOR HUMAN RESOURCES USE ONLY:

Approved: \_\_\_\_\_  
Assistant Superintendent, Human Resources

Date \_\_\_\_\_

**SIGNATURE FORM FOR PARTICIPATION IN  
STAFF GRIEVANCE PROCEDURE**

DATE INCIDENT OCCURRED \_\_\_\_\_ TODAY'S DATE \_\_\_\_\_

GRIEVANCE INITIATED BY: \_\_\_\_\_

SHORT DESCRIPTION OF GRIEVANCE \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE, GRIEVANT \_\_\_\_\_

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**LEVEL ONE**

INITIAL CONTACT DATE \_\_\_\_\_ RESPONSE DATE \_\_\_\_\_

PARTICIPANTS \_\_\_\_\_

\_\_\_\_\_

RESULTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE, IMMEDIATE SUPERVISOR \_\_\_\_\_

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**LEVEL TWO**

INITIAL CONTACT DATE \_\_\_\_\_ RESPONSE DATE \_\_\_\_\_

PARTICIPANTS \_\_\_\_\_

\_\_\_\_\_

RESULTS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

SIGNATURE, ASST. SUPERINTENDENT HUMAN RESOURCES \_\_\_\_\_

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**LEVEL THREE**

INITIAL CONTACT DATE \_\_\_\_\_

RESPONSE DATE \_\_\_\_\_

PARTICIPANTS \_\_\_\_\_

RESULTS \_\_\_\_\_

SIGNATURE, SUPERINTENDENT OF SCHOOLS (or designee) \_\_\_\_\_

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**LEVEL FOUR**

INITIAL CONTACT DATE \_\_\_\_\_

RESPONSE DATE \_\_\_\_\_

PARTICIPANTS \_\_\_\_\_

GENERAL COMMENTS \_\_\_\_\_

RESULTS OF GRIEVANCE \_\_\_\_\_

SIGNATURE, PRESIDENT BLUE SPRINGS BOARD OF EDUCATION



**2023-2024**

**SUBSTITUTE TEACHER SALARY SCHEDULE**

|   |          |
|---|----------|
| Daily   | \$117.00 |
| Long-term Sub: 10 consecutive days or more<br>(rate begins on the 11th day of the assignment,<br>then increase from days 1-10 paid retroactively) | \$133.00 |