

# Camdenton R-III School District

*Computer Lab Educator*

*Custodial*

*Food Services*

*Health Services*

*Maintenance*

*Paraprofessional*

*Parents As Teachers*

*Secretarial*

*Technology*

*Transportation*

*Volunteer Services*

## **Classified Employees**

## **Performance Based Evaluation Handbook**

**Teamwork ... the ability to work together toward a common vision. The ability to direct individual accomplishment toward organizational objectives. It is the fuel that allows common people to attain uncommon results.**



**Camdenton R-III School  
District**

*Everyone Learning Every Day*

P O Box 1409  
Camdenton, MO 65020-1409  
Phone: 573-346-9213 · Fax: 573-346-9211

**Superintendent**  
Tim Hadfield, Ed.D.

**Assistant Superintendents**  
Julie Dill, EdD  
Ryan Neal, Ed.D.

**Re: Classified Employee Handbook**

Attached is the current Classified Employee Performance-Based Evaluation Handbook for the 2016-2017 school year.

An updated handbook will be posted on our website each summer. Thank you for being a part of Laker Nation as we strive to provide the best environment for learning for our students.

Please return this binder to your supervisor upon termination/resignation of employment.

Thank you.

*Tim Hadfield*

Tim Hadfield, Ed.D.  
Superintendent

**Camdenton R-III School District  
Annual Employee Acknowledgement Form**

Please initial boxes, sign, date at bottom and return to Administration Office.

Employee Name (please print) \_\_\_\_\_

**Receipt of Job Description**

I acknowledge that I have received a copy of my job description.

**Receipt of Employee Handbook**

I acknowledge that I have received or read online a copy of the Employee handbook and I agree to abide by all provisions of the handbook as a condition of my continued employment.

**Energy Conservation Policy – ECF**

I acknowledge that I have received or read online a copy of the Energy Conservation Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**Drug-Free Workplace Policy – GBEBA**

I acknowledge that I have received or read online the District Drug-Free Workplace Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**Technology Usage Policy – EHB and EHB-AP**

I acknowledge that I have received or read online the District Technology Usage Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**Tobacco-Free District - AH**

I acknowledge that I have received or read online the District Tobacco Free - District Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**Staff Conduct Policy – GBCB**

I acknowledge that I have received or read online the District Staff Conduct Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**Staff Use of Communication Devices – GBCC**

I acknowledge that I have received or read online the District Staff Use of Communication Devices Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**References Policy – GBLB**

I acknowledge that I have received or read online the District References Policy and I agree to abide by all provisions of the policy as a condition of my continued employment.

**All District Board Policies**

I acknowledge that all District Board policies are available for review on the District website or in paper copy form at the Administration Building Office. I agree to abide by all provisions of these policies as a condition of my continued employment.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

***SECTION I***

***CLASSIFIED PERSONNEL***

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***PHILOSOPHY***



# Philosophy

The primary purpose of the Performance-Based Evaluation (PBE) is to develop competent support personnel who share in the collective educational mission of the Camdenon R-III School District.

Performance-Based Evaluation is a developmental process designed to promote effective performance and professional growth of all staff. It is a continuous process based on developed criteria/descriptors, specific procedures, and mutual trust and respect. The effective use of PBE will encourage continual growth and enrichment, recognize performance and ensure morale of the support staff of Camdenon R-III School District.

## ***SECTION II***

### ***CLASSIFIED PERSONNEL***

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#### ***EVALUATION PROCESS***

#### ***ORIENTATION***

#### ***EVALUATION CYCLE***

#### ***APPEAL PROCESS***

#### ***SYSTEM REVIEW***

#### ***PERFORMANCE-BASED EVALUATION TERMS***



## EVALUATION PROCEDURES

The following is an explanation of the procedures for classified personnel performance-based evaluation. Performance evaluation is intended to be a constructive process for professional improvement. It requires the active participation and cooperation of both supervisor and employee.



## ORIENTATION

### A. SUPERVISORS

Each supervisor will complete a spring evaluation for all classified personnel under his/her supervision. Prior to initiating the evaluative process, each supervisor will receive in-service training. Each supervisor has the option of a fall evaluation in addition to the spring evaluation. Supervisors must be consistent in how they evaluate all of their employees - fall evaluations for ALL of their staff or NONE of their staff, or just their NEW staff.

Supervisors are all personally responsible for supervising/evaluating classified personnel. When appropriate, additional supervisory personnel other than the immediate supervisor may have input into the evaluation process or the supervisor may delegate initial evaluation responsibility to other supervisory personnel.

### B. CLASSIFIED PERSONNEL

Supervisors will orient all employees about performance based evaluation prior to the implementation of the process. New employees will receive orientation at the time of employment. Orientation will include information on the evaluation procedures and promote understanding of the roles of the employee and the supervisor in the evaluation process.



## EVALUATION CYCLE

### A. EVALUATION CYCLE

The evaluation cycle will include an orientation about the process given by the supervisor.

If utilized, the fall evaluation form shall be completed in the fall, no later than Thanksgiving. The spring evaluation will be completed prior to the April board meeting with a recommendation as to being re-hired for the following school year. This spring evaluation will be used by the supervisor for his/her recommendation to the superintendent and Board of Education about continued employment.

Depending upon how criteria/descriptors are scored, a Professional Improvement Plan (PIP) will be generated for those receiving a 1 Ineffective or a PIP may be generated for those receiving a 2. The PIP will include strategies to address the concerns and will be time specific.

### C. DATA COLLECTION, CONFERENCING AND WRITTEN COMMENT

Effective evaluation is a continuous process and includes the collection and sharing of information about performance.

The data may be planned or unplanned. Each type may include observed, non-observed and artifact data.

- Observed data are the types of information which the supervisor has personally seen.
- Non-observed data are the types of information which the supervisor does not personally see, but which are shared verbally by others.
- Artifact data are the types of information represented by documents or items.
- Conferencing - After recording data, the supervisor and employee will discuss the data as it relates to the criteria.
- Written comments - At the conclusion of a conference, the employee or supervisor will have the opportunity to make written comments on the fall or spring evaluation form within five working days.



## D. PROFESSIONAL IMPROVEMENT PLAN

A Professional Improvement Plan (PIP) will be used to address areas of deficiency with a score of 1 Ineffective or a PIP may be generated for those receiving a 2. If the performance score is a 1 Ineffective or possibly a 2, the supervisor will design the PIP to address the deficiency. Professional Improvement Plans will be initiated by the supervisor.

Professional Improvement Plans are utilized to strengthen performance on specific criteria. A well-written Professional Improvement Plan includes an identifiable, precise objective, strategies for achieving that objective, and, the means for determining when that objective has been completed.

If an employee fails to achieve an acceptable performance level within a reasonable time or if the performance concern is serious enough to warrant immediate or timely dismissal, the employee may be terminated prior to the completion of the evaluation cycle or completion of the PIP.



### APPEAL PROCESS

An employee who is dissatisfied with the evaluation process may request a second conference with the supervisor to discuss the disagreements. If the disagreement cannot be resolved by the supervisor, the employee may request a conference with the supervisor's immediate supervisor. If that conference does not end the dissatisfaction, the employee may appeal to the Superintendent of Schools.



### SYSTEM REVIEW

At or near the end of each school year, the classified evaluation process will be reviewed in order to adjust concerns that may have arisen during the implementation of the new system.



### PERFORMANCE-BASED EVALUATION TERMS

Terms used in Performance Based Evaluation of classified personnel are explained below. The explanation of these terms is intended to provide information, not strict definitions. The terms are listed alphabetically.

**Artifact Data** - Documents which provide information about the employee's performance on criteria.

**Classified Personnel** - Those employees whose positions do not require a teaching certificate.



**Comprehensive Data** - Data which are collected on a broad range of skills and/or several criteria.

**Conference** - A sharing discussion between the supervisor and the employee about expectations and goals pertaining to job performance.

**Confidential Evaluation** - Information is held in trust by the supervisor and employee and is not to be generally shared.

**Criteria** - The job related expectations of an employee. These expectations are based upon an understanding of the skills associated with effectively implementing the employees job description.

**Descriptors** - Statements of specific behavior designed to help explain the intent of the criterion. Example..(ability to work with colleague). These statements of specified behavior are not all inclusive.

**Employment Skills** - Skills necessary to do the job.

**Evaluation Cycle** – An optional fall evaluation and a spring evaluation are included in the evaluation cycle.

**Expected Level of Performance** - Desired rating for each criterion. The employee demonstrates competent performance as defined by the criterion and judged by the supervisor.

**In-Service** - Refers to sessions conducted to prepare employees and supervisors to effectively participate in the performance-based evaluation process and perform at expected levels on the job.

**Job Description** - Group of performance responsibilities assigned by an employer to an employee. They are administrative management documents and may be revised as needed by the supervisor. Job descriptions may not be all inclusive of job responsibilities.

**Non-Observed Data** - Unsolicited information brought to the attention of the supervisor by others in written or oral form.

**Observed Data** - Planned or unplanned collection of data. Observed indicates the supervisor actually sees the employee's performance.

**Orientation** - Refers to activities and programs organized to prepare employees and supervisors for implementation of the evaluation processes.

**Performance-Based Evaluation** - Process of evaluation of job performance and possible professional improvement that is implemented through the identification of job related expectations, documentation of performance on those expectations, conferencing about performance, providing an opportunity to improve performance, and subsequently making employment decisions based upon performance.

**Planned Data** - Information which is purposely collected for use in the evaluation process.

**Professional Improvement Plan** - A strategy used to improve performance on specific criteria. It includes an identifiable, precise objective, activities for achieving that objective and the means for determining when that objective has been achieved.

**Supervisor** - An employee who is responsible for reviewing the performance of employees in his/her area of responsibility.

**Unplanned Data** - Information which is not purposely collected, but comes to the attention of the supervisor.

**Work Day** - A day when both the employee and supervisor are assigned to work.

## ***SECTION III***

### ***CLASSIFIED PERSONNEL***

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#### ***PERFORMANCE CRITERIA***

***Performance Criteria Overview***

***Personal Qualifications***

***General Performance***

***Specific Performance Responsibilities (see  
individual job descriptions)***

# PERFORMANCE CRITERIA OVERVIEW

## OPTIONAL FALL EVALUATION PROFESSIONAL IMPROVEMENT PLAN SPRING EVALUATION

- The performance criteria and descriptors are derived from the job description you should have been handed to you at your interview.
- If your interviewer did not give you a job description during the interview, make sure to get a copy from him/her immediately.

The optional fall evaluation is conducted to review job performance and awareness concerning the duties outlined in the job description. Any deficiencies noted with a score of 1 Ineffective will require a professional improvement plan outlining steps to ensure that the employee is given the opportunity to improve in that area. A PIP may be generated for those receiving a 2. Supervisors must be consistent in how they evaluate all of their employees - fall evaluations for ALL of their staff or NONE of their staff, or just their NEW staff.

The professional improvement plan will be time specific with detailed instructions on what the employee must do in order to improve job performance. At the conclusion of the time allotted for the (PIP) a decision will be made as to how the employee has progressed. If acceptable, both parties would sign off and the PIP would be concluded. If some improvement has been made, then further professional development might be offered to further assist with the improvement. If no progress has been made, the employee may be subject to termination. A PIP may also be instituted at any time a supervisor is concerned about job performance or behavior that does not follow board policy.

The spring evaluation (prior to the April board meeting) is conducted to review job performance, improvements made, and as a final evaluation before recommendations are made by the supervisor before the April board meeting. If deficiencies are still noted, additional professional improvement plans may be issued or if serious deficiencies still exist, termination of the employee's job could be recommended.

<input type="checkbox"/> New							
<input type="checkbox"/> Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	



## PERSONAL QUALIFICATIONS

**Adaptability** – Employee grasps concepts quickly; has ability to learn; understands job.

**Relationship with people** – Possesses the ability to get along with others; good relationships with school and community personnel (including students); good team worker.



**Attitude** – Shows enthusiasm for work; willing to meet job requirements; readily accepts suggestions; is loyal to job and employer.

**Work Ethic** - Shows initiative; handles responsibilities at work efficiently.

**Punctuality** – Employee comes to work on time and returns from lunch on time.  
**Tardies:** 0=7 • 1-3=6 • 4-5=5 • 6-9=4 • 10-12=3 • 13-16=2 • 16+ = 1

**Attendance** – Employee is consistently present for work. (No penalty is assessed for using earned sick days.)  
**Dock Days:** 0=7 • 1 = 6 • 2-4=5 • 5-6=4 • 7-10=3 • 11-15=2 • 16+ = 1

**Dependability** – Places school interests ahead of personal conveniences; does not waste time; conforms to rules and regulations; does not discuss confidential school matters with others.

**Appearance** – Dresses appropriately; well-groomed and neat.

<input type="checkbox"/> New						
<input type="checkbox"/> Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7



**GENERAL PERFORMANCE**

**Quality of Work** – Accurate, neat and thorough; follows through on details.

**Quantity of Work** – Maintains high output.

**Knowledge of Methods** – Speed and thoroughness in learning procedures; rules and other details; alertness.

**Work Habits** – Organizes work; takes good care of equipment; neatness, safety.

**Skills** – Able to perform the job responsibilities efficiently and effectively.

**Dependability** – Degree to which employee can be relied upon to do a job without close supervision.

**Supervisory Ability and Leadership** (if applicable) – Proficiency in training and organizing work; leadership qualities.



## **SPECIFIC PERFORMANCE RESPONSIBILITIES**

See individual job descriptions.

## ***SECTION IV***

### ***CLASSIFIED PERSONNEL***

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#### ***SAMPLE EVALUATION FORMS***

- ***Bus Driver***
- ***Cook***
- ***Custodian***
- ***Para-Professional***
- ***Secretary***
- ***Professional Improvement Plan***

**CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION - BUS DRIVER**

Employee:

Fall Formative Date:

Administrator/Supervisor: Gary Cuendet

Spring Summative Date:

**Job Goal:** Transport children to and from school or a school-sponsored activity in a safe and legal manner. To display courtesy, respect for the law and authority, safety in driving habits, and efficiency in time and effort.

<input type="checkbox"/> New									
<input type="checkbox"/> Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7		

**Personal Qualifications:**

**Adaptability** – Employee grasps concepts quickly; has ability to learn; understands job.

**Relationship with people** – Possesses the ability to get along with others; good relationships with school and community personnel (including students); good team worker.

**Attitude** – Shows enthusiasm for work; willing to meet job requirements; readily accepts suggestions; is loyal to job and employer.

**Work ethic** – Shows initiative; handles responsibilities at work efficiently.

**Punctuality** – Employee comes to work on time and returns from lunch on time.

**Tardies:** 0=7 / 1-3=6 / 4-5=5 / 6-9=4 / 10-12=3 / 13-16=2 / 16+ = 1

**Attendance** – Employee is consistently present for work. (No penalty is assessed for using earned sick days.)

**Dock Days:** 0=7 / 1 = 6 / 2-4=5 / 5-6=4 / 7-10=3 / 11-15=2 / 16+ = 1

**Dependability** – Places school interests ahead of personal conveniences; does not waste time; conforms to rules and regulations; does not discuss confidential school matters with others.

**Appearance** – Dresses appropriately; well-groomed and neat.

	Fall	Spring
Adaptability	0	0
Relationship with people	0	0
Attitude	0	0
Work ethic	0	0
Punctuality	0	0
Attendance	0	0
Dependability	0	0
Appearance	0	0
<b>Personal Qualifications Average:</b>	<b>0.00</b>	<b>0.00</b>





New or Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7						
<p>Performs district procedures as outlined in Bus Driver's Handbook to insure there are no students left unattended on the bus.</p> <p>Performs daily safety inspections of his/her assigned school bus prior to morning route departure, employing the "Driver's Daily Report" to record and report deficiencies noted during the daily school bus safety inspection.</p> <p>Instructs students assigned to his/her school bus regarding established rules and good conduct and safety on the school bus.</p> <p>Initiates such follow-up action as may be required to ensure prompt correction of all equipment deficiencies recorded on his/her "Driver's Daily Reports".</p> <p>Conducts emergency school bus drills and safety demonstrations, when called upon to do so by the Administration.</p> <p>Conducts himself/herself in accordance with all school bus driver rules and regulations, which have been, or may from time to time be established by the State and/or local Board of Education and/or the Superintendent of Schools.</p> <p>Performs other appropriate duties as assigned.</p>							0	0	0	0	0	0	Fall
							0	Spring					
							0.00	0.00					

**Specific Performance Responsibilities Average:**

**Total average of Personal Qualifications/General Performance/Specific Performance Responsibilities:**

**Evaluator Comments and Date:**

0.00	0.00
------	------

**Employee Comments and Date:**

**Fall Formative:**

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Initials of Employee

\_\_\_\_\_  
Date

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Initials of Person Making Evaluation

\_\_\_\_\_  
Date

**Spring Summative:**

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Signature of Person Making Evaluation

\_\_\_\_\_  
Date







New or Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7	
<p>Practices safety and precaution at all times. Uses equipment with safety guards in place, wipe ups spills right away, reports unsafe conditions to supervisor promptly. Promptly reports injury/accidents to supervisor.</p> <p>Assists other cooks when work in assigned area is complete.</p> <p>Is pleasant, polite, and courteous. Remembers the future success of the program depends on how well the customer is treated.</p> <p>Performs other appropriate duties as may be assigned including special meal functions.</p>							<p><b>Fall</b></p> <p>0</p> <p>0</p> <p>0</p> <p>0</p>	<p><b>Spring</b></p> <p>0</p> <p>0</p> <p>0</p> <p>0</p>
							<b>0.00</b>	<b>0.00</b>

**Specific Performance Responsibilities Average:**

**Total average of Personal Qualifications/General Performance/Specific Performance/Specific Performance Responsibilities:**

**0.00**

**0.00**

**Evaluator Comments and Date:**

**Employee Comments and Date:**



**Fall Formative:**

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Initials of Employee

\_\_\_\_\_  
Date

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Initials of Person Making Evaluation

\_\_\_\_\_  
Date

**Spring Summative:**

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Signature of Person Making Evaluation

\_\_\_\_\_  
Date

**CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION - DAY CUSTODIAN - BUILDING**

**Employee:** Fall Formative Date:

**Supervisor:** Spring Summative Date:

**Job Goals:** To provide students with a safe, attractive, comfortable, clean, and efficient place in which to learn, play and develop. To support an on going custodial training and instructional program.

<input type="checkbox"/> New													
<input type="checkbox"/> Ineffective	1	Marginal	2	Progressing	3	Nearing Proficient	4	Proficient	5	Highly Effective	6	Outstanding	7

**Personal Qualifications:**

**Adaptability** – Employee grasps concepts quickly; has ability to learn; understands job.

**Relationship with people** – Possess the ability to get along with others; good relationships with school and community personnel (including students); good team worker.

**Attitude** – Shows enthusiasm for work; willing to meet job requirements; readily accepts suggestions; is loyal to job and employer.

**Work ethic** – Shows initiative; handles responsibilities at work efficiently.

**Punctuality** – Employee comes to work on time and returns from lunch on time.  
**Tardies:** 0=7 / 1-3=6 / 4-5=5 / 6-9=4 / 10-12=3 / 13-16=2 / 16+ = 1

**Attendance** – Employee is consistently present for work. (No penalty is assessed for using earned sick days.)  
**Dock Days:** 0=7 / 1 = 6 / 2-4=5 / 5-6=4 / 7-10=3 / 11-15=2 / 16+ = 1

**Dependability** – Places school interests ahead of personal conveniences; does not waste time; conforms to rules and regulations; does not discuss confidential school matters with others.

**Appearance** – Dresses appropriately; well-groomed and neat.

	Performance Level	
	Fall	Spring
<b>Adaptability</b>	0	0
<b>Relationship with people</b>	0	0
<b>Attitude</b>	0	0
<b>Work ethic</b>	0	0
<b>Punctuality</b>	0	0
<b>Attendance</b>	0	0
<b>Dependability</b>	0	0
<b>Appearance</b>	0	0
<b>Personal Qualifications Average:</b>	<b>0.00</b>	<b>0.00</b>

New or Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7	
							Fall	Spring
<b>General Performance:</b>								
<b>Quality of Work</b> – Accurate, neat and thorough; follows through on details.							0	0
<b>Quantity of Work</b> – Maintains high output.							0	0
<b>Knowledge of Methods</b> – Speed and thoroughness in learning procedures; rules and other details; alertness.							0	0
<b>Work Habits</b> – Organizes work; takes good care of equipment; neatness, safety.							0	0
<b>Skills</b> – Able to perform the job responsibilities efficiently and effectively.							0	0
<b>Dependability</b> – Degree to which employee can be relied upon to do a job without close supervision.							0	0
<b>Specific Performance Responsibilities:</b>							<b>0.00</b>	<b>0.00</b>
Unlocks all entrance doors to building and turn on all hallway lights, cleans and prepares office for business.							0	0
Raises the U.S. and/or Missouri flag before the opening of each school day.							0	0
Sets up cafeteria for breakfast and lunch.							0	0
Ensures all entrance doors, except for the one designated entry door, are locked no later than 8:30am.							0	0
Cleans and wet mops cafeteria after lunch and dispose of all trash.							0	0
Dust mops all corridors and maintain all restrooms.							0	0
Wipe sinks, flush toilets, and maintain trash in restrooms throughout the day.							0	0





**Fall Formative:**

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Initials of Employee

\_\_\_\_\_  
Date

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Initials of Person Making Evaluation

\_\_\_\_\_  
Date

**Spring Summative:**

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Signature of Person Making Evaluation

\_\_\_\_\_  
Date

**CLASSIFIED EMPLOYEE PERFORMANCE EVALUATION - SPECIAL EDUCATION PARA-PROFESSIONAL - BUILDING**

**Employee:**

**Fall Formative Date:**

**Administrator/Supervisor:**

**Spring Summative Date:**

**Job Goal:** To work with teachers and other school personnel in providing educational support for students with disabilities as determined by Individual Education Programs (IEPs).

<input type="checkbox"/> New <input type="checkbox"/> Ineffective 1		Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7	
Personal Qualifications:								Fall	Spring
<b>Adaptability</b> – Employee grasps concepts quickly; has ability to learn; understands job.								0	0
<b>Relationship with people</b> – Possesses the ability to get along with others; good relationships with school and community personnel (including students); good team worker.								0	0
<b>Attitude</b> – Shows enthusiasm for work; willing to meet job requirements; readily accepts suggestions; is loyal to job and employer.								0	0
<b>Work ethic</b> – Shows initiative; handles responsibilities at work efficiently.								0	0
<b>Punctuality</b> – Employee comes to work on time and returns from lunch on time. <b>Tardies:</b> 0=7 / 1-3=6 / 4-5=5 / 6-9=4 / 10-12=3 / 13-16=2 / 16+ = 1								0	0
<b>Attendance</b> – Employee is consistently present for work. (No penalty is assessed for using earned sick days.) <b>Dock Days:</b> 0=7 / 1 = 6 / 2-4=5 / 5-6=4 / 7-10=3 / 11-15=2 / 16+ = 1								0	0
<b>Dependability</b> – Places school interests ahead of personal conveniences; does not waste time; conforms to rules and regulations; does not discuss confidential school matters with others.								0	0
<b>Appearance</b> – Dresses appropriately; well-groomed and neat.								0	0
<b>Personal Qualifications Average:</b>								<b>0.00</b>	<b>0.00</b>

New or Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7	
<b>Performance:</b>							Fall	Spring
<b>Quality of Work</b> – Accurate, neat and thorough; follows through on details.							0	0
<b>Quantity of Work</b> – Maintains high output.							0	0
<b>Knowledge of Methods</b> – Speed and thoroughness in learning procedures; rules and other details; alertness.							0	0
<b>Work Habits</b> – Organizes work; takes good care of equipment; neatness, safety.							0	0
<b>Skills</b> – Able to perform the job responsibilities efficiently and effectively.							0	0
<b>Dependability</b> – Degree to which employee can be relied upon to do a job without close supervision.							0	0
<b>Specific Performance Responsibilities:</b>							<b>0.00</b>	<b>0.00</b>
Demonstrates sensitivity to the diversity of individuals and families.							0	0
Provides personal care assistance to students, as directed, such as toileting, feeding, and cleaning, as needed and includes toilet training, supervision, and changing of diapers/clothing as needed.							0	0
Uses strategies, equipment, materials, and technologies, as directed, to accomplish instructional objectives.							0	0
Assists in adapting instructional strategies and materials as directed.							0	0
Uses strategies as directed to facilitate effective integration into various settings.							0	0
Uses appropriate language levels, such as shorter sentences, etc. to interact with different language levels of students.							0	0
Uses strategies as directed to increase the individual's independence and confidence.							0	0

New or Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7	
Establishes and maintains rapport with learners.							Fall 0	Spring 0
Uses universal precautions and assists in maintaining a safe, healthy learning environment.							0	0
Uses strategies for managing behavior as directed.							0	0
Uses strategies as directed, in a variety of settings, to assist in the development of social skills.							0	0
Follows written plans, seeks clarification as needed.							0	0
Prepares and organizes materials to support teaching and learning as directed.							0	0
Demonstrates basic data collection techniques as directed. <i>notes basic data collection on 10/17/14</i>							0	0
Demonstrates a high level of engagement with students by participating in activities that includes lifting, sitting for extended periods of time on the floor, and participates in motor activities with students.							0	0
Assists with the implementation of accommodations through the administration of state and district-wide assessments.							0	0
Performs responsibilities as directed in a manner consistent with laws and policies.							0	0
Acts as a role model for students.							0	0
Demonstrates commitment to assisting learners in achieving their highest potential.							0	0
Demonstrates the ability to separate personal issues from one's responsibilities as a para-professional.							0	0
Demonstrates proficiency in academic skills, including oral and written communication.							0	0



New or Ineffective 1	Marginal 2	Progressing 3	Nearing Proficient 4	Proficient 5	Highly Effective 6	Outstanding 7	Performance Level 1-2-3-4-5-6-7	
Assists in collecting and providing objective, accurate information to supervising teachers.  Performs other appropriate duties as assigned.							Fall 0	Spring 0
							0	0
Specific Performance Responsibilities Average:							0.00	0.00

Specific Performance Responsibilities Average:

Total average of Personal Qualifications/General Performance/Specific Performance Responsibilities:

0.00	0.00
------	------

Evaluator Comments and Date:

Employee Comments and Date:

**Fall Formative:**

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Initials of Employee

\_\_\_\_\_  
Date

By entering your initials and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Initials of Person Making Evaluation

\_\_\_\_\_  
Date

**Spring Summative:**

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with you and that you have received a paper copy of this document.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

By entering your signature and today's date, you electronically acknowledge that this evaluation has been discussed with the employee.

\_\_\_\_\_  
Signature of Person Making Evaluation

\_\_\_\_\_  
Date

Classified  
 Camdenton R-III School District  
**Professional Improvement Plan**

This Professional Improvement Plan may be used to assist classified staff members not meeting District expectations in one or more evaluation areas. The administrator/supervisor may assign a Professional Improvement Plan at any time a deficiency is noted. A Criterion or Performance Indicator with a score of 1 Ineffective on a formative or summative evaluation requires that a PIP be initiated. A score of 2 may require a PIP.

Classified Staff Member: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_ School \_\_\_\_\_

Criterion: \_\_\_\_\_

Performance Indicators: \_\_\_\_\_

Activities Steps to be Taken	Resources/ Person Needed	Data to be Collected	Timelines/ Deadlines

\_\_\_\_\_  
 Classified Staff Member's Signature Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Administrator/Supervisor's Signature  
 Plan Completed: \_\_\_\_\_ Plan Revised: \_\_\_\_\_ Plan Continued: \_\_\_\_\_ Date Plan Reviewed: \_\_\_\_\_

***SECTION V***  
***CLASSIFIED PERSONNEL***

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***COMPENSATION PLANS***

***Basic Terms of Employment***  
***On-The-Job Incentive Plan***

***\* BOARD & DISTRICT POLICIES***

\* The contents of this Handbook could be amended during the school year due to unexpected changes in state or federal law and local Board Policies. Contact your immediate supervisor for updates. The most recent local Board Policies can be viewed at <http://policy.msbanet.org/camdenton/>.

## **BASIC TERMS OF EMPLOYMENT**

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1. These basic terms of employment for Classified Employees are in addition to Camdenon R-III Board Rules and Regulations. Specific Board Rules and Regulations concerning employment may be found in the Classified Employee handbook.
2. All employees are required to complete withholding, retirement, and background check forms. All personnel records will be maintained in the office of the Superintendent. Total annual salary will be divided into twelve (12) equal installments. Building assignments will be determined by the evaluating supervisor. A work calendar will be provided on or before June 30 each year for the following fiscal year.
3. Those entering the Camdenon R-III District within the year must have completed six months of full-time service prior to July 1st to receive a salary increase.
4. Outside experience may be credited on the plan up to a maximum of six years. The number of years allowed will be determined by the nature of previous experience of the applicant and the extent to which it provides training for work in the Camdenon R-III District. Placement on the compensation plan is subject to the review of the Superintendent.
5. The compensation plan is reviewed annually and modifications may be made, dependent upon available funds. The plan provides for the salary range for the current fiscal year only. Salary Advancement beyond the entry level will be based on cost of living increase as approved by the Board of Education.
6. Twenty cents (\$.20) per hour will be added for classified employees who have completed five consecutive years of employment with the District. An additional twenty cents (\$.20) per hour is added for classified employees who have completed ten consecutive years of employment with the District. An additional twenty cents (\$.20) per hour will be added for classified employees who have completed fifteen consecutive years of employment with the District. An additional twenty cents (\$.20) per hour will be added for classified employees who have completed twenty consecutive years of employment with the District. An additional twenty cents (\$.20) per hour will be added for classified employees who have completed twenty-five consecutive years of employment with the District.  
(Bus Drivers are not paid hourly and will receive a different but equal amount. See transportation page.)



7. All employees are covered under workmen's compensation insurance for accidents occurring while on duty for the school district. All accidents must be reported to the supervisor immediately and an Accident Report Form completed.

8. All employees are covered under the District's liability insurance policy.

9. A forty-five (45) day waiting period from the date of hire by the Board of Education for full-time employment is required for employee District paid medical and life insurance, and other voluntary insurance options. The coverage would begin the first day of the month following the forty-five (45) day waiting period. Full-time status is defined as being hired by the Board of Education as full time, and that the employee is required to work thirty (30) hours or more per week.

10. **Vacation** - Full-time classified employees who have worked a twelve-month work calendar shall be entitled to two (2) weeks of vacation with pay. However, this rule does not apply until after one (1) full year of employment in the Camden R-III School System.

Employees who have completed ten (10) years of experience with the district and have a twelve-month work calendar, will earn an additional week of vacation per year for a total of three (3) weeks of vacation per year.

Employees may not accumulate more than one (1) year of vacation days on the anniversary date of employment, unless approved by the Superintendent. Total vacation days for the year are credited on the anniversary date. However, vacation days are earned monthly during the twelve months.

Employees must request vacation days five (5) working days in advance unless there are extenuating circumstances.

If employment is terminated early for any reason during the twelve-month work calendar, vacation days will be pro-rated based on the number of days worked.

11. **On-the-Job Incentive Plan** - All Camden R-III School District classified employees falling under the support staff personnel absence and leave policy will be covered under the Incentive Plan. To be eligible for the Incentive Plan, classified employees must have completed a full year of employment (no partial year is eligible). See Page - **On-the-Job Incentive Plan** - End of this Section



12. Sick Leave Donation Policy - All Camdenon R-III classified personnel who qualify under the sick leave and personal leave policy, GDBDA, will be covered under this plan.

See Page - **Classified Staff Sick Leave Donation** - End of this Section.

13. Forgiveness Days for 12 Month Classified Employees - When the district utilizes forgiveness days due to inclement weather some employees have work days forgiven (i.e. teachers work less days without a cut in pay). Some classified employees do not have the option of utilizing these days (i.e. 12 month work memo employees such as custodians and secretaries). Staff could utilize this time either on the inclement weather day or be offered compensatory time to be utilized later in the year up to the three days. Remember this is only when the Board of Education implements the "forgiveness days" for excessive snow days. If one to seven days are missed this policy will not be implemented, but on the eighth day, the forgiveness day would come into play.

14. The parties acknowledge that employment is at will. Either the Employee or the Board of Education or its designee may elect to terminate the employment arrangement with two calendar weeks notice. Failure to show up for work without a viable reason for three (3) consecutive days concludes that you have resigned your position with the District due to abandonment of your position. Notwithstanding, the Board of Education or its designee may terminate the employment arrangement without notice or may provide abbreviated notice when good cause or the best interest of the district necessitates.

## On-the-Job Incentive Plan

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**On-the-Job Incentive Plan** will operate as follows:

All classified employees who have earned nine days of sick leave and two personal leave days, and who have perfect attendance for that school year, will calendar schedule, will receive a \$40.00 per day stipend the July following the completion of that work year.

Classified employees who are absent:

Zero days will receive.....	\$ 440
One day will receive .....	400
Two days will receive.....	360
Three days will receive.....	320
Four days will receive.....	280
Five days will receive .....	240
Six days will receive.....	200
Seven days will receive .....	160
Eight days will receive.....	120
Nine days will receive .....	80
Ten days will receive .....	40
Eleven days or more will receive no stipend	

Days absent from the job will be determined by the number of sick and personal leave days taken during the work year. Should you make a donation of a sick day to another classified employee, you will not be penalized regarding the payment of the on-the-job incentive pay.

**BUS MECHANIC** (Not Head Mechanic)

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<b><i>Per Hour</i></b>
Less than four years experience completed	14.50
Less than six years experience completed	15.10
Six or more years experience completed	15.80

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## COMPUTER LAB EDUCATOR COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<b>60 Hours No Degree</b>	<b>Bachelors Degree</b>
	<b>Per Hour</b>	
Less than four years experience completed	11.10	11.85
Less than six years experience completed	11.60	12.35
Six or more years experience completed	12.20	12.85

Bachelors Degree must be documented by college transcript.

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Substitute pay will be \$10.00 per hour.

## FOOD SERVICE EMPLOYEE COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<i>Per Hour</i>
Less than four years experience completed	9.75
Less than six years experience completed	10.05
Six or more years experience completed	10.35

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Substitutes will be paid at the rate of \$9.50 per hour.

New Part-time permanent employees will be paid at the rate of \$9.65 per hour.

Cooks should not report to work and will not be paid on days school is canceled due to bad weather. Cooks should listen for school cancellation information on the local radio stations.

Newly employed kitchen managers will be paid a \$.95 premium above their current hourly wage, or if new to the district, their qualified hourly level.

All Food Service employees will be required to obtain a yearly physical provided by the district.



## HEALTH SERVICES COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<b><i>RN</i></b>	<b><i>LPN</i></b>
	<b><i>Registered Nurse</i></b>	<b>Licensed Practical Nurse</b>
	<b><i>Per Hour</i></b>	
Less than four years experience completed	21.25	12.50
Less than six years experience completed	21.75	13.00
Six or more years experience completed	22.25	13.50

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RN substitute pay will be \$12.25 per hour.  
LPN substitute pay will be \$11.00 per hour.

## MAINTENANCE AND CUSTODIAL EMPLOYEE COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<b><i>Custodial</i></b>	<b><i>Maintenance General</i></b>	<b><i>Maintenance Specialized</i></b>
	<b><i>Per Hour</i></b>		
Less than four years experience completed	10.00	11.00	14.50
Less than six years experience completed	10.25	11.25	14.75
Six or more years experience completed	10.50	11.75	15.00

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Substitutes will be paid at the rate of \$9.75 per hour.

Part-time permanent employees will be paid at the rate of \$9.90 per hour.

Positions will be classified on the basis of the type of work to be performed.

## PARAPROFESSIONAL COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<b>0-59 College Hours</b>	<b>60 Hours No Degree</b>	<b>Bachelors Degree</b>
	<b>Per Hour</b>		
Less than four years experience completed	9.90	10.30	11.05
Less than six years experience completed	10.40	10.80	11.55
Six or more years experience completed	10.90	11.40	12.05

College hours and Bachelors Degree must be documented by college transcript.

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Substitute pay will be \$9.65 per hour.

**TITLE 1 ELEMENTARY SCHOOL HOME COORDINATOR/SOCIAL  
WORKER COMPENSATION PLAN**

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<b><i>MASTERS</i></b>	<b>BACHELORS</b>
	<b><i>Per Hour</i></b>	
Less than four years experience completed	24.25	17.00
Less than six years experience completed	24.75	17.50
Six or more years experience completed	25.25	18.00

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## SECRETARIAL COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>	<i>Level I</i>	<i>Level II</i>	<i>Level III</i>
	<i>Per Hour</i>		
Less than four years experience completed	9.75	10.35	11.05
Less than six years experience completed	10.05	10.60	11.30
Six or more years experience completed	10.35	10.90	11.60

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Substitutes will be paid at the rate of \$9.50 per hour.



Positions will be classified on the basis of the type of work to be performed. Secretarial and clerical positions will be classified by the Superintendent.

## **SECRETARIAL COMPENSATION PLAN**

### **CLASSIFICATION LEVELS**

<i>Level I</i>	<i>Level II</i>	<i>Level III</i>
<b>Camdenton High School Secretaries:</b> Activities Office Attendance Clerk Asst. Principal A+ Coordinator Dean's Office IB Office Guidance Office Special Education Department	<b>Camdenton High School Secretaries:</b> Principal Secretary Lead Guidance Secretary	<b>Central Office Bookkeepers:</b> Head Bookkeeper Assistant Bookkeeper
<b>Lake Career &amp; Technical Center</b> Guidance Office Secretary	<b>Horizons Secretaries:</b> School Secretary Attendance Officer/Work Coordinator	<b>Central Office</b> Insurance Clerk
<b>Camdenton Middle School Office Secretaries:</b> Asst. Principal Building Guidance Office	<b>Lake Career &amp; Technical Center Secretaries:</b> Director Secretary Adult Education Secretary	<b>Central Office</b> Payroll Clerk, Certified Payroll Clerk, Classified
<b>Dogwood Elementary Secretaries:</b> Asst. Principal/Building Cashier Guidance Office	<b>Camdenton Middle School</b> Principal Secretary	<b>Central Office Administrative Assistants:</b> Superintendent Asst. Supt. Secondary Academic Svs Asst. Supt. Elementary Academic Svs
<b>Hawthorn Elementary</b> Food Svs/Attendance Secretary Office/Guidance	<b>Dogwood Elementary</b> Principal Secretary	
<b>Oak Ridge Elementary Secretaries:</b> Asst. Principal/Guidance Cashier/Attendance	<b>Hawthorn Elementary</b> Principal Secretary	
<b>Capstone Secretary</b>	<b>Oak Ridge Elementary</b> Principal Secretary	
<b>Interventions Office Secretary</b>	<b>Hurricane Deck Elementary</b> Principal Secretary	
<b>Switchboard Operator</b>	<b>Osage Beach Elementary</b> Principal Secretary	
	<b>Interventions Office</b> Director Secretary	
	<b>Project P.A.S.S. Secretary</b>	
	<b>Volunteer Coordinator's Secretary</b>	
	<b>Food Service</b> Assistant to Food Service Director	
	<b>Maintenance</b> Shipping/Receiving Clerk Secretary	
	<b>Transportation \</b> Office Manager Secretary/Receptionist/Dispatch	

## SIGN LANGUAGE INTERPRETER COMPENSATION PLAN

Employees will be placed on an entry level salary based on outside experience.

<b>Base Pay Schedule</b>					
<b>Years of Experience</b>	<b>Provisional <i>Level I</i></b>	<b>Apprentice <i>Level II</i></b>	<b>Intermediate <i>Level III</i></b>	<b>Advanced <i>Level IV</i></b>	<b>Comprehensive <i>Level V</i></b>
<b>Per Hour</b>					
0-2	16.00	16.50	17.00	17.50	18.00
3-4	17.00	17.50	18.00	18.50	19.00
5-6	18.00	18.50	19.00	19.50	20.00
7-8	19.00	19.50	20.00	20.50	21.00
9-10	20.00	20.50	21.00	21.50	22.00
11-12	21.00	21.50	22.00	22.50	23.00

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**TECHNOLOGY TECHNICIAN COMPENSATION PLAN**

**Base Pay Schedule** ..... \$ 13.50 per hour

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Temporary Summer Technology Technicians will be paid at the rate of \$10.00 per hour.

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**DATA SUPPORT SPECIALIST COMPENSATION PLAN**

**OR**

**STUDENT INFORMATION SYSTEM SPECIALIST  
COMPENSATION PLAN**

<b>Base Pay Schedule</b>	<i>Per Hour</i>
Less than four years experience completed	16.50
Less than six years experience completed	17.00
Six or more years experience completed	17.50

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## EVENT COORDINATOR COMPENSATION PLAN

<b>Base Pay Schedule</b>	<b><i>Per Hour</i></b>
Less than four years experience completed	15.00
Less than six years experience completed	15.50
Six or more years experience completed	16.00



## BUS DRIVER COMPENSATION PLAN

Daily Wage	Mileage w/student(s) aboard
81.00	15 miles or less
86.75	15.1 miles to 30.0 miles
90.77	30.1 miles to 45.0 miles
95.08	45.1 miles to 60.0 miles
97.38	60.1 miles to 75.0 miles
99.68	75.1 miles to 90.0 miles
101.97	90.1 miles or more

Ride along drivers will be paid \$73.43 per day.

Substitute drivers will be paid \$76.00 per day.

All field trip drivers will be paid \$15.63 per hour.

All trip drivers will be responsible for their own meal expense.

Full-time shuttle/utility drivers will be paid \$90.77 per day to do any type of shuttling, whether on campus or off, as long as it does not interfere with their regular shuttle schedule. Their work hours will be determined by transportation management with a one hour lunch break. They will also substitute drive for regular route drivers as deemed necessary. Hours will be determined by transportation management, staying within a 40 hour week.

Total full-time shuttle/utility driving and bus driving shall not exceed forty (40) hours per week. All full-time shuttle/utility drivers will receive district paid benefits according to district board policy.

Early Childhood routes will pay \$33.15 per day for each day the route is run.

PASS Program routes will pay \$33.15 per day for each day the route is run.

PASS and Early Childhood drivers will not be allowed to take a trip that interferes with their route. If they are up for a trip during this time, they will be skipped.

Full-time drivers may request to drive an extra-curricular route (i.e., early childhood, project pass, capstone). They may request to drive only one, in addition to their regular route.

\$4.13 per day will be added for wheelchair/handicapped bus routes.

Activity runs will be paid based on the attached sheet.

If a route changes in miles and a daily wage change is required, immediately let the transportation secretary know. That change will become effective on the actual day of the change. This will hold true for both added miles and reduction of miles.

<b>Miscellaneous Routes</b>			
<b>Route</b>	<b>Daily Rate</b>	<b>Route</b>	<b>Hourly Rate</b>
Capstone	\$33.15	Driver Trainer	\$15.63
Church Transfer	\$28.11	HZ PE	\$15.63
Early Childhood	\$33.15	Off Campus Special	\$11.34
Project PASS	\$33.15	Shop Labor	\$12.34
Sub Drivers	\$76.00	Trips	\$15.63
Summer School	\$66.31	DOT Shop Labor	\$13.30
CBI	\$11.06		
ESY	\$66.31		
Laker Pack	\$66.31		
Bus Rodeo	\$66.31		
Driver Learning Rts	\$73.43		

Overnight trip stipend \$30.00

#### TRANSPORTATION SPECIAL / FIELD TRIP WAGE SCHEDULE

**EXAMPLE ONLY**

\* **Note:** Drivers actual daily rate is used

If you start with 8 hours and subtract 2 hours for the AM route and 2 hours for the PM route, that leaves 4 hours.

**EXAMPLE ONLY**

\* **Note:** Drivers actual daily rate is used

If you start with 8 hours and subtract 2 hours for the AM route, that leaves 6 hours.

For bus drivers who have completed five consecutive years of employment with the District, \$1.25 per day will be added to the daily wage. An additional \$1.25 per day is added for bus drivers who have completed ten consecutive years of employment with the District. An additional \$1.25 per day will be added for bus drivers who have completed fifteen consecutive years of employment with the District. An additional \$1.25 per day will be added for bus drivers who have completed twenty consecutive years of employment with the District. An additional \$1.25 per day will be added for bus drivers who have completed twenty-five consecutive years of employment with the District.

## **BOARD POLICIES**

Drug-Free Workplace Policy – **GBEBA**

Prohibition Against Discrimination, Harassment and Retaliation – **Board Policy: AC**

Building and Grounds Security – **Board Policy: ECA**

Building and Grounds Security – **Board Policy: ECA-R1**

Energy Conservation – **Board Policy: ECF**

Technology Usage – **Board Policy: EHB**

Technology Usage (Technology Safety) – **Board Policy: EHB-AP**

Staff Use of Communication Devices – **Board Policy GBCC**

Staff Conduct – **Board Policy: GBCB**

Staff Health and Safety – **Board Policy: GBE**

Workers' Compensation – **Board Policy: GBEA**

Staff/Student Relations – **Board Policy: GBH**

Staff Complaints and Grievances – **Board Policy: GBM**

Support Staff Positions – **Board Policy: GDA**

Nonexempt Employee Supplementary Pay Plans – **Board Policy: GDBB** and **GDBB-1-AP(1)**

Support Staff Fringe Benefits – Board Policy: **GDBC**

Support Staff Leaves and Absences – **Board Policy: GDBDA**

Support Staff Sick Leave Donation – **Board Policy: GDBDAA**

Support Staff On-The-Job Incentive – **Board Policy: GDBDAB**

Resignation of Support Staff Members – **Board Policy: GDPB**

Nonrenewal, Suspension and Termination of Support Staff Members – **Board Policy: GDPD**

Tobacco-Free District – **AH**

References Policy - **GBLB**





# Camdenton R-III School District

*Everyone Learning Every Day*

P O Box 1409  
Camdenton, MO 65020-1409  
Phone: 573-346-9213 · Fax: 573-346-9211

**Superintendent**  
Tim Hadfield, Ed.D.

**Assistant Superintendents**  
Julie Dill, Ed.D.  
Ryan Neal, Ed.D.

August, 2016

## Notification of Asbestos Re-inspection and Surveillance

To: Parents, Staff, and Community Patrons  
Re: Asbestos Re-Inspection

In compliance with the U.S. Environmental Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA) in June of 1988, we performed inspections of each of our school buildings for asbestos containing material. The inspection findings and asbestos management plans have been on file in each school administrative office since that time.

The EPA requires us to perform re-inspection of the asbestos every three years. During the month of July, 2012, accredited asbestos inspectors performed these re-inspections and recommended actions we should take to safely manage each asbestos material in our buildings. There is no change as to the status of our asbestos in any of our buildings.

The results of the re-inspection are on file in the management plan in the school's administrative office. Everyone is welcome to view these anytime during normal school hours (M-F 8:00 am. to 4:30 pm.) The Asbestos Program Manager, Tim Hadfield, is available to answer any questions you may have about asbestos in our buildings.

All areas that contain asbestos, either friable or non-friable, are monitored constantly and are checked by an accredited AHERA inspector every (6) six months to ensure no deterioration of their condition. This inspection is performed to assure proper health and safety conditions for all employees and constituents of the Camdenton R-III school system.

Sincerely,

*Tim Hadfield*

Tim Hadfield, Ed.D.  
Superintendent