



Liberty Public Schools

# EMPLOYEE HANDBOOK

2022 - 2023

# TABLE OF CONTENTS

INTRODUCTION.....	3
HELPFUL CONTACTS.....	4
KEY TERMS.....	5
EMPLOYMENT.....	6
GENERAL EMPLOYEE INFORMATION.....	9
EMPLOYEE BENEFITS*.....	10
EMPLOYEE LEAVE AND ATTENDANCE*.....	13
EMPLOYEE PAYROLL INFORMATION.....	18
EMPLOYEE TECHNOLOGY USE.....	21
EMPLOYEE - COMMUNITY RELATIONS.....	22
EMPLOYEE CONDUCT, CONFIDENTIALITY, AND INTEGRITY.....	23
EMPLOYEE REPORTING REQUIREMENTS*.....	28
DISTRICT TRAVEL INFORMATION.....	30
WORKPLACE SAFETY.....	31

\*Updated information in 2022-2023

# INTRODUCTION

Thank you for choosing a career with Liberty Public Schools! Every member of the LPS team plays a valuable role in supporting the physical and educational well-being of the students within our community. The strength of our district is truly found in your commitment to excellence. Thank you for partnering with LPS to positively impact this generation and generations to come. We are proud to have you on our team!

## Handbook Purpose

The purpose of this handbook is to provide information that will pave the way for a successful year as an employee of the Liberty Public School District (“the District”). Not all district policies and procedures are included in this handbook. This handbook is neither a contract nor a substitute for official district policies. Rather, it is a guide to and a brief explanation of district policies, procedures, practices, and philosophies. Official district policies, as approved by the Liberty Public Schools Board of Education (“the Board”), may be accessed [online](#). For more information on a topic covered in this handbook, employees should refer to the board policy associated with the topic, review the supplemental resources linked within the handbook, or contact the appropriate district department.

## Sources of Information

The information in this handbook is derived from several sources:

- District policy, as approved by the Board
- Administrative procedures
- Building and department procedures
- Laws and regulations that govern education and employment in the State of Missouri

## Handbook Expectations

Employees are required, as a condition of employment, to maintain an up-to-date knowledge and understanding of district policies and procedures. The policies, procedures, practices, and philosophies included in this handbook may change at any time in order to meet the needs of the District. Therefore, the District reserves the right to modify, revoke, suspend, or terminate any or all of its policies and procedures at any time. No employee has any vested right in any policy or procedure set forth in this handbook.

## Handbook Responsibilities

Employees will be provided with an electronic copy of the LPS Employee Handbook on an annual basis. Electronic documentation that each employee has reviewed the terms of the handbook and accepts personal responsibility to abide by the standards, policies, and procedures defined or referenced in this document shall become a part of the employee’s permanent record.

# HELPFUL CONTACTS

BENEFITS	816-736-5300
BUSINESS OPERATIONS	816-736-6718
COMMUNICATIONS	816-736-5328
COPY CENTER	816-736-6728
CUSTODIAL SERVICES	816-736-6835
DISTRICT ADMINISTRATION CENTER	816-736-5300
FIELDS & GROUNDS	816-736-6747
HUMAN RESOURCES	816-736-5300
INNOVATION & LEARNING	816-736-5320
KELLY EDUCATIONAL STAFFING	800-528-0049
MAINTENANCE	816-736-5370
NUTRITION SERVICES	816-736-5375
PAYROLL	816-736-5300
PURCHASING & WAREHOUSE	816-736-5350
SCHOOL AGE CARE	816-736-5378
SPECIAL SERVICES	816-736-5480
STUDENT SERVICES	816-736-5310
TECHNOLOGY SERVICES – HELP DESK	816-736-7078
TRANSPORTATION	816-736-5360

# KEY TERMS

## District Administration Center

The District Administration Center (“DAC”) houses the Business Operations, Health Services, Human Resources, Innovation and Learning, Liberty Education Foundation, Safety and Security, Student Services, and Technology departments. The DAC hosts the District’s monthly Board meeting as well as other district meetings and professional development sessions. Employees may be directed to any department or building within the District by contacting DAC reception.



### District Administration Center

Address: 8 Victory Lane, Liberty, MO 64068

Phone: 816-736-5300

## District Username and Password

All employees are assigned a district username and password at the time of hire. These credentials must be utilized to access many of the District’s web applications. For questions regarding username and password information, please contact the Technology Help Desk at x7078.

## Frontline Absence Management

[Frontline](#) (formerly Aesop) is the absence management system used to track exempt employee absences as well as any employee absence that requires a substitute. Access to Frontline requires employees to login using their assigned username and pin number. For questions regarding Frontline username and pin number information, please contact Human Resources at x5300.

## Inside Liberty

[Inside Liberty](#) is the District’s intranet platform containing a wealth of information for current employees. Inside Liberty provides employees with access to [Inside HR](#), forms, procedures, work order requests, district directory information, and more. Access to Inside Liberty requires employees to login using their district username and password.

## KeyNet Employee Portal

The [KeyNet Employee Portal](#) provides employees with access to their individual payroll, benefits, and personal data information. Employees may use KeyNet to change their personal address, emergency contact, print paycheck history information, and more. Access to KeyNet requires employees to login using their district username and password.

## NOVAtime

[NOVAtime](#) is the timekeeping and absence management system used to record non-exempt employee hours worked and track non-exempt employee absences that do not require a substitute. Access to NOVAtime requires employees to login using their district username and password.

## “Pony” Daily Courier Service

The District provides an inter-office courier service referred to as the “pony.” The pony makes a daily delivery to and from the District Administration Center and each district building. Employees may utilize the pony to send materials and communications to other employees within the District.

## Required Employee Training

All employees are required to complete a series of mandatory training courses on an annual basis. The District utilizes [Vector Solutions Training](#) (formerly SafeSchools) as the web-based platform for providing and recording required training on a variety of topics. Access to Vector Solutions requires employees to login using their district username.

# EMPLOYMENT

It is the desire of the District to attract and retain qualified and dedicated staff. In doing so, the Human Resources Department is committed to providing quality, individually-focused service and support to all employees. The purpose of the following information is to provide an overview of the employment practices of the District. This information is not intended to be comprehensive and should be reviewed in conjunction with other employment materials and policies made available by the District.



## Human Resources Department

Website: <https://www.lps53.org/humanresources>

Phone: 816-736-5300

### Equal Employment Opportunity

For more detailed information, please see [Board Policy AC](#).

The Liberty Public School District is an Equal Opportunity Employer. The District is committed to maintaining education programs, activities, and employment practices that are free from illegal discrimination on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information or any other characteristic protected by law. Inquiries by applicants or employees regarding the District's nondiscrimination policies should be directed to the compliance officer at the District Administration Center.

### Job Vacancy Announcements

For more detailed information, please see [Board Policies GCD-1](#) and [GDC-1](#).

Job vacancies are available online through the District's recruiting platform, [TalentEd Hire](#). External job postings are visible to internal and external applicants. Internal job postings or transfer requests are visible to internal applicants only.

### Criminal Background Checks

For more detailed information, please see [Board Policy GBEB](#).

The District is committed to providing a safe environment for students to learn. As part of this effort, in accordance with policy, the District will require criminal background checks of employees as well as certain volunteers and others working on district property. Any employment offer is contingent upon the satisfactory outcome of any district-required criminal background check. The District has the sole and absolute discretion to determine whether the outcome is satisfactory.

Please note that the District participates in state and federal Rap Back programs. "Rap" is an acronym for "record of arrest and prosecution." When an employee has undergone an initial background check under the Rap Back program, the District is automatically notified if the employee is arrested for a reportable offense.

### Evaluations

#### Professional Staff

For more detailed information, please see [Board Policy GCN](#) and [Inside HR](#).

In order to ensure high-quality staff performance that improves student achievement, the Board requires a program of comprehensive, performance-based evaluations for teachers and other professional staff members. The summative evaluation and any written responses by the teacher or professional staff member will be maintained in the employee's personnel file in accordance with state retention guidelines. The District will not share evaluation information with any state or federal agency unless required by law.

#### Support Staff

For more detailed information, please see [Board Policy GDN](#) and [Inside HR](#).

In order to promote the continuous growth of support staff members and contribute to a positive education environment, the Board requires regular evaluation of the performance of all support staff. All evaluators will complete a written

evaluation on all support staff under their supervision. All employees will be given an explanation of their duties and responsibilities and will be provided with guidance by their immediate supervisors in performing them satisfactorily.

## Resignations

### Professional Staff with a Contract

*For more detailed information, please see [Board Policy GCPB](#) and [Inside HR](#).*

Professional staff members with employment contracts are encouraged to notify the District in writing as soon as they decide not to return or not to accept another contract with the District. Employees may notify the District that they will no longer work for the District at the end of the existing contract by submitting a written resignation notice to the superintendent or designee at any time. Tenured teachers who do not want to work for the District in the next school year must submit a written resignation notice to the Superintendent or designee no later than June 1. In these situations, the resignation is considered accepted once it is received by the Superintendent or designee.

Employees who seek to resign during the course of a contract or after a contract has been executed and is binding, even if performance has not begun, must notify the Superintendent or designee in writing of the request to resign. The Superintendent will make recommendations to the Board in situations where an employee is seeking release from a contract. Only the Board has the authority to release an employee from a contract in these situations. The Board will consider each resignation on an individual basis. An employee will not be released from a contract unless a suitable replacement is found.

### Support Staff and Professional Staff with an Assignment Letter

*For more detailed information, please see [Board Policies GCPB](#) and [GDPB](#) and [Inside HR](#).*

Staff members without employment contracts are considered at-will employees and may resign at any time by submitting a written letter of resignation to their immediate supervisor and the Human Resources Department. The letter should specify when the resignation is to be effective and should be submitted at least two weeks prior to the effective date so that a replacement can be found or alternative arrangements can be made. The fact that an employee resigned without adequate notice may be shared with potential employers seeking information about the employee. A resignation is final upon receipt by the supervisor and cannot be withdrawn unless authorized by the supervisor to whom it was submitted. The resignation need not be approved by the Board.

## Unemployment Compensation

Employees who have been terminated for reasons other than gross misconduct may be eligible for unemployment compensation benefits under the Missouri Unemployment Compensation Act. Employees are not eligible to collect unemployment benefits during regularly scheduled breaks in the school year or during the summer months if they have employment contracts or reasonable assurance of returning to service.

## Retirement

### Professional Staff

Certificated professional staff members who are regularly scheduled to work 17 or more hours per week are required by law to participate in the Missouri Public School Retirement System (PSRS). Non-certificated professional staff members regularly scheduled to work 20 or more hours per week are required by law to participate in the Missouri Public Education Employee Retirement System (PEERS). Professional employees who wish to retire from employment with the District must contact PSRS/PEERS directly. A resignation letter must be submitted to the District, as outlined in Resignations above.

### Support Staff

Non-certificated support staff members who are regularly scheduled to work 20 or more hours per week are required by law to participate in the Missouri Public Education Employee Retirement System (PEERS). Support employees who wish to retire from employment with the District must contact PEERS directly. A resignation letter must be submitted to the District, as outlined in Resignations above.



### **PSRS/PEERS Retirement System**

Website: <https://www.psr-peers.org>

Phone: 1-800-392-6848



**Please Note:** Employees who obtain a teaching certificate during employment with the District must notify the Human Resources Department as soon as possible in order to determine if retirement contributions should be adjusted.

### **Employment after Retirement**

*For more detailed information, please see [Board Policy GBAC](#) and [Inside HR](#).*

When the District will benefit, the District may employ a retiree or contract with a retiree as an independent contractor. The district may also utilize the services of a retiree employed by a third party including, but not limited to, a staffing agency. However, given the strict regulation of retirees, the District will staff with a retiree only in situations where the applicable retirement laws will not be violated and the retiree's retirement benefits will not be jeopardized. For specific post-retirement employment guidelines and limitations, please contact PSRS/PEERS directly.



# GENERAL EMPLOYEE INFORMATION

## Identification Badges

All employees are expected to visibly display their district identification badge while on district property, or at any time when acting within the course and scope of their employment. Identification badges are provided by the District at the time of hire and remain the property of the District. Individuals who separate employment with the District are required to return their identification badge to their immediate supervisor. Replacement of lost badges will be made at the employee's expense by contacting the Human Resources Department at x5300.

## Job Descriptions

The purpose, essential functions, job requirements, and work environment of all employment positions are documented by the District. Employees may access all active [job descriptions](#) on the District website.

## Legal Notices

Posters containing information regarding employee rights are posted in all district buildings in designated areas accessible to all employees. Employee may also access all [legal notices](#) on the District website.

## Personal Property

Personal property is not covered by district insurance nor will damages or loss be covered by district funds.

## Personnel Files

*For more detailed information, please see [Board Policy GBL](#).*

The District creates and maintains personnel records for all district employees. The file of an individual employee will be considered confidential information and will only be available to authorized personnel. Confidential health and medical records will be kept in a separate file from the employee's personnel records. Individually identifiable personnel records pertaining to employees, former employees, or applicants for employment are not accessible to the public. However, the names, positions, salaries, and lengths of service of employees may be made available to the public upon request.

Upon request to and in the presence of the appropriate administrator, any employee may inspect his or her own personnel file during regular work hours, with the exception of the ratings, reports and records created or obtained prior to the employment of the individual, including confidential placement papers and letters of reference.

## Salary Schedules

An employee's rate of pay is based on the salary schedule assigned to the applicable job group (column), according to the employee's relevant years of experience (step). An employee's initial step placement is determined by district administration at the time of hire and appropriate verification of employment documents from the previous employer may be required. Employees may access current [salary schedules](#) on the District website.

## Staff Development Programs

Staff development sessions relating to instruction, technology, leadership, safety, involvement, performance, etc. are available periodically to enhance employee skills. Some are district-wide in scope, while others are planned for specific groups such as subject area teachers, grade level teachers, or individual school staff members. Employees should contact their supervisor for information regarding available development opportunities.

## Work Calendars

All district employees are assigned a specific number of report days based on their employment position. Employees may access their [work calendar](#) on the District website. Work calendars are subject to change due to inclement weather or other district need.

# EMPLOYEE BENEFITS

The purpose of this information is to provide an overview of the benefits offered by the District. This information is not intended to be comprehensive and should be reviewed in conjunction with other benefit materials and policies made available by the District. Please refer to the [Health and Wellness](#) and [Financial Wellness and Compensation](#) pages on Inside HR for detailed information regarding insurance coverage, plan summaries, and premium rates.



**LPS Benefits Team**

Email: [benefits@lps53.org](mailto:benefits@lps53.org)

Phone: 816-736-5300

## Benefits Enrollment

An open enrollment period for benefit coverage takes place each year, usually in October/November, for employees who are eligible for full or partial benefits. Employees are required to make their benefit selections for the upcoming calendar year during the open enrollment period. Once the enrollment period is closed, changes to benefit selections cannot be made without a [qualifying life event](#) that makes the employee eligible for mid-year benefit enrollment.



**Please Note:** All eligible employees must complete an annual benefit enrollment even if they do not plan to participate in all available benefits. For further information, please review the [Benefits Open Enrollment](#) page on Inside HR.

## Benefits Eligibility by Benefit Group

Eligibility for benefits is based on the benefits group associated with the employee's position. Benefits groups are defined in the table below.

EMPLOYEE BENEFIT GROUPS				
Benefit Group	Exemption Status	Full Time Equivalency	Weekly Hours	Work Calendar
A	Exempt	Full time	40 hours	School year
B	Exempt	Full time	40 hours	12 months
C	Non-Exempt	Full time	At least 30 and up to 40 hours	12 months
D	Exempt	Part time	At least 20 but less than 30 hours	Any
E	Exempt	Full time	At least 30 but less than 40 hours	Any
F	Non-Exempt	Full time	At least 30 and up to 40 hours	School year
G	Exempt (PSRS eligible positions)	Part time	At least 17 but less than 20 hours	Any
H	Non-Exempt	Part time	At least 20 but less than 30 hours	School year
I	Non-Exempt	Temporary	40 hours	Temporary at least 5 months
J	Exempt or Non-Exempt	Part time	Less than 20 hours (or less than 17 hours for PSRS eligible positions)	Any
K	Exempt or Non-Exempt	Temporary	Any but temporary or sub	Temporary less than 5 months or sub

## Benefits

### District-Provided Benefits

The following insurance benefits are provided to district employees in accordance with each employee's benefit group. Please be aware that insurance benefits may be modified or eliminated with or without prior notice. For further information regarding insurance coverage, please review the LPS Benefits Guide made available on [Inside HR](#).

BENEFIT ELIGIBILITY BY BENEFIT GROUP											
District-Provided Coverage	A	B	C	D	E	F	G	H	I	J	K
Health Insurance	X	X	X		X	X			X		
Dental Insurance	X	X	X		X	X			X		
Vision Insurance	X	X	X		X	X			X		
Life Insurance	X	X	X		X	X			X		
Short & Long Term Disability Insurance	X	X	X		X	X			X		
Travel Assistance	X	X	X		X	X			X		
Employee Assistance Program (EAP)	X	X	X	X	X	X	X	X	X	X	X
Worker's Compensation Insurance	X	X	X	X	X	X	X	X	X	X	X

### Voluntary Benefits

The following benefits are made available to employees for participation on a voluntary basis. Please be aware that voluntary benefits may be modified or eliminated with or without prior notice. For further information regarding voluntary benefit coverage, please review the LPS Benefits Guide made available on [Inside HR](#).

VOLUNTARY BENEFIT ELIGIBILITY BY BENEFIT GROUP											
Voluntary Coverage Options	A	B	C	D	E	F	G	H	I	J	K
Supplemental Life Insurance	X	X	X		X	X			X		
Dependent Life Insurance	X	X	X		X	X			X		
Accident Insurance	X	X	X		X	X			X		
Critical Illness Insurance	X	X	X		X	X			X		
Hospital Indemnity Insurance	X	X	X		X	X			X		
Identity Theft Protection	X	X	X		X	X			X		
Dependent Care Flexible Spending Account	X	X	X	X	X	X		X	X		
Health Care Flexible Spending Account	X	X	X	X	X	X		X	X		

### Additional Benefits

*The following benefits are available to all district employees unless otherwise specified.*

### Fitness Centers

Two district fitness centers are available free of charge to employees with a district-issued ID badge. Located at Discovery Middle School and Heritage Middle School, employees may gain access during set hours. Some restrictions may exist regarding facility availability. Guests may not accompany employees to utilize the fitness facilities. For further information, please review the [Fitness Centers](#) page on Inside HR.

### Employee Assistance Program (EAP)

The District partners with Optum to provide a comprehensive employee assistance program. Optum offers confidential support, guidance, and resources to help employees and their dependents find answers and resolve personal problems. Counseling is available through face-to-face sessions, online, by telephone, or via [TalkSpace](#) text. The first four sessions (per issue) are paid for by the District at no cost to the employee. All services are confidential. Optum may be contacted 24 hours a day, seven days a week. For further information, please review the [Employee Assistance Program](#) page on Inside HR.



#### Optum

Website: <https://www.liveandworkwell.com/>  
(Please use the company code *LPS53* to login.)

Phone: (866) 248-4096

### Employee Perks and Discounts

Employees can take advantage of free admission to Greater Kansas City Suburban Conference events, discounted tickets to LPS High School theater productions, savings on movies, hotels, shows, concerts, theme parks, sporting events, and more via Tickets at Work and other local partners. For further information, please review the [Perks and Discounts](#) page on Inside HR.

### District Wellness Program

Liberty Public Schools has a long-standing commitment to employee wellness, which includes a comprehensive wellness program, incentive programs, flu shot clinics, and many other opportunities. Wellness program participation is available and optional for all benefit-eligible employees and their covered spouses. Some programs are available to non-benefit eligible staff. For further information, please review the [Wellness Program and Incentive](#) page on Inside HR.

### Retirement Programs

The following retirement programs are available to district employees in accordance with each employee's benefit group. Please be aware that insurance benefits may be modified or eliminated with or without prior notice. For further information regarding required and elective retirement plans, please review the LPS Benefits Guide made available on [Inside HR](#).

RETIREMENT ELIGIBILITY BY BENEFIT GROUP											
Retirement Program	A	B	C	D	E	F	G	H	I	J	K
PSRS/PEERS	X	X	X	X	X	X	X	X	X		
403(b) & 457(b) Plans	X	X	X	X	X	X		X	X		

### COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), benefit-eligible employees who are covered by the District's group health, unreimbursed medical flexible savings account (if currently enrolled with a remaining balance), dental, and/or vision insurance are eligible for a temporary extension of insurance coverage in certain instances, such as following a loss of group coverage due to reduction in hours of employment or separation of employment for reasons other than gross misconduct. For further information regarding COBRA, visit [Inside HR](#).

### Retiree Insurance

Retired employees and their dependents may remain or become members of the District's health, dental, and vision insurance plans, subject to restrictions. Retirees who choose to participate in district benefits are responsible for the payment of premiums associated with their coverage selections. For further information regarding retiree insurance, visit [Inside HR](#).

# EMPLOYEE LEAVE AND ATTENDANCE

Predictable attendance and consistent contact with students and staff is considered an essential duty of any employee's position. In recognizing that there are circumstances that may require an employee to miss work, the District has identified instances where paid or unpaid leave may be appropriate.

## Leave Eligibility

The following leave entitlements have been provided to district employees in accordance with each employee's benefit group. Leave entitlements are only applied to days denoted as work days on the employee's [work calendar](#). Please be aware that leave entitlements may be modified or eliminated with or without prior notice.

EMPLOYEE LEAVE ELIGIBILITY BY BENEFIT GROUP											
Paid and Unpaid Leave	A	B	C	D	E	F	G	H	I	J	K
Paid Holidays	X	X	X	X	X	X	X				
Paid Time Off (PTO)	X	X	X	X	X	X	X				
Vacation	Available to all full time 12-month employees.										
Bereavement Leave	X	X	X	X	X	X		X	X		
Jury Duty Leave	X	X	X	X	X	X	X	X	X	X	
Military Leave	X	X	X	X	X	X	X	X	X	X	
Family & Medical Leave (FMLA)	Eligibility is based on months of service and hours worked in the past 12 months.										
Maternity & Paternity Leave	X	X	X	X	X	X	X	X	X	X	
Family Care Leave	Available to employees who are not eligible for FMLA leave.										
Workers' Compensation Leave	X	X	X	X	X	X	X	X	X	X	X

## Paid Leave

For more detailed information, please see [Board Policies GCBDA](#) and [GDBDA](#).

## Paid Holidays

All permanent exempt and non-exempt employees qualifying for Paid Time Off (PTO) receive three paid holidays based on their full-time equivalency (FTE). All exempt and non-exempt employees qualifying for vacation receive 13 paid holidays. Holidays may be modified or eliminated as needed when the academic calendar is changed due to inclement weather or for other reasons. Paid holidays may change from year to year. To view applicable paid holidays by position, please review the [employee work calendars](#) made available on the LPS website.

## Paid Time Off (PTO)

PTO is available to eligible employees as income protection in circumstances when an employee is unable to report to work. Employees in the following positions are eligible for PTO.

PTO ELIGIBILITY BY POSITION		
Employee Position	PTO Accrual	Accrual Date
Exempt Administrator	12 Days/Year (Or FTE Equivalent)	Annually on July 1*
12-Month Exempt	12 Days/Year (Or FTE Equivalent)	Annually on July 1*
12-Month Non-Exempt (Full-time only)	12 Days/Year	Monthly
School Year Exempt	10 Days/Year (Or FTE Equivalent)	Annually on July 1*
School Year Non-Exempt (Full-time only)	10 Days/Year	Monthly

\* PTO days are earned for the entire school year and are prorated if the employee begins or ends employment during the year.

An employee must [submit a request](#) for PTO via [Frontline](#) or [NOVAtime](#) and, if practical, receive prior approval before taking PTO days. When foreseeable, an employee is expected to submit a request for PTO at least five days prior to the date of absence. When approved, PTO may only be taken in half-day or full-day increments and only on days denoted as a workday on the employee’s work calendar.

Accrued PTO may be requested for the following reasons related to illness:

- Illness, injury, or incapacity of the employee (including pregnancy and childbirth)
- Illness, injury, or incapacity of a member of the employee’s family

Accrued PTO may be requested for the following reasons related to personal business:

- Conducting personal business that cannot be performed on weekends or before/after work hours
- Tax investigation
- Court appearance (unless applicable law or policy provides for paid leave)
- Attendance at a wedding or graduation
- Attendance at a funeral for an individual not covered under the District’s bereavement leave provisions
- Observance of religious holiday
- Leave for other purposes as approved by the employee’s supervisor

However, even if PTO is requested for a reason permitted above, an employee’s supervisor reserves the right to deny a request for PTO if the employee’s absence will adversely affect the District or its students, where allowed by law.

Employees may accumulate a maximum of 90 PTO days. Employees will be reimbursed at the rate of \$100 per day for each day of unused PTO over the maximum accumulation allowable (90 days) at the conclusion of any fiscal year in which this occurs.

When an employee becomes ineligible for benefits or voluntarily leaves the District, the employee will be reimbursed at the rate of \$100 per day for each day of unused PTO over the maximum accumulation allowable (90 days). The remainder of earned but unused PTO will be paid out according to the years of service outlined below:

- Between 5 and 10 years of consecutive service in a PTO-accruing position: \$25 per PTO day
- Between 10 and 20 years of consecutive service in a PTO-accruing position: \$50 per PTO day
- 20 years and greater of consecutive service in a PTO-accruing position: \$100 per PTO day

**Vacation**

Vacation is available to eligible employees as a period of rest and relaxation without loss of pay or benefits. Full-time employees in the following positions are eligible for vacation.

VACATION ELIGIBILITY BY POSITION			
Employee Position	Years of Service in a Vacation-Accruing Position	Vacation Accrual	Accrual Date
12-Month Exempt Administrator	Any	20 Days/Year	Annually on July 1*
12-Month Exempt	< 5 Years	10 Days/Year	Annually on July 1*
	5 – 15 Years	15 Days/Year	
	15+ Years	20 Days/Year	
12-Month Non-Exempt	< 5 Years	10 Days/Year	Monthly
	5 – 15 Years	15 Days/Year	
	15+ Years	20 Days/Year	

\*Vacation days are earned for the entire school year and are prorated if the employee begins or ends employment during the year.

An employee must [submit a request](#) for vacation in [Frontline](#) or [NOVAtime](#) and receive prior approval before taking vacation days. An employee is expected to submit a request for vacation at least five days prior to the date of absence. When approved, vacation may only be taken in half-day or full-day increments and only on days denoted as a workday on the employee's work calendar. An employee's supervisor reserves the right to deny a request for vacation or limit the time of year an employee may take vacation if the employee's absence will adversely affect the District or its students, where allowed by law.

Vacation days that are accrued or awarded between July 1 and June 30 must be used by June 30 of the following year otherwise they will be forfeited after June 30 (i.e. vacation days earned on July 1, 2021, must be used by June 30, 2023).

The District will reimburse exempt and non-exempt employees up to a maximum of 20 days of unused accumulated vacation at their current rate of pay when the employee voluntarily leaves the District.

### **Bereavement Leave**

Paid bereavement leave is available to employees working at least 20 hours per week to attend to their personal and emotional needs following the death of a family member. Paid bereavement leave will not count against the employee's PTO balance. An employee may utilize paid bereavement leave as follows:

#### **Spouse or Child**

An employee who experiences the loss of a spouse or a child (age 21 and under) is excused from work for up to four calendar weeks immediately following the spouse's or child's death. Paid bereavement leave for applicable work days will be provided by the District during this time. For bereavement purposes, "spouse" and "child" are defined as follows:

- Spouse: the employee's current husband or wife, including in a common law marriage or same-sex marriage.
- Child: the employee's child or the child of the employee's current spouse, including individuals for whom the employee or the employee's current spouse have legal guardianship.

#### **Other Immediate Family**

Paid bereavement leave of up to five workdays may be utilized in case of absence due to a death in the employee's immediate family. For bereavement purposes, "immediate family" is defined as follows:

- The following relatives of the employee or the employee's current spouse: parent (including stepparent), sibling (including stepsibling), sibling's spouse, child's spouse, grandchild, grandparent, or other relatives with whom the employee shares a permanent residence.
- Any individual for whom the employee has power of attorney and is the primary caregiver.

(Note: "Immediate family" for Family and Medical Leave Act (FMLA) and Family Care Leave purposes is more limited.)

#### **Extended Family**

Paid bereavement leave of up to two workdays may be utilized in case of absence due to a death in the employee's extended family. For bereavement purposes, "extended family" is defined as follows:

- Aunt or uncle (including great-aunt and great-uncle), cousin, niece or nephew (including great-niece and great-nephew), great-grandparent, or great-grandchild of the employee or the employee's current spouse.

### **Jury Duty**

An employee selected for jury duty during their regularly scheduled work hours will be granted paid leave for time spent participating in the jury selection process or serving on the jury. Employees should notify their supervisor as soon as the jury summons is received in order to prepare for the employee's possible time away from work. If selected for jury duty, employees should forward a copy of their summons to the Payroll Department along with any compensation received for jury service. For further information, please review the [Jury Duty](#) page on Inside HR.

## **Military Leave**

Military leave is granted by the District as required by law. Members of the National Guard or any reserve component of the U.S. Armed Forces who are engaged in the performance of military duty or training at the call of the United States government will be entitled to a leave of absence of 120 hours in any federal fiscal year (October 1 through September 30) without loss of pay, or any other rights or benefits. Military leave applies to work days missed due to military training or service, based on the [employee's work calendar](#). Absences for military leave must be reported to the Human Resources Department in order for paid leave to be applied to the time off. Employees should provide the Human Resources Department with written orders verifying the dates of the military service assignment.

## **Workers' Compensation Leave**

*For more detailed information, please see [Board Policy GBEA](#) and [Inside HR](#).*

An employee who suffers an illness or injury arising out of the course of employment with Liberty Public Schools may be eligible for workers' compensation wage replacement and other benefits under the Missouri Workers' Compensation Act. Employees who are absent due to an illness or injury compensable under workers' compensation and who are receiving such compensation will not lose seniority or any accumulated paid leave due to the absence. The District does not permit the use of PTO or vacation for absences during the period when the employee receives workers' compensation wages.

## **Unpaid Leave**

*For more detailed information, please see [Board Policies GCBDA](#) and [GDBDA](#).*

## **Family and Medical Leave**

*For more detailed information, please see [Board Policy GBBDA](#).*

The Family Medical Leave Act (FMLA) entitles eligible employees to up to 12 weeks (60 work days) of unpaid, job-protected leave in a 12-month period for the following reasons:

- A serious health condition that prevents the employee from performing the essential functions of his or her job;
- To care for the employee's child after birth, or placement for adoption or foster care; and
- To care for the employee's spouse, child, or parent who has a serious health condition.

To be eligible for this job-protected leave, an employee must have worked for the District for at least 12 months and have worked a minimum of 1,250 hours in the 12 months immediately preceding the first date of leave. Medical certification from the health care provider of the employee or employee's family member must be provided in order for the District to evaluate an FMLA request. When foreseeable, employees must give notice of the need for FMLA leave at least 30 days in advance, if practicable. The District suggests completing FMLA certification for absences of more than three days related to a personal or family medical condition. To submit a request for medical leave under FMLA, please contact the Human Resources Department at x5300. For further information, please review the [Family and Medical Leave](#) page on Inside HR.

## **Americans with Disabilities Act Leave**

School districts are required to comply with the Americans with Disabilities Act ("ADA") and Section 504 of the Rehabilitation Act ("Section 504"). Under these statutes, an employee with a disability may request a reasonable workplace accommodation in order to enable the employee to perform the essential functions of his or her job. Employees who are not eligible for leave under the FMLA may request medical leave for qualifying personal health conditions as an accommodation under the ADA. To submit a request for an accommodation under the ADA, please contact the Human Resources Department at x5300. For further information, please review the [Work Accommodation](#) page on Inside HR.

## **Maternity and Paternity Leave**

Employees who are eligible for FMLA may take up to 12 weeks of leave for the birth, first-year care, adoption or foster care of a child and will have such leave applied in accordance with the FMLA, as outlined in [Board Policy GBBDA](#). Employees who are ineligible for FMLA may take up to eight weeks of leave for the birth, first-year care, adoption or foster care of a child. Pregnant employees who need more than eight weeks of leave for a pregnancy-related incapacity must provide certification of the medical necessity for such leave. Whether eligible or ineligible for leave under the FMLA, employees must use accrued PTO or vacation before taking unpaid maternity/paternity leave. To submit a request for maternity or



paternity leave, please contact the Human Resources Department at x5300. For further information, please review the [Maternity and Paternity Leave](#) page on Inside HR.

### **Family Care Leave**

The District has the discretion to grant Family Care Leave upon request by employees who are ineligible for FMLA leave, excluding employees who have already exhausted available FMLA leave. Family Care Leave allows for a maximum of six weeks of unpaid leave in a rolling 12-month period for the care of a spouse, child, or parent with a serious health condition, based on medical certification. While this leave is not FMLA leave, the term “serious health condition” will be defined as it is under the FMLA and the medical certification process will be the same.

When an employee’s child experiences a serious health condition within one year of the birth or placement for adoption or foster care, Family Care Leave may be combined with Maternity, Paternity, and Adoption Leave for a period not to exceed a total of 12 weeks. Family Care Leave shall not be utilized in addition to FMLA leave. To submit a request for Family Care leave, please contact the Human Resources Department at x5300. For further information, please review the [Family and Medical Leave](#) page on Inside HR.

### **Victims’ Economic Safety and Security Act (VESSA) Leave**

Employees may take unpaid leave in accordance with law for absences related to domestic or sexual violence where an employee, an employee's family member or a person residing in the employee's household has been the victim of domestic or sexual violence. Leave may be taken intermittently or on a reduced work schedule. Two workweeks of unpaid leave will be available in a 12-month period. Employees may use accumulated paid leave or compensatory time concurrently with unpaid VESSA leave. To submit a request for leave under VESSA, please contact the Human Resources Department at x5300. For further information, please review the [VESSA Leave](#) page on Inside HR.

### **Inclement Weather Attendance**

In the event of inclement weather days, the District may provide virtual learning opportunities for students instead of cancelling school. Unless otherwise determined by the District, employee [work calendars](#) will remain unaffected by virtual learning days. However, virtual learning days will impact employees in various positions in different ways. Therefore, employees should contact their supervisor to determine what work options are available to them on inclement weather days. For further information, please review the [Inclement Weather](#) page on Inside HR.

### **Excessive or Unreasonable Absences**

*For more detailed information, please see [Board Policy GBCBC](#).*

While some absences are unavoidable, when an employee is routinely tardy, frequently absent, or is absent for an extended period of time, the learning environment and district operations are negatively impacted. Therefore, unless otherwise allowed by the law, employees may be disciplined or terminated for excessive or unreasonable absences, which include situations where employees come to work late or leave early without permission from a supervisor. An employee’s absence, tardiness, or early departure may be considered excessive or unreasonable in any of the following circumstances:

- The absence is for a reason not granted as paid or protected leave;
- The absence results in the employee exceeding his or her available amount of accrued PTO or vacation;
- The employee does not obtain prior permission to be absent from his or her supervisor;
- The employee fails to appropriately notify his or her supervisor of the absence (“No-Call, No-Show”);
- The absence is for any reason other than the one given for the absence;
- The employee does not provide the complete and accurate reason for absence, does not respond to requests for absence information, or does not provide requested documentation related to the absence; or
- The employee fails to comply with the District’s leave policies and/or specific building absence reporting protocols.

# LPS GENERAL ATTENDANCE EXPECTATIONS

Every Liberty Public Schools employee is a valuable staff member whose attendance is critical to the success and safety of District operations. While some absences are unavoidable, the District functions best when employees make every effort to eliminate hardships caused by frequent, extended, or unscheduled absences. Unless an employee's absence is otherwise allowed by law, the District encourages compliance with the following general attendance guidelines.

- Employees are expected to understand and follow their assigned work schedule. Deviations from the work schedule should be minimal and discussed with the employee's supervisor ahead of time.
- When foreseeable, employees are expected to submit time off requests (via [Frontline](#) or [NOVAtime](#), as applicable) at least five days prior to the date of absence.
- When unforeseeable, employees are expected to notify their supervisor of an absence as soon as possible after they become aware of the need for time off.
- Employees are expected to utilize accrued PTO or vacation when absent. The District discourages employees from requesting unpaid absences when they have accrued paid leave available.
- Employees who do not accrue vacation time should attempt to arrange personal travel to take place during scheduled breaks in the employee's work calendar.
- When possible, employees should attempt to schedule personal appointments to take place before or after work hours.

For specific building/department attendance expectations, employees should contact their supervisor.

# EMPLOYEE PAYROLL INFORMATION

The purpose of this information is to provide an overview of the payroll processes of the District. This information is not intended to be comprehensive and should be reviewed in conjunction with policies made available by the District.



## LPS Payroll Department

Email: [payroll@lps53.org](mailto:payroll@lps53.org)

Phone: 816-736-5300

### Pay Distribution

Appropriate employment documentation and banking information must be provided to the District at the time of hire in order for an employee to receive his or her first paycheck. Electronic deposit of pay is mandatory for all district employees. Paychecks will be disbursed via direct deposit or direct check card to the account designated by the employee at the time of hire. Note that your pay may be divided between up to three accounts. Any changes to [direct deposit information](#) after hire must be made through the Human Resources Department.

### Payroll Calendar

Step 1 teacher paychecks are annualized over 13 payrolls. All other exempt employee paychecks are annualized over 12 payrolls and are paid on the 25th of each month or the business day prior. Employees who work fewer than 12 months, but whose pay is annualized over 12 payrolls, will receive the summer balance of their contract on June 25th. All non-exempt employees are paid on the 15th and the last day of each month or the business day prior. For payroll cycle information, please review the [payroll calendars](#) made available on Inside Liberty.

### Check History Information

The [KeyNet Employee Portal](#) provides employees with access to their check history and other payroll information online. Employee check history can be found in the *Payroll* section of the *My Information* menu on KeyNet.

### Tax Withholdings

Taxes are withheld from employee earnings as required by law. Employees must complete a W-4 tax form upon hire in order for the District to withhold the appropriate federal and state income tax from their pay. If a W-4 form is not completed, by law, taxes must be withheld as if claiming single. To make a change to tax withholdings, employees must complete and submit a new [W-4 form](#) to the Payroll Department. Tax withholdings are denoted on employee paychecks as follows:

REQUIRED TAX WITHHOLDINGS		
Tax	Check Abbreviation	Description
Federal Income Tax	Federal (FWT)	Tax withholding for all employees, required by the federal government.
State Income Tax	Mo State (SWT)	Tax withholding for all employees, required by the state government.
Kansas City Earnings Tax	KCET Local (LWT)	Tax withholding required of employees living or working in the city of Kansas City, Missouri, which includes Shoal Creek Elementary, Liberty Oaks Elementary, Kellybrook Elementary, and the Early Childhood Center.
Social Security	FICA	Tax withholding required of all employees who are not members of the Missouri Public Schools Retirement System (PSRS)
Medicare	Medicare (MED)	Tax withholding for all employees, required by the federal government.

### **Voluntary Deductions**

The District allows employees to contribute to a variety of voluntary paycheck deduction programs. Employees who participate in a 529 savings plan through Missouri's MOST may also elect to contribute a paycheck amount to their existing college savings account. To add a MOST account contribution, employees must complete a direct deposit authorization form and provide verifiable account documentation. All other voluntary deduction programs require the completion of a contribution form that must be submitted to the Payroll Department. Employees may obtain contribution forms from the program campaign manager or by contacting their supervisor.

### **Pay Discrepancies**

Employees should maintain an accurate knowledge of their paycheck, including any stipends, and are responsible for monitoring the details of their pay. Non-exempt employees should monitor their weekly timesheet for accuracy in pay and hours. Employees should notify the Payroll Department immediately if they notice a discrepancy regarding their paycheck. In the event that an employee is paid for salary not earned, or there is an overpayment for salary earned, the employee may be required to reimburse the District for the monetary amount he or she was not entitled to receive.

# ELECTRONIC DISTRIBUTION OF W-2

Internal Revenue Service (IRS) regulations require that Liberty Public Schools obtain your consent before providing W-2 forms online and not mailing a paper W-2. The Disclosure Notice below explains in detail what it means to consent (“I accept”) to electronic-only delivery. Please contact the Payroll Department for additional information or clarification. Employee W-2 forms will be distributed no later than January 31st each year.

## Disclosure Notice

- When you consent to electronic-only delivery of your W-2, you will not receive a paper W-2. To view, print, or save a copy of your W-2, you must visit the *My Information - My Documents* menu on the [KeyNet Employee Portal](#).
- Access to electronic W-2 forms is available to all currently active employees who have received a W-2, regardless of whether they have consented to electronic-only delivery.
- When you consent to electronic-only delivery of your W-2, you may still receive a paper copy of the W-2 by contacting the Payroll Department. Request for a paper copy does not withdraw your consent for electronic-only delivery.
- Your consent to electronic-only delivery of your W-2 may be withdrawn at any time.
- Your consent is effective for the W-2 issued for the current calendar year and all future periods until (a) you withdraw your consent or (b) you are no longer employed by the District.
- If you withdraw your consent to electronic-only delivery of your W-2, the District will send you a paper form via U.S. mail.
- If you leave the District (terminate employment) you will no longer have access to your electronic W-2. If you consent to electronic-only delivery of your W-2, but leave the District before the electronic W-2 is available, you will receive a paper copy via U.S. mail.

### ELECTRONIC CONSENT

By acknowledging your receipt of the LPS Employee Handbook, consent to the electronic-only delivery of your W-2 will be implied. Please be aware that you may be required to attach a printed copy of your W-2 to your annual tax return documents, even when you receive an electronic version from the District.

## Withdrawing Consent

If you wish to withdraw your consent to the electronic-only delivery of your W-2, please follow the instructions below.

1. Log into the KeyNet Employee Portal using your district username and password.
2. Under the *My Information* menu, select *Payroll*, then *Tax Information*.
3. Under the *Tax Documents* heading, select *Electronic W-2 Consent*.
4. Select *No* to revoke your consent to receive an electronic copy of your W-2. You will receive an email from KeyNet confirming the employee change request.

Withdrawal of consent will be effective on the date received by the Payroll Department. It will only be effective for W-2 forms not yet issued.

# EMPLOYEE TECHNOLOGY USE

*For more detailed information, please see [Board Policy EHB](#).*

The District's technology resources exist for the purpose of enhancing the educational opportunities of district students. In addition, technology assists with the professional enrichment of district staff, which positively impacts student achievement. The parameters addressed in this handbook are meant to facilitate appropriate access to district technology and to create a safe environment for technology usage.

## Usage Agreement

All users of district technology resources must follow the policies and procedures for technology usage outlined in board policy and recorded in the Employee Technology Usage Agreement form provided to employees at the time of hire. Use of district technology resources is a privilege, not a right. Therefore, a consistently high level of personal responsibility is expected of all district technology users. Use of technology resources in a disruptive, inappropriate, or illegal manner will not be tolerated. Employees who violate the District's technology policies or expectations may be disciplined or terminated.

Employees will be responsible for the cost of damages incurred to district technology if the damages are due to the user's intentional or negligent misuse of the resource or device. Employees are required to return all district-issued technology resources upon separation from employment. The district reserves the right to deduct the cost of any district property from the employee's final paycheck, to charge the employee or to seek legal action to recover the property or costs from the employee.

## User Privacy

Users of district technology do not have a legal expectation of privacy in activities involving district technology resources including, but not limited to, voicemail, telecommunications, e-mail, and access to the internet or network drives. By using the District's network and technology resources, all users are consenting to the monitoring of their technology use by the District. Electronic communications, downloaded material, and all data stored on district technology devices, including files deleted from a user's account, may be intercepted, accessed, monitored or searched by district administrators at any time in the regular course of business. In addition, the District may search laptops, smartphones or other personal devices not owned by the District but using district technology resources if the District has reasonable suspicion that employees using these devices are violating the law or district policy.

## Email Protocol for Effective Communication

All district employees are provided with an email account. Employees are expected to regularly check and respond to business-related emails in a timely manner. District-provided email accounts are not designated for personal use. Therefore, emails relating to personal matters should not be sent to or from district computers or district-provided accounts. The District expects that employees will exercise caution in transmitting emails within and outside of the District. Employees may be disciplined or terminated for emails that violate board policy regarding employee conduct, staff/student communication, acceptable transmission of student records, or any other policy established by the District.

# EMPLOYEE - COMMUNITY RELATIONS

## District Communications

Throughout the year, the Liberty Public Schools Communications Department publishes newsletters, district updates, news releases, and other informational communication materials. District-related information may also be accessed online and via several social media functions.



Liberty Public Schools Website: <https://www.lps53.org> Facebook: [Liberty Public Schools](#)  
Inside Liberty: <https://www.lps53.org/inside> Twitter: [@libertyschools](#)

## News Media Procedures

The Communications Department retains responsibility for and direct authority over the public information program of the District, as authorized and instructed by the Superintendent. The principal or his/her designee is the media contact for the individual school building. All media interviews in schools must be approved by the principal and the Communications Department. If an employee is contacted by a news reporter, the employee should notify the appropriate principal or supervisor before agreeing to participate in interviews or provide information. Permission from a parent or guardian is required before a student may be interviewed or photographed by news media representatives.

## Volunteers

*For more detailed information, please see [Board Policy IICC](#) and [GBEBC](#).*

Volunteers make valuable contributions to the District's schools and are an essential component of student achievement. The District endorses a volunteer program, encourages volunteer participation, and expects district staff to encourage and strengthen community, parent, and family involvement in the schools.

## Visitors in the Workplace

*For more detailed information, please see [Board Policy KK](#).*

Parents, guardians, and patrons of the District are welcome to visit district schools and attend district events. All visitors during business hours must check in at the building office prior to proceeding elsewhere in the building. Parental involvement with school activities is encouraged, and the District provides opportunities for such involvement. However, if a visitor's conduct becomes disruptive, threatening or violent, the superintendent, principal, or a designee may require the visitor to leave. The Superintendent or designee may inform the visitor that he or she is not welcome back on district property or at district events indefinitely or for a specific period of time. If a visitor has been prohibited from district property or events under Board Policy KK and is found on district property, district staff will contact law enforcement and/or escort the prohibited person from district grounds. For further information regarding conduct that may result in prohibition or restriction of access to district functions, activities, or property, please refer to [Board Policy KKA](#), or review the Civility section of this handbook.

# EMPLOYEE CONDUCT, CONFIDENTIALITY & INTEGRITY

The success of the District and its students depends on the collective effort of staff to uphold a commitment to excellence in conduct, ethics, and integrity. The conduct of district employees should create an environment that promotes public trust, professional competence and accountability, and encourages an atmosphere of fairness, respect, and care. District employees should be committed to honesty, accuracy, confidentiality, and reliability.

## Staff Conduct

For more detailed information, please see [Board Policy GBCB](#).

The District expects every employee to act professionally, ethically, and responsibly; use good judgment; and do what is necessary to maintain a safe learning environment and positive relations with students, parents/guardians, coworkers, and the public. In addition to expectations in other Board policies and directives from supervisors, district expectations for employee conduct include, but are not limited to, the following:

1. Become familiar with, enforce, and follow all applicable board policies and regulations, procedures, directives from administrators and supervisors, and state and federal laws.
2. Maintain courteous and professional relationships with students, parents/guardians, employees, and the public. Transmit constructive criticism to the particular school administrator or supervisor who has the administrative responsibility to address the concern.
3. Actively participate in professional development and obtain information necessary to effectively perform the employee's job duties.
4. Conduct all official business in a professional and timely manner. Meet deadlines set by the District, administrators, and supervisors. Conduct business with the appropriate designated person or department.
5. Care for, properly use, and protect school property. Immediately report all dangerous building conditions to the building supervisor and take action to rectify the situation in order to protect the safety of students and others. Take appropriate action to prevent loss or theft of district property, and immediately report loss or theft of district property.
6. Attend all meetings called by supervisors or district administration unless excused. Arrive at work and leave work at the time specified by the District or as directed by a supervisor, and follow district policies, procedures and directives regarding absences. All nonexempt employees must receive permission from a supervisor prior to working overtime.
7. Keep all student records, medical information, and other legally protected information confidential. Submit all required documents, information, data or reports at the time requested. Employees must not falsify records, create misleading records or compromise the accuracy and security of district data.
8. Properly supervise all students. The Board expects all students to be under assigned adult supervision at all times during school and during any school activity. Employees must not leave students unsupervised except as necessary to handle an emergency situation.
9. Obey all safety rules, including rules protecting the safety and welfare of students.
10. Communicate clearly and professionally. Employees will not use profanity and will not raise their voices unless necessary. Employees will not be disciplined for speech that is protected by law and are encouraged to share concerns with their supervisors.
11. Dress in a professional manner that does not interfere with the educational environment and as directed by administrators or supervisors.
12. Other than commissioned law enforcement officers, school employees shall not perform strip searches, as defined in state law, of students except in situations where an employee reasonably believes that the student possesses a weapon, explosive or substance that poses an imminent threat of physical harm to the student or others and a commissioned law enforcement officer is not immediately available.
13. Employees shall not direct a student to remove an emblem, insignia, or garment, including a religious emblem, insignia, or garment, as long as such emblem, insignia, or garment is worn in a manner that does not promote disruptive behavior.



14. State law prohibits teachers from participating in the management of a campaign for the election or defeat of a member of the Board of Education that employs such teacher.
15. Unless otherwise allowed by law, employees may not engage in political campaigning during the working day or during times when they are performing their official duties.
16. Employees will not represent their personal opinions as the opinions of the District and, to avoid confusion, are required to clearly indicate when they are speaking, presenting, or writing as an individual and not a representative of the District.

### **Prohibition Against Discrimination, Harassment, and Retaliation**

*For more detailed information, please see [Board Policy AC](#).*

The District is committed to maintaining a workplace and educational environment that is free from illegal discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. In accordance with law, the District strictly prohibits discrimination and harassment against employees, students or others on the basis of race, color, religion, sex, national origin, ancestry, disability, age, genetic information, or any other characteristic protected by law. The following behavior is also prohibited:

- Retaliatory actions including, but not limited to, acts of intimidation, threats, coercion, or discrimination against those who make complaints of illegal discrimination or harassment, report illegal discrimination or harassment, or participate in an investigation concerning illegal discrimination or harassment.
- Aiding, abetting, inciting, compelling, or coercing illegal discrimination, harassment, or retaliatory actions.
- Discrimination, harassment, or retaliation against any person because of the person's association with a person protected from discrimination or harassment in accordance with Board Policy AC.

Behavior that is not unlawful or does not rise to the level of illegal discrimination, harassment, or retaliation might still be unacceptable for the workplace or the educational environment. The district encourages students, employees, and the public to report such behavior so that it can be promptly addressed.

All employees, students, and visitors must immediately report to the District for investigation any incident or behavior that could constitute discrimination, harassment, or retaliation in accordance with Board Policy AC. The District does not assume responsibility or liability for actions that are unrelated to the district's programs or activities. However, the District may investigate any behavior that occurs on or off district property to the extent that such an investigation is necessary for the District to meet its legal obligations to address discrimination, harassment and retaliation that negatively impact the education or work environment. For more detailed information regarding Board Policy AC, please review the Discrimination, Harassment, and Retaliation training module made available in [Vector Solutions Training](#).

### **Sexual Harassment Under Title IX**

*For more detailed information, please see [Board Policy ACA](#).*

The District does not discriminate on the basis of sex in its education programs and activities, including employment and admissions, as required by Title IX of the Education Amendments of 1972 (Title IX). All forms of sex-based discrimination are prohibited in the District, but Board Policy ACA focuses exclusively on sexual harassment as defined in Title IX that occurs within the education programs and activities of the District. However, the District will respond promptly to investigate and address any report or complaint of sexual harassment and the grievance process will provide a prompt and equitable resolution of complaints.

Sexual harassment under Title IX is conduct on the basis of sex within the scope of the District's education programs or activities that satisfies one or more of the following:

- An employee of the District conditioning the provision of an aid, benefit or service of the District on an individual's participation in unwelcome sexual conduct;
- Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- Sexual assault, dating violence, domestic violence, or stalking as defined in Board Policy ACA.

If a student alleges sexual misconduct on the part of any district employee to any person employed by the District, that person will immediately report the allegation to the Children's Division (CD) of the Department of Social Services in accordance with state law and district policy. Employees must also immediately report to the Title IX coordinator any incident or behavior that could constitute sexual harassment or retaliation in accordance with Board Policy ACA. No employee of the District will intimidate, threaten, coerce, or discriminate against any individual for the purpose of interfering with any right or privilege secured by Title IX or because the individual has made a report or complaint, testified, assisted, participated or refused to participate in any manner in an investigation, proceeding or hearing under Title IX.

### **Civility**

*For more detailed information, please see [Board Policy KKA](#).*

In an effort to maintain a safe workplace free of harassment and to promote a positive learning environment for students and staff, respectful and civil behavior is required on district property, in district-sponsored transportation, and at district-sponsored activities and events. All persons having business with the district including, but not limited to parents, board of education members, volunteers, visitors and patrons shall treat one another with civility, courtesy, and respect. Abusive conduct shall be prohibited. Employees who observe or experience any abusive conduct should immediately report such conduct to their supervisor. Confidentiality will be observed when possible and appropriate to protect the complainant and the alleged offending person.

### **Prohibition Against Bullying**

*For more detailed information, please see [Board Policy JFCF](#).*

In order to promote a safe learning environment for all students, the District prohibits all forms of bullying. The District also prohibits retaliation against any person who reports an act of bullying among or against students. District employees, substitutes, or volunteers are expected to intervene to prevent student bullying, appropriately discipline the perpetrator, assist the victim, and report the incident to the building principal for further investigation and action. Any district employee, substitute, or volunteer who witnesses or has firsthand knowledge of bullying of a student must report the incident to the building principal as soon as possible, but no later than two school days after the incident.

### **Staff/Student Relationships**

*For more detailed information, please see [Board Policy GBH](#).*

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

There are some interactions between staff members and students that are never acceptable and are absolutely prohibited, including, but not limited to the following:

1. Touching, caressing, fondling, or kissing students in a sexual or sexually intimate manner
2. Dating a student or discussing or planning a future romantic or sexual relationship with a student
3. Making sexual advances, verbal or non-verbal, toward a student or engaging in a sexual relationship with a student
4. Engaging in any conduct that constitutes illegal harassment or discrimination as defined in [Board Policy AC](#) or that could constitute a violation of that policy if pervasive
5. Engaging in any conduct that violates board policies, regulations, or procedures or constitutes criminal behavior

Any person who has concerns about or is uncomfortable with a relationship or activities between a staff member and a student should bring this concern immediately to the attention of the principal, counselor, or staff member's supervisor. Any staff member who possesses knowledge or evidence of possible violations of Board Policy GBH must immediately make a report to District administration. All staff members who know or have reasonable cause to suspect child abuse shall immediately report the suspected abuse in accordance with [Board Policy JHG](#). For more detailed information

regarding employee responsibility and district expectations for staff/student relationships, please review the Amy Hestir Act training module made available in [Vector Solutions Training](#).

### **Upholding Confidentiality**

The District is committed to abiding by all laws, policies, and procedures concerning confidential information, including student records and personnel files. Employees are expected to uphold confidentiality in word and action. Employees shall not disclose confidential information acquired in the course of official duties or use such information to further their personal interests. In addition, employees shall not disclose information regarding any matters discussed in compliance investigations, executive sessions of the Board, or other meetings deemed confidential by the District.

### **Confidential Student Records Access**

*For more detailed information, please see [Board Policies EHBC, JGF and JO](#).*

In order to provide students with appropriate instruction and educational services, it is necessary for the District to maintain extensive and sometimes personal records about students and families. These records must be kept confidential in accordance with law and will only be made available to employees who need access to the records in order to effectively serve students. District administration will develop a student records system that includes protocols for appropriately releasing student education records. All employees of the District will be trained annually on the confidentiality of student education records. The Family Educational Rights and Privacy Act (FERPA) training module is made available in [Vector Solutions Training](#).

### **Conflict of Interest**

*For more detailed information, please see [Board Policy GBCA](#).*

All employees of the District shall adhere to the laws regarding conflict of interest and avoid situations where their decisions or actions in their employment capacities violate the provisions of board policy or conflict with the mission of the District. Some examples of inappropriate business-related behavior, as outlined in Board Policy GBCA, are referenced below.

- Employees will not accept gifts of substantial value (more than \$100) from individual students, parents/guardians, or vendors unless authorized by the Board of Education or the employee's immediate supervisor. Gifts include, but are not limited to, money, personal property, free meals, tickets to events, travel expenditures, and games of golf valued in excess of \$100. Door prizes and other randomly awarded prizes, such as those awarded from raffles or other fundraising events, are not considered a gift or gratuity.
- An employee will not trademark, patent, copyright, or claim ownership interest in any inventions, publications, ideas, processes, compositions, programs, images, or other intellectual property created by the employee in his or her capacity as an employee of the District, unless authorized by the Board.
- An employee will not receive compensation, other than the compensation received from the District, for tutoring students currently enrolled in a class the employee teaches, unless authorized by the Board. Any private tutoring of students for a fee on district property is subject to facility usage policies and procedures.

In addition to the requirements of Board Policy GBCA, the provisions of [Board Policy DJFA](#) and related procedures must be followed when federal funds are used. Board Policy DJFA governs all purchases of goods and services using federal funds and reflects federal conflict of interest rules applicable to board members and employees involved with the selection and approval of contractors and the administration of contracts for federal programs and projects.

### **Proper Use of District Time**

The time and services of all district employees during working hours are assets of the District that should be used only for district business. The District seeks to ensure that employees are tasked to perform only district work on district time. Employees should avoid conducting personal business on district time. Employees will not use any time during the working day for campaigning purposes, unless allowed by law. Employees may not use district work hours, property, assets, services, or any other district resource to perform or conduct personal or commercial enterprises, or to campaign or raise money for any candidates for political office.

## Fiscal Responsibility

For more detailed information, please see [Board Policy DA](#).

Board members, employees, and others who have a business relationship with the District will act with integrity, diligence, and professionalism in matters involving the fiscal resources of the District. Fraud is the intentional, false representation or concealment of a material fact for the purpose of persuading another to act upon it to his or her injury. Examples of fraudulent activity include, but are not limited to the following:

- Any dishonest or fraudulent act
- Misappropriation of funds, supplies, or other assets
- Impropriety in the handling or reporting of money or financial transactions
- Profiteering as a result of insider knowledge of district activities
- Violation of applicable conflict of interest policies
- Accepting or seeking anything of material value from contractors, vendors, or persons providing services or materials to the District except as allowed in the applicable conflict of interest policy
- Destruction, removal, or inappropriate use of records, furniture, fixtures or equipment
- Any similar or related irregularity

Any person who has reasonable cause to suspect fraud should report that suspicion using the District's fraud/abuse reporting system, [EthicsPoint](#). EthicsPoint provides employees with simple, risk-free ways to anonymously and confidentially report fraud, waste, and abuse. Reports may be filed through EthicsPoint online or by phone. Employees or district volunteers who have reasonable cause to suspect fraud are required to report it and may be disciplined or terminated for not doing so.



### **EthicsPoint**

Fraud/Abuse Report Line: 1-877-213-0989

Website: <https://www.lps53.org/finance>

# EMPLOYEE REPORTING REQUIREMENTS

## **Mandated Reporting of Child Abuse or Neglect**

For more detailed information, please see [Board Policy JHG](#).

The District and its employees will take action to protect students and other children from harm. All employees of the District are mandated to directly and immediately report suspected child abuse or neglect to the Children's Division (CD) of the Department of Social Services. Child abuse is defined as any physical injury, sexual abuse, or emotional abuse inflicted on a child (other than by accidental means) by those responsible for the child's care, custody and control or by any other person. Child neglect is the failure to provide, by those responsible for the care, custody, and control of the child, the proper or necessary support, education, nutrition, medical care, or any other care necessary for the child's well-being.

Mandatory reporters of suspected child abuse or neglect are required to make a direct and immediate report to the CD. Solely notifying a supervisor will not sufficiently meet Missouri reporting requirements. Employees should notify their supervisor either simultaneously with, or immediately after calling the CD. Employees will be temporarily relieved of work duties as required to make an immediate report. For more detailed information regarding reporting requirements as well as warning signs of child abuse, please review the Mandatory Reporting and the Child Abuse: Identification and Intervention training modules made available in [Vector Solutions Training](#).



### **Children's Division**

Child Abuse Hotline: 1-800-392-3738 Website: <https://dss.mo.gov/cd/keeping-kids-safe>

## **Reporting Allegations of Sexual Misconduct by an Employee**

For more detailed information, please see [Board Policy JHG](#).

The District takes all allegations of sexual misconduct seriously. However, an allegation of sexual misconduct by a school employee is particularly serious. In accordance with law, if a student reports alleged sexual misconduct on the part of a district employee to another district employee, the employee who receives the report and the superintendent shall immediately report the allegation to the CD, regardless of whether the employee or superintendent has reasonable cause to suspect abuse. Sexual misconduct includes, but is not limited to, any conduct with a student that could constitute a crime that is sexual in nature, any conduct with a student that could constitute a violation of Board Policy AC, any conduct that is inappropriate and of a sexual nature that endangers the welfare of a student, or any child abuse involving sexual behavior. The CD will investigate all allegations of sexual misconduct involving district employees. The district may investigate the allegations for the purpose of making employment decisions.

## **Self-Reporting Child Abuse or Neglect by an Employee**

For more detailed information, please see [Board Policy GBEC](#).

Employees must notify the District if they have had a child abuse or neglect complaint filed with the Children's Division (CD) against them or a CD finding that they committed child abuse and neglect. This notification must be made as soon as possible, but no later than five business days after the event, and is in addition to any reporting requirement established by law. This requirement applies regardless of whether the alleged conduct occurred on district grounds or involved a student. Failure to provide notification of a child abuse and neglect complaint or finding may result in disciplinary action up to and including termination.

## **Self-Reporting Violations of Law by an Employee**

For more detailed information, please see [Board Policy GBEC](#).

Employees must notify the District if they are charged, convicted, plead guilty to, or are otherwise found guilty of any misdemeanor or felony, regardless of the imposition of sentence. This notification must be made as soon as possible, but no later than five business days after the event. Failure to provide notification of a filing of charge(s) or conviction may result in disciplinary action up to and including termination.

# DISTRICT TRAVEL INFORMATION

*For more detailed information, please see [Board Policy DLCA](#).*

The District will pay for travel expenses for district employees and board members who travel outside the District for training, professional development, attendance at district-related meetings, or for other approved reasons related to their positions with the District. District travel policies ensure that all travel expenses are properly documented and remain within district travel standards, and that individuals are reimbursed for the cost of approved district-related travel, if necessary. For a complete guide to traveling on district business, please review the [Staff Travel Procedures](#) document located on Inside Liberty.

## **Travel Expectations**

All persons traveling at the District's expense are expected to use good judgment, differentiate between expenditures for business and those for personal convenience, and avoid unnecessary fees and excessive charges. Employees are expected to read the complete Staff Travel Procedures document and adhere to all procedures and requirements.

## **Travel Expenses**

The District covers the cost of approved, necessary, and reasonable travel expenses incurred while conducting business for the District. Travel expenses include, but are not limited to, registration fees, meals, and lodging. Travel for district business is governed by the travel policies of the District, regardless of the source of funds. If travel expenses are to be paid solely from resources provided by a separate agency, that agency's travel reimbursement policy would apply; however, district pre-approval for travel is still required.

## **Travel Approval**

Individuals who travel are responsible for obtaining necessary approval prior to departure or expenditure of district funds. Approval may be obtained through one of two processes:

- Individuals who are entered in MyLearningPlan (MLP) will use the MLP process for out-of-district travel approval.
- Applications for all other district personnel or board members for out-of-district travel are made using a [Travel Request Approval Form](#). All requests shall be submitted to the traveler's supervisor for approval at least two weeks prior to the departure date, when possible. A conference agenda or itinerary must be submitted with the Travel Request Approval Form. Requests shall be sent to the Superintendent or designee for final approval.

# WORKPLACE SAFETY

The health and safety of all district personnel is of vital importance. The District will seek to provide safe working conditions for staff members and will give prompt consideration to those conditions that may present a threat to the health and safety of staff members.

## Asbestos Hazard Notification

*For more detailed information, please see [Board Policy EBAB](#).*

Pursuant to the Asbestos Hazard Emergency Response Act (AHERA) of 1986, the Liberty Public Schools is compliant with federal regulations. All schools have been inspected by EPA certified inspectors. An asbestos management plan has been developed for each school by an EPA certified planner. Each school building has a copy of the AHERA management plan available for public review. This district management plan is available for public review at the District Facilities and Grounds Department. As a result of AHERA regulations, all schools are subject to a three-year re-inspection requirement. This re-inspection occurred in April 2020 and was conducted by EPA certified inspectors. All schools are subject to periodic surveillance inspections every six months from April 2020 through January 2023, at which time the schools will be re-inspected by EPA certified inspectors.

## Communicable Diseases

*For more detailed information, please see [Board Policy EBB](#).*

The District recognizes its responsibility to protect the health of students and employees from the risks posed by communicable diseases. The District requires all staff to routinely employ universal precautions to prevent exposure to disease-causing organisms and will provide the necessary equipment and supplies to implement universal precautions. The District also has a responsibility to protect individual privacy, educate all students, and treat students and employees in a nondiscriminatory manner. The District shall ensure that confidential student and employee health information is protected in accordance with law. Breach of confidentiality may result in discipline, including termination.

## Drug-Free Workplace

*For more detailed information, please see [Board Policies GBEBA](#) and [GBEBB-2](#).*

In recognizing the threat to safety posed by employee use or possession of drugs or alcohol, the District is committed to maintaining a drug-free workplace. The District shall not tolerate the manufacture, use, possession, sale, distribution, or being under the influence of controlled substances, alcoholic beverages, or narcotic prescription medications by district employees on any district property, on any district vehicle, off district property at any district activity, event, or function where students are under the supervision of the District, or during any period of time an employee is supervising students on behalf of the District or is otherwise engaged in district business. The District may require employees to undergo drug or alcohol testing under appropriate circumstances, as set forth in Board Policy GBEBB-2.

## Emergency Drills

*For more detailed information, please see [Board Policy EBC](#).*

The District has developed emergency drills for fires, tornados, bus emergencies, bomb threats, and armed intruder/active shooter situations. Additional emergency drills may be developed and practiced at the discretion of the District. The District will conduct emergency drills as required by law and board policy and will ensure that the number of emergency drills conducted are sufficient to give instruction and practice in proper actions by staff and students.

## Employee Accommodation Requests

In the event that an employee is unable to perform the essential functions of his or her job due to a health condition, the employee should notify the District of any request for a reasonable workplace accommodation. When an employee has a disability as defined by Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act (ADA), the District will determine what specific workplace accommodations, if any, can be provided, including time off work for the purpose of rehabilitation. When considering possible accommodations, the District is not required to eliminate an

employee's job duties or lower performance standards or to act otherwise unreasonably. To submit a request for a workplace accommodation under the ADA, please contact the Human Resources Department at x5300.

### **Post-Offer Testing**

*For more detailed information, please see [Board Policy GBE](#).*

The District may designate some job positions or categories where applicants are required to complete a post-offer medical examination as a condition of employment. Once designated, this requirement will also apply to a current employee who applies for a job position or category so designated. The results of the post-offer medical examination may impact the hiring decision, as permitted under law and policy.

### **Tobacco-Free Workplace**

*For more detailed information, please see [Board Policy AH](#).*

To promote the health and safety of all students and staff, set a good example for students, and promote the cleanliness of district property, the District prohibits all employees, students, and visitors from smoking, vaping, consuming, displaying, promoting, or selling any tobacco products, imitation tobacco products, vaping products, or tobacco-related devices in all district facilities, on district transportation, and on all district grounds at all times and at any district-sponsored event or activity. Students and employees who violate this policy will be disciplined in accordance with board policies and may be offered referrals to smoking cessation programs. Employees may be disciplined or terminated for repeated violations.

### **Employee Training**

The District requires all employees to complete a number of training courses designed to promote a safe and hazard-free workplace and educate employees on the policies and procedures of the District. All required training courses are accessible online through the web-based training program [Vector Solutions Training](#) (formerly SafeSchools). Some training courses are district-wide in scope, while other courses cover job-specific training content for individual employee groups. Non-exempt employees must be timed in and compensated while they complete training. Compliance with district and state mandated training requirements is not optional.

### **Vehicle Safety**

*For more detailed information, please see [Board Policy EEAE](#).*

District vehicles are provided to support district activities and perform duties required by the District. These vehicles are to be used only by authorized district employees. In all cases, these vehicles are to be operated in strict compliance with motor vehicle laws and with utmost regard for their care and cost-efficient use. All drivers of district vehicles must possess a valid driver's license issued in the state of residence for the class of vehicle being operated. All employees will be subjected to a Motor Vehicle Record (MVR) check before they are permitted to drive district vehicles. Regular and occasional drivers who have a poor driving record will not be allowed to operate district vehicles. Even nominal personal use of a district vehicle is a privilege. Such privilege may be withdrawn by the driver's supervisor for abuse of the privilege or failure to follow applicable board policy or law.

### **Employee Reporting Responsibilities**

Theft of or any accidents involving district vehicles must be reported immediately to the police and the driver's supervisor. If an immediate report is not possible then the report must be made as soon as possible. Drivers must report all moving violations received while employed as a regular or occasional driver, to their supervisor within 24 hours of receiving the citation. Failure to report violations may result in discipline, including termination. Drivers are financially responsible for citations for speeding and other driving-related violations while driving district vehicles.

### **Seat Belt Use Policy**

The District recognizes that seat belts are extremely effective in preventing injuries and loss of life. Therefore, all employees of the District will wear seat belts when operating a district vehicle, or any vehicle on district business. All passengers will wear a properly adjusted and fastened seatbelt or, where appropriate, a child restraint, when riding in a district vehicle, or in any vehicle being used for district business. This seat belt use policy applies to all employees and



passengers of any vehicle driven by employees, including rentals and personal vehicles, when used for district business. The driver of the vehicle is responsible for enforcing seat belt use by all passengers. Employees who violate the seat belt use policy will be subject to discipline, including termination.

### Workers' Compensation

For more detailed information, please see [Board Policy GBEA](#) and [Inside HR](#).

Pursuant to state law, an employee of the District who is injured, killed, or who is exposed to and contracts any occupational disease arising out of and in the course of employment is eligible for compensation in accordance with Missouri Workers' Compensation law and board policy. An employee who experiences an injury at work must immediately report the injury to their supervisor and complete an [employee incident report](#), even if the employee is not seeking medical treatment. If you are injured at work and require emergency care, call 911. If you experience a non-emergency injury at work and you would like to seek medical care, please contact Human Resources at x5300. Human Resources will initiate authorization for your treatment and provide you with further instructions.

## LPS WORKPLACE SAFETY RULES

Liberty Public Schools employees will conduct themselves in a manner that promotes a safe environment for students and staff. By acknowledging your receipt of the LPS Employee Handbook, compliance with the following safety rules will be implied and expected.

### Conduct

1. Report to work free from the effects of drugs and alcohol.
2. Do not smoke on district grounds, in district buildings, or at any district-sponsored event.
3. While on district business, do not be engaged in the use of a cell phone or other electronic device when driving or walking.
4. Follow all directives from supervisors and managers.

### Environment

5. Wear proper footwear for seasonal weather.
6. Wear protective eyewear, ear plugs, gloves, close-toed shoes, and aprons when necessary.
7. Wear a seat belt when driving on district business or riding in district vehicles.
8. Wear a high-visibility reflective vest when working near traffic or conducting crosswalk duty.
9. Keep fire extinguishers and fire alarm pulls unblocked and unlocked.
10. Keep floors, aisles, passageways, electrical panels, entrances, and exits unblocked.
11. Use a proper foot stool or ladder to reach elevated items, or contact the Facilities Department for assistance. Never stand on chairs or desks.
12. Get help to team-lift heavy objects, or contact the Facilities Department for assistance. Never lift large items alone.

### Reporting

13. Document and report accidents, incidents, or injuries to a supervisor immediately. Submit an employee incident report via [Incident Tracker](#) as soon as possible following an accident, incident, or injury.
14. Report security or maintenance concerns and hazards to the appropriate department immediately.

#### COMPLIANCE NOTICE

Failure to comply with any of the safety rules outlined above may result in reduction or denial of Workers' Compensation benefits.