

# RESOURCES

## STAFF

### General Conditions of Employment

#### Expectations for all school staff

- Become familiar with and adhere to the personnel policies manual established by the State Board of Education. (Go to [dese.intranet.dese.state.mo.us/intranet/hr2/policies/toc.htm](http://dese.intranet.dese.state.mo.us/intranet/hr2/policies/toc.htm).)
- Become familiar with and adhere to your position responsibilities as described in the administration and instruction guidebook and as assigned by your building administrator. (Go to [dese.intranet/intranet/sssh/instructionguidebook.html](http://dese.intranet.intranet/sssh/instructionguidebook.html).)
- Abide by expectations for all employees as stipulated within the code of conduct found in the administration and instruction guidebook. (Go to [dese.intranet/intranet/sssh/manuals/guidebook/se-mssd-3200codeofconduct.pdf](http://dese.intranet.intranet/sssh/manuals/guidebook/se-mssd-3200codeofconduct.pdf).)
- Filing and paying state taxes is a condition of employment. The Department of Revenue will send notification regarding employees who have not filed or paid state taxes. If the issue is not resolved, employment will be terminated.
- Attend and participate in required staff-development activities.
- If you work when students are present, maintain adult/child certification in cardiopulmonary resuscitation (CPR) through the American Heart Association and/or the American Red Cross. Certification must be based upon passing a written examination as well as demonstrating correct CPR procedures through utilization of manikins. (An exemption based on a documented medical need may only be granted by the superintendent.)
- Participate in lifting training at your school and wear the provided lifting-support belt during all work situations that involve lifting.
- Be responsible for the accounting, appropriate use, and storage of materials and equipment checked out in the performance of your job.
- Be present at your work site each day of your employment period unless on approved leave or a scheduled school holiday.
- Follow procedures to request time off; be responsible in tracking leave usage and available leave prior to seeking approval. Attendance is an essential element of each job.
- Annual leave or leave without pay is charged for days school is not in session that are identified as “forced annual leave.” If you are not in pay status the full day before and after a holiday, the holiday is not paid.
- Gross bimonthly salary will be equalized during the employment period. Deductions in accrued annual leave (if eligible) will be made automatically for scheduled school holidays.
- Absence from employment in excess of available accrued leave (if eligible) will result in a corresponding deduction in pay and, if not approved, could result in disciplinary action.
- All MSSD schools have asbestos-management plans that comply with EPA and AHERA guidelines. These plans are located in each building and will be made available for review by the public during normal business hours within five working days of a request. For additional information, call the MSSD asbestos program manager at 573-751-8296.