

**ARKANSAS SCHOOL FOR  
THE BLIND AND VISUALLY  
IMPAIRED**

**EMPLOYEE HANDBOOK  
2023**

## SCHOOL ADDRESS

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## **INTRODUCTION TO HANDBOOK**

### **Introduction**

This Employee Handbook (“Handbook”) is a compilation of personnel policies, practices, and procedures currently in effect at the Arkansas School for the Blind.

The Handbook is designed to introduce you to ASB familiarize you with ASB policies, provide general guidelines on work rules, benefits and other issues related to your employment, and help answer many of the questions that may arise in connection with your employment.

**This Employee Handbook is not a contract.** This Handbook does not create a contract, express or implied, guaranteeing you any specific term of employment, nor does it obligate you to continue your employment for a specific period of time. The purpose of the Handbook is simply to provide you with a convenient explanation of present policies and practices at ASB. This Handbook is an overview or a guideline. It cannot cover every matter that might arise in the workplace. For this reason, specific questions regarding the applicability of a particular policy or practice should be addressed to the Human Resources Department.

ASB reserves the right to modify any policies and procedures, including those covered in this Handbook, at any time. We will seek to notify you of such changes by email and other appropriate means.



# **General Information about the Arkansas School for the Blind and Visually Impaired**

## **A MESSAGE FROM THE SUPERINTENDENT**

August 2023

Dear ASB Staff:

I want to take this opportunity to welcome you to the 2023-2024 school year!

Our mission is to provide a quality education for the blind and visually impaired youth of Arkansas so that upon graduation they possess the needed skills to be personally productive and self-sufficient citizens.

You hold the key to us fulfilling our mission.

As we all work together to provide our students with a safe, collaborative culture; effective teaching in every classroom; and guaranteed and viable curriculum please don't ever underestimate your place here or the power you have to make a difference in our student's lives.

As an employee, I am holding you to a standard of excellence because our students deserve nothing less.

Please take the time to read this handbook so that you know what you can expect from us and what is expected of you.

Please know that my door is always open to you and that I value hearing your ideas and concerns. You may schedule appointments to meet with me by calling my office at 683-5103 or by emailing my secretary.

Welcome! I am so glad that you are partnering with us as we educate our students and the world as to what the visually impaired students of Arkansas are capable of. I hope you have a wonderful year!

James Caton, Superintendent

## **ASB Mission**

To provide quality education and training for young people (Age Birth-21) who are visually impaired so that they possess the required skills to become personally productive and self-sufficient citizens.

## **ASB Vision**

Be a high performing school that is made up of life-long learners who are well equipped to succeed beyond high school and contribute actively to the community and be productive global citizens.

## ARKANSAS SCHOOL FOR THE BLIND HISTORY

Arkansas School for the Blind (ASB) is centrally located in Little Rock on a 40-acre site near the state capitol. Placed on a hill overlooking Little Rock, the school has distinctive buildings and well-manicured grounds, which conform to the graciousness of the older residences and businesses in the area. The school's history and heritage provide Arkansans who are visually impaired and blind a sense of family and permanence.

The early history of educating the blind begin in 1850 in Clarksville, Arkansas when a Methodist minister, who was blind, started the school, which soon closed due to lack of support from the general public. In 1858, The Institute for the Education of the Blind was opened in Arkadelphia, Arkansas and was supported by private donations. By the fall of 1860, the school's 10 pupils were given literary instructions and were taught vocational skills. The boys learned how to make brooms, brushes and mattresses, and the girls learned how to sew, knit, and do bead work. In 1861, the legislature made a modest appropriation for the Institute and legislators looked upon the school as a place for the maintenance and care of the blind, especially the orphans. In order to attend the school, students were expected to pay their own way or obtain a certificate of poverty from the county judge in their home county. During the Civil War the school was closed, and the pupils were sent home. The property, furniture, and equipment were sold to pay the debts of the school.

The state purchased property and the school reopened at Arkadelphia in 1867 and in 1868 donated the property to the city of Arkadelphia. In 1869, the school was moved to Little Rock and in May, 1869 the Board of Trustees contracted to build a three-story brick building, with four frame adjoining buildings, was designed to stand at the head of Center Street (the current location of the Governor's Mansion). In 1877, by an act of legislature, the name of the school was changed to the Arkansas School for the Blind.

The school remained at the Center Street location until 1939 and at that time it moved into a new building, the West Markham location. Attending the dedication ceremony for the new school were Governor Carl E. Bailey and Helen Keller. Miss Keller, an internationally known educator, spoke of her discovery of the world into which she was born. The administration building was named the Helen Keller Memorial Building. This building and others on the campus were built as WPA projects.

During the 1940's and the 1950's the school continued to grow and became a national and international leader in the education of the blind and visually impaired. Dr. Max Woolly, for whom Woolly Auditorium was named, was appointed superintendent in 1947 and served until his retirement in 1982. In 1957, Ms. Eula Shults, the home economics teacher, for whom Shults House is named, compiled a basic cookbook entitled *Food at Your Fingertips*, which was printed in both large print and Braille. The ASB gym was named the Hartman Gym after R.E. Hartman who began a wrestling and a track program at the school. His innovative teaching techniques allowed athletes who were blind and visually impaired to compete on an even basis with their sighted peers. The ASB championship wrestling team won many honors over other schools for the blind.

In the 1960's, the Exceptional Unit, a facility to serve multi-handicapped students, was established. The decade of the 1970's brought reorganization and construction to ASB, and the Woolly Fine Arts Building, the Hartman Gymnasium, the Shults Home Economics facility and the Vocational Building were constructed. The vocational program was revamped and enlarged to allow the students a greater array of vocational choices and training. In 1978 the school initiated services to all of Arkansas' public, private, and parochial blind or visually impaired school children.

For many years ASB has had an international reputation as a school of high caliber for students who are blind or visually impaired. Ved Mehta, who was from India, and a member of the 1952 ASB Senior Class, wrote a book about his experiences as a student at the Arkansas School for the Blind. This book, *Face to Face*, has influenced other foreign students to attend ASB. A student from the United Arab Emirates (U.A.E.) attended the school because his parents read Mehta's book. These students often came speaking only their native language and knew little or no Braille. Staying until the age of 21, students continue to hone their language, Braille, mobility, and social skills. In 1993, ASB became involved in an international exchange of professional staff with a school for the blind in Sapparo, Japan. The Jaycees of Sapparo and the Jaycees of Little Rock sponsored the exchange. Two Japanese teachers visited ASB in January 1995 and a teacher from ASB visited Sapparo in June of 1996.

The decade of the 90's and the early 21<sup>st</sup> century saw new programs started under the guidance of Superintendent Jim Hill. The Birth to Three-Year-Old Infant Educational Program was one of those programs. This program grew rapidly and now serves students throughout the state.

Numerous technological enhancements occurred with the support of Mr. Hill allowing ASB to offer state of the art programming to their students. With the addition of Distance Learning options, ASB began to offer a multitude of courses to its students that previously could not be offered.

Today as we continue under the direction of Superintendent James Caton and the ASB Board of Trustees, ASB continues to provide quality education and training for the young people (age birth to twenty-one) of Arkansas that are visually impaired. This quality education and training includes the STYLE program that we partner with World Services for the Blind on, our Pen Making Shop that is run by our students, and our EAST Lab.

## **ASB Board of Trustees**

The Arkansas School for the Blind's Board of Trustees members are appointed by the Governor and with the advice and consent of the Senate.

The Arkansas School for the Blind's Board of Trustees meets monthly. The current members of the Arkansas School for the Blind Board of Trustees are as follows:

Susan Pack, Chairperson

Robert Fagan, Vice Chairperson

Dr. John McAllister, Secretary

Philip Garner, Board Member

Dr. Sam Atcherson, Board Member

Dr. Priya Gupta, ASBVI Parent Rep

Holley Mott, ASD Parent Rep

### **ORGANIZATIONAL CHART**

GOVERNOR SARAH SANDERS

SECRETARY JACOB OLIVA

BOARD OF TRUSTEES

SUPERINTENDENT JAMES CATON

PRINCIPAL TERESA DOAN

PRINCIPAL TYRONE WILLIAMS

## **ASBVI Departments**

### **ASBVI Administration- James Caton, Superintendent**

The Arkansas School for the Blind employs a full-time superintendent. Together with the Board of Trustees, the Superintendent is responsible for the day-to-day operations of ASB and fulfilling the school's mission to provide efficient, quality educational services for our students.

### **ASBVI Elementary School- Teresa Doan, Lead Principal and Tyrone Williams, Assistant Principal**

Arkansas School for the Blind Elementary School provides academic and developmental services for students in pre-school through 6<sup>th</sup> grade.

### **ASBVI High School- Teresa Doan, Lead Principal and Tyrone Williams, Assistant Principal**

Arkansas School for the Blind High School offers academic subjects to students in grades seven (7) through twelve (12). All basic courses necessary for graduation according to the requirements established by the State Board of Education and the Division of Elementary and Secondary Education are offered along with the Expanded Core Curriculum skills, vocational technical skills, workplace readiness and courses available at partnering Little Rock School District schools. Courses in Braille, Orientation and Mobility, and Life Skills are available.

### **ASBVI Special Education Department- Vacant, Special Education Supervisor**

The ASBVI Special Education supervisor coordinates all academic and educational services, health services, and Due Process activities to ensure that all programs are following IDEA and all federal and state laws.

### **ASBVI IT Department- William Harrison, IT Director**

The IT Department works to make sure that all the technological needs of the staff and students are met so that effective teaching can take place in every classroom

### **ASBVI Instructional Resource Center- Jena McDonnell, Director of Records and Reporting**

The IRC is our state outreach program that provides braille and large print textbooks to blind and visually impaired students in public schools and ASBVI. This program works in partnership with the state Educational Services for the Visually Impaired (ESVI). The program also partners with Wrightsville Correctional Facility Prison Braille Program to help with the production of braille and large print textbooks.

### **ASBVI Home Life Department- Clarence Carter, Residential Activities Supervisor**

The Arkansas School for the Blind Home Life Department maintains the wellbeing of the residential students. ASBVI's team of Residential Advisors (RA) work together to make sure that the dorms are a second home for the students. This includes working on daily living skills, social skills, and academic skills. The program also plans on and off campus recreational activities throughout the school year.

**ASB Maintenance Department- Roy DePriest, Maintenance Supervisor**

ASB's maintenance department ensures the buildings run efficiently, and the grounds are aesthetically pleasing.

**ASB Infirmary- Vicki Crump, RN, Nursing Supervisor**

The Infirmary on the ASB campus is open 24 hours a day and licensed through the Arkansas Department of Health.

**ASB Business- Breonda Hodges, Fiscal Support Manager**

**HR Office- Sherry Young, Personnel Manager**

ASB's Business/Human Resource Offices and the Superintendent work to ensure that ASB is compliant with federal, state, and local requirements, including financial principles and best practices.

**ASB Child Nutrition Department- Barbara Cole, Child Nutrition Director**

The ASB Child Nutrition Department serves breakfast, lunch and dinner to students Monday through Thursday. Breakfast and lunch are served on Fridays and dinner is served on Sundays. Employees wishing to eat in the cafeteria may purchase meal tickets through the Child Nutrition Department.

# Employment

## Types of Employees

The following types of employees, as defined below, are referred to in the Employee Handbook:

### 1. PROBATIONARY EMPLOYEE:

Any new regular full-time or regular school-term employee during the first six (6) months of employment or any employee placed on disciplinary probation.

### 2. REGULAR FULL-TIME EMPLOYEE:

Any employee who occupies a regular position in the Agency and who works a full yearly schedule. A full schedule consists of forty (40) hours per week, fifty-two (52) weeks per year. Regular full-time employees are eligible for all leave benefits, health care programs, and other programs outlined in Employee Benefits.

Regular full-time employees include: School Principal, Assistant Principal, Administrative Specialist II & III, Accountant II, Fiscal Support Manager, Building & Grounds Coordinator, Personnel Manager, Inventory Control Technician, Institutional Service Assistant, Campus Maintenance Supervisor, Executive Assistant to the Director, Dietary Services Director, Registered Nurse, Skilled Tradesman, Payroll Services Specialist, Administrative Analyst, Residential Services Manager, Information Systems Coordinator Specialist.

### 3. REGULAR SCHOOL-TERM EMPLOYEE:

Any employee who occupies a regular position in the Agency and who works a full school year schedule. Normally, a full schedule consists of forty (40) hours per week, forty-four (44) weeks per year. Regular school-term employees are eligible for sick leave benefits. Other benefits include health care programs, retirement programs and other programs outlined in Employee Benefits.

Regular school-term (10-month) employees include: Certified Bachelors Teacher, Certified Masters Teacher, Teacher Supervisor, Speech Pathologist, Licensed Practical Nurse, Residential Advisor, Education Paraprofessional, Food Preparation Technician, School Guidance Counselor, Special Education Supervisor.

### 4. REGULAR PART-TIME EMPLOYEE:

An employee who occupies a regular position and works over 1500 hours per year but less than a full yearly schedule. Regular part-time employees are eligible for leave benefits on a prorated basis and are eligible to participate in health programs and retirement programs under certain conditions.



#### 5. TEMPORARY/EXTRA HELP EMPLOYEE:

An employee who has been hired for a specified period of time, not to exceed 1500 hours per year. A temporary employee is not eligible for any Employee Benefits.

#### **PROBATIONARY EMPLOYMENT**

New employees and current ASB employees transferring or advancing to a new position in ASB serve a probationary period of six months to allow for a period of adjustment. During the probationary period, the supervisor evaluates the employee's performance and makes a determination regarding the employee's continued employment. It is critical during this period that employees communicate with their supervisor concerning any problems they are having which could affect their employment. Supervisors should also counsel employees concerning any problems.

## **ASSURANCES**

### **TITLE VI, SECTION 601, OF THE CIVIL RIGHTS ACT OF 1964**

No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

### **TITLE IX, SECTION 901, OF THE EDUCATION AMENDMENTS OF 1972**

No person in the United States shall, on the basis of sex, be excluded from participating in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving federal financial assistance.

### **SECTION 504, OF THE REHABILITATION ACT OF 1973**

No otherwise qualified handicapped individual in the United States...shall solely by reason of handicap, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance.

#### **COORDINATOR FOR TITLE VI**

Tyrone Williams is the coordinator for Title VI at the Arkansas School for the Blind. Mr. Williams can be contacted at:

Arkansas School for the Blind  
2600 West Markham, Little Rock, AR 72205  
E-mail: [tyrone.williams@asb.k12.ar.us](mailto:tyrone.williams@asb.k12.ar.us)  
Phone: 501-296-1810

#### **COORDINATOR FOR TITLE IX**

Tyrone Williams is the coordinator for Title IX at the Arkansas School for the Blind. Mr. Williams can be contacted at:

Arkansas School for the Blind  
2600 West Markham, Little Rock, AR 72205  
E-mail: [tyrone.williams@asb.k12.ar.us](mailto:tyrone.williams@asb.k12.ar.us)  
Phone: 501-296-1810

#### **COORDINATOR FOR SECTION 504**

Teresa Doan is the coordinator for Section 504 at the Arkansas School for the Blind. Mrs. Doan can be contacted at:

Arkansas School for the Blind  
2600 West Markham, Little Rock, AR 72205  
E-mail: [teresa.doan@asb.k12.ar.us](mailto:teresa.doan@asb.k12.ar.us)  
Phone: 501-296-1810

## EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

The Arkansas School for the Blind does not discriminate in access to employment opportunities or in employment or practices on the basis of race, color, religion, sex, national origin, age, disability or genetic information or provision of services.

## TITLE II, OF AMERICANS WITH DISABILITIES ACT

No otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits for, or be subjected to discrimination in programs or activities sponsored by a public entity.

If an employee feels that a supervisor or ASB is violating their rights under the Americans with Disabilities Act, please contact the Arkansas School for the Blind's Grievance Officer or Human Resources Department.

## **VETERANS PREFERENCE ACT**

The Arkansas School for the Blind recognizes Arkansas Code Annotated (1987) 21-3-301 (b) which states that in every department of state government, honorably discharged men and women from the military or naval forces of the United States who served in any war, including military-involved conflict in which the United States was or is now engaged, spouses of disabled veterans or their widows or widowers, who are citizens and residents of the State, shall be entitled to preference in appointment and employment over other applicants after meeting substantially equal qualifications. Military service does not include active duty for training only, but does include service during the Philippine Insurrection, China Relief Expedition, the Korean conflict between June 27, 1950, and July 27, 1953, inclusive, and the Vietnam Conflict between December 22, 1961, and May 7, 1975, inclusive.

Preference is also extended to any person who has served honorably in the National Guard or Reserve Forces of the United States for a period of at least six (6) years.



## **EMPLOYMENT POLICY AFFIRMATIVE ACTION STATEMENT**

The Arkansas School for the Blind recruits, employs, and pays individuals on the basis of qualifications and abilities.

The Arkansas School for the Blind is an Equal Opportunity Employer and maintains an Affirmative Action Program. It is the policy of the Arkansas School for the Blind to provide equal employment opportunities to all applicants without regard to race, color, sex, religion, national origin, ancestry, handicap or political affiliation. It is illegal and against the policies of this agency for any employee, male or female, to sexually harass another employee. It is also the policy of this Agency to assist current employees in achieving additional training on an equitable basis in order to qualify for better positions in state government, either in this Agency or some other. All present and future employees are assured that all personnel actions such as promotions, compensations, benefits, transfers, terminations, rehires, training, and education will not be determined on the grounds of race, color, sex, national origin, genetic information, political or religious affiliations, or handicap.

The employment of personnel involves all citizens of the State of Arkansas, and it is recognized that minorities and females should be fully represented on staff. It shall be the policy of this Agency to comply with provisions of all State and Federal laws and applicable regulations by assuring that no person shall be excluded from consideration for recruitment, selection, training, promotion, or any other action pertaining to personnel, or be denied any benefits on the grounds of political or religious affiliations, or because of race, color, sex, age, handicap, or national origin (except where sex is a bona fide occupational qualification).

With the approval of the Office of Personnel Management the Arkansas School for the Blind has the option of advertising positions internally only, as opportunities for current employees. When advertised internally, position announcements will be posted on the ARCAREERS website.

Qualified applicants with disabilities, as defined in the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, may request any needed accommodations to participate in the application process.

Individuals are hired and promoted based on minimum qualifications for each position. Minimum qualifications are established by the State Office of Personnel Management (OPM). The Qualifications Review Committee, OPM, must approve substitutions of minimum qualifications.

# **Employee Conduct Standards and Code**

## **CODE OF CONDUCT**

All employees of the Arkansas School for the Blind are expected to devote their full working day to the business of the school. Work schedules, break times, mealtimes, and all leave of absences are set by the Superintendent or by the Supervisor with the approval of the Superintendent and are consistent with State and Federal rules, regulations, and laws.

The school requires all employees to conduct themselves in a manner, which is in the best interest of the State. As a public employee, your attitude and activities reflect on the State and its elected officials. Therefore, your main purpose as an employee of the school is to serve the public and students by doing your job well.

You are expected to:

1. Perform your work efficiently
2. Be courteous and prompt in dealing with and serving the public
3. Act so as not to discredit or embarrass the school, the Governor, or any elected/appointed official
4. Keep high standards of honesty and integrity in performing job duties
5. Observe all laws and regulations concerning participation in political activities
6. Treat individuals fairly regardless of race, color, religion, national origin, sex, disability or any other arbitrary and unlawful reason
7. Protect and be cautious in using property of the State
8. Refrain from using your official position for personal gain, including family and friends
9. Observe all conflict-of-interest laws and regulations, e.g., participating in or voting for any contract, purchase or service in which you have an interest, either directly or indirectly
10. Refrain from doing any private work, which may be understood by the public to be an official act

## **POLICY STATEMENT**

- I. Policy Statement:** It shall be the purpose of the Arkansas School for the Blind (ASB) Employee Conducts Standards Policy 1011 to establish and maintain employee conduct standards to which all ASB employees are expected to adhere. These standards are intended to identify “common” problems associated with employee conduct. When an employee has been determined to have violated an identified standard or to have engaged in conduct warranting disciplinary action, supervisors and managers shall follow principles of progressive discipline unless documented circumstances clearly warrant (either through aggravating or mitigating facts) a deviation (lesser or greater discipline) from the procedures established by this policy.

The ASB Employee Conduct Standards Policy 1011 and the procedures established by this policy will be administered objectively without regard to race, color, sex, age, religion, national origin, disability, veterans’ status or political affiliation.

## **II. INITIATING DEPARTMENT:**

Arkansas School for the Blind  
Personnel Office  
2606 West Markham  
P.O. Box 3811  
Little Rock, AR 72203

Telephone: (501) 296-1810

## **PURPOSE**

The purpose of the Arkansas School for the Blind (ASB) Employee Conduct Standards Procedures is to define the conduct standards to which all ASB employees are expected to adhere. Any changes and/or adaptations must have ASB Superintendent approval prior to implementation. Nothing herein is intended to imply that the standards are all-inclusive. The standards are intended to identify “common” problems associated with employee conduct and through progressive actions, to help the employee comply with expected workplace standards. After it has been determined that an employee has violated a standard or engaged in misconduct, supervisors shall follow the principle of progressive discipline unless documented circumstances clearly justify a lesser or greater discipline than the guidelines provide due to either aggravating (more serious) or mitigating (less serious) facts. Under serious aggravating circumstances, which must be clearly documented, management is authorized to act immediately, including the suspension or discharge of an employee.

An employee may be placed on administrative leave during investigations involving flagrant misconduct actions listed in the termination category. Administrative leave is appropriate when an employee's absence during an investigation is in the best interest of the employee and ADE. The employee may be placed on administrative leave pending the conclusion of the investigation.

### **Internal Investigations:**

Internal investigation is defined as an investigation conducted by ADE. Internal investigations should be concluded within 10 – 14 days or as soon as possible. While on administrative leave due to an internal investigation, an employee may volunteer to use accrued compensation (Comp) time first, and then may use annual (vacation) leave. If the employee volunteers to use comp time or annual leave during this period, the leave time may be restored to the employee's leave balance if at the conclusion of the investigation, the employee is reinstated as an active employee.

### **External Investigations:**

An external investigation is defined as an investigation conducted by an outside entity. (ex: external investigations for ASD and ASB). In this case, additional time may be required for external investigations. The employee may volunteer to use accrued compensation (Comp) time first, and then may use annual (vacation) leave. If an external investigation extends beyond two (2) weeks (14 days) **and** the employee has ***exhausted all comp time and annual leave*** the administrative leave can be amended to **paid** administrative leave with the approval of the ADE HR Director. If the employee volunteers to use comp time or annual leave during this period, the leave time may be restored to the employee's leave balance if the employee is reinstated as an active employee.

At the conclusion of an internal or external investigation, the employee may either be dismissed (effective the last day worked or paid leave) or reinstated without loss of pay and without loss of comp time or annual leave.

If an employee is reinstated at the conclusion of an investigation (internal or external), and annual leave or compensation time was paid during this period, no additional pay will be applied, and the comp time and annual leave time used during the investigation will be reinstated. If the employee is terminated, the payout of any remaining annual leave will follow the annual leave policy.

**The employee must select to use annual leave at the time the employee receives notification of administrative leave.** Sick leave cannot be used during administrative leave. If an employee does not have compensation time or annual leave, administrative leave will be unpaid.

The Suspension and Administrative Leave form must be completed and submitted to the HR Office to be processed. A copy of the form is located on the [ADE Intranet](#).



## **1. SCOPE**

The Employee Conduct Standards shall apply to all employees of ASB except Senior Executive positions. Each employee shall be made aware of these standards.

## **2. RESPONSIBILITIES**

### A. Employee:

- (1) To be familiar with and understand the conduct standards
- (2) To strictly adhere to conduct standards
- (3) To participate, in good faith, in administrative investigations of conduct standards violations
- (4) To comply with the supervisor's plan of corrective action when a violation has occurred
- (5) To report work problems to management before problems become serious or when they are known

### B. Supervisor:

- (1) To assure that employees have access to the conduct standards and any revisions. Each ASB employee, including new employees, shall be instructed on how to access the online copy of ASB Policy 1011. In all cases, policy/procedure dissemination will be documented by the employee signing an acknowledgement of receipt of such document. The receipt will be placed in the employees Personnel File
- (2) To monitor employee conduct to determine compliance with conduct standards
- (3) To establish and maintain a professional work environment in accordance with established safety, Equal Employment Opportunity (EEO) requirements, work practices and resources
- (4) To determine the discipline to be assessed when a Conduct Standards violation has occurred as required by this procedure
- (5) To administer all conduct standards and disciplinary actions objectively. The action taken must be timely and reasonable with written notification specific to the reason for the action. All actions should be completed within 7 calendar days but no later than 14 calendar days, after the situation was known or reported to the supervisor. Any action taken more than 14 calendar days after the situation was known or reported must be supported by a written justification that outlines the cause for delay
- (6) To document, on an ASB-1173, Notice of Disciplinary Action form, each disciplinary action taken. Documentation of violation of Conduct Standards will be specific and contain factual details. Documentation records must include:
  - (a) cause for disciplinary action including the standard which has been violated together with the facts that constitute the violation, and if appropriate, identification of aggravating or mitigating circumstances which justify deviation from the guidelines provided
  - (b) disciplinary action taken

- (c) when indicated, assistance and/or advice given to the employee to avoid the need for future disciplinary action
- (d) when applicable, conduct expected in the future
- (e) when applicable, consequences if Conduct Standards are not followed

## 1. **PROGRESSIVE DISCIPLINE**

Progressive discipline emphasizes solving problems and encourages good conduct. Progressive discipline also communicates the expectation of improved behavior.

When conduct problems cannot be resolved through counseling or through the verbal or the written warning process, or when employees misconduct is of a serious nature, the following disciplinary actions may apply:

- Employee may be suspended
- Employee may be terminated

In lieu of suspension or termination, the supervisor may consider the following disciplinary actions:

- Employee may be removed from supervisory responsibilities
- Employee may be transferred
- Employee may be demoted

In addition, an accumulation of violations (points) of the same or different standards may lead to future disciplinary action up to and including termination.

### A. **CLASSIFICATION OF PROGRESSIVE DISCIPLINARY ACTIONS**

- (1) **Non-Disciplinary Counseling Statement:** Documentation using an ASB-1131, Counseling Statement form, of a verbal communication informing the employee that he or she has engaged in a behavior that borders upon violation of a standard. The document must be signed and dated by the employee and supervisor with a copy given to the employee. It is kept only in the supervisor's file and points do not accumulate. The employee may document a response, which will also be kept in the supervisor's file.
- (2) **Verbal Warning:** A verbal communication informing the employee that he or she has violated a conduct standard and that if such violation is repeated, a more severe disciplinary action will be issued. Documentation on Notice of Verbal Warning –ASB-1173 form, of the verbal warning must be signed and dated by the employee and supervisor. A copy of the documented verbal warning will be given to the employee and a copy placed in the employee's personnel file. One point will accrue for each verbal warning. Verbal warnings shall not be removed from the employee's personnel file and points will accumulate indefinitely. For the purpose of Performance Evaluations, points will only accumulate during the current rating period.

- (3) Written Warning: An action taken to inform the employee that a conduct standard has been violated. This notification must also inform the employee that a more severe disciplinary action may be taken if the same or similar violation is repeated. Documentation on ASB-1173 Notice of Disciplinary Action form, must be signed and dated by the employee and the supervisor. A copy of the documented written warning will be given to the employee and a copy placed in the employee's personnel file. Three points will accrue for each written warning. Written warnings shall not be removed from the employee's personnel file and points will accumulate indefinitely. For the purpose of Performance Evaluations, points will only accumulate during the current rating period.
  
- (4) Suspension: A documented disciplinary action taken for gross violations of conduct standards, repeated violations, or when management determines that the violation warrants the immediate removal of the employee for a specified period of time. Suspensions are to be for a specified period of time. Suspensions are to be scheduled as soon as possible and shall not exceed a maximum of 10 working days. All suspensions will be without pay and must be approved by the Superintendent. Lost benefits, however, may be restored in whole or in part if the discipline is reduced to a lesser action. Documentation of suspension on the ASB-1173, Notice of Documentation Action, must be signed and dated by the employee, supervisor and the appropriate level of management below the Superintendent. A copy of the documented suspension will be given to the employee and a copy placed in the employee's personnel file. Six points shall accrue for each suspension. Suspensions shall not be removed from the employee's personnel file and points will accumulate indefinitely. For the purpose of Performance Evaluations, points will only accumulate during the current rating period.
  
- (5) Discharge: An action to remove/terminate an employee when a conduct violation has occurred for which the circumstances and consequences of the violation are extreme and continued employment is not in the best interest of the school/agency. An accumulation of violations of the same or different standards may also result in employee termination. The recommendation to discharge an employee should originate from the employee's immediate supervisor. The decision to discharge must be approved by the Superintendent on an ASB-1174, Notice of Discharge form.

**The Superintendent is the sole authority to approve a termination action.**

- B. **REFUSAL TO SIGN DISCIPLINARY ACTION:** If an employee refuses to sign a documented disciplinary action, the supervisor's reviewing official will be asked to obtain the employee's signature. If the employee still refuses to sign, a statement regarding the employee's refusal must be signed by both the supervisor and the reviewing official and added to the documentation with a copy placed in the employee's personnel file.

C. **APPEAL PROCESS:** Any employee (excluding probationary/new employees) who has been terminated or suspended may file an appeal through the ASB Grievance Procedures Policy 1014. The employee has five (5) business days from the date of the termination or suspension to submit the Grievance Form to the Grievance Officer.

D. **POINTS ACCUMULATION:** Cumulative Effect – Violation of the same or different standards by an employee will have a cumulative effect. The accrual of points will be determined as follows:

Verbal Warning	=	1 point
Written Warning	=	3 points
*Suspension	=	6 points
*Alternative disciplinary action such as removal from supervisor responsibilities, transfer, or demotion will accrue 6 points.		

Any employee accruing **more than** 12 points total or within a 12-month time frame will be subject to termination.

**The point accumulation will accumulate indefinitely. Indefinitely indicates the life period of employment for point accumulation except for Performance Evaluation purposes, points counted will only accumulate during the current rating period.**

2. **CONDUCT STANDARDS:** The levels of progressive discipline for each offense are guidelines only. It is the supervisor's responsibility to decide the appropriate level of discipline for the specific offense. The supervisor should keep in mind those work conduct standards and the discipline for violation of those standards must apply equally to all individuals within the work unit.

The supervisor should consider all the facts and circumstances surrounding the violation of the work conduct standard in deciding the level of appropriate discipline. Consideration of circumstances that mitigate or aggravate the conduct violation is essential in deciding the appropriate level of discipline. Facts and circumstances that mitigate or aggravate the violation should be documented in writing.

Above all, the supervisor must apply discipline for violation of work conduct standards uniformly throughout the work unit for which they are responsible.

**Code:**

**VW – Verbal Warning**

**S – Suspended (Number of working hours/days without pay)**

**WW – Written Warning**

**LWOP – Leave Without Pay**

**D – Discharge**

<b>TYPES OF OFFENSES/INFRACTIONS</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
Attendance				
(a) Failure to adhere to established or scheduled work hours (reporting for work after scheduled duty hours begin, leaving work before scheduled duty hours end or late return to work from meal period or break); (more than 10 minutes but less than 60 minutes).	VW	WW	S 1	D
(b) Unauthorized absences (unexcused absence in excess of 60 minutes on any work day)	VW & (LWOP)	WW & (LWOP)	S 1	D
(c) Abandonment of job for three or more consecutive days. [1.]	D			
(d) Verified misuse of sick leave. [2.]	VW & (LWOP)	WW (LWOP)	S 1	D
(e) Failure to report for scheduled compensatory/overtime duty.	WW	S 2	D	
(f) Working unauthorized overtime.	WW	S 2	D	

[1.] For the purpose of “abandonment of job”, all time will be considered Unauthorized Leave and will be counted as LWOP.

[2.] The supervisor shall verify misuse of sick leave in the following circumstances: a) failure or inability of the employee to verify reason for paid time; b) pattern of use of leave in excess of actual or as accrued; c) pattern of use of leave before and/or after off days/holidays; d) witness (es) that employee engaged in activity indicative of ability to work and/or knowledge employee was not ill.

When a supervisor has evidence to suspect misuse of Sick Leave, a non-disciplinary counseling statement ASB-1131 is issued. If the pattern continues, the supervisor may require an attending physician's certificate for any amount of Sick Leave. If the employee is unable to furnish this verification, such absence will be considered misuse of sick leave.

<b>TYPES OF OFFENSES/INFRACTIONS</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
2. Illegal Conduct				
(a) Reporting for duty while evidence of odor related to alcohol is noticeable. (smelling of alcohol)	D			
(b) Reporting for duty while under, or failure to remain fit for duty due to, influence of alcohol.	D			
(c) Selling, possessing, and/or using alcohol beverages during working hours or on state property	D			
(d) Reporting for duty while under, or failure to remain fit for duty due to, influence of a controlled substance.	D			
(e) Selling, possessing, and/or using a controlled substance during working hours or on state property	D			
(f) Being convicted of, or admission to, a capital offense or felony charge. [3.]	D			
(g) Being convicted of, or admission to, a misdemeanor (except minor traffic offense) depending on job relatedness. [3.]	S 2 Days	D		
(h) Attempted or actual theft of ASB property or personal property on ASB property.	D			
(i) Unauthorized possession, abuse, or unauthorized use of ASB equipment, materials, property, or facility.	S – 1 Day	D		
(j) Misuse, abuse, or loss of property entrusted to employee's care unless the misuse, abuse or loss was beyond the control of the employee.	VW	WW	S 1 Day	D
(k) Unauthorized possession or carrying firearms or other weapons and/or explosives while on duty or on state property. [4.]	D			

(l) Gambling during working hours (unlawful betting or gambling or promotion thereof). [5.]	WW	S 1 Day	D	
(m) Bribery or accepting a bribe.	S 5 Days	D		

[3.] A plea of “Nolo Contendere” means a plea by the defendant in a criminal prosecution that without admitting guilt subjects him/her to a judgement of conviction as in case of a plea of guilty but does not preclude him from denying the truth of the charges in a collateral proceeding.

[4.] All firearms and weapons are prohibited unless specifically authorized by the Superintendent.

[5.] Includes all athletic contests.



<b>TYPES OF OFFENSES/INFRACTIONS</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>3. Personal Conduct - Individual</b>				
(a) Unauthorized posting of personal items, altering or removing items from designated bulletin boards/posting areas.	VW	WW	S 1 Day	D
(b) Smoking on state property and in state vehicles (chartered buses).	VW	WW	S 1- Day	D
(c) Sleeping on the job	S 2 Days	D		
<b>4. Personal Conduct – Involving another employee, and/or others.</b>				
(a) Assaulting or physically attacking (infliction of bruising, swelling, or visible marks associated with physical trauma) a supervisor, employee, student or a member of the general public without provocation.	D			
(b) Immediate insubordination or refusal to carry out reasonable work-related instructions.	WW	S 1- Day	D	
(c) On-the-job use of profane or abusive language and gestures that threaten, intimidate, coerce, ridicule, or demean an employee or student that may or may not be in the presence of other employees or students to include conversation(s) on the telephone.	WW	S 1 Day	D	
(d) Excessive loitering, visiting and/or otherwise interfering with the job performance of other employees during and after work shift.	VW	WW	S 1 Day	D
(e) Engaging in a conversation or activities between staff/student which could be	D			

perceived in a sexual manner or abusive manner.				
(f) Engaging in or pursuing a personal relationship between a staff member and a student on/off campus.	D			
(g) Engaging in or contacting a student by phone, e-mail or pager when the contact is not approved by the immediate supervisor, or such contact is not in connection with the employee's job duties.	D			
(h) Excessive personal use of Agency business telephones.	VW	WW	S 1 Day	D
(i) Making unauthorized personal long-distance calls charged to the Agency. [7.]	WW and reimbursement for calls	S 1 Day and reimbursement for calls	D and reimbursement for calls	
(j) Attending to personal business during scheduled worktime.	VW	WW	S 1 Day	D

[7.] Failure to make reimbursement within one pay period from notification will result in more serious disciplinary action up to and including discharge.

<b>TYPES OF OFFENSES/INFRACTIONS</b>	<b>FIRST OFFENSE</b>	<b>SECOND OFFENSE</b>	<b>THIRD OFFENSE</b>	<b>FOURTH OFFENSE</b>
<b>5. Information related offenses</b>				
(a) Falsification of facts on student records, work records, employment applications, other work forms or applications, and/or intentional misstatement or omission of facts (written or verbal).	S – 2 Days	D		
(b) Unauthorized release or divulgence of confidential information (written or verbal). [8.]	WW	S 1 Day	D	
<b>6. Negligence</b>				
(a) Failure to or delay in reporting injury or illnesses of students or employees.	WW	S 2 Days	D	
(b) Endangering the safety or welfare of students and/or employees due to neglect of standard operating procedures in carrying out normal job functions.	S 2 Days	D		
(c) Failure to report to supervisor any incident involving police, fire, ambulance or media.	VW	WW	S 2 –Days	D
<b>7. Violation of state/federal laws and/or Agency rules governing ethical/professional activities.</b>				
(a) Willful discrimination because of race, sex, religion, disability, etc., and/or harassment. [9.]	D			
(b) Non-willful action resulting in discrimination and/or harassment by effect.	WW	S 2 Days	D	
(c) Engaging in prohibited political activities. (Refer to Governors Policy Directive #9)	WW	S 2 Days	D	
<b>8. Operation of Agency owned motor vehicles and/or personal vehicles used for Agency business</b>				

(a) Use of vehicles for unauthorized or unofficial purposes.	WW	S 2 Days	D	
(b) Failure to report an accident to the police and Superintendent.	S 2 Days	D		
c) Conviction, plea of guilt or nolo contendere or forfeit of bond for traffic or moving vehicle violation(s). [10.]	Refer to AR State Vehicle Safety Program			
(d) Drug/Alcohol Motor Vehicle Violation	Refer to AR State Vehicle Safety Program			
<b>9. Other infractions not included but deemed to be detrimental or not in the best interest of the Agency, students and/or other employees. [11.]</b>				
<b>10. Continued violations and violations of policies that develop patterns may be reviewed by the Superintendent and may be grounds for dismissal. Consequences will be determined on a case-by-case basis. [12.]</b>				
<b>12. Failure to notify Superintendent within 10 days of arrest and/or conviction. [13]</b>				

[8.] If violation of the state law, penalties imposed by the state law would also apply. Confidential information is defined as any information written or verbal that is restricted by any state or federal laws, regulations, executive orders or requirements.

[9.] Violation of any civil rights law/regulation pertaining protected status.

[10.] “Nolo Contendere” means: A plea by the defendant in a criminal prosecution that without admitting guilt subjects him/her to a judgement of conviction as in case of a plea of guilty but does not preclude him from denying the truth of the charges in a collateral proceeding.

[11]. Consequences will be determined on a case by case basis.

[12]. Pattern – If an employee receives a disciplinary action for the same infraction at any time during their term of employment.

13.] Consequences will be determined on a case by case basis dependent on the type of offense that the arrest and/or conviction was for.

ARKANSAS SCHOOL FOR THE BLIND

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Employee Conduct Standards Policy and Procedures	1011

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APPROVED BY:

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Superintendent, Arkansas School for the Blind

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Date

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Chairperson, Arkansas School for the Blind Board

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Date

ARKANSAS SCHOOL FOR THE BLIND

<u>Policy Type</u>	<u>Subject of Policy</u>	<u>Policy No.</u>
Administrative	Employee Conduct Standards Policy and Procedures	1011

**ARKANSAS SCHOOL FOR THE BLIND**  
**Counseling Statement**

**INSTRUCTIONS:** This form is to be used to document counseling provided to an employee. The original copy of this form is to be filed in the supervisor's file on the employee. The Counseling Statement will be destroyed at the end of the performance cycle in which the statement was issued, or at the end of six months, whichever is later. Provide the employee with one copy of the completed counseling statement.

Employee's Name: \_\_\_\_\_  
(Please print or type)

Date of Counseling: \_\_\_\_\_

Describe the activity observed. (Be specific as to nature of the activity, date and time)

Employee conduct/performance expected in the future:

Consequences if activity observed is repeated:

Supervisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

HR Manager's Signature \_\_\_\_\_ Date: \_\_\_\_\_

I have read and received a copy of the above statement. I do \_do not\_\_ wish to submit written comments of my own and about this matter.

\_\_\_\_\_  
Employee's Signature Date

ARKANSAS SCHOOL FOR THE BLIND

Policy Type	Subject of Policy	Policy No.
Administrative	Employee Conduct Standards Policy and Procedures	1011

**Arkansas School for the Blind  
Notice of Disciplinary Action  
ASB-1173**

Employee's Name \_\_\_\_\_ Personnel Number: \_\_\_\_\_  
(Please type or print)

**PTS LEVEL OF DISCIPLINE**

- 1.....Verbal Warning.....VW cannot be removed from the personnel file and will be counted for progressive disciplinary purposes.
- 3.....Written Warning.....WW cannot be removed from the personnel file and will be counted for progressive disciplinary purposes.
- 6.....Suspension.....S cannot be removed from the personnel file and will Be counted for progressive disciplinary purposes.

Number of Points accumulated prior to this violation \_\_\_\_\_  
Level of discipline and points assigned for this violation \_\_\_\_\_  
Number of points accumulated with this violation \_\_\_\_\_

1. Policy and Standard violated: \_\_\_\_\_
2. Cause for disciplinary action (Be specific as to the nature of offense, date and time): \_\_\_\_\_
3. Number of and date (s) of prior violation (s) utilized for point accumulation and/or progressive discipline: \_\_\_\_\_
4. Disciplinary Action taken for this violation: \_\_\_\_\_
5. Employee conduct expected in future: \_\_\_\_\_
6. Consequences upon next breach of violated standards: \_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature

\_\_\_\_\_  
Supervisor's Signature and Date

\_\_\_\_\_  
HR Manager's Signature and Date

I have read and received a copy of the above statements. My signature below denotes only knowledge of actions taken and does not necessarily imply agreement.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature and Date

Cc: Employee  
Originating Supervisor  
**ORIGINAL TO:** Personnel Office



ARKANSAS SCHOOL FOR THE BLIND

Policy Type	Subject of Policy	Policy No.
Administrative	Employee Conduct Standards Policy and Procedures	1011

**NOTICE OF DISCHARGE FORM  
ASB-1174**

- 
1. Policy and Standard violated: \_\_\_\_\_
  2. Cause for discharge (Be specific as to nature of offense, date, and time):  
\_\_\_\_\_  
\_\_\_\_\_
  3. Number of and date (s) of prior violation (s) utilized for point accumulation and/or progressive discipline:  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Superintendent's Signature and Date

\_\_\_\_\_  
HR Manager's Signature and Date

I have read and received a copy of the above statements and have knowledge of the ASB Uniform Internal Grievance Procedure Policy 1015 Probationary status employees are not eligible to receive the ASB Uniform Internal Grievance Procedure Policy 1014. My signature below denotes only knowledge of actions taken and does not necessarily imply agreement.

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Employee's Signature and Date

Cc: Employee  
Originating Supervisor  
ORIGINAL TO: Personnel Office

# Professional Conduct

## **ARKANSAS CODE OF ETHICS FOR EDUCATORS**

ASB Teachers and certified personnel adhere to the State of Arkansas Teacher Code of Ethics

<http://www.arkansas.gov/divisions/educator%20effectiveness/plsb-professional-ethics-discipline/code-of-ethics-for-arkansas-educators>

### **Who has to abide by the Code of Ethics?**

Arkansas law mandates that every person with a valid Arkansas teaching license is required to abide by the Code of Ethics for Arkansas Educators.

### **Code of Ethics Standards:**

The Code of Ethics for Arkansas Educators defines minimum standards of ethical conduct for all licensed educators. The Department of Education Rules Governing the Code of Ethics for Arkansas Educators further define these standards and provides a process for investigating alleged violations.

What is expected of Arkansas Educators?

Standard 1: An educator maintains a professional relationship with each student, both in and outside the classroom.

Standard 2: An educator maintains competence regarding his or her professional practice inclusive of skills, knowledge, dispositions, and responsibilities relating to his or her organizational position.

Standard 3: An educator honestly fulfills reporting obligations associated with professional practices.

Standard 4: An educator entrusted with public funds and property, including school sponsored activity funds, honors that trust with honest, responsible stewardship.

Standard 5: An educator maintains integrity regarding the acceptance of any gratuity, gift, compensation or favor that might impair or appear to influence professional decisions or actions and shall refrain from using the educator's position for personal gain.

Standard 6: An educator keeps in confidence secure standardized test materials and results, and maintains integrity regarding test administration procedures.

Standard 7: An educator maintains the confidentiality of information about students and colleagues obtained in the course of the educator's professional services that is protected under state law or regulations, federal law or regulations, or the written policies of the educator's school district, unless disclosure serves a professional purpose as allowed or required by law or regulations.

Standard 8: An educator refrains from using, possessing and/or being under the influence of alcohol or unauthorized drugs/substances and/or possessing items prohibited by law, or

possessing or using tobacco or tobacco related products while on school premises or at school-sponsored activities involving students.

### **DRESS CODE**

In accordance with the policy of the State of Arkansas, the Arkansas School for the Blind encourages all staff to use good judgement and discretion in their dress and appearance. Personal appearance shall be appropriate to the job assignment, task, and/or location. While at work, employees are expected to dress in a manner that will reflect positively the image of the school.

If there are any questions about the propriety of a particular clothing item, please discuss it with your supervisor.

### **ATTENDANCE**

All ASB employees are expected to be at their assigned places of work during scheduled hours unless officially excused by the supervisor. Unnecessary lateness or absenteeism is expensive, disruptive, and places an unfair burden on other employees. **If an employee is going to be late or absent for any reason, the employee must inform the employee's supervisor as early as possible.** The employee's department supervisor will provide the employee with more detailed procedures. All employees are expected to arrange personal affairs so that they do not interfere with work. Personal phone calls, errands, and visits from other people should be made before or after work. If an employee must leave work early, the employee must get permission in accordance with department's procedures.

### **WORK RULES AND SCHEDULES**

The normal work hours of the Agency are from 8:00 a.m. to 4:30 p.m. Monday through Friday. All non-instructional employees are expected to work 8 hours per day. A thirty-minute lunch break and rest breaks not exceeding fifteen minutes during the morning and afternoon **may be** scheduled by the supervisor. It may be necessary for the supervisor to change work hours and breaks to accommodate the various needs of the agency. All employees subject to the Fair Labor Standards Act **are required** to complete Time Sheets (EASE) indicating the time they worked including overtime that will result in compensatory/overtime.

The school's operational hours for teachers are:

Monday thru Thursday	7:50 a.m. - 3:45 p.m.
Friday	7:50 a.m. - 3:00 p.m.
Other department hours:	
Maintenance:	6:00 a.m. - 3:00 p.m.
Cafeteria: Monday thru Thursday	5:30 a.m. - 2:00 p.m. or 6:00 a.m. - 2:30 p.m. or 9:30 a.m. - 6:00 p.m.

Friday	6:00 a.m. - 2:30 p.m. or 10:00 a.m. - 2:00 p.m.
Sunday (if short shift on Friday)	3:00 p.m. - 7:00 p.m.
Business and Personnel Office	8:00 a.m. - 4:30 p.m.
Administrative Offices	8:00 a.m. - 4:30 p.m.
Residential Advisors: Sunday thru Thursday Monday thru Friday	4:00 p.m.- 12:00 midnight 12:00 midnight- 8:00 a.m.

### **OTHER EMPLOYMENT**

An employee may have outside employment provided it does not constitute a conflict of interest nor interfere with the performance of duties for this agency.

In no event can a state employee contract with, be employed by, or otherwise receive any fees or compensation from any state agency or other business concern to provide any service presently being provided by a state agency. An employee may work for other state agencies provided that the requirements for working for two state agencies are met. Contact the Personnel Office for more information on concurrent employment.

### **INVESTIGATIONS OF FRAUD**

ASB is committed to a thorough investigation of occurrences of alleged ethical violations, fraud, waste, and abuse. This responsibility is in accordance with the Governor's Executive Order 04-04. The Internal Audit Section is authorized to request assistance from ASB employees that have the experience required to assist or perform such investigations. Investigations will be conducted in a confidential manner. If investigations indicate that a loss of state funds has occurred, then the amount of the loss shall be reported to the Division of Legislative Audit in accordance with R1-19-4-2004 of the Arkansas Financial Management Guide. In addition, any loss of state funds involving criminal activity shall be reported to the Arkansas State Police for a criminal investigation.

An ASB employee should act with integrity and diligence in duties involving ASB's financial resources. ASB prohibits fraud and financial impropriety. Fraud and financial impropriety include, but is not limited to, the following:

- Forgery or unauthorized alteration of any document or account belonging to ASB
- Forgery or unauthorized alteration of a check, bank draft, or any other financial document
- Misappropriation of funds, securities, supplies, or other ASB assets, including employee time
- Impropriety in the handling of money or reporting of ASB financial transactions
- Profiteering as a result of insider knowledge of ASB information or activities
- Unauthorized disclosure of confidential or proprietary information to outside parties

- Unauthorized disclosure of investment activities engaged in or contemplated by ASB
- Accepting or seeking anything of material value from contractors, vendors, or other persons providing services or materials to ASB
- Destroying, removing, or inappropriately using records, furniture, fixtures, or equipment
- Failing to provide financial records required by state or local entities
- Failure to disclose conflicts of interest as required by policy and
- Any other dishonest act regarding ASB finances.

ASB employees shall be protected against any form of retaliation, including discharge, for reporting in good faith occurrences of ethical violations, fraud, waste, and abuse of government resources as stated in the Arkansas School for the Blind Memorandum #300.29 and the Arkansas Whistleblower Act (ACA 21-1-601-609). To view the complete policy on this matter, please go to the ASB network under Personnel Notices/Policies or contact Human Resources.

### **FAMILY MEMBERS IN THE WORKPLACE**

ASB strives to maintain a professional working atmosphere as well as an enriching learning environment for our students without distractions. For this reason, bringing children to the workplace is not allowed. Should an emergency arise with your children, please notify your immediate supervisor immediately. Arrangements should be made as quickly as possible for your child to receive care outside of the workplace whenever possible.

### **PETS IN THE WORKPLACE**

While we understand that animals can play an important role in the education of students, it will not be our policy to allow pets to be on the ASBVI campus. Special consideration requests must have Principal and Superintendent approval.

### **EMPLOYEES IN RESIDENTIAL FACILITIES**

ASB employees requesting to stay in residential facilities overnight must have received permission from the Superintendent before remaining on campus.

### **POLITICAL ACTIVITY**

Section 200.1.14 State Employees Political Activity - GPD #9

State employees can, should and are encouraged to participate in the election process so long as assistance to candidates is rendered on the employee's own time and State

property is not involved. Employees are not to endorse candidates, including the Governor, in their official capacity as State employees. A person's status as an employee of the State is public knowledge. Public endorsements of a candidate can easily be interpreted as endorsements of an official capacity.

The legal provisions can be summarized as follows:

1. State employees are prohibited from engaging in partisan political activity during the hours they are performing work for and being paid by an agency of State government.
2. Political banners, posters or literature should never be allowed to be displayed on or in any State office.
3. Political bumper stickers or decals should never be displayed on or in a state car. State vehicles must not be used during or after working hours to promote or assist the candidacy of any person in any way. State employees may not display political advertising on personal vehicles when using these vehicles in the performance of official duties for which they shall be reimbursed by the State.
4. No State official (whether elected or appointed) shall assess employees for any political purpose or use treats or coercion to require or persuade an employee to contribute to a particular candidate or cause.

Requests for leaves of absence to work in campaigns should be submitted to the employee's department director. Each director should establish an internal policy as to whether such leave without pay shall be allowed in that department.

In addition to these prohibitions established by Arkansas law and by administrative policy, there are other specific limitations which apply to employees whose salaries are either partially or totally paid from federal funds. These rules are established by the Federal Hatch Act.

For specific questions about Arkansas Election Law consult the Secretary of State's Elections Division at 682-1010.

Questions regarding the Federal Hatch Act as it relates to federally funded State employees may be answered by the Office of Special Counsel in Washington, D.C. (<http://www.osc.gov>).

### **CELLULAR PHONE**

Under no circumstances should staff members engage in personal conversations with the use of cell phones while performing job duties and/or supervising students unless an emergency situation has occurred.

Since cell phones are used as an important tool in safety notification, staff are allowed to keep phones with them and turned on. However, personal restraint should be used to avoid using them for personal reasons while on duty.

Use of the school Wi-Fi and internet should be for school communication purposes, not personal use.

## **EQUIPMENT AND INTERNET POLICY**

### **ASB Staff Tech Acceptable Use Policy**

#### **A. Acceptable / Unacceptable Use**

Governor's Policy Directive GPD-5, 1997

( <http://www.state.ar.us/governor/gpd5.html> ) clearly states that:

"Use of any and all State-owned equipment and supplies shall be restricted to official State use only. Unauthorized or personal use of equipment or supplies may be grounds for dismissal."

Additional uses that are unacceptable: It is unacceptable for a user to use, submit, publish, display, or transmit on the network or on any computer system any information which:

- Violates or infringes on the rights of any other person, including the right to privacy
- Contains defamatory, false, inaccurate, abusive, obscene, pornographic, profane, sexually oriented, threatening, racially offensive, or otherwise biased, discriminatory, or illegal material
- Violates agency or departmental regulations prohibiting sexual harassment
- Restricts or inhibits other users from using the system or the efficiency of the computer systems
- Encourages the use of controlled substances or uses the system for the purpose of criminal intent or
- Uses the system for any other illegal purpose.

It is also unacceptable for a user to use the facilities and capabilities of the system to:

- Conduct any non-approved business
- Solicit the performance of any activity that is prohibited by law
- Transmit material, information, or software in violation of any local, state or federal law
- Conduct any political activity
- Conduct any non-governmental-related fund raising or public relations activities
- Engage in any activity for personal gain or personal business transactions; or
- Make any unauthorized purchases.
- Use of another employee or contractor credentials is unacceptable.

#### **B. Electronic Mail (E-Mail)**

E-mail is considered network activity; thus, it is subject to all policies regarding acceptable/unacceptable uses of the Internet and the user should not consider e-mail to be either private or secure.

Specifically forbidden in the use of E-Mail is:

- Any activity covered by inappropriate use statements included herein
- Sending / forwarding chain letters, virus hoaxes, urban legends, etc.

Because electronic messages are typically stored in one place and then forwarded to one or more locations, often without the specific knowledge of the originator, they are vulnerable to interception or unintended use. The Agency will attempt to provide an

electronic messaging environment which provides data confidentiality and integrity. The Agency cannot be responsible for web-based e-mail systems, however, such as Yahoo, Juno, etc. State employees should always be aware of the risks associated with the use of both types of systems.

\* Any public records statutes or policies which apply to this Agency should also be attached, as electronic mail should be handled in the same way as their equivalent physical records. Some e-mail messages are public records, and some are not. It is the responsibility of the Agency to educate its employees on the difference and in how to deal with public records.

1. When an e-mail message is a record, it shall be retained in accordance with State statutes.
2. E-mail messages of only transitory value need not be saved. In fact, the failure to routinely delete these messages clogs information systems, strains storage resources and creates Agency liability risks.

### **C. World Wide Web Access**

Web access provides necessary access to information for many state employees. Employees are responsible for making sure they use this access correctly and wisely. Inappropriate uses of Web Access include, but are not limited to:

- Viewing, downloading, or sending pornographic materials
- Visiting and/or participating in chat rooms not designed for professional interactions specifically related to one's job
- "Surfing" the Web for inordinate amounts of time
- Otherwise, endangering productivity or the Agency.

### **D. Copyrighted Material**

Users may download copyrighted material, but its use must be strictly within the agreement as posted by the author or current copyright law. The federal Copyright Act at 17 U.S.C. 101 et. seq. (1988), protects and prohibits misuse of all original works of authorship in any tangible medium of expression. This includes a prohibition on plagiarism (using someone else's ideas or writing and passing it on as one's own).

### **E. Public Domain Material**

Any user may download public domain programs for his/her own business-related use, or may redistribute a public domain program non-commercially but does so with the knowledge that by doing so, he/she also assumes all of the risks regarding the determination of whether or not a program is in the public domain.

### **F. Regulation and Enforcement**

Agency Directors (or their delegated representatives) are responsible for compliance with provisions of this policy and for investigating suspected non-compliance. These duties include, but are not limited to:

- Investigation of alleged or suspected non-compliance with the provisions of the policy; and
- Suspension of service to users or of user access with or without notice when deemed necessary for the operation and/or integrity of the state communications infrastructure or connected networks.



- When an instance of non-compliance is suspected or discovered in a computing system or network connected to the state network, the agency shall proceed in accordance with agency and Civil Service rules. Internal discipline, up to and including discharge, may be appropriate in some cases of non-compliance with this policy. Criminal or civil action may be initiated in appropriate instances.

### **G. Computer Ethics**

As a representative of the State of Arkansas, state employees have a responsibility to conduct themselves in an ethical manner. The following information suggests some areas where ethics issues will arise and provides some suggestions for issues that may need to be addressed in an agency policy:

- Data obtained inappropriately should not be used.
- Finding and reporting a system weakness is not a license to take advantage of it.
- Every user has a responsibility to do good work and to be accountable for that work.
- Organizations and individuals have rights to privacy.
- When the confidentiality of information is unclear, it should not be divulged.
- Electronic mail should be treated as privileged in the same manner as first class U.S. mail.
- Use of personal information voluntarily provided, for purposes other than agreed to, is unethical.

### **H. Etiquette**

It is essential that users recognize that each network/system has its own set of policies and procedures. Actions which are routinely allowed on one network/system may be controlled or even forbidden on other networks. It is the user's responsibility to abide by the policies and procedures of all networks/systems with which they may communicate. The agency should develop etiquette policies covering user conduct including, but not limited to the following:

- The length and subject matter of messages
- Proper presentation of messages (i.e., capitalizing, using asterisks, etc.)
- Prohibitions on commercial activity
- Copyright laws and license/contract agreements on material usage; and
- Prohibitions or access limits for use of Internet mailing lists, discussion groups, newsgroups, list servers, or any other interactive communication vehicle on the Internet.

### **I. Inappropriate Games**

It is not appropriate for games to be played on the computer either via the World Wide Web (Internet) or program computer based. Some of the games this is referring to are: MS Solitaire, MS Hearts, Spider Solitaire, and other games included with the computer's Operating System Package.

However, there are Educational Games that are appropriate to play. Only approved Educational Games may be installed and played on the computer. These will be for classroom or study hall uses only.

## **XI. CONSENT FORM**

All state employees having access to the Internet must consent to the policies developed by their employing agencies. Proof of this shall be accomplished through a signed Consent Form. The purpose is to make clear to both the agency and the employee the expectations under which both will operate, reducing the liability of both. Each time this policy is modified in any way, employees shall be notified, and if necessary, shall read and sign a new consent form.

## **BRING YOUR OWN DEVICE POLICY**

Employees of the Arkansas School for the Blind may have the opportunity to use their personal electronic devices for work purposes when authorized in advance by their supervisor. Personal electronic devices include personally owned cellphones, smartphones, tablet, laptops and computers.

### **Device Protocols**

To ensure the security of the Arkansas School for the Blind information, authorized employees are required to have anti-virus software installed on their personal mobile devices.

Employees whose personal devices have camera, video or recording capability are restricted from using those functions anywhere at ASB at any time unless authorized in advance by their supervisor.

If using personal devices for work related activities, employees are expected to exercise the same discretion in using their personal devices as is expected for the use of company devices. (See School Issued Devices above)

Excessive personal calls, e-mails or text messaging during the workday, regardless of the device used, can interfere with employee productivity and be distracting to others. Employees must handle personal matters on nonwork time and ensure that friends and family members are aware of the policy. Exceptions may be made for emergency situations and as approved in advance by their supervisor.

### **Privacy**

No employee using his or her personal device should expect any privacy except that which is governed by law. Be aware that all communication on your personal device that references the Arkansas School for the Blind business, students, or staff may be accessed by the public through the FOIA process.

In addition, staff should be aware that using State resources (internet, etc.) may increase the risk of discovery by others. For example, staff members could experience their personal iPhones connecting to the classroom Apple TV and syncing their pictures and opening their dating app on the Apple TV.

### **Safety**

Employees are expected to follow applicable local, state and federal laws and regulations regarding the use of electronic devices at all times.

### **Lost, stolen, hacked or damaged equipment**

The Arkansas School for the Blind is not responsible for loss, damage or theft of personal devices used on campus. Employees are expected to protect work information that may be on personal devices used for work-related purposes from loss, damage or theft.

### **Termination of employment**

Upon resignation or termination of employment, or at any time on request, the employee must delete all work-related data on personal devices.

## **COPYRIGHTED MATERIALS**

An ASB employee is expected to comply with the provisions of the copyright law relating to the unauthorized use, reproduction, performance, or display of copyrighted materials (i.e. printed material, videos, computer data and programs, etc.) Rented movies are to be used in the classroom for educational purposes only. Duplication or backups of computer programs and data must be made within the provisions of the purchase agreement. Under the Chafee amendment authorized entities may reproduce or distribute copies or phonorecords of previously published literary or musical works in accessible formats exclusively for use by print-disabled persons.

## **EXTERNAL COMMUNICATION AND STATEMENTS**

All press releases, media advisories, public statements and comments to the media are to be conducted only at the approval of the Superintendent. This is to ensure that the information released is accurate, complete, timely, and represents the interests of the Arkansas School for the Blind and our students.

## **ASB SOCIAL MEDIA POLICY**

Social Media technology can serve as a powerful tool to enhance education, communication, and learning. This technology can provide both educational and professional benefits, including preparing Arkansas School for the Blind (ASB) students to succeed in their educational and career endeavors.

ASB is committed to ensuring that all staff members who utilize social media for professional purposes described below do so in a safe and responsible manner. ASB strives to create professional social media environments that mirror the academically supportive environments of our schools.

Social media is defined as any form of online publication or presence that allows interactive communication, including, but not limited to, social networks, blogs, internet websites, internet forums and wikis. Examples of social media include, but are not limited to, Facebook, Twitter, YouTube, Google+ and Flickr.

Teachers and staff at the Arkansas School for the Blind will maintain professional communication standards with students at all times for both the safety of the student and

the potential professional liability of the staff. This includes all varieties of social media, texting, and e-mail.

- No staff member at ASB will “friend” a student or communicate with a student via social media. Social media includes, but is not limited to Facebook, Twitter, or games that include chat features. Student is defined as any student at ASB, regardless of age, as well as any former students at ASB who have not yet graduated or completed their secondary education elsewhere.
- Staff members who have personal Facebook or other social media accounts must keep their settings on the highest Privacy available, such as “Friends Only”. No wall postings or photographs should be accessible by students at any time.
- Staff members may communicate with parents via social media and other forms of electronic communication.
- Teachers may communicate with students via educational Blogs, Wikis, or Education Related sites.
- Staff members will not text message students. Should communication via text message be necessary under specific circumstances, such as a s afield trip or out of town event, permission for staff/student text messaging during the event should be included in the permission form for parents.
- Should staff members need to contact a student by electronic means outside of class, ASB Email accounts should be used to provide a copy of any and all correspondence
- Staff members cannot establish or maintain a work-related website besides the official website of the Arkansas School for the Blind, with the exception of Google Classroom sites used in accordance with ASB educational policy
- Staff members may not post photos or videos of students on their personal Social Media accounts, with the possible exception of public events, such as programs or sporting events. Any pictures or videos from classrooms, dorms, or other campus activities should be sent to the Technology Department to publish on official ASB Social Media accounts or the ASB Yearbook
- Staff members may be held responsible for making public comments about ASB, students, or other staff members, including public comments on their personal Social Media accounts
- On any public site, students should be identified, when necessary, by first name only. If a photo of the student is used, no name should be used. The only exception to this rule is if an event at ASB is especially noteworthy. Employees should check with the Superintendent for approval before posting.
- Confidentiality of our students is of the utmost importance and should be maintained at all times when communicating with anyone electronically. This includes comments about our student’s work, their personal lives, families, and their health conditions. These items should never be discussed with anyone outside of the ASB staff at any time.
- Any special Social Media pages, groups, events, or blogs are required to be reviewed by the Technology Department prior to publishing
- You are encouraged to share any public posting regarding ASB that is released on Social Media with the Technology Department.

Failure to adhere to this policy may result in disciplinary action. If you have questions about this policy, please ask your supervisor.

# **Professional Development and Working with Students**

## **FACULTY AND STAFF PROFESSIONAL DEVELOPMENT**

Professional development is designed to be an on-going process that will enrich the professional lives of ASB faculty and staff. Professional development activities will be conducted throughout the year.

- All licensed staff members must complete 60 hours of staff development each year, this includes the 36 hours that are state mandated in order for license renewal.
- The staff development year begins June 1 and ends May 31
- An employee who misses any part of regularly scheduled staff development activities for any reason (such as sickness) must make up that time in other in-service activities for a minimum of 60 hours earned during the school year.
- Of the 60-hour minimum, each licensed staff member must complete a specific number of hours for specific topics based on a rotating basis, as outlined in the school's Professional Development Plan
- The purpose of Professional Development is to improve knowledge and skills to facilitate individual, team, school-wide, and district-wide improvement designed to ensure that all students demonstrate proficiency on the state academic standards.
- The state approves up to 12 hours of instructional planning for approved PD.
- Staff members electing to attend additional professional development opportunities off campus must seek approval from their immediate supervisor. All requests are subject to approval by the Superintendent and Business Manager. Requests should be submitted 15 working days prior to the event.

**\*Please note: Personal days may not be taken on professional development days**

## **WORKING WITH STUDENTS**

Faculty and staff relationships with students will adhere to the following guidelines.

ASB employees will:

- Strive to alleviate problems encountered by students as they make personal and academic adjustments to the ASB experience.
- Maintain a high degree of visibility, especially during the adjustment weeks.
- Consider the welfare and respect the rights of each student, dealing with each in a fair and impartial manner.
- Employ tolerance, patience, sympathy, courtesy, and sincerity when dealing with a student's problems or attitude.
- Conduct themselves in a professional and mature manner to maintain his/her position of leadership.
- At no time and under no circumstances take a student to their home, or to any off-campus location for a non-school sanctioned activity, any exceptions must be approved by the Superintendent.

## **STUDENT RECORDS**

**Confidential Student Records** - Both federal and state law safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 or older OR who is attending an institution of postsecondary education.

**Access to Student Records** - By law, both parents, whether married, separated or divorced, have access to the records of a student who is under 18 or a dependent for tax purposes. A parent whose rights have been legally terminated will be denied access to the records if the school is given a copy of the court order terminating those rights.

The Superintendent is the custodian of all student records. Records may be reviewed during regular school hours upon completion of the written request form. The records custodian or designee will respond to reasonable requests for explanation and interpretation of the records. If circumstances prevent a parent or eligible student from inspecting the records, the school will either provide a copy of the requested records, or make other arrangements for the parent or student to review the requested records.

Parents of a minor or of a student who is a dependent for tax purposes, the student (if 18 or older), and school officials with legitimate educational interests are the only persons who have general access to a student’s records. School officials with legitimate educational interests include employees and agents.

## **EMPLOYEES AND STUDENTS’ FAMILIES**

You and all other employees are very important people in the lives of the students at the Arkansas School for the Blind. As you work with students, their families will look to you to care for and provide information about their children and will also share with you their concerns, hopes and dreams for their children. All employees are expected to be professional as they interact with the students’ families.

When talking with parents, you should be honest, tactful, and caring. If you are not able to answer questions, or if you feel that a family needs additional information, you are responsible for guiding them to the appropriate personnel. You may be given additional training in the area of family relations throughout the year. Any specific questions regarding students and their families should be directed to your Department Supervisors, Counselors or the Principals.

## **STUDENT DISCIPLINE/INCIDENT PROCEDURES**

All ASB personnel are responsible for monitoring student behavior. Any student misbehavior must be documented by filling out an ASB Incident Report Form.

## **SUPERVISION OF STUDENTS**

Education Staff and Dorm Staff have the responsibility and authority to maintain proper discipline in classrooms/dorms and in the school at large, as well as in specific areas of duty assigned.

It is the ASB staff's responsibility to ensure that appropriate and adequate supervision is provided at all times and locations to promote the health, safety, and welfare of ASB students under their care. At no time and under no circumstances is an ASB staff member to take a student to their home, or any off-campus location for a non-school-sanctioned activity.

## **ADMINISTERING MEDICATIONS TO STUDENTS**

Only licensed nurses and trained, designated employees can administer medication to students. If the student needs to bring medication to school, the medication must be in the original labeled pharmacy container, have written parental/guardian permission to give the medication, and written doctor's orders. Contact Health Services for information on procedures that must be followed when administering medication to students.

## **DIETARY SUPPLEMENTS**

ASB employees are prohibited by state law from knowingly selling, marketing, or distributing a dietary supplement that contains performance-enhancing compounds to a student with whom the employee has contact as part of his or her employment duties. In addition, employees may not knowingly endorse or suggest the ingestion, intranasal application, or inhalation of a performance-enhancing dietary supplement to any student.

## **PSYCHOTROPIC DRUGS**

ASB employees are prohibited by state law from doing the following:

- Recommending that a student use a psychotropic drug
- Suggesting a particular diagnosis; and
- Excluding from class or school-related activity a student whose parent refuses to consent to a psychiatric evaluation or to authorize the administration of a psychotropic drug to a student.

## **EFFECTIVE COMMUNICATION WITH PARENTS/GUARDIANS**

### **A. Contacting Parents/Guardians**

ASB staff should be considerate of parents'/guardians' concerns and do everything possible to allay their fears regarding their children's academic progress and/or life in the residential setting. All parents need assurance that their children are in capable, caring hands. If a student is not performing well or a problem exists which needs parental attention, the teacher must contact the

custodial parents/guardians by telephone, mail, or e-mail, and should document such contacts.

Dorm staff should also make and document calls, letters, or e-mails to parents/guardians regarding concerns within their purview. Teachers will document the degree of parental participation at this time. Faculty members are expected to contact custodial parents/guardians and appropriate counselors anytime a student is experiencing difficulty.

## **B. Conflict Resolution**

A good communication link between the school and the home is necessary if students are to receive the maximum benefits from the educational opportunities available to them. Good communication results from open, frequent, and objective dialogue among students, teachers, parents, dorm staff, and school administrators.

Most school problems are the result of poor communication among the parties involved. Proper communication, therefore, usually solves most, if not all, problems that are related to the school. To ensure that problems are discussed and solved as quickly and fairly as possible, the following procedure is to be employed at the Arkansas School for the Blind.

If a parent becomes concerned about a problem in the classroom or dorm setting, the parent should make an appointment through the school office with the teacher or dorm houseparent and thoroughly discuss the matter. Most problems are solved at this level. Should the problem not be solved through discussions between the teacher/dorm staff and parent, or if the problem is not related to classroom/dorm activities, the parent should contact the Principal or Dorm Supervisor for further attempts to find a workable solution.

If the parent is not satisfied with the solutions offered at the building/dorm level, the matter may be appealed to the Superintendent at the Arkansas School for the Blind Administrative Office. The phone number is 501-683-5103.

## **PARENTAL NOTIFICATION**

In accordance with Act 1415 of 2005, with respect to a student under the age of eighteen (18) the principal, dorm supervisor, or designee will notify the student's parent/legal guardian that the student has been reported to, interviewed by, or taken into custody by law enforcement personnel.

If the principal, dorm supervisor, or designee is unable to reach the parent/legal guardian, he or she will make a reasonable, good faith effort to get a message to the parent to call the principal, dorm supervisor, or designee and leave both a day and afterhours telephone number.

Notification is not required if school personnel make a report or file a complaint based on suspected maltreatment or if a law enforcement officer, Department of State Police Crimes Against Children Division investigator, or the Department of Human Services



investigator or personnel member interview a student during the course of an investigation of suspected child maltreatment.

### **MENTAL HEALTH AND SCHOOL COUNSELOR REFERRALS**

All mental health services are coordinated through ASB's medical and counseling staff. For more information, contact the School Counselor. Also, students may visit the school counselor at any time with a school pass. All visits are kept confidential unless there is information received that may cause the counselor to suspect that the student has been abused, may harm themselves, or is in danger to others. The counselor will then contact the appropriate authorities or agencies necessary to assess the situation.

### **CHILD ABUSE REPORTING PROCEDURES**

It is the statutory duty of all school district employees, as all are mandated reporters, who have reasonable cause to suspect child abuse or maltreatment to directly and personally report these suspicions to the **Arkansas Child Abuse Hotline**, by calling **1-800-482-5964**. In cases where the student is over the age of 18, suspicions should be reported to the **Adult Abuse Hotline** at **1-800-482-8049**. Failure to report suspected child abuse, maltreatment, or neglect by calling the hotline can lead to criminal prosecution and individual civil liability of the person who has this duty. Mandated reporters have only fulfilled their legal reporting requirements once they have reported their initial suspicions of abuse, trafficking, or neglect to the Arkansas State Police Child Abuse Hotline. Calling any other agency or hotline does not fulfill a mandated reporter's legal obligation. (Act 1236 of 2011)

The duty to report suspected child abuse or maltreatment is a direct and personal duty and cannot be assigned or delegated to another person. There is no duty to investigate, confirm or substantiate statements a student may have made which form the basis of the reasonable cause to believe that the student may have been abused or subjected to maltreatment by another person; however, a person with a duty to report may find it helpful to make a limited inquiry to assist in the formation of a belief that child abuse, maltreatment or neglect has occurred, or to rule out such a belief. Employees and volunteers who call the Child Abuse Hotline in good faith are immune from civil liability and criminal prosecution.

Both forced labor and sex trafficking allegations have been added to the definition of child maltreatment act. Mandated reporters are now required to report both labor and sexual abuse trafficking to the child abuse hotline (Act 209 of 2017)

By law, no school district or school district employee may prohibit or restrict an employee or volunteer from directly reporting suspected child abuse or maltreatment or require that any person notify or seek permission from any person before making a report to the Child Abuse Hotline.

The Superintendent will establish procedures necessary to accomplish the intent of the policy and of the law.

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Legal References:

A.C.A. § 12-18-107

A.C.A. § 12-18-201 et seq.

A.C.A. § 12-18-402

### **How to Report at ASB**

After appropriate reporting by school personnel has been completed by calling the Child Abuse Hotline at 1-800-482-5964, a confidential written report shall be made to the appropriate school officials (including the principal, school counselor and dorm supervisor, if applicable) within 24 hours.

### **Please Don't Question Those Involved**

After the report is made to the Child Abuse Hotline, Administrators, Supervisors and Staff should not question the students, staff, or any witnesses, except for asking the student questions related to providing medical care.

In cases that involve alleged abuse by school personnel, administration may interview any staff member directly involved to gather information to determine an immediate course of action (such as placing the staff member on leave)

### **Definitions**

**Abuse** - Any intentional, knowing, or reckless act or omission by an employee, volunteer, or other individual working under the auspices of a facility that causes or may cause emotional harm or physical injury, whether substantial or not, or the death of a child the facility serves. Abuse includes both physical and sexual abuse.

**Emotional Harm** - An injury to a child as evidenced by an observable physical, mental, or emotional impairment in the child's psychological growth, development, or functioning.

**Exploitation** - The illegal or improper use of a child or the resources of a child served by a facility for monetary or personal benefit, profit, or gain by an employee, volunteer, or other individual working under the auspices of a facility.

**Neglect** – A negligent act or omission by an employee, volunteer, or other person working under the auspices of a facility, including failure to comply with an individual treatment plan, plan of care, or individualized service plan, that causes or may cause substantial emotional harm or substantial physical injury to, or the death of, a child served by the facility.

**Physical Injury** – Any bodily harm, including, but not limited to, scrapes, cuts, welts and bruises.

### **Sexual Abuse –**

- Conduct that constitutes the offense of indecency with a child, sexual assault or aggravated sexual assault
- Failure to make a reasonable effort to prevent sexual conduct harmful to a child
- Compelling or encouraging the child to engage in sexual conduct

- Causing, permitting, engaging in, or allowing a sexual performance by a child.

**Improper Care** – Any action by an ASB employee which does not constitute “abuse”, “neglect” or “exploitation” but which constitutes an inappropriate or unapproved verbal or physical method of interacting with or disciplining a student.

If the suspected abuser is an ASB employee or volunteer in a school, following the initial call to DHS, the reporter must immediately contact the building principal.

### **IN-SCHOOL SUSPENSION**

Notification to the school counselor is required if a student is placed in I.S.S., In-Dorm Restriction, or In-Dorm Total Restriction. The counselor will talk with the student regarding the cause for the suspension and work with choices that can help the student make better decisions regarding this behavior.

### **SELF-INJURIOUS OR SUICIDAL BEHAVIORS**

If a school or dormitory staff member has knowledge of a student harming him or herself or talking about hurting or wanting to kill him or herself, the staff person is to immediately contact the school counselor. If the situation occurs after school hours, staff is to immediately contact the school counselor with an after-hours number that is made available to the dormitory staff as well as nurses on duty at the Infirmary. The staff member should also write a report of the incident and provide copies to their supervisor, Principal, School Counselor, School Social Worker, Home Life Director, and the Superintendent.

### **CHILD NUTRITION STANDARDS**

Act 1220 of 2003 created the Child Health Advisory Committee to address childhood obesity and develop statewide nutrition and physical activity standards.

All schools, cafeterias, and dining areas should reflect healthy nutrition environments. Schools should ensure that all students have access to school meals. Schools should not establish policies, class schedules, bus schedules, or other barriers that directly or indirectly restrict meal access.

ASB meal and snack choices provided to our students must comply with Act 1220 guidelines. All snack requests must be entered into the USDA Smart Snack calculator in order to determine if the item requested is in compliance with regulations. Please adhere to this policy when requesting and/or providing food for activities and meals for ASB students.

For a list of acceptable snacks and meal options, contact the Child Nutrition Director.

## **MOVIE POLICY**

All videos and DVDs must have a designated rating of G. Showing movies with a rating of PG or PG-13 requires pre-approval from both administrator and parents/guardians.

Adhere to Copyright Law when selecting and showing videos to students. Pre-recorded videotapes (rented, borrowed, streamed or owned) may only be used as related to a teaching activity and curriculum and may only be used for entertainment, recreation or for cultural/intellectual value with prior administration approval.

## **FUNDRAISING ACTIVITIES**

All fundraising and requests for donations by ASB students or staff members must first be approved in advance by the immediate supervisor and Superintendent. Upon approval, staff member must meet with ASB's fiscal manager to ascertain that all state fiscal requirements are being followed.

To be approved, the fundraising activity must be:

- Educationally sound and contributory to the attainment of educational objectives
- Appropriate to the age or grade level of students to be involved
- One in which school/dorm may appropriately engage
- Conducted under the supervision of staff
- Conducted in such a manner and at such times as not to interfere with instructional class time
- Not unduly demanding of staff time
- Provide, whenever possible, parental involvement
- Periodically evaluated by teachers, administrators, and students

## **MONIES IN BUILDING**

All cash collected by either students or faculty members for school activities must be hand-carried to the Front Office on the day it has been collected or the morning after an evening event. Receipts must be issued to any individuals giving money to ASB. The official School Receipt Book makes copies of each receipt:

Original Receipt: Give to the person who paid  
Copy #1: Give to the Business Office  
Copy #2: Leave in the Receipt Book

Monies are not to be sent to the Business Office via campus mail system. All cash received is then credited to the proper account and a receipt issued.

Under no circumstances are staff members to keep cash in their desks or file cabinets. Money should never be left in a student's locker. All students should be discouraged from having large sums of money in their possession at school.

## **ACTIVITY/FIELD TRIP REQUESTS**

Activity requests requiring transportation should be turned in two (2) weeks in advance for scheduling and servicing purposes. The activity request forms should be completed and then turned in to your supervisor and then to the Superintendent to sign. If your activity request has been approved, then you will receive a signed copy of it back.

Please indicate on the activity request if you will be missing a meal or need to place a food order. The request will be forwarded to the Child Nutrition Department upon approval. Be sure to contact the Child Nutrition Department to make sure staff is aware of the request and arrangements are being made.

Any faculty member concerned about a particular student missing class should notify the sponsor immediately. In the case of a dispute as to the educational well-being of the student due to the trip, the principal will make the final decision.

Sponsors will check off student names as the students board the van. A final copy of persons attending (both students and adults) should be given to the School Secretary prior to departure and forwarded to the Transportation Manager. Sponsors should keep a list at all times during the trip.

## **General Employee Information**

### **PERSONNEL RECORDS**

The official personnel records of all employees are maintained in the ASB Personnel Office located in the duplex on the ASB campus. Government employees can request access to their personnel records under the state Freedom of Information Act. An employee may review his or her record any time during regular business hours following established procedures. It is best to give prior notice and positive identification is required.

### **FAIR LABOR STANDARDS ACT COMPENSATORY TIME AND OVERTIME**

#### **Fair Labor Standards Act Overtime and Compensatory Time**

The Fair Labor Standards Act (FLSA) is a federal law that contains provisions related to minimum wage, working hours, earning overtime and record keeping requirements that ASB is required to follow. The FLSA established two types of employees: exempt and non-exempt. A “non-exempt employee” is eligible to earn overtime credit for those hours worked above their 40 hour per week schedule. ASB non-exempt employees are generally non-professional employees, are not employed by an employment contract, and are not administrative or supervisory employees. An employee is generally “exempt” from overtime eligibility if they serve in an executive, professional or administrative position as defined by the FLSA and may be asked to work outside their regular schedule.

Compensatory time is awarded by the State rather than paid overtime and is defined as time earned for work performed in excess of forty (40) hours in a workweek. (OPM Policy 28) All employees that perform qualifying nonexempt work within a workweek will accrue compensatory time at a rate of one and one-half times the number of hours worked in excess of forty (40) hours.

Overtime pay is a cash payment for hours worked in excess of forty (40) hours in a workweek (OPM Policy 28)

Compensatory time at 1.0 (straight time) is computed at an equivalent rate when a nonexempt employee did not physically work more than forty (40) hours in a work week, but the total hours in a work week exceeded forty (40) hours.

Compensatory time at 1.5 (time and a half) is computed time accumulated at the rate of 1.5 of compensatory time for each overtime hour worked in a work week without taking time off or being off within the same work week.

Prior approval of compensatory time is required for all non-exempt employees by the employee’s supervisor and the Superintendent. Upon resignation, employees receive a lump sum payment for any remaining FLSA compensatory time. The maximum amount of compensatory time allowed for accrual is 240 hours.

## **TIME SHEETS (EASE – Empowering Arkansas State Employees)**

All employees who are classified as “Non-Exempt” under the Fair Labor Standards Act (FLSA), are required to submit an EASE Timesheet and/or Leave Request(s) on a weekly basis. All regular 40 hours of TIMESHEET ATTENDANCE HOURS and/or pre-scheduled LEAVE REQUEST(s) submissions are due in the EASE system every Thursday by 12:00 noon unless otherwise informed by the Personnel Office. Failure to submit Timesheets and/or Leave Requests in EASE by the due date/time deadline may result in the delay of a paycheck. Pay Period Schedules are available in the Personnel Office upon request, and in the computer shared drive: Q:\Personnel Notices\Schedule of Pay Periods.

## **PAY PERIODS AND PAYCHECKS**

Employees are paid biweekly (every two weeks). Pay periods begin on a Sunday (first week of the pay period) and end on the following Saturday (second week of pay period). Pay Period schedules are available in the Personnel Office upon request, and on the computer shared drive: Q:\Personnel Notices\Schedule of Pay Periods. Paychecks will be processed as a direct deposit into the employee’s bank or other financial institution and the funds will be available to the employee by 9:00a.m. on Friday (the week after the pay period ends). ASB employees can view and/or print their Remuneration Statements by logging on to the EASE (Empowering Arkansas State Employees) system from any computer system (on or off campus) where internet service is available.

Upon termination, resignation, or retirement, eligible employees will be paid for all unused annual leave up to a maximum of thirty days (240 hours) including holidays and birthdays.

Employees are not entitled to payment for accrued and unused sick leave when employment is terminated or employee resigns, except upon retirement based on accumulation of at least fifty (50) days.

## **PAYROLL DEDUCTIONS**

All employees will have the following mandatory deductions withheld from their remuneration statements (paycheck) every pay period:

- Federal Income Tax (FIT) – The amount deducted from a paycheck for Federal Income Tax is determined by the filing status and the number of withholding allowances the employee claims on the W-4 form completed when the employee reports for work.
- State Income Tax (SIT) – The amount deducted from a paycheck for State Income Tax is determined by the filing status and the number of withholding allowances the employee claims on the State Withholding form completed when the employee reports for work.
- Social Security & Medicare Tax (FICA)-FICA is computed on each employee’s salary (unless exempt) at a rate established by the federal government.

- Teacher Retirement (Arkansas Teacher Retirement System – ARTRS) – A mandatory 6.75% Teacher Retirement will be deducted each pay period for all employees that are in a contributory status.
- Arkansas Diamond Deduction: Arkansas Diamond Deduction must be in whole dollars with the minimum being 1% or \$1.00. The deduction is made to the Employee Arkansas Diamond account unless the employee signs the opt-out form.

The following types of payroll withholding are optional for all employees:

- Group Health and Life Insurance
- Credit Union
- Arkansas State Employees Association Membership (ASEA) dues
- United Way Contributions
- Deferred Compensation Plans & 403B Plans
- Other insurance plans (life, cancer, dental, etc.)

### **SHIFT DIFFERENTIAL**

Employees who are assigned to shift work (shift work must begin no earlier than 14:30 and end no later than 08:00 a.m. the following day). From 14:30 to 23:30 shift pay is 6%. From 23:00 to 08:00 shift pay is 12%. No shift differential will be paid when an employee works on the day shift.

### **GARNISHMENT**

The Federal Wage Garnishment Law prohibits an employer from discharging any employee because his/her earnings have been subject to one garnishment. A child support garnishment supersedes any other garnishment.

### **PERSONNEL CHANGES**

At the start of your employment, you will provide necessary information for your personnel file. It is important that you update this information when you have a change. Some examples are: marital status, tax status, name change, new address and/or phone number. You must go to the personnel office with new information. Changes will not be made without proper documentation (i.e.- marriage license, court order)

### **JOB DESCRIPTION**

A Job Description is a written document which identifies the duties and responsibilities of a specific position. A job description is not a class specification, but rather describes the tasks involved in a single position.



Each employee is hired for a specific job based on a job description developed by the Office of Personnel Management. Additionally, supervisors will develop a functional job description that more specifically defines each employee's responsibilities and becomes the basis of their Personnel Performance Evaluation.

## **PERSONNEL PERFORMANCE EVALUATION SYSTEM**

ASB uses A Personnel Performance Evaluation System that is designed to improve employee performance. All employees are rated as Unacceptable, Development Needed, Solid Performer, Highly Effective, or Role Model. For more information please go to: <https://www.dfa.arkansas.gov/personnel-management/performance-goals-and-compensation-pgcs/>

## **EMPLOYEE TRANSFERS**

Employees are encouraged to apply and compete for job opportunities in other areas or offices when such opportunities would result in career advancement or greater job satisfaction. Accrued leave is transferred with the employee if the employee is selected for the position.

## **REASSIGNMENTS AND TRANSFERS**

Notice of an employee's intent to resign or transfer from a position should be made known to the employee's immediate supervisor and to the Personnel Office at least ten workdays prior to the employee's last workday in order to minimize disruption at the work site and to ensure proper handling of the employee's payroll check.

All personnel are subject to assignment and reassignment by the Superintendent. When reassignments result from enrollment shifts or program changes, the Superintendent has final authority on where an employee will work. Extracurricular or supplemental duty assignments may be reassigned at any time.

## **RESIGNATIONS**

A written notice of resignation should be submitted to the employee's supervisor and Human Resources at least two weeks prior to the effective date. Employees are encouraged to include the reasons for leaving in the letter of resignation but are not required to do so.

Check-out Procedures will be given by the supervisor or HR Office.

## **Involuntary Termination of Employment**

1. Upon termination of employment, all keys must be immediately returned to the supervisor.

2. All personal items must be removed immediately while under observation, prior to being escorted off campus.
3. If more time is needed to remove personal effects, the employee must seek approval, in writing, from their former administrative supervisor and provide a time and date set to remove the remaining personal items.

## **PROMOTIONS**

A promotion is a change from one position to another position with a higher pay level on the same pay table. Generally, an employee who is promoted receives up to a 10% percent salary increase, or if the current salary falls below the entry pay level, the salary is adjusted to the entry pay level. An employee's rate of pay after promoting cannot exceed the maximum pay level of the grade.

Within 12 months after promoting, an employee may return to a position in the classification the employee last occupied and will be eligible for a rate of pay no greater than what the employee would have been eligible had the employee remained in the lower-graded position.

## **DEMOTIONS**

A change in duty assignment of an employee from a position in one classification to a position in another classification of a lower pay grade within the same pay table.

Employees demoting to a lower grade in the same pay table may receive a decrease in salary up to 10% percent. An employee's rate of pay after demoting cannot exceed the maximum pay level of the grade. If the employee's rate of pay falls below the entry pay level after demoting, the salary will be adjusted to the entry pay level of the grade.

## **JOB ABANDONMENT**

If absent from work without authorization or notification for three (3) consecutive days, it will be considered job abandonment and will result in termination in accordance with ASB Employee Conduct Standards Policy 1011 - 1(c).

## **STATEWIDE WORKFORCE REDUCTION POLICY**

A Reduction in Force is the least desirable method of solving staffing issues. Agency directors should examine alternatives to avoid a reduction in force. However, should a reduction be necessary, the purpose of the Workforce Reduction Policy is to assist state agencies in implementing statewide reductions in the workforce in an orderly fashion with the least possible impact on the agency and its' employees.

The decision regarding the number of employees and positions that will be affected depends on each individual agency and the services provided to the citizens of Arkansas. These factors include, but are not necessarily limited to, the nature of the agency's mission, the final budget reduction target for the agency, the availability of funds in the agency, and/or the agency's strategic and organizational plan to address the necessary reductions.

The Agency Director shall consider positions providing agency services to the public and any regulatory and enforcement responsibilities as being critical to the agency operations, except if the Agency Director determines that it can maintain current levels of agency operations with less personnel and or locations.

**RECALL**

All employees will be subject to recall during periods when the school is not in session, as determined by the Superintendent, for workshops or other professional development or in the case of an emergency. Employees who are on leave without pay status will be compensated for the time worked.

**Employee Benefits**

**ANNUAL LEAVE**

Employees eligible to accrue annual leave on a prorated basis include:

- Any employee who is employed in a twelve-month, full-time position
- Any part-time employee (with 1,500 hours or more annually) who is employed on a twelve-month basis

10-month employees, temporary, emergency appointments, and extra help employees are not eligible to accrue Annual Leave.

Eligible full-time employees accrue leave at the rate shown in the timetable listed below:

Beginning with:	Through the end of:	Monthly Accrual	Annual Accrual
1 <sup>st</sup> year	3 <sup>rd</sup> year	1 day (8 hrs.)	12 days
4 <sup>th</sup> year	5 <sup>th</sup> year	1 ¼ days (10 hrs.)	15 days
6 <sup>th</sup> year	12 <sup>th</sup> year	1 ½ days (12 hrs.)	18 days
13 <sup>th</sup> year	20 <sup>th</sup> year	1 ¾ days (14 hrs.)	21 days
21 <sup>st</sup> year	-----	1 7/8 days (15 hrs.)	22.5 days

Leave may be used in fifteen-minute (15) increments. Employees must obtain approval from their supervisor prior to taking annual leave. Any leave accrued in excess of thirty days (240 hours) must be used by December 31 of each year or the excess will be forfeited. (This does not include accrued holidays and birthdays.)

Upon termination, resignation or retirement, employees will be paid for all unused annual leave up to a maximum of thirty days including holidays and birthday leave accrued.

When a person dies while actively employed by any agency of the State of Arkansas, the deceased’s estate or the designated beneficiary shall receive payment from the state agency for all unused annual leave and holidays which accrued to the deceased at the time of death. The total number of annual days shall not exceed sixty (60) days. (OPM Policy 20.20)

Employees transferring between state agencies without a break in service retain all accumulated annual leave.

Annual Leave must be earned before it can be used. Employees will accrue half their monthly accrual of annual leave if employed on the first (1<sup>st</sup>) working day of the month and work through the 15<sup>th</sup> of that month. Employees will accrue half their monthly accrual if employed on the 16<sup>th</sup> of the month and work through the last working day of the month. (if the 16<sup>th</sup> falls on a weekend or holiday, accrual begins on the first (1<sup>st</sup>) working day thereafter.) Employees will not borrow from anticipated future accruals and may not use annual leave accrued by other employees.

Annual leave is granted on the basis of workdays, not calendar days. Non-workdays, such as holidays and weekends, are not charged on annual leave. An employee may request to use annual leave at any time after the leave has been accrued. Leave is not available for use until the first working day of the month following the accrual.

Whenever an employee is separated from the agency by reason of resignation, layoff, or dismissal, the unused annual leave shall be liquidated by a lump sum payment, not to exceed 30 working days (240 hours). Terminating employees whose last day is prior to the last day of the month do not accrue leave for that month.

For additional information regarding accrual and usage of annual leave refer to ASB Leave Policy 1001.

## **SICK LEAVE**

Any employee in a regular salary position who works full time and any employee, who works less than full time, but at least 1001 hours per year, are eligible to accrue Sick Leave. Employees who work less than full time but more than 1001 hours per year accrue sick leave in the same proportion as time worked.

Summer employees, temporary, emergency appointments and extra help employees are not eligible to accrue Sick Leave. Ten Month (school term) employees do not accrue sick leave benefits during the summer months unless they work during summer school, then sick leave is accrued.

Employees accrue sick leave at the rate of one (1) day for each completed month of service; however, no employee shall have over 120 days accumulated on December 31<sup>st</sup> of each year.

Accrued leave may exceed 120 days during the calendar year, but those days in excess of 120 will be forfeited if not used by December 31<sup>st</sup> of each year.

Sick leave must be earned before it can be used. Employees will accrue half their monthly accrual of annual leave if employed on the first (1<sup>st</sup>) working day of the month and work through the 15<sup>th</sup> of that month. Employees will accrue half their monthly accrual if employed on the 16<sup>th</sup> of the month and work through the last working day of the month. (if the 16<sup>th</sup> falls on a weekend or holiday, accrual begins on the first (1<sup>st</sup>) working day thereafter.) Employees will not borrow from anticipated future accruals and may not use annual leave accrued by other employees.

Sick leave is granted on the basis of workdays, not calendar days. Non-workdays, such as holidays and weekends, are not charged on sick leave. An employee may request to use sick leave at any time after the leave has been accrued. Leave is not available for use until the first working day of the month following the accrual.

Whenever an employee is separated from the agency by reason of resignation, layoff, or dismissal, employees whose last day is prior to the last day of the month do not accrue leave for that month.

Employees will not borrow from anticipated future accruals.

An employee may not earn sick leave when on leave without pay for ten (10) or more cumulative days within a calendar month.

Employees continue to earn sick leave at the normal accrual rate when they are on sick leave or annual leave.

**Sick leave may be used for only the following purposes:**

When the employee is unable to work because of sickness or injury; or for medical, dental or optical treatment.

Death or serious illness of a member of the employee's immediate family. Immediate family is defined as the father, mother, sister, brother, spouse, child, grandparents, in-laws or any individual acting as a parent or guardian of an employee.

The use of sick leave is contingent upon the occurrence of one of the events listed above. If the event never occurs, the employee is not entitled to sick leave benefits.

The minimum sick leave amount an employee can use is fifteen (15) minutes. No smaller amount shall be authorized or used. **Leave is not available for use until the first working day of the month following the accrual.**

Absences due to sick leave, except in the case of maternity leave, shall be charged in the following order: (1) earned sick leave; (2) earned annual leave; (3) compensatory time; (4) earned holiday leave (5) earned birthday leave (6) catastrophic leave (7) leave without pay.

Employees who are on sick leave for five (5) or more consecutive days or who regularly take time off to seek medical care for a family member or chronic condition for themselves should contact the Human Resources Office for Family Medical Leave Act paperwork. Supervisors with employees who are out on sick leave five (5) or more days should contact the Human Resources Office to ensure the employee receives information on FMLA and any other benefits resources that are available.

Employees who are on sick leave for five (5) or more consecutive days must furnish a certificate of illness from an attending physician. The certificate must indicate the dates you were unable to work. You must also have a release to return to work. ASB has a policy in which a pattern of sick leave usage may require an employee to furnish a certificate of illness from a licensed, attending physician for any use of sick leave. A certificate from a Christian Science practitioner listed in the Christian Science Journal may be submitted in lieu of a licensed physician's certificate. In cases where a pattern of misuse is visible, an ASB employee may be required by the supervisor to provide a doctor's statement for less than five days. Requests to use sick leave for purposes of medical, dental or optical examinations, hospital stays, funerals, etc. should be made in advance.

Notification of absence due to illness shall be given as soon as possible on the first day of absence to the employee's supervisor.

Application for sick leave is to be filed within two (2) days after the employee's return to work. A sick leave request must be submitted into the Employee EASE profile. Employees have access to the EASE system anywhere there is wi-fi/internet service available. Sick leave requests must be submitted into EASE within the pay period the leave is used by the employee.

If an employee fails to make proper notification for use of sick leave as provided herein, such absences shall be charged to annual leave or leave without pay. Such determination shall be made at the Superintendent's discretion.

Employees transferring without a break in service between State agencies and/or State supported institutions of higher education which are covered by these policies shall retain all accumulated sick leave.

School teachers or other certified personnel employed by a school district that transfer to another school district, an educational cooperative, or a position requiring certification approved by the Department of Education in a state agency shall be granted credit in the new position for up to ninety (90) days unused sick leave accumulated in the former position. The accumulated and unused sick leave credit shall be granted to the employee upon furnishing proof in writing from the district, educational cooperative, state education agency, or two-year college.

Employees are not entitled to payment for accrued and unused sick leave when they terminate their employment except as follows:

A. Upon retirement or death, any employee, or beneficiary of any employee of ASB shall receive compensation for accumulated unused sick leave as follows:

1. If the employee has accumulated at least fifty (50) days (400 hours), but less than sixty (60) days (480 hours) of sick leave, the employee shall receive an amount equal to fifty percent (50%) of the number of accrued sick leave days (rounded to the nearest day) times fifty percent (50%) of the employee's daily salary.
2. If the employee has accumulated at least sixty (60) days (480 hours), but less than seventy (70) days (560 hours) of sick leave, the employee shall receive an amount equal to sixty percent (60%) of the employee's daily salary.

3. If the employee has accumulated at least seventy (70) days (560 hours), but less than eighty (80) days (640 hours) of sick leave, the employee shall receive an amount equal to seventy percent (70%) of the number of accrued sick days (rounded to the nearest day) times seventy percent (70%) of the employee's daily salary.

4. If the employee has accumulated at least eighty (80) or more days (640 hours) of sick leave, the employee shall receive an amount equal to eighty percent (80%) of the number of accrued sick leave days (rounded to the nearest day) times eighty percent (80%) of the employee's daily salary.

A. For purposes of this section, the employee's daily salary shall be determined by dividing the annual salary by two hundred and sixty (260)

B. In no event shall an employee receive an amount that exceeds seven thousand five hundred dollars (\$7,500) upon retirement or death due to the provisions of this Section.

For additional information regarding accrual and usage of sick leave refer to ASB Leave Policy 1001.

### **PERSONAL LEAVE**

Teachers may earn up to two (2) days of personal leave by completing 16 hours of PD during the summer months. You must obtain supervisor approval prior to taking earned days. Personal leave must be taken in at least 2-hour increments. Personal days cannot be taken the **first or last** weeks of school. Personal days cannot be taken **before/after a holiday**. The supervisor has the authority to grant or reject the request.

Personal leave time may be taken during the school year with prior approval by the supervisor. Personal leave used in connection with Sick Leave for a total of five days shall require a doctor's excuse. Requests should be submitted five days in advance when circumstances allow. Unused personal leave will be lost at the end of the school year. Personal leave should not be used immediately before or after school holidays or school closings without prior approval.

### **LEAVE WITHOUT PAY**

Employees may not take leave without pay (LWOP) as authorized in Arkansas Law until all their annual leave has been exhausted, except in the cases of maternity leave, inclement weather as designated by state policy, budget reductions as determined by an agency director, and agency disciplinary actions. In the case of maternity leave, such employee may elect to take leave without pay, without exhausting accumulated annual and sick leave. In the case of disciplinary actions, the agency may place an employee in disciplinary leave without pay status in accordance with the agency's written and publicized personnel policies.

For additional information regarding the leave without pay process refer to ASB Policy 1001.

## **FAMILY MEDICAL LEAVE**

The Family and Medical Leave Act (FMLA) entitles eligible employees to twelve (12) weeks of unpaid leave during any twelve (12) month period providing the conditions for the leave are covered by FMLA.

### Qualifying conditions

The birth of a child, and to care for the newborn child

The placement with the employee of a child for adoption or foster care

The care of the employee's spouse, son, daughter, or parent with a serious health condition

A serious health condition that makes the employee unable to perform the functions of the employee's job.

To be eligible an employee must have been employed by the State of Arkansas for a minimum of twelve months and must have worked for a minimum of 1250 hours during the twelve months immediately preceding the need for family medical leave.

### Benefits during Family Medical Leave

- During Family Medical Leave (FML), the employee continues to receive the same health insurance benefits and coverage the employee received prior to using FML, even if the employee's FML leave is without pay.
- Upon return from FML, an employee who continues to be able to perform the essential functions of the employee's position must be restored to the employee's original or an equivalent position with equivalent pay, benefits, and other employment terms.
- The use of FML cannot result in the loss of any employment benefits that accrued prior to the start of an employee's leave.

It is important for an employee to understand that, when the employee is taking FML, the employee must use all available, applicable paid leave before using leave without pay. An employee receives pay for FML only when the employee can cover the absence with accrued leave. When the employee has used all available, applicable leave, the employee will not receive any pay. For example, an employee had accrued 20 hours of vacation time, 10 hours of sick leave, and 8 hours of holiday leave (a total of 38 hours) prior to taking leave under the FMLA. During the first week the employee was absent, the employee used all 38 hours of accrued leave and had 2 hours of leave without pay. The employee was absent on FML for three more weeks. The employee is not paid for the rest of the leave time and will need to contact the HR Office to make arrangements to pay their insurance premiums during the time they are on leave without pay.

For additional information and FMLA application refer to ASB Family and Medical Leave Policy 1003.



## **PAID MATERNITY LEAVE (Act 182 of 2017)**

Eligible female employees can take up to four weeks of paid leave after the birth of the employee's child or placement of an adoptive child in the employee's home. Paid Maternity Leave will run concurrently with Family Medical Leave.

The criteria for FML (Family Medical Leave) must be met to qualify for Paid Maternity Leave.

## **MATERNITY LEAVE**

Maternity Leave shall be treated as any other leave for sickness or disability. However, the employee may elect to take leave of absence without pay without exhausting accumulated annual and sick leave. Catastrophic Leave under §21-4-214 may be used for Maternity Leave. Reference OPM Policy 47 Catastrophic Leave. An employee may request Catastrophic Leave to receive Paid Maternity Leave. If an employee is eligible for both Catastrophic Leave for maternity purposes and Family Medical Leave for maternity purposes, the two shall run concurrently.

Eligible male employees can take FML after the birth or placement of a child or to bond with a newborn or newly placed son or daughter.

Family Medical Leave may be used for maternity leave. Reference OPM Policy 50.07 Family Medical Leave.

## **MILITARY LEAVE**

Permanent, full-time employees who are members of the National Guard or any of the reserve branches of the U.S. Armed Forces will be granted leave at the rate of fifteen (15) working days per calendar year, plus necessary travel time for annual training purposes. Up to fifteen (15) military leave days may be carried over to the succeeding year for a minimum of thirty (30) military leave days for that calendar year.

Military leave for annual training or other official duties will be granted without loss of pay and shall be in addition to regular vacation time.

The employee must attach a copy of his/her military orders to each request for military leave.

## **COURT AND JURY LEAVE**

Arkansas Code Annotated § 21-4-213: § 16-43-806

An employee serving as a witness, juror or party litigant is entitled to time off with full compensation in addition to any fees paid through the court system for such services. The time off will not be charged against accumulated leave nor will the employee be penalized. Employees must provide written documentation provided by the courts of attendance.

### Specific Provisions

A state employee serving as a juror in state or federal court shall be entitled to full compensation in addition to any fees paid for such services, and such services or necessary appearances in any court shall not be counted as annual leave.

If a state employee is subpoenaed as a witness to give a deposition or testimony in state or federal court, at a hearing, or before anybody with power to issue a subpoena, the state employee is:

1. Entitled to his or her salary if the employee is a witness in a matter: that is within the employee's scope of state employment; or outside the employee's scope of state employment and the employee is not serving as a paid expert witness or is not a party to the matter.
2. Required to take annual leave to attend the deposition, hearing, or appear in court only if the matter is outside of the employee's scope of state employment and the employee is serving as a paid expert witness or is a party to the matter.
3. Entitled to retain any witness fees that may be tendered to him or her under state or federal law or court rules only if the matter is: outside the employee's scope of state employment; or the employee is a party to the matter other than as a representative of the state employer.
4. Entitled to retain any mileage fees that may be tendered to him or her under state or federal law or court rules only if the matter is: within the employee's scope of state employment and the employee uses a personal vehicle for travel in obeying the subpoena and the employee's employer does not reimburse the employee for travel expenses; or outside the employee's scope of state employment for travel in obeying the subpoena.
5. Allowed to retain any witness and mileage fees tendered to him or her if the state employee is subpoenaed to appear on a non-workday.

Employees who work night shifts and are required to serve in court during the day or are subpoenaed as a witness to give a deposition in a court or hearing, not involving personal litigation or service as a paid witness outside the scope of state employment, shall be allowed to take court and jury leave on the night shift of the day on which they served.

You must notify your supervisor and HR immediately upon notification of court or jury duty. You will be required to furnish documentation attesting to the specific dates on which you appear in court. Acceptable documentation includes an original certificate from the clerk of the appropriate court.

### **CATASTROPHIC LEAVE**

Arkansas law established a Catastrophic Leave Bank Program to be administered by the Office of Personnel Management (OPM) of Transformation of Shared Services (TSS). The Catastrophic Leave Bank Program creates no expectation or promise of continued employment with a state agency and is intended to assist eligible employees during medical emergencies and for maternity purposes. Please refer to OPM Policy 47.0. Contact HR for all catastrophic leave paperwork.

## **ADMINISTRATIVE AND PROFESSIONAL LEAVE**

Administrative and Professional Leave is granted for attending professional functions for which you are not reimbursed. The professional function must be beneficial or related to the Arkansas School for the Blind and your professional growth.

Because of the amount of time needed in the classroom, it has become necessary to limit the number of Professional Leave days taken during the school year. Each teacher will be allowed 2 days of Professional Leave per school year. The school recognizes that several of the staff are involved (and are encouraged to participate) in national professional organizations for the blind, therefore an additional 3 days of Professional Leave may be granted upon request to the immediate supervisor and the Superintendent.

## **CHILDRENS EDUCATIONAL ACTIVITY LEAVE**

Act 1028 of 2007 – Amends Arkansas Code Title 21, Chapter 4, Subchapter 2 to grant full-time employees of any branch, department, board, bureau, commission, or state-supported institution of higher education of the State of Arkansas, eight (8) hours of children’s educational activity leave per calendar year. Unused children’s educational activity leave may not be carried over to the next calendar year, and is not compensable to the state employee at retirement.

All state employees are entitled to eight (8) hours of leave during any one calendar year for the purpose of attending or assisting with the educational activities of a child. “Child” means a person enrolled in a pre-kindergarten through grade 12 who is of the following relation to a state employee:

- Natural child
- Adopted child
- Stepchild
- Foster child
- Grandchild
- Ward of the state employee by virtue of the state employee having been appointed the person’s legal guardian or custodian; or
- Any other legal capacity where the employee is acting as a parent for the child

“Educational activity” means any school-sponsored activity which includes without limitation:

- A parent-teacher conference
- Participation in school-sponsored tutoring
- Participation in a school-sponsored volunteer program
- A field trip
- A classroom program
- A school committee meeting
- An academic competition and
- Assisting with athletic, music, or theater programs.

When using CEAL “Notes” must be placed in the EASE leave request. The information to include in the “Notes” is the child’s age/or grade, school’s name, and the event’s name. Hard documentation of the CEAL event must be sent to the Personnel Office as well.

## HOLIDAYS

Twelve-month employees shall be granted time off for designated State holidays:

New Year's Day	January 1
*Dr. Martin Luther King Jr's Birthday	3 <sup>rd</sup> Monday in January
*George Washington's Birthday/Daisy Gatson Bates Day	3 <sup>rd</sup> Monday in February
*Memorial Day	Last Monday in May
Independence Day	July 4
*Labor Day	1 <sup>st</sup> Monday in September
*Veteran's Day	November 11
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Christmas Eve	December 24
Christmas Day	December 25
Employee's Birthday Day	

If school is in session on these dates, an employee should receive approval from the supervisor prior to taking the holiday.

Ten-month non-exempt employees are eligible to receive pay for Independence Day (July 4<sup>th</sup>) only if they use compensatory time for that day.

\*Ten-month employees will follow the designated school calendar.

To receive credit for working a holiday, a verification form must be submitted to the Personnel Office within one week. Note- 10-month non-exempt employees are required to submit a school closing leave request in EASE for holidays which fall during the regular school term but school is not in session for i.e.- Labor Day, Thanksgiving Break, Christmas Break, etc.... 12-month non-exempt employees are required to submit a Holiday Leave request in EASE for all holidays which are not worked. Salary employees do not submit a leave request for holidays not worked.

The Governor may issue an Executive Proclamation and proclaim additional days as holidays in observance of special events or for other reasons. These will be honored except if school is in session.

State offices located in Pulaski County shall remain open when a legal holiday occurs during a general or special session of the legislature. These offices shall maintain the minimum number of employees required to conduct State business. However, these offices may be permitted to close by Resolution of the General Assembly.

All "regular salaried" and "extra help" employees are eligible to receive holiday pay only if they are in pay status on their last scheduled workday before the holiday and at least one hour on the first scheduled workday after the holiday.

When a holiday occurs while an employee is on annual or sick leave, that day will be considered a holiday and will not be charged against the employee's annual or sick leave. Holiday earned must be taken within one year from the date earned. When a holiday occurs on an employee's regularly scheduled day off, the employee will be given equivalent time off.

Days off in lieu of holidays worked may be taken at a time approved by the employee's supervisor. Such time off is to be taken as soon as is practical.

Employees who work less than full time may take the holiday at a rate proportionately equal to their time worked. For example, if an employee works half time, a holiday would be granted equivalent to four (4) hours.

Holidays which occur on a Saturday will be observed on the preceding Friday. Holidays which occur on a Sunday will be observed on the following Monday.

## **TEN-MONTH NON-EXEMPT EMPLOYEE COMP TIME POLICY**

### **Description:**

ASB Comp Time (Compensatory 1.0/1.5 quotas) is a system that gives 10-month non-exempt staff the ability to work extra hours during the regular school year term. Those earned extra hours are banked as Compensatory 1.0 and/or Compensatory 1.5 quotas. In order for 10-month non-exempt employees to receive 40 hours of payment each week throughout the six weeks of summer break; employees must have 240 hours of combined Compensatory 1.0/1.5 quotas AND submit 40 hours each week of either Compensatory Leave 1.0 Leave Request and/or Compensatory Leave 1.5 Leave Request in the EASE system.

### **Result for Partial Comp Time**

- Recommend meeting with the Payroll Services Specialist to create a plan to spread out the comp time hours, as well as to cover health insurance.

May have to pay percentage of health insurance, vision/dental/other deductions during the 6 weeks of summer. Employee will need to contact EBD (Employee Benefits Division @ 501-682-9656) for health insurance payment arrangements and contact ARSEBA (Arkansas State Employees Benefit Advisors @ 501-224-5234) for vision/dental/other deductions payment arrangements.

### **Bus Chaperoning Requirement:**

Because we serve students from all over Arkansas, we have chartered buses that take students home on Fridays and bring them back to school on Sundays. Each bus that we have a student on we must have a chaperone on, for this reason all 10-month employees are required to ride a bus 10 times throughout the school year. If they are medically unable to then a doctor's note will be required.

### **Special Option Available to New Staff:**

For staff members who are hired during the school year, and do not have sufficient time to earn 240 comp hours, they may be allowed to work at the school during the summer months. This option would result in them being paid throughout or for some of the 6 weeks of summer.

This option may also be made available on an individual basis for staff members with extraordinary health conditions or other circumstances that result in their inability to earn comp time during the year. Such cases may only be approved by the Superintendent.

## ADMINISTRATIVE LEAVE POLICY

Administrative Leave shall mean time off from employment as directed by the Superintendent with pay or without pay.

All employees must notify the Superintendent within 10 working days from the date of any arrest. The notification must be made on the Arrest Report Form. If the employee is arrested for one of the listed offenses as stated per Act 1019 of 1997 the employee will be placed on Administrative Leave **without** Pay until final disposition is determined by the court. If the final disposition is determined to be guilty the agency will issue recoupment of all salary paid.

1. Capital murder
2. Murder in the first degree and second degree
3. Manslaughter
4. Negligent homicide
5. Kidnapping
6. False imprisonment in the first degree
7. Permanent detention or restraint
8. Robbery
9. Aggravated Robbery
10. Battery in the first degree
11. Aggravated assault
12. Introduction of controlled substance into body of another person
13. Terroristic threatening in the first degree
14. Rape and carnal abuse in the first degree, second degree, and third degree
15. Sexual abuse in the first degree and second degree
16. Sexual solicitation of a child
17. Violation of a minor in the first degree and second degree
18. Incest
19. Offenses against the family
20. Endangering the welfare of incompetent person in the first degree
21. Endangering the welfare of a minor in the first degree
22. Permitting child abuse
23. Engaging children in sexually explicit conduct for use in visual or print media, transportation of minors for prohibited sexual conduct, or pandering or possessing visual or print medium depicting sexually explicit conduct involving a child, or use of a child or consent to use a child in sexual performance by a child
24. Felony adult abuse
25. Theft of property
26. Theft by receiving
27. Arson
28. Burglary
29. Felony violation of the Uniform Controlled Substances Act
30. Promotion of prostitution
31. Stalking
32. Criminal attempt, criminal complicity, criminal solicitation, or criminal conspiracy

If the arrest is not one of the above listed offenses but deemed to be detrimental or not in the best interest of the Agency, students and/or other employees the employee may be placed on Administrative Leave **Without** Pay until final disposition is determined by the court for a period of time not to exceed 6 (six) months. If the disposition is not determined at the end of the 6 (six) month period, the employee will be terminated from employment with the Arkansas School for the Blind.

## **General State Benefits**

### **Workers Compensation**

Effective July 1, 1997, Rule 33, implemented by the Workers Compensation Committee, requires that all Workers Compensation claims must be handled through a managed care program.

When an employee files a Worker's Compensation claim, he/she is required to receive treatment through the MCO medical/hospital provider network. If an employee fails to see a provider in the network, his claim will not be paid by Workers Compensation except in the case of an emergency.

A copy of Form AR-H "Employee Managed Care Notice" is available in your personnel office. The Form N and PECD-1 forms are to be filled out by the employee. PECD-2 form is to be signed by the supervisor after the employee fills it out.

As an employee of the State, you are covered by Worker's Compensation. Coverage is for accidental injury while on the job. Financial and medical aid is available for injury or death.

Claims are handled by calling the Injury Hotline at 1-855-339-1893. A Registered Nurse will direct the employee to the appropriate clinic or doctor. Your supervisor is responsible for assisting you in making the call.

If you are injured, compensation is not allowed for the first (7) days of disability resulting from the injury, excluding the day of the injury. If a disability extends beyond that period, compensation starts with the 9<sup>th</sup> day of disability. If the disability extends for a period of two (2) weeks, compensation is allowed beginning the first day of disability, excluding the day of the injury.

Should you be absent from work due to a temporary disability and are entitled to Workers Compensation benefits, you can, upon proper application, use your earned sick leave and/or annual leave as a supplement to the Workers Compensation. The sum total of both cannot exceed your normal salary. When this option is used, earned sick leave and/or annual leave is reduced on a proportional basis. Employees receiving Workers Compensation benefits for a permanent disability are eligible for full payment from both sources. Absences from work due to occupational injury or illness are charged in the following order: (1) earned Sick Leave, (2) Annual Leave, and (3) earned Holiday Leave (4) earned Birthday Leave (5) earned Compensatory time (6) Leave Without Pay.

Should you be injured while on the job, report the injury at once to your immediate supervisor and the HR office.

State Employee Insurance matching payment is paid by ASB if the employee is off payroll due to a Workers Compensation injury.

### **ORGAN OR BONE MARROW DONOR**

In any calendar year, an employee is entitled to the following leave in order to serve as an organ donor or a bone marrow donor:

- No more than seven (7) days of leave to serve as bone marrow donor and
- No more than thirty (30) days of leave to serve as an organ donor

In order to qualify for the leave, the employee must:

- Request the leave in writing
- Provide the agency written verification by the physician to perform the transplantation that the employee is to serve as a human organ or bone marrow donor and
- Provide the agency written verification by the physician performing the transplantation that the employee did serve as a human organ or bone marrow donor.

An employee may use the leave as provided in Section 13 without loss or reduction in pay, leave, or credit for time of service.

The agency shall not penalize an employee for requesting or obtaining leave pursuant to this section.

Definitions as used in this section:

- “Bone marrow donor” means a person from whose body bone marrow is taken to be transferred to the body of another person
- “Organ” means a human organ that is capable of being transferred from the body of a person to the body of another person, including eyes
- “Organ donor” means a person from whose body an organ is taken to be transferred to the body of another person.



Leave requests must reflect the usage of Annual, Sick, Personal Leave, Professional Development Leave, Court and Jury, Holiday, Leave Without Pay, Military, FLSA Compensatory Time and Birthday Leave. Leave accrual and use covered under this policy will be recorded in increments of fifteen (15) minutes, submitted and approved on the appropriate form. Supervisors must notify Personnel by the 3<sup>rd</sup> day if an employee is on any leave that has not been approved in advance.

## **HEALTH INSURANCE**

Employees are eligible to participate in the State Health and Life Insurance Plan with the exception of those who normally work less than 1,000 hours a year. The state contributes a portion of the employee's premium. Employee payments are payroll deductible. Participation is voluntary and enrollment must be requested by the employee within thirty days of being hired into a permanent position.

Health insurance consists of three major medical plans administered by EBD (Employee Benefits Division). They are Premium, Classic and Basic health plans.

All employees are eligible to receive the basic \$10,000 life insurance coverage currently at no cost to the employee. Additional optional life insurance is available as well as, dependent life insurance.

Effective date of coverage is the first day of the month following date of application. Premiums are collected according to effective date. At age sixty-five, rates and benefits remain the same if the employee is active. If the employee is retired, then Medicare is the primary and the State insurance is secondary. Specific coverage under the insurance program is outlined in brochures available from your insurance representative.

The ARBenefitsWell program is a wellness program that allows for a monthly discount in premium for active Arkansas state employees when certain wellness criteria are met during the 2022 plan year. Any discount put in place would be effective January 1, 2023. This program was created to reduce ever-increasing claims costs and encourage participants of the ARBenefits Plan to actively engage in their own health and well-being. The amount of the discount will be decided each year when rates for the plan year are set.

To receive the discount in 2023, employees and covered spouses **BOTH** must complete a wellness screening through their physician. There are no forms that need to be completed and submitted to receive the discount.

**Active employees and covered spouses have until October 31, 2022, to complete all requirements.**

**New Hires:** New employees hired on or after July 1, 2022 will automatically receive a monthly discount for any part of the 2023 plan year.

**Failure to meet the deadline will result in the employee/spouse being ineligible to receive a monthly discount for any part of the 2023 plan year.**

The ARBenefitsWell program also offers:

1. A maternity program with discounts and support for expecting mothers. Employees may enroll by calling 1-800-225-1891 ext. 20225.
2. Case management services and assistance.
3. Nurse24 provides access to a registered nurse 24 hours a day to provide information on home treatment of illness or injury, lifestyle changes, and understanding your diagnosis and medications. The program is available by calling 1-866-458-0408.

For more information, contact the ASB Personnel Office or visit [www.arbenefits.org](http://www.arbenefits.org).

### **FLEXIBLE SPENDING ACCOUNTS (FSA) AND HEALTH SAVINGS ACCOUNT (HAS)**

Flexible Spending Accounts allow you to contribute pre-tax funds to use towards eligible dependent care or medical expenses not covered by insurance. The employee may choose the amount money placed in the account each year up to \$2500, but any money left in the account at the end of the year will not roll over into the new year and will be forfeited.

Health Savings Accounts are used in conjunction with a high deductible insurance plan. Money placed in the HSA account may be used to pay medical expenses prior to the deductible being met and then to cover the coinsurance portion of any medical treatments. Employees with an HSA own their account even if they leave the State.

FSAs allow employees to use their elected contribution amount at the start of the year, HSA holders must have funds in their accounts in order to use them.

### **CAREER SERVICE RECOGNITION PAYMENTS**

Employees shall become eligible for annual career service recognition payments upon completion of 10 or more years of state service in regular full-time positions as follows:

10 – 14 years	\$800.00
15 – 19 years	\$1,000.00
20 – 24 years	\$1,200.00
25 years & above	\$1,500.00

Employees become eligible to receive career service recognition payments on their career service credit date.

## **PERFORMANCE, GOALS AND COMPENSATION SYSTEM**

The purpose of PGCS is to give employees candid, honest feedback about their work, highlighting areas of strong performance while pointing out areas that require additional professional development.

A properly functioning performance process will distinguish those employees who make superior contributions and motivate them to continue contributing at a high level. PGCS will recognize those employees who perform at the expected level and alert underperformers of the need to either improve or seek other employment. Employees who consistently meet our expectations or occasionally surpass them should receive an overall rating of Solid Performer and many employees will fall into this category. Employees are encouraged to talk with their supervisor or Human Resources office for more information.

### **Key Features of the New Process:**

1. All employees, regardless of their hire date, will be rated in April every year.
2. Performance increases will be added to the employee's base salary instead of a one-time lump sum payment. Employees compensated at the maximum pay level will receive a lump sum payment.
3. Evaluations are completed using an electronic system accessed through the Empowering Arkansas State Employees (EASE) application.
4. It will help achieve the pay plan goals of providing opportunities for employees to advance through their respective pay grades based on performance.
5. The new performance evaluation process establishes a five-level rating scale with no comparison to the old four-level rating scale.

**Role Model-** Employee's performance is exceptional and serves as a model for other employees. The employee made a major positive impact on the agency.

**Highly Effective-** Employee's performance consistently surpasses established standards. The employee accomplished tasks and duties above requirements and made a positive impact on the agency.

**Solid Performer-** Employee's performance meets all requirements for the position in a competent proficient manner. This represents the expected level of performance as established by the agency director or supervisor.

**Needs Development-** Employee's performance periodically falls short of requirements or the employee requires development in the position.

**Unacceptable-** Employee's performance is inadequate and the employee has demonstrated an inability or unwillingness to improve or meet requirements.

## **CREDIT UNIONS**

Employee financial needs can be addressed through non-profit institutions owned and controlled by its members. We currently have two participating credit unions which are: Arkansas Employees Federal Credit Union and Orion Federal Credit Union. Services offered vary with each credit union and most are payroll deductible. For information regarding membership eligibility, contact the credit union of your choice.

## **EMPLOYEE ASSISTANCE PROGRAM (EAP)**

New Directions Behavioral Health is a free service available to all state employees and their family members. Services include confidential counseling, legal services, improving overall health, career development and more! You may contact New Directions 24 hours a day, 7 days a week at 877-300-9103 or at [www.NDBH.com](http://www.NDBH.com)

## **DEFERRED COMPENSATION BENEFITS & 403B PLANS**

An employee may elect to participate in a choice of deferred compensation programs. These tax-sheltered investment options offer a means of setting aside money for future use, which is not subject to current federal or state income tax. Taxes become payable when the deferred income plus earnings are paid to the employee, usually at retirement, when the employee is probably in a lower income tax bracket. This deferred income can serve as a supplement to social security, pension, or retirement benefits.

### **Arkansas Diamond Deferred Compensation Plan (457 Savings Plan)**

This alternative plan offers an easy, automatic way to save for retirement. You control how much you want to save and how to invest your savings. Your money always belongs to you. There's a minimum 1% or \$1.00 deduction. This plan helps to generate extra income you'll need to fill in any gaps in your savings upon retirement. Also, there's an opt-out option for those that are not interested in the plan.

### **AIG-VALIC (403b)**

VALIC offers a tax-deferred income for your retirement. This retirement plan offers tax advantages, plus plan features and benefits making a 403 (b) plan with VALIC an ideal way to help accumulate funds for your retirement. VALIC brings you the expertise, investment options and personal services to help keep things simple.

## **ARKANSAS TEACHER RETIREMENT PLAN (ATRS)**

After July 1, 1999, employees hired full-time will have 6.50% of their salary withheld from their check toward their retirement. The employee's contribution is tax-deferred and is deposited in a Member Deposit Account on behalf of the employee. 14.50% is matched by the State towards the employee's retirement. Upon termination of employment, only the employees' contributions are refundable. All employees are vested with retirement service after five years of state service. Social Security and Teacher Retirement System covers all full-time state employees. Certain agencies have separate plans but the basic requirements are twenty-eight years of service or a minimum of five years' service at age sixty-five to receive full benefits. Effective January 1, 2000, the benefit amount will be based on the average of the highest three years' salary with the exception of disability retirement, which has special rules.

Contact the ASB Personnel Department or ATRS at 501-682-1517, 1-800-666-2877, or [info@artts.gov](mailto:info@artts.gov) for more information.

## **T-DROP**

This is the Teacher Deferred Retirement Option Plan (T-DROP) found at ACA§ 24-7-1301 et.seq. In order to participate in T-DROP, active members of ATRS or a qualified state reciprocal plan must have at least thirty (30) years of combined ATRS and reciprocal service credit for full participation. Active members may elect to participate early with a reduction if the member has at least twenty-eight (28) and less than thirty (30) years of ATRS and reciprocal service credit.

If you choose to participate in T-DROP, you freeze your regular retirement benefits, and then each month a portion of the amount you would have received in retirement benefits is deposited in your own tax-deferred T-DROP account. Your T-DROP account earns interest on the main balance at the end of the fiscal year (July 1 through June 30). After 10 years of participation, interest will cease to accrue on your T-DROP account. The consecutive ten (10) year period is the maximum amount of time a member can receive monthly deposits in T-DROP. A T-DROP participant may retire at any time before reaching ten (10) years of T-DROP participation. Participants may stay in T-DROP beyond 10 years with interest payments only, ranging from 4% to 6% each fiscal year. Upon retirement you can receive a monthly benefit payment, which is added to your regular monthly retirement benefits, or you may receive a lump sum payment.

T-DROP participation begins on the first day of the fiscal year, July 1. The T-DROP application must be submitted no later than May 31 to be eligible to participate by July 1. An application for T-DROP received by ATRS after May 31 cannot become effective until July 1 of the following fiscal year.

T-DROP allows participants to continue to work, but they cannot continue to accumulate service credit in ATRS. Like all decisions concerning retirement, the decision to participate in T-DROP should be made very carefully and seriously.

If you were contributory prior to T-DROP, you will no longer be making member contributions. Your monthly deposit for T-DROP will be based on what your regular monthly benefit would be as if you had actually retired, reduced by 1% for each year of service credit (contributory or noncontributory). If you enter T-DROP early (with at least 28 years of service credit but less than 30 years of service credit), your monthly deposit is further reduced by an additional reduction of 6% for each year below 30 years of service credit (i.e. 12%, if entering T-DROP with 28 years of service credit, 6% if entering T-DROP with 29 years, 03 3% if entering T-DROP with 29.5 years of service credit).

Contact the ASB Personnel Department or ATRS at 501-682-1517, 1-800-666-2877, or [info@artts.gov](mailto:info@artts.gov) for more information regarding T-DROP.

## **Miscellaneous Policies and Procedures**

### **WORKPLACE HARRASSMENT POLICY**

Arkansas School for the Blind is committed to providing a safe environment for all its employees free from discrimination on any ground and from harassment at work including sexual harassment. We want our employees to feel safe and happy. We will not tolerate anyone intimidating, humiliating, or sabotaging others in our workplace. We also prohibit willful discrimination based on age, sexual orientation, ethnicity, race, religion, or disability.

This workplace harassment policy applies to all employees, contractors, public visitors, and anyone else whom employees come into contact with at work.

Harassment includes bullying, intimidation, direct insults, malicious gossip and victimization. Some examples may include but are not limited to:

- Sabotaging someone's work on purpose.
- Engaging in frequent or unwanted advances of any nature.
- Commenting derogatorily on a person's ethnic heritage or religious beliefs.
- Starting or spreading rumors about a person's personal life.
- Ridiculing someone in front of others or singling them out to perform tasks unrelated to their job against their will.
- Sexual harassment is illegal, and we will seriously investigate relevant reports.

If you are being harassed, whether by a colleague, customer, or vendor, you can choose to talk to the following people:

- Offenders: If you suspect that an offender doesn't realize they are guilty of harassment, you could talk to them directly in an effort to resolve the issue, this tactic is most appropriate for minor infractions. ASB does recognize that harassment may occur in unequal relationships (i.e., supervisor/employee) and it may not be possible for the victim to inform the alleged harasser.
- Employee's direct supervisor: Your Administrator will assess the situation and contact HR if necessary.
- If a victim cannot directly approach the alleged harasser and it is not comfortable sharing with their supervisor, he/she may go to Human Resources.

Anyone who is found to have harassed another person under the terms of this policy is liable to any of the following sanctions as stated in Conduct Standard 7(b):

- Written warning
- Suspension
- Dismissal

### **SEXUAL HARRASSMENT POLICY**

This policy is established to encourage employees to discuss problems of sexual harassment with appropriate supervisors, to explain, to reach solutions, to make adjustments, if necessary, and to foster better understanding between employees and

supervisors. Such discussion will lead to better employee/supervisor understanding of policies, procedures and practices.

It is the policy of this agency that sexual harassment, as defined in the Federal Guidelines (29 CFR CH XIV, subsection 1604,11), Section 703 of Title VII of the Civil Rights Act of 1964, as amended, and Arkansas Act 563 of 1985, which subsection (8) of Section 1801 of Act 280 of 1975 in the Arkansas Criminal code, is intolerable and unconscionable.

It also is the policy of this agency that all employees be given the opportunity through established steps and processes as specified in the agency's grievance procedure, to resolve sexual harassment complaints. This policy does not reflect any change in the agency's grievance procedures.

Employees should submit complaints made in good faith, expressed in reasonable terms, containing cause for the complaint, corrective action desired and sufficient information upon which to base decisions.

This policy applies to same gender and opposite gender.

The criteria of sexual harassment, as specified by the Federal Guidelines, is:

- (A) Submission to the conduct is either an explicit or implicit term or condition of employment and/or
- (B) Submission to or rejection of the conduct is used as a basis for employment decisions affecting the person who did the submitting or rejecting and/or
- (C) The conduct has the purpose of effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

Actions that may be defined as sexual harassment are not limited to the "supervisor to employee" situations, but may include actions of co-workers, actions of the same or opposite sex and actions of individuals external to the agency, but who have contact with employees in the work environment.

Such unwelcome behavior may be either physical or verbal in nature. Examples include, but are not limited to the following:

Overt Actions – actual rape or sexual assault, though it is a one-time occurrence

Continuing Actions – a pattern of behavior or practice conducted on a continuing basis, i.e., including but not limited to: abusive language, derogatory remarks, questions regarding sexual preferences or activities, and/or explicit/implicit materials.

Covert Actions – may include any or all of the actions listed under continuing actions.

Examples of sexual harassment as defined by Act 563 of 1985 to amend Subsection \*8) of Act 280 of 1975 (Arkansas Criminal Code) include:

“Sexual Contact” means any act of sexual gratification involving the touching directly or through clothing sex organs, or buttocks, or anus of a person or the breast(s) of a female.

An agency’s policy should include a provision that the grievance officer shall insure that no person who files a grievance involving sexual harassment is required to solely or independently confront any person allegedly conducting or causing any action believed to be sexual harassment. If an employee files a grievance alleging sexual harassment and the agency determines the employee is ineligible to use the grievance process based on the employee’s supervisory status, the agency still has a responsibility to investigate the matter.

Employees believing themselves to be victims of sexual harassment are encouraged to come forward in order to affect resolution of the complaint. Employees are encouraged to contact the appropriate level supervisor(s) or the appropriate grievance officer to begin the process of resolution.

## **HIPAA**

In August of 1996, the Health Insurance Portability and Accountability Act (HIPAA) was enacted. HIPAA requires that ASB handle your health insurance information according to regulations. The intention of the regulation is to ensure the privacy of medical records, health information, and other types of personal information.

## **WHISTLE-BLOWER ACT**

The Arkansas Whistle-Blower Act prohibits a public employer from taking adverse action against a public employee who communicates in good faith to an appropriate authority the existence of waste of public funds, property, or manpower or a violation of the law; participates, or gives information, in an investigation, hearing, court proceeding, legislative inquiry, or administrative review; or objects to carrying out a directive the public employee reasonably believes violates the law. To anonymously report suspicions of illegal activity by government officials, call 501-221-8200 or call the AR State Police at 800-553-3820. For additional information about the Arkansas Whistle-Blower Act consult Act 1523 of 1999 and AR Code Ann §§ 21-1-601 to 610.

Arkansas State Employee’s Fraud, Waste, & Abuse Report Center is to prevent illegal use and mismanagement of Arkansas State Government Resources. To report information concerning fraud, waste, and abuse to the Report Center, employees can call 800-952-8248 toll-free, 24 hours a day. They may also call the Department of Finance and Administration Office of Internal Audit at 501-682-0370 M-F 8:00-4:30 or e-mail [fraud@dfa.arkansas.gov](mailto:fraud@dfa.arkansas.gov).



## **GRIEVANCE PROCEDURES**

ASB policy includes Internal Grievance Procedures. Supervisors and managers are to ensure that each employee under their supervision is informed and provided a copy of the Uniform Grievance Procedures Policy 1015. Further information on these procedures is available from the employee's supervisor or the Personnel Office.

## **SALARY PAY FOR TEACHERS**

Persons employed as a teacher will be compensated an annual salary for working a complete school year. Persons employed after the beginning of a new school year will not have the opportunity to work a complete school term. These employees will receive summer pay based on a prorated formula as follows:

$$\frac{\text{Days Worked During School Year}}{\text{Days in School Year}} \quad \times \quad \text{Days in Summer}$$

Teachers who resign before the end of the school year will be paid through the last day worked.

## **INCLEMENT WEATHER POLICY**

The Arkansas School for the Blind will provide for the security, safety and welfare of individuals during inclement weather. When in doubt as to the status due to inclement weather, please visit <http://www.arkansasschoolfortheblind.org> for up-to-date inclement weather procedures. Status will also be included in the list of announcements on KARK Channel 7 television station.

Staff members are strongly encouraged to sign up for ASB Emergency Alerts through your phone. In addition to emergency messages, messages related to schedule changes, such as snow days, are sent through this system first before they are sent through our school website or through social media. Messages are sent through text, email, and voice calls. Your contact information is not shared with anyone, and it is the fastest way to get news happening at ASB.

The FCC requires that you opt-in to receive messages, which is a simple process. Contact your supervisor or the ASB Technology Director for more information.

### **Procedures when students are on campus:**

During times that students are on campus, ASB will remain open regardless of inclement weather. Twenty-four-hour coverage will be maintained.

When students are on campus, the Superintendent shall decide when employees are expected to start their shifts. If the ASB Inclement Weather Policy is placed into effect, notice shall be given on local TV channels and

<http://www.arkansasschoolfortheblind.org>. Shift-specific information will advise all employees of their expected arrival time. All employees should make every effort to arrive at their designated work stations at their regular start time, but no later than the time specified by the Superintendent. Employees arriving no later than their specified arrival time will be given credit for a full day's attendance. Employees arriving later than their designated start time will be charged the full amount of time involved in the tardiness, and employees not reporting to work at all will be charged a full day's absence.

When inclement weather occurs during office hours, the Superintendent will have the discretion to allow employees to leave work early for safety reasons. If, however, allowing those employees to leave would create a lack of supervision for students, such permission will not be granted.

Those employees arriving at their regularly assigned time will be credited with an equal amount of time.

Note: Employees may request permission to use their vacation time/personal leave time as appropriate. In accordance with Act 835 of 2003, the Superintendent may charge leave-without-pay due to failure to report to duty due to inclement weather if ASB is open for business.

#### Procedures when students are not on campus

If there are no students on campus, then all staff is expected to arrive no later than the time the Governor states in his/her proclamation (e.g. 10:00 am)

When the governor's proclamation is in effect, employees who arrive no later than the time the Governor states in his/her proclamation will not be charged time. Employees arriving after the stated time will be charged for the full amount of time involved in the tardiness.

Note: Employees may request permission to use their vacation time/personal leave time as appropriate. Sick leave taken during inclement weather requires a doctor's statement.

### **PURCHASE REQUESTS**

ASB staff members wishing to make purchases for school purposes must submit a request for approval to their immediate supervisor a minimum of three (3) week prior to the date the purchase is needed. Requests should be submitted as soon as the need for the purchase arises.

Calendar and Annual event purchases (i.e. graduation) should be submitted for approval a minimum of one month prior to the events taking place. Advance notice is required to ensure the request is approved and the order can be filled in a timely manner.

When ordering products from out of state vendors, requests should be submitted as soon as possible with a minimum of three weeks prior notice to allow for shipping. If the school has not previously ordered from the vendor (check with accounting office for

verification) a W-9 number must be obtained prior to the request being processed. Purchase Requests should be complete when submitted including all necessary information such as Vendor name, Address, Telephone/Fax number, and W-9.

A receipt is required for reimbursement of purchased materials. To be reimbursed for expenditures, please complete an ASB cash request form for items purchased for class or club activities. Highlight the items on the receipt that need to be reimbursed.

Please note: Prior approval from the Administration and Business Office must be granted in order to receive reimbursement for cash at any time.

### **CASH REQUESTS**

If a cash request is needed for your department, you must fill out and submit the designated form two weeks prior to the event. All requests for cash must gain approval from the Superintendent and be returned to the business office before funds will be distributed. All available funds along with receipts must be returned to the business office within 24 hours of a purchase before new cash requests can be granted.

### **TRAVEL**

- A. All travel must have prior approval.
1. The Travel Request form can be requested from the Administration Office or the shared drive.
  2. Complete and submit request to your immediate supervisor for approval and submission to Superintendent and Business Office for further approvals. (A copy will be returned to you.)
  3. There are limitations to \$ amounts.
    - a. Mileage is allowable @ .42 per map mile from one location to another.
    - b. Check with accounting office for limitations on meals and lodging.
    - c. If you want the registration paid by the agency, you must complete and submit designated form.
    - d. The traveler pays all meals and mileage and then a TR-1 is submitted for reimbursement.
    - e. If air travel and lodging is involved, the agency can assume the costs in advance for these tickets. Please check with the Business Office for details.
  4. If the Agency pays for Registration and/or Airfare, the traveler is responsible attending the workshop, etc. If the traveler fails to attend the workshop, etc. then they will be responsible for reimbursing the Agency for the costs that cannot be re-cooped.
- B. TR-1s must be submitted for reimbursement of travel expenditures after the trip is made.
1. Mileage (if traveling from home) may be counted from beginning point (agency or home-whichever is closer to destination).
  2. Meals can only be claimed if there is an overnight stay.
  3. No travel advance funds will be issued. (This agency does not have travel advance funds.)

4. **Receipts** for Lodging, Registration, Transportation, Parking, etc. must be attached.
5. Please make and keep copies of everything being submitted.
6. Attach a copy of the approved travel request to your TR-1 and receipts.

### **PERSONAL VEHICLES ON CAMPUS**

Due to ASB sponsored field trips, professional development conferences, etc. situations may occur making it necessary for staff to leave personal vehicles on campus unattended. ASB staff members should notify the Administration Office of any plans to leave personal vehicles on campus overnight or for an extended period of time. Please provide the front office with a license plate number, vehicle description, and length of time and location for each car left on campus. The front office will notify security and inform you of a safe place to leave your vehicle during your absence.

### **STATE CARS**

The state Insurance Commissioner through the Risk Management Division of the Arkansas Insurance Department has implemented a comprehensive vehicle safety program designed to reduce accidents and lessen repair and worker's compensation costs. The program consists of the following as stated in their memorandum:

1. To drive a state vehicle, an employee must have a valid Arkansas State driver's license.
2. Every employee or passenger in a state car or in a personal car on State business will be required to use a seat belt.
3. If an employee's job makes it necessary to travel in his personal vehicle, whether routinely or very occasionally, he will be required to maintain liability insurance on that vehicle to be eligible to receive mileage reimbursement.
4. As a condition to employment, employees will sign a Privilege of Driving Form and understand that a Motor Vehicle Record will be obtained to disclose past driving records.
5. Also, as a condition of employment, employees shall provide a copy of their driver's license to the Human Resource Office.
6. High-risk drivers will be identified using the points system. The points system assigns a numerical value for various offenses and violations incurred while driving.
7. All accidents will be reported **immediately**. This allows the insurance company to work the accident promptly and will usually result in lower claim cost. This should improve our loss experience.

All matters relating to the employee's driving record are held in strict confidence.

## VISITOR POLICY

All visitors during the hours of 8:00 a.m. and 4:30 p.m. are expected to go to the Front Office and sign in. Authorized visitors will receive a visitor's badge and directions to their destination. Employees who observe an unauthorized individual on the campus should immediately direct the individual to the Front Office.

For the safety of our students, all visitors during the hours of 4:30-9:00 p.m. must receive prior approval from the Dorm Supervisor. Upon arrival, visitors must check in through the infirmary or directly with the Dorm Supervisor. No visitors are allowed on campus after 9:00 p.m., except with approval from the Superintendent.

## MEAL TICKET POLICY

1. **One meal during their shift will be provided for ASBVI staff** assigned to the cafeteria, playground, bus duty or any duty deemed necessary by the Superintendent, upon supervisor notification to the Child Nutrition Director.
2. Meals will be provided for students and staff for off-campus outings when approved by the Superintendent.
3. Additional meals may be provided upon approval of the Superintendent.
4. Meal tickets can be purchased for the following number of meals (**Lunch**)
  - 5 meals for \$18.75 /\$3.75 per meal
  - 10 meals for \$37.50/\$3.75 per meal
  - 20 meals for \$75.00/\$3.75 per meal
  - 30 meals for \$112.50/\$3.75 per meal

### **A Meal ticket allows one serving from the main line and Fresh Fruit and Vegetable Bar**

Bulk tickets are limited to ASBVI employees and other state employees working on the ASBVI Campus

Single tickets are for staff, staff children, and other guests that do not have a bulk meal or guest meal ticket.

- **Single ticket cost is \$4.00**
- **Breakfast ticket cost is \$3.00**

5. Persons without tickets will be asked to go to the Child Nutrition Office to purchase a meal ticket. If the Office is closed, please see the Cashier for credit.

Single tickets and Guest tickets can be purchased at any time. Bulk meal tickets (in quantities of 5, 10, 20 or 30 meals) are available for purchase in the Child Nutrition Office. Prices are regulated and approved by the Board of Trustees.

6. Persons holding bulk tickets may treat another eligible person to a meal on their ticket, however the ticket cannot be shared with a guest.
7. Department heads are allowed to take special guests to lunch, but they must secure a Guest ticket from the Child Nutrition Office.

8. **Groups receiving free meals on the ASBVI campus will include:**
  - Parents
  - Board of Trustees
  - Child Nutrition Personnel
  - Other groups approved by the superintendent
9. The Superintendent or designee may authorize free meals.
10. **Carry out meals are not available, unless approved by Superintendent or Principal.**
11. All exceptions to this policy require the approval of the Superintendent.

### **KEYS/ACCESS KEY CARDS**

At the beginning of the school year, the Superintendent's Office will issue the necessary keys. It will be the responsibility of each staff member to see to it that his/her key is properly secured when not in use. Upon termination of services, all keys and access key cards must be returned to the Human Resource Office.

### **SMOKING / DRUG FREE WORKPLACE POLICY**

OPM Policy 15

#### **SMOKE FREE**

Enclosed area: All space between a floor and a ceiling that is enclosed on all sides by solid walls or windows, exclusive of doorways, that extend from the floor to the ceiling.

Place of employment: An enclosed area under the control of a public or private employer that employees utilize during the course of employment, including, but not limited to: work areas, employee lounges, restrooms, conference rooms, meeting rooms, classrooms, employee cafeterias, and hallways.

Public place: An enclosed area to which the public is invited or in which the public is permitted.

Smoking: Inhaling, exhaling, burning, or carrying any lighted tobacco product, including cigarettes, cigars, and pipe tobacco; and other lighted combustible plant material.

Specific Purposes: Smoking is prohibited in all vehicles and enclosed areas owned, leased, or operated by the state, its agencies, and authorities. Smoking is prohibited in all public places and enclosed areas within places of employment, including, but not limited to:

- (a) Common work areas
- (b) Auditoriums
- (c) Classrooms
- (d) Conference and meeting rooms
- (e) Private offices

- (f) Elevators
- (g) Health care facilities
- (h) Cafeterias
- (i) Employee lounges
- (j) Stairs
- (k) Restrooms and
- (l) All other enclosed areas.

Arkansas policy is that smoking of tobacco or products containing tobacco in any form is prohibited within twenty-five (25) feet of an entrance to any building owned or leased by the State of Arkansas. It is up to each agency to develop a policy designating certain areas for smoking.

An individual person, entity, or business shall not discriminate or retaliate in any manner against a person for making a complaint of a violation of this policy or furnishing information concerning a violation to a person, entity or business or to an enforcement authority.

#### Drug Free

State agencies that receive federal funds certify that they will maintain a drug free workplace. Failure to do so may result in a suspension of contract payments, contract termination or debarment from future government awards. Any employees violating this policy will be subject to discipline up to and including termination.

State agencies, boards, and commissions are required to certify that they follow the Drug Free Workplace Act of 1988. It is policy of the State of Arkansas that the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance in a state agency's or institution's workplace is prohibited. Violation of this policy can subject employees to discipline up to and including termination.

#### **BREASTFEEDING POLICY**

Employees are responsible to communicate with supervisors regarding their needs so that appropriate accommodations can be made to satisfy the needs of both the employee and the school.

#### **SEARCHES**

ASB reserves the right to conduct searches when there is reasonable cause to believe a search will uncover evidence of a work-related misconduct. Such an investigatory search may include drug and alcohol testing if the suspected violation relates to drug or alcohol use. ASB may search the employee, the employee's personal items, work areas, lockers, and private vehicles parked on ASB premises or work sites used in ASB business.



## **CRIMINAL BACKGROUND CHECK**

In accordance with Act 1019 of 1997, a criminal background check will be conducted on all new employees. Employment is provisional until all verification is received confirming a clear criminal background check. If a criminal history record or substantiated true report of child maltreatment is found, new employees will be disqualified from employment and can challenge the completeness or accuracy of criminal history information to the Arkansas State Police and/or FBI. This background check also includes the Child Maltreatment background check conducted by DHS Arkansas Child Maltreatment Central registry department

## **SOLICITATION ON CAMPUS**

Solicitation of State employees will be permitted only with the prior approval of the Superintendent.

# **Campus Safety**

## **CRISIS RESPONSE PLAN**

The Arkansas School for the Blind's Crisis Response Plan describes what type of hazards might affect each school along with the specific consequences those hazards may have on the population of the school. The plan also describes the responsibilities of each member of the schools' Emergency Response Team (ERT) in mitigating, preparing for, responding, and recovering from an emergency. Additionally, the plan describes the primary and support roles of each ERT member, how these roles are integrated into the system wide roles of the Superintendent and staff, as well as local emergency response organizations. The plan also describes the facilities and equipment required by the school during an emergency. Finally, the plan describes the functions that must be performed during an emergency to protect the health and safety of the students, faculty, and staff of the school.

The procedures describe how the response will be carried out. Both the strategic and tactical responsibilities are detailed by hazard-specific procedures and position specific checklist.

The recovery period after an emergency may vary significantly based upon the emergency, the level of damage to school property, the number of injuries and possible deaths, and the physiological impact upon the school population. This plan provides basic guidance upon which the structure and process for recovery can be developed.

## **STUDENT AND STAFF SAFETY**

ASB has developed and promotes a comprehensive school safety program to ensure the safety of its employees, students, and visitors. The basic goal of the program is to create

and maintain a positive, safe, and welcoming school climate in which all members take pride. This climate is free of drugs, gangs, violence, intimidation, fear, and shaming. A healthy, positive school climate promotes the emotional well-being and growth of every student, while providing a safe, secure environment that does not condone violence in any form. The safety program includes guidelines and procedures for responding to emergencies and activities to help reduce the frequency of accidents and injuries. To prevent or minimize injuries to employees, coworkers, and students and to protect and conserve school equipment, employees must comply with the following requirements:

- Observe all safety rules.
- Keep work areas clean and orderly at all times.
- Immediately report all accidents to their supervisor.
- Operate equipment or machines only when authorized and properly trained in advance of operation.

Employees with questions or concerns relating to safety programs and issues may contact their supervisor.

The school makes available to employees the Rave Panic Button app for mobile devices. Training is provided through the IT department on the installation and use of the app for emergency purposes. It is important that staff notifies the IT department of any changes to their cell phone number in order to receive notifications through the app in cases of campus emergencies. The school also uses the School Reach Messenger notification system to send out messages through phone, text and email.

### **Emergency Situations**

All employees should be familiar with the evacuation diagrams posted in their work areas. Fire, tornado, and other emergency drills will be conducted to familiarize employees and students with evacuation procedures. Fire extinguishers are located throughout all school buildings. Employees should know the location of the extinguishers nearest their place of work and how to use them.

### **Student Safety**

**Ensuring Student Safety-** All employees and volunteers at the school should strive to ensure the safety and well-being of the students at all times. Keep safety uppermost in your mind in every circumstance by remaining aware of potential hazards and working to prevent problems before they can occur.

**Student Illness and Injury-** Your departmental supervisor will give you information about managing students who are sick or who have been injured. Any employee who is with a student who seems sick or has been injured will generally be responsible for seeing that the student is seen in the infirmary.

**Student Crises and Emergencies-** If you are with a student who has been seriously injured you should call 911 and the infirmary immediately and follow any instructions you are given.

## **GENERAL SAFETY INFORMATION**

All employees should comply with the following general safety rules that apply to all areas of the school:

- Know emergency exits in the building in which you work.
- Use proper lifting methods and do not lift weights beyond your physical capabilities. Ask for help.
- Maintain all work and living areas in a clean and orderly condition.
- Do not use equipment or work with chemicals with which you have not been trained or which you are not authorized to use.
- Report safety hazards that you notice to your supervisor.
- Be careful when walking on wet surfaces or newly waxed floors.
- Do not overload electrical circuits with excessive extension cords.

## **POSSESSION OF FIREARMS AND WEAPONS**

Employees, visitors, and students are prohibited from bringing firearms, illegal knives, or other weapons onto the school campus or any grounds or building where a school-sponsored activity takes place. To ensure the safety of all persons, employees who observe or suspect a violation of the School's Standards weapons policy (#2-k) should report it to their supervisor.

## **BUILDING USE**

All ASB activities are scheduled at least 2 weeks in advance on a master calendar approved by the Superintendent. The master calendar of activities serves to provide school-wide coordination of activities, reserve dates, and assists in avoiding conflicts. Activities reserved on the master calendar take priority over non-reserved activities.

Facilities are reserved on the master calendar. It is the responsibility of the person submitting the request to fill out an Activity Request. The department's supervisor must approve all requests.



# Miscellaneous Information

## Campus Map

1. Administration Building
2. West Wing
3. Vocational Building
  - 3a. Huckabee Hall/ Elementary
  - Boys Dorm
4. Business/ Personnel Offices
5. Learning Center Dorm
6. Learning Center Classrooms
  - 6m. Multipurpose Room
7. Prewitt Hall/ Home Life Office
8. Environmental Services Building
9. Gymnasium
10. Infirmary
11. Parent Resource Center/ Early Intervention
12. Superintendent's Residence
13. Shults House/Girls Dorm
14. Instructional Resource Center/Low Vision Clinic
15. Primary Building
16. Fine Arts Building/Auditorium

▼ Wheelchair accessible-  
Parking/Entrance

