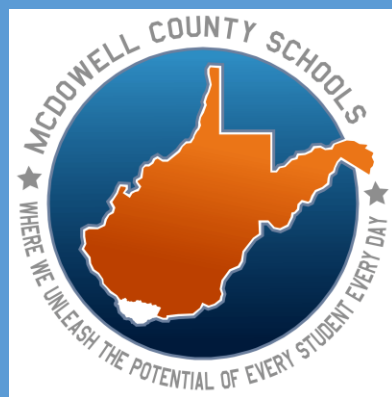


McDowell County Schools



Employee Handbook

McDowell County Schools

Board Members

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Georgia West – Vice President

Margaret Beavers

Mike Callaway

Michael Mitchem

Administration

Carolyn Falin – Superintendent

Dr. Ingrida Barker – Associate Superintendent of Education Planning, Assessment, and Evaluation

Amanda Peyton – Administrative Assistant of Federal Programs and School Improvement

Leona Ketz – Treasurer/Chief School Business Official

Aaron Lester – Director of Special Education

Jewel Hawks – Coordinator of Special Education

Joey Norris – Coordinator of Technology

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William Chapman – Director of Facilities

Welcome to McDowell County Schools

We Are #COUNTYSTRONG!

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Overview

This employee handbook is being provided to assist you with information regarding your employment with McDowell County Schools.

Mission Statement

McDowell County Schools, where we unleash the potential of EVERY student EVERY day!

Core Beliefs


McDowell County Schools believes...

1. in establishing **high expectations** and creating an engaging and orderly atmosphere to foster learning for all;
2. principals must foster and develop **distributed leadership** among staff, students, and stakeholders;
3. staff must deliver a **standards-focused** curriculum supporting personalized learning;
4. staff makes **student-centered** decisions providing support services to address student physical, social/emotional and academic growth, and forms positive connections to families and the community;
5. staff members must participate in processes of self-reflection, collaboration and evaluation that lead to **professional growth and development**;
6. efficient and **effective management** procedures add value to student learning; and
7. in the commitment to the **continuous school improvement process**.

Strategic Plan

A full copy of McDowell County Schools' Strategic Plan is located on our homepage, <https://boe.mcdo.k12.wv.us> .

Our Schools

	<p>Bradshaw Elementary Michael Tye, Principal 740 Mountaineer Highway PO Box 40 Bradshaw, WV 24817 304-967-7700</p>	<p>Fall River Elementary Lori Howington, Principal Route 7 Drawer 70 Big Sandy, WV 24816 304-656-7665</p>
<p>laeger Elementary Sheena Ashby, Principal 182 Water Street PO Box 359 laeger, WV 24844 304-938-2227</p>	<p>Kimball Elementary Ginger Blankenship, Principal Route 52 PO Box 308 Kimball, WV 24853 304-585-7570</p>	<p>Welch Elementary Kristy East, Principal 1235 Stewart Street Welch, WV 24801 304-436-3599</p>
<p>Southside K-8 Gary Estep, Principal 13509 Rocket Boys Drive War, WV 24892 304-875-2283</p>	<p>Sandy River Middle Jessica Anglin, Principal 512 Mountaineer Highway PO Box 800 Bradshaw, WV 24817 304-938-2407</p>	<p>Mount View High Leon Gravely, Principal 6-8 Debra Hall, Principal 9-12 950 Mount View Road Welch, WV 24801 304-436-2939</p>
<p>River View High Frazier McGuire, Principal 512 Mountaineer Highway PO Box 800 Bradshaw, WV 24817 304-967-7480</p>	<p>Career & Technology Center Dennis Jarvis, Principal 1 Stadium Drive Welch, WV 24801 304-436-3488</p>	<p>Central Office 30 Central Avenue Welch, WV 24801 304-436-8441</p>

Equal Opportunity

The McDowell County Board of Education does not discriminate on the basis of race, religion, color, sex (including pregnancy, gender identity, and sexual orientation), parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or other non-merit based factors in its employment and in the administration of any of its educational programs and activities.

Inquiries may be directed to Ingrida Barker, ibarker@k12.wv.us .

Policy Manual

A copy of the McDowell County Board of Education policies and procedures is available online at <https://boe.mcdo.k12.wv.us>.

Employee Records

Official employment records for all school employees are maintained at the Central Office in the Personnel Department. Employment records include documents relevant to each employee's employment and evaluation. An employee has the right to inspect his/her own records pursuant to McDowell County Policy 8-041. The Superintendent and administrative staff, when authorized by the Superintendent or his/her designee, shall have the right to inspect an employee's entire personnel record. Personnel records shall be released pursuant to a lawfully issued court order or subpoena or pursuant to a request for production of documents made under the Rules of Civil Procedure in pending litigation. Release of confidential information will be made in compliance with the Freedom of Information Act, West Virginia Code §29B-1-1.

Human Resources

McDowell County Schools employs approximately 650 persons. Positions such as secretary, aide, cook, custodian, and bus operator are classified as Service and require the passing of a competency test. Professional positions, such as teacher and administrator, require a minimum of a bachelor's degree and professional certification through the West Virginia Department of Education, as defined in §18A-1-1. All employees are required to undergo and pass a background screening as a condition of employment.

Employment Term

The employment term for all employees is a minimum of 200 days. The Board may contract with all or some employees for a longer term. The Board may also establish longer employment terms for specific positions within the county system.

Seniority/Years of Experience

Service seniority is the date the employee began working for the MCBOE. Service employees are only awarded for experience completed in McDowell County Schools or another WV school system and must be claimed at the time of employment, as stated in MCS Policy 8-028. If a service employee resigns and is hired back at a later date, he/she starts over with no seniority, but will receive credit years of experience.

Professional seniority is the number of years an individual has worked in a specific classification for the McDowell County Board of Education. Years of experience for professional employees are the number of actual years worked and must be earned from an accredited school district.

Prior years of experience for all employees must be verified from previous employers before employees can be paid for those years of experience. Verification of experience should be submitted as soon as possible to help ensure that payroll gets processed accurately. The tracking of verified years of experience is the responsibility of the employee.

Employee Identification

McDowell County Schools issues a photo identification badge upon employment and requires them to be worn at all times while on Board property during work hours in accordance with MCS Policy 8-049. IDs may be used as keys and are not to be shared or loaned. Access to the building(s) may be determined by the building administrator, superintendent, or director of facilities. Please report a lost or stolen ID card to the building administrator or the personnel office immediately. A replacement fee may be charged for the re-issuance of an ID card due to damage or loss.

Arrival and Departure Times

Arrival and departure times are determined by the immediate supervisor/building administrator and central office administration.

Communications

McDowell County Schools utilizes a variety of tools to communicate with employees. Most district information is shared and posted on our website, <http://boe.mcdo.k12.wv.us/Page/1>. Information is also conveyed through our school messenger system, in which a recorded message is delivered via telephone. Changes in school schedules due to inclement weather will be announced through school messenger.

District issued email addresses (k12) are issued to all employees and should be checked regularly as all levels of administration and co-workers use this means for communication.

MCS participates in social media through twitter, @schoolsmcdowell, and Facebook, <http://facebook.com/McDowell-County-Schools-WV...> You can also keep in touch with

McDowell County Schools with our MCS App! The app is free and ready for download at the iTunes Store now. This app provides lunch menus, school calendars, directories, news and more!

Acceptable Dress

All MCS employees should dress in a manner that presents an image of dignity and encourages respect for authority as set forth in MCS Policy 8-031. Employees shall be clean, neat, and dressed in a manner that is consistent with the responsibilities of their position.

Duty-Free Lunch

Each teacher who is employed for more than half of the class periods of the regular school day and each service employee who is employed more than three and one-half hours per day shall be provided a daily lunch period of not less than 30 consecutive minutes. No responsibilities or duties shall be assigned during this duty-free period.

Planning Period

Each teacher shall be provided at least one planning period per day. The planning period shall be the length of the usual class period in the school to which the teacher is assigned and shall not be less than 40 minutes. The teacher may exchange his/her planning period for compensation or benefit mutually agreed upon, and in writing, between the teacher and the building principal. The purpose of the planning period is to prepare and plan for teaching students.

Employee Code of Conduct

All McDowell County employees must abide by the West Virginia Board of Education's Employee Code of Conduct Policy 5902 and MCS Policy 8-022, which establishes appropriate standards of conduct. All McDowell County employees shall exhibit professional behavior and maintain a safe and healthy environment.

Earned Leave

At the beginning of the employment term, any full-time employee of a county board is entitled annually to at least one and one-half days personal leave for each employment month or major fraction thereof in the employee's employment term. Unused leave shall be accumulative without limitation and is transferable within the state. A change in job assignment during the school year does not affect the employee's rights or benefits (WV §18A-4-10).

Absences

Employees must timely report their absences to their immediate supervisor/building administrator and the eSchools substitute calling system. Accrued paid leave time may be taken in full or half day increments. All employees shall complete and submit to the appropriate office a paid leave claim form no later than 12:00 pm on the first day they return to work after use of paid leave for cause. Employees absent for five consecutive working days or ten or more total working days within a single school year, shall submit a written verification from their attending physician.

As detailed in the **MCS Employee use of Paid and Unpaid Leave Time Policy 8-042**, employees shall not be absent from their assigned duties beyond their accrued paid leave days except as specifically authorized by the Superintendent or his/her designated representative. Any employee who is willfully absent from his/her duties without some form of approved leave shall be subject to disciplinary action, up to and including termination of his/her employment contract. Employees who make excessive use of paid leave and/or who demonstrate a suspicious pattern of using paid leave shall be subject to investigation. An employee who is found to have improperly exercised paid or unpaid leave shall be subject to disciplinary action, up to and including termination of his/her employment.

Compensated Time Off for Professional Development

The Board may approve the attendance of any or all teachers and service employees at educational conventions, conferences, or other professional meetings of teachers on school days when in the judgment of the superintendent it is necessary or desirable. Attendance at such meetings may be substituted for an equal amount of teaching or employment and teachers attending shall not suffer loss of pay. Further, the board is authorized to pay all or any part of expenses of any personnel whom it may designate to represent the board at any such professional or educational meetings or in visitation to another school system (MCS 8-036). Employees must get prior approval from their building administrator and fill out an out-of-county trip form.

Family and Medical Leave

The Family and Medical Leave Act of 1993 (the "FMLA") requires that the Board allow at least up to 12 work weeks of unpaid, job-protected leave during any 12-month period for eligible employees who must miss work because of one of the following circumstances:

1. for incapacity due to pregnancy, prenatal medical care or child birth;
2. to care for the employee's son or daughter after birth, or placement for adoption or foster care;
3. to care for a spouse, son, daughter, or parent who has a serious health condition;
4. for a serious health condition that makes the employee unable to perform the employee's job; **or**
5. for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty during the deployment to a foreign country or call to active duty status as a member of the National Guard, Reserves or Armed Forces of the United States.

Generally, an employee is not required to use this leave entitlement in one block of time. Leave may be taken intermittently or on a reduced leave schedule when medically necessary. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Board's operation. Leave due to qualifying exigencies and military caregiver leave may also be taken on an intermittent basis. The Board does not permit intermittent FMLA leave for the birth and care of a newborn child, or placement for adoption or foster care. Eligible employees must have worked for at least 12 months with at least 1250 actual work hours (MCS 8-018).

Professional Development

All service personnel shall participate in at least 18 hours of job-related staff development each school year. At least 12 of the 18 hours must be scheduled prior to January 1. Job-related means that programs available to all service personnel are relevant to: a) their areas of assignment; and b) their job classification and job description.

Professional personnel are encouraged to participate in development opportunities offered throughout the year by MCS. Professional development offerings for all staff are posted in Frontline Professional Development.

Mandatory Reporting of Abuse

According to WV Code §49-2-803, when any school teacher or other school personnel who observes or has reasonable cause to suspect that a child is neglected or abused or observes the child being subjected to conditions that are likely to result in abuse or neglect, such person shall immediately notify the building administrator and in no more than 24 hours, cause a report to be made to the WV Department of Human Resources.

Any school employee who personally observes sexual contact, sexual intercourse, or sexual intrusion of a child on school premises, school buses, or other transportation used for a school purpose must immediately, but not later than 24 hours, report the circumstances or cause a report to be made to the State Police or other law enforcement agency having jurisdiction to investigate. A teacher or other school employee is under the same reporting duty upon receiving a disclosure of such activity from a witness whom a reasonably prudent person would deem credible.

A person, official, or institution with knowledge of the sexual abuse of a child, who knowingly fails to report or prevents another person from taking action to report is guilty of a misdemeanor punishable by not more than six months in jail and/or a fine not more than \$10,000 (WV Code §49-2-812(b)).

McKinney-Vento Homeless Assistance Act

In accordance with the McKinney-Vento Homeless Assistance Act and MCS Policy 11-014, the Board shall provide a free and appropriate education to each homeless child or youth living within the District. The

Board will make reasonable efforts to identify homeless children and youth of school age within the district, encourage their enrollment, and eliminate barriers to their receiving an education that may exist.

Children and youth may be considered homeless if they meet any of the following criteria:

- sharing the housing of others due to loss of housing, economic hardship, or similar reason;
- living in motels, hotels, trailer parks, camping grounds due to lack of adequate alternative accommodations;
- living in emergency or transitional shelters;
- awaiting foster care placement;
- living in a public or private place not designed for humans to live;
- living in cars, parks, abandoned buildings, substandard housing, bus or train stations, etc.; or
- migratory children living in above circumstances.

The Superintendent or designee will appoint and train a school employee to serve as the homeless liaison. The homeless liaison will assist families and children to enroll in school and receive the educational services for which they are eligible.

Harassment Prohibited

It is the policy of McDowell County Board of Education to maintain an educational and work environment that is free from all forms of unlawful harassment, discrimination, and violence. The Board prohibits any form of harassment, including disability harassment, or discrimination prohibited by Section 504 of the Rehabilitation Act of 1973, racial harassment or discrimination, sexual harassment or discrimination, or religious/ethnic harassment or discrimination or violence towards students and staff.

Any person who believes he or she has been the victim of racial, sexual, religious, or ethnic harassment by a student or an employee of the school district is strongly encouraged to report the alleged acts immediately to an appropriate district official as designated by this policy using the report forms in Appendix A or online at <http://boe.mcdo.k12.wv.us>. All employees are required to report any knowledge or any reasonable suspicion they have that an employee or a student has violated this policy. The building principal or the assistant principal is the person responsible for receiving oral or written reports of racial, sexual, religious, or ethnic harassment at the building level. On the district level, racial, sexual, religious, or ethnic harassment complaints are received by the Board-designated Title IX Coordinator.

Drug Free Workplace

The McDowell County Board of Education believes that quality education is not possible in an environment affected by drugs. It will seek, therefore, to establish and maintain an educational setting which is not tainted by the use or evidence of use of any controlled substance. All employees must sign a Drug-Free Workplace Verification Statement verifying that they have received a copy of the McDowell County Board of Education's Drug Free Workplace Policy 8-050.

As per MCS Policy 8-050, no employee shall unlawfully manufacture, distribute, possess or use, illegal drugs or medically non-prescribed controlled substances and/or alcohol; the reporting to work under the influence of illegal drugs, non-medically prescribed controlled substance, intoxicant, look-alike drugs or alcohol; or possession of non-medically prescribed paraphernalia is prohibited.

Any employee who engages in conduct prohibited by this policy shall be subject to one or more of following actions depending upon the circumstances of the violation:

1. notification of law enforcement agency;
2. notification of the West Virginia Department of Education;
3. suspension with or without pay pending completion of any investigation;
4. suspension without pay for up to ninety (90) days;
5. termination of employment; and/or
6. under appropriate circumstances, required enrollment in and successful completion of a substance abuse/counseling program at the employees' own expense as a condition of continued employment with the Board of Education.

Technology Use

McDowell County Board of Education believes that the school district was created for the primary purpose of effectively educating the children attending school within the school system. The Board further believes that to accomplish this mission, it is imperative that classroom instructional time be protected. Therefore, any activity that distracts the teacher from his or her ability to utilize the entire class period for instructional purposes is prohibited (MCS 8-061).

Specifically prohibited is the use of cellular telephones by teachers during class time. Talking on cell phone during instructional time is prohibited unless handling a school related issue. The Board of Education does understand that teachers will need to handle personal business while at school; in case of an emergency you will be notified by the office. At no time should cell phone head gear be worn during the school day. Any misuse of technology will result in disciplinary action.

Job Vacancies

Job vacancies are posted in obvious places at all job sites or online at <http://boe.mcdo.k12.wv.us> . Interested and qualified applicants/employees must make application for open positions by creating the appropriate account and applying online.

Lesson Plans

Lesson plans are required and should reflect the content identified in the West Virginia College and Career Ready Standards. Employees should check with their building administrator for lesson plan requirements. Additional information on effective lesson planning can be found online at <http://wvde.state.wv.us/teach21/quality-lesson-design.html>.

Homework

The McDowell County Board of Education acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools.

Please use the following guidelines in regard to assigning homework:

1. Homework should be a properly planned part of the curriculum, extending and reinforcing the learning experience of the school.
2. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems. It is not teaching.
3. Homework should always serve a valid learning purpose; it should never be used as a punitive measure or as part of a student behavioral management system.
4. Meaningful homework, well assigned, supports the day-to-day learning objectives and instruction by building additional repetitions. Parents should not be required to explain the concepts or processes involved or the procedures to complete the assigned tasks.
5. Homework should only be given on something already taught except for a reading assignment to be completed in preparation for the next day of class. When assigning reading, correspondent questions to the reading should not be assigned for homework. These are to be assigned the following day.
6. In all cases, if a teacher deems it necessary to assign homework, it must be used or gone over in class the next class period after it was assigned.
7. Homework does not have to be completed at home, but may be completed in homeroom, study halls, after-school, etc.

Please see MCS Policy 6-012 for suggested homework allocations by grade level.

Assuring the Quality of Education and Programs of Study

McDowell County Schools is dedicated to ensuring our students are college and career ready. Therefore, MCS Policy 1-006, requires the Superintendent to recommend to the Board such programs of study as are deemed to be in the best interests of the students.

Each program of study is intended to provide a basic framework of instruction and learning. Within this framework, each teacher shall use the program of study in a manner best designed to meet the needs of the students for whom he/she is responsible. Deviation from its content must be approved in accordance with the Superintendent's administrative guidelines.

Family Educational Rights and Privacy Act of 1974 or FERPA

As an employee of McDowell County Schools, you may have access to data tools that allow you to view individual student records and private data. WV Policy 4350 states that you are legally and ethically obliged to safeguard the confidentiality of this information.

Student data should only be used as necessary for legitimate educational purposes and should not be shared except under specific circumstances. Make sure to keep passwords confidential and log-out and/or close any programs where information can be seen or accessed. Improper release of this information may potentially result in criminal and civil liability. If you have a question as to what information is protected and what is public record, please consult your principal or direct supervisor.

Evaluation

Service employees shall be evaluated at least once per year. Early identification of specific areas in which a service employee's job performance needs improvement is a primary goal of Policy 8-051. A supervisor/evaluator should offer specific suggestions for improvement to a service employee when job performance issues are observed. A supervisor/evaluator shall make a written record of such suggestions when the same will be used as part of the service employee's evaluation. A copy of this record should be provided to the service employee within a reasonable time.

If a service employee, after receiving a reasonable degree of suggestions and assistance, fails to perform his/her assigned job responsibilities in a satisfactory manner, the supervisor/evaluator shall mark the service employee's written evaluation appropriately to indicate that the employee's work is unsatisfactory. Following an unsatisfactory written evaluation, the supervisor/evaluator shall draft an improvement plan to address the service employee's specific job performance issues. The supervisor/evaluator shall conduct a final evaluation of the employee at the conclusion of the improvement plan period. Employees who fail to improve shall be referred to the Superintendent for termination or other further proceedings.

With respect to performance evaluation of professional school personnel, the Board of Education and the Administration of McDowell County Schools shall comply with, and hereby adopt in its entirety, State Board of Education Policy 5310. Additional information regarding the WV Educator Evaluation System for teachers, counselors, and school leaders can be found at <https://wvde.state.wv.us/policies/>.

Contracts

All employees shall execute and have on file in the Department of Human Resources an appropriate contract prior to beginning their duties. Contracts may be terminated by mutual consent of the employee and the Board or pursuant to the provisions of West Virginia Code §18A-2-8a. Contracts do not reflect salary. A contract provides employment in McDowell County Schools, but does not guarantee a particular assignment. An employee may be transferred consistent with state law. The Board may suspend or dismiss an employee at any time for immorality, incompetence, cruelty, insubordination, intemperance, willful neglect of duty, unsatisfactory performance, conviction of a felony or a plea of nolo contendere to a felony charge. For a professional employee, failure to obtain appropriate certification or revocation of a certificate annuls a contract.

All regular employees serve a probationary period during their first three years of employment. After three years of acceptable employment, an employee who enters into a new employment contract with the Board shall be granted a continuing contract.

A teacher holding continuing contract status with one WV county, shall be granted a continuing contract after one year of acceptable employment.

Certification

Most professional employees and some service employees are required to hold and maintain a specific certification as a condition of employment. **The responsibility of meeting all requirements necessary to hold the certification is the responsibility of the employee.** Failure to hold valid credentials will result in termination. Certification applications and renewal forms are available online at <https://wvde.state.wv.us/certification/forms/> or in the Personnel Department. Transcripts and/or certificates of completion should be sent to the personnel office.

Resignation

An employee who is resigning from employment should notify, in writing, his/her immediate supervisor, the Personnel Department, and the Department of Finance regarding payroll and insurance. An employee's resignation may not be accepted during the contract term if they will not be fulfilling the terms of their contract. According to WV Code §18A-2-2, a teacher who fails to fulfill his/her contract may be disqualified to teach in any public school in WV for the duration of the next ensuing school year, unless prevented from doing so by personal illness or other just cause or unless released from his or her contract by the Board. The State Department of Education may hold all papers and credentials of the teacher on file for a period of one year for the violation and shall report such disqualification status in the National Association of State Directors of Teacher Education and Certification (NASDTEC) database system.

Retirement

An employee who is retiring should notify, in writing, his/her immediate supervisor, the Personnel Department, and the Finance Department. WV Code §18A-2-2 provides for a \$500 bonus for employees who provide written notice of their intent to retire at the end of the current school term by a date specified in policy to the Personnel Department. The date is subject to change, however, employees can access this information online at

<http://www.legis.state.wv.us/wvcode/ChapterEntire.cfm?chap=18a&art=2§ion=2> .

Once intent to retire has been submitted and approved by the McDowell County Board of Education, the retiring employee's position may be considered vacant and the county board may immediately post the position as an opening to be filled at the conclusion of the school year. Questions regarding retirement should be directed to the Finance Department.

Employee Grievance Procedure

The McDowell County Board of Education recognizes the need to resolve differences which may arise in the workplace. The West Virginia State Legislature in Article 2, Chapter 6C of the State Code of West Virginia has created the appropriate vehicle for such resolution of differences. Therefore, the McDowell

County Board of Education's Policy 8-042 adheres to West Virginia Code, Article 2, Chapter 6C in its entirety as the County's grievance procedure for all employees. Included with this adoption are all procedures, timelines, protocol, and forms as outlined in this section of the State Code. Forms for filing grievances are available from the employee's immediate supervisor, from the Personnel Department, or online at www.pegb.gov.

On the Job Injuries

Employees injured at work must report the injury to their immediate supervisor within 24 hours of the injury. The supervisor will complete an In-House Incident Report and submit it to the Safety Director. Compensation claims cannot be processed until this form is received. If an employee collects monetary payments from the Worker's Compensation Fund, he/she should contact the Finance Office immediately to discuss the possibility of an overpayment.

The employee must have a Return to Work Slip if he/she goes to the doctor the day of the injury and returns the following day, or is off work for any amount of time due to the injury. For more information, please see MCS Policy 8-010.

Expected Behavior in Safe and Supportive Schools

The McDowell County Board of Education recognizes the need for students, teachers, administrators, and other school personnel to have a nurturing, safe, orderly, and stimulating educational environment. It is with this purpose in mind that MCS Policy 11-028 establishes disciplinary guidelines for student conduct that outline behaviors prohibited in West Virginia schools and requires that schools respond immediately and consistently to any behavior that disrupts the learning environment.

Inappropriate behaviors include, but are not limited to, incidents of harassment, intimidation, bullying, substance abuse, and/or violence. The policy classifies inappropriate behaviors into four levels and provides appropriate and meaningful interventions and consequences. Please read Policy 11-028 in its entirety at <https://boe.mcdo.k12.wv.us/Page/19>.

Employees Charging Meals

Meal charging privileges may be provided to all school district employees. The responsibility to pay for meals charged on a food service account is that of the school district employee. Employees will receive a bill reflecting the amount due and date payment is due. Failure to pay for meals by the due date may cause the termination of charging privileges as pursuant to MCS 4-000.

Travel Reimbursement

Employees will be reimbursed for approved business travel as explained in MCS Policy 4-004. Mileage reimbursement will be made at the rate established by the West Virginia Purchasing Division – Travel Management Office for actual distance traveled. Trips will originate from the employee’s home or place of employment, whichever is shorter. Mileage incurred of a personal nature shall not be reimbursed. No reimbursement will be provided to employees for routine travel to and from work.

All requests for reimbursement, other than mileage and the per-diem rate must include an itemized receipt. Meals will be reimbursed at a per diem rate of \$30.00 for travel requiring over-night stays. Approved lodging and toll expenses will be reimbursed upon presentation of receipts.

Out-of-county travel expenses will be available in advance if required and approved by the Superintendent to attend a meeting/conference at 80% of the estimated cost. Reimbursement requests are to be submitted monthly. Untimely submitted reports may not be reimbursed.

Holidays

As per WV Code §2-2-1, McDowell County Schools observes the following legal holidays:

New Year’s Day – January 1

Martin Luther King’s Birthday – 3rd Monday in January

Memorial Day – Last Monday in May

West Virginia Day – June 20

Independence Day – July 4

Labor Day – 1st Monday in September

Veteran’s Day – November 11

Thanksgiving Day – 4th Thursday in November

Christmas Day – December 25

If a holiday described above falls on a Sunday, then the following Monday is the legal holiday. If a holiday falls on a Saturday, then the preceding Friday is the legal holiday.

Any day on which a general, primary, or special election is hold is a holiday throughout the state.

Any day proclaimed or ordered by the Governor or the President of the United States as a day of special observance or Thanksgiving, or a day for the general cessation of business, is a holiday.

Benefits

The McDowell County Board of Education believes it is important to provide benefit opportunities for its employees. There are two methods of paying for employee benefits:

- * Shared Cost-whereby the Employee and the BOE contribute to the cost of the benefit
- * Paid 100% by the Employee

Benefits Where Cost is shared by Employee and Board:

Health and limited Life Insurance is provided, on a shared cost basis, to all regular employees (as defined by the State of West Virginia and based on PEIA rules/guidelines) through the Public Employees Insurance Agency (PEIA). Employees must elect to participate and complete the necessary paperwork. Coverage Changes can be made during Open enrollment (typically occurs in April of each year) or after a qualifying event.

Regular Employees may be eligible to participate in the Teachers Defined Benefit Retirement System (TRS) or the Teachers' Defined Contribution Retirement System (TDC) based upon the date of hire and/or special elections. (eligibility is defined by the Consolidated Public Retirement Board (CPRB) rules and the State of West Virginia).

Benefits Paid Entirely by the Employee:

Section 125 Plan: McDowell County has a cafeteria plan, also known as a Section 125 plan, which enables employees to obtain health related coverage, etc. pre-tax in accordance with the Internal Revenue Service rules and regulations. Participation is optional and employees must elect to participate.

In addition, employees may be eligible to enroll in DENTAL insurance coverage with Ameritas Life Insurance Company. The premiums for this coverage is automatically covered under a Section 125 Plan thorough Ameritas Life Insurance Co.

403(B) TAX SHELTERED ANNUITIES: (Available to all employees including substitutes)

McDowell County's 403(B) Plan is administered by TSA. The Board will withhold tax sheltered annuity payments for the following approved vendors. This approved vendor list is subject to change based upon IRS regulations which may place new restrictions or requirements upon the vendors and their ability to comply with such updates.

AXA Equitable Life Insurance Company	Chase	Horace Mann Insurance
Jefferson National Insurance		Lincoln National Life Insurance
Metropolitan Life Insurance	Valic	Reliastar Life Insurance

Salary Schedule

The McDowell County Employee Salary Schedule is located on our website, <https://boe.mcdo.k12.wv.us/>, under the employment tab or is available upon request.

Pay Periods

McDowell County Employees are paid on the 15th and 30th of the month. Employees may have the option of annualized compensation, in which pay is distributed over a 12 month period. Two hundred day employees who begin on or around August 14 can expect to receive their first paycheck on September 15. Employees utilizing direct deposit will not receive a pay stub, but can access their information on the MCS website.

Payroll Deductions

The MCS payroll office will make deductions from employee payroll checks upon written request by employees for the following: employee association membership dues, premiums for Public Employee Insurance Agency (PEIA), annuities, dental insurance, optical insurance, casualty insurance, disability insurance, or the West Virginia Employee Credit Union. Additional information can be found by accessing MCS Policy 4-009 or by contacting the finance office.

Leave Donation Program

In accordance with WV §18A-4-10f and MCS Policy 8-025, McDowell County Schools allows its employees who have accrued personal leave to donate days from their leave balance, without limitation, to another employee who has exhausted all personal leave and requires additional leave due to illness of the employee or employee's family member. The employee donating leave must complete a Personal Leave Donation Form and have it approved by the Assistant Superintendent. More information about the Leave Donation Program can be found by contacting the finance office.

Receipt of Handbook

I, _____ verify that I have received the McDowell County Schools
Employee Handbook on _____.

Signature _____