

(Urban Districts)

The district may employ part-time employees, employees who will work on a substitute basis, or contract with a staffing agency to provide substitute services. These individuals must meet the same qualifications as full-time staff, must be appropriately certified or licensed when necessary, and are subject to the same policies, procedures and other rules as full-time employees. Part-time employees, and substitute employees, and individuals employed by a staffing agency to provide substitute services must satisfactorily complete the same background checks and screenings required of full-time employees.

The contracts of all professional staff employed on a regular, part-time basis must explicitly state the percentage of full-time employment (FTE) that the employee is contracted to work so that the district may accurately calculate the accumulation of tenure.

Any contract between the district and a staffing agency to provide substitute services must be made in compliance with state and federal law and district policy and procedure.

Part-Time Employees

The superintendent or designee may create part-time employment positions in situations where the district will benefit from employing part-time staff or where full-time staff are not necessary to accomplish the district's goals. The district will employ persons in part-time positions in accordance with the district's regular hiring practices and Board policy.

Employing Retirees

The district may employ persons retired and currently receiving a retirement allowance from a public retirement system, but the district shall consult with that public retirement system before hiring one of their beneficiaries. **Restrictions on Employment and Transfer**

The district does not offer health coverage for part-time or substitute employees, unless required by law to do so. Therefore, the district will not consider re-employing in a part-time or substitute capacity a recently retired or former employee if the person would be entitled by law to district-paid health coverage. However, the district will consider an application once the person has gone 26 weeks without being credited for an hour of service with the district.

Likewise, the district will not consider transferring a full-time employee to a part-time position if the employee would be entitled by law to district-paid health coverage.

The superintendent or designee may make an exception to the above-stated hiring or transfer restrictions in situations where there is a shortage of qualified staff with specific certifications. The exception must be approved by the Board.

Contracts

The contracts of all teachers employed on a regular, part-time basis must explicitly state the percentage of full-time equivalent (FTE) work for which they are contracted so that the district may accurately calculate the accumulation of tenure.

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Note: The reader is encouraged to check the index located at the beginning of this section for other pertinent policies and to review administrative procedures and/or forms for related information.

Columbia Public Schools

Date Adopted: 10/10/2016
Last Revised: 5/13/2019

State Reference

162.322, RSMo.
162.324, RSMo.
162.331, RSMo.
162.475, RSMo.
162.561, RSMo.

Description

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ATTESTED:



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