



# ADMINISTRATIVE POLICIES/PROCEDURES

Local Plan PY 2024-2027  
Attachment-50

Issuance No: A-7  
 Issuance Date: 7/1/2023  
 Subject: Salary Schedule

## Workforce Development Board Salary Schedule

		Step														
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15
Grade	1	25,350	24,570	25,799	27,088	28,443	29,865	31,358	32,926	34,572	36,301	38,116	38,116	38,116	38,116	38,116
	/hr	13.00	13.65	14.33	15.05	15.80	16.59	17.42	18.29	19.21	20.17	21.18	22.23	23.35	24.51	25.74
	2	32,955	34,603	36,333	38,150	40,057	42,060	44,163	46,371	48,690	51,124	53,680	56,364	59,182	62,142	65,249
	/hr	16.90	17.75	18.63	19.56	20.54	21.57	22.65	23.78	24.97	26.22	27.53	28.90	30.35	31.87	33.46
	3	35,568	37,346	39,214	41,174	43,233	45,395	47,665	50,048	52,550	55,178	57,937	60,833	63,875	67,069	70,422
	4	59,808	62,798	65,938	69,235	72,697	76,332	80,148	84,156	88,364	92,782	97,421	102,292	107,407	112,777	118,416

- Minimum wage for 2024 (\$13.00) is the base for this schedule (Grade 1, Step 1)
- Schedule is based on 37.5 hours per week (1950 hours annually)
- Grade 1 = Clerical Support; Grade 2 = Coordinator Level; Grade 3 = Manager Level; Grade 4 = Director
- Grades 1 and 2 are non-exempt, hourly positions; Grades 3 and 4 are exempt
- Grade 3, Step 1 is the DOL minimum wage for exempt employees
- 5% differential between each step in the respective pay grade
- Schedule will be reviewed annually and revised as necessary

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Esta información se puede traducir a otro idioma si se solicita. Comuníquese con la Oficina de la Junta de Desarrollo de la Fuerza Laboral para obtener ayuda con la traducción.

Ces informations peuvent être traduites dans une autre langue sur demande. Veuillez contacter le bureau du Conseil de développement de la main-d'œuvre pour obtenir de l'aide en matière de traduction.



# ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-11  
Issuance Date: 7/1/2023  
Subject: Travel

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## AUTHORITY TO TRAVEL

All WDB employees who are required by official duty to travel both within and outside the thirty-four county region must obtain permission before traveling. All employees must receive verbal permission from the Executive Director before making travel arrangements.

## REIMBURSEMENT

All WDB employees will be reimbursed for actual expenses for approved travel by submitting an expense voucher no later than 60 days after travel. When appropriate, expenses should be paid directly by the Board before travel to avoid the need for reimbursement. All expenses, except mileage reimbursement, require a receipt/ invoice for payment. Auto rental requires the prior approval of the Director. Expenses that may be reimbursed include:

- Airfare
- Parking/Toll fees
- Mileage reimbursement (at the approved IRS rate/mile)
- Meals (not to exceed 130% CONUS)
- Auto rental/Taxi
- Lodging
- Miscellaneous expenses (prior verbal approval required)

Reimbursement will normally be based upon departure from the WDB office or home, whichever results in lower reimbursement. If circumstances require the employee to report to the office before departure, reimbursement may begin from the office. Under normal circumstances, WDB employees will not be reimbursed for travel from home to the WDB office. When possible, a tax letter should be provided to the hotel to avoid being assessed for state taxes. Meals within the employee's domicile will not normally be reimbursed, except when the employee is required to attend a meal function as part of their normal duties or is acting in an official capacity during a meal.

## **WORK SCHEDULE DURING TRAVEL**

The nature of work-related travel implies that the employee will be working outside of the normal work schedule. Employees may claim "*hours worked*" for work and/or travel while away from home. Additionally, when the WDB employee departs from home before normal work hours or returns after normal work hours, the difference between departure/ arrival time and normal hours may be adjusted in their future work schedule.

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# ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-13  
Issuance Date: 7/1/2023  
Subject: Drug-Free Workplace

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Public Law 100-690, the Drug-Free Workplace Act of 1988 requires federal contractors and grantees to certify that they will maintain a drug-free workplace by:

- the development and distribution of a drug-free workplace statement
- the certification that each employee has received the statement
- the provision of a drug awareness program

The health and safety of WDB employees contracted agencies, and customers are paramount. The use, possession, or sale of drugs in the workplace poses serious risks to all. Drug abuse in the workplace results in accidents and injuries, lower productivity, increased absenteeism and tardiness, and legal complications for employees and employers. For these reasons, and to comply with PL 100-690, the WDB is committed to maintaining a drug-free workplace. North Central Missouri College Board Policy Manual section 7.2 specifies substances that are prohibited from any college property.

Therefore, it is the policy of the WDB that the unlawful manufacture, distribution, dispensing, possession, or use of controlled substances by an employee while on duty or at work-site premises is prohibited. All contracted agencies will provide certification of compliance with PL 100-690 as part of their contractual assurances.

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# ADMINISTRATIVE POLICIES/PROCEDURES

Issuance No: A-15  
Issuance Date: 7/1/23  
Subject: Use of computers, telephones, and other equipment

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Equipment purchased and maintained by the WDB office should be used for its intended purpose. Personal use should be kept to a minimum. North Central Missouri College Board Policy Manual sections 3.6 and 3.11 reinforce the limitations on the use of college resources, personnel, and equipment.

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