

USD 401 Chase/Raymond

Classified Staff Handbook

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Introduction

This handbook has been prepared to help school personnel of Unified School District #401 better understand their duties for an effective school program, and their responsibilities to each other for a harmonious working relationship. The policies were given careful consideration before adoption. As with any set of rules and regulations, changes will need to be made periodically. It is the hope of the Board of Education of Unified School District #401 that these policies will help to provide an efficient and effective educational program for the students, and the harmony between staff members and the community.

Equal Opportunity Employer

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," p. 16.

The board shall hire employees on the basis of ability and the district's needs. See "recruitment," p. 18.

Mission Statement

The purpose of Unified School District 401 is to assure that students will acquire basic academic and decision-making skills necessary to become resourceful and responsible members of the world community.

Definitions

- Classified Employee- a classified employee is defined as an employee who is not required to have a valid certificate issued by the Kansas State Board of Education. This includes, but is not limited to, bus drivers, clerical staff, custodial staff, maintenance staff, food service staff, paraprofessionals and other instructional assistants, aides, or supervisors.
- Full-time employee- A full-time employee is defined as an employee assigned to work at least six hours per day, five days per week, or a minimum of 1400 hours year and works twelve months per year in the same job. These employees have at least 630 hour a year to be KPERS eligible.
- Monthly employee- a monthly employee is defined as an employee assigned to work less than twelve months per year, and at least 630 hours per year to be KPERS eligible.
- Part-time employee- a part-time employee is defined as an employee assigned to work less than twelve months per year, but who does NOT work at least 630 hours per year to be KPERS eligible.

Benefits and Compensation

The board shall provide certain employment benefits for classified employees:

Insurance

Health Insurance

The board shall pay \$488 per month for each full-time employee assigned to work 30 hours week or averaging 30 hours per week or works a minimum of 1400 hours a year and monthly employee assigned to work at least 30 hours per week or averaging 30 hours per week during employment dates as partial payment towards the district's group health plan. If an employee retires from the district, the employee is eligible to stay on the district's insurance plan, but the employee must pay the full cost of his/her plan until the age of 65.

Leaves and Absences

Leaves and absence may be granted to classified employees. Request for leave forms must be filled out and given to the employee's supervisor. These forms may be obtained in the district office.

Personal Leave

Full-time employees shall be allowed two days of personal leave. Monthly and part-time employees shall be allowed one day of personal leave. Personal leave will not accumulate from year to year and must have prior approval of the supervisor. The pay is for the contracted hours per day and at normal rate. Unused personal leave will be bought back at a rate of \$50 per day.

Sick Leave

Full-time employees shall be allowed ten sick leave days per year which can accumulate to forty days. Monthly and part-time employees shall be allowed seven sick leave days per year which can accumulate to twenty-one days. The pay is for the contracted hours per day and at normal rate. Unused sick leave has a \$20 per day buy back rate. A classified employee who retires from the district with at least twenty-five years of service in USD 401 will have their personal and sick leave bought back at \$50.00 per day. (maximum number is 52 days)

Sick leave may be used for illness of the employee or person living in the employee's household. Sick leave may also be used for critical illness of the employee's immediate family. Immediate family includes spouse, father, mother, brother, sister, children, grandmother, grandfather, or grandchild.

There shall be no payment for unused sick leave when an employee ceases employment with the district.

Bereavement Leave

No classified employee is given bereavement leave; however full-time employees may use up to seven of their sick leave days for bereavement per year. Monthly and part-time employees may use up to five of their sick leave days for bereavement per year. The purpose of this section, immediate family members including spouse, son, daughter, mother, father, mother-in law, father-in law,

All absences to attend funerals must be approved by the superintendent through the supervisor.

Family and Medical Leave

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. Military Exigency involving service member in immediate family. (Law allows up to 26 weeks)
6. Care for family service member with a serious illness or injury. (law allows up to 26 weeks.)

(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal or sick leave that is available for use because of the reason for the leave, the paid leave shall be used concurrently with the medical leave. The superintendent will notify the employee family, whether the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and having worked at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When the need for leave is foreseeable, the employee shall give written notice of such 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

1. Eligibility requirements

2. Any requirements for medical certification
3. Employer requirement of substituting paid leave
4. Requirements for premium payments for health benefits
5. Right to be restored to same or equivalent job
6. Any employer required fitness-for-duty certification

Family leave (reasons 1 or 2) may be used intermittently or on a part-time basis with out the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of the semester if the leave begins more than five weeks before the end of a semester, lasts more than three weeks and the return would occur during the last three weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if;

1. The leave begins in the last five weeks of a semester, will last more than 2 weeks and return to work would occur in the last two weeks of a semester: or
2. The leave begins in the last three weeks of a semester and lasts more than five days.

Vacation Leave

Full-time employees shall be granted one week of vacation with pay after one full year on the job. Full-time employees will be granted two weeks of vacation with pay following their second through their 10th year. After 10 years, three weeks of vacation with pay will be provided. Vacation days will not accumulate from year to year. Vacation days will not accumulate from year to year. The hours of pay are the contracted hours.

Application for use of vacation time must be made on the regular "Request for Leave" form. Vacations must be approved in advance by both the immediate supervisor and the superintendent.

Monthly and part-time employees are not eligible for vacation.

Employees leaving the district shall be paid for accrued vacation time at the employee's regular daily rate of pay.

Holidays

The following paid holidays will be observed for full-time employees:

- Labor Day
- Thanksgiving Day
- Christmas Eve (or the day after if it falls on a weekend)
- Christmas Day
- New Years Day
- Memorial Day
- Independence Day

Monthly and part-time employees are eligible for the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, and Memorial Day. The hours of pay are the contracted hours for all eligible employees.

Activity Passes

The board may provide each classified employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee, the employee's spouse, and the employee's dependents.

Pay Day

Pay checks for classified employees will be issued on the 5th day of each month. In the event a pay day falls on Saturday, Sunday or a holiday, the checks will be distributed on the preceding business day.

Loyalty Oath

All employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck. (If we allow to work we cannot withhold pay)

Reimbursement/
Travel Expenses

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent. Reimbursement forms may be obtained in the district office.

Requests for reimbursement shall have the following attached:
receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available.

For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Salary Reduction
Plan

Classified employees may participate in a district salary reduction plan. Plan options include:

- Group health insurance
- Life insurance
- Vision insurance
- Dental insurance
- Salary protection insurance
- Dependent care & medical reimbursement

The board may change, add or delete benefit options included in the plan.

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected during a plan year only if his/her family status has changed.

The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status.

Annuity Plan

All full-time and monthly employees may be eligible to participate in a “tax-sheltered” annuity plan.

Upon employment, newly hired personnel will be given the opportunity to select an annuity from a board approved company.

Current employees may make change and/or additions in annuity plans within the following guidelines:

- Enrollment may include only two agreements per tax year.
- Redirecting money to different providers is not considered a new contract. Redirection of funds may occur during a 30 day period beginning October 1 and January 1 of each year.
- Classified personnel are responsible for informing their annuity companies and the payroll clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change.

Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for Information or questions about procedures should be directed to the Board-designated KPERS representative.

Workers Compensation

Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Accident report forms can be obtained in the district office. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See “Accidents,” p.19.

Coverage

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor’s release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

Coordination with Leave Benefits

The workers compensations plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers

compensations benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted 2) the employee returns to work 3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

Unemployment
Compensation

For answers to questions regarding unemployment insurance policies, benefits and claims see your personnel representative.

Schedules

Work Schedule

Time schedules for classified employees will be assigned by the superintendent.

Overtime

There shall be no overtime worked unless approved in advance by the superintendent. All overtime will be paid at the rate required by current law. Approved overtime shall be recorded on the employee's time and 1/2 sheet.

Overtime pay is paid for hours actually worked in excess of 40 hours per week. Paid leave shall not be considered as hours worked.

Time Sheets

Time sheets are required for all hourly employees and must be signed by the employee and their supervisor. Time sheets shall be submitted to the payroll clerk no later than the next business day following the last day of each pay period.

Breaks

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours. Exceptions must be approved by the supervisor.

Breaks for meal times, if allowed, shall be scheduled by the supervisor.

Conduct

Prohibited
Substances

Drug Free Schools and Communities Act/Drug Free Workplace (GAOB)

The possession, use, or sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events is prohibited.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. See “Criminal Convictions,” p.16.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such a program.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions which may be taken under existing board policies or the negotiated agreement.

Tobacco Use

The use of tobacco products by any person is prohibited in any student attendance center owned, leased or rented by the district, and in any school vehicle. Smoking is permitted only in designated areas on school property.

Relations with Students

Employees shall maintain relationships with students which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student’s age or status.

Confidentiality

Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See “Personnel Records,” p.19.

Sexual and Racial Harassment

Sexual and Racial Harassment will not be tolerated in the school district. Bullying, sexual and racial harassment of employees or students of the district by

board members, administrators, certificated and classified personnel, students, vendors, or any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidation hostile or offensive working environment.

Racial harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidation hostile or offensive working environment.

Bullying

Bullying means: Any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72- 8205, and amendments thereto. USD 401 will not tolerate these actions by students, staff, or parents.

No district employee shall sexually harass, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of bullying, racial harassment and sexual harassment by employees will be promptly investigated and resolved. Initiation of complaint of bullying, racial harassment or sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to bullying, racial harassment or sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the superintendent. Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.

The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying are as follows. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment.

Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Consequences and Support Services:

Bullying behavior can take many forms and can vary dramatically in its seriousness and its impact on the target and other students and staff members. Accordingly, there is no one prescribed response to verified acts of bullying and retaliation.

Consequences and disciplinary action will be applied. The range of disciplinary action includes, but is not limited to, one or more of the following: verbal warnings, written warnings, reprimands, reflective writing assignments intended to educate the aggressor, detentions, short-term or long-term suspensions from school as determined by the school administration, or termination subject to applicable procedural requirements. These actions may escalate in severity for repeated offenses or with the severity of the implication of the negative conduct. Actions may be accompanied by the referral to counseling or other therapeutic support. The specific action will be appropriate, concrete, and immediate. The nature and extent of disciplinary action imposed or consequences applied, is a matter within the sound discretion of the building administrator or designee and will be based on the facts gathered. The administrator will balance the need for accountability and safety with the need to teach appropriate behavior.

Nothing in this plan is intended to prevent the school administration from taking disciplinary action against a student or staff member for conduct that does not meet the definition of bullying or cyberbullying, as defined above, but nevertheless is inappropriate for the school environment. Disciplinary actions will be in accordance with administrative disciplinary policies and applicable state and federal laws.

Consequences and discipline for acts of retaliation will be imposed at the same, or more severe, level as the underlying bullying, cyberbullying or inappropriate behavior. Students or staff members who are not primary participants in the reported act of bullying, cyberbullying, or retaliation but join in, may be subject to disciplinary action or consequences as if they were primarily involved. "Joining-in" is a form of endorsing the behavior.

Consequences or disciplinary actions taken in an instance of bullying will be shared with the appropriate school staff members to ensure awareness and follow through.

When it is determined that a target is in fear or is being threatened, the administrator will develop a safety plan to immediately take steps to limit and control the behavior of aggressor(s) who are causing the threat. The safety plan will be developed in collaboration with the appropriate staff and shared

with staff to ensure enforcement and follow-up.

Mediation will seldom be used.

The administrator or designee will periodically follow-up with the target(s), and his/her parents when applicable, in an incident to ensure the student or staff member believes the situation has improved and that any threat or fear has been significantly reduced or eliminated.

The administrator or designee will consider what adjustments, if any, are needed in the school environment to enhance the target's sense of safety and that of others as well. It is up to the administrator or designee's judgment as to what steps may be taken to promote a safe school environment, and the administrator may consult with the target, counselor or psychologist, teachers, school lawyer, etc. in determining what approaches might be used.

Within a reasonable period of time following the determination and the ordering of remedial and/or disciplinary action, the administrator or designee will contact the target to determine whether there has been a recurrence of the prohibited conduct so that the administrator may determine whether additional supportive measures are needed.

Gifts Employees are prohibited from accepting gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

Solicitations Solicitation of Employees
Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

Solicitations by Employees
No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee without the approval of the superintendent.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Conflict of Interest District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Outside Employment Classified employees shall not engage in outside employment which impairs the effectiveness of their service for the district.

Criminal Convictions	Any employee convicted of a felony or of driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.
Suspension	The superintendent shall have the authority to suspend classified employees with pay or without pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board.
Termination	The board may terminate a classified employee at any time, with or without cause.

District Procedures

Assignment and Transfer	The board retains the right to assign, reassign and transfer classified personnel.
Board Policy	Employees shall follow and be familiar with all policies and regulations established by the board of education.
Complaints/ Grievances (KN)	<p>Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.</p> <p>The complaint shall be in writing, filed within ten days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.</p>
Letter of Intent	<p>The offer of a Letter of Intent or renewal of a Letter of Intent shall be presented in duplicate. The classified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the agreement will be presented to the board for approval. Upon approval, the agreement will be presented to the board for approval. Upon approval, the agreement will be signed by the board president and superintendent; one copy of the signed work agreement will be returned to the employee.</p> <p>Any Letter of Intent shall contain a reference that the agreement is employment-at-will which may be terminated by either party by giving two weeks written notice to the other. There are no rights of continuing employment.</p>
Discrimination Complaints	Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent of Schools (313 East Ave. C, Chase, KS. 67524, (620)938-2913 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

Drug and Alcohol
Testing

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

Evaluations

All classified employees shall be evaluated at least twice during their first year of employment, which will be after six months and one year of service. Thereafter, evaluations will be at the request of a supervisor or by employee request.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description.

Supervision

The superintendent has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff who are assigned to the building.

Job Descriptions

A job description for each category of classified employee will be developed by the superintendent. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.

Employment Status

All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time. (There are notice provisions in the work agreement. See "Termination," p. 16.)

Jury Duty

An employee called to jury duty shall be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district. If the employee does not surrender jury duty pay, no regular school wages will be provided for the time not worked, due to jury duty.

Distribution of
Materials

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the superintendent. Examples of outside

materials include, but are not limited to, political materials, special interest materials and advertisements.

The superintendent shall determine the time, place and manner for materials distribution.

Orientation	All new classified employees shall receive an orientation as designed by supervisor and shall be given a copy of this handbook.
Personal Property	The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.
Use of Personal Vehicle	<p>With prior approval of the administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and signature of the employee with the district office. Reimbursement shall be made following board approval. Reimbursal forms may be obtained in the district office.</p> <p>Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.</p>
Weapons	Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.
Recruitment	The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.
Interrogation and Investigation of Students	No one may interrogate a student on school grounds without the permission of the principal.
Searches of Students and Property	<p>If a classified staff member believes there is a need to search a student or student's property, he/she shall contact the principal.</p> <p>Searches of students or property shall be conducted in accordance with the rules approved by the board and existing law. Classified personnel shall not search students or property.</p>
Resignation	Classified employees may resign from their jobs in accordance with the employment agreement and board policies.
Exit Interviews	An exit interview may be conducted prior to an employee leaving the district. Exit interview forms may be obtained in the district office.

Staff Development All plans for staff development involving expenditure of district funds or which require time away from employee's assigned responsibilities shall be approved in advance by the superintendent.

Telephone Use District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Records

Personnel Records Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

See "Confidentiality," p. 11.

Required Records Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Current phone number and address
- KPERS enrollment form (if employee is eligible)
- W-4 withholding certificate
- Social security number
- Loyalty oath of affirmation
- Health form (if working directly with students), see "Health Examinations," p. 21.
- Driver's license and driving record (if required for position), see "Driving Records," below
- I-9 form (proof of identity).

Address Changes All address changes must be made with the payroll clerk before the end of the pay period in which the changes took place.

Driving Records It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent of the validity of license certification by the Division of Motor Vehicles, Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent and the driver shall cease driving a school bus until the license is restored.

Reports

Accidents Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If any person involved in such accident requires medical treatment, the employee shall:

- Send for medical help
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately, and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

Child Abuse

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services Office or to the local law enforcement agency if the SRS office is not open

The building administrator will also be notified before or after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism

Employees shall report any vandalism to their immediate supervisor.

Health

Asbestos

An asbestos management plan has been developed for the district. A copy of the management is available from the district office.

Bloodborne Pathogens

The exposure control plan for bloodborne pathogens is available for review from the district office. All staff shall receive the training and equipment necessary to implement the plan.

Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper report may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of

the illness in order to give maximum health protection to other district employees and to students.

The employee may be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

Health Examinations Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional, to the clerk which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. The district may require an exam to establish fitness for duty. (ex: ability to physically perform any essential job function as described in official job description.) If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213) See "Required Records," p. 19.

The board reserves the right to have any employee examined at anytime by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

Physicals for Bus Drivers

The district will allow up to \$60 for the cost of a physical examination from a physician of the employee's or candidate for employment choice. Bus drivers should take the appropriate health examination form for their service group with them to their physician. Any additional examination services above the minimum required (such as a chest x-ray instead of the skin test for tuberculosis screening), will be at the expense of the individual employee.

Medications,
Administering

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Hazardous Waste

When hazardous waste material is produced in a class or otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in a appropriate container affixed with a hazardous waste label which lists the specific contents.

Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office.

Lactation
Accommodations

The board recognizes that is important for mothers to have option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measure to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least on year after the birth of the employee's child.

The superintendent or designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notices of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the areas is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

Safety and Security

Emergency Closings	When the superintendent decides the weather threatens the safety of students and employees, he/she will notify all employees via a district calling tree or automated phone service. All employees are expected to fulfill their assigned calling duties.
Safety Practices	All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed and wear any protective equipment required.
Security	<p>Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to Superintendent (72-89603(a)):</p> <ul style="list-style-type: none">• An act which constitutes the commission of a felony or a misdemeanor; or• An act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.
Securing Work Area	Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times. See “Personal Property,” p. 18.
Keys	<p>The superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.</p> <p>Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.</p> <p>Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.</p>
Crisis Plan	The district’s crisis plan is available for review in each building office and at the district office. All employees are expected to follow the plan in the event of a crisis.

Equipment and Supplies

Appropriate Use of Equipment and Supplies (KGA & IIGB)

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.

Computers

Use of or access to district supplies is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers or equipment. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer systems administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications may be monitored by the employer to ensure the systems are only being used for purposes.

Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district.

Secure Files

All employees must secure files containing confidential student information.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state law, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

Copying and Duplicating

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted material without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted

materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use,” as set forth in board policy.

Ordering
Procedures

All purchases are to be made by requisition only. The employee will fill out a requisition form in advance of the purchase, which must be approved by their supervisor and/or the superintendent.

Any purchase not approved in advance may be the financial responsibility of the employee.

Vehicle Request

Any request for the use of a school vehicle to be used for school business should be made through the director of transportation.