

CLASSIFIED PERSONNEL HANDBOOK

2020-2021

***HIAWATHA UNIFIED SCHOOL DISTRICT
NO. 415***

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ADMINISTRATIVE REFERENCE INDEX

The contents of this handbook include repeated references to various positions within U.S.D. #415. These positions are currently held by the following individuals:

LONNIE MOSER, Superintendent.....	742-2224
MARY CLARY, Director	742-2224
SARAH WINDMEYER, Director of Finance/Clerk of the Board.....	742-2224
JILL SPRICK, Director of Human Resource.....	742-2224
JEAN BRINTNALL, Curriculum/Instruction/Assessment Coordinator.....	742-2224
PAUL CARVER, Elementary School Principal.....	742-7181
KYLEY GATZ, Middle School Principal.....	742-4172
BEN KETTLER, Middle School Activities Director	742-4172
LORI FORDYCE, High School Principal.....	742-3312
KIM LILLIE, High School Vice-Principal/Activities Director	742-3312
CHRIS MOREY, Director of Maintenance.....	742-2224
WHITNEY MCCAULEY, School Nurse	742-7181
ERIN WINGER, School Nurse	742-4172
RYAN BAUER, Tech Systems Analyst	785-741-0358
TIM GILBERT, Tech Systems Analyst	816-646-3302

CLASSIFIED COUNCIL MEMBERS:

<u>Name</u>	<u>Representing</u>	<u>Phone No.</u>
Dorrine Olson	Secretaries	742-4172
Lisa Swanson	Secretaries	742-3312
Denice Nigh	Paraprofessionals	742-7181
Bonnie Marable	Paraprofessionals	742-7181
Denny Gray	Custodians	742-3312
Faye Dahna	Custodian	742-4172
Sandra Simpson	Cooks	742-3312
Jennifer White	Cooks	742-7181
Julie Johansen	Bus Drivers	742-3671
Mary Clary	Bus Drivers	742-2224

INTRODUCTION

This employee handbook for classified personnel has been prepared to help answer any questions you may have concerning employment with Unified School District No. 415. You will want to keep this handbook in order that you may refer to it when you have questions or problems.

The policies and procedures herein are those currently in effect in Hiawatha Unified School District No. 415. They are subject to change through appropriate administrative or Board of Education action. Any proposed changes in the policies and procedures will be presented to those parties directly affected for a full and open exchange of views prior to final action. The Board of Education retains its legal obligation to make decisions that establish policies for Hiawatha Unified School District No. 415. Official policies of USD 415 take precedence over practices and procedures should any conflict arise.

The Board of Education, the administration and certified staff are proud to have you as part of the classified staff of Hiawatha Unified School District No. 415. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

Classified personnel are all employees who are not required to hold a Kansas State Educational Certificate. This group includes custodial, food service, office, paraprofessional, tutor, and transportation personnel.

Classified employees play an important role in the school district by helping provide a safe, orderly and healthy environment and by being the support group who assists the certified staff. The importance of your job should never be underestimated. Involvement with students, whether on the buses or in the hallways, often sets the tone for the students' day. Classified personnel are an important part of "effective schools".

VISION STATEMENT

Pioneering Pathways to Success

DISTRICT GOALS

Goal Area 1: Student Learning and Success

- ▣ Future Readiness- USD 415 will fully incorporate Individual Plans of Study for grades 7-12 and expand opportunities for K-12 in career awareness and exploration. The district will explore and plan for expansion of Career and Technical Education opportunities for students and seek partnerships with businesses and local educational entities.
- ▣ Kindergarten Readiness- As it is our goal to increase the number of students who enter kindergarten prepared to be successful, USD 415 will continually enhance Pre-K and Early Childhood learning and developmental opportunities for our youngest students.
- ▣ Instructional Quality and Equity- USD 415 will utilize its resources to establish and maintain effective curriculum, instruction, and assessment practices that establish high expectations for all students. The District and its educators will build and implement a multi-tiered system of supports that addresses academic and social-emotional learning. The system will be implemented with fidelity to ensure all students have access to the curriculum.
- ▣ Whole Child Development- The District and its professionals will continue to enhance soft skills, character education

Goal Area 2: Teacher Quality and Retention

- ▣ Recruitment- USD 415 will utilize a systemic process for recruitment and utilize all available resources in recruitment of quality teachers. The district will strive to be competitive in salaries and fringe benefit contributions.
- ▣ Retention- The district will utilize its resources to maintain competitiveness regarding salary structure and fringe benefit contributions. We will maintain effective mentoring and induction processes so as to increase the likelihood that quality teachers will make our district their professional home.
- ▣ Professional Learning Opportunities- USD 415 will promote and support with available resources, professional growth that aligns with best practice in the areas of curriculum, assessment and instruction.

Goal Area 3: Community Engagement

- ▣ Communication and Presence- The district will increase its media presence utilizing the website, local newspaper, local media, social media
- ▣ Dialogue and Patron Participation- USD 415 will solicit more patron and stakeholder input through the use of formal advisory groups and planned informal gatherings. The district will seek patron input on a variety of topics through the increased usage of surveys and utilize the results in planning. The district will facilitate meaningful dialogue with focus groups as identified by the board of education.

- ▣ Partnerships- The district will foster and utilize community partnerships to create opportunities for apprenticeships, job-shadowing, internships, and other student learning needs. The district will strive to foster strong school/family connections.

Goal Area 4: Facilities

- ▣ Facilities Planning- USD 415 will develop and monitor a long-range facilities plan to maintain and plan for future needs. Facilities will be built or remodeled to support student learning, developmental and programming needs as approved by the board and stakeholders.
- ▣ Safety and Security- The district will maintain safe and secure schools by working closely with law enforcement and safety agencies. USD 415 will maintain fire, emergency and camera systems to enable close monitoring of safety and security. Through readiness training, our schools will be ready to respond to foreseeable crises.

GRADUATION EXPECTATIONS

A student graduating from USD 415 shall:

1. Demonstrate in academic and applied situations a high level of mastery of basic skills.
2. Demonstrate effective communication skills.
3. Demonstrate complex thinking skills in academic and applied situations.
4. Demonstrate the necessary characteristics to work effectively both independently and in groups.
5. Demonstrate physical and emotional well-being.
6. Demonstrate a desire to be a self-directed learner.
7. Demonstrate knowledge, skills, and the ability to adapt to diverse and emerging technological systems, including their functions and applications.

Equal Opportunity Employer

Hiawatha USD 415 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the school district's ADA and Section 504 coordinator, 706 S. 1st, Hiawatha, Kansas 66434-0398, Telephone: 785-742-2224.

Hiring Procedure

Classified personnel may be employed on a part-time or full-time basis. In order to be considered for employment at USD 415, each prospective employee must:

1. Write a formal letter of application and receive and fill out an employment application. Applications may be obtained at the Board of Education office at 706 South First Street.
2. Once the candidate's qualifications are determined to be appropriate for the position, an appointment will be made for the candidate to be interviewed by the personnel director and/or the department head.
3. After the candidate is hired, the candidate must have on file a statement that they have read and understand the contents of the Classified Employees Handbook.

Upon employment and before beginning work for the school district, all persons must provide:

(a) health certificate; (b) oath of allegiance; (c) employee's withholding allowance certificates (W-4 & K-4 forms); (d) copy of social security card; (e) fringe benefit option designation; (f) Kansas Public Employee's Retirement System (KPERs) enrollment forms, when applicable; (g) Employment Eligibility Verification Form I-9; (h) State mandated training; (i) background check, (j) Fit 4 Duty Assessment (bus drivers, custodians, food service, maintenance, and technology), and (k) reviewed the drug-free schools policy. Necessary forms are to be given to the Payroll Clerk before an employee begins his/her first day at work.

Employee Records

It is important that your employment records are kept up-to-date. Be sure to notify the Payroll Clerk if there are changes in any of the following:

1. Your name
2. Your mailing address
3. Your home telephone number
4. The phone number where you can be reached in case of emergency
5. Correction to your social security number
6. Any changes on the W-4 or K-4 forms
7. Direct deposit changes

Health Certification

Certification of health shall be required of classified personnel upon their employment. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the school board may require a new certification of health.

The employee's certificate of health must be signed by a licensed physician, a registered physician's assistant, or an advanced registered nurse practitioner on a form prescribed by the Kansas State Department of Health. The certification must include a statement 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 by chest X-ray or negative tuberculin skin test. The employee may obtain the health examination from a doctor, a registered physician's assistant, or an advanced registered nurse practitioner of his/her choice. The entire cost of the initial physical examination must be paid by the employee.

Bus drivers are required by the State Department of Transportation to submit a Medical Examination Report form for a CDL. The bus drivers will be reimbursed for the portion of the cost of the physical not covered by insurance with a maximum allowable cost to the district of \$150.00. A statement or receipt from the medical provider will be required.

Probationary Period

Initial employment shall be for a probationary period of three (3) calendar months. During this time your supervisor will evaluate your work performance and attendance. At the end of this 3 calendar month period, your supervisor may recommend that you be placed on regular status. You will be given sick leave, personal leave, and other fringe benefits as applicable upon being hired. However, if your work performance does not meet District standards, your employment can be terminated. If employment is terminated, either voluntarily or non-voluntarily, within the first year, any sick leave used that had not been accrued will be reimbursed to the district by deduction from your final pay check. Eligibility for a paid vacation begins following the completion of one full year of employment.

Keys

Building principals or the superintendent will be responsible for issuing door keys and key cards, and maintaining an accurate up-to-date list in the school office of all people who have been issued keys/key cards. Building principals are responsible for retrieving all keys/key cards provided to any employee under their authority when the employee is no longer a district employee or are assigned to another building.

The principal shall submit a written request for additional keys. No keys shall be duplicated without permission.

Staff members shall not loan keys/key cards to anyone. A complete inventory of all keys/key cards shall be made at least once each year. Any loss of keys/key cards shall be reported immediately to the principal so that measures may be taken to protect district property. A charge of \$50.00 per key/key cards will be charged back to employee for lost keys/key cards.

Payroll Procedures

Each classified employee must enter time worked into Attendance Enterprise using the kiosk provided in each building. Classified employees under supplemental contract must also submit a time card(s) for their supplemental assignment. The time cards must be verified and signed by the supervisor and given to the Payroll Clerk at the end of each pay period.

Regular working hours vary from one department to another. The hours of your employment will be discussed with you by your immediate supervisor. Employees may not vary their regularly scheduled working hours without prior approval from the immediate supervisor.

If an employee works more than 40 hours per week a form must be submitted by the immediate supervisor to the payroll clerk. Head custodians at the middle and high school are permitted 45 hours before a compensation time form is required. This form indicates the reason requiring the employee to work overtime. (Overtime will be granted only in rare instances.) If an employee is asked to work overtime, the supervisor and the employee will complete a form indicating whether overtime will be paid at the rate of time and one-half or the employee will be granted compensatory time. In most instances, compensatory time will be used instead of overtime pay.

When compensatory time is granted in lieu of overtime pay, the date of the compensatory time must be approved in advance by the immediate supervisor. Compensatory time must be requested through Attendance Enterprise. A completed Overtime Request form must accompany the time card for the week when overtime is worked.

All hours expected to be paid need to be entered on the electronic time card by the employee. This includes any sick leave, vacation, personal time, compensatory time and holiday time. Employees must approve their time card at the end of each pay period.

Bus Driver Required Meetings

Bus drivers will be paid the regular driving wage to attend all required monthly meetings. Hours spent in required meetings are to be entered on the electronic time card of the pay period the meeting was held.

Payroll Checks

Payroll checks or your direct deposit pay stubs are mailed or emailed to personnel on the third Friday of each calendar month. Direct deposit pay stubs may be delivered earlier as they are delivered to as soon as they are processed. If school is closed on the third Friday, when possible, checks will be mailed the day before, to employees.

Payroll Deductions

Federal and state income taxes, social security payments, and KPERS (when applicable), are deducted from your monthly earnings. These deductions may vary as they are affected by changes in the amount you earn, by legislation and by the number of dependents you declare.

Insurance Benefit

A health insurance benefit is granted to qualifying employees. A maximum of **\$6,766.87** per year is granted to employees working 30 or more hours per week, and a maximum of **\$3,833.44** per year is granted to employees working at least 25 hours but less than 30 hours per week. This benefit may only be used to purchase the district's health insurance. All employees working 25 hours or more must take the health insurance benefit or be a member of a group plan elsewhere. The employee's health insurance benefit goes into effect on the first of the month following the completion of a 30-day waiting period.

When a classified employee resigns, retires, or is terminated their health insurance benefit will end at the end of the month the employee leaves the district.

Tax Sheltered Annuity

Eligible employees may request to have tax sheltered annuity (TSA) deductions withheld from their payroll checks. An eligible employee is someone who works at least 20 hours per week and wishes to defer at least \$200 annually. The term tax-sheltered describes any program eligible for tax-deferred treatment, and refers here to the special type of plan covering eligible employees of certain organizations. The tax-sheltered annuity plan can provide for investing funds in annuity contracts or in custodial accounts holding mutual fund shares. These deductions may begin with the first full pay period of each contract year or anytime thereafter providing the payroll clerk receives all needed documentation in a timely fashion to implement it before the next payroll. The *Salary Reduction Agreement* must be completed and returned to the payroll clerk.

A list of the qualifying companies may be obtained from the payroll clerk.

Cafeteria IRS 125 Plan

The cafeteria plan is a plan which allows the employee to reduce his/her salary for the purpose of purchasing benefits without payment of tax on these items. An eligible employee is an employee who is scheduled to work at least 17 ½ hours per week. An employee may protect the maximum limit set by the Section 125 Flexible Benefit Plan year. USD No. 415's cafeteria plan provides for the following:

1. Blue Cross/Blue Shield Health Insurance
2. Disability Insurance
3. Cancer Insurance

- 4. Life Insurance
- 5. Child Care Reimbursement -- Maximum \$5,000 per year
- 6. Medical Reimbursement -- Maximum \$2,500 per year
- 7. Accident Insurance
- 8. Delta Dental
- 9. Vision Care Direct

It may be in the best interest of the employee not to protect premiums for life insurance, disability, or cancer insurance under Section 125 Flexible Benefit Plan. Claims in these areas could be subject to income tax if the premiums have been protected.

CLASSIFIED LEVELS AND SALARY RANGES

<u>Position</u>	<u>Salary Range</u>
Bus Driver Head Cook Head Custodian Mechanic	\$12.00 – \$21.00

Accounts Payable Clerk Certified Paraprofessional Board Office Administrative Assistant Receptionist Building Secretary Crossing Guard	\$10.50 – \$18.00

Food Service Worker Custodian Non-certified Paraprofessional Counseling Administrative Assistant Record/Attendance Administrative Assistant	\$9.50 – \$15.00

Substitute Pay

	Starting Rate
Cooks	\$ 9.00 per hour
Custodians	\$12.00 per hr/adults
Secretaries	\$ 9.00 per hour
Bus Drivers	\$12.50 per hour
Layover time for Bus Drivers	\$ 8.45 per hour

Substitute Teacher: Classified employees with an emergency substitute license, who serve as a classroom substitute teacher, will be paid their current wage plus an additional \$5 per hour.

Classified employees who have retired from the district and continue employment as a substitute will receive an hourly rate at the time of retirement or the substitute rate, whichever is larger.

Mileage

Classified personnel, whose job description requires in-district travel from his/her first job location to another job location, will be given a mileage allowance for the number of miles traveled between locations. Mileage is recorded on the In-District Mileage Worksheet. The rate paid per mile is based on the current

State of Kansas reimbursement rate. Mileage reimbursement forms need to be received at the Board of Education office by the last Monday of the month.

Attendance and Lateness

USD 415 expects each employee to report to work on time and to continue to work until the end of the workday. An unsatisfactory attendance report, frequent lateness, and long lunch breaks may be cause for probation. If unsatisfactory conditions continue, it could lead to dismissal. Your attendance record can be a significant factor in evaluating you for raise

How to Report Absences

If you know you will be absent in advance, please contact your supervisor or the supervisor's designated representative. If this isn't possible, please telephone your supervisor or the supervisor's designated representative as early as possible on the first day of your absence. After that, call your supervisor or the supervisor's designated representative daily until you are able to report for work again. The employee must also report their absence to the Payroll Clerk each day.

Employees must enter a leave request in Attendance Enterprise for all absences. This procedure is to be done over the internet.

Unavoidable Lateness

If you must be late for work, or need extra time for lunch, please clear this matter with your supervisor. Lateness sometimes cannot be avoided. Please report directly to your supervisor to explain when you arrive late. If your supervisor is not available, report to the building secretary.

Sick and Bereavement Leave

Nine month employee's begin each year with 11.25 days of sick leave, ten month employees being each year with 12.5 days, twelve month employees being each year with 15 days of sick leave equal to their regularly scheduled hourly day – for full time employees, the regularly scheduled day is defined as 8 hours – for the employee's own illness, the illness of a son, daughter, father, mother or spouse. Sick leave may also be taken for the critical illness or death of his or her immediate family defined as father, mother, sisters, brothers, husband, wife, significant other as determined by the superintendent or their designee, sons, daughters, grandparents, grandchildren, aunts, uncles, nieces, nephews, in-laws of these classifications, and foster parents. Employees absent 3 or more consecutive days must have a doctor's note to return to work. Family funeral leave that extends beyond 3 days must be approved by the Superintendent. Employees may accumulate up to a maximum of 100 times the number of hours in their regularly scheduled day.

For the 2020-21 school year, classified personnel may utilize 1/3 of a day of leave for reasons related to and in conjunction with the Families First Coronavirus Response Act (FFCRA). Sick leave may also be utilized as needed due to school or daycare closures as described in the FFCRA for the 2020-21 school year. These provisions shall only apply while the FFCRA is in effect.

All sick leave requests for elective surgery must be accompanied by a letter from the surgeon stating the need for the surgery at the requested time. The advanced leave request must be approved by the administration. Elective surgery is surgery that need not be performed on an emergency basis, because reasonable delays will not affect the outcomes of surgery unfavorably.

Employees may request one day per year of bereavement leave (equal to their regularly scheduled day) for a funeral that would not fall under sick leave. The employee would have to give up 2 days of sick leave (equal to their regularly scheduled day) to receive the one day of bereavement leave. The bereavement day may only be used for a funeral.

Upon an employee's 4th sick leave absence in a school year, a doctor's note must be made available upon request.

School Closing – Inclement Weather

Essential personnel (e.g. maintenance and custodial staff) will report to their assigned duties on all inclement weather days. Report times will be determined by the supervising employee. Straight time will be paid for the hours essential employees work in addition to inclement weather day compensation. Essential employees who fail to report to assigned duties will forfeit inclement weather day compensation. Leave days may not be used by essential personnel on inclement weather days in lieu of reporting to work. Only preapproved sick leave may be used on an inclement weather day unless approved by the superintendent. Leave without pay will not be allowed.

Classified employees will receive pay equal to their regularly scheduled hourly day for the first three days that school is dismissed for inclement weather. All classified employees working 9 or 10 month contracts may give up 2 days of sick leave (equal to their regularly scheduled day) to receive additional paid inclement weather days. Requests for additional inclement weather day pay must be requested through Attendance Enterprise.

Voting Time

You may take time off with pay to vote in a federal, state or local election only if you would be unable to reach the polls otherwise. Please tell your supervisor in advance that it is necessary for you to take this time off. You are asked not to miss more than one hour of work in order to vote.

Vacation

Eligibility for a paid vacation begins following the completion of one full year of employment. Classified personnel employed 32 hours per week, 52 weeks per year, are eligible for a paid two-week vacation. Following the completion of ten (32 hours per week, 52 weeks per year) years of employment, the employee is eligible for a paid three-week vacation. Following the completion of twenty (32 hours per week, 52 weeks per year) years of employment, the employee is eligible for a paid four-week vacation. One week of unused vacation may be carried over into the next year. **When an employee leaves USD415 within the first year of employment, the employee's final paycheck will be reduced by the amount of vacation time used.**

Vacations should be scheduled during the summer months or non-student contact breaks and must be approved by your supervisor. Please schedule your vacation with your supervisor as far in advance as possible. Your vacation should be scheduled in one-or two-week blocks. Vacation slots are filled on a first-come, first-served basis.

A maximum of three unpaid personal days will be allowed for vacation purposes.

Pro-Rated Leave

During the first year of employment, vacation, sick leave and personal leave will be prorated for a classified twelve-month employee employed after July 1 and a nine- or ten-month classified employee employed after the first day of school. Prorating is done in order for a classified employee to receive vacation, sick leave and personal leave proportionate to the number of months or days they have worked of the contract year.

A twelve-month employee must work a complete year (12 months) in order to receive paid vacation. If the employee is hired after July 1, and they take their prorated vacation time during the summer following their first school year, and they do not complete a full year of employment, the amount of vacation pay received will be deducted from their final payroll check. Prorated vacation time is given to twelve-month employees employed after July 1 so vacation time can be taken in the summer when substitutes do not have to be

hired while the employee is on vacation. Prorated sick leave and personal leave taken during the first year will not be deducted from the final paycheck unless employee uses more leave than has been accrued.

Long-Term Leaves of Absence

A long-term leave of absence consists of more than five working days when you cannot be at work for reasons other than illness. A letter requesting such leave must be submitted to your supervisor. Please make sure you are aware of the specific regulations concerning the type of leave you will be taking. The Board of Education must approve the leave of absence.

Guidelines for Family and Medical Leave Act of 1993

USD 415 is a covered employer under the Family and Medical Leave Act of 1993 (FMLA).

The definition of a year for the FMLA for USD 415 is the fiscal year – July 1 of a designated year through June 30 of the following year.

Whenever possible, thirty days advanced notification must be given to the Payroll Clerk. It is the employee's responsibility to document in writing the beginning date and reason for the covered leave. Forms will be available at the various school sites and at the Board of Education Office.

Maternity Leave

Upon written request, a classified employee will be granted 6 weeks paid parental leave immediately following the birth or adoption of a child, if adequate sick leave has been accumulated. During this six-week period, the sick leave policy will be used to determine the pay for the classified employee. This six-week period begins the date of the birth or adoption of the child. An additional week can be requested in writing during which the classified employee's hourly rate will be reduced to \$7.25 per hour. An additional 5 or 6 weeks of unpaid parental leave may be taken upon written request. The total number of weeks of parental leave will not exceed 12 weeks and must be consecutive weeks.

Legal Leave

Leave with full pay shall be granted in the following cases: jury duty in city, county, state or federal courts, for witness in a case if subpoenaed for serving as an expert witness, or for the giving of a deposition as long as the case does not involve the employee's own case as a plaintiff or defendant. An employee who reports to jury duty and is dismissed, must return to work after completion of their responsibility with the court. *Per Diem* for jury duty and witness fees (excluding court paid travel allowance) will be paid to USD 415. If the *Per Diem* while serving as an expert witness exceeds the employee's district *Per diem*, the employee will reimburse the district the amount of their district level *Per diem*. All reimbursed expenses paid by the court will be retained by the employee.

Personal Leave

All classified employees may take one regularly scheduled day of personal leave without loss of pay when a request is approved by the supervisor. Leave shall not normally be taken immediately prior to or following a scheduled holiday, the first two weeks of school, or the last two weeks of school. Employees may choose to receive \$10.00 per hour for unused personal leave, roll the hours over to sick leave or they can carry the hours over the next school year.

Classified employees that have exceeded the maximum amount of sick leave on July 1st of each year and do not qualify for vacation leave are eligible for events leave. Each year employees will receive 1 day of events leave for every 2 sick leave days over the maximum carryover limit. In addition, non-vacation earning staff that use 3 days or fewer sick leave days per school year will earn an additional personal leave day for the following school year. Employees may only accumulate a combined total of 5 personal/event days per year. The request for use of such event days is subject to approval by

superintendent. This leave is intended to be used for special circumstances or events (e.g. weddings, graduations, funerals that are not covered by sick leave). Unused event days may not be carried over into the next school year. See chart below:

End of year balance*	Earned sick leave*	New balance*	Excess days to convert*	Eligible Event Days*
87 days	+15	102	2	1
89 days	+15	104	4	2
91 days	+15	106	6	3
93 days	+15	108	8	4

***sick/event days are based on normal hourly day**

Professional Leave

Classified employees may be granted professional leave for the purpose of improving their skills in the position they hold with prior approval of the superintendent. Cost associated with the workshop or conference will be paid by the school district.

Political Activities

Employees may seek elections and may hold political offices which do not interfere with the performance of their responsibilities to the school system. However, before deciding to seek an office, which would interfere with the performance of the duties of the employee for the position which they are under contract to perform, they must reach an agreement with the school board on matters of salary, time to be away from duty, and all other matters relating to interference with performance of regular duties. Each such matter will be considered by the board on an individual basis.

School Hazardous Waste Disposal-General Practice Guidelines

The hazardous waste can be classified into the following general categories in almost all cases:

Primary Disposal Categories:

1. Corrosive Waste
 - a) Acid waste streams, pH <5
 - b) Basic waste streams, pH > 10
2. Organic Waste
 - a) Solvents
 - b) Solid organic materials
3. Toxic Aqueous Waste
 - a) Primarily aqueous heavy metals
 - b) Some reactives, i.e., sulfides

A particular waste stream may fall into more than one of the above categories. For instance, an acid solution of heavy metal would be in both the 1.a. and 3 .b. category. Organic wastes are almost invariably toxic. The following disposal scheme will handle these materials in an organized fashion.

DISPOSAL PRACTICES

THE PRIMARY RULE IS TO NEVER HANDLE OR ATTEMPT THESE PROCEDURES UNLESS YOU HAVE BEEN TRAINED IN THE PROCEDURES AND HAVE APPROPRIATE PROTECTIVE EQUIPMENT. PROTECTIVE EQUIPMENT INCLUDES: EYE PROTECTION, SPLASH SHIELDS, AND APRONS. IF IN DOUBT, DO NOT ATTEMPT THESE PROCEDURES.

Corrosive Waste

The corrosive wastes can be neutralized to render them non-hazardous. Some carbonate compounds such as sodium or potassium carbonate best neutralizes acids. The use of a carbonate precludes overrunning neutrality to the basic side. Likewise, a mild acid such as boric acid is best used to neutralize basic streams. After the stream is neutralized it should be determined if there are any materials that render it still hazardous, such as heavy metals. If not, the waste can be poured down the drain. Do not pour excess solids down the drain as they may plug the drains. Decant and drain the solids and add them to the regular trash.

Organic Waste

NO ORGANIC SOLVENTS CAN BE Poured IN THE DRAIN. Simple used solvents should be combined in a glass container in the storage cabinet. Contact the Director of Maintenance to arrange for removal and disposal using a contractor.

REMEMBER to fully label all waste materials so there is no confusion as to the constituents added to the container. Exotic or reactive solvents should be stored in a separate, individual container for disposal. Questions or disposal requests should be directed to the Director of Maintenance at the District Office.

Toxic Waste

RESIDUAL AQUEOUS WASTE STREAMS THAT CONTAIN HEAVY METALS CANNOT BE Poured DOWN THE DRAIN. These materials should be stored in glass bottles. Used one gallon acid bottles are an ideal choice. **REMEMBER**, a large label should be applied to the bottle so that the condition of the material is not obscured and any type of material added should be noted on tile label.

METALS CANNOT BE DISPOSED DOWN THE WASTEWATER DRAIN. Examples are: arsenic, barium, cadmium, chromium, copper, lead, mercury, molybdenum, nickel, lead, selenium, silver, and zinc. Mercury and mercury salts present unique disposal problems and should not be mixed with any other metals or wastes.

One method to minimize the amount of stored aqueous metal wastes is to form a sulfide precipitate of the heavy metals and decant the aqueous portion. Sodium or iron sulfide can be added in excess to a neutralized metal solution to precipitate all the metals. Be sure to neutralize, as dangerous fumes of hydrogen sulfide gas are formed if either of these materials are added to an acid solution. Do not attempt this method unless you are familiar with the chemical reactions involved.

When complete the aqueous portion can be decanted and poured down the drain. The remaining solids must be collected and stored for disposal at a qualified disposal facility.

If questions arise about proper waste handling, contact Matt Cluck at 742-2224.

Worker's Compensation

An employee who is eligible to receive compensation as a result of claims against Worker's Compensation can receive sick leave in addition to the compensation payments. The total of Worker's Compensation pay plus sick leave pay cannot exceed their regular monthly salary. The Clerk shall reduce the employee's sick leave by the number of hours needed to cover the portion of sick leave pay received.

Injuries Occurring When an Employee is "Under the Influence"

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee, who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Paid Holidays

Fifty-two (52) week-per-year, 32 hour-per-week, classified personnel shall have the following paid holidays, (provided such holidays are designated as holidays on the school calendar when students are not in attendance):

Labor Day	1 Paid Day
Thanksgiving	2 Paid Days
Christmas	2 Paid Days
New Years	2 Paid Days
Presidents' Day	1 Paid Day
Good Friday	1 Paid Day
Spring Break (In years there is a Spring Break)	1 Paid Day
Memorial Day	1 Paid Day
Independence Day	1 Paid Day

Other paid holidays may be designated at the discretion of the Superintendent. All classified employees working 9- or 10-month contracts will receive three paid holidays. These holidays will be Thanksgiving, Christmas Day and New Year's Day. The number of hours of holiday pay will be equal to their regularly scheduled hourly day not to exceed 8 hours per day.

Other District Benefit

Passes for School District Activities – All employees of USD 415 shall receive a pass that will admit them, their spouse, and their children who have not graduated from high school, free of charge to all home activities at which an admission charge is made. Children eighth grade and under must be accompanied by a parent in order to enter free of charge. (Admission must be paid, however, at tournaments.) The passes are distributed by the board office each fall. Should any employee not receive this district pass, he/she should notify the board office.

District Procedures

Code of Conduct – USD 415 prides itself on a clean, orderly, safe, and healthy environment. To continue this tradition, your cooperation is needed. Please read and follow these rules of conduct. Appropriate disciplinary action will be taken for violating these rules of conduct.

Fighting; abuse or destruction of property; possession of drugs, alcohol, weapons on the premises; falsification of school district records; illegal, immoral, or indecent conduct or language; and removal of school district property without permission from the premises is not permitted.

Permission must be received from your supervisor before any notices are posted.

All employees are asked not to conduct personal business on company time or with company equipment and resources.

Respect each other's rights and privacy.

Use of alcohol or illegal drugs is not permitted in the buildings or on the grounds of USD 415.

Use of tobacco products is not permitted within the buildings of USD 415.

Limit personal phone calls to emergencies or important matters.

If you must make a long distance phone call, call the operator and have the call charged to your home telephone number, use your calling card or cell phone.

Safety Regulations

Please follow the basic rules of safety which are appropriate to large work areas for the health and protection of yourself, your fellow workers, the students, and visitors to the buildings. A few policies to follow are:

1. Do not try to lift or carry anything heavy by yourself.
2. Report any injury – large or small – to your supervisor. Should you have an injury or feel ill while at work, contact your supervisor immediately.
3. Should you notice something that appears to be a safety hazard, please report it to your supervisor.

An intensive effort to control injuries on the job is being initiated by the school district personnel. The district is covered by a Workman's Compensation plan. From time to time, representatives from the sponsoring company will be checking upon the safety measures being taken by our personnel in an effort to reduce Workman's Compensation costs.

Ordering Supplies

All ordering of supplies must be made by your supervisor. Requisitions for needed supplies are available from your supervisor. Fill out the requisition form and submit the requisition to your supervisor. Any employee making unauthorized purchases will not be reimbursed for his/her purchases.

Handling a Problem or Filing a Complaint

Employees are encouraged to talk things over when they have problems or complaints about job conditions or colleagues. Bring these matters to your building principal's attention by going through the following chain of command.

1. Make a written statement of the grievance and present it to the building principal.
2. Discuss the grievance with your building principal unless the grievance is with the principal. The principal must give you a written resolution of your grievance within five working days from the time of your meeting.

3. If the grievance is with the principal or the principal does not address the grievance to your satisfaction, you may discuss the grievance with the superintendent. The superintendent must give you a written resolution of your grievance within five working days from the time of your meeting.
4. If the grievance still is an issue with you after discussing it with the superintendent, you may request a hearing. The hearing committee will be composed of a board member, neutral administrator, and a peer. The committee must give you a written resolution of your grievance within five working days from the time of the hearing.
5. If resolution is still not achieved to your satisfaction, you may request a hearing before the Board of Education. The request for the hearing before the Board of Education is to be made in writing to the superintendent. The Board of Education must give you a written resolution of your grievance within five working days from the time of the hearing. The Board of Education decision is the final step in the grievance process.

Evaluations

The job performance of each employee is formally evaluated once a year. Your immediate supervisor will complete the evaluation form and discuss your strengths and possible areas of improvement. Both the supervisor and the classified employee will sign the evaluation form and the employee will receive a copy of the form. A copy of the evaluation is kept with the employee's file.

If an employee's job performance is not satisfactory, he/she will be evaluated more frequently and be given the opportunity to improve his/her job skills. If satisfactory improvement is not made during a reasonable period of time, a two-week notice of termination of employment will be given in writing to the employee.

Resignations

Resignations must be given in writing to the supervisor two weeks in advance of the effective date of resignation. These two weeks are requested as a courtesy to the district in order that an appropriate replacement may be obtained. No personal or sick leave will be honored during these last two weeks, except for unusual circumstances approved by the superintendent. When a resignation is received, an exit interview will be scheduled with the employee in order to make sure all required documents are completed before leaving our employment. No benefits (i.e.: leave, vaccinations, professional leave) will be allowed after the employee gives notice. Exceptions are allowed only with prior approval by the superintendent.

Employee's Files

A master file of all materials relating to an employee shall exist at the district school board office. All materials placed in the employee's file and originating with the school district shall be available to the employee at his or her request for inspection in the presence of the person(s) responsible for keeping the files. All questions relating to classified personnel should be directed either to the immediate supervisor or the superintendent.

Extra Duty Assignments

Classified Employees working extra duty assignments (taking tickets, etc.), will be paid an hourly rate of \$10.00 per hour. Classified employees running the score clock or doing the scorebook will be paid at a rate of \$12.00 per hour.

Wage and Hour Overtime Rules for Occasional Work

Can an hourly employee perform work other than the employee's normal job and not be eligible for overtime? Yes, if the additional work meets the "occasional or sporadic" test.

If an hourly employee's customary job is custodial, for example, and he or she also works as a ticket taker at the football game, must the time worked at the game be counted toward the forty hours to determine whether overtime must be paid? The Department of Labor has issued opinion letters that state where a

state or local government employee engages voluntarily in part-time employment on an “occasional or sporadic basis” in a capacity different from his or her regular employment, the hours such employee was employed in performing the different employment shall be excluded in calculating the hours for which the employee is entitled to overtime compensation. This ruling applies even where the “occasional or sporadic” work occurs on a recurring basis, such as all home football games during the course of the season. Note that the “occasional or sporadic” test does not include regular types of employment. For example, it would be inappropriate to use the test to suggest a custodian could occasionally drive a bus without incurring any overtime pay, even if he or she volunteered. The Department of Labor opinions addressed recreational activities (umpiring softball games) as the occasional part-time employment, not jobs that are typically full-time positions. The “occasional and sporadic” test should be applied only to those activities which are not positions for which a person is hired either full or part-time, but rather, for those activities such as ticket taking, scorekeeping, game clock, sideline tasks (chains and down marker), etc. which are seasonal in nature.

Retirement Compensation

When a classified employee retires from USD 415, and is eligible to receive a retirement benefit from either the Kansas Public Employees Retirement System (KPERs) or the Social Security Administration, and has fifteen years experience in the district, the board will give the employee a lump sum retirement benefit upon completion of their contract. The board must receive the resignation by February 15 of the year in which they are retiring. The lump sum retirement benefit will be as follows:

15 Years in District = \$1,500
\$50 per year for experience beyond 15 years

The lump sum payment will be prorated for part time employees.

Sexual Harassment

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor’s failure to follow the policy or to investigate complaints.

If an employee’s immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or request for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile work environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;

- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- Sexual assault or battery as defined by current law

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

Tobacco Products on School Property

District property is to be tobacco free. The Board of Education believes that a tobacco free policy is important in establishing an appropriate learning and working environment for students, teachers, and the public. The use of tobacco products in any form is prohibited at all times in or on all district real estate (including parking lots) or personal property (including vehicles) whether owned, leased, rented, or at any school sponsored event. An employee who violates this or any other tobacco policy shall be subject to the following disciplinary actions:

First Violation: Written reprimand

Second Violation: Three-day suspension without pay

Third Violation: Non-renewal or termination from employment

Any employee who violates the terms of this or any other tobacco policy shall be subject to discipline, including, but not limited to, suspension, in accordance with district policy and Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in Kansas law or district policies.

GAOB Drug Free Schools

The unlawful possession, use, or distribution of illicit drugs, tobacco, or alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Computer Use

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.