

USD 284 Chase County



Classified Staff Handbook

Revised June 2022
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NOTICE OF NONDISCRIMINATION

Chase County USD #284 does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, or genetic information in its programs and activities and provides equal access to the Boy Scouts and other designated youth programs. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Glenna Grinstead, Superintendent
219 Broadway St.
Cottonwood Falls, Kansas 66845
620-273-6303

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

EMPLOYEE GRIEVANCE POLICY and PROCEDURE

Terms and conditions fully defined and specified in the current Board Policy (available at any building and/or the district office).

EMPLOYEE HARASSMENT POLICY and PROCEDURE

Terms and conditions fully defined and specified in the current Board Policy (available at any building and/or the district office).

HANDBOOK GOAL

All USD 284 classified employees will be aware of, understand, and follow all Board policies, procedures, rules, and regulations that pertain to the classified employee's employment by the school district.

DEFINITION OF CLASSIFIED EMPLOYEE

USD 284 classified employees will include all Board-approved employees of the district not covered by the terms and conditions of the negotiated agreement and/or not required to hold a valid KSDE educational license. USD 284 classified employees currently include the following: Bus Driver, CCJSHS Student Registrar, Clerk of the Board, Cook, Cook Planner, Custodian, Custodian-Maintenance Planner, Custodian-Maintenance Worker, Vehicle-Maintenance Worker, District Office-Transportation Secretary/District Treasurer, Office Manager, Office Secretary, Paraeducator, Paraeducator Library, Rule-10 Coach /Sponsor, School Nurse, Technology Director, Student Support Services personnel, and Social Worker. Job descriptions for these employees are available in the district office.

CLASSIFIED EMPLOYEE, BENEFITS

USD 284 provides the following employee benefits to all classified employees who are employed by the district a minimum of thirty (30) hours per week.

Plan 125, Employee Salary Reduction Plan

USD 284 has approved participation by classified employees in Plan 125. Optional benefits are:

- USD 284 Employee Health Plan
- Salary Protection Insurance
- Cancer Insurance
- Term Life Insurance
- Dependent Care
- Annuities
- Specialty Insurance Coverage (Dental Insurance)

Medical Insurance

USD 284 will pay **\$590 per month** towards the USD 284 Employee Health Plan on a use-it-or-lose-it basis only. No cash in-lieu fringe is allowed if not used (use-it-or-lose-it).

Post Retirement Benefit

A classified employee must have worked in USD #284 for a minimum of fifteen (15) total years to be eligible and meet the State KPERS requirements for retirement. \$590.00 per month for 5 years or age 65, whichever is less, will be paid to the district's health insurance provider as a tax-free fringe to defray the cost of the retiree's health insurance.

District Activities Pass, Home Activities Only

USD 284 also provides a District Activities Pass, Home Activities Only to all classified employees regardless of hours employed by the district per week. The pass is good for immediate family (spouse and children) only.

CLASSIFIED EMPLOYEE, COMPENSATION

- Classified employees are paid for services rendered based on timecard (hourly) or route tier (bus drivers) or contract (salaried).
- Classified employees are paid bi-weekly every other Tuesday (26 pay periods per year).
- Effective **9/1/08** all classified employee compensation will be **directly deposited** in the bank account specified to the district office by the classified employee.
- Effective **7/1/09** all classified employee compensation regardless of contract length or conditions and including all payroll deductions will be completed on a **twenty-six (26) equal installments** basis.
- Effective **8/1/20** new employees will be paid August (start of school) through July.

CLASSIFIED EMPLOYEE, SALARY DEDUCTIONS

Effective 7/1/09, the district will provide that, whenever duly authorized by any classified employee on the appropriate district form (***available in the District Office***), the District Office shall make the all necessary and requested salary deductions over the full pay periods only and for the following purposes:

1. USD 284 Employee Health Insurance Plan (Made in compliance with 125 plan)
2. Retirement (KPERS*)
3. Withholding taxes, federal and state
4. Social Security
5. Tax-sheltered annuities
6. Authorized employee deductions

*Note: In order to qualify for participation in the Kansas Public Employees' Retirement System (KPERS) the classified employee must work at least **630 hours** annually and must have a permanent, (not considered temporary) job.*

CLASSIFIED EMPLOYEE, WORKERS COMPENSATION

All classified employees shall be under the Workers Compensation program governed by regulations of the State of Kansas. Workers Compensation will include extended medical benefits. All injuries must be reported within twenty-four (24) hours to the employee's immediate supervisor who is responsible for notifying the District Office in writing

immediately on the district Accident Report Form (**Appendix-A**). Determination by the District Office of the proper insurance coverage is essential before medical attention is administered by a physician, other than emergency care.

DEFINITION OF INJURY – An injury shall not be deemed to have been directly caused by employment where it is shown that the employee suffers disability as a result of the natural aging process or by the normal activities of day-to-day living. Also, “arising out of and in the course of employment” excludes injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer.

NOTICE OF ACCIDENT – State statute provides for a strict notice of injury within 10 days of the accident or the claim is barred. If the employee can show just cause, the reporting period can be extended to 75 days.

CLASSIFIED EMPLOYEE, EVALUATION SCHEDULE

All **new classified employees** will be hired on a **12-month Probationary Basis**. They will be evaluated by the assigned district supervisor(s) by the 12-month probation period regardless of calendar date. At the end of the probationary period evaluation, the new employee will be recommended for continued probationary employment **OR** discontinuation of employment.

All **non-probationary classified employees** will be evaluated by the assigned district supervisor(s) on an **Annual Basis** before June 30th of each year or as often as needed if so determined by the assigned district supervisor(s). At the end of each evaluation, the evaluated classified employee will be recommended for continued employment **OR** discontinuation of employment. Any classified employee may be evaluated at any time if determined to be needed by the classified employee's supervisor.

The **BOE** makes all official classified employee continued employment contract decisions based on performance and the **Supervisor's** recommendations as stated on the classified employee's performance evaluation.

CLASSIFIED EMPLOYEE, WAGE SCHEDULE

All new **classified employees** are recommended by the **superintendent** and approved by the **Board of Education** on a **12-Month Probationary** basis with 2 mandatory **6-Month Probationary Evaluations** during the 12-month probationary period. All probationary employment compensation (starting wage & entry wage following successful conclusion of the 12-month probationary employment) is considered and approved by the Board based on the current wages for current classified employees doing the same duty, experience and circumstance.

BUS DRIVER, REGULAR ROUTE BASE COMPENSATION RATES

- Base regular bus route salaries are set annually by the **Transportation Secretary** and are based on the "Tier" route mileage system plus applicable seniority as defined below.
- Tier mileage values for **full-route drivers** driving both A.M. and P.M. routes are based on **total mileage per route per day** (both routes, total miles).
- **Final Contracts** will be issued after the initial mileage report is completed by the **Transportation Secretary**.
- The Tier values were initially set up and continue to include compensation for **breaks and holidays**.
- Bus drivers must use appropriate leave or pay deduct when a scheduled school day is cancelled.
- **Non-probationary** compensation is set annually on BOE-approved wage adjustments to the tiers and seniority.
- Total salary amount is based on **9 times** the appropriate tier value and is paid on a **12-equal payment** basis.
- Salary **seniority** will be added to bus driver compensation as indicated below at the **start** of the school year.

Start year 1-5	0.0% of tier seniority bonus
Start year-6	1.5% of tier seniority bonus
Start year-10	2.5% of tier seniority bonus
Start year-16	3.0% of tier seniority bonus
- Seniority percentages are not cumulative.

BUS DRIVER, LICENSE and CERTIFICATION

All **Bus Drivers** (probationary and non-probationary) are all required to have and maintain all required local, state and federal licenses, certificates and related and required bus driver training as recorded and monitored by the **Transportation Secretary**. Bus drivers failing to have and maintain all required licenses, certificates and training and regardless of the previous year evaluation will not be allowed to transport nor will be compensated for transporting children until they can provide the necessary documentation to the Transportation Secretary.

BUS DRIVER, ACTIVITY ROUTE COMPENSATION

- All **Local After-School Activity Trips** were discontinued following the conclusion of SY 2008-09.
- No **seniority** or **probationary employment** is applied to regular activity trip compensation.
- All **Out-Of-Town Activity Trip** drivers will be paid **\$15.00** per hour for the total duration of the trip.

BUS DRIVER, REGULAR ROUTE PROBATIONARY COMPENSATION

- All new bus drivers are hired on a 12-month probationary basis.
- Probationary regular route bus drivers who have provided substitute bus driving duties for USD 284 for a minimum of one (1) school year will receive **100%** tier compensation while on probation.
- The compensation for probationary bus drivers who have not provided substitute bus driving duties for USD 284 for a minimum of one (1) school year will be considered and approved by the District based on the tier values, bus driver experience and circumstance.

CLASSIFIED EMPLOYEE, CONTRACT LENGTH AND DURATION

The length and terms of employment for all classified employees will be offered, considered and approved by the classified employee and the Board annually on the employee's Board-approved **CLASSIFIED EMPLOYEE WORK AGREEMENT** form. Classified personnel are employees-at-will and no oral statements or statements in the employee handbook are intended to create a right to continuing employment. The Board reserves the right to consider and approve classified employment **furlough** decisions during the budget year based on budget conditions and needs as determined by the Board.

CLASSIFIED CONTINUED EMPLOYEE, SALARY ADJUSTMENT

Each year, the **Board** will consider and approve a recommended wage adjustment factor (percentage OR hourly OR a combination of both) for all classified employees (salaried and hourly) for the next school year beginning on July 1st. This annual salary adjustment approved by the BOE will be applied to the salaries of all non-probationary classified employees for the next fiscal year with the exception of any non-probationary employee who has been returned to probationary employment status by that employee's supervisor as part of the employee's performance evaluation process.

CLASSIFIED EMPLOYEE, DUTY TIME

The duty times for the approved duty day for all classified employees will be set and supervised by the classified employee's immediate supervisor.

CLASSIFIED EMPLOYEE, LEAVE TIME CLASSIFICATION

All classified employees are entitled to the types of leave that are defined below. All **school year** leave time considerations are made on the basis of the classified employee's

contracted duty hours per contract day and compensation rate. Leaves taken in excess of allowed or accumulated totals will result in the appropriate salary deduction. **Summer schedule** (in excess of 8 hours per duty day) leave time calculations will be based on the total number of hours missed.

Classified employee leave types include:

1. Sick Leave. Leave may be used only for personal illness and/or medical reasons of the classified employee and the classified employee's immediate family (husband, wife, son, daughter, grandchildren, mother, father, mother-in-law and father-in-law). Sick Leave may be carried over with a limit of fifty (50) days maximum from fiscal year to fiscal year. Sick Leave counts begin on July 1 and end on June 30 of each year. The annually-granted sick leave shall not be credited to the classified employee until said employee has completed one (1) full day of the employee's contract. Sick Leave will be calculated in half-day (0.5) day increments only. No financial compensation is given for unused Sick Leave on an annual or end-of-employment basis.
2. Funeral Leave. Leave that may be taken to attend the funeral of the employee's choosing and up to a maximum of three (3) working days. All Funeral Leave used will be counted as Sick Leave. All Funeral Leave must be requested and approved a minimum of two (2) working days in advance by the classified employee's supervisor of record. Sick Leave charged to compensate for classified employee Funeral Leave will be done in half-day (0.5) day increments only.
3. Personal Leave. Leave that may be used for any personal reason deemed necessary by the classified employee and approved a minimum of two (2) working days in advance by the classified employee's supervisor of record. A minimum of 2 personal days can be carried over from fiscal year to fiscal year. Personal Leave counts begin on July 1 and ends on June 30 of each year. Personal Leave will be calculated in full-day (1.0) day or half day (.5) increments only. Personal Leave in excess of 5.0 accumulated Personal Leave days will be compensated at a 50% reimbursement rate at the end of the contract year.
4. Cancellation Leave. (Formerly referred to as "Floating" Leave) Leave that is to be used only for the financial compensation of classified custodial-maintenance employees on contract days when school is cancelled for whatever reason and the custodial-maintenance worker is unable to report to work. Cancellation Leave may not be used for any other reason. Cancellation Leave may not be carried over from fiscal year to fiscal year. Cancellation Leave counts begin on July 1 and end on June 30 of each year. No financial compensation is given for unused Cancellation Leave on an annual or end-of-employment basis.
5. Jury Leave. Absence for jury duty shall not count in calculating leave limitations. The salary paid by USD 284 during such absence shall be at the regular rate, less the fee paid to the employee for such jury duty.
6. Professional Development Leave. All classified professional leave must be considered and approved by the employee's supervisor of record. District supervisors may require professional development if necessary. Salary reduction will not result from approved or requested Professional Development Leave
7. Maternity Leave. Covered solely by current Board, state and federal rules, regulations and statute.

8. Unpaid Leave. The Board may grant a period of unpaid leave as determined and defined by the Board. The Board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

CLASSIFIED EMPLOYEE, LEAVE TIME ALLOCATION

Leave time amounts are granted on an annual basis as defined below. The allowed leave amounts for all **new employees** will be prorated based on the new classified employee's employment start date (from July 1).

Contract Length	Sick Leave Days	Sick Leave Carryover	Personal Leave Days	Personal Leave Carryover	Cancellation Leave Days	Cancellation Leave Carryover
Hourly, School Year	10	50	2	5	NA	NA
Hourly, 12-Month (C-M Department)	12	50	2	5	3	0
Salaried, School Year	10	50	2	5	NA	NA
Salaried, 12-Month	12	50	2	5	NA	NA

Hourly School Year Only employees do not report to work on days of school cancellation. Beginning in 2010-11, all ***less than 12-month employees*** do not have **Cancellation Leave** days because any school day that is cancelled for any reason must be made up as scheduled on the 160-school day / 1120 instructional hour district calendar. This includes **Bus Drivers, Cooks, Cook Planner, Paraeducators** and **Office Secretaries**.

Hourly 12-Month employees, C-M Department are expected to report for work on days of school cancellation and have three (3) days of **Cancellation Leave** that can be used to prevent a wage reduction when school is cancelled and the C-M Department employee is unable to report to work. Cancellation Leave days may not be carried over from year to year and are not compensated for if not used. Cancellation Leave days may be used only when the appropriate employee cannot physically get to work on a day when school is cancelled only. This includes **Custodians, and C-M Workers**.

Salaried School Year Only employees do not report to work on days of school cancellation. Beginning in 2010-11, all ***less than 12-month employees*** do not have **Cancellation Leave** days because any school day that is cancelled for any reason must be made up as scheduled on the 160-school day / 1120 instructional hour district calendar. This includes the **Office Managers, CCJSHS Student Registrar, School Nurse and Social Worker**.

Salaried 12-Month employees are expected to complete their assigned duties as needed and requested on days of school cancellation. This includes the **District Technician, Technology Director, Clerk of the Board, District Office-Transportation Secretary / Treasurer, Custodial-Maintenance Planner and Vehicle-Maintenance Worker**.

CLASSIFIED HOLIDAYS

Shown below are the approved holidays for the school year.

Classification	EACH	Paid Holidays
12-Month Employee Holidays	9	Independence Day, Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day
School-Year Employee Holidays	7	Labor Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day, New Year's Day, Good Friday

Hourly School Year employees do not work on the Holidays indicated above. The individual **Work Agreements** for each employee defines compensated In-service and Workdays. This includes **Bus Drivers, Cooks, Cook Planner, Paraeducators** and **Office Secretaries**.

Hourly 12-Month employees, C-M Department do not work on the Holidays indicated above for 12-Month employees but do work all In-service, Teacher Workdays and Snow days. This includes **Custodians** and **C-M Workers**.

Salaried School Year employees do not work on the Holidays indicated above for School-Year employees or during designated Breaks. The individual **Work Agreements** for each employee defines compensated In-service and Workdays. This includes the **Office Managers, CCJSHS Student Registrar, Social Worker** and **School Nurse**.

Salaried 12-Month employees do not work on the Holidays indicated above for 12-Month employees. They are expected to complete their assigned duties as needed and requested on all other days. This includes the **District Technician, Technology Director, Clerk of the Board, District Office-Transportation Secretary/ Treasurer, Vehicle Mechanic-Grounds Maintenance**, and **Custodial-Maintenance Planner**.

CLASSIFIED EMPLOYEE, SICK LEAVE BANK

At the beginning of every fiscal year (July 1st), each classified and administrative employee will have the option of donating a maximum of two (2) days of their sick leave each year to the Sick Leave Bank (SLB). Such donation shall be made in writing and delivered to the **District Office** by the first Friday in September of each school year. The maximum number of unused days in the SLB shall be one hundred sixty-five (165). When a donor member leaves the district his/her days shall be withdrawn from the SLB in order to allow any new hires the advantage of contributing. A **SLB Screening Committee** shall be the sole governing body of the SLB. The committee shall consist of the **Superintendent of Schools**, the **Board Clerk** and three (3) **classified employees**. Only those who donate sick leave days may be eligible to draw unused sick leave days from the SLB upon application to the screening committee. Such an application shall be in writing and show that the applicant's accumulated sick leave has been depleted, that he/she is under the care of a licensed physician (if applicable) and that he/she is not receiving or eligible for workmen's compensation or KPERS disability payments. The Board shall not be bound to cover days of sick leave in excess of those days that are established on July 1st of the current school year. As a good faith measure, the Board will contribute twenty

(20) days as a first-time establishment of the Administrative/Classified Personnel sick leave bank (adopted 6/30/03).

CLASSIFIED EMPLOYEE, UNUSED PERSONAL LEAVE COMPENSATION

Allocated and earned Personal Leave may be carried over annually in an amount not to exceed **five (5) days** total days. A maximum of 2 days unused Personal Leave will be reimbursed annually at a rate equal to **fifty percent (50%)** of the classified employee's per diem compensation multiplied by the number of unused Personal Leave days in excess of five days.

CLASSIFIED EMPLOYEE, VACATION TIME

Classified employee vacation time is earned, used and calculated on a **fiscal-year basis** regardless of initial hire date. This policy applies only to full-time classified employees on a twelve (12) month contract. Vacation time is earned on a **previous fiscal-year basis** (July 1 thru June 30) and **pro-rated basis** if the new employee starts after July 1st and before June 30. Vacation time earned the previous fiscal-year may be used from July 1 thru June 30 of the current fiscal year only. Vacation earned the previous fiscal year but not used during the current fiscal year (on or before June 30) may not be carried over into the next fiscal year or compensated for if not used by June 30 (conditional exception made for 2011-12 only). Vacation time will be granted on the following schedule.

1 st year of service (ending June 30 regardless of start date)	0-days
2 nd year of service (starting July 1)	Prorated days (% of year x 10 days)
3 rd thru 9 th years of service (starting July 1)	10 days
10 th and above years of service (starting July 1)	15 days

Any classified employees whose employment ends prior to June 30 will be eligible for the vacation days earned the previous fiscal year. Unused vacation days earned the previous fiscal year but not used before the employee's departure will be compensated for at the per diem rate for that classified employee and in a total that will not exceed ten (10) days if less than 10 years of employment or fifteen (15) days if employed 10 years or more. **All classified employee vacation time must be approved by their Supervisor.**

CLASSIFIED EMPLOYEES, SUBSTITUTES

Classified **short-term substitutes** are requested and scheduled only by the following district personnel. Classified employees will not request or schedule their own substitutes.

- | | |
|------------------------------------|--------------------|
| • Custodial-Maintenance Department | Building Principal |
| • Food Service Department | Cook Planner |
| • Paraeducators | Building Principal |
| • Building Office Personnel | Building Principal |
| • Supervisors | Superintendent |

- Regular Route Bus Drivers
- Activity Route Bus Drivers

Bus Driver with Transportation Secretary
Transportation Secretary

Classified short-term substitutes except bus drivers are compensated at a rate of **\$8.00 per hour** (unless approved for exception by the BOE) regardless of duty provided and without the possibility of overtime or hours in excess of the contract hours for that position. Substitute bus drivers are compensated at a tier rate equal to the route substituted for. The district does not pay **mileage reimbursement** of any type for classified employee substitution.

A classified substitution is classified as a **long-term substitution** if the substitute substitutes a minimum of **sixty (60) consecutive working days** for a specific classified employee. On the sixty-first (61st) day of consecutive substitution, the long-term substitute will be compensated at a compensation rate equal to seventy-five percent (**75%**) of the substituted employee's current compensation. The long-term substitution status will stop and the 60-day count restarts if the substitute fails to maintain consecutive substitution service for the same classified employee. A long-term substitute has no contractual claim to the classified position for which the long-term substitution is being provided.

CLASSIFIED EMPLOYEE, CERTIFICATION OF HEALTH and DRUG TESTING

Classified personnel, prior to employment, may be required to submit an official **certificate of health**. If at any time there is reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. The district will pay for any district required health examination of classified personnel. Classified personnel may also be required to take and pass a **drug test** as a term of the employee's employment. The district will pay for any district-required drug test of classified personnel.

CLASSIFIED EMPLOYEE, COMPENSATION TIME

Compensation time for classified employees is neither encouraged nor forbidden. It can be requested in emergency and/or times of mutual need and must be agreed upon in advance and in all cases by the employee and the supervisor and the superintendent. Compensation time matters will be considered on a case-by-case basis and will not constitute past practice if granted on a conditional basis. The district reserves the right to deny any request for compensation time.

CLASSIFIED EMPLOYEE, PROFESSIONAL COMMUNICATIONS

All professional communications concerning school business from the Board to Classified Employees and from the Classified Employees to the Board shall be

made in all cases through the proper and expected channels of communications. Those channels will include:

Classified Employee-to-Supervisor / Principal-to-Superintendent-to-Board OR Board-to-Superintendent-to-Principal / Supervisor-to-**Classified Employee**

Classified employees who choose by their actions to not follow the expected communication channels will not be in compliance with the terms of their duty contract and subject to disciplinary consequences.

CLASSIFIED EMPLOYEE, DISTRICT EQUIPMENT USAGE

District equipment is not to be used for personal use except in emergency situations approved in advance by both the classified employee's immediate supervisor and the superintendent.

CLASSIFIED EMPLOYEE, DISTRICT COMPUTER USAGE

Classified 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 email 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.

CLASSIFIED EMPLOYEE, CRISIS RESPONSE

Classified employees are expected to know, understand and follow all district and building crisis response plans.

CLASSIFIED EMPLOYEE, SCHOOL CANCELLATION

Any and all cancellation of a scheduled school day / bus routes is done solely by the Superintendent with input as needed. No alteration or changes to those decisions may be made by classified employees.

CLASSIFIED EMPLOYEE, RETIREMENT

Early Retirement Notification:

If an employee plans to retire from USD 284 after working 15 or more years, the employee will receive a one-time payment of \$500 if the staff member submits a retirement letter 6 months prior to retirement. The payment will be paid after the BOE acceptance of the retirement date. The BOE will act upon the retirement at the first scheduled meeting following the notification.

Sick Days Payment:

Upon retirement, a \$40 reimbursement per day (35 days maximum) will be granted for unused Sick Leave days if the employee has been in the district for 15 years or more and is eligible for retirement under the KPERS rule.