

Bluestem USD 205

Classified Staff Handbook

2022-2023

UPDATED – August 15, 2022

A positive attitude, strong work ethic and spirit of cooperation is expected of every employee in the daily performance of their job. No matter what the job, everyone should focus on the mission of the school and district. Each employee should put forth maximum effort in order to effectively serve the children and patrons of our community. Working together toward our common goals will make our daily routines exciting and meaningful.

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.**
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- As a condition of employment, employees agree to follow the policies, rules and regulations of the district which have been adopted by the board.**
- This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**
- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.**

A copy of this handbook shall be provided to each classified employee. This handbook may be reviewed and changes recommended to the board of education when either the superintendent or board deems it desirable. A classified employee handbook committee may be appointed to provide input into the process of updating this handbook. It is suggested that this committee consist of the superintendent, a secretarial representative, a teacher / library aide representative, a custodial representative, a food service representative, a transportation representative, the maintenance / transportation director, the board clerk and a school board member.

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Equal Opportunity Employer

Bluestem USD 205 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. 15. The board shall hire employees on the basis of ability and the district's needs. See "Recruitment," p. 17.

Definitions

Classified employee: An employee working in any position that does not require professional education certification or licensure.

Full-time position: A full-time classified employee is one who works more than six (6) hours per day for at least nine (9) months a year.

Part-time position: A classified employee who works less than six (6) hours per day during the school year.

Contracted position: A contracted employee is one who has been issued a written contract for terms of employment, whether it is for full-time or part-time.

Temporary position: A temporary position may be full-time or part-time and is a non-recurring position of not more than ninety (90) days duration. This position is a substitute or temporary replacement for another employee.

Seasonal position: A seasonal position is a position of less than six (6) months continuous duration which may recur on a regular time cycle.

Coaching Aides: Coaching Aides are those persons employed in the area of student activities. Their duties are defined in the Kansas State High School Activities Association Handbook, Rule 10.

Supervisory position: A full-time classified position to which supervisory duties have been assigned. (Transportation Director; Maintenance Director)

Board Appointed position: A full-time classified position to which an employee has been appointed. (Board Clerk and Board Treasurer)

Custodial position: A full-time classified position whose duties include the cleaning and light maintenance of school facilities.

Secretarial position: A full-time classified position whose duration is 10 to 12 months and whose duties include clerical work within a school building.

Instructional or Instructional Support position: A full-time classified position whose duration is less than or equal to 10 and one half months and whose duties include support of teachers, counselors or a library.

Transportation position: A classified position whose duties include the transportation of students to and from school and school activities.

Benefits and Compensation													
Insurance	<p>All full-time classified employees may elect to acquire benefits through the district's salary reduction or deduction benefits plan.</p> <p><u>Health Insurance</u> The board will pay a minimum of \$391 per month for each employee who normally works 26 hours or more per week as partial payment towards the district sponsored group health plan.</p> <p><u>Cancer Insurance</u></p> <p><u>Life Insurance</u></p> <p><u>Short-Term Disability Insurance</u></p> <p><u>Dental and Vision Supplemental Policies</u></p> <p><u>Med-Flex and Dependent Care Plans</u></p>												
Leaves and Absences	<p>See Appendix A for a sample request for leave form. <u>Procedure for Requesting Leave</u></p> <p>1) Get approval from supervisor and 2) complete a Request for Leave form prior to the leave when feasible or immediately upon return from the leave when it was unforeseeable.</p> <p>An employee on paid leave during the year shall be compensated at his/her regular rate of pay while absent from work if the employee's immediate supervisor and superintendent approve the leave.</p> <p><u>Leave</u></p> <table> <tr> <td>Full-time / 12 months / 40 hrs per wk</td><td>88hrs / 440 ma</td></tr> <tr> <td>Full-time / 12 months / 36 hrs per wk</td><td>80 hrs / 396 ma</td></tr> <tr> <td>Full-time / 9-10 months / 36 hrs per wk</td><td>65 hrs / 288 ma</td></tr> <tr> <td>Full-time / 9-10 months / 32 hrs per wk</td><td>58 hrs / 256 ma</td></tr> <tr> <td>Full-time / 9-10 months / 28 hrs per wk</td><td>51 hrs / 224 ma</td></tr> <tr> <td>Part-time / 9-10 months / 12 hrs per wk</td><td>22 hrs / 96 ma</td></tr> </table> <p>*ma = maximum leave accumulation</p> <p><u>Remuneration for unused sick leave</u></p> <p>Sick leave hours will be added at the beginning of the school year. Any classified employee having 64% of maximum accumulated leave at the beginning of a contract year shall be eligible for remuneration of unused current year's leave paid at their hourly rate.</p> <p>Any employee with 10 years of in-district service and resigning from the district shall be paid at their hourly rate any hour of unused,</p>	Full-time / 12 months / 40 hrs per wk	88hrs / 440 ma	Full-time / 12 months / 36 hrs per wk	80 hrs / 396 ma	Full-time / 9-10 months / 36 hrs per wk	65 hrs / 288 ma	Full-time / 9-10 months / 32 hrs per wk	58 hrs / 256 ma	Full-time / 9-10 months / 28 hrs per wk	51 hrs / 224 ma	Part-time / 9-10 months / 12 hrs per wk	22 hrs / 96 ma
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	<p>accumulated, sick leave. Resignation and request for payment shall be made on or before May 15 of the current school year and payment will be with the employee's June paycheck.</p> <p>Sick leave may be claimed when the absences are caused by or contributed by personal illness of the employee, a hospital-confined illness or death of a near relative, quarantine of the employee, or illness of a child or spouse. The use of sick leave shall also be allowed to take a near relative to or from the doctor's office or the hospital. (A near relative is defined as the spouse, brother, sister, son, daughter, grandparents, grandchildren, parents of the employee and parents of the employee's spouse.)</p> <p><u>Sick Leave Bank</u></p> <p>Classified employees may voluntarily gain membership to a classified staff sick leave bank by contributing one sick leave day which will be matched by the Board of Education to the bank by September 20th of each year membership is desired. A maximum of 2,400 hours will be collected. When this cap amount is reached, collection of sick days will cease until the level in the pool reaches the minimum of 1,200 hours. In the event that the cap amount is reached and collection ceases, those who are a part of the pool will continue to be until it is deemed necessary to resume collection. Employees new to the district or those not belonging to the pool who decide to join may do so at the beginning of the school year as specified. The bank is administered by a committee assigned by the superintendent. An employee is eligible to receive up to a maximum of 40 days in a single school year. A written request for days from the sick leave bank should be delivered to the superintendent of schools. When the employee returns to work, s/he must repay the bank at the rate of at least two days per year for balances under 10 days and three days per year for balances over 10 days.</p>
	<p><u>Family and Medical Leave</u></p> <p>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 a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.</p> <p>Leave is available because of:</p> <ol style="list-style-type: none"> 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

	<p>employee from performing the job functions.</p> <p>(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)</p> <p>Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.</p> <p>The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.</p> <p>The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.</p> <p>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 or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.</p> <p>When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.</p> <p>Upon the employee providing notice of need for leave, the employer will notify the employee of:</p> <ol style="list-style-type: none"> 1. the reasons that leave will count as family and medical leave; 2. any requirements for medical certification; 3. employer requirement of substituting paid leave; 4. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share; 5. right to be restored to same or equivalent job; and 6. any employer required fitness-for-duty certification. <p>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;</p> <ol style="list-style-type: none"> 1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester; or
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	2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.
Holidays	<p>The following paid holidays will be observed:</p> <p>New Years Day, Spring Break (1 day), Memorial Day, Independence Day, Labor Day, Thanksgiving (2 days), Christmas (2 days).</p> <p>All classified employees will be paid for legal holidays which fall while that employee is on duty.</p>
Vacations	<p><u>Vacation</u></p> <p>Classified employees who are hired on a twelve-month basis shall receive vacation with pay as follows.</p> <p style="padding-left: 40px;">After one year - - 2 weeks per year After ten years - - 3 weeks per year</p> <p>Such employees who have served less than a full year and more than six months prior to July 1 shall receive their pro rata share of vacation. Employees on a twelve-month basis who resign before serving eleven months are not entitled to vacation pay. Part-time employees (part-time bus drivers, cooks, teacher aides, etc.) do not receive vacation pay. Vacation may not accrue beyond 20 days.</p> <p>Approval for use of vacation must be requested five (5) days in advance on the form and approved by the immediate supervisor. Custodial / Maintenance vacations may be limited during student attendance dates and winter break.</p>
Inclement Weather	Custodial and maintenance staff are expected to report to work on days school is dismissed due to inclement weather paid at time & half. All classified personnel will be paid for regular school days that are dismissed due to inclement weather. Additional days, classified staff may use vacation days. The hours in a regular duty day up to a maximum of nine (9) may be used.
Jury Duty	Classified employees will be granted paid temporary leave to appear in court to answer a jury summons or court subpoena issued by the Clerk of the Court for reasons other than personal neglect, child support enforcement or violation of law. Requests to give testimony (insurance or litigation claims) are not covered.
Professional Leave	Classified employees may be granted leave to attend professional development activities. Leave due to professional development activities will be paid if the activity is approved by the superintendent.
Other Leave	The Superintendent may grant an extended leave for such other reasons or purposes not expressly set forth in this handbook. For example - military leave.

Activity Passes	The board shall provide each classified employee with a pass to district-sponsored, home extracurricular activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee, their spouse and immediate family.
Compensation	<p>The board of education establishes changes to classified staff wages annually. 2022-2023 Starting wages:</p> <ul style="list-style-type: none"> • Classroom Aide \$10.00 • Title Aide \$11.00 • Secretarial \$12.50 • Custodial \$11.00 • Non-CDL Route Drivers \$12.00 • CDL Route Drivers \$18.00
Pay Day	Salary checks for classified employees will be issued monthly. Checks will be issued on the 20 th day of each month, or on the first previous banking day if the 20 th falls on a weekend or banking holiday. Pay checks must be picked up at the district office during business hours on pay day, otherwise the checks will be mailed.
Direct Deposit	Classified employees are encouraged to use direct deposit of payroll. A signed authorization must be provided to the district office to begin direct deposit.
Loyalty Oath	As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.
Reimbursement/Travel Expenses	<p>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.</p> <p>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.</p> <p>Meal reimbursements will be limited to \$10 per meal for out of town activities only.</p> <p>For the <u>pre-authorized</u> use of a personal car, staff members shall be reimbursed at a mileage rate established by the board.</p> <p>Reimbursement requests shall be submitted on a district requisition form.</p>

Reimbursement/ Certification & License	<p>The board shall provide reimbursement for expenses incurred in certifications related to the performance and duties of the district's employees when approved in advance by the superintendent.</p> <p>Following one year of service, bus drivers will be provided reimbursement for expenses incurred in CDL renewal and other mandatory trainings associated with their performance and duties as a district employee.</p>
Annuity Plan	<p>All classified personnel are eligible to participate in a "tax-sheltered" annuity plan. The minimum level of participation is \$300.00 per year.</p> <p>Upon employment, newly hired personnel will be given the opportunity to select an annuity from a board approved list of companies.</p> <p>Current employees may make changes and/or additions in annuity plans within the following guidelines:</p> <ul style="list-style-type: none"> • Enrollment may include only one agreement per tax year. The salary reduction agreement must be submitted to the Superintendent on or before September 10th of each year a new election is made. • Redirecting money to different providers is not considered a new contract. Redirection of funds may occur during a 30 day period beginning September 1 and January 1 of each year. • Classified personnel are responsible for informing their annuity companies and the clerk/payroll office 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	<p>Employees who meet the qualifications for the Kansas Public Employees Retirement System <u>must</u> become a member. An employee contribution as determined by current law will be made each pay date.</p> <p>Requests for information or questions about procedures should be directed to the board clerk.</p>
Workers Compensation	<p><u>Notice of Accidents</u> Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See "Accidents," p. 21. Also, see Appendix E for sample accident report form.</p> <p><u>Coverage</u> 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.</p>

	<p>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.</p> <p><u>Coordination With Leave Benefits</u> The workers compensation 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 compensation 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.</p> <p>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; or 3) employment is terminated. Sick leave shall be deducted on a <u>prorata</u> amount equal to the percentage of salary paid by the district.</p>
Retirement	<p>After 10 consecutive years of service, at the age of 55 a classified employee may retire and continue to participate in the district's group health insurance plan until age 65. The employee is responsible for the payment of premiums.</p> <p>Upon notice by May 10th and after 10 years of service, attainment of the age of 60, and participation in the district sponsored health insurance group the previous year the district will continue to carry and pay for single district-sponsored health insurance for the retiree until the retiree becomes eligible for Medicare.</p> <p>Upon retirement, a classified employee who has reached the minimum age of 60 and who has worked for Bluestem U.S.D. 205 for at least 10 years shall be reimbursed at their hourly rate for hours of accumulated sick leave. Notification of retirement must be received by the district office by May 10th of the school year.</p>
Unemployment	<p>For answers to questions regarding unemployment insurance policies, benefits and claims see your personnel representative or contact the nearest Department of Human Resources, District Job Insurance Office.</p>
Committee Service	<p>Classified staff serving on a committee will be paid at their regular hourly rate. The meeting should be noted on the time card and initialed by the building administrator.</p>

<i>Schedules</i>									
Work Schedule	<p>Time schedules for classified employees will be assigned by the principal or department supervisor.</p> <p>The normal work week for classified personnel shall consist of :</p> <table> <tr> <td>Tech Dir / Maint Dir / CO Staff</td><td>40 hrs</td></tr> <tr> <td>Tran Mgr. / FS Dir / Custodians / Secretaries</td><td>36 hrs</td></tr> <tr> <td>Instr. Aides</td><td>32 hrs</td></tr> <tr> <td>Drivers</td><td>12 hrs</td></tr> </table> <p>Any schedules exceeding these limits need to be approved by the superintendent.</p>	Tech Dir / Maint Dir / CO Staff	40 hrs	Tran Mgr. / FS Dir / Custodians / Secretaries	36 hrs	Instr. Aides	32 hrs	Drivers	12 hrs
Tech Dir / Maint Dir / CO Staff	40 hrs								
Tran Mgr. / FS Dir / Custodians / Secretaries	36 hrs								
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Drivers	12 hrs								
Overtime	<p><u>There shall be no overtime worked unless approved in advance by the superintendent.</u> All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card.</p> <p>Overtime pay is paid for hours actually worked in excess of 40 hours. <u>Paid leave shall not be considered as hours worked.</u></p>								
Time Cards	<p>Time clocks are required for all hourly employees. All employees will receive pay for their actual time worked. The superintendent may opt an employee out of clocked time if the situation warrants. All hourly employees shall clock in at the beginning of each work day and log out or clock out at the end of each work day. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to use the time clock may also be considered a violation. Such violations may result in disciplinary action including termination.</p> <p>If it is necessary for an employee to create a manual punch in the time system, it shall be approved by the employee's supervisor or business manager.</p> <p>Transportation staff should see Appendix P for time card completion procedures.</p>								
Breaks	<p>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 10 minutes in length and may not be accumulated or added to lunch or dinner hours.</p> <p>Breaks for meal times, if allowed, shall be scheduled by the supervisor.</p>								

Conduct	
Attendance	<p><u>Attendance Policy</u></p> <p>Bluestem USD 205 is a public school district, providing important and valuable services to the community. In order to accomplish this mission, it is imperative that every employee be present when scheduled to fulfill customer expectations. The school district awards its employees with sufficient vacation, holiday and flex days throughout the year.</p> <p>This policy details how absences and tardiness are counted for the purposes of maintaining excellent customer service throughout the business day.</p> <p>FAMILY AND MEDICAL LEAVE ACT Absences due to illnesses or injuries which qualify under the Family and Medical Leave Act (FMLA) will not be counted against an employee's attendance record. Medical documentation within the guidelines of the FMLA may be required in these instances.</p> <p>ABSENCES AND TARDINESS Prescheduled times away from work using accrued vacation or holiday days are not considered occurrences for the purpose of this policy.</p> <p>An absence occurs when an employee misses more than three (3) hours of work within a normal workday.</p> <p>An absence of multiple days due to the same illness, injury or other incident will be counted as one occurrence for the purpose of this policy.</p> <p>A tardy arrival, early departure or other shift interruption is considered a one-half occurrence. On occasion <i>and with prior approval by the supervisor</i>, an employee who is tardy may adjust that day's schedule to work an equivalent amount of time at the end of the shift, and a one-half occurrence will not be counted.</p> <p>Arrival and departure times will be determined by the time on the time recording system in each department. An employee is considered late if he or she reports to work more than ten minutes after the scheduled starting time; an early departure is one in which the employee leaves more than ten minutes before the scheduled end of his or her shift.</p> <p>If an employee is scheduled to work overtime and either fails to report or reports after the scheduled start time, an occurrence will be charged as noted above.</p> <p>STEP DISCIPLINE Absences and tardiness or early departure will be counted together, but are assigned different levels of severity. Absences are each considered one occurrence; tardiness/early departure are each one-half an</p>

	<p>occurrence. Occurrences are counted in a rolling one year period. Occurrences expire one year from the date of the incident.</p> <p>STEP ONE (First Occurrence) unscheduled absence or tardiness is cause for a verbal warning with documentation to the employee's file. The verbal warning, delivered by the employee's direct supervisor, serves to notify the employee that he/she is in violation of this company policy and that additional occurrences will result in further disciplinary action.</p> <p>STEP TWO The next unscheduled absence or tardiness (2nd occurrence) to the above in the same one year period will trigger a written warning putting the employee on formal notice of violation as mentioned above.</p> <p>STEP THREE An additional unscheduled absence or tardiness (3rd occurrence) to the above in the same one-year period is cause for a final written warning with a one-day suspension (without pay). This is considered the final step in the disciplinary process regarding attendance and punctuality.</p> <p>STEP FOUR (FINAL) An additional unscheduled absence or tardy (4th occurrence) to the above steps in the same one year period is cause for termination of employment.</p> <p>NO CALL/NO SHOW Not reporting to work and not calling to report the absence is a no call/no show and is a serious matter. The first instance of a no call/no show will result in a final written warning. The second separate offense may result in termination of employment with no additional disciplinary steps. Any no call/no show lasting three days is considered job abandonment and will result in immediate termination of employment. If the employee has already begun the step discipline process for attendance/punctuality when a no call/no show occurs, the disciplinary process may be accelerated to the final step.</p> <p>The administration may consider extenuating circumstances when determining discipline for a no call/no show (for instance, if the employee is in a serious accident and is hospitalized) and has the right to exercise discretion in such cases.</p> <p>PROCEDURES No termination will be implemented without the direct action of the school board as counsel to administration. The direct supervisor, principal, will deliver all warnings or superintendent as circumstances require. Administration reserves the right to use its discretion in applying this policy under special or unique circumstances.</p> <p>Although occurrences will roll off an employee's record after one year, habitual offenders (those who have established a pattern of absences,</p>
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	such as consistently having ten or more occurrences in any given one year period or routinely calling off on Mondays and/or Thursdays) may trigger step discipline even though year old infractions have fallen off, if he or she continues to incur occurrences.
Prohibited Substances	<p><u>Drug Free Schools and Communities Act/</u> <u>Drug Free Workplace</u></p> <p>As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. The District may, if it has reasonable suspicion to believe an employees performance is affected by drug or alcohol use, request the employee submit to a drug or alcohol screening test. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:</p> <ol style="list-style-type: none"> 1. Short term suspension with pay; 2. Short term suspension without pay; 3. Long term suspension without pay; 4. Required participation in a drug and alcohol education, treatment, counseling or rehabilitation program; 5. Termination or dismissal from employment. <p>Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas Law. Nothing in this policy is intended to diminish the rights of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.</p> <p>If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with the names and addresses of contact persons for the program is available at the district office.</p> <p>Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.</p> <p>A copy of this policy and drug and alcohol counseling and rehabilitation programs shall be provided to all employees.</p>

Tobacco Use	Bluestem USD 205 district property is tobacco free. The use of tobacco products, in any form, is prohibited, at all times, in or on all district owned or leased personal and real property. This includes, but is not limited to, district buildings and grounds, athletic facilities, vehicles and parking lots.
Employee Behavior Code	<ol style="list-style-type: none"> 1. Employees shall conduct themselves in a manner befitting one who teaches children. No classified employee shall date nor fraternize with district students. 2. The employee shall at all times respect the integrity of the child and do that which is in the best interests and welfare of the child. 3. All employees shall treat with respect all individuals in the school setting, this includes but is not limited to students, patrons, visitors, and each other. In short, treat each person as you would like to be treated. 4. Employees shall use a pleasant tone of voice. If firm direction is to be given, a businesslike voice and demeanor shall be used. 5. When at all possible, students will be disciplined in private and not made the object of ridicule. 6. Students shall not be left unattended in the classroom, on the bus, at an extra curricular activity, field trip, or in any other event when the student is under the supervision of an employee. If a situation arises that necessitates the employee being absent when the employee is in direct supervision of students, an administrator is to be contacted for direction. 7. If a student is exhibiting behavior that is causing disruption, and the student fails to respond to direction to exhibit the proper behavior, the employee will contact an administrator or his/her designee immediately. 8. Children should not be made to stand or sit in the hall outside the classroom door as punishment. The employee should not use the principal's office as a sitting place for students just to get them out of the room. This does not preclude the employee sending a student to the office when it is felt that additional help is needed. 9. The employee shall initiate and preserve reasonable discipline and conduct of students with consistency. The employee should exhibit a self-disciplined attitude. 10. Employees shall not discuss private matters pertaining to a student or his/her work except with properly qualified school personnel or his parents. 11. It is the responsibility of the employee to make every effort to see that students under his/her control do not destroy or deface school

	<p>property. The employee is to report knowledge of such damage promptly to the building administration.</p> <p>12. Employees who observe students disobeying rules and regulations are responsible for correcting and/or reporting such students, whether or not they are under the employee's direct supervision at that time.</p> <p>13. The employees shall be tactful and respectful in dealing with colleagues, parents, and students at all times.</p> <p>14. Employees should follow proper chain of command when conducting school business.</p>
Employee Protection	<p>An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance, which threatens physical injury to others.</p>
Confidentiality	<p><u>Student Information</u> 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.</p> <p><u>Personnel Information</u> 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. 20.</p>
Sexual / Racial Harassment	<p>No District employee shall be harassed upon the basis of race, color, national origin or gender by an employee or non-employee or permit such 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.</p> <p>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.</p> <p><u>Definition</u></p> <p>It shall be a violation of district policy to harass another employee racially or sexually, or to permit the racial or sexual harassment of an employee by an employee or a non-employee. Sexual and racial harassment may include, but not be limited to:</p>

	<p>a. Sexually or racially oriented communication, including sexually or racially oriented verbal “kidding” or harassment or abuse;</p> <p>b. Subtle pressure or requests for sexual activity;</p> <p>c. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;</p> <p>d. Creating a hostile work environment including, e.g., patting, pinching, hugging, repeated brushing against another person’s body;</p> <p>e. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual’s employment; or</p> <p>f. Sexual assault or battery as defined by current law.</p> <p>g. Treatment in a manner which interferes with or limits the ability of the employee to perform work, participate in or benefit from the services, activities or programs of the school.</p> <p>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.</p>
Gifts	<p>Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.</p> <p>Employees are prohibited from receiving 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.</p>

Solicitations	<p><u>Solicitation of Employees</u></p> <p>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.</p> <p><u>Solicitations By Employees</u></p> <p>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.</p> <p>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.</p>
Dress Code	The board encourages appropriate dress for all district employees.
Conflict of Interest	<p>District employees are prohibited from engaging in any activity, which may conflict with or detract from the effective performance of their duties.</p> <p>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.</p> <p>See “Solicitations By Employees,” p. 14.</p>
Outside Employment	Classified employees shall not engage in outside employment which impairs the effectiveness of their service.
Criminal Convictions	Any employee convicted of a felony or 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 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.
<i>District Procedures</i>	
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	<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 five (5) 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 (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.</p>
Contract Procedure	<p>Some classified staff positions will be contracted. The offer of an employment contract or renewal of an employment contract 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 contract will be presented to the board for approval.</p> <p>Any written contract shall contain a reference that the contract is an employment-at-will contract, which may be terminated by either party by giving two (2) weeks written notice to the other. There are no rights of continuing employment.</p>
Discrimination Complaints	<p>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 (316) 742-3261 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.</p> <p>Complaints of discrimination should be addressed in writing to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education. See Appendix J</p>

Drug and Alcohol Testing	<p>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.</p> <p>Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.</p> <p>Compliance with the required elements of the testing program is a condition of employment as a driver in the district.</p> <p>As a precondition of employment, all prospective employees must submit to a pre-employment drug screen.</p>
Evaluations	<p>It shall be the policy of the Board of Education of Bluestem Unified School District 205 to require a written evaluation of all classified employees of the school district. The evaluation shall be made by the employee's immediate supervisor, building principal, or the Superintendent of Schools, whichever is appropriate. Conferences shall be held with each employee to explain the factors upon which the evaluation and the resulting recommendations are being made. The annual evaluation shall take place prior to April 15th of each year.</p> <p>In conducting the performance evaluation, factors given consideration include: quality of work; quantity of work; knowledge; learning ability; work habits; relationship with people; dependability; attendance; attitude; and personal fitness.</p> <p>Individual rating factors are "Exceeds Expectations", "Meets Expectations and "Needs Improvement". If "Improvement Needed" is marked, it is necessary to identify specific steps to be taken to improve performance to an acceptable level.</p> <p>Employees must be permitted to review their performance evaluation and are requested to sign them -- not necessarily acknowledging agreement, but signifying their awareness of the performance review. Employees should feel free to comment in the space provided on the performance evaluation form.</p> <p>Failure by an employee to meet the conditions of probation may result in non-renewal or termination of the employment contract.</p>
Supervision	<p>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. Building custodians are under the supervision of the maintenance director. All food service personnel are under the supervision of the food service supervisor. Bus drivers are under the supervision of the transportation director. Coaches aides are under the supervision of the head coach and athletic director.</p>

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. See “Termination,” p. 15.
Distribution of Materials	Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements. The principal shall determine the time, place and manner for materials distribution.
Orientation	All new classified employees shall receive an orientation as designed by the 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	With prior approval of the superintendent, classified employees may use their private vehicle to perform district business outside of the school district. 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. Reimbursement requests should be placed on a requisition form. (See Appendix D) 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.
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 or investigate 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 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. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant.</p> <p>Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.</p>
Lost & Found Items	<p>If a classified staff member finds personal property of any kind left unattended, or “lost”, on school grounds, that property should be turned in to the building office staff to be returned to the rightful owner or to be appropriately discarded. Keeping “lost” or unattended property may result in suspension or termination.</p>
Resignation	<p>Classified employees may resign from their jobs in accordance with board policies.</p>
Exit Interviews	<p>An exit interview may be conducted prior to an employee leaving the district.</p>
Staff Development	<p>All plans for staff development involving expenditure of district funds, or which require time away from the employee’s assigned responsibilities shall be approved in advance by the superintendent.</p>
Telephone Use	<p>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.</p>
Computer and Network Use	<p>All classified staff should familiarize themselves with district procedures and the acceptable use policy for district information retrieval systems.</p>
<i>Records</i>	
Personnel Records	<p>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.</p> <p>See “Confidentiality,” p. 13.</p>
Required Records	<p>Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:</p>

	<ul style="list-style-type: none"> • employment application; • KPERS enrollment form(s) (if employee is eligible); • W-4 withholding certificate; • social security number; • birth certificate; • marriage license; • loyalty oath or affirmation; • health form (if working directly with students), see “Health Examinations,” p. 20; • driver’s license and driving record (if required for position), see “Driving Records,” below; • INS form (proof of identity) • Insurance applications
Address Changes	All address changes must be made with the clerk/payroll office 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 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 transportation director and the driver shall cease driving a school bus until the license is restored.
<i>Reports</i>	

Accidents	<p>Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.</p> <p>If the person requires medical treatment, the employee shall:</p> <ul style="list-style-type: none"> • 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. <p>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.</p> <p>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.</p> <p>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. See "Workers Compensation," p. 9</p>
Child Abuse	<p>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 (SRS) office or to the local law enforcement agency if the SRS office is not open.</p> <p>It is recommended the building administrator also be notified after the report is made.</p> <p>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. Good faith immunity from being sued is provided.</p>
Vandalism	<p>Employees shall promptly report any vandalism to their immediate supervisor.</p>
Violent Acts	<p>Violent acts should immediately be reported to law enforcement. See "Security," p. 25.</p>
<i>Health</i>	

Asbestos	Bluestem USD 205 has asbestos suspect materials in its schools. An asbestos management plan has been developed for the district. A copy of the management plan is available from the district office.
Blood Borne Pathogens	<p>The exposure control plan for blood borne pathogens is available for review from the district office.</p> <p>All staff shall receive the training and equipment necessary to implement the plan.</p>
Communicable Diseases	<p>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.</p> <p>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 themselves and other district employees and students.</p> <p>The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.</p> <p>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.</p> <p>See "Health Examinations," see next.</p>
Health and Physical Ability Examinations	<p>Custodians, bus drivers, 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 and physical ability tests as required by the board.</p> <p>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. 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. 20.</p> <p>The board reserves the right to have any employee examined at any time 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.</p>

	<p><u>Physicals for Bus Drivers</u></p> <p>The district will reimburse drivers for the cost of a physical examination from a physician of the employee's choice above the amount paid by health insurance. 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.</p> <p><u>TB test for Food Service Workers</u></p> <p>All employees working in the Food service department are required to provide the district with the results of a TB skin test at the minimum every five (5) years. The cost of the test administered by the county health department shall be borne by the school district.</p>
First Aid	See "Accidents," p. 21.
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	<p>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.</p> <p>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.</p> <p>If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.</p> <p>Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic.</p> <p>Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents.</p> <p>Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.</p> <p>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.</p>
Pest Control	The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the maintenance director.

<i>Safety and Security</i>	
Accidents, Reporting of	See “Accidents,” p. 21.
Drills	Building Principals are responsible for building drills and procedures.
Emergency Closings	When the superintendent decides the weather threatens the safety of students and employees, he/she will notify radio/TV stations to broadcast a school closing announcement. Employees will also receive an automated phone call or may check the district website for more information (www.usd205.com).
Safety Practices	All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.
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 local law enforcement:</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. <p>It is recommended the building administrator also be notified.</p>
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.
Building Opening and Closing Time	Building Principals are responsible for establishing building opening and closing times.
Keys	<p>The building principal 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	Copies of the district crisis plan are available at the district office.
Violent Acts (Reporting of)	Violent Acts should immediately be reported to law enforcement. See “Security,” above.

<i>Equipment and Supplies</i>	
Appropriate Use of Equipment and Supplies	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 superintendent.
Computers	<p>Use of or access to district computers and computer software is limited to district employees and students. Use of computers 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.</p> <p>Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall be used in strict compliance with the license terms. District software shall not be copied for personal use. See "Copying and Duplicating," p. 27.</p> <p>Employees shall not use electronic communications methods, to harass staff, students, or other individuals.</p> <p><u>No Right to Privacy</u> 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. Employees waive any right to privacy in electronic messages and consent to the access and disclosure of e-mail messages by authorized employees.</p> <p>Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the administration. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.</p> <p><u>Ownership</u> Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district.</p> <p><u>Secure Files</u> All employees must secure files containing confidential student information. See "Confidentiality," p. 13.</p> <p><u>Internet</u> Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret. See "Copying and Duplicating," p. 27.</p>

Copying and Duplicating	<p>The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials 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.</p> <p>Specific regulations concerning fair use are posted near district copy machines.</p>
Inventory	<p>Building principals are responsible for maintaining appropriate building inventory procedures.</p>
Ordering Procedures	<p>A copy of the district purchasing procedure is available in the Appendix C.</p>
Requisitions	<p>A copy of the district requisition form and procedures is available in the Appendix D.</p>
Vehicle Request	<p>All vehicle requests should be routed through the transportation director.</p>

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