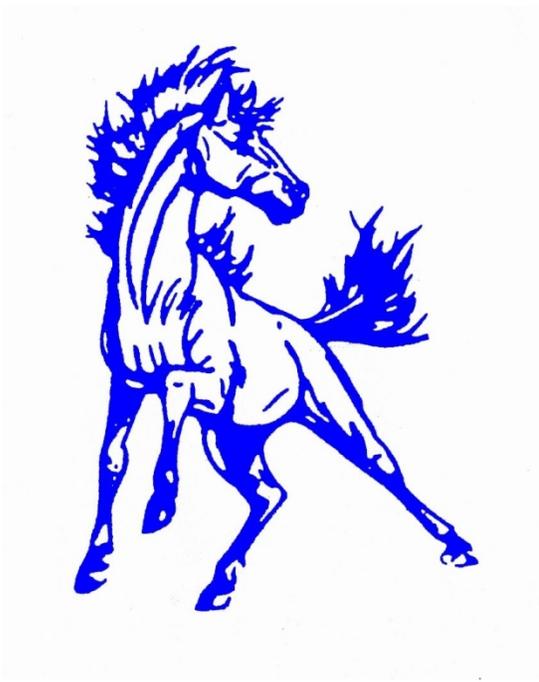


Mill Creek Valley USD 329



Classified Staff Handbook

Approved September 2002

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Updated August 2012

Updated December 2013

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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 and will make our schools the “your place to shine.”

- 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 annually. 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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Acknowledgment of Receipt of Handbook

(Employees are required to sign this statement annually acknowledging the receipt of the handbook and the other provisions stated below. These acknowledgments will be kept on file in the clerk's office.)

I, _____, do hereby acknowledge receipt of the classified staff handbook. I have read, and I understand the contents. Further, I understand:

- **The handbook is not an employee contract. Further, the 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 policy, rules and regulations 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.**

Date: _____

Signature of Employee: _____

Introduction

USD 329 Mill Creek Valley
“Your Place to Shine”

Equal Opportunity Employer

USD 329 Mill Creek Valley 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 eight (8) hours per day, forty (40) hours per week, fifty-two (52) weeks per year. Classified employees who are on duty nine (9) to ten (10) month per year and work at least six (6) hours per day will also be considered full-time except for benefit purposes.

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 / 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 less than 12 months and whose duties included 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 months and whose duties include support of teachers, counselors or a library.

Food Service position: A full-time classified position whose duration is less than or equal to 10 months and whose duties include planning and preparing student meals.

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

Benefits and Compensation

Insurance

All full-time and transportation classified employees may elect to acquire the following benefits through the district's salary reduction benefits plan. *See Salary Reduction p. 8*

Health Insurance

Available as a salary reduction through the district's cafeteria benefits plan. The Board of Education will provide a single health insurance policy up to \$500, use it or lose it, to the full time twelve month employees.

Life Insurance

Available as a salary reduction through the district's cafeteria benefits plan

Disability Income Protection

Available as a salary deduction (after-tax).

The employee's disability income protection benefits shall be reduced by any workers compensation disability payment as provided on p. 8.

Leaves and Absences GCRG

See Appendix A for a sample request for leave form.

Procedure for Requesting Leave

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.

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.

Bereavement Leave

Employees are permitted up to 5 days per occurrence to attend funerals for members of an employee's or spouse's immediate family which shall be deducted from sick leave. Immediate family will include husband, wife, father, mother, brother, sister, children, grandfather, grandmother, grandchildren or other relatives whose regular residence is in the home of the employee.

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

Personal Business or Emergency Leaves

Personal business or emergency leave may be granted each year subject to the approval of the superintendent. Employees in secretarial and the food service supervisor positions may use 4 days of sick leave per year for personal or emergency leave. Employees in instructional, instructional support, bus driving or food service positions may use 3 days of sick leave per year for personal or emergency leave. The transportation director, technology coordinator, board clerk and board treasurer and custodians may use 4 days of sick leave for personal or emergency leave per year. After 5 years of service the transportation director, technology coordinator, custodians, board clerk and board treasurer may be granted 5 days of personal leave.

Sick Leave

Sick leave may be used for illness of the employee or person living in the employee's household. Sick leave may also be used for critical illness of the employee's immediate family. Immediate family includes spouse, father, mother, brother, sister, children, grandmother, grandfather, or grandchild. Employees may be asked to provide a doctor's note after 3 consecutive days of sick leave.

Staff will receive a stipend for unused sick leave upon retirement, after 10 years of service. (See Policy GCOP).

This stipend is \$15 for each day of accumulated sick leave. Additionally staff will receive \$15 for each day of unused sick leave remaining over the maximum accumulation at the end of a year they have reached the maximum accumulation.

Sick Leave Provisions for classified groups:

Custodial positions, Day Care Workers (if enrolled in KPERs)

A maximum of 12 days of sick leave may be granted each year with a total accumulation of 55 days allowed.

Secretarial positions

A maximum of 10 days of sick leave may be granted each year with a total accumulation of 45 days allowed.

Instructional, Inst. Support and Food Service positions

A maximum of 9 days of sick leave may be granted each year with a total accumulation of 35 days allowed.

Transportation positions

A maximum of 6 days of sick leave may be granted each year with a total accumulation of 25 days allowed.

Board Clerk, Board Treasurer, Transportation Director, Technology Coordinator, Student Information System Coordinator

A maximum of 12 days of sick leave may be granted each year with a total accumulation of 55 days allowed.

Sharing Leave

Any classified employee who has accrued twelve (12) or more days of leave may contribute a sick leave day or days to another classified employee.

Sick leave may be donated to classified employees only until worker's compensation, KPERS disability, or income protection insurance takes effect.

Family and Medical Leave

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

Leave is available because of:

1. the birth of a son or daughter of the employee and to care for the son or daughter;
2. the placement of a son or daughter with the employee for adoption or foster care;
3. the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. a serious health condition of the employee that prevents the employee from performing the job functions.

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

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

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.

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.

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.

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.

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

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.

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

1. the leave begins in the last five (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
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Holidays
GCRH

The following paid holidays will be observed:

Custodial Positions, Board Clerk, Board Treasurer,
Transportation Director, Technology Coordinator, Student
Information System Coordinator (10)

New Years Day, Memorial Day, Independence Day, Labor Day, two days at Thanksgiving, two days at Christmas, Good Friday and one day during Spring Break.

Day Care positions (Full-Time) (9)

New Years Day, Memorial Day, Independence Day, Labor Day, two days at Thanksgiving, two days at Christmas and Good Friday. Part-time Day-Care employees who work enough hours to be enrolled in KPERS will receive the same as above except one day at Thanksgiving and one day at Christmas(7).

Secretarial positions (8)

New Years Day, Memorial Day, Labor Day, Thanksgiving Day (2), Christmas Day (2), and Good Friday.

Instructional, Inst. support and Food Service positions (7)*

New Years Day, Labor Day, Thanksgiving Day (2), Christmas Day (2), and Good Friday. * Memorial Day if school extends beyond this date.

Vacations
GCRH

Custodial Positions, Board Clerk, Transportation Director, Board Treasurer, Technology Coordinator, Student Information System Coordinator

Following one year of employment, Ten (10) days of vacation will be granted to the employee. Twelve (12) days after 5 years of service and (15) days after 10 years of service.

Approval for use of vacation must be requested five (5) days in advance on the form and approved by the immediate supervisor or principal. Application for use of vacation time must be made on the regular "Application for Leave" form. Vacations must be approved by both the immediate supervisor and the superintendent. See Appendix A for a sample leave request form.

Employees hired during the fiscal year will accrue a prorated number of vacation days available after July 1. Any fraction of a day calculated in prorated vacation will be rounded up to the nearest whole number of days.

Only those employees noted in this section are eligible for vacation pay.

Employees resigning or retiring from the district may be paid for accrued vacation time at the employee's regular daily rate of pay.

Vacation pay will not exceed eight (8) hours per day. Each July vacation days are accrued. Beginning with the 2011-2012 school year, no vacation may be accrued to exceed 30 days.

Inclement Weather

All classified personnel will be allowed to apply sick leave to days school is dismissed due to inclement weather. The hours in a regular duty day up to a maximum of eight (8) 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, jury duty, 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 and their spouse and immediate family 18 years of age and younger.

Pay Day Salary checks for classified employees will be issued monthly. Checks will be issued on the last Friday of each month.

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 GAN 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.

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. Bus drivers will receive up to \$5 per meal while on trips.

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

Salary Reduction Plan GAL Classified employees may participate in a district salary reduction plan. Elections are made annually in September and remain in effect for one year (plan year). Plan options include:

- Health Insurance
- Life Insurance
- Cancer Insurance

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

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected, during the plan year, only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

Annuity Plan

All classified personnel are eligible to participate in a “tax-sheltered” annuity plan.

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

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

- Enrollment may include only one agreement per tax year. The salary reduction agreement must be submitted to the Superintendent on or before September 1 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

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

Requests for information or questions about procedures should be directed to the Board Clerk.

Workers Compensation
GAOE

Notice of Accidents

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.

Coverage

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

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

Coordination With Leave Benefits

The workers 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.

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 prorated amount equal to the percentage of salary paid by the district.

Retirement

USD 329 Mill Creek Valley does not provide any special retirement incentives in addition to KPERS retirement benefits.

Unemployment
Compensation

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.

Site Council Service

Classified staff serving on a site council will be paid at their regular hourly rate. The meeting should be noted on the time card and initialed by the building administrator.

Technology Committee

Classified staff serving on the technology committee serve on a volunteer basis. There is no pay for participation on the technology committee.

Bus Drivers Route / Activity
Trips

Bus drivers are compensated at one rate for regular routes and a second rate for activity trips

Schedules

Work Schedule
GCR

Time schedules for classified employees will be assigned by the principal or department supervisor.

The normal work week for classified personnel shall consist of 40 hours per week for full-time employment. See "Overtime," below.

Overtime

There shall be no overtime worked unless approved in advance by the principal or department supervisor. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card.

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

Time Cards

Time cards are required for all hourly employees and must be signed by the employee. All hourly employees shall log in or 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 logs or clocks in or out for any other employee. "Forgetting" to log time or use the time clock may also be considered a violation. Such violations may result in disciplinary action including termination.

Time cards shall be submitted to the building secretary by Monday morning.

If it is necessary for an employee to write-in time on a time card, it shall be approved by the employee's supervisor.

Breaks

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

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

Conduct

Prohibited Substances

**Drug Free Schools and Communities Act/
Drug Free Workplace**
GAOA, GAOB

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. See “Criminal Convictions,” p. 15.

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

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

Tobacco Use
GAOC

The use of tobacco products by any person, in any form, is prohibited in any school building, owned, leased or rented by the district, or is used for pupil attendance purposes, or in any school vehicle.

Relations with Students
GAF

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

student's age or status.

Employee Protection
GAO

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.

Confidentiality

Student Information

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

Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See "Personnel Records," p. 21.

Sexual Harassment
GAAC

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

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

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

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the High School Counselor, 912 Missouri , Alma, KS (785)765-3315 the principal or the superintendent. See "Complaints," p. 16.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Gifts
GAJ

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.

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.

Solicitations

Solicitation of Employees

KDC

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

Solicitations By Employees

GAG

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.

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.

Dress Code
GAM

The board encourages appropriate dress for all district employees.

Conflict of Interest
GAG

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

No school employee will enter into a contract for remuneration

with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

See "Solicitations By Employees," p. 14.

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.

District Procedures

Assignment and Transfer GCE	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 ten (10) 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 GAEA, KN	<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 Eric Ross, 912 Missouri, Alma, KS, (785) 765-3315 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 to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator.</p> <p>Complaints of discrimination will be resolved using the district's</p>

discrimination complaint procedure.

Drug and Alcohol Testing
GAOD

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

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

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

Evaluations
GCI

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Supervision
GCH

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 building principal while on duty. During the summer and breaks in the school year, custodians are under the supervision of the director of transportation and maintenance. All food service personnel are under the supervision of the food service supervisor. Coaches aides are under the supervision of the head coach and athletic director.

Job Descriptions
GACB

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

KI	<p>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.</p> <p>The principal shall determine the time, place and manner for materials distribution.</p>
Orientation	<p>All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.</p>
Personal Property	<p>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.</p>
Use of Personal Vehicle	<p>With prior approval of the administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and signature of the employee with the district office. Reimbursement shall be made following board approval.</p> <p>Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.</p>
Weapons	<p>Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.</p>
Recruitment GCC	<p>The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.</p>
Interrogation and Investigation of Students JCAC	<p>No one may interrogate or investigate a student on school grounds without the permission of the principal.</p>
Searches of Students and Property JCAB, JCABB	<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>

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.

Resignation Classified employees may resign from their jobs in accordance with board policies.

Exit Interviews An exit interview may be conducted prior to an employee leaving the district. See Appendix E for a sample exit interview form.

Staff Development GAD 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.

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

Computer and Network Use IIBG All classified staff should familiarize themselves with board policy IIBG and the acceptable use policy for district information retrieval systems. See Appendix B for Appropriate Use Policy.

Records

Personnel Records
CN, GAK

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

See “Confidentiality,” p. 13.

Required Records
GACD

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

- employment application;
- KPERs enrollment form (if employee is eligible);
- W-4 withholding certificate;
- social security number;
- loyalty oath or affirmation;
- health form (if working directly with students), see “Health Examinations,” p. 24;
- driver’s license and driving record (if required for position), see “Driving Records,” below;
- INS form (proof of identity)

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
EDAA

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 the driver shall cease driving a school bus until the license is restored.

CDL-S Endorsement

The district will reimburse with receipt for the CDL-S endorsement license but the driver must commit to driving for the district for one calendar year from hire date. If they quit during this year they would be responsible to pay the district back for the CDL-S licensing fee.

Reports

Accidents
JGFG

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

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative.

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

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

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See "Workers Compensation," p. 9

Child Abuse
GAAD

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.

It is recommended the building administrator also be notified after the report is made.

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

Vandalism
EBCA

Employees shall promptly report any vandalism to their immediate supervisor.

Violent Acts
EBC

Violent acts should immediately be reported to law enforcement.
See "Security," p. 26.

Health

Asbestos

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

Bloodborne Pathogens
GARA

The exposure control plan for bloodborne pathogens is available for review from the district office.

All staff shall receive the training and equipment necessary to implement the plan.

Communicable Diseases
GAR

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

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to themselves and other district employees and students.

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

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

See "Health Examinations," see next page.

Health Examinations

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

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional to the clerk which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. 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. 21.

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.

Physicals for Bus Drivers

The district will provide for the cost of a physical examination and urine test if the driver gets the physical through the districts’ contracted provider, Cotton-O’Neill Medical Center in Alma, and commits to driving for the district for one calendar year from hire date. If they quit during this year they would be responsible to pay the district back for the physical fee. Bus drivers should take the appropriate health examination form for their service group with them to the physician. If the driver chooses to use any other physician the expense will be their own. 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.

First Aid/CPR Training

The district will pay employees \$25 for completing a district approved First Aid/CPR class (in lieu of hourly wages).

TB test for Food Service Workers

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 two years.

First Aid
JGFG

See “Accidents,” p. 22.

Medications, Administering
JGFG

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

Hazardous Waste

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

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

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

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

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

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

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

Pest Control

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

Safety and Security

Accidents, Reporting of
JGFG

See "Accidents," p. 22.

Drills
EBBE

Building Principals are responsible for building drills and procedures.

Emergency Closings
EBBD

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station WIBW to broadcast a school closing announcement. "School Reach" notification system will also be utilized.

Safety Practices

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

Security
EBC

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:

- 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.

It is recommended the building administrator also be notified.

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

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.

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.

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.

Crisis Plan

Copies of the district crisis plan are available at the district office.

Violent Acts (Reporting of) EBC

Violent Acts should immediately be reported to law enforcement. See “Security,” above.

Equipment and Supplies

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 IIBG

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.

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

shall not be copied for personal use. See “Copying and Duplicating,” p. 28.

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

No Right to Privacy

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

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

Ownership

Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board’s rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information. See “Confidentiality,” p. 13.

Internet

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.

Copying and Duplicating
ECH

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.

Specific regulations concerning fair use are posted near district

copy machines.

Inventory

Building principals are responsible for maintaining appropriate building inventory procedures.

Ordering Procedures
DJEG

A copy of the district purchasing procedure is available from the district office.

Requisitions
DJEF

A copy of the district requisition form and procedures is available from the district office.

Vehicle Request

All vehicle requests should be routed through the transportation director.

Appendix A

Building Principals, Department Heads and the Superintendent will confer and consider a new employee's previous experience and other market factors in determining the initial wage for any given position. Wages may be adjusted with the approval of the Superintendent in cases where a good cause exists. The amount and method of determining annual raises shall be determined by the board of education in the year a raise is granted. No classified employee's wage shall exceed the ceiling established for the position held.

**Recommended Classified Wage Guidelines
Approved October 2015 BOE Meeting**

Support Staff			
Steps	Level 1 Aide	Level 2 Media Tech	Level 3 Coordinator/Director
1-2	\$9.00	\$11.50	\$13.50
3-5	\$9.25	\$11.75	\$13.75
6-10	\$9.50	\$12.00	\$14.25
11-15	\$10.00	\$12.25	\$14.75
16-20	\$10.75	\$13.00	\$15.50
20+	\$11.00	\$13.50	\$16.50

Day Care Staff				
Steps	Level 1 Aides	Education	Level 2 Assistant	Level 3 Director
1-2	\$9.00	\$10.00	\$11.00	\$13.50
3-5	\$9.25		\$11.25	\$13.75
6-10	\$9.50		\$11.75	\$14.25
11-15	\$10.00		\$12.25	\$14.75
16+	\$10.75		\$13.00	\$15.50

Food Service				
Steps	Level 1 Servers	Level 2 Cooks	Level 3 Head cooks	Level 4 Director
1-2	\$9.00	\$9.25	\$10.00	\$12.00
3-5	\$9.25	\$9.50	\$10.25	\$13.00
6-10	\$9.50	\$10.00	\$10.50	\$14.00
11-15	\$10.00	\$10.25	\$11.00	\$15.00
16+	\$10.25	\$10.50	\$11.25	\$16.00

Bus Drivers			
Steps	Level 1	hrly annual	Training/CDL/Physical all paid for*
1-2	\$10.00	\$7,200.00	
3-5	\$12.00	\$8,640.00	
6-10	\$13.00	\$9,360.00	
11-15	\$15.00	\$10,800.00	
16-20	\$16.00	\$11,520.00	
20-25	\$17.00	\$12,240.00	
25-30	\$18.00	\$12,960.00	
30+	\$20.00	\$14,400.00	

Clerical		
Steps	Level 1	Level 2 Head
1-2	\$11.50	\$12.25
3-5	\$11.75	\$12.50
6-10	\$12.00	\$13.00
11-15	\$12.25	\$13.50
16-20	\$13.00	\$14.25
20+	\$13.50	\$14.50

Custodial		
Steps	Level 1	Level 2 Head
1-2	\$9.50	\$11.00
3-5	\$9.75	\$12.00
6-10	\$10.25	\$13.00
11-15	\$10.75	\$14.00
16-20	\$11.50	\$15.00
20+	\$12.25	\$16.00

Mill Creek Valley Schools USD 329

Internet/Computer/Network

APPROPRIATE USE POLICY

REMEMBER...

USE OF THE Internet IS A PRIVILEGE, NOT A RIGHT!

The School District provides access for students and staff to state-of-the-art computer technology, electronic mail, and the World Wide Web via the Internet—a worldwide network of networks. All users must share the responsibility for seeing that our computer facilities are used in an effective, efficient, ethical, and lawful manner. It is a privilege to have access to these extraordinary resources. It is understood that all USD 329 students will comply with this policy.

Students utilizing District-provided computer network and/or Internet access must first have the permission of and must be supervised by District faculty. Students utilizing District-provided Internet access are responsible for good behavior just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of District-provided computer network and/or Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the School District. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be reviewed by administrators and faculty to maintain system integrity and insure that users are acting responsibly.

Mill Creek Valley Schools USD 329 makes no warranties of any kind, neither expressed nor implied, for the computer network/Internet access it provides. The District will not be responsible for any damages users suffer, including—but not limited to—loss of data or interruptions in service. The District will not be responsible for the accuracy, nature or quality of information stored on any form of media; nor for the accuracy, nature, or quality of information gathered through the District-provided computer network and/or Internet access. The District will not be responsible for financial obligations resulting from District-provided access to the computer network and/or Internet.

Users are responsible for adhering to the following guidelines:

- . •Users will respect the integrity of the computers and network system. The computer systems are set up by the system administrator and are not to be altered in any way.
- . •Users will display appropriate conduct and observe the rules of "netiquette." Users will respect the rights and privacy of others and not gain unauthorized access to resources of others or vandalize the data of another person or entity.
- . •E-mail sent to others must be signed by the sender and must use appropriate language which is not abusive, profane, or offensive. E-mail will not be used to distribute hate mail, make discriminatory remarks, exhibit antisocial behavior, or distribute viruses or other security threats.
- . •Users will respect the legal protection provided by copyright license to programs, books, data, articles, photography, artwork, etc.
- . •The Internet will be used in support of education and research consistent with the policies of the District including accessing, saving, or using only appropriate language, graphics, or text. Users agree not to access/transmit materials which are obscene/pornographic or considered offensive.
- . •Use of the computer network/Internet will only be for lawful & school related purposes and not for illegal activities, commercial purposes, advertising, or posting anonymous messages.
- . •Personal (non-school owned) computers are not allowed access to the school network/Internet without permission from the superintendent or technology director.
- . •The computer network/Internet is not to be used for 'chat' areas and gaming.
- . •All users agree to the following equipment/lab guidelines:
 - adhere to general printing and file-saving instructions.
 - use equipment with care and keep the lab/computer area clean & orderly.
 - use only software which has been assigned by staff.
 - report equipment or software problems to a staff member.
 - leave all computer materials and equipment in the lab/computer area.
 - keep all food and drinks out of the lab/computer area.

Consequences:

Disciplinary action may be determined at the building level in accordance with existing procedures and practices regarding inappropriate language or behavior. Any violation of the above policy may result in loss of District-provided access to the computer network/Internet. When and where applicable, law enforcement agencies may be involved.

USD 329 BOARD OF EDUCATION POLICY "USE OF COMMUNICATIONS TECHNOLOGIES BY EMPLOYEES"

Technology is an important part of the teaching, administrative, communicative, and professional development process of District employees. Communications technologies, including District-operated computer networks, District-provided Internet, and other District provided services are provided for the professional use of District employees.

Use of these services is a privilege which may be restricted or denied. Any employee who uses District-provided communications technology services in an inappropriate or unacceptable manner or in violation of Board policy or Administrative guidelines will be subject to disciplinary action which may include temporary or permanent loss of use.

Exit Interview
Page Two

5. Do you understand your rights to continued eligibility for health coverage?
6. Are you familiar with your options under KPERS?

If you need additional information on #5 or #6, please contact _____ at the USD office.

7. Briefly explain your reason for leaving USD ____.

I hereby acknowledge that I have completed my assigned duties to the best of my knowledge and have returned all school and/or district property and keys.

Employee's Signature

Signature of Administrator/Supervisor
conducting the exit interview

Date of interview: _____

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