

# **CLASSIFIED EMPLOYEE HANDBOOK**

## **Hugoton USD 210**

We are glad that you have chosen to work in USD 210. This handbook has been developed to assist you in your daily work and to answer the questions that arise most frequently. It is an informational service to new employees and to update existing employees as to the benefits provided and regulations set forth for employees of USD 210. It is not an employee contract, and no language contained within these pages should be interpreted either as a contract provision or as a promise of employment. The Board of Education reserves the right to make amendments or changes to this handbook at any time.

The vision of the Hugoton USD 210 Board of Education is to provide an educational system that continuously strives to prepare all students for the future, through development of quality staff and efficient use of resources.

### **DISTRICT MISSION AND OPERATIONS**

Hugoton Schools will ensure academic achievement for all students. This will be achieved through:

- Relevant educational opportunities
- Rigorous coursework
- An environment built around caring Relationships

Classified employees are a vital part of the day-to-day operations which contribute to the accomplishment of this mission. District operations often involve various groups of people working together on teams or committees to carry out tasks related to the mission. As people work together, they learn together. In this way employees are expected to model the District outcomes for all learners as indicated below.

Demonstrate a high level of achievement/performance

Demonstrate proficiency in many forms of communication

Demonstrate the ability to work cooperatively and independently

Participate as productive responsible citizens

Have a positive respect for self, others, and our world

The Board of Education believes that classified staff positions are essential to the educational process of the children of USD 210. The positions are provided in order that proper support services are available to the teachers and administrators of the school district.

**CLASSIFIED PERSONNEL:** Included are office personnel, classroom aides, custodial, maintenance, nutrition services and transportation personnel. Under the general supervision of the Superintendent of Schools, the administration of each of these employee groups is delegated as follows:

- A. Office Personnel and Classroom Aides - Principals, Directors and Supervisors
- B. Custodial and Maintenance Services – District Maintenance Supervisor, and/or Administrator of building
- C. Transportation Services - Director of Transportation and Superintendent
- D. Nutrition Services - Director of Nutrition Services and Administrator of building where services are provided
- E. Health Services – Building Administrator and/or Superintendent

**EMPLOYEE STATUS:** an assignment made on the basis of hours, days and annual length of service.

- A. **FULL-TIME EMPLOYEE:** A full-time employee is one whose job description calls for a full year of work at eight hours per day for five days per week for fifty-two weeks per year. A full-time employee is eligible for Kansas Public Employees Retirement System (KPERs), leave and fringe benefits.
- B. **PART-TIME EMPLOYEE:** A part-time employee is one whose job description calls for a specified number of workdays per year for a certain number of hours per day. Most part-time employees are eligible for Kansas Public Employees Retirement System (KPERs) and sick leave. The amount of extra benefits is related to the number of hours of work in a work week. The following represents types of part-time employees:
  - 1) School Year Employees are those persons who report to work on the first day when students report and work only those days when students would normally be in attendance.
  - 2) Teacher Year Employees are those persons who report to work on the same day teachers are to report for work and work only those days when teachers would normally be in attendance.
  - 3) Extended Year Employees are those persons who work the same schedule as teachers but with extra days assigned on either or both ends of the work calendar. The employee and the supervisor will determine extended year days.
- C. **TEMPORARY EMPLOYEE:** A temporary employee is one who works irregular hours and who may or may not work consecutive days of the week or consecutive weeks throughout the school year.

- D. **STUDENT EMPLOYEE:** A "student" is defined as a person who is regularly enrolled in a school under the governance of these policies. The student will not pay social security (FICA) during the school term. A student who is working during the summer will pay social security (FICA) on the summer wages. A student from another district is not exempt from payment of social security.
- E. **DIRECTOR:** A person who is placed in charge of a department of classified services. The director is responsible for providing the necessary services in the most efficient and economical means possible.
- F. **SUPERVISOR:** A person who is placed in charge of a unit in a particular department responsible to the director.
- G. **SUBSTITUTE/OVERLOAD EMPLOYEE:** This person is not entitled to any of the District's fringe benefits.
- 1) Substitute Employee - A person to temporarily replace a permanent employee absent because of illness, vacation or personal business.
  - 2) Overload Employee - A person employed temporarily to supplement permanent employees during periods of increased work-loads.
- H. **PROBATIONARY EMPLOYEE:** A probationary employee is either an employee who is in the first sixty-working day period of employment or an employee who has been placed on probation because of unsatisfactory performance.

## GENERAL INFORMATION

This section provides general information pertaining to all classified positions. A complete listing of board policies pertaining to personnel issues may be found in Section G of the Board policy manual available in each building.

The term board as used in this handbook refers to the USD 210 Board of Education. The term superintendent refers to the chief administrator of the District or his/her designee.

### Assignment and Transfers

Classified personnel assignments shall be made by the superintendent after consideration of the personnel and positions involved.

Whenever it is deemed necessary and in the best interest of the school district, the superintendent or a designee may transfer a classified employee to any classified position for which such employee is qualified to perform the employment duties. Prior to making such a transfer, the superintendent or a designee will confer with the classified employee. Following such

conference, a final decision will be made concerning the proposed transfer, and written notification of such final decision will be sent to the respective classified employee.

#### Authority to Hire

The Board authorizes the superintendent to appoint classified employees and to start them on the job as the needs of the District dictate. Employees shall be recruited to fill existing or proposed vacancies and shall be recommended to the Board for approval. Board (or Board's designee) approval is required before an offer of employment becomes official. Each employee will be put on sixty (60) working days probation to determine if the employee can satisfactorily perform the work required.

#### Benefits

Certain benefits in addition to salary are provided for many positions as determined by employee status.

- A. Fringe Benefit for Insurance. Full-time 35 hours per week and school year employees each receive an approved annual amount corresponding to their respective employee status. Such amount must be applied toward a district insurance program. Additional information can be found under Salary Reduction Plan.
- B. Holidays. Paid holidays apply only to employees in full-time and school year status. A list of holidays for each employee status group can be found under Holiday Pay.
- C. Sick Leave. Sick leave is provided to full-time and school year employees on a cumulative basis according to their respective employee status and the average number of hours worked in a day. Additional information can be found in the sick leave section of Leaves, Absences, and Vacations.
- D. Vacation. Vacation benefits apply to full-time employees only. Additional information can be found in the vacation section of Leaves, Absences and Vacations.
- E. Other. Other benefits as required by law are provided such as KPERS (retirement) contributions, worker compensation and unemployment benefits to qualifying individuals, social security payments, etc. See also KPERS and Worker Compensation sections.

#### Bereavement Leave

See Leaves, Absences and Vacations.

#### Bloodborne Pathogen Exposure Control

See Health and Safety Issues.

### Channels of Communication

The Board of education and the superintendent feel that channels of communication and chain of command are of utmost importance. If there are questions or concerns that arise they should be addressed in the following order:

- A. Immediate supervisor
- B. Building Administrator
- C. Superintendent
- D. Board of Education.

### Child Abuse

Any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological, or sexual abuse will immediately report this fact to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open. The building administrator should also be notified after the report is made.

District employees will 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 that the child has been abused or neglected.

### Confidentiality

Maintaining confidential information is an extremely high priority in the District. Staff members have access to business systems, future plans, and student records, personnel records, and other information that is considered confidential. Protecting this information by safeguarding it when in use, filing it properly when not being used, and discussing it only with those who have a legitimate need to know is an extremely high priority for all concerned parties. Violations of privacy rights of specific individuals could result in disciplinary action including termination being taken against the employee.

### Dress Code

Appropriate dress and personal grooming are an individual responsibility. The impression given to others through personal appearance is important to the employee and to the District. Employees are asked to be responsible and use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair, and clean. Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the District is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to his/her immediate supervisor for a conference. If uniforms are approved for particular departments, employees are expected to follow departmental regulations.

### Drug Free Workplace

See Drug Free Workplace in the Health and Safety Issues section.

### Equal Opportunity Employer

The District is an equal opportunity employer. Discrimination on the basis of disability, race, color, creed, national origin, sex, age, or religion is prohibited under federal and state law as well

as board policy. Consideration for full-time, school year, part-time, and seasonal employment will be based only on those factors that directly affect the applicant's ability to perform the job, which would not conflict with any applicable federal or state law. See also Board Policy GAAA.

#### Evaluation of Classified Employees (Board Policy GCI)

The Board of Education asks that all employees be committed to an ongoing evaluation of their performances in order that continual self-improvement may take place. The Board believes there is room for self-improvement through additional training, through in-service programs or as a result of other constructive efforts.

An evaluation of all personnel should be made immediately upon completion of a probationary period and at least one evaluation of all employees on an annual basis.

Classified employees should be evaluated by the principal or by a supervisor in the building or department to which they are assigned. Their immediate district level supervisor should evaluate district level classified employees.

The employee will be evaluated on an "Employee Performance Evaluation" form as adopted by each department. Classified employees should be evaluated on their personal qualities, their commitment to duty, and specific work-related skills which are directly related to their job description. A copy of the completed evaluation will be given to each employee and the evaluator sign employee after it. A copy will also be placed in the employee's personnel file maintained in the office of the superintendent.

In the case of multiple building assignments or work sites where an employee's work is supervised by several administrators or supervisors, the evaluation supervisor must collaborate with at least one other administrator or supervisor to assist in the completion of the evaluation.

In the event that an employee's performance is determined to be unsatisfactory or substandard, the necessary form of corrective discipline may be administered.

If, in the judgment of the employee, the evaluation is inaccurate, unfair, or incomplete, a response may be attached to the evaluation report, and the employee may request a review of the evaluation by the superintendent of schools or a designee. Such a response and/or request shall be made in writing within ten working days following the evaluation conference with the supervisor. A copy of the request for review must also be sent to the evaluating administrator for his/her information. The superintendent or the designee shall then review all aspects of the evaluation within five working days and render a written judgment concerning the evaluation.

#### Discipline and Dismissal/Suspension

If, in the course of the ongoing evaluation of the staff by the immediate supervisor, an employee's performance is judged to be unacceptable or substandard, one of the procedures described below may be applied.

- A. Informal Discipline: This type of disciplinary action may be used in cases when infractions are slight and do not warrant formal action. The penalties vary in these instances; the supervisor may deny certain privileges.
- B. Formal Discipline: As the title indicates, formal discipline is prompted by outright violation of district rules or regulations. These offenses and their appropriate punishment are handled according to the seriousness of the offense and the employee's past record. The offenses may result in any of the following actions:
- (1) Oral or Written Reprimand: This is the most frequently used and the mildest form of formal discipline. It is a warning, which at the same time tries to get at the root of the problem and overcome the source of difficulty. When the supervisor gives an oral reprimand; he makes a brief note of it for his own future reference and guidance. When he issues a written reprimand, he furnishes the employee with one copy and places another in the employee's personnel folder. It becomes a matter of record.
  - (2) Suspension With Pay: The supervisor, with the approval of the superintendent of schools or his designee, may suspend an employee with pay for an indefinite period. This action is taken when district officials feel time is needed to investigate charges against an employee, or while the dismissal procedures are being implemented.
  - (3) Suspension Without Pay: This form of discipline is utilized in severe cases. Suspension duty without pay is authorized only after the employee has had opportunity to have a conference with the supervisor and department director/principal/administrator to discuss the problem. After the conference, the supervisor, with approval of the superintendent or his designee may suspend an employee for a period of up to 30 days on a particular occasion.
  - (4) Demotion: This penalty places the employee in a position of lower responsibility and pay. If a new employee is reassigned because he/she is not qualified for his/her first job, this is not considered a disciplinary matter. If, however, the employee is capable of performing his/her job, yet fails to improve after warning and constructive criticism, he/she may be demoted.
  - (5) Immediate Dismissal: In the event it is determined that it is in the best interest of the school district and/or the safety and welfare of its students that it should become necessary to immediately dismiss an employee, the two (2) week notice will be waived. If such an occasion is necessary, the employee forfeits any accumulated benefits.
  - (6) Dismissal Based on Job Performance and Work Habits: When an employee's job performance and/or work habits have become poor or unsatisfactory, the supervisor will schedule an evaluation conference with the employee to identify areas which require improvement.

## Family and Medical Leave

See Leaves, Absences, and Vacations.

## Grievance Procedure (Board Policy GAE)

The Board shall provide a procedure whereby each employee shall have the opportunity to have employee complaints and grievances considered in a fair and timely manner.

### A. Purpose:

The purpose of this grievance procedure is to provide for the prompt and orderly adjustment of grievances of individual employees of the school district at the lowest level.

### B. Procedures:

Level 1: A grievant shall first take up his grievance with his immediate supervisor in private informal conference(s) within ten working days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the employee is dissatisfied with the outcome of the initial private conference(s), he may request a formal conference with his immediate administrative supervisor. Every effort should be made to develop an understanding of the facts and the issues in order to create a climate, which will lead to a solution.

Level 2: In the event that the aggrieved person is not satisfied with the disposition of this grievance at Level 1, he/she may appeal the matter in writing to the superintendent. If the grievant appeals the grievance to the superintendent, the superintendent or designee shall confer with the grievant in an effort to arrive at a satisfactory solution. If the grievant does not appeal the grievance to the superintendent within thirty working days after the formal conference at Level 1, the grievance shall automatically be waived.

Level 3: If the grievance is not adjusted to the satisfaction of the grievant after meeting with the superintendent or a designated representative under Level 2, the grievant may appeal to the Board for a final disposition of the grievant by submitting a written request on the agenda of the next regularly scheduled evening board meeting. If the grievant does not appeal the grievance to the Board within thirty working days after the formal conference at Level 2, the grievance shall be automatically waived.

### Rules for Conducting a Grievance Procedure Hearing at Level 3

- a. The hearing shall be conducted in executive session.
- b. The grievant will be given reasonable time to make his/her opening remarks and present his/her case.
- c. The administration will be given reasonable time to make its opening remarks and present its findings in the case.
- d. Witnesses will be called individually by the grievant and administration to testify before the Board. The Board may call additional witnesses and may authorize witnesses being called as a group.

- e. The grievant and the administration may ask questions of the witnesses during the time they are testifying.
- f. Members of the Board may ask questions of all participants during the hearing.
- g. A summary statement may be made to the Board by the grievant and by the administration.
- h. The Board will take the matter of the grievance under advisement and render its decision in written form to the grievant.
- i. The decision rendered by the Board shall be the final disposition of any grievance.

### Health and Safety Issues

#### A. Bloodborne Pathogens Exposure Control Plan

Training is provided for all employees and is required annually for school nurses, athletic trainers, and any other employee whose job assignment includes the likelihood of occupational exposure to human blood or certain body fluids. Employees are to observe universal precautions, which means that all human blood and certain human body fluids are to be treated as if known to be infectious with the AIDS Virus (HIV), Hepatitis B Virus (HBV), or other potentially infectious materials.

Disposable latex gloves or other appropriate protective equipment must be used when the potential for exposure to human blood or body fluids is present. Any exposure incident must be reported to an administrative supervisor or school nurse for immediate attention and medical referral if necessary. A copy of the District plan is included in the appendix of this handbook and is also available at training sessions, from a school nurse, or from the director of personnel.

#### B. Drug Free Workplace (Board Policy GAOA)

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the District. The manufacture, use, possession, sale, transfer, or purchase of drugs or other controlled substances in any unlawful or unauthorized manner by a district employee is prohibited on district property or at any school sponsored event.

As a condition of employment in the District, employees shall abide by the terms of this policy. Any employee violating this policy shall be referred to the appropriate authorities for possible criminal prosecution. Any employee charged under a criminal drug statute, which would constitute a violation of this policy, may be temporarily suspended with pay, transferred, or assigned by the superintendent pending final disposition of such charges. Any employee who is convicted under a criminal drug statute, which would constitute a violation of this policy, must notify the superintendent or his designated representative of the conviction within five days after the conviction. Any employee who is convicted under a criminal drug statute for the manufacture, sale, transfer, purchase with intent to sell, or possession with the intent to sell of any drugs or other controlled substances in any unlawful or unauthorized manner on district owned property or at any school sponsored event may be suspended without pay, transferred, reassigned or terminated.

Any employee who is convicted under a criminal drug statute for the use, possession, or purchase for the employee's use only of an illegal drug or other controlled substance in an unlawful or unauthorized manner on district owned property or at any school sponsored activity may be suspended with pay or placed on probationary status. The convicted employee, at the employee's expense, shall be required to complete the requirements of an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The failure of the employee to complete such a program successfully may be grounds for termination. A second conviction for the same or similar offense may result in the employee being suspended with or without pay, transferred, reassigned, or terminated.

Enforcement of this policy shall be by the Board and/or superintendent or his/her designated representative. Each employee in the District shall be given a copy of this policy. This policy is intended to implement the requirements of the federal regulation promulgated under the Drug Free Workplace Act of 1988, 34CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing laws or a negotiated agreement.

- C. **Use of Tobacco Products in School Buildings (Board Policy GBRAB)**  
The use of tobacco products in any form is prohibited in any school building, property, or vehicle that is owned, leased or rented by the District that is used for pupil attendance purposes. No employee, student or visitor shall use any tobacco product in any form in any district facility.
- D. **Emergencies**  
In case of emergencies, it is most important that employees notify the immediate supervisor. Employees should become familiar with building or department crisis plans, which have been developed for their assigned locations. This includes the means of seeking shelter and/or exiting the building. Any work-incurred injury must be reported promptly to the supervisor or the personnel office no matter how insignificant it may seem at the time of occurrence. All injuries or accidents, which would involve worker compensation, must be reported within ten days. See also Worker Compensation.
- E. **Hazard Communication Program**  
The USD 210 Hazard Communication Program informs employees of their right to know about chemical hazards in the workplace and how to handle chemicals safely.
- F. **Lockout/Tagout Program**  
The USD 210 Lockout/Tagout Program is designed to prevent the unintended release of stored energy, which may energize machines or equipment. Training is provided to affected employees.
- G. **Physical Examination**

Transportation and Food Service employees are required by State Statute to receive a physical every two years. This physical will be paid by the District after the employee's insurance portion is paid.

### Harassment

The Board cares about the human dignity and the protection of their employees. The possibility of employee harassment, whether it is sexual, racial, ethnic, or of some other type, will be actively investigated, and appropriate action will be taken. Since sexual harassment has become a particularly sensitive issue in our country, the applicable district policy is provided in the Sexual Harassment section.

### Holiday Pay (Board Policy GCRI)

With the exception of emergency duty or as directed by the superintendent, the following holidays are applicable to classified personnel:

Central Office, Custodians, Maintenance, Grounds and Bus Foreman: Labor Day, Thanksgiving plus 1, Christmas plus 1, New Years plus 1, Easter, Memorial Day and the 4th of July; Library Clerks, Teachers Aides, Cooks: Labor Day, Thanksgiving, Christmas, New Years, Easter; Secretaries: Labor Day, Thanksgiving, Christmas, New Years, Easter, Memorial Day.

If Christmas or New Years falls on a weekend the employee receives one day (week day). At Easter, the employee will receive one day (usually Friday, or Monday).

Employees must work the last working day prior to a holiday and the first working day following a holiday in order to be eligible for the paid holiday.

### Hours of Employment

The hours worked in a normal workday are specified by contract whereas the hours of employment, reporting time, meal period, etc., are established by the principal or should be signed by the employee.

### Job Descriptions

A job description for each classified position shall be developed by district personnel and filed in the personnel office. Job descriptions determine the classification level and define the salary range of each position. Qualifications and essential functions must align with the standards specified on the District form for the particular classification level. Any classified employee may request a job description for his/her position at any time. If a current job description is not on file, the employee and the appropriate supervisor will be requested to draft an updated copy on a standard district form for the respective classification level and send it to the personnel office. Standard job description forms for each job classification may be requested from the superintendent's office at any time.

### Jury Duty

See Leaves, Absences and Vacations.

### KPERS (Kansas Public Employees Retirement System)

Kansas has mandated policies stating which employees are required to participate in the state retirement program. The guidelines are subject to change at any time, but questions about current KPERS guidelines should be directed to the business office. An employee contribution which is determined by current statute will be made each payroll period. The state provides employees with an annual statement each year which summarizes contributions and other pertinent details.

### Leaves, Absences, and Vacations

Classified employees may be granted leaves and absences according to the approved guidelines listed below. The calculation by the payroll officer for a full day of benefit leave will be the length of the average working day of each, individual job position. The payroll officer will credit the benefit leave or reduce the hourly pay according to the qualification of each job position for absences and vacations. Each individual daily leave allowance is converted to hourly amounts so the payroll officer can utilize the computer program for tracking the differing number of hours per day for various employees and the unique job positions they hold.

Whenever "immediate family" is used in connection with leave policies, such family members shall only include the employee's spouse, child, grandchild, parent, grandparent, or sibling, and parent, grandparent, or sibling of the employee's spouse or anyone permanently residing in the employee's home.

- A.. Bereavement Leave: Bereavement leave is available for full-time, school year, and part-time employees. Such leave shall be granted up to three days per occurrence for death in the immediate family. Days must be deducted from accumulated sick leave.
  
- B. Family and Medical Leave (Board Policy GARI): District employees shall be provided family and medical leave as approved by the Board and required by current federal law and regulation. Family and medical leave as required by federal law shall be granted for a period of not more than twelve weeks during a twelve-month period which is defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the District may only take an aggregate of twelve weeks of leave for a birth or adoption of a child 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.)

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 successful completion of the probationary period and has been issued the appropriate Notice of Personnel Action form placing them on continuous employment status.

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 the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the Board on the payroll date or other time as the employee and superintendent may agree. The Board may terminate group health coverage if the employee's 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:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

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

- D. Holiday Leave. See Holiday Pay.
- E. Jury Duty: Employees shall be excused for jury duty with no jeopardy to their employment. Under this arrangement, the employee may choose to have a pay deduction made for the time he/she was absent from duty or to turn in to the District any compensation other than mileage or expenses which was received for jury duty during the time he/she would have normally been on duty with the District.
- F. Legal Leave: Temporary leave may be granted without loss in pay for legal proceedings that are beyond the control of the employee and when a court order or duly issued subpoena is received. If the proceeding is initiated by the employee for personal business matters, such leave would be without pay unless specific prior approval is granted by the superintendent.

- G. **Military Duty (Board Policy GCRG):** Any employee, upon written request to the superintendent, shall be granted leave in accordance with federal or state law to cover the length of his/her required service in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. All military leave shall be without pay.

An employee on military leave shall be entitled to such re-employment rights as are established by federal and state law. To be eligible for such re-employment or other employment benefits established by law, the employee must comply with all notice requirements established by law and must notify the superintendent in writing of his/her availability to return to work within the time periods established by law. In the event an employee on military leave fails to comply with the appropriate notice provisions or fails to report for work within the time limits established by law, the military leave shall be deemed immediately terminated and the employee discharged without any further action by the Board. In this event, the employee shall not be entitled to any further employment benefits.

If an employee on military leave makes application to the superintendent within the applicable time period after the effective date of release from military service, he/she shall be returned to a position comparable to the position held before the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The District shall have a ten-day grace period to make arrangements for re-employment, and the superintendent shall make reasonable effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

- H. **Personal Leave (Board Policy GBRI):** Three days of sick leave per year may be used as personal leave. Personal leave is not accumulative. Unused personal leave is carried over as sick leave up to a maximum of 80 days. Application for personal leave shall be filed with the building principal five full school days before the date requested for the leave.

The building principal is to base his recommendation for approval or disapproval of the requested leave to the superintendent on the following criteria: availability of a suitable substitute to be employed, validity of the reason for the request; need of the staff member requesting the leave to be at school because of a scheduled school activity; the rate of absenteeism from school of the staff member requesting the leave; and the number of leaves requested by the total building staff for the current month, week and day of the requested leave date.

The superintendent will base his/her decision to approve or disapprove the requested leave on the recommendation of the building principal and his own reviewing of the request in light of the items outlined above.

Personal leave should not be used at the following times: during pre-school orientation; the first and last weeks of school; during semester examinations; on scheduled in-service

days during the regular school term; the day prior to or the day following a regularly scheduled vacation. The employee must work the day prior to and the day following the regularly scheduled school vacation or holiday in order to be eligible to apply for a personal leave.

- I. Professional Leave. Classified employees may be allowed to attend approved conferences and workshops which pertain to the responsibilities of their individual job assignments. Such requests must be submitted for approval on a district conference leave form to the supervising administrator and then forwarded to the superintendent or his/her designee for final approval. The frequency and number of requests will be considered along with availability of budget in determining final approval of requests.
- J. Sick Leave (Board Policy GCRG): Sick leave may apply to illness or injury of the employee or of the employee's immediate family. Immediate family is defined in the paragraph preceding Bereavement Leave. Each nine month full-time employee shall receive 10 days sick leave per year. (Plus 2 personal that may be used as sick leave) *Each twelve month employee shall receive 12 days per year. (Plus 2 personal that can be used as sick leave.)* Days not used may be accumulated to a total of 80 days. Other full-time employees, contracted for other than the regular school year term will have sick leave days per year prorated according to the time of employment. (At the date of employment, sick leave will be earned at a rate of one day per month for the first year.)
- K. Serious or Chronic Illness: When, because of serious or chronic illness, an employee is unable to adequately perform his assigned duties, the employee may request a leave of absence without pay. The maximum leave allowed under this policy shall be the remainder of that school year and one additional school year. Return to duty shall conform to GBRIBA.
- L. Vacation (Board Policy GCRH): Each twelve month employee shall receive two weeks of paid vacation after the first full year of employment. One week may be taken other than the months of June, July or August. The week need not be five consecutive days. The building principal will approve the vacation requests on an individual basis. (If an employee begins work during the middle of the year, vacation days will be prorated to adjust to the regular cycle of July 1 to June 30.) Full-time employees (12 mo.) will be granted an additional week after 10 years of continuous employment. Vacation time must be used between July 1 and June 30. Vacation time may not be carried over.

#### Notice of Personnel Action

- A. A Notice of Personnel Action is not a contract between USD 210 and the employee. It is a method of providing information which is important and meaningful to the employee relating only to limited terms or conditions of employment. This must be completed with proper signatures and taken to the business office upon employment.
- B. Classified personnel will normally be issued an NPA any time there is a change in salary, position, hours worked, work location; it being understood that all such terms are subject

to unilateral change by the Board of education at any time (upon two weeks notice to the affected employee). It is necessary that the employee sign the NPA. The business office will distribute copies of the NPA to the supervisor and employee.

- C. If any employee does not agree with the information contained in the NPA form, this matter should be discussed with the immediate supervisor. If an error does exist, it will be corrected.
- D. If any employee wishes to resign his/her position with the school district, he/she should let his/her immediate supervisor have two weeks notice. When employees wish to resign their position, a letter of resignation clearly stating the final day of work should be prepared and given to the employee's immediate supervisor. An employment termination form will be processed designating a resignation and should be signed by the employee. Employees who resign position at end of school year (completing contract year) will continue to receive benefits through the end of August of that year.

#### Overtime Work/Pay

The work week for classified personnel shall be Monday through Sunday. No more than forty hours shall be worked in any work week by any individual employee unless the overtime work is approved in advance by the employee's supervisor. Approved overtime will generally be only for emergency or other unusual circumstances. Overtime should not be approved on a routine basis. Supervisory personnel responding to emergency or hazardous situations requiring prompt attention are exempt from this policy.

#### Hours paid for sick leave, approved holidays, or vacation time

These hours do not apply toward hours worked in computing overtime pay. Hourly employees should mark their time sheets according to the actual hours worked to show schedules or schedule variations that occur during each week. Part-time employees working in two or more different departments should turn in separate time sheets for each position. Such employees and their respective supervisors must monitor the accumulation of weekly hours so that overtime does not occur without required approval. All overtime payments are to be made according to the current regulations of the Wage and Hour Division of the U.S. Department of Labor.

#### Pay Day

All personnel are paid on a semi-monthly basis. Cut off dates and pay dates will be established annually and will be available to all employees.

Paychecks must be substantiated by a time sheet or time card signed by the building administrator. Time Sheets are to accurately reflect the accrued time worked and must be turned in on the date indicated or will be carried over to the next pay period. Certain employees may be required to maintain work logs (migrant aides). Staff completing projects through a work order process will turn in copies of corresponding work orders with time sheets. If you have questions on your check, the payroll clerk must be notified within 3 days or corrections will be made on the next check if necessary.

Before payroll checks may be issued the following information must be on file in the payroll office:

1. W-4 Form - This form is used for income tax purposes, reflecting number of dependents.
2. Social Security Card - An employee must present his/her Social Security Card.
3. Copy of Drivers License.
4. Section 125 Benefit Selection Form.
5. Other pertinent information regarding membership in the District's insurance and other benefit plans, if applicable.
6. KPERS Application - If the employee will be working more than 630 hours during the fiscal year.
7. Notice of Personnel Action - The "Notice of Personnel Action" is signed by both the employee, building administrator and superintendent and states the terms of employment.

Information Necessary to Complete File in Payroll Office:

1. Completed Application.
2. Certificate of Health - The certificate of health should be completed immediately. Failure to comply with this regulation could result in checks being withheld until said certificate is on file.
3. Loyalty Oath - A loyalty oath is required of all state employees.
4. Employment Eligibility Verification (Form I-9).

#### Retirement (Board Policy GAQ)

The District follows federal guidelines in not specifying an age at which employees must retire. Retirement will be determined by a person's ability to complete the requirements of their assignment, regardless of age.

The Board reserves the right to terminate the employment of any staff member if the Board has a good faith doubt that the employee cannot fulfill the employee's contractual obligations and/or policies and rules of the Board because of a mental or physical infirmity.

The Board reserves the right to have its employees examined by a physician of its choice to determine whether or not the employee is mentally and/or physically able to fulfill the obligations of the employment contract and/or policies and rules of the Board.

The costs for any examination referred to in this rule shall be borne by the Board. After having retired from USD 210 employment, the employee may be re-engaged as a temporary employee or as a consultant upon the recommendation of the director or immediate supervisor.

If an employee has worked 10 consecutive years in the District chooses to retire with KPERS, they will be paid their unused sick leave at a rate of \$10 per day up to 80 days.

### Salary Reduction Plan (IRS Section 125)

District employees may participate in a salary reduction plan as provided by the District. Programs available under the plan include health insurance, short term disability insurance, group term life insurance and cancer insurance.

To calculate the salary reduction participation, the salary and benefits for each employee are totaled for a gross amount and reduced by the cost of the above benefits selected by the employee, if any. Taxes are calculated on the employee's gross salary after the deduction for the costs of benefits selected, resulting in a tax benefit for the employee.

An annual fringe benefit amount is paid in monthly installments by the Board for all full-time and school year classified employees to participate in an available insurance program that is offered through the District. The Board paid benefit must be applied to a selected insurance program; it cannot be taken as cash. However, employees may elect to exceed the minimum participation amount through enrolling in a payroll reduction agreement by October 1 of each year. A participant may elect to terminate his/her payroll reduction agreement or modify the benefits elected 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, election, or other change within thirty days of the date of the 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. In the event that payroll deductions exceed the earned wages in any given pay period, it is the responsibility of the employee to submit premium payments to the business office in a timely manner to enable premium payments to continue.

New employees hired after the initial enrollment date have thirty days following the date of their employment in which to enroll in the salary reduction program. A description of benefit coverage can be obtained from USD 210 Business Office.

In the event of extended illness, use of Family and Medical Leave, or depletion of accumulated sick leave balances, all payroll deduction or salary reduction commitments will be discontinued when the last eligible leave day has been used. An exception exists only in regard to medical insurance payments as is explained in the Family and Medical Leave section of Leaves, Absences and Vacations. The District may, however, allow the employee to make personal payments to the District prior to payroll dates for commitments which the employee would request the District to continue on his/her behalf. Such agreements would be subject to approval by the superintendent. See also the Family and Medical Leave section of Leaves, Absences and Vacations.

### Separation

All classified employees serve at the pleasure of the Board. As such, the at-will employee relationship of any classified employee may be terminated with or without cause at any time by the superintendent or a designated representative. Only employees in good standing will receive

reimbursement for accrued sick leave days at a rate of \$10 per day up to 80 days upon retirement only. In like manner, an employee who wishes to discontinue employment with the District is requested to submit a resignation in writing to the supervisor or administrator in charge. In order to provide for a smooth transition between employee assignments, a two week advanced notice is appreciated when possible.

#### Sexual Harassment (Board Policy GAAC)

No district employee shall be sexually harassed by an employee or non-employee or knowingly permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including but not limited to possible termination, against an employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the Board. Retaliation against anyone who participates in an investigation shall not be knowingly permitted.

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

1. Unwelcome sexually oriented communication,
2. Subtle pressure or requests for sexual activity,
3. Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship,
4. Creating a hostile work environment, including the use of innuendoes or overt or implied threats,
5. Unnecessary touching of an individual, e.g. patting, pinching, hugging, repeated brushing against another person's body, etc.,
6. Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment,
7. Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment, or
8. Sexual assault or battery as defined by current law.

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

#### Smoking and Tobacco Products (Board Policy GRAB)

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

### Solicitations

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

**By Employees:** No employee may attempt, during regular duty hours, or on school property, to sell or endeavor to influence any student or school employee to buy any item or service which would directly or indirectly benefit the school employee.

### Substitute Employees

Substitute employees are not generally hired for classified staff unless the position is one which must be filled to avoid disruption of the daily operation. An attempt to employ temporary substitutes will be made when an extended absence would cause a hardship in the overall operation of the building or department.

### Supervision

The superintendent is responsible for all classified employees, but some employees may be directly supervised by building principals or other designated employees.

### Suspension (Board policy GBK)

The superintendent may suspend an employee for any one or more of the following reasons: alleged violation of board policy, rule or regulation; the filing of a formal complaint against the employee with any civil authority or with the Board charging the employee with the alleged commission of an offense involving moral turpitude; and other just cause.

An employee may be suspended with pay. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has had a due process hearing before the Board. Said hearing shall determine whether the suspension shall be with or without pay and whether the employee will be terminated.

### Telephones

The District's telephones are provided for school business. Use of phones for personal business should be avoided whenever possible. Use of phones for social calls is not permitted.

### Training Policy

It is the belief of this school board and administration that continued growth of employees is essential. All employees need continued opportunities to grow and be productive in their jobs.

### Bus Driver Training

All bus drivers will be required to attend monthly safety meetings as set by state statute. These meetings provide current information on safety issues they may address as bus drivers.

### Training Workshops/Travel Expense

Classified personnel may be permitted to attend state, regional, and national meetings. NOTE: Any local district rules concerning payment of an employee's regular daily rate of pay while attending training meetings or workshops must comply with Fair Labor Standards Act.

Reimbursement for use of a private automobile driven to and from the location of a professional in- or out-of-state activity will be paid at a rate established by the Board. Mileage costs may not exceed the cost of other reasonable forms of travel.

Employees may pay all costs incurred and be reimbursed by the District if expenses are approved in advance. A travel expense record must be completed for each trip. All travel arrangements will be made through the superintendent.

With the superintendent's approval, classified personnel who wish to attend an approved meeting at their own expense may be allowed to attend the meeting without pay deduction.

### Use of Private Vehicle

Classified employees who use their private vehicles on a regular basis and who are entitled by prior arrangement for mileage reimbursement shall file a report showing dates, number of miles traveled, and signature of the employee with the District Office to receive payment. All payments will be made following Board approval.

### Transfers

Whenever it is deemed necessary and in the best interest of the school district, the superintendent or a designee may transfer a classified employee to any classified position for which such employee is qualified to perform the employment duties. Prior to making such a transfer, the superintendent or a designee will confer with the classified employee. Following such conference, a final decision will be made concerning the proposed transfer, and written notification of such final decision will be sent to the respective classified employee.

### Vacation

See vacation section of Leaves, Absences and Vacations.

### Volunteer

District classified employees may volunteer to work community organized benefit dinners, cancer drives, etc. without district pay. It must be a free expression of their community spirit and not an assignment made by the District or a supervisor. They may volunteer to donate work of the same type performed during their regular workday and could very well do the volunteer work in the same work area that they serve in daily.

The District facility use policy encourages the public to utilize its school buildings, equipment, and facilities. A nominal fee is charged for the use. It is sometimes necessary to assign classified employees to work in conjunction with a public event to maintain the integrity of the District's liability insurance policy. When a classified employee is assigned this duty and they perform the same work as done during their regular workday they will be paid the hourly rate

appropriate for that job description. The rate of hourly pay should be in accordance with the number of total hours already served during the pay period in which the event assignment is made. If it generates overtime then that is the rate of pay that must be issued. The work will be placed on a USD 210 timecard and paid for from the proceeds charged for the facility use. The workers in the building affected will be assigned the duty on a rotating basis. This is a function of their job description and they will serve this duty with appropriate pay or make arrangements with the superintendent and coworkers to trade one duty assignment for one on another date.

At various times, the District agrees to serve food or snack trays for its own activity programs, teacher in-service, open house, parent's night, or similar district events. The cooks in the cafeteria affected will be assigned the duty on a rotating basis. As a function of the job description they will serve this duty with appropriate pay or make arrangements with the superintendent and coworkers to trade the duty assignment for one on another date. The work served will be placed on a USD 210 timecard and paid through the next pay period process by the District.

All food and material expense for these types of activities will need to be charged to separate account with separate invoices. It is against federal procurement regulations to charge these through the child nutrition services (cafeteria). To do so would jeopardize both the federal and state reimbursements received by the District for student meals.

#### Worker Compensation

USD 210 carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for medical treatments and part of any income you may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. To be assured maximum coverage under the worker compensation law, the employee must notify the employer within 10 days of the date of injury or the claim is barred. Section I of the USD 210 Worker Compensation Accident Injury Report is to be completed by the employee; Section II of the report is to be completed by the supervisor and sent to the personnel office. The personnel office will send required information to the worker compensation carrier and maintain records of any following action.

An injury shall not be deemed to have been directly caused by employment where it is shown that the employee suffers disability as a result of the natural aging process or by the normal activities of day-to-day living. Furthermore, coverage is only available for those injuries or illnesses arising out of and in the course of employment. This would exclude injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or specifically instructed to be performed by the employee.

The employee must give oral or written notice of each accident, no matter how minimal in nature, to the employer within 10 days of the injury. An employee accident form shall be ***immediately*** filled out by the supervisor and filed with the superintendent. The injured employee also fills out an accident report form and when available "eye witnesses" to the accident are asked to fill out forms. An accident could have three separate reporting forms filed with the

superintendent (1) supervisor's form, (2) the injured employee's form, and (3) forms from eye witnesses of the accident.

If your supervisor is unavailable, employee should seek medical attention at the Designated Health Care Provider. In the event that it is a serious accident the employee should immediately report to the emergency room at Stevens County Hospital. Report the injury to your supervisor as soon as possible, but no later than the beginning of the next business day. Contact Max Williams at the Central Office if your supervisor is still unavailable. Immediately following your doctor's visit, return the release slip to your immediate supervisor and complete the "Report by Injured Employee."

The District will direct all employees to a Designated Health Care Provider (DHCP) for injuries sustained while at work. Dr. Al-Hashmi Samer located at Stevens County Medical Clinic, 1006 S. Jackson (620) 544-8563 will provide DHCP services for the District.

USD 210 will only be responsible for the first \$500 of unauthorized medical expenses if an employee seeks medical attention apart from DHCP. It will be the goal of the DHCP and the District to return the employee to work as soon as possible. When necessary, a modified duty work program may be written by the District. Referral to all specialists will be coordinated with the DHCP and workers compensation adjusters at Alternative Risk Services, LLC.

Should an employee experience an "exposure" to a known hazardous material or a suspected bloodborne pathogen they should file within 10 days an employee exposure report with their immediate supervisor.

#### Modified Duty Work Program

The purpose of this program allows employees temporarily unable to perform all the duties of their regular job an opportunity to perform productive work safely. See Appendix E for a full description of this program.

# HUGOTON USD 210 NOTICE OF PERSONNEL ACTION

NAME: \_\_\_\_\_ DATE OF ACTION \_\_\_\_\_

ADDRESS: \_\_\_\_\_ DATE PROBATION ENDS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_ SOCIAL SECURITY # \_\_\_\_\_

REASON FOR NOTICE OF PERSONNEL ACTION	TYPE OF EMPLOYEE
_____ New Employee Hired	_____ Full-time
_____ Former Employee Hired	_____ Part Time
_____ Change of Status	_____ Temporary
_____ Salary Schedule Change	_____ Substitute
_____ Leave of Absence	_____ Other
_____ Other	

REMARKS: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**PRESENT STATUS**

**REVISED STATUS**

Job Title \_\_\_\_\_

Job Title \_\_\_\_\_

Experience \_\_\_\_\_

Experience \_\_\_\_\_

Schedule Level \_\_\_\_\_

Schedule Level \_\_\_\_\_

Work days approved for this position \_\_\_\_\_

Work days approved for this position \_\_\_\_\_

\_\_\_\_\_

**PAYROLL INFORMATION  
NOT A CONTRACT FOR SPECIFIC TERMS OF EMPLOYMENT**

\_\_\_\_\_ Hours Per Day

\_\_\_\_\_ Number of Work Days Per Week

\_\_\_\_\_ Hourly Rate

\_\_\_\_\_ Time Sheet Only

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date