

# ***PERSONNEL HANDBOOK***

***CLASSIFIED STAFF***

***SUSTITUTE TEACHER***

***Employee Entry Salaries***

***Employee Benefits***

***Substitute Salaries***

***Job Duties***

***Approved by USD #281 Board of Education***

***July 10, 2017***

*Classified employees and Substitute Teachers are employees-at-will, which means their employment can be terminated at any time, with or without cause as long as it is not for a reason that infringes on a constitutional right or is discriminatory.*

### ***Mission Statement***

The community of Unified School District #281 accepts the challenges of a changing world by preparing our student to be productive and responsible members of society.

### ***USD 281 Belief Statements***

We believe that

- all students can learn regardless of previous performance or personal background;
- all students have the right to learn without being disrupted by others;
- communication is an essential part of the education process;
- students' self esteem can and should be enhanced;
- students should learn to work cooperatively;
- students share in the responsibility for their own learning and actions;
- education is a cooperative effort among the student, school, family, and community;
- all cultural and ethnic groups should be recognized and treated equitably;
- all students will be provided with educational opportunities needed to reach their full potential;
- extra-curricular activities play an important role in the educational process;
- learning is a life-long process; and
- high expectations are the basis for a strong education system.

### **Non-Discrimination Policy**

USD #281 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment of employment in its programs or activities. Inquiries should be directed to the Superintendent of Schools, P.O. Box 309, Hill City, KS 67642, phone 785.421.2135.

Title VI, Title IX, and Section 504 complaints may also be filed with US Department of Education, Region VII, Office for Civil Rights, 10220 N. Executive Hill Blvd., Kansas City, MO 64135.

## **BUS DRIVERS**

### A. Entry Salary

Beginning Salary      \$11.50  
Additional \$.15/Hr. per year of experience as determined by the superintendent

Substitute              \$11.50  
Activity                  \$10.00

### B. Job Expectations

1. New employees will be placed on a step to determine their base rate.
2. Each employee shall be entitled to two days (four trips) non-accumulative sick leave per school year. The employee will receive pay for three hours per day (1.5 hours/trip) of sick leave.
3. Each employee is allowed one day (two trips) non-accumulative leave for personal reasons. Employees will receive pay for three hours (1.5 hours/trip) for a personal leave day.
4. Activity trips will be assigned by the transportation director.
5. On overnight activity trips, the district will pay the hourly activity rate of \$10.00 for driving time to and while at an activity not to exceed fifteen [15] hours of hourly pay per day. Nine hours per day will be considered sleep time. The district will provide a room for the driver and a meal allowance of \$9 per meal to a maximum of \$27 per day. The pay rate on the return day will be the activity rate for driving time not to exceed fifteen [15] hours per day.

### C. Duties - not limited to only the listed duties

1. Reports directly to the bus transportation supervisor as his or her immediate supervisor. Any unusual occurrence involving student safety should be reported to the transportation supervisor immediately.
2. Route drivers should clean the inside of the bus at least once a week.
3. When not able to drive, the bus driver shall call the transportation supervisor for a substitute.
4. Drivers of activity trips should remain at the activity at ALL times except for one hour for meals unless the driver is needed and remain on the bus whenever students are on the bus.
5. The driver shall not drop off a student along the activity route unless prearranged by the parent and transportation supervisor.

6. The driver shall clean the inside upon return from a trip. The adult sponsor[s] for the students trip are responsible for student discipline and cleaning up any materials such as equipment, paper, and clothing along with insuring the bus is free of litter upon return from a trip. If there is a problem, the driver should inform the transportation director as soon as possible. The director will then notify the building principal responsible for the activity.
7. Drivers shall stop at all railroad crossings within 50' but not less than 15' and shall look and listen in both directions for an approaching train.
8. Each driver shall possess Commercial Drivers License [CDL] with an "S" and a "P" endorsement effective April 1, 1992.
9. Drivers shall operate the bus or vehicle in a safe, prudent, and careful manner. The maximum speeds under normal conditions are as follows:
  - a. 20 m.p.h. in a business district
  - b. 30 m.p.h. in a residence district
  - c. 45 m.p.h. on roads of dirt, gravel or sand
  - d. as posted on asphalt or concrete surface or rural interstate
10. A driver shall not leave the bus during an emergency procedure or an accident unless there is no adult or student[s] on board who may be sent for help.
11. Route bus drivers shall wait to ensure the student is able to enter his/her home or designated drop off point before leaving.
12. The bus driver's maintenance report should be completed as often as needed by all drivers, and at least one per day for regular route drivers. The original goes to the transportation director.

## **COOKS**

### A. Entry Salary

Base Salary \$9.25  
Additional \$.15/Hr. per year of experience as determined by the superintendent

Substitute \$9.25  
Dishwasher \$9.25

### B. Job Expectations

1. Employee day - Hours per day to be determined by the superintendent with a fifteen [15] minute break.
2. Employees shall not work more than the assigned amount of time unless authorized in advance by the food service director and superintendent.

### C. Duties - not limited to only the listed duties

1. Reports directly to the food service director as his or her immediate supervisor.
2. Responsible for preparing and serving the food, as well as the cleaning up of the kitchen.
3. When not able to report to work, he or she shall call the food service director for a substitute.

### D. Free Gratis Meals

1. Food service personnel shall receive meals free gratis. This includes the Food Service Director, Cooks, and Dishwashers.
2. Employees assigned by administration and approved by the superintendent to supervise students during lunch shall be provided a free gratis meal. This may include but not limited to secretaries, paraprofessionals, aids, and teachers.

**CUSTODIAL**

A. Entry Salary

Beginning Salary	\$10.75
Additional \$.15/Hr. per year of experience as determined by the superintendent	
Substitute	\$10.25

B. Job Expectations

1. Employee day - normal weekly hours shall be assigned by the superintendent.
2. Employees shall not work more than their normal weekly hours unless they have special permission of the principal and the superintendent.
3. Twelve month employees will NOT work on legal holidays except with administrative permission. Employees will be paid based on the hours per day worked to a maximum of eight hours per day for the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, Memorial Day and July 4th.
4. Each twelve month full-time employee shall be granted two weeks annual paid vacation after completing one full year. Vacation shall not accumulate and must be used prior to July 1 of the fiscal year following the year in which it was earned. Vacation time must be approved by the superintendent two weeks in advance and shall be considered on a first-come, first-served basis as determined by the superintendent.

D. Duties

1. Not limited to only the listed duties
  - a. Reports directly to the building principal.
  - b. Responsible for supervising all custodial work in the building and maintaining all buildings and grounds.
  - c. Responsible for requesting all supplies by submitting purchase orders to the principal.
  - d. Responsible for lawn mowing, snow removal, building maintenance and other duties as determined by the superintendent.

**GRAHAM COUNTY USD #281**  
**Job Description**  
**Custodian**

**PRIMARY PURPOSE:**

The job of Custodian was established for the purpose/s of providing custodial services at assigned site(s); ensuring an attractive, sanitary and safe environment for students, staff and visitors; performing a variety of special cleaning operations; and assisting in preparing facilities for classroom activities and campus events.

**QUALIFICATIONS:**

**Education/Certification:**

High School Diploma or equivalent preferred  
Previous experience in the custodial field preferred

**Special Knowledge /Skills:**

Ability to work collaboratively  
Ability to work unsupervised and identify areas of need  
Strong organizational, communication, and interpersonal skills

*SUPERVISOR:*

Reports to Lead Custodian, Building Principal, and/or Superintendent

*ESSENTIAL JOB FUNCTIONS*

- Performs building inspections to ensure building security
- Cleans buildings by sweeping, dusting, mopping, scrubbing, sealing, buffing, washing rooms, vacuuming, washing surfaces, etc.
- Performs ground maintenance by mowing, watering, sweeping and weeding
- Moves and stores furniture and equipment
- Removes snow and ice
- Requires extensive walking, stooping, pushing, carrying, climbing, bending and lifting
- Requires some flexibility in working hours
- Requires employee to be on time for shift with excellent attendance.
- Performs other duties as assigned.

*EXAMPLES OF WORK*

- General building maintenance: clean bathrooms, dust, wash windows, scrub walls, clean furniture, fill dispensers, move furniture, wash chalkboards and clean trays, assist in the cafeteria, replace light bulbs and neon tubes, remove gum, clean drinking fountains, clean trash cans, make minor repairs, check and clean equipment, open and secure building
- Floor maintenance: pick up trash from floors, remove gum, vacuum, sweep, dry and wet mop, scrub, wax and buff
- Outdoor maintenance: pick up lawn debris, shovel snow, cut grass, clean sidewalks, operate grass-cutting equipment
- Operate cleaning equipment: vacuum cleaner, scrubber, buffer, wet and dry mops, brooms
- Perform other duties as assigned.

*REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES*

- Working knowledge of cleaning materials and equipment
- Knowledge of the English language so as to understand operating instructions for cleaning equipment and materials and safety and accident prevention
- Ability to communicate effectively in writing and orally
- Ability to hear the normally spoken word at 25 feet
- Ability to work outdoors under adverse weather conditions
- Ability to climb ladders and stairs
- Ability to pick up and carry 65 pounds
- Ability to operate cleaning and grass-cutting machines
- Ability to stand for prolonged period of time
- Ability to willingly attend and participate in training sessions
- Ability to learn and practice acceptable cleaning methods
- Ability to willingly acquire skills in the operation of cleaning and grass-cutting machines used in the assigned facility and to be a self-starter
- Interact positively with students, administrators, co-workers, parents and community.
- Performs other duties as assigned

*EMPLOYEE SAFETY*

This employee is responsible for the use of safety devices and protective equipment in order to minimize the frequency and severity of work-related accidents. The employee is responsible for using safe practices and methods in the operation and supplies related to their job.

The employee is further responsible for correcting any conditions within the building or grounds that may be hazardous to employees, students, or staff assigned to the building and reporting same to the appropriate administrator.

*PRE-EMPLOYMENT PHYSICAL*

The person selected for this position must meet all requirements of the physical examination administered by a medical service selected by Graham County USD #281.

I understand and accept the responsibilities as outlined above for the job of Custodian in Graham County USD #281. I further swear that I have no pre-existing physical condition that would prevent me from performing the duties as outlined above.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

## **PARAPROFESSIONAL**

### A. Entry Salary

Base Salary	\$9.00
AA/AS degree	\$ .35/hr. additional
BA/BS degree	\$ .70/hr. additional
Masters	\$1.25/hr. additional
Additional \$.15/Hr. per year of experience as determined by the superintendent	
Substitute	\$9.00

### B. Job Expectations

1. Employee day - determined yearly by administration. Hours will include thirty [30] unpaid minutes for lunch.
2. Employees shall not work more than the weekly amount determined by the administration unless they have special permission of the superintendent.
3. Paraprofessionals shall attend in-service days as assigned by the administration.
4. Paraprofessionals are to keep inservice hours current according to state regulations.

### C. Duties - not limited to only the listed duties

1. Reports directly to the certified teacher as his or her immediate supervisor.
2. Responsible for assisting the certified teacher with follow up or reinforcement activities.
3. Responsible for any other areas which time allows for when assigned by the building principal.

## **SECRETARIAL**

### A. Entry Salary

Base Salary    \$ 9.25  
Additional \$.15/Hr. per year of experience as determined by the superintendent  
Substitute     \$ 9.25

### B. Job Expectations

1. Employee day - Eight [8] hours [8 a.m. to 4 p.m.]
2. Employees shall not work more than forty [40] hours per week unless they have special permission of the principal and the superintendent.
3. Secretaries to the principal shall report to work two weeks prior to the first day of classes and remain two weeks after the last day of classes. Any other days shall be approved by the administration in advance.

### C. Duties - not limited to only the listed duties

1. Reports directly to the building principal as his or her immediate supervisor.
2. Responsible for all typing for the building principal.
3. Responsible for all bookkeeping required by the office of the principal [activity account, lunch receipts, etc.].
4. Others duties as assigned.

## SCHOOL NURSE

### A. Entry Salary

LPN

RN

Base Salary

\$11.00

\$13.25

Additional \$.15/Hr. per year of experience as determined by the superintendent

Substitute

\$11.00

\$13.25

### B. Job Expectations

1. Employee day - to be determined by the superintendent.
2. Employees shall not work more than forty [40] hours per week unless approval is given by the superintendent.
1. Employee shall report to work one week prior to the first day of regular classes if requested by administration.
4. Employee shall not work on holidays or days school is not scheduled without the approval of the superintendent.

## **SUBSTITUTE TEACHER**

### **A. Salary and Duty Day**

1-5 Days - \$11.25 per hour

6-30 Days substituting for the same teacher – \$12.00 per hour

31+ Days substituting for the same teacher – \$16.25 per hour

1. Substitutes shall be paid a maximum of eight (8) hours per day
2. Substitute teachers shall be paid on the 23<sup>rd</sup> of the month by direct deposit unless the 23<sup>rd</sup> falls on a holiday or weekend. In such case, the deposit will be made on the day prior to the holiday or weekend.

### **B. Job Expectations**

1. Arrive early if possible. This is especially important the first day you are substituting for a teacher so you can get the “Lay of the Land” and have time to ask questions if need be.
2. Under normal circumstances expect to be called between 6:30 am and 8:00 am
3. Upon arrival at school check in with the office to receive information and instructions regarding the assignment. Write your name and hours on the time card along with the teacher for which you are substituting.
4. Be professional in your dress and your dealings with students. Do not compare one teacher to another, one school to another, or one set of boys and girls with another.
5. Correct papers you are able to correct and leave a note for the teachers explaining any student issues or problems you encountered during the day.
6. If there are student behavior issues beyond your expertise call the building principal for support.

## **TRANSPORTATION DIRECTOR**

### **A. Job Expectations**

1. Works the normal weekly hours [excluding one hour for lunch], Monday through Friday, except as notified.
2. Flexible hours may be used during the summer if approved by the superintendent.
3. Employee will NOT work on legal holidays except by permission of the superintendent. Employees will receive eight [8] hours pay for the following holidays: Labor Day, Thanksgiving Day, Christmas Day, New Years Day, Memorial Day and July 4th.
4. Each twelve month, full time employee shall be granted two weeks annual paid vacation. Vacation days will be considered eight hours per day. Vacation time has an anniversary date of July 1, and is to be scheduled during the summer months.

### **B. DUTIES - not limited to only the listed duties**

1. Reports directly to the superintendent of schools.
2. Responsible for supervising all drivers for routes and activities.
3. Responsible for maintenance of all district vehicles, repair of equipment and all bus garage activities.
4. Responsible for the external appearance of vehicles.
5. Responsible for purchasing all supplies [bid or otherwise] by submitting purchase orders to the superintendent.
6. Responsible for providing transportation reports to the superintendent each month or as requested.
7. Responsible for assigning drivers to activity trips. Each building principal should provide a schedule to the director at the first opportunity. The director will then schedule the driver.
8. The director is responsible for checking gasoline amount in the bulk tank and reporting to the superintendent when requested or when the level is under 2,000 gallons.

## **COMPENSATION**

For the purpose of KPERS, health insurance, and leave qualifications, a full time classified employee is anyone employed at least three and one half hours per day for 180 days for a total of 630 hours per year.

**PAY DAY** - Classified staff will be paid once a month by the 23rd of each month. Full time classified employees may choose to be paid nine months or over a twelve month period at the beginning of each school year.

**FRINGE BENEFITS** - Full time classified employees may choose to participate in a Section 125 Salary Reduction Plan as part of their total compensation amount. USD 281 shall pay the employer's share of the board-approved Health Insurance Plan with dental coverage for full time employees. The Board may offer a matching 403(b) plan. The matching amount shall be determined by the board.

**HEALTH INSURANCE** - Full-time employees may participate in the district health insurance benefit selected by the board.

## **LEAVES**

**SICK LEAVE** - Classified staff will earn 1.3 days [eight hours per day maximum for a defined hourly day] of sick leave per month. Sick leave will be defined as the illness of the staff member or illness in the immediate family. The immediate family of the classified staff member will be defined as the spouse, mother, father, brother, sister, one's own children, step children, grandchildren, grandparents or any other person who makes his or her home permanently in the house of the classified staff members, as well as the same relationships of one's own spouse.

When individual sick leave is exhausted a classified employee may receive a donation of ten [10] more total days per year whether from one classified employee or a combination of classified employees for sick leave purposes.

**MATERNITY/PATERNITY LEAVE** - Maternity/Paternity leave of up to six weeks will be allowed immediately following the birth of a child or the adoption of a child under age 5 according to the Family Leave Act. The adoption of a step child or foster child will not be included. If the classified staff member does not have accumulated sick leave to cover the leave time, leave may be taken as leave without pay.

**PAY FOR SICK LEAVE** - A classified employee who has been employed in the district for at least ten [10] consecutive years will receive \$35.00 for each day of accumulated full pay sick leave upon retirement, upon leaving the district, or upon the death of the employee [not to exceed ninety days]. Resignation for any reason other than disability or death before the end of the school year or before the beginning of the next school year could cancel payment of the accumulated sick leave.

ANNUAL SICK LEAVE BUY BACK - Leave in excess of ninety (90) days at the end of each contract year will be bought back by the board at a rate of \$35.00/Day. **The total dollar amount for all annual sick leave buy back shall not exceed \$2,695 in any given school year. Should the number of days exceed \$2,695, the daily amount will be prorated and staff will be paid per day according to the prorated daily amount.**

PERSONAL LEAVE - Each first year classified member will be allowed a maximum of one day [eight hours maximum] per semester of non reimbursable, non accumulative personal leave. After the first year, classified employees will receive two personal days [eight hour maximum for each day] for the year. A third day of personal leave may be obtained by trading one day of sick leave per year for a personal day. No personal leave will be used the day before or the day after a school vacation, unless an emergency exists. The Board will consider the emergency upon notice by the superintendent at a board of education meeting.

JURY DUTY - An employee called to jury duty may be paid regular school wages if an employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.

### **NON-CHARGEABLE TEMPORARY LEAVES**

FUNERAL LEAVE - Leave shall be granted for up to five (5) days [eight hours per day maximum] per occurrence of death within the classified staff member's immediate family without salary deduction. Any additional leave time necessary will be charged to sick leave unless the classified employee wishes to use personal leave. Funeral leave for other than immediate family may be taken as necessary. The first day of such leave will not be deducted. Any additional leave time necessary will be charged to sick leave unless the employee wishes to use personal leave.

PROFESSIONAL LEAVE - Classified employees may be directed or permitted to attend workshops and other informational meetings. Upon approval, professional leave will be granted [normal work day hours up to eight hours per day maximum] to attend the meeting.

LEGAL LEAVES - Employees called for jury duty may be paid regular wages if all pay except reimbursement for mileage and subsistence is paid to the district.

Employees will NOT be paid regular hourly wages for court appearances where the employee is the defendant in any criminal action, and where he or she is ultimately determined to be guilty of such action; or there is any suit against the employee or the district arising out of the operation of the schools.

Any employee bringing legal action against the district will not be compensated for time lost.

## **RACIAL HARASSMENT**

District employees shall not racially harass, or permit racial harassment of a student by another employee, student, non-employee or non-student. Neither shall a student racially harass another student or other students. Violations of this policy shall result in disciplinary action against the student[s] involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy, If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

## **SEXUAL HARASSMENT**

District employees shall not sexually harass or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or other students. Violations of this policy shall result in disciplinary action against the student[s] involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the principal is the object of a harassment complaint, the student may bypass the principal and report directly to the superintendent. The board shall hear complaints against the superintendent.

*This handbook is intended to be used for your information. It does not contain all the policies and procedures of USD 281 which are located at the USD Central Office.*