

USD 298 Lincoln



Classified Handbook

Board of Education
133 E Lincoln Ave
Lincoln, KS 67455
(785) 524-4436

Lincoln Elementary School
304 S. 4th Street
Lincoln, KS 67455
(785) 524-4487

Lincoln Jr/Sr High School
701 E North Street
Lincoln, KS 67455
(785) 524-4193

Accreditation

USD 298 Lincoln schools are fully accredited in compliance with the requirements of the Kansas State Department of Education.

Mission Statement

Owning Today, Preparing for Tomorrow

The mission of the Lincoln Schools is to provide excellence in teaching, promote life-long learning, and to foster a creative, caring environment by utilizing training, technology, communication, leadership, and community involvement.

The students at Lincoln USD #298 will be challenged to reach their fullest potential and to be competent and knowledgeable in our today's society.

USD #298 Lincoln Board of Education

David Bell
John Buttenhoff
Jason Coover
Jeana Eckhart
Jessica Kobbeman
Bree McReynolds-Baetz
Dale Romesburg

Scott Crenshaw, Superintendent
Nikki Flinn, Principal
Greta Obermueller, Board Clerk
Norma Kobbeman, Deputy Board Clerk
Jill Money, District Treasurer



Home of the Leopards

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CLASSIFIED EMPLOYEES HANDBOOK

INTRODUCTION

Purpose

This handbook was prepared to provide in written form, USD 298 policies, procedures and practices which pertain to classified staff. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make the decisions that establish USD 298 policies. The execution of these policies is the responsibility of each employee.

Employees will be responsible and held accountable for adhering to all policies, rules, directives and procedures prescribed by the district. This will include but is not limited to school board policies, school handbooks and applicable federal and state statutes.

No employee, while on or using school property, otherwise acting as an agent or working in an official capacity for the district, shall engage in:

1. Physical or verbal abuse of, or threat of harm to, anyone;
2. Causing damage or threat of damage, to district property;
3. Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds;
4. Use, possession, distribution or sale of alcohol or of drugs or other illegal substances;
5. Use of profane or abusive language, symbols or conduct;
6. Harassment or discriminatory behaviors;
7. Failure to comply with the lawful direction of district officials, security officers or any other law enforcement officer or failure to identify oneself to such officials or officers when lawfully requested to do so; or
8. The carrying or possession of a weapon in school buildings without authorization from the appropriate administrator.

Employee Code of Conduct

Every employee of the Lincoln Unified School District has an obligation to render the performance of duties in a manner that is honest, professional and courteous.

Below is a partial list of school board policies applying directly to district staff conduct. This short summary of content is given for the convenience of staff members, noting that the full policies,

for which staff / faculty are responsible, are available in hard copy and in electronic format in all schools.

Drug and Alcohol Free Workplace

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/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. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. 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 a program.

Bullying

USD 298 prohibits bullying in any form by any student, staff member or parent towards a student or staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and / or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Tobacco Use

Lincoln USD 298 is a tobacco-free school district. The use of tobacco products in any form is prohibited in all buildings, athletic fields, stadiums, vehicles and on all school grounds owned or operated by USD 298. This policy includes all students, staff members, patrons, visitors, spectators and groups using or renting district facilities. A district employee who violates the terms of this policy shall be subject to disciplinary action.

Staff-Student Relations

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a romantic and / or sexual nature with any student at any time regardless of the student's age or consent.

Ethics

A staff member in the performance of his / her duties shall: recognize basic dignities of all individuals with whom he / she interacts in the performance of his / her duties, exercise due care to protect the mental and physical safety of students, colleagues and subordinates for whom he / she is responsible.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district in any district education program or district activity is strictly prohibited.

All forms of sexual harassment are prohibited at school, on school property and at all school-sponsored activities, programs or events.

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

It shall be a violation of this policy for any employee to discourage a student or another employee from filing a complaint or fail to investigate or refer for investigation, any complaint lodged under the provisions of USD 298's Sexual Harassment policy. Violations of this policy by an employee shall result in disciplinary action, up to and including termination.

Complaints of sexual harassment will be promptly investigated and resolved.

Racial and Disability Harassment

USD 298 is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district in any district education program or activity is strictly prohibited.

It shall be a violation of this policy for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the

provisions of this policy. Violations of this policy by an employee shall result in disciplinary action, up to and including termination.

Complaints of discrimination should be addressed to an employee's supervisor or to the superintendent. Complaints against the superintendent should be addressed to the board of education.

Solicitations of Staff

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

Solicitation by Employees - 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.

I. Definition of Personnel

USD 298 classified personnel shall include all maintenance, custodial, grounds, cafeteria, secretarial, aide and para professional positions.

GLOSSARY OF TERMS FOR CLASSIFIED PERSONNEL

Note: A classified employee's time shall be calculated in relation to an eight (8) hour day.

Non-Exempt Employee: A non-exempt employee is issued an "At-Will Work Agreement" outlining terms of employment, number of hours to be worked daily, wage per hour, days per year, immediate supervisor, etc. A non-exempt employee must submit a time card signed by his / her immediate supervisor.

Exempt Employee: An exempt employee is issued an "At-Will Work Agreement" outlining terms of employment, duties of employment, annual salary, vacation, holidays, etc. The Fair Labor Standards Act (FLSA) defines who may qualify as an exempt employee. No time sheet is required and no overtime is afforded to exempt employees.

Full-Time Position: A full-time classified employee works eight (8) hours a day, forty (40) hours a week, two-thousand eighty (2,080) hours a year.

School-Time Position: A school time position is one that is consistent with the school year as opposed to full-time. Examples include aides, para professionals, food service,

building personnel and library aides. Generally employees in this category do not work when school is not in session.

Part-Time Position: A part-time classified employee works less than eight (8) hours a day, forty (40) hours per week and / or less than two-thousand eighty (2080) hours a year.

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

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

Overtime: Overtime hours are those worked in excess of forty (40) hours a week by non-exempt employees. All overtime must be approved in advance by the appropriate administrator / supervisor.

Compensatory Time: Employees are not permitted to receive compensatory time in lieu of overtime without the prior approval by the appropriate administrator / supervisor.

Work Week: The work for the district shall begin at 12:00 a.m. on Sunday and ends at 12:00 p.m. on the following Saturday.

II. Employment

USD 298 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.

Complaints of discrimination should be addressed to an employee's supervisor, the building principal or the Superintendent, USD 298's compliance coordinator. Complaints against the superintendent should be addressed to the Board of Education.

A. Positions

USD 298 will hire classified personnel as the needs of the district dictate.

B. Qualifications and Duties

Comprehensive job descriptions for each classified employee category are located in the Board Clerk's office and on USD 298's website.

C. Recruitment

The district will recruit classified personnel to fill existing or proposed vacancies.

An applicant supply file will be maintained for all positions, and vacancy announcements for open jobs will be circulated throughout the district. Candidates for positions will be interviewed and employees assigned to buildings may also be interviewed.

Selected candidates, internal and external, will be interviewed by the respective supervisors. After interviews are completed, the superintendent will make a recommendation for employment to the Board of Education.

D. Criminal Background Check

All applicants for employment shall be required to undergo a criminal background check. All offers of employment shall be conditioned upon the results of the criminal background check as determined by the superintendent or the board. Failure of an applicant to grant permission to complete a criminal background check will void any conditional offer of employment.

E. Health Examinations

Kansas law requires each staff member to secure a certificate of health, signed by a licensed physician, including testing for tuberculosis, for those employees who come into direct contact with students. The form for the certification of health is provided by the Kansas State Board of Health and may be obtained from the superintendent's office. The expense of the initial physical examination is to be borne by the staff member. Any additional required health certification shall be partially or fully reimbursed by the district up to a maximum of \$50.00 per examination.

F. Assignment and Transfer

The district reserves the right to assign, reassign or transfer all classified employees. Employees are welcome to request transfers; however, all transfers shall be approved by the superintendent. If a transfer request of a school employee cannot be honored at the time of the request, such request will remain current and be considered throughout the duration of the contract year. A transfer request must be filed with the superintendent through the building principal to whom the employee is directly responsible.

All applications from individuals desiring consideration for another position which exists or may exist will be filed in writing with the superintendent. A transfer request may originate with the superintendent, the employee or the employee's immediate supervisor.

G. Supervision

The superintendent has the right and responsibility to generally supervise all classified employees with immediate supervision as follows:

1. The Superintendent / Food Service Director will supervise Head Cooks, Cooks and Food Service Aides.
2. The Director of Operations and Maintenance will supervise Grounds Keepers and Custodians.

Principals will supervise all other classified personnel assigned to their buildings, including but not limited to secretaries, teacher aides and computer technicians.

H. Professional Development

Classified employees, if required for their position, must keep track of their own professional development points and submit total points to their principal, before checking out of their building annually. It is the classified employee's duty to know how many professional development points they need each year in order to perform their duties. In keeping with the best practices of the Kansas Department of Education all classified USD 298 paraprofessionals will be required to complete twenty hours of continuing education hours annually relating to their job assignments. A log of completed Professional Development hours shall be turned into the Building Principal by the paraprofessional by May 1st of each school year.

I. Suspension

Classified employees may be suspended with or without pay by the district.

J. Grievance Procedure

The purpose of this procedure is to provide a method for resolving any grievance by a classified employee which may arise from interpretation or application of any rule, regulation, or policy of the USD 298 Board of Education, as it specifically relates to employee / employer relationships.

Each employee is urged to confer, in an informal manner, with his / her immediate supervisor in an effort to resolve the grievance. If this is not successful, the following procedure will be used to resolve grievances.

1. The grievance will be presented in writing to the immediate supervisor who will render a written decision within ten (10) days to the employee. If unsatisfied with the decision of the immediate supervisor, the employee may submit the grievance and a copy of the immediate supervisor's response to the superintendent.
2. The superintendent shall respond in writing to the employee within ten (10) days. If unsatisfied with the decision of the superintendent, the complainant has the

right to appeal to the Board of Education. The decision of the Board of Education will be final.

3. No reprisals of any kind will be taken by the district or the school administration against any employee by reason of participation in the grievance procedure.

K. Personnel Evaluation

New classified employees will be on probation for thirty (30) calendar days. This will permit the employee to adjust to new duties and become acquainted with operational procedures of the district.

Following the first thirty (30) days on the job, the work performance of the new employee will be reviewed by the immediate supervisor. At that time, employment may be continued or terminated. Thereafter, evaluation will be completed on an annual basis or as deemed by the district supervisory and / or administrative staff and in accordance with Board policy.

It is understood that during the course of a work day, there is constant communication between the employer and employee. Problems or questions of either party should be discussed when the need arises.

L. Resignation/Termination

Any employee who wishes to resign should submit a written letter to his / her immediate supervisor at least ten (10) working days prior to resigning.

Any employee may be terminated with or without cause by the superintendent. A letter of termination should be delivered to the employee by his / her immediate supervisor or district administrator ten (10) working days prior to the date of termination.

M. Attendance

Your attendance is extremely important to the success of our school district. We expect employees to strive for perfect attendance and to arrive for work on time. We recognize that, on occasion, you may not be able to come to work or need additional time before you arrive. Sickness and other emergencies cannot always be anticipated and may require you to miss all or part of your work day.

If you cannot report to work as scheduled, you MUST notify your supervisor or building principal. If your need for time off is foreseeable, you must provide as much notice as possible. If your need for time off is not foreseeable, you must provide as much notice as possible, but in no event less than one (1) hour prior to your normally schedule starting time. Of course, if you cannot contact your supervisor or building principal yourself, you must have someone do it for you.

When you contact your immediate supervisor or building principal you must let them know for how long you will be out and when you expect to return or, as the case may be, arrive for work.

You must submit documentation for absences due to illness of three (3) consecutive days or more. Generally, you must provide a document from your doctor or other recognized health care provider that would justify your absence. Likewise, you will need to provide documentation justifying your return to work.

Excessive absences or lateness and excessive patterns of absences or lateness may lead to disciplinary action, up to and including termination. If you are absent from work for three (3) consecutive days without notice, the school district will consider that you have voluntarily resigned your position.

N. Personal Communications Device Usage Policy

Employees shall make an effort to only use such devices in appropriate situations and locations.

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Staff use of communication devices – that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor is prohibited. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district and employees who are responsible for supervising and / or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when doing so interrupts or interferes with classroom instruction unless the device is being used to instruct the students being supervised at the time, or when the use is necessary to the performance of an employment-related duty, or the employee has received specific and direct permission from a supervisor to do so if there is an emergency.

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use a communication device when driving district-provided vehicles, operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job or supervising students who are entering or exiting a vehicle, crossing thoroughfares or are otherwise attempting to safely reach their destinations.

Camera Phone Usage – Camera phones can present risks to individuals while on school grounds and at school functions, potentially compromising students privacy. Do not take pictures of students without permission from school administration. Do not post student photos on personal social media applications, Facebook, Snap Chat, Instagram, etc., without permission from school administration.

III. Payroll Information, Compensation, Benefits and Services Compensation

A. Payroll Information

District employees must file with the Administration Office, a Form W-4 (Federal Income Tax Exception Certificate), K-4 (Kansas Withholding Allowance Certificate), I-9 (Employment Eligibility Verification), a copy of their drivers' license, as well as a copy of their social security card and a signed oath of allegiance.

A time management system (Attendance on Demand) is utilized by the District. Administrators approve all hours worked.

Employees will be paid on the 10th of each calendar month. If the 10th of the month falls on a weekend or a holiday, then employees will be paid the proceeding Friday.

Classified employees may participate in benefits provided through the district's Section 125 cafeteria plan. All such benefits shall be the responsibility of the employee through salary reduction or deduction.

B. Salary

Classified employees shall be paid according to federal wage and hour laws at a rate established by the Board of Education. Placement of new employees is based on their previous work experience and professional training as well as responsibility assumed in their USD 298 position.

The employment of part-time, seasonal or temporary personnel will be approved in advance by the superintendent.

Salary increases, when granted, will begin July 1 of each year or as soon thereafter as the employee returns to work.

C. Kansas Public Employee Retirement System (KPERS)

Classified personnel who work for the district 630 hours or more per year will be required to be a member of the Kansas Public Employees Retirement System (KPERS). Complete information concerning this program is available at the Board Office.

D. Health Insurance

Classified personnel are eligible for a health insurance benefit if employee works at least thirty (30) hours per week and has a work agreement. The District will not pay cash in lieu of health coverage. Dental or vision coverage may not be considered part of this coverage. Nine and one-half (9.5) and ten month employees are required to reimburse the premium to the district for their share of the health insurance premium for the summer months. This amount will be deducted from pay throughout the school year under the Section 125 Cafeteria Plan (summer health insurance) for tax purposes.

E. Worker's Compensation

It is the policy of the Board of Education to provide Worker's Compensation Insurance to personnel to compensate for personal injury from an accident arising out of and in the course of their job responsibilities. The following practice must be followed should an employee sustain a work related injury that does not require calling 911 or is non-life threatening.

- The employee's supervisor must be notified as soon as possible after the accident / injury has occurred.
- The employee or supervisor must contact the Board Clerk as soon as possible to report the accident / injury.
- The employee and the employee's supervisor must complete the appropriate Accident Report Forms and file these forms with the Board Clerk within 24 hours of the accident / injury.

For any day that an employee received disability reimbursement under the Worker's Compensation law for compensable illness or accident arising out of or in the course of his / her employment, the employee's payment for accumulated leave and compensation shall not exceed 100 percent of their regular gross salary or one full day's pay.

Deductions from an employee's accumulated leave shall be pro-rated on that portion of salary paid by the district. At such time as accumulated leave and / or vacation time has expired or at such time as the employee may elect not to use accumulated leave and / or paid vacation time, the employee will receive only Worker's Compensation pay.

Employees are expected to return to work immediately upon receipt of a medical release.

F. Probationary Period

All newly hired classified employees will be placed on a 30-day probationary period whereby they would not be paid for personal leave, sick leave or receive holiday pay. Employees would be eligible to participate in the group health insurance plan and are required to participate in KPERS immediately.

G. Sick Leave Policy

Each classified twelve (12) month employee will be granted the equivalent in hours to twelve (12) leave days (11 sick and 1 that can be used for personal leave). Each classified ten (10) and nine and half (9.5) month employees will be granted the equivalent in hours to eleven (11) days (10 sick and 1 that can be used for personal leave).

Sick / Personal leave days will be granted at the beginning of each contract year. Days not used during the contract year may be accumulated to seventy (70) days. Any days in excess of the amount necessary to achieve the maximum accumulation of seventy (70) days will be paid to the employee at a rate of \$57.50 per day.

For those employees who begin working during the year, a prorated schedule will be used to determine sick leave (one day (hourly equivalent) per month worked) once they have completed their probationary period.

Eleven (11) days per year may be used for illness in the immediate family or for bereavement leave. Employees who request the use of sick leave in excess of eleven (11) days per year for illness in the immediate family and other emergency situations must seek approval by the administration.

If an employee works less than 630 hours, no sick leave will be paid.

H. Annual Leave

Each full time twelve (12) month employee will earn a two (2) week (10 working days equivalent in hours) annual leave yearly prorated to the number of hours employed to work per day. Twelve (12) month employees who have worked twelve (12) years or more will receive three (3) weeks (or fifteen (15) working days equivalent in hours) of vacation.

Each ten (10) month employee will earn five (5) days annual leave yearly prorated to the number of hours employed to work per day.

For employees who begin working during the fiscal year, a pro-rated schedule will be used to determine annual leave. Annual leave days for new employees may not be taken until the completion of one year of employment (fiscal year).

Employees who work less than ten months such as paras, summer help, part time custodian and others are not eligible for paid annual leave.

First year employees who resign or whose employment is terminated prior to June 30, WILL NOT be entitled to vacation pay. For employees with one year or more experience in the district, who resign giving two (2) weeks' notice the pro-rated schedule will be used to determine days of vacation earned.

If an employee works less than 630 hours, no annual leave will be paid.

I. Family and Medical Leave Plan

As provided by federal law, the Family and Medical Leave Act (FMLA) grants eligible employees up to twelve (12) weeks of job protected leave during a twelve (12) month period. A twelve (12) month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses who are eligible for FMLA leave and are both employed by the district are eligible for a total of twelve (12) weeks of leave during any 12-month period if the leave is taken for the birth of the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoptions or foster care or to care for the child after placement or to care for the employee's parent with a serious health condition.

This leave shall be unpaid leave. However, if the employee has any paid vacation, personal or sick leave that is available for use because of the reason for the leave, the paid leave shall be used concurrently with the annual family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 (twelve) months and / or has worked in least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

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 USD #298 Lincoln at the Board of Education Office on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within thirty (30) days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at leave fifteen (15) days prior to the termination.

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as is practical.

J. Holidays

A. Following is a list of paid holidays for twelve (12) month (full-time) employees:

Independence Day
Labor Day
Thanksgiving Vacation (Wednesday, Thursday & Friday)
Christmas Vacation (three (3) days)
New Year's Vacation (two (2) days)
Good Friday or the Monday after Easter (per approved USD 298 Calendar)
Memorial Day

B. Following is a list of paid holidays for the ten and a half (10.5) month personnel (school and/or part-time). Those employees working less than eight (8) hours per day will receive pay based on their work day (average numbers of hours worked per day) for the following holidays:

Labor Day
Thanksgiving Vacation (Wednesday, Thursday & Friday)
Christmas Vacation (three (3) days)
New Year's Vacation (two (2) days)
Good Friday or the Monday after Easter (per approved USD 298 Calendar)
Memorial Day

C. Following is a list of paid holidays for the nine month personnel or less (school time and / or part-time). Those employees working less than eight (8) hours per day will receive pay based on their work day for the following holidays:

Labor Day
Thanksgiving (Wednesday, Thursday & Friday)
Christmas (three (3) days)
New Year's Vacation (two (2) days)
Good Friday or the Monday after Easter (per approved USD 298 Calendar)

D. If an employee works less than 630 hours, no holiday leave will be paid.

K. Retirement Health Insurance

1. USD 298 allows for retirees of USD 298 and their spouses to continue participation at their expense in the group health insurance plan until such time as the retiree/spouse reaches age sixty-five (65).
2. After age sixty-five (65), the retiree and/or spouse may not remain covered by the USD 298 group health insurance plan. This is in accordance with the guidelines of Blue Cross/Blue Shield Health Insurance.

L. Retirement Sick Leave Pay

When a classified employee working a minimum of 1,200 hours per year retires and has accumulated sick leave at the end of their last contract year, the Board will pay the ending hourly wage of the total accumulation of sick leave in one lump sum payment. The classified employee must meet the following criteria:

- Retirement is defined as meeting the requirements for KPERS retirement.
- The classified employee must have been employed in the district for at least ten (10) consecutive years prior to retirement.

M. Snow Days

In the event that school is cancelled due to snow / weather, classified employees will be compensated at their regular daily rate of pay.

N. Activity Pass

Each regularly employed person on the district payroll will be given an activity pass for him / herself and his / her spouse.

O. Purchases/Purchase Orders

No purchases are to be made without supervisor's prior approval and / or an approved purchase order.

CIVIL RIGHTS NOTIFICATION FOR USD 298 LINCOLN, LINCOLN, KANSAS

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 298 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex (including gender identity and sexual orientation), age or handicap in admission or access to, or treatment or employment in its programs and activities. Any person having inquiries concerning Unified School District 298 compliance with the regulations implementing Title VI, Title IX or Section 504 is directed to contact the Superintendent of Schools, 133 East Lincoln Avenue, P.O. Box 289, Lincoln, Kansas, 67455, 785-524-4436. The superintendent has been designated by Unified School District 298 to coordinate the institution's efforts to comply with regulations implementing Title VI, Title IX and Section 504. Title VI, Title IX and Section 504 complaints may also be filed with the Regional Office for Civil Rights. Address correspondence to:

Office for Civil Rights
U.S. Department of Education
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
Telephone: (816) 268-0550
Facsimile: (816) 268-0559
Email: OCR.KansasCity@ed.gov

Child Abuse

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 Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF 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.

Lincoln USD #298

Acknowledgment of Receipt of Handbook

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

I, {_____}, do hereby acknowledge receipt of the classified staff handbook.
Print Name

I have read it, and I understand the contents. Further, I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed 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, employee agrees to follow the 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 whom are 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: _____