

U.S.D. 224 CLASSIFIED
PERSONNEL HANDBOOK

2023-2024

Clifton Clyde High School
785-446-3444

Clifton Clyde Middle School
785-455-3323

Clifton Clyde Grade School
785-455-3319

District Office
785-446-2098

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Calendar

Clifton-Clyde USD 224

2023-2024

July				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

August				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

17.5/13

September				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

20/20

October				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

21.5/19

November				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

19/19

December				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

13/13

181 Contract Days

170 Contact Days

January				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

21/19

February				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	

20.5/19

March				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

15/15

April				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

21/21

May				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

12.5/12

June				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

Approved: 3/6/23

August

- 9-11 Teacher In-service Days
- 14 Teacher Workday
- 14 Open houses (.5 contract)
- 15 First Day of School

September

- 4 Labor Day

October

- 9 Teacher Work Day AM/PTC 12-7 pm
- 13 End of First Quarter/No School
- 27 Teacher In-service/Workday

November

- 22-24 Thanksgiving Holiday

December

- 19 End First Semester
- 20-31 Winter Holiday

January

- 1-2 Winter Holiday
- 3 Teacher workday
- 4 School Resumes
- 15 Teacher In-service Day

February

- 15 Teacher Work Day AM/PTC 12-7 pm
- 16 No School

March

- 8 End Third Qtr
- 11-15 Spring Break
- 29 Good Friday - No School

April

- 1 No School

May

- 16 Last Day of School - full day
- 17 1/2 Teacher Workday
- 27 Memorial Day

- No School Day
- First Day, End of Quarter, Last Day
- Teacher In-service Day- No Classes
- P/T Conferences
- Teacher Workday

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Acknowledgement of Receipt of Handbook

I, _____, do hereby acknowledge receipt of the classified staff handbook.

Further, I understand:

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

Signature of Employee

Date

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EQUAL OPPORTUNITY EMPLOYER

Unified School District #224 is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin, disability, or genetic information. Any incident of discrimination in any form shall promptly be reported to the Superintendent of Schools, 616 N. High St., Suite 2, Clyde, KS, 66938-9637 for investigation and corrective action.

MISSION STATEMENT

It is the mission of USD 224 to provide a positive learning experience for all students to achieve their highest potential as productive members of a global society.

ADMINISTRATIVE RESPONSIBILITY

The policies and regulations of the Board of Education shall be administered by your immediate supervisor under the direction of the Principal and Superintendent.

PURPOSE

The goals and objectives set forth in this handbook are to create the best possible educational climate for the students of the district. These policies and regulations are designed to prevent misunderstanding by the personnel of the district about their duties, rights and responsibilities, as well as to provide initial information to new personnel.

Nothing in the handbook in any way creates an express or implied contract of employment. All classified employees are employed on an "at-will" basis regardless of their length of service and may be dismissed at any time without cause.

AVAILABILITY

A copy of this handbook shall be provided to each classified employee.

UPDATING OF HANDBOOK

This handbook will be reviewed as needed and if revisions, additions, or deletions are approved by the Board, updated copies of the changes will be made available to all appropriate employees.

DEFINITION

Classified personnel are those staff members who perform services which do not require teacher, administrative or other licensure granted by the Kansas State Department of Education. Classified personnel include, but are not limited, to the following classifications: Aides, Clerical, Custodial, Data Processing, Transportation, Food Service, Maintenance, Paraprofessionals, Secretarial and Student Employees.

ACCIDENTS

If an accidental injury to a classified employee arises out of and in the course of employment, the supervisor/director/building principal must be contacted immediately. The supervisor will advise if it is necessary to make a claim on worker's compensation insurance. If it is determined a worker's compensation claim is needed, please refer to that section in this handbook. Employee must notify their immediate supervisor as soon as possible following an accident.

ACTIVITY PASSES

Admission shall be allowed to athletic contests upon the presentation to the officials managing the contests one of three types of passes.

Blue Valley/Twin Valley League Pass

This pass shall be issued through the district administration in cooperation with the league secretary according to rules established by the Blue Valley/Twin Valley League.

U.S.D #224 Pass

These passes shall be issued by the superintendent's office. The superintendent is authorized to issue passes to:

1. Board of Education members
2. District employees

(These passes shall include spouse and public school age children of employees and board members)

Any individual who is a volunteer worker for athletic events is to be admitted free along with his or her spouse to all home games of the seasons. Passes are to be distributed upon the discretion of the building principal.

Golden Age & Handicapped Pass

These passes will be issued to senior citizens (65 years or older) and handicapped patrons who live within the district upon proper application.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are of extreme importance in the operation of a school district. When an employee is absent, late to work, or late returning to work, it may be necessary to assign another employee or substitute to perform the duties which are necessary for the day-to-day operation of the district. It is realized that there are times when personal or health problems may cause the absence of an employee; however, the orderly operation of the support services of the school district is a necessity. If you need to be absent from your job for any reason you are required to notify your immediate supervisor as soon as possible.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

The board shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

CALLING TREE

In the event of a tragedy, we will use the calling tree for the district.

COMMUNICATION

Communication is vitally important. When wondering whether or not to contact the building supervisor about some situation, the best way is to contact him/her.

COMMUNICABLE DISEASES

Whenever an employee has been diagnosed by a physician as having a communicable disease such employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health may be excluded from district owned or operated property for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery of the illness, when the employee is no longer contagious as authorized by the employee's physician or local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the employee's physician or local health officer indicating that the employee is free from all symptoms of the communicable disease.

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician or local health officer before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration the physical condition of the employee and the following factors:

- The nature of the risk;
- The duration of the risk;
- The severity of the risk; and

- The probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except as allowed by state or federal law.

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students.

COMPLAINTS

Staff members should refer any complaint to their immediate supervisor or the building principal if it is a building level problem or to the superintendent if it is a district wide problem. If the complaint is not satisfactorily resolved at the administrative level, the complaint may then be referred to the board. The board shall then grant a hearing if it believes it is necessary.

CONFIDENTIALITY

Information learned at school or related to the school district should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of specific individuals, could result in disciplinary action being taken against the employee, including termination.

CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity, which may be construed as a conflict of interest or which detracts from the effective performance of their duties. 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 such item, which would directly or indirectly, benefit said school employee. No school employee will enter into a contract for remuneration in excess of \$25,000 with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent or designee shall make an initial investigation to determine whether the policy has been violated. Upon substantial evidence of a violation, the superintendent shall report to the board for a board determination. In the event a district employee has been found to have violated the conflict of interest policy, the board will order the employee, in writing, to cease and desist from all such activities. If the employee fails to comply, the board may suspend or terminate the employee, as facts of the investigation dictate, pursuant to the provisions in GBK-R of the district policy book.

COPY USAGE POLICY

Copiers should be made for district use only. If personal copies are made, the user should be charged 15¢ a copy. This money will be put in the box next to the copier.

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 school district is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be conferred with by their supervisor.

DRUG FREE SCHOOLS

The unlawful possession, use or distribution of illicit drugs and alcohol by school employees is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. (Cf. LDD)

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages. Compliance with the terms of the policy is mandatory. Employees who are found violating the terms of this policy shall be subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and/or
5. Termination or dismissal from employment.

The district may decide which of the sanctions listed above is appropriate, considering the facts of a particular infraction.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas Law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list

of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all employees.

DRUG FREE WORKPLACE

The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

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 or use controlled substance.

Any employee who is convicted under a criminal drug statute for a violation must notify the superintendent of the conviction within five days after the conviction.

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

Each employee in the district shall be given a copy of this policy.

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

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited.

EQUAL OPPORTUNITY POLICY OF USD 224

USD 224 is committed to recruit, hire, train and promote persons to all job titles, without regard to race, color, religion, sex, national origin, age and/or handicap. USD 224 is committed to base employment decisions on bona fide occupational qualifications; to ensure that only valid requirements are placed on promotional opportunities; to further equal employment opportunity

principles; to ensure that all personnel actions will be administered without regard to race, color, religion, sex, national origin, age and/or handicap.

Now therefore, it shall be the policy of USD 224 of Washington County, Kansas:

1. To provide equal opportunities for all students, employees and applicants for employment;
2. That all students, employees and applicants must be ~~treated~~ provided equal opportunity without regard to their race, color, religion, sex, national origin, age and/or handicap;
3. That discrimination based on race, color, religion, sex, national origin, age and/or handicap is prohibited; and
4. That all employees of USD 224 are responsible for assuring that the work place is free from discrimination.

Discrimination includes any reprisals for reporting or objecting to unlawful discrimination. Sexual harassment is a form of discrimination. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Such acts constitute sexual harassment when submission to such conduct is made either explicitly a term or condition of an individual's employment submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The superintendent is responsible for implementing and monitoring the equal opportunity policy of USD 224.

Complaints of discrimination or discriminatory harassment by an employee should be addressed to the employee's supervisor, the building principal, or the district compliance coordinator.

Complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building principal or the district compliance coordinator. Complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Information Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this matter, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint. A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.

If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential matter by the district compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

EVALUATION OF CLASSIFIED EMPLOYEES

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

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

All employees contracted to coach or sponsor an activity shall be evaluated annually. Evaluation documents will be on file with the clerk of the board.

Coaches and sponsors shall be evaluated by the supervisor to whom they are assigned. Evaluations shall be based on the employee's personal qualities, their commitment to duty, their work skills, and other appropriate issues related to the activity sponsor/coach job description. A copy of the completed evaluation shall be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

FRINGE BENEFITS

Classified employees are given a fringe benefit to be equally prorated on a monthly basis. This fringe benefit must be applied toward the purchase of membership in the district's group health insurance plan. If not used in this manner, the employee forfeits his/her rights to the fringe benefit. Exceptions to this requirement that the fringe benefit be used to purchase coverage under the district health insurance are as follows:

If both spouses are employees of USD 224, and one spouse elects to purchase a family membership in the district's health insurance plan, the other spouse may elect to take their total fringe benefit payment in cash or use it to purchase other eligible tax free benefits as listed in the negotiated agreement.

Employees currently receiving the fringe benefit and who are on their spouse's group insurance plan shall be grandfathered in at their 2003-2004 rate.

GIFTS

Staff members are prohibited from accepting gifts from vendors, salesmen or other such business representatives.

GOALS AND OBJECTIVES

The goal of the personnel policies set forth in this section is to create the best possible educational climate for the students of the district. To this end, these personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties, rights and responsibilities. In order to further develop a climate of trust and understanding, the board earnestly seeks the involvement of all personnel in the development of policies affecting their positions.

All personnel handbooks are to be approved by the board and adopted, by reference, as a part of these policies and rules.

HEALTH INSURANCE

The Board of Education has approved an agreement to provide health insurance for employees of the district who wish to participate. If you are interested in becoming a member of the

district health insurance group, information is available at the Unified School District #224 Central Office.

Employee is responsible for completing the membership application form and providing all necessary information requested. Payment will be made by payroll deduction.

Continuation in Health Insurance Group for District Retirees

Retired employees of the district shall be eligible to retain coverage of the district's health insurance group plan until reaching Medicare eligibility. Such coverage will be provided at the retired employee's own expense. If timely payment of monthly premium is not received by the clerk from the retiree, the health insurance carrier shall be notified to discontinue coverage.

If the retired employee reaches Medicare eligibility before his spouse, and the spouse has been covered by a family membership in the district's group plan, the spouse shall be eligible for a single membership until attaining Medicare eligibility.

JOB DESCRIPTION

A comprehensive job description for each classified position shall be developed by the district. The job description shall be filed with the clerk of the board of education and will be available to all employees for inspection during regular office hours.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

The Kansas Public Employees Retirement System (KPERS) was created by an act of the 1961 Kansas Legislature. The purpose of the retirement system is, "To provide an orderly means whereby employees of participating employers who obtain retirement age may be retired from active service without prejudice and without inflicting a hardship upon the employees retired and to enable such employees to accumulate reserve for themselves and their dependents to provide for old age, death and termination of employment and for the purpose of effecting economy and efficiency in the administration of governmental affairs". The Kansas School Retirement System (KSRS) was merged with the Kansas Public Employees Retirement System (KPERS) effective for administrative purposes July 1, 1970, and for coverage purposes January 1, 1971.

Under KPERS, members contribute 6% of their compensation. Employer contribution rates are set annually by the KPERS board of trustees, upon recommendation of the actuary, based on amounts required to establish and maintain the system on an actuarial reserve basis.

The school district has named a "designated agent" to handle retirement matters. The designated agent for the district is the Clerk of the Board of Education. Any questions concerning the retirement system should be addressed to this person during normal office hours (8:00 a.m. to 4:00 p.m., Monday through Friday), at the Central Office located at 616 N. High St., Suite 2, Clyde, KS, or call at (785) 446-2098.

Membership and Enrollment

KPERS school membership is mandatory by state law for employees who meet the membership requirements. To become a KPERS school member every employee must meet these membership requirements:

1. The office, job or position is covered by the old age, survivors and disability insurance section of the Federal Social Security Act.
2. The office, job or position is not seasonal.
3. The office, job or position is not temporary.
4. The office, job or position requires at least 630 hours of work per year or 3.5 hours of work per day for at least 180 days.

Beneficiary Designation

There are several death benefits to beneficiaries of retirement system members. These benefits include contributions, refunds, group life insurance and service connected accidental death coverage. All death benefits are payable to one's beneficiary or beneficiaries. KPERS encourages naming a beneficiary or beneficiaries to facilitate benefit payments even though the retirement act provides a line of descendency. In the event no one is named, the following line of descendency will prevail:

1. the member's surviving spouse
2. the member's dependent child or children
3. the member's dependent parent or parents
4. the member's non-dependent child or children
5. the member's non-dependent parent or parents
6. the estate of the deceased member

Primary and contingent beneficiaries may be named:

1. The sole or joint PRIMARY beneficiary is the first to be paid in the event of a member's death. Joint primary beneficiaries share equally in benefits payable.
2. The sole or joint CONTINGENT beneficiary will be paid if the primary is deceased. Joint contingent beneficiaries share equally in benefits payable. Naming a contingent beneficiary should be for special cases in which the present retirement act does not provide the means to make payments. If members name children as contingent beneficiaries, questions of age and dependency are eliminated, as opposed to allowing the statutory provisions (line of descendency) rule. This may or may not be desirable, depending on individual situations.

Withdrawal of Contributions

Upon termination of employment with a participating employer, a member may withdraw accumulated contributions on deposit with the system by making application. This application should be initiated by the designated agent after having received a request from the member. The earliest the application for withdrawal may be signed is one day after the last day on the contract. KPERS credits interest annually on June 30th based on accumulated contributions through December 31st of the previous year. Withdrawal applications received prior to July 1 will not be

credited with current year interest. Withdrawing accumulated contributions forfeits the member's right to disability or any further benefits from the system.

Retirement Benefits

There are three levels of KPERS employees which results in different eligibility requirements for unreduced retirement benefits.

KPERS 1:

- Age 65 with 1 year of service credit
- Age 62 with 10 years of service credit
- Any age when age and years of service credit equal 85 points

KPERS 2:

- Age 65 with 5 years of service credit
- Age 60 with 30 years of service credit

KPERS 3:

- Age 65 with 5 years of service credit
- Age 60 with 30 years of service credit

Contact the designated agent for more detailed information on this process.

Disability Benefits

Disability income benefits provide a monthly benefit based on 66 2/3% of the member's annual rate of compensation. To qualify for disability benefits, a member must have been prevented from performing each and every duty of any occupation for which one is reasonably qualified by education, training or experience for a period of 180 continuous days and in any case, disability that requires the regular and continuous care of a physician unless such care would serve no useful purpose. Insured disability benefits are subject to reduction for benefits received from primary social security, one-half worker's compensation or any other employer-provided disability benefit but will not be reduced below a minimum \$100 monthly benefit.

Members who become eligible for disability income benefits receive continued life insurance coverage and participating service credit for the period of disability. Withdrawing one's contribution from KPERS or retiring, forfeits entitlement to disability benefits under this program.

Death Benefits

The group life insurance is equal to 150% of the member's annual rate of compensation based on information provided by the employer. Upon terminating employment, a member may convert the life insurance to an individual policy. Members who want information on life insurance conversion should contact KPERS. This conversion must be made within 31 days of terminating employment.

The retirement act provides accidental death benefits in the event of the member's death as a result of an accident arising out of, and in the course of, the member's actual performance of duty, in the employ of a participating employer. The accidental death benefit is a lump sum payment of \$50,000 and monthly benefits based on 50% of the final average salary less worker's compensation. Upon the death of a member before retirement, the member's accumulated contributions are payable to the member's beneficiary.

Optional Group Life-KPERS

If you are covered by the KPERS Basic Term Life plan, you are eligible for Optional Group Life coverage. If you purchase the additional coverage, it can be continued throughout your active employment with any employer who has affiliated to provide this coverage. You enroll for optional coverage by applying within 30 days after your hire date, membership date or your employer's entry date. During your enrollment period, you may choose up to \$50,000 coverage without answering questions about your health. You will need to provide proof of good health for like insurance coverage over \$50,000. Amounts of insurance up to \$50,000 will become effective the day you apply. Amounts over \$50,000 will become effective the date you are approved.

Your coverage rate is based on your age as of January 1st. and your premiums will increase as you age. Monthly premiums are computed per \$1,000 of insurance and will automatically deduct from your pay.

KEYS/PASS CARDS

School keys/pass cards shall not be loaned/given to students or unauthorized personnel at any time for any purpose. Any loss of keys/pass card shall be reported immediately to the principal so that measures may be taken to protect district property.

Building principals or supervisors will be responsible for issuing door keys/pass card and maintaining an accurate up-to-date list in the school office of all people who have been issued keys. Building principals are responsible for retrieving all keys/pass card provided to any employee under their authority when the employee is no longer a district employee or is assigned to another building.

No keys/pass card shall be duplicated without permission. Bus keys shall be requisitioned through the Transportation/Maintenance Supervisor or the District Office. If this procedure is not adhered to, loss of access to keys/pass card could occur.

LACTATION ACCOMODATIONS

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing

mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

LEAVES, ABSENCES AND VACATIONS

Procedure for Requesting Leave:

An employee of the district who finds it necessary to be away from his/her job of employment, should follow the following procedure:

1. The immediate supervisor is notified of the need for leave and the reasons prior to the beginning of each workday. Earlier notification is desired if possible and paperwork completed.
2. To be paid for leave at the next pay period, Aptatfund must be used to document the leave must be completed accurately and at the appropriate time. It is the employee's responsibility to complete the necessary forms.
3. When any classified staff member finds that he/she is unable to be on the job, he/she shall call or have some other person call his/her supervisor at the earliest convenient time. If the supervisor cannot be reached, a designated representative shall be called. The supervisor or his designee shall be responsible for securing a substitute.
4. Leave (personal or sick) must be used before leave without pay is used as an option.

Emergency Leave

Extension of or other leaves of absence may be granted by the superintendent subject to board approval.

Jury Duty

When an employee is called for jury duty, the district shall pay that employee regular pay less jury duty pay and the district shall pay the substitute.

Personal Leave

Upon employment, three non-accumulated personal days will be granted each year. Personal leave days may be used at the discretion of the employee and no reason need be given in the application for personal leave. Employees shall file a leave application 48 hours in advance.

Sick Leave

The employee may use all or any portion of his sick leave for personal illness or disability or for illness, injury or death within his or her immediate family. Immediate family shall mean spouse, mother, father, brother, sister, son, daughter, grandparent, grandchild, father/mother-in-law, brother/sister-in-law and other dependent persons. The employee may use sick leave for bereavement leave for persons as indicated above. The employee may extend sick leave to be used as funeral leave in the case of a close personal or family friend.

This leave cannot be used on days when school has been canceled, i.e., snow days, heat days, etc.

Sick leave shall be based on the following:

1. Full-time classified employees who work on a 9 or 10 month basis shall receive 10 sick days per year, accumulative to 65.
2. Full-time classified employees who work on a 12 month basis shall receive 10 sick leave days the first 3 years and 15 sick leave days thereafter, accumulative to 65.
3. Sick leave is used on a half day and full day basis.

Full-time 12 month classified employees may be compensated for unused sick leave after five (5) years in the district and after accumulating 65 days. At the end of each school year, staff shall be compensated for unused sick leave in excess of 65 days and up to two (2) personal days at the rate of \$30.00 per day.

Full-time 12 month classified employees retiring from the district after 20 or more years of experience (10 of which are in the district) shall be compensated for their accumulated sick leave (maximum of 80 days) at the rate of \$30.00 per day.

Paid Holidays

The following paid holidays are authorized by the district for full time classified employees who are on a 12-month work schedule:

- | | |
|---------------|------------------|
| New Years Day | 4th of July |
| Good Friday | Labor Day |
| Memorial Day | Thanksgiving Day |
| Christmas Day | |

In general, when a holiday falls on Saturday or Sunday, it is observed on the following Monday, provided school is not in session. In some cases, observance can be on Friday instead of Monday.

Vacation

Full-time classified employees, who work 12 months per year, shall be granted 10 days of paid vacation each year. Full time classified employees shall receive 1 day of vacation for each year of service after 10 years to a maximum of 20 days for 20 years of service. Full time classified salary employees shall receive 20 vacation days per year.

Family and Medical Leave

Family and medical leave as required by federal law shall be granted for a period of up to 12 weeks during a 12-month period. Spouses who are eligible for FMLA Leave and who are both employed by the district may be limited to a combined total of 12 weeks of leave during any 12 month period if the leave is taken for birth of the employees son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with serious health condition.

Leave is available for the following: (1) the birth of a son or daughter of the employee and to care for the newborn child; (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child; (3) to allow the employee to care for the employee's spouse, son, daughter or parent with a serious health condition; (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job; (5) any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and (6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

This leave shall normally 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 superintendent will notify the employee of the beginning date of family medical leave and the amount of the employee's accrued paid leave designated as 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 months and has worked 1250 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 the clerk of the board 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 30 days of the due date, so long as written notice of the delinquency in payment and notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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 the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave, and the reasons that leave will or will not 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; and
- f. any employer required fitness-for-duty certifications.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

NAME BADGES

All USD 224 employees are required to wear their USD 224 issued ID badge during contract hours.

NEPOTISM

The superintendent shall make reasonable efforts to determine whether a candidate for

employment is related to or residing with a board member or an administrator of the district. If a candidate is related to or residing with a board member or administrator, the superintendent will make this fact known to the board.

Except in an emergency or in the case the individual is deemed to be the most qualified candidate for the position by the board, the board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member or who resides in the household of any board member.

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law or an individual residing with the employee.

OUTSIDE EMPLOYMENT

Classified employees shall not be excused during their regularly scheduled duty day to perform outside employment, unless, upon receipt of the employee's leave request, the supervisor determines:

- The requesting employee has adequate leave time available;
- The requesting employee's absence will not interfere with regular work operations; and
- The leave is approved prior to the requested leave being taken.

The supervisor may approve leave without pay for extraordinary circumstances.

Except as otherwise specified above, classified employees shall not engage in outside employment which interferes with their job duties or responsibilities.

PAY RECORDS

The Central Office shall be responsible for keeping accurate records of all classified employees. These records include: a copy of the employee's application, INS form, copy of Social security card, loyalty oath, certification of health, federal W-4 withholding form, KPERS enrollment form (if applicable), salary schedule placement, building placement, time worked, accrued leave, all absences for annual leave and vacation leave, and leave without pay. Such records can be made available for inspection upon request.

INS Form

All employees, citizens and non-citizens, hired after November 6, 1986, must complete Form I-9 at the time of hire, which is the actual beginning of employment. Two documents (from an acceptable list) must be provided for verification. The most common are your driver's license and your social security card.

Oath of Affirmation of Office or Employment Form (Loyalty Oath)

K.S.A. 75-4308 requires that, upon employment, each district employee subscribe to the oath as per statute. K.S.A. 75-4311 prohibits the district from distributing any payment for services to any employee until that employee has completed and filed the oath with the board clerk.

Health Certification

The employees of the district shall adhere to the following physical examination schedule:

Bus drivers every 2 years

The board has designated the Clyde Family Physicians as the authorized provider and will pay the cost of district required physical examinations given by them. If the employee desires to have the required district physical given by another physician, the board upon proper receipt of a statement, will reimburse the employee in an amount equal to the Clyde Family Physician's charges for a comparable physical. Only those charges for services necessary to complete the district physical form will be paid by the district. The district will not pay for a chest x-ray substituted for an intra-dermal tuberculin test.

PAYROLL DEDUCTIONS

There are two types of payroll deductions, mandatory and voluntary. The mandatory deductions will be taken out automatically. The voluntary deductions must be authorized by the employee.

Mandatory:

1. State and Federal income tax
2. FICA (social security)
3. KPERS Retirement (employees who qualify only)
4. Garnishments by court orders

Voluntary:

1. Health Insurance
2. Tax Sheltered Annuities
3. Cancer Insurance
4. Others as approved

PAYROLL PROCEDURES

Pay Day

Classified personnel will be paid on a monthly basis and payroll will be distributed on or around the 20th of each month.

Time Sheets

Time sheets are required for select hourly positions and must be signed by both the employee and their principal. For payroll purposes, time sheets are to be turned in weekly to the school secretary.

Overtime Pay

Classified employees working more than 40 hours per week shall be paid time and one-half of their regular rate. Overtime will only be paid on hours over 40/week that are worked, not on personal, sick or vacation hours.

Overtime work and/or any changes of hours worked must be approved in advance (exceptions will be made in case of an emergency) by the classified employee's supervisor. All approved overtime shall be recorded on the classified employee's time card.

Bus Drivers-Activity Trips

Activity drivers will be paid the regular hourly rate pay as established by the Board of Education for activity driving. Accurate and timely pay sheets must be turned in to the building secretary for each activity trip. Meals will be reimbursed at a rate set by the Board of Education if a proper receipt is received.

Drivers will not be paid for their regular routes if they cannot drive them because of an activity trip.

PERSONAL PROPERTY

The district does not provide insurance on employee's personal property and, therefore, does not assume any liabilities. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

PERSONNEL INFORMATION

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

PHYSICAL EXAMINATIONS

The employees of the district shall adhere to the following physical examination schedule-
-Bus drivers every two (2) years.

The board has designated the Clyde Family Physicians as the authorized provider and will pay the cost of district required physical examinations given by them. If the employee desires to have the required district physical given by another physician, the board upon proper receipt of a statement, will reimburse the employee in an amount equal to the Clyde Family Physician's charges for a comparable physical. Only those charges for services necessary to complete the district physical form will be paid by the district. The district will not pay for a chest x-ray if substituted for an intra-dermal tuberculin test.

POLICY AND RULES DEVELOPMENT INVOLVEMENT

In development of personnel policies, rules and regulations, the board shall, to the fullest extent practicable, involve the employees of district with respect to their ideas, comments and suggestions.

RECRUITMENT & HIRING

The superintendent shall have the authority to recruit well-qualified personnel to staff the schools. The superintendent may request building principals or other staff members to assist in this effort.

All potential employees of the district shall verify their identity and employment status to the superintendent.

The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship or legal alien status to the superintendent's satisfaction. Evidence to be used to verify identity, employment status, U.S. citizenship or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: U.S. birth certificate, social security card, and a current driver's license or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.

The board has the legal responsibility of approving the employment of all employees. While this responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff member. In carrying out this responsibility, the superintendent will involve various administrative and teaching staff members as needed.

As a condition of initial employment, an applicant may be subjected to a statewide and a nationwide criminal history records check by the Kansas Bureau of Investigation (KBI). The check shall conform to applicable federal standards and include the taking of the applicant's fingerprints. The board of education shall pay the costs of the background check.

REQUESTS FOR SUPPLIES AND EQUIPMENT

All classified staff are to make their request for supplies and equipment directly to their supervisor. In the matter of a new source for purchasing of materials or for securing equipment, the supervisor is to confer with the superintendent. Reimbursements must be preapproved by their supervisor in writing before purchasing. School employees are not allowed to purchase personal items from vendors using district accounts.

RESIGNATION

Classified employees may resign from their jobs in accordance with their "Employment Confirmation Letter". All resignations must be submitted in writing to the Superintendent of Schools.

RETIREMENT

Retirement for classified employees follows the Negotiated Agreement between the Clifton Clyde Teachers Association and the USD #224 Board of Education and reads as follows:

After a minimum of 20 years of employment in USD 224, and in recognition of service to the district, a severance payment shall be paid to the employee upon retirement for each year of service to the district up to a maximum of 40 years. There are two options that follow the following schedules:

As of June 30 in the year the final contract expires:

Age 61 or before	.55%	of final base salary (excluding
Age 62	.45%	supplementary and extended
Age 63	.35%	contracts) per year of service
Age 64	.25%	to the district up to a maximum
		of 40 years.

In order to qualify for severance pay at the rate above, the employee shall submit a letter of resignation by the regularly scheduled January board meeting of the year in which they intend to retire.

As of June 30 in the year the final contract expires:

Age 61 or before	.45%	of final base salary (excluding
Age 62	.35%	supplementary and extended
Age 63	.25%	contracts) per year of service
Age 64	.15%	to the district up to a maximum
		of 40 years.

In order to qualify for severance pay at the rate above, the employee shall submit a letter of resignation between the regularly scheduled January board meeting and May 1 of the year in which they intend to retire.

The employee shall have the right to unilaterally declare his or her intention to retire null and void at any time prior to their submission and the Board's approval of a letter of resignation.

SAFETY

All classified employees will observe all safety rules and regulations. They will immediately report to their supervisor or building principal any condition which, in their opinion, constitutes a safety hazard. No disciplinary action will be taken against any employee who refuses to perform an assignment when, in the employee's judgment, the assignment or task cannot be performed without danger to the employee or the assignment violates safety procedures.

SALARY PROTECTION INSURANCE, CANCER INSURANCE, GROUP TERM LIFE INSURANCE

The Board of Education has approved selected companies for payroll deduction for salary protection insurance, cancer insurance, and group term life insurance. If you are interested in participation in any of the above-mentioned insurance coverage, please indicate this to the USD #224 Central Office clerk, and arrangements will be made with the insurance representatives to visit with you.

SECTION 125 CAFETERIA PLAN

A Flexible Fringe Benefit Salary Reduction Program has been established to purchase tax free benefits. Salary reductions may be used to purchase the following benefits selected by the employee.

1. Group term life and accidental death and dismemberment insurance
2. District group health insurance
3. Cancer insurance
4. Medical Reimbursement
5. Dependent Child Care

Employees must notify the district office on a form provided by the district office prior to September 1 of each school year of their salary reduction selections or changes.

SEXUAL HARASSMENT

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

It shall be a violation 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

provision of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include conduct on the basis of sex involving one or more of the following (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to stop it and prevent its reoccurrence.

The Title IX Coordinator shall promptly respond in a meaningful way to any reports of sexual discrimination including sexual harassment of which the district has actual knowledge.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation or discrimination against any person who has filed a complaint or testified, assisted, or participated in any investigation, proceeding, or hearing involving sex discrimination including sexual harassment is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including, termination of employment.

To the extent possible while still following the procedures, confidentiality will be maintained throughout the investigation and resolution of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to provide supportive measures to both parties, to take appropriate corrective action, and to provide due process to the complainant and the respondent.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and the complaint procedures including how to report or file a formal complaint of sex discrimination or sexual harassment shall be posted in each district facility, shall be published in employee handbooks, and on the district's website as directed by the Title IX Coordinator. Notification of the policy may include posting information notices, publishing in local newspapers, publishing in newspapers and magazines operated by the school, or distributing memoranda or other written communications to students and employees.

SOLICITATIONS

All persons seeking to sell, solicit or display an item relating directly to expenditures of district funds to any school employee on school premises must first secure permission from the building principal or superintendent, before an appointment is made by the vendor with the employee. All such appointments thus made will be held at a time approved by the employee's supervisor. All other solicitations of district employees are prohibited.

Solicitations of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities are prohibited.

All vendors must secure permission from the employee's supervisor to interview a school employee. If any vendor violates this procedure, he may be barred from making appointments with school employees. The supervisor may also recommend to the superintendent not to purchase products or other such items from said vendor. If a vendor violates board policy and is subsequently barred from soliciting in the school system, the superintendent shall send appropriate notices to each supervisor. The notice will include the name of the vendor, his company and reasons for the length of suspension. The superintendent may bar a vendor from soliciting sales from district employees for a period of time not to exceed 12 months from the date of suspension. Said notice will be sent to the vendor in question and to his immediate employer.

Anyone selling or soliciting must have prior approval of the administration. Soliciting or selling in the district schools of non-school related products by an individual or business shall not be permitted. Representatives selling or representing non-school related products or services will not be permitted to contact school employees during the school day.

SUPERVISION

The superintendent shall be the chief administrative head of the school system and shall have, under the direction of the board, general supervision of all of the personnel and various personnel departments of the district. The superintendent is responsible for the management of the schools under board policies and is accountable to the board.

The superintendent, at his discretion, may delegate to other school personnel the exercise of any powers and the discharge of any duties imposed upon the superintendent by these policies or by vote of the board.

SUSPENSION

The superintendent shall have the authority to suspend an employee until the suspension is resolved by board action at the next regular or special meeting of the board.

The superintendent may suspend an employee for any one or more of the following reason:

1. Alleged violation of board policy, rule or regulation;
2. 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
3. Other just causes.

Any employee may be suspended with pay. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay at least 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.

A negotiated agreement or any applicable grievance policy may provide the procedures for the employee to obtain such a hearing and may have a time precedence over such a board determination.

TAX SHELTERED ANNUITIES

Pursuant to K.S.A. 72-2243 and Internal Revenue Service Code Section 403(b), classified employees may voluntarily reduce their individual salary and contribute to a tax-sheltered annuity up to the maximum allowed by law. Changes in the above benefits can be made one time per year - from August 15 - September 15 only on a district provided form.

Classified employees are responsible for informing the annuity companies and the payroll office of changes in their annuity plans. The district office will not notify companies of changes.

TELEPHONE USE

Long distance telephone calls of a personal nature are not to be made on school telephones by students or staff unless charges are reversed or charged to home telephone numbers.

District telephones are for school business. Use of phones for personal business or social calls should be avoided except in case of an emergency. Long distance calls made in an emergency must be recorded on the proper form and sent to the district office so that arrangements can be made to bill the employee.

TOBACCO USE

The use, possession, or promotion of any tobacco products by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.

No employee, student or visitor shall use any tobacco product in any form in any district facility used for the purpose of pupil attendance.

TRAVEL EXPENSES

The board shall provide reimbursement to employees for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first-class airfare will be reimbursed only when coach space is not available.

Request for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. A maximum allowance per meal will be recommended by the superintendent for approval by the board during their June meeting for the upcoming school year. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

UNEMPLOYMENT COMPENSATION

The Board of Education, as provided by current law, shall provide unemployment compensation for all eligible employees.

USE OF SCHOOL EQUIPMENT

No classified employee will use equipment or supplies belonging to the school district for personal gain. Equipment belonging to the school district will not be loaned or removed from the building for non-school use without the approval of the building principal.

USE OF SCHOOL FACILITIES

No employee will use school facilities for personal use or allow the use of school facilities by any individual or group unless permission has been obtained from appropriate district officials.

VISITORS DURING TIME EMPLOYEE IS ON DUTY

Family and friends are discouraged from visiting during working hours. During working hours, it is expected the classified employees will give their undivided attention to their jobs.

WORK CONDITIONS

Time Schedule

Time schedules for classified employees will be assigned at the beginning of the employment term by the superintendent or designated representative.

Classified staff on less than a twelve month schedule will work only when school is in session or as assigned by their supervisor, and will be paid for hours actually worked. Exception will be for bus route drivers who will be guaranteed a minimum of 2 hours per route driven.

Classified personnel may be required to attend in-service programs as directed by the superintendent. If the required attendance requires an employee's presence outside the normal assigned work period, the district shall compensate the employee at that employee's hourly rate of pay. If an employee is required to attend training sessions which extend the workweek beyond 40 hours, the overtime rate of pay will be time and a half.

WORKERS' COMPENSATION

All classified employees of the district shall be covered by workers' compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy, for each day of absence until the employee's sick leave is exhausted.

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

Compensation will not be allowed for social or recreational injuries where there is no duty required by the employer that the employee is required to attend the event which results in the injury.

When a job-related injury or illness occurs which is covered by workers compensation, the following procedure is to be followed:

1. Notify your building principal and the district clerk immediately or as soon as possible.
2. Employee must complete the "Employee Report of Accident" and return it to the clerk as soon as possible.
3. Supervisor reports must be completed and returned to the clerk as soon as possible.
5. Do not file a job-related accident on your individual health insurance program-- indicate it is a workers compensation claim and all bills should be forwarded to the Central Office.

Statute requires that the report of injury be made within 20 days of the accident or workers compensation claim is barred. If the employee can show just cause, the reporting period can be extended to seventy-five (75) days.

Approved: April 3, 2023