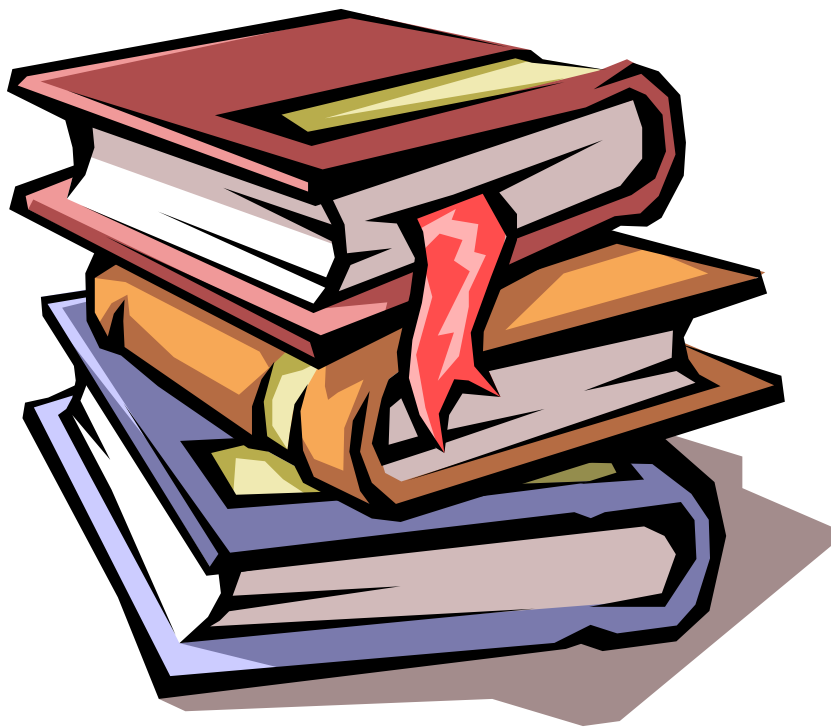


USD 405

CLASSIFIED HANDBOOK

2023-2024



Handbook Board Approved: April 10, 2023

USD 405 DISTRICT OUTCOMES

APPRECIATION OF SELF & FAMILY

The school will provide opportunities for each student to demonstrate:

- A positive self esteem
- Independent learning skills
- Integrity
- Self discipline
- A desire to learn
- A healthy attitude toward change
- A willingness to take on difficult challenges

ACQUISITION OF SKILLS FOR LIFE AND WORK

The school will provide opportunities for each student to acquire a core of knowledge necessary for success in:

- A changing world
- Higher level thinking
- Problem solving
- Decision making

APPRECIATION OF LIFE

The school will provide opportunities for each student to recognize the potential of improving the quality of life through the following areas:

- Physical health
- Mental health
- The arts
- The humanities
- Technology studies
- The natural world

APPRECIATION OF OTHERS

The school will provide opportunities for each student to exhibit:

- Patriotism
- Citizenship
- Respect for authority
- Service to others

ACKNOWLEDGEMENT OF REVIEW OF HANDBOOK

I, _____, (PRINT YOUR NAME) do hereby acknowledge that I have read the 2023-2024 classified staff handbook which is posted on the USD 405-Lyons website. I understand the contents and further understand that:

- 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 that have been adopted by the board.
- This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.
- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.

Date: _____ Signature of Employee: _____

Classified Employees are required to sign this form annually and return it to the Frisbie Education Center as acknowledgement of review of the handbook.

INDEX

CLASSIFIED EMPLOYEE JOB QUALIFICATIONS, RECRUITMENT, AND DISMISSAL	4
QUALIFICATIONS OF CLASSIFIED PERSONNEL.....	4
RECRUITMENT OF CLASSIFIED PERSONNEL.....	5
DISMISSAL OF CLASSIFIED PERSONNEL.....	6
CLASSIFIED STAFF CONTRACTS, SALARIES, AND BENEFITS	6
CONTRACTS.....	7
SALARIES	7
BENEFITS.....	9
HOLIDAYS.....	10
LEAVE INFORMATION	10
RETIREMENT	14
PARAEDUCATOR REQUIREMENTS	17
STAFF MEMORIALS	18
REIMBURSEMENT FOR TRAVEL EXPENSES	18
CLASSIFIED PERSONNEL RESPONSIBILITIES.....	18
RIGHTS OF CLASSIFIED PERSONNEL	20
EVALUATION OF CLASSIFIED PERSONNEL.....	21
OTHER GENERAL POLICIES FOR CLASSIFIED PERSONNEL.....	22
WORKERS COMPENSATION.....	27
DRUG FREE SCHOOLS	28
SEXUAL HARASSMENT.....	28
RACIAL HARASSMENT	29
DISTRICT COMPLIANCE.....	29
SALARY SCHEDULES	31

CLASSIFIED EMPLOYEES JOB QUALIFICATIONS, RECRUITMENT, AND DISMISSAL

CLASSIFIED EMPLOYEE JOB DESCRIPTIONS

Job descriptions will be developed for all classified employees. The job descriptions are reviewed on a periodic basis for the purpose of updating and clarification. These job descriptions are used as part of the evaluation and hiring process.

GENERAL DEFINITION

Classified personnel are defined as employees who are not required to have a valid certificate issued by the Kansas State Board of Education. This includes, but is not limited to, bus drivers, clerical staff, custodial staff, maintenance staff, food service staff, paraeducators and other instructional assistants, aides, or supervisors.

DEFINITION OF EMPLOYEE ASSIGNMENTS

- Full-time employees -- a full-time employee is defined as an employee assigned to work a minimum of six (6) hours per day, five (5) days per week, and twelve (12) months per year. (KPERs covered)
- Monthly employees -- a monthly employee is defined as an employee working less than twelve (12) months per year but qualifies for KPERs.
- Part-time employees -- a part-time employee is defined as an employee who “works less than 3.5 hours per day or 630 hours per year” and does not qualify for KPERs.

QUALIFICATIONS OF CLASSIFIED PERSONNEL

It is the policy of the board of education to select personnel of the highest caliber available. All classified personnel candidates are expected to possess the following qualifications:

- Good health.
- Ability to meet the public.
- Neat appearance.
- Good references.
- Ability to commensurate with the assignment and job description.
- Ability to establish and maintain good rapport with supervisor, fellow workers and students.
- Have a high school diploma or equivalent.

RECRUITMENT OF CLASSIFIED PERSONNEL

RECRUITMENT RESPONSIBILITIES

The responsibility for recruitment of classified personnel will be in accordance with the following statements:

- Bus Drivers - The director of transportation and/or the superintendent will be responsible for the recruitment of bus drivers.
- Clerical Staff - The immediate supervisor and an appropriate administrator as assigned by the superintendent will be responsible for recruitment of the clerical staff.
- Custodial Staff - The maintenance director and an appropriate administrator as assigned by the superintendent will be responsible for recruitment of the custodial staff.
- Food Service Staff - The director of food service and an appropriate administrator as assigned by the superintendent will be responsible for the recruitment of the food service staff.
- Maintenance Staff - The maintenance director and an appropriate administrator as assigned by the superintendent will be responsible for the recruitment of maintenance personnel.
- Paraeducators - Appropriate administrators are appointed by the superintendent for the recruitment of paraprofessional personnel.
- Classified Directors - The superintendent of schools is responsible for the recruitment of classified directors.
- Other Assistants, Aides or Supervisors - The appropriate administrator and/or immediate supervisor is responsible for recruitment of this staff. When appropriate, a classified staff member at the building level will be added to the interview team.

SOLICITATION OF APPLICANTS

Unless an appropriate rationale for exception dictates, the following plan to solicit applications for existing vacancies will be followed:

- Classified openings are posted on the USD 405 website under Employment
- Files of current applications for employment will be maintained for one year.
- The process of soliciting applications will comply with the district's non-discrimination statement.

RECOMMENDATIONS FOR EMPLOYMENT

The responsible administrator(s) will submit a recommendation for employment to the superintendent of schools upon completion of the following process:

- All applicants will complete the formal application form, including a background check authorization form, prior to being interviewed. Selected applicants will be interviewed for the vacant position.
- The interview team will formulate appropriate questions to be used in each interview.
- An investigation of the candidate's background will be made. The interview team will contact past employers and other appropriate references of candidates being considered for employment. These contacts will be made in person, by telephone, or by email. The major thrust of these contacts will be to gather data concerning the candidate's demonstrated abilities and attitudes.

THE ROLE OF THE SUPERINTENDENT

The recruiting administrator will present a brief resume of the recommended candidate to the superintendent of schools. The superintendent will consider the recommendation of the recruiting administrator in developing an employment recommendation for the Board of Education.

SELECTION OF EMPLOYMENT

The final selection for employment of a classified employee candidate rests with the board of education.

DISMISSAL OF CLASSIFIED PERSONNEL

INTRODUCTORY STATEMENT

The administrative staff will make a concerted effort to aid a classified staff member prior to any dismissal proceedings.

DISMISSAL AS A RESULT OF STAFF REDUCTIONS

Classified personnel will be selected for dismissal, within each employment classification, on the basis of seniority and/or quality of work when a reduction of staff is dictated by the district's financial status or by declining enrollments.

CLASSIFIED STAFF CONTRACTS, SALARIES, AND BENEFITS

ISSUANCE OF CONTRACTS

- All classified personnel contracts will be acted upon at the regular meeting of the board of education prior to July for the ensuing year.
- Classified personnel who are offered reemployment will be issued a contract beginning July 6th of each contract year; however, the work days, month and year will be determined by the job description and salary schedule.
- The job assignment and salary will be noted in the contract.

- Any written contract shall contain a reference that the contract is an employment-at-will contract that may be terminated by either party by giving written notice to the other.
- There are no rights of continuing employment.

CONTRACTS

CLASSIFIED CONTRACTS

Each classified employee will be issued an “at will” contract containing the individual employee job assignment information.

CONTRACT DATE

This is the date the contract is issued and signed by the superintendent. The contract must be signed by the employee and returned to the Frisbie Education Center within five (5) calendar days from that date.

ACTUAL WORKING DAYS

The actual working days within that year are determined by the position and job description. They will not show on the contract.

Student Contact Days are Teaching Days minus Parent/Teacher conference days.

Hours to be worked are shown in hundredths rather than minutes:

6.25 hours = 6 hours 15 minutes
 6.50 hours = 6 hours 30 minutes
 6.75 hours = 6 hours 45 minutes

DEFINED BENEFIT

This is the fringe benefit amount to be applied to your USD 405 health or dental insurance premium.

STATUS

Definitions of Full-Time, Monthly, Part-Time are found on Page 4.

SALARIES

DETERMINATION OF SALARIES

Issuance of Salary Schedules for Full-Time and Monthly Employees

- Each year the board of education will issue salary schedules for each classification of classified employees who are on a full-time or monthly basis.
- Experience and job responsibilities are criteria to be considered in determining salary schedule placement.

- The completion of a satisfactory year of employment will normally advance the employee one step on the salary schedule. Exceptions would be when the salary schedule is modified, or when the board determines it needs to freeze employees on the schedule or when an employee is at the last step of the salary schedule.
- The board has the right to freeze the salary schedule or change the salary schedule at any time and also has the right to place employees on or off the salary schedule as deemed appropriate.
- Maximum hourly increase equals \$1.00.
- In the event the minimum wage increases beyond a step (s) on the salary schedule, the employee will be started or moved to the rate closest to, but above the minimum wage.
- A paraeducator must have a current teaching certificate on file at the Frisbie Education Center (FEC) as of Aug. 31, or within 14 days of hire date, to be placed on Level IV. The state's paraeducator "levels" refer to the number of inservice hours the paraeducator has acquired.

ESTABLISHMENT OF HOURLY WAGE RATE FOR EMPLOYEES

- Each year the board of education will establish wage rates for all positions that are remunerated on an hourly basis.
- Overtime is paid for "time worked" over 40 hours per week. A work week is from Sunday through Saturday. Vacation or leave taken is NOT counted as "time worked."
- Employees who perform duties covered by more than one job description will be paid at the indicated rate stated on their contract for each job as determined from the salary schedule. In other words, employees will be paid at different rates during the day or year based on the job they are performing. Exceptions may be made for incidental responsibilities that are not covered by a separate salary schedule or that are an hour or less per day – in those agreed upon situations, the employee would be paid at the same rate as their primary job, less any additional percentage granted due to job assignment. They must be paid hourly and time must be submitted. You must clock in/out for each job, i.e. para hours, bus driving hours etc.
- Classified staff may substitute only in an emergency situation. Employees will be paid their regular wage. Substituting should not replace the regular duties.
- Employees will be paid their regular wage for CDL/Defensive Driving/First Aid classes. (Paras refer to Page 18 regarding in-service hours).
- Employees who perform duties covered by more than one job description shall not work more than 40 hours per week without prior approval.
- Work duty pay – classified staff shall be paid their hourly rate, less any additional percentage granted due to job assignment, but it shall not exceed standard hourly rate negotiated by certified staff. Work duty is "occasional and sporadic" so it is not subject to overtime.
- Hourly wage employees who drive a vehicle requiring a CDL shall also be compensated.

GENERAL STATEMENTS CONCERNING SALARY SCHEDULE PLACEMENT

- Classified employees may be granted appropriate experience steps for services in other public schools or prior service in the district or other comparable work.
- In determining placement on the salary schedule, one full step will be awarded for any portion of a year that equals or exceeds one-half. No credit will be awarded for a portion of a year that is less than one-half. The maximum number of major fractions to be awarded will be one.

- Experience increments will be awarded at the beginning of the fiscal year only.
- The board may freeze any employee on a step as a probationary procedure based upon an evaluation. At the end of the probation period, the employee may advance one (1) or two (2) steps on the salary schedule as determined by the board.

SALARY PAYMENT PROVISIONS

- All classified staff are paid on or before the 20th of each month.
- Time sheets are due on or before the 6th and 22nd.
- The employee must submit his/her electronic timesheet to their supervisor for approval. The supervisor must submit the timesheet to the FEC for payroll.
- Paper time sheets must be signed by both the employee and supervisor.

PROVIDED LUNCH

Employees required to work during lunch and not given at least a 25-minute duty free lunch period will receive a lunch provided by USD 405.

BENEFITS

125 CAFETERIA PLAN

Sec. 125 of the Internal Revenue Code allows an employer to establish an employee benefit plan whereby employees may take a choice between various benefits that are offered under the plan. These benefits may be purchased by employer contributions or by the employee reducing his or her salary to purchase the benefits that the employee selects. In either case, the employee receives the selected benefits free of federal and state income taxes and social security taxes (FICA) since the benefits are purchased with pre-tax dollars.

Since most Sec. 125 benefits are purchased by a reduction in an employee's salary, the employee will reduce his or her taxable income by the cost of the benefit or benefits selected. This means that you save income taxes on these benefits at your highest benefit federal and state income tax bracket. Also, you do not pay FICA taxes on these benefits.

- Any employee of USD 405 who works a minimum of 30 hours per week/130 hours per month in a position that is not seasonal or temporary (as defined by the Patient Protection and Affordable Care Act) is eligible to participate in the USD 405 Cafeteria 125 Plan.
- The Plan Year begins on October 1 and is in effect for 12 months.
- Enrollment is during the month of August.
- Every employee is notified of online Cafeteria 125 enrollment information each year.

HOLIDAYS

Paid legal holidays and/or others as designated by USD 405 will be observed as follows:

HOLIDAYS	FULL TIME	MONTHLY	PART TIME
July 4th	YES	NO	NO
Labor Day	YES	YES	NO
Day Before Thanksgiving	YES	YES	NO
Thanksgiving	YES	YES	NO
Day After Thanksgiving	YES	YES	NO
December 24	YES	YES	NO
December 25	YES	YES	NO
December 26	YES	NO	NO
January 1	YES	YES	NO
Martin Luther King Day	YES	NO	NO
President's Day	YES	NO	NO
Good Friday	YES	NO	NO
Memorial Day	YES	NO*	NO

- *Memorial Day is a paid holiday for employees on the “Monthly Clerical” salary schedule (200 day contract)
- All holidays shall be observed on the date designated by state or federal law. However, if an employee works on a holiday the employee will be paid for the holiday and the hours they work with supervisor’s approval.
- Employees can only take two week’s vacation from June 1 - August 1 unless approved by the Superintendent/designee.
- No vacation will be allowed in August without approval of Superintendent/designee.
- If a holiday falls on a Saturday, it will be observed on Friday.
- If a holiday falls on a Sunday, it will be observed on the following Monday.
- If an employee resigns or retires, a holiday is only paid if it comes before the employee’s last workday.
- Paraeducators work according to the student attendance days of the supervising professionals’ calendar (Sterling, Little River, or Chase).

LEAVE INFORMATION

LEAVE

Leave is defined as absence from duties for:

- Personal Illness
- Family Illness (Spouse, Child, or Parent)
- Illness of Others
- Bereavement (Spouse or Child, Grandchild, Great-Grandchild, Parent, Parent of Spouse, Sibling, Daughter-In-Law, Son-In-Law, Grandparent)
- Bereavement of Others

- **Personal Business**

Administrative approval is required for leave taken (days gone may be limited); and it may not be compensated for reasons other than those stated above.

Leave will be paid according to the “contracted hours” even if the daily hours worked vary (i.e. Friday early dismissal).

- Each employee “(full-time, monthly, and part-time)” will be granted one (1) day of leave for each month of the contract.
- Employees may not use leave during their first 30 days of employment.
- Leave is accumulated to a maximum of 72 days.
- Employees can use leave only for days they would normally work.
- Upon an employee’s resignation, leave days will not be paid after the last day physically worked.
- Each employee may utilize leave when reasonable notice is given to the employee’s administrator prior to use of the leave in every case where possible.
- In the event that it is not possible to obtain a substitute, if needed, or if the requested date of leave is in conflict with a building or district event that requires the employee’s attendance, the administrator and the employee shall attempt to reschedule the leave.
- Any disagreement between the administrator and the employee regarding the use of leave may be appealed to the superintendent, whose decision shall be final.
- Classified employees have the option of using leave or vacation to receive pay for unscheduled non-student days (i.e. release days for state tournaments, funerals) if they are not required to work.

LEAVE WITHOUT PAY

It is the employee’s responsibility to make sure any leave they wish to use is recorded on their timesheet. If leave is not entered, the time gone will be without pay.

LEAVE BUY BACK

Leave for Full Time (12 month) and Monthly Clerical (11 month) employees will be bought back at \$35.00 per day to a maximum of twelve (12) days per year once Leave is accumulated to a maximum of 72 days.

Buy Back will be paid after July 5th (end of contract).

MATERNITY LEAVE

(FMLA guidelines will be followed.)

As established by the Federal Equal Employment Opportunities Commission, pursuant to Title VII of the Federal Civil Rights Act as amended, the following shall apply, to-wit: Pregnancy and pregnancy related illnesses that prevent an employee from performing her duties are illnesses to which the leave policy applies. Days after release from the hospital are limited to 6 weeks unless there are complications, or the employee qualifies for Family Medical Leave Act (FMLA).

PARENTAL LEAVE

(FMLA guidelines will be followed.)

An employee may be granted parental leave when an employee wishes to remain at home following the birth of the employee's child, even though the employee is physically able to resume employment; and, in conjunction with the adoption of an employee's child. Adoption is defined as the legal adoption of a child who has not previously resided in the home of the adoptive parent but does not include taking a foster child into the home.

An employee may be granted parental leave for up to four (4) weeks when the employee agrees to:

- Use the employee's accumulated leave for parental leave.
- Beyond the initial parental leave of four (4) weeks, the employee may request additional leave of absence without pay. Parental leave of absence without pay shall not, however, extend beyond the school year in which the child was born or adopted.

ADOPTION LEAVE AGREEMENT

The adoption leave is limited to those adoptions in which the child being adopted has not previously resided in the home of the individual adopting the child. The adoption leave pertains to a legal adoption of a child and does not include informal adoption, such as taking a foster child into the home. The individual shall attempt to make the request to the superintendent of schools at least two weeks in advance of the anticipated date of adoption. The employee shall be granted the same amount of leave and under the same provisions and terms as the parental leave section.

FAMILY and MEDICAL LEAVE

(See Policy #GARI)

To be eligible for FMLA benefits, an employee must:

- work for a covered employer;
- have worked for the employer for at least a total of 12 months;
- have worked at least 1,250 hours over the prior 12 months; and
- work at a location where at least 50 employees are employed by the employer within 75 miles.

Unpaid Leave must be granted for any of the following reasons:

- the birth of a child, or placement of a child with you for adoption or foster care;
- your own serious health condition that makes you unable to perform your job;
- to care for your spouse, child, or parent due to his/her serious health condition;
- because of a qualifying exigency arising out of the fact that your spouse, son or daughter, or parent is on active duty or called to active duty status in support of a contingency operation as a member of the National Guard or Reserves; or
- because you are the spouse, son or daughter, parent, or next of kin of a covered service member with a serious injury or illness.

Advance Notice and Medical Certification

- The employee may be required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide 30 days advance notice when the leave is “foreseeable.”
- An employer may require medical certification to support a request for leave because of a serious health condition and may require second or third opinions (at the employer’s expense) and a fitness for duty report to return to work.
- Request forms for this leave are available from the building principal or secretary.

UNPAID LEAVE OF ABSENCE

(For employees who are not eligible for the Family Medical Leave Act (FMLA))

If a classified employee must be absent an extended amount of time (due to maternity, personal or family illness), he/she will need to submit a request for a Leave of Absence. The request must be presented to the supervisor 30 days in advance or as soon as practicable. USD 405 reserves the right to request verification from a doctor regarding the need for the leave.

A Leave of Absence may not be approved for a time period of more than 12 weeks.

If the Leave of Absence is approved, leave will be applied, and benefits will be deducted from earnings as usual.

When the leave days are exhausted, the leave will be unpaid. The district will pay the defined fringe benefit for up to one (1) additional month.

It will be the employee’s responsibility to provide a check to the payroll clerk no later than the 10th of the month for all premiums not covered by the employer.

Paraeducators will continue to be responsible to turn in the required number of inservice hours.

MILITARY LEAVE

(See Policy #GARID)

Military leave of absence shall be granted by the board of education to an employee in accordance with the existing state and federal statutes.

VACATION LEAVE FOR FULL-TIME EMPLOYEES

Vacation will be earned hourly by the month according to the following schedule for full-time employees:

Years of Service	Vacation Credit
*1st year	3.34 hours per month
2 to 10 years	6.67 hours per month
11 to 20 years	10.00 hours per month
21 years	13.34 hours per month

*All increases in vacation credit will be made in July. Any employee whose initial contract is for less than six (6) months will be granted additional hours of vacation for 2 years of service beginning in July of the following year (i.e. Jan 2019 employment date will be issued 6.67 hours per month effective in July 2020).

- Vacation hours will be awarded on the “last working day of each month,” except for the May and June vacation hours which will be awarded on the “last working day of May.” Upon resignation, the employee must physically be at work on the last working day of the month to be awarded vacation hours for the month.
- Accumulated vacation hours must be used by October 1 of the year the contract was completed. The superintendent may make exceptions in unusual circumstances.
- The employees’ supervisor(s) (building principal or superintendent) must approve all vacations.
- The district may designate days in which employees shall take their vacation.
- Since the purpose of vacation is to “get away” and rejuvenate, it is suggested that employees take vacation leave in 40-hour blocks of time whenever possible.

OTHER LEAVE

Jury Acts and Court Appearances

- Recognizing that jury service is the civic duty of every qualified citizen, the board of education agrees to pay full compensation for employees while serving on jury duty.
- An employee shall receive full compensation for court attendance as a witness under subpoena for a school related incident or for such employee’s required appearance before, and at the direction of, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court, in a case in which the State of Kansas or a state agency is charged with discrimination in employment. EXCEPTION: No paid leave will be provided to any employee for absences that result from a suit or cause of action that the employee brought against the district or its employees.
- Employees will be allowed to keep any compensation given for jury duty or any of the other appearances before commissions or the court as mentioned in the previous two paragraphs.

RETIREMENT

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

The Retirement System is an umbrella organization administering three statewide retirement systems, covering more than 260,000 current and former Kansas public servants. These members represent nearly 1,400 state and local agencies, including the State, all counties, all unified school districts, community colleges, area vocational technical schools, various cities, and other instrumentalities. If you have questions and wish to call the Retirement System offices directly, call from 8:00 a.m. - 4:00 p.m. Monday through Friday. The toll-free Info Line number is 1-888-275-5737. The Retirement System’s main phone number is 785-296-6166. The USD 405 Board Clerk is the local KPERS agent and you may contact the FEC for more information.

- Classified employees must work 630 hours per year to qualify for KPERS.
- 6% of an employee’s compensation is deducted from pay for KPERS contribution.
- KPERS covered or not covered positions are designated on each employee’s contract.
- KS Statute 12-5040 states employees who have been employed with the district at least ten (10) years and are eligible for retirement may remain on the district’s health insurance plan. Coverage will end once the retired employee reaches the age of 65, fails to pay premiums, or becomes eligible under another employer.

EARLY RETIREMENT

The Board of Education of USD 405-Lyons encourages classified employees of the district to recognize a personal obligation to provide for the necessary financial security that, combined with the KPERS retirement plan, will allow for flexibility in determining a date of retirement. Classified employees of USD 405-Lyons who may find it necessary or desirable to retire from employment with the district prior to their 65th birthday may elect to take “early retirement” under the terms and conditions of this policy. The following definitions shall apply to this policy:

EMPLOYEE MATCHING RETIREMENT

1. Any KPERS covered employee who is eligible for Early Retirement program above before July 1, 2028 has the option to stay in the current Early Retirement program or to move to the Employer Matching Retirement program. Once the matching plan is chosen, they may not move back to the early retirement plan.

2. The employer matching funds shall not vest with a KPERS covered employee until after five (5) years in the matching plan.

After five (5) years- the employee shall be entitled to retain 50% of the employer’s match.

After six (6) years- the employee shall be entitled to retain 60% of the employer’s match.

After seven (7) years- the employee shall be entitled to retain 70% of the employer’s match.

After eight (8) years- the employee shall be entitled to retain 80% of the employer’s match.

After nine (9) years- the employee shall be entitled to retain 90% of the employer’s match.

After ten (10) years- the employee shall be entitled to retain 100% of the employer’s match.

3. Teachers shall choose their retirement plan investments.

4. The employer matching funds will be invested together in a single fund.

5. Employer will match up to \$25.00 per month.

6. Leave buy-out benefit from early retirement section above continues as part of the Employer Matching Retirement program.

CLASSIFIED EMPLOYEE

Shall mean any person employed by the board in a support staff position that doesn’t require state certification.

SCHOOL YEAR

Shall mean that period of time from July 1 to June 30 of the following calendar year.

AVERAGE SALARY

Shall mean the average salary of the four highest salaries in USD 405 (not to include fringe benefits).

I. ELIGIBILITY

A classified employee is eligible for early retirement if such person:

- is currently an employee of USD 405, and
- is eligible for full KPERS early retirement benefits, and
- has a minimum of (15) years of employment with USD 405.
- A classified employee must complete the school year to qualify. The Board of Education may consider approval of the request from a 12-month employee to retire upon their eligibility for full KPERS benefits.
- A classified employee may apply for early retirement by giving written notice to the superintendent of schools on or before March 15 of the school year of the anticipated retirement. Early retirement would become effective the date of KPERS retirement. The written notice of intent shall include the following information:
 - A statement of the applicant's desire to take early retirement.
 - The anticipated date of retirement.
 - The applicant's birthdate and age on the date of retirement.
 - Current mailing address and telephone number.
 - The applicant's desire to or not to maintain health insurance through the school sponsored program.

II. BENEFITS

LEAVE BUY OUT

- USD 405 will provide for all classified employees, upon written notification of retirement intentions, a provision to compensate the said classified employee for all accumulated Leave. The lump sum payment of this retirement benefit will be payable on the last payroll period of the employee's employment.
- Employees who meet the early retirement eligibility guidelines stated above and who work past the age of 65 will be compensated for all accumulated Leave as stated.

ALLOCATION SCALE

- \$35.00 per day, minimum amount regardless of number of service years, not exceeding fifteen years. Beyond the base minimum the classified employee will be awarded \$1.50 per diem for each year of service in USD 405 in excess of fifteen years.

Example:	15 years of service - \$35.00 per day
	20 years of service - \$42.50 per day
	30 years of service - \$57.50 per day

RETIREMENT BENEFIT

- The total retirement benefit shall be an amount equal to the average salary of the highest four years multiplied by 4%.
- The early retirement yearly benefit shall be payable by the district in twelve (12) monthly payments, (or if the district chooses, it may accelerate the payments to semi-annual or annual) beginning with the first pay period following the last pay period covering the retiree's regular salary. All tax obligations and social security shall be deducted as required by law.
- Early retirement payments will be forwarded to a district approved 403(b) account.
- Early retirement compensation may not exceed five (5) years or to age 65, whichever occurs first.

HEALTH INSURANCE

- As a retirement incentive, USD 405 shall provide an employer paid contribution toward membership in the district health insurance program for a designated period of time. The monthly payment will be the equivalent of a "single" membership, not to exceed \$308.00. The benefit for the same type of coverage (family or single) is open to all classified employees who are participants in the district health insurance program at the time of retirement. The district paid premium will be issued monthly for a period not to exceed five (5) years or to the month in which the "classified employee" attains Medicare eligibility, whichever occurs first.

GENERAL INFORMATION

- A classified employee who takes early retirement shall have the responsibility to keep the school district informed of his/her mailing address and telephone number.
- Reemployment in USD 405 after a classified employee takes early retirement shall be at the discretion of the board of education.
- Upon the death of the retired classified employee, any early retirement benefits shall be prorated to the date of death, with no benefits occurring after death.
- If any provision of this early retirement plan is determined to be in violation of federal or state laws or regulations, the plan shall then be immediately terminated and shall be of no further force or effect unless readopted by the USD 405 Board of Education.

PARAEDUCATOR REQUIREMENTS

RCSSC Paraeducators must possess one of the following to continue employment:

- a minimum of 45 college hours, or
- an associate's degree, or
- successful completion of the Para Pro Test.

STAFF DEVELOPMENT

(See Policy #GAD)

Each year the board of education may provide funds for inservice education. Funds budgeted for inservice may be expended for registration, substitute pay, and other appropriate expenses. School vehicles, if available, can be used to attend approved training.

Requests for inservice education must be made to the appropriate supervisor, or superintendent in advance. Requests will be approved based upon availability of funds and rationale for the request.

Each new paraeducator with less than 3 consecutive and recent years of experience as a SPED para in Kansas must complete a minimum of eighteen hours of staff development over and above orientation activity, which makes a total of 20 staff development hours. The state requires that you have 20 hours of staff development no matter how many hours a day you work. These hours may be gained through: 1) Staff development contracted with ESSDACK; 2) College courses you may take, which are job related; (Any college hours you have acquired prior to employment with RCSSC cannot be counted toward your staff development hours.) and 3) District, RCSSC or non-contracted ESSDACK staff development, which are job related. You may also attend ONE IEP per year and FIVE faculty meetings per year to use for in-service hours. THE PARA DISCUSSION BOWL CANNOT BE USED FOR INSERVICE. Ten inservice hours are required for SPED paras in Kansas who have been employed for 3 or more consecutive and recent years or for those who have a current teaching license. Para must work the entire 9 months in order to count as a year's experience. Paras must sign an agreement annually and Para Plans must be turned in by the 3rd Friday in April. The number of hours will be prorated if a para is employed a partial year.

Paraeducators' inservice hours that are not provided by the district or for which they do not earn college credit, must have prior approval to qualify for movement on the salary schedule. The class cost will not be paid by the RCSSC.

Special Assignment Paraeducators are not required to obtain inservice hours.

STAFF MEMORIALS

The board may contribute \$25 in district funds to the USD 405 – Lyons Education Endowment Association to honor the passing of an employee or an employee's relative. If the person being honored is not a former USD 405 staff member, memorials may be made for the following: spouse, mother, father, mother-in-law, father-in-law, brother, sister, son, daughter, and step-children of any current USD 405 employee.

All bereavement notifications are to be channeled to the Business Manager at the Frisbie Education Center through the building secretaries.

REIMBURSEMENT FOR TRAVEL EXPENSES

(See Policy #GAN):

The Board shall provide reimbursement for expenses incurred in travel which are related to the performance and duties of the district's employees when approved in advance by the

superintendent. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available.

The maximum amount for meal reimbursements will be: breakfast \$9.00; lunch \$11.00; and dinner (evening meal) \$14.00.

CLASSIFIED PERSONNEL RESPONSIBILITIES

CLASSIFIED PERSONNEL DUTIES

- All classified employees are expected to comply with the policies of the board of education, the reasonable directives of their supervisors, the district's administration, and the statutes of the state of Kansas.
- All classified personnel are expected to maintain a pattern of positive communication with parents, students and colleagues.
- A pattern of behavior that characterizes emotional control and stability in the conduct of duties is to be demonstrated.
- Duties are to be conducted in a competent, efficient, and conscientious manner.
- Attendance is required (See Policy #GCA).

DRIVING RECORDS

(See Policy #EDAA)

It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent and/or director of transportation of the validity of license certification by the Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent/and or the director of transportation and the driver shall cease driving a school bus until the license is restored.

DRUG AND ALCOHOL TESTING

(See Policy #GAOD):

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

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

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

DRESS CODE

(See policy #GAM)

Employees of USD 405 - Lyons serve as role models for the students with whom they work and as leaders in the community. Consistent with these roles, all employees shall dress in a manner and have an appearance that is appropriate and professional considering the environment in which they work, the duties of their jobs, and the impressionable youth they serve. The employee's supervisor is authorized to interpret these provisions, and their interpretations shall be given deference.

CONFIDENTIALITY

STUDENT INFORMATION

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

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department of Children and Families (DCF) interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

PERSONNEL INFORMATION

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and shall 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.

RIGHTS OF CLASSIFIED PERSONNEL

The board of education recognizes the importance of the work of the classified staff and desires to create an environment and working conditions which demonstrates said recognition.

VIOLATION OF BOARD OF EDUCATION POLICIES OR ADMINISTRATION

GENERAL STATEMENT

Classified staff members are expected to be informed concerning state statutes on public education and board of education policies. The administrators of the district are expected to conduct a continuous education program for employees regarding board of education policies. When a policy is violated the main concern is corrective action and not punishment.

CORRECTIVE ACTIONS FOR BOARD OF EDUCATION POLICY VIOLATIONS

The following corrective actions are recommended and approved when violations of board of education policy occur:

- A staff member who inadvertently violates a policy should be advised of the violation. The board of education recognizes that employees will make mistakes. Although mistakes are not to be defended, the person who makes the mistake is to be defended.
- Letter of concern placed in personnel file - when a staff member repeatedly violates a board of education policy or when the violation results in serious damage to another party, the appropriate administrator may place a letter of concern in said employee's personnel file. A copy of said letter is to be delivered to the staff member.
- Suspension without pay - if a staff member continues to violate a board of education policy or if a violation results in serious damage to another party and a letter of concern has previously been filed concerning the policy in question, the appropriate administrator, with approval of the superintendent of schools, may suspend the staff member without pay for a period not to exceed one week. This action is subject to appeal to the board of education.
- Dismissal - when the appropriate administrator becomes convinced that corrective action will be ineffective in correcting the violations of board of education policy, dismissal procedures may be instigated.
- The board of education reserves the right to take strong, direct, and immediate action for serious board of education policy violations and acts of serious insubordination.

HAZING/HARASSMENT/INTIMIDATION/BULLYING/MENACING

The board is committed to providing a positive and productive learning and working environment. Hazing, harassment, intimidation, bullying or menacing by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or board.

Individuals may also be referred to law enforcement officials.

EVALUATION OF CLASSIFIED STAFF

(See Policy #GCI)

STATEMENT OF PHILOSOPHY

The purpose of evaluation of the classified staff is to ensure a quality of work performance that is necessary for the attainment of the instructional support or auxiliary goals of the district. The primary function of evaluation is to improve the auxiliary services in the district.

REQUIREMENTS FOR PARTICIPATION

(See Policy # GCI)

USD 405 Board of Education policy states that all classified personnel will 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.

The superintendent will assign the evaluative responsibilities of the classified staff. These assignments will be made by October 1 of each school year. The evaluation process is to be concluded with an evaluator-evaluated conference, which specifically addresses itself to the evaluation process and the evaluation findings. Copies of the evaluation document are to be signed by the evaluator and the participating employee. The participating employee's signature does not indicate agreement with the findings but does recognize the accomplishment of the evaluation. A copy will be given to the participating employee. The original of the evaluation will be filed in the participating employee's evaluation file. Rule 10 coaches will be evaluated at least annually.

THE INSTRUMENT FOR EVALUATION OF CLASSIFIED PERSONNEL

The instrument to be employed will be maintained on file in the Frisbie Education Center.

OTHER GENERAL POLICIES FOR CLASSIFIED PERSONNEL

INFLUENZA VACCINATIONS

The Board of Education shall provide influenza vaccinations, when available, to the classified staff at no cost.

LENGTH OF WORKDAY

The contracted daily hours of classified employees and/or specific daily tasks will be noted in the salary schedule section of the handbook.

LOYALTY OATH

(See sample form on page 4)

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk or designee before beginning employment and to be eligible for a paycheck. (Required at initial employment - not required annually.)

PHYSICALS/TB TESTS

72-5213 states that every board of education shall require persons who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. Physicals must be completed within sixty (60) days of the employees first workday. **If physicals and TB tests are not complete within sixty (60) days employees will not be allowed to return to work until complete.** Upon receipt of the signed physical form and TB test, the employee shall be reimbursed \$50.00.

The district will accept physicals or TB tests up to six (6) months old if the doctor agrees to sign the required physical form.

Bus drivers are required to have annual physicals. Upon receipt of the signed health examination form, the driver shall be reimbursed the full amount. Any additional examination services above the minimum requirement (such as a chest x-ray) will be at the expense of the individual employee.

MILEAGE

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. Mileage reimbursement forms must be turned into the FEC. Mileage will only be reimbursed if a school vehicle is not available.

PERSONNEL FILES

A personnel folder and an evaluation folder for each employee shall be kept in the Frisbie Education Center. Employees may have access to folders by contacting the board clerk.

TRANSFERS

The board reserves the right to assign, reassign, or transfer all non-certified employees.

ROLE OF CLASSIFIED PERSONNEL IN PUPIL CONDUCT

In general, pupils are the responsibility of the teacher and except under certain circumstances, classified personnel should assume no direct authority over them. Exceptions occur with bus drivers, paraeducators, aides and certain secretarial duties. Misconduct should not be ignored but reported to the teacher or principal in charge.

LIABILITY INSURANCE FOR CLASSIFIED EMPLOYEES

In accordance with board of education policy, liability insurance will be carried on classified employees.

PERSONAL PROPERTY

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

TELEPHONE USE

District telephones and cell phone use are for school business. Use of phones for personal business should be avoided except in case of emergency. Use of phones for social calls, text messaging or social media is not permitted. Long distance calls made in an emergency must be reported to the building secretary so arrangements may be made to bill the employee.

E-MAIL

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

COMPUTERS

See USD 405 Policy #IIBG.

BLOODBORNE PATHOGENS

The exposure control plan for bloodborne pathogens is available for review from the school nurse.

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

POLITICAL ACTIVITY OF CLASSIFIED PERSONNEL

There are some hazards connected with partisan activity by all public employees, and some specialized kinds of hazards for those who have daily contacts with children and adolescents whose parents have a wide variety of political views.

Uncertainty of employees about embarrassing themselves has had the effect of limiting the political activities of employees. The purpose of this policy is to make clear what employees can and cannot do with impunity when engaging in partisan political activity.

Political activities of classified personnel, as supported by the superintendent and board of education:

- Employees may publicly campaign for candidates of their choice in local, county, state and national elections, both primary and general, to any extent which does not interfere with proper performance of their school duties.
- Employees may seek election and may hold political offices which do not interfere with the performances of their responsibilities to the school system.
- Before deciding to seek office which would interfere with the performance of the duties for which employees are under contract, they must reach an agreement with the board of education on matters of salary, time to be away from duty, and all other matters relating to interference with the performance of regular school duties.

LIMITATIONS OF POLITICAL ACTIVITY OF CLASSIFIED PERSONNEL

What employees shall not do:

- Employees in the performance of partisan political activity shall not use school time, school facilities, school supplies, or school equipment.
- Personal partisan political views shall not be expressed to students in their classes or at other times on school premises in connection with school sponsored events.

SECTARIAN DOCTRINE

No sectarian doctrine shall be encouraged or stressed while on regular duty for the board of education.

WORKERS COMPENSATION

(See Policy # GAOE)

The board of education has provided worker's compensation benefits for all its employees. If an employee should sustain any kind of an injury while on the job or performing job related duties, even if you do not see a medical provider, the employee must notify his/her immediate supervisor or the Frisbie Education Center within ten days of the accident or the claim may be denied.

USD 405 has identified Lyons Medical Center, Sterling Medical Center, and Hutchinson Clinic as the initial treatment providers. Any one of these clinics may be used for the "primary treatment" of a worker's compensation covered injury. Any doctor may authorize a further medical referral if additional medical attention is necessary. An employee may seek the services of an unauthorized doctor up to a limit of \$500. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five (5) miles or more.

Definition of Injury - Amends statutory language to make it clear that an injury shall not be deemed to have been directly caused by employment where it is shown that the employee suffers disability as a result of the natural aging process or by the normal activities of day-to-day living. Also, "arising out of and in the course of employment" excludes injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer.

- 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 may 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 Leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

COORDINATION WITH LEAVE BENEFITS

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. In the event that the treating physician restricts the employee from performing his/her job duties, and the employee is entitled to temporary total compensation payments from the workers compensation insurance carrier, the employee shall be entitled to receive normal compensation as long as all temporary compensation benefits are endorsed over to the school district. Once the employee has reached maximum medical improvement as identified by his/her treating physician, the employee will be expected to resume normal duties. Time missed from employment as a result of a work-related injury shall not count against the employee's Leave days.

DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

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 on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers.

Additionally, an employee who violates the terms of this policy shall be subject to the following sanctions:

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

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 that is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter 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. 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.

SEXUAL HARASSMENT

(See Policy #GAAC)

Sexual harassment will not be tolerated in the district. Sexual harassment of employees or students of the district by board of education members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the district is strictly prohibited. It is also violation of this policy for any employee to discourage a student from filing a complaint and for any supervisor to fail to follow the policy or fail to investigate complaints. Complaints of sexual harassment will be promptly investigated and resolved.

RACIAL HARASSMENT

(See Policy GAACA)

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, based on race, color, national origin or disability. Racial and disability harassment will not be tolerated in the school district. Racial and disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

DISTRICT COMPLIANCE

THE DISTRICT COMPLIES WITH TITLE IX OF THE EDUCATION AMENDMENTS OF 1973, SECTION 504 - THE REHABILITATION ACT OF 1973, TITLE VI OF THE CIVIL RIGHTS ACT OF 1964, AND THE AMERICANS WITH DISABILITIES ACT OF 1990.

INTRODUCTORY STATEMENT

The Unified School District No. 405 Rice County, Lyons, Kansas, does not discriminate based on race, color, national origin, sex, age, disability, or religion in admission or access to, or treatment or employment in, its programs and activities.

It is the intent of the Unified School District No. 405, Rice County, Lyons, Kansas, to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Title IX of the Education Amendments of 1972 dictates the prohibition of sex discrimination in all facets of education in the United States. Section 504 of the Rehabilitation Act of 1973 provides that “no otherwise qualified handicapped individual shall, solely by reason of said handicap, be excluded from the participation in, denied the benefits of, or be subject to discrimination under any program actively receiving federal financial assistance.” Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and all requirements imposed by or pursuant to the regulation of the Department of Health, Education, and Welfare (45 CFR Part 80) issued pursuant to that title, to the end that, in accordance with Title VI of that act and the regulation, provide that no person in the United States shall, on the ground of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives federal financial assistance.

THE AMERICANS WITH DISABILITIES ACT OF 1990

Provides that “no qualified individual with a disability shall, by reason of such disability, be excluded from participation in or be denied the benefits of the services, programs, or activities of a public entity, or be subjected to discrimination by any entity.”

The board of education recognizes its obligations to comply with the directives and the intent of this legislation in all its policies, rules, actions, activities, and programs.

DIRECTIVE TO THE SUPERINTENDENT OF SCHOOLS

The superintendent is designated as the responsible employee in all matters pertaining to this policy.

COMPLAINTS ABOUT DISCRIMINATION

Discrimination against any individual based on race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent of schools has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990. Information concerning the provisions of these acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints by an employee should be addressed to the employee's supervisor or the compliance coordinator. Complaints by a student should be addressed to the student's school principal or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the school principal or the compliance coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

- A 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. The complaint should be filed within 30 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 should follow the filing of the complaint. If the complaint is against the superintendent, the board of education shall appoint an investigating officer. In other instances, the superintendent or appointee shall conduct the investigation. 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 evidence, written or oral, relevant to the complaint to the investigator.
- 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 no later than 15 days after the filing of the complaint.
- Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the compliance coordinator.
- The complainant may appeal the resolution of the complaint to the superintendent. The request to appeal the resolution shall be made within 5 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 20 days after the appeal is filed.
- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

CRISIS PLAN

A copy of the USD 405 Crisis Plan is available in each building.

ASBESTOS

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