

Woodson County USD 366



Classified Employee Handbook

**Policies and Procedures for Classified Employees
2019/2020**

**Woodson County USD 366 101 W Butler PO Box 160, Yates Center, KS 66783
620.625.8804**

Table of Contents

Introduction

District Values

3 - District Mission Statement

Employment Notices

4 - Equal Employment Opportunity

Employment Guidelines.

5 - Employee Status Definitions

5 - Management

5 - Immediate Supervisor

5 - Application

5 - Appointment

6 - Assignment and Transfer

6 - At-Will Employment

Payroll Procedures and Compensation

6 - Payday

6 - Timesheets

6 - Compensation

7 - Extra-Duty Compensation

7 - Direct Deposit

Employee Benefits

7 - Benefit Program Terms

8 - Health Insurance

8- Section 125

9 - Benefits Not Included in Section 125 or Paid by the District

Payroll Deductions

9 - Voluntary Payroll Deductions

9 - Kansas Public Employees Retirement System (KPERs)

10 - Other Mandatory Deductions

Leaves and Absences

10 - Leave

10 - Sick Leave Pool

11 - Vacation Days

11 - Payment for Accumulated Vacation Upon Separation

11 - Holidays

12 - Absences

12 - Bereavement

Work Schedules

12 - Meal and Break Time

12 - Workweek

13 - Overtime Pay

Conduct

13 - Bullying

13 - Conflict of Interest

13 - Use of School Equipment

13 - District E-mail

13 - Gifts

13 - Personal Appearance

13 - Driver's License

13 - Nepotism

14 - Complaints

Health and Safety

14 - Health Certification

14 - Child Abuse

15 - Inclement Weather or Other School Cancellations

15 - 2 Hour Late Start

15 - Drug-Free Workplace

15 - Use of Tobacco Products

15 - Injury

16 - Worker's Compensation

16 - Communicable Diseases

17 - Asbestos

Separation of Employment

17 - Resignation

17 - Suspension

17 - Final Paycheck and Clear Out

Welcome and Thank You!

Woodson School District #366 is led by staff members who have demonstrated a passion for serving the children and families of Woodson County for many years. Thank you for the extra effort you give through your position as an individual. The collective effort of all district employees is what defines our district's motto: **"Our People are the Difference."**

The purpose of the Classified Employee Handbook is to promote understanding of employment expectations, forming a baseline of communication when needed. Questions should be directed to Dr. Steve Pegram, Superintendent.

U.S.D. #366 Mission Statement

Woodson School District 366 is an educational institution that serves learners of all ages as we continually strive to:

Provide a safe, orderly, and caring learning environment where students demonstrate improvement,

Provide educational opportunities, resources, and instruction that will develop our students academically, socially, and technically for success in an ever-changing global society,

Create cooperative partnerships with learners, parents, community members, educational institutions, and our schools to promote mutual support for academic excellence.

Demonstrate and encourage problem-solving, cooperation, responsible citizenship, open-mindedness, positive thinking, and lifelong learning,

Encourage students to accept responsibility for their education and maximize their potential through relevant educational programs.

"The faculty, staff, administration, and community will work to make quality learning an attainable goal and to make lifelong learning an important part of each student's life."

Employment Notices

Equal Employment Opportunity

The board shall hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to Superintendent of Schools, Unified School District 366, 101 W Butler, PO Box 160, Yates Center, KS 66783; phone 620.625.8804 or fax 620.625.8806

<p>or: Equal Employment Opportunity Commission 400 State Avenue, 9th Floor Kansas City, Kansas 66101 (913) 551.5655</p> <p>or: Kansas Human Rights Commission 900 SW Jackson, 8th Floor Topeka, Kansas 66603 (785) 296.3206</p>	<p>or: United States Department of Education Office for Civil Rights 8930 Ward Parkway, Suite 2037 Kansas City, Missouri 64114 (816) 268.0550 / FAX (816) 823.1404 / TDD 800.437.0833 email: ocr.KansasCity@ed.gov Website: http://www.ed.gov/ocr/</p>
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District Policy Books

District Policy Books are maintained and located in each of the school building offices, as well as the Board of Education Office. District Policy Books may be reviewed by any employee of the school district upon request. The following policies are policies all classified staff should make themselves aware of.

Attendance – GBR
Bloodborne Pathogen Exposure – GARA
Communicable Diseases – GAR
Disability Leave – GBRIBA
Drug Free Workplace – GAOA
Drug and Alcohol Testing – GAOD
Family and Medical Leave Act – GARI
Jury Duty – GBRH

Grievance and/or Complaints – GAE
Military Leave – GARID
Nondiscrimination Policy – GAAA
Suspension – GCK
Sexual Harassment – KN
Termination – GCAA through GCAE
Unpaid Leave – GBRH
Use of Tobacco Products – GAOC

Employment Guidelines

Employee Status Definitions

Classified Employee: Staff member that is not by statute required to possess certification by the Kansas State Department of Education or is not covered by the between the TAD 366 and USD 366. Classified employees include, but are not limited to Administrative Assistants, Cooks, Health Aides, Maintenance Custodians, Paraprofessionals, and Information Technology Personnel.

Full-Time Employee: A classified employee that works seven (7) or more hours per day or thirty-five (35) hours per week.

Part-Time Employee: A classified employee that works less than seven (7) hours per day or thirty-five (35) hours per week.

Twelve-Month Employee: A classified employee that works for twelve (12) months per year. These employees are contracted July 1 – June 30.

Nine/Ten-Month Employee: A classified employee that works during the school year. Contracted dates will vary by position.

Temporary Employee: A full-time or part-time position that is non-recurring. Such an employee assumes a substitute or temporary-replacement position for another employee. Employees in this category are not eligible for district-paid fringe benefits or paid leave.

Seasonal Employee: A full-time or part-time position that is less than six (6) months in duration. Such a position may recur on a regular time cycle. Employees in this category are not eligible for district-paid fringe benefits or paid leave.

Non-Exempt Employee: Position of a clerical, technical, or service nature, as defined by statute, which is covered by provisions for overtime pay or compensatory time.

Management

Those persons to whom classified personnel is subject and responsible are defined as management. Usually, management includes the superintendent, building administrators, and department heads.

Immediate Supervisor

An immediate supervisor is a person to whom the classified employee is responsible on a daily basis. The immediate supervisor may be management or another classified employee.

Application

All vacancies for classified staff positions shall be posted on the district website. For some positions, advertisements may be placed in local newspapers. Application for any vacancy must be made online through the district website and should be submitted electronically on or before the deadline stated. This policy may be waived by the superintendent in incidences where positions must be filled in an expedient manner.

Appointment

All newly hired classified employees shall be appointed to a position by the superintendent, pending final approval by the board of education. The superintendent shall recommend the employment at the next regular board of education meeting. Criminal background investigations will be performed before recommending employment to the board of education or thereafter.

Assignment and Transfer

The board of education reserves the right to assign, reassign, or transfer all classified employees. A classified employee may request assignment to any classified staff position for which a vacancy exists.

At-Will Employment

Classified employees will be given a work agreement stating the beginning dates of employment, ending dates of employment, salary, leaves, and vacations (where applicable), The work agreement will have an "Employee-At-Will" provision expressing that either party may terminate the contract with two (2) weeks notification.

Payroll Procedures and Compensation

Payday

Employees are paid monthly for actual time worked Paychecks will be issued on the 22nd day of each month or the first working day before (if the 22nd falls on a weekend or holiday). All employees will be paid off of a completed timesheet for hours worked in the prior month.

Timesheets

Every classified hourly employee is required to maintain an accurate timesheet daily. It must be initialed by the employee's immediate supervisor and turned into the building office manager or district office by the payroll due date. A schedule of payroll due dates will be issued each year by the district office.

Compensation

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Classified Employee Initial Placement Guide

Position	Beginning Wage Range
Cook	12.00-15.00
Director of Food Service	16.00-20.00
Maintenance/Custodian	12.00-16.00
Director of Maintenance/Transportation	16.00-20.00
Assistant Office Manager	13.00-19.00

Office Manager	15.00-19.00
Paraprofessional	12.00-16.00
Health Aide	12.00-16.00
LPN RN with 2 Year Degree RN with BSN	75% of Certified Base 80% of Certified Base 100% of Certified Base
Bus Route Monitor Routes Min 1.5 hrs or the actual time	10.00-11.00
PK Driver	10.00-12.00
PK Rider	10.00-11.00
Activity Bus Drivers Min 3 hr Drive Time	Drive Time 20.00 Sit Time 10.00

Classified Substitutes

Position	Beginning Wage Range
Para	10.00
Cook/Custodian	10.00
Bus Driver Routes Min 1.5 hrs or the actual time	20.00

This salary schedule is to serve as a guide; the superintendent can recommend placement due to experience. Salary increases will be at the Board of Education discretion.

Extra Duty Compensation

Extra duty compensation will be paid \$10.00/hour or the employee's hourly rate. Such duties include ticket taking, scorekeeping, dances, etc.

Direct Deposit

Direct Deposit is highly encouraged. The district will be moving toward direct deposit the future, and eventually it will be mandatory. Employees' who utilize direct deposit will have their wages automatically deposited into his/her designated bank account(s) one day prior to payday. Deposit slips will be emailed to the employee's district email address unless another one is provided to the district

office by the employee. Wages can be split into one or more accounts by selecting the percentage or amount of the total paycheck to be deposited into each of the designated accounts.

It is extremely important that an employee contacts the district office if he/she changes bank accounts.

Employee Benefits

Benefit Program Terms

Initial Enrollment: the 30-day period following initial employment in which an employee has to enroll in any eligible benefit programs. Coverage typically becomes effective the first of the month following the employee's first payday.

Open Enrollment: Refers to the one time a year, as specified by Section 125 of the Internal Revenue Code, that you can make an application for changes in your insurance program. Employees will be notified each year of the time of open enrollment. This is the only time a year when an employee can elect to make changes to his/her insurance except during initial enrollment or if a qualifying event should occur. Open enrollment usually occurs in August and has an effective date of October 1st.

Qualifying Event: Refers to a life-changing event that allows an employee to make changes to his/her insurance program. Such qualifying events include marriage, divorce, birth, adoption, death, or a change in employment status (part-time to full-time, full-time to part-time) for the employee or the employee's spouse. These events have a 30-day open window to make an application for changes in coverage.

Health

Group health insurance is available through the district health insurance plan. Any position that is not temporary or seasonal and requires 630 or more hours per calendar year are eligible to join the district health insurance plan. Eligible employees that enroll in the district health insurance plan will receive the negotiated fringe benefit allowance as set by the board of education each year and be used to pay toward the premium of a single or a family plan. This benefit will be paid for twelve (12) months, or until employment is terminated.

Employees who wish to retire before age 65 may be eligible to remain in the district's health insurance group provided the employee qualifies for full KPERs retirement benefits from Woodson School District 366. If this requirement is met, the employee may choose to remain in the district's health insurance group at the employee's expense until reaching the age of 65. The employee will pay the entire premium amount for health insurance upon retirement; no fringe benefit will be provided.

An employee wishing to utilize this option must give written notice of this intent to the board of education at least 30 days prior to the actual retirement date. If the retired employee drops coverage with the Woodson School District 366 group health plan, he/she is not eligible for coverage in the future. Under the provisions of KSA 12-5040, the retiree will be disqualified for coverage in the month following the attainment of age 65.

Section 125

Section 125 of the Internal Revenue Code makes it possible for the district to identify voluntary benefits, as a part of a salary reduction plan. Any benefit identified in the district's salary reduction plan will not be subject to state and federal income tax or social security tax. All classified employees that work full time

will be eligible for this option. However, eligible employees will be restricted from changing participation status during the plan year unless a qualifying event occurs.

Identified benefits for salary reduction are:

- × Flexible Spending Accounts
- × Dependent Care Reimbursement
- × Dependent Life Insurance
- × Short-Term Disability Insurance
- × Cancer Insurance
- × Group Term Life Insurance

Benefits Not Included in Section 125 or Paid by the District

Classified employees may purchase the following under the normal salary reduction agreement and should not be confused as a part of Section 125:

- × Employee-Paid Health
- × Vision Insurance
- × Dental Insurance
- x [The district will match employee's contribution in the 403B Plan Retirement Savings Plan up to \\$50.00 per month.](#)

Payroll Deductions

Voluntary Payroll Deductions

On written authorization from the employee at the appropriate time, the district shall deduct from the salary of the employee and make appropriate remittance for:

- × Benefits not included in Section 125 or paid by the district
- × Tax-sheltered annuities and deferred compensation plan

Kansas Public Employees Retirement System (KPERs)

The Kansas Public Employees Retirement System (KPERs) is a plan of retirement, disability, and survivor benefits provided for by law for Kansas public employees and their beneficiaries. The employee contribution rate is 6% and is deducted from each paycheck. Membership is mandatory if your position:

- × Is not seasonal or temporary, and
- × Requires you to work at least 630 hours per year, or
- × If you work for multiple state employers, you must accumulate days and hours to determine your membership status.

KPERs benefits include:

- × Retirement benefit options for vested members. (You are a “vested” member of KPERs if you have five (5) or more years of credited service.)
- × Life insurance benefit equal to 150% of your compensation if you are an active KPERs member.
- × Disability income benefit provides a monthly benefit, based upon 60% of your annual rate of compensation. To qualify, you must be disabled for 180 continuous days.
- × Survivor benefits.
- × Purchased service credit.
- × Refund of your contributions and earnings if you terminate employment.

KPERs members will receive annual membership statements to review current benefits.

Retired KPERS members may work after retirement for a KPERS covered position but may have some benefit restrictions. Employer contribution rates may apply.

Other Mandatory Deductions

State and Federal Income Tax: will be withheld at the appropriate amount as determined by the employee's completed W-4 form. Additional amounts to be withheld from each paycheck for state and/or federal income tax can be changed during the year by completing a new W-4 form.

Social Security/Medicare: 6.20% of an employee's paycheck is withheld for Social Security (FICA), and 1.45% of an employee's paycheck is withheld for Medicare (FICM).

Garnishments: The district office is obligated to withhold a specified amount of an employee's paycheck if a withholding income order (garnishment) is in effect.

Leaves and Absences

Sick/Personal Leave

Full-time employees are granted twelve days sick leave per year accumulative to fifty (50) and three (3) of those days per year may be used as personal days. These days are earned 1 per month. Leave may be used at the employee's discretion. If an employee uses three continuous days of leave, documentation of reason shall be provided to the building principal or superintendent of schools.

All twelve-month employees hired will have a six-month probationary period before leave can be earned. All nine/ ten-month employees hired will have a four-month probationary period before leave can be earned.

Twelve-month employees

After the completion of the employee probationary period, 6 days of leave will be awarded. Additional leave will be earned at a rate of one day per month thereafter to a maximum of 12 days leave per year. Leave is cumulative to a maximum of 50 days.

Nine/ ten-month employees

After completion of the four-month employee probationary period, 4 days of leave will be awarded. Additional leave will be earned at a rate of 1 day per month thereafter to a maximum of 12 days leave per year. Leave is cumulative to a maximum of 50 days.

Payment for Accumulated Unused Leave

Leave – Classified employees with more than 50 days of leave, at the end of the contract year, will have excess days paid out at a rate of \$30 per day at the end of the fiscal year.

Sick Leave Pool

Woodson School District #366 operates a sick leave pool to provide a continuing income for employees who are faced with illness or injury to themselves, their spouse or dependent children, and have used all of their sick leave days. Each employee who wishes may contribute sick leave days to the sick leave pool. Such contributions shall be deducted from the employee's sick leave accumulation. Days contributed or offered to the pool become a permanent part of the pool and will not be refunded.

An application for a contribution to the sick leave pool will be made available to each employee with other enrollment forms. The completed form will be due at the district office on the same day as the other enrollment forms. Contributions offered may not exceed three (3) days on a contract year. The maximum amount of days allowed to be drawn is 30 days in a contract year. The applications shall be reviewed for approval or disapproval by majority vote by the committee.

Personal Leave

Full-time employees may convert three (3) sick leave days into personal days annually, and bus route drivers may convert two (2) sick leave days into on a personal day annually. Anyone requesting personal leave must gain prior approval from the building principal; situations with extenuating circumstances will be dealt with on an individual basis.

Vacation Days

Twelve-month employees that work full-time will earn vacation days at the following corresponding annual rate after 1 year of service:

- First ten (10) years, ten (10) days per year.
- One (1) additional day of vacation for each year above ten (10) years of consecutive employment, with a maximum of twenty (20) days.
- Vacation will not be allowed to carry over after 12 months of receiving your days.
- Beginning July 1, 2020 school year vacation earned will be added monthly up to 10/11-15/20 days.

Nine/ten-month classified employees and part-time classified employees are not eligible for vacation days.

Payment for Accumulated Vacation upon Separation

Vacation - At the time of employment separation, the district will compensate eligible classified employees for unused vacation days at the daily pay of the employee. The employee must fulfill the contract in full to receive full vacation payout. If the contract is not fulfilled, vacation payout will be prorated.

Holidays

Twelve-month employees that work half-time or more shall be paid for any of the following holidays that fall within his/her terms of employment:

1. New Year's Day 1 day
2. Presidents Day 1 day
3. Spring Break 2 days
4. Good Friday 1 day
5. Memorial Day 1 day
6. Independence Day 1 day
7. Labor Day 1 day
8. Thanksgiving, the Wednesday prior, and the Friday following 3 days
9. Christmas Day 4 days

Nine/ten-month classified employees get Holidays if they work during that holiday. Part-time classified employees are not eligible for paid holidays.

Absences

Good attendance is important to the productivity and service of the school district. If an employee is unable to report to work, the employee should personally contact the immediate supervisor at the earliest possible time.

If an emergency occurs, which necessitates an employee leaving the job site, the employee should contact the immediate supervisor or other management personnel. If the above is not possible, the employee should request a fellow employee to notify management as soon as possible.

Regular attendance is required of all employee's subject to leave provisions in district policy, employee handbooks, or other documents approved by the board. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action, including termination of employment.

Bereavement

District employees may convert sick leave days into bereavement days in the event of an immediate family member's critical illness or death. An immediate family member is defined as anyone of blood relation, children related through adoption, or related by marriage. In the event of hardship cases, the Superintendent may grant exceptions.

Work Schedules

Meal and Break Time

If the employee is relieved from all duties for the purpose of eating, a meal period which occurs during the scheduled workday is not counted as time worked and should not be recorded on the timesheet. The meal period is 30 minutes in length.

****Note: Meal Time is NOT optional. You have the right to eat or relax or both.****

Rest periods or breaks will be counted as time worked. A total of 20 minutes will be allowed for employees working more than six (6) hours. This break may be taken as two 10-minute breaks or as one 20-minute break. A total of 15 minutes (one-break) will be allowed for employees working more than four (4) hours but less than six hours. Breaks are provided to enhance the attentiveness and safety of our employees. With this purpose in mind, if breaks or rest periods are not taken during the workday, they may not be added to the time worked or taken at the end of the workday.

State and federal regulations allow food service workers who are involved in preparing and serving meals (e.g., cooks, aides, secretary, lunchroom custodian) to receive a free meal. The state and federal regulations do not include lunchroom supervisors.

Workweek (BOE Policy GCA)

For the purposes of the Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Midnight Sunday until 11:59 p.m. Saturday.

Overtime Pay

Employees are paid overtime in accordance with applicable law. Overtime will be paid at a rate of one and one-half (1.5) times the employee's regular rate of pay for all hours worked in excess of 40 hours in a workweek.

All overtime work must be authorized in advance by the employee's immediate supervisor. Holidays, leave, and vacation days shall not be considered time worked for purposes of computing overtime. This time will be paid at the employee's contract hourly wage.

Conduct

Bullying (BOE Policy GAAE)

Bullying, in any form, including electronic means, is prohibited on or while using school property, in a school vehicle or at a school-sponsored activity or event. Employees who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, employees who violate the bullying prohibition shall be reported to local law enforcement.

Conflict of Interest

District employees shall not engage in any outside employment or business which, by nature or duration, could detract from the effective performance of assigned duties. District employees shall not attempt, during the school day or on school property, to sell or influence students or district employees to buy any product, article, instrument, service, or other such items.

Use of School Equipment

Property owned by USD 366 may not be used for personal reasons unless prior approval has been granted by the superintendent or building principal.

District Email

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. 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 email 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.

Gifts

Employees shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity unless approved by the principal.

Employees are prohibited from receiving gifts from vendors, salesmen or other such representatives.

Disciplinary action may result if employees are found to be in violation of this policy.

Personal Appearance

The district encourages appropriate dress for all district employees.

Driver's License

Employees who drive school vehicles are required to have in their possession a valid Kansas driver's license when operating a district-owned vehicle. It is required to turn in a copy of your license to the district office so it can be turned into the district insurance company. Employees are responsible for any and all violations while you are driving.

Nepotism

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board. 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.

Complaints (BOE Policy GAE)

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Health and Safety

Health Certification

All district employees that come into regular contact with pupils are required to submit a certification of health including a statement that there is no evidence of a 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 skin test. A certificate furnished by the Secretary of Health and Environment must be signed by a person licensed to practice medicine and surgery under the laws of any state. (K.S.A. 72-5213)

Child Abuse (BOE Policy GAAD)

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) or to the local law enforcement agency if the SRS office is not open. The employee must then notify the building principal that the initial report to SRS has been made. The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

The employee shall not discuss the situation outside of the SRS/law enforcement agency and the building principal.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Inclement WEATHER OR Other School Cancellations

Full-time maintenance/custodial employees are expected to report to work on days when school is dismissed to address conditions of the school buildings. Upon addressing school cancellation reason (weather-related, checking equipment, and facilities) and completion of necessary duties to provide access to the buildings, maintenance/custodial employees are free to return home. These days will be paid at an hourly wage of time and a half for hours worked or daily rate whichever is greater. All other classified staff will be paid at the scheduled daily rate of employment.

2 Hour Late Start

There may be times when the Board of Education and/or the Superintendent believes starting a school day two (2) hours later than normal will best serve our students and provide safer conditions for morning transportation. When a two-hour late start is announced the following conditions are to be followed:

1. Maintenance and Custodial employees should report at the start of their normal shift to prepare the buildings for occupants (clearing snow, etc.) unless the employee is also a regular route driver for the district.
2. Route drivers should begin their routes exactly two hours later than normal.
3. Office personnel should report to the buildings at the normal time if possible, to assure the safety of any student who might not arrive two hours late.
4. Foodservice staff should not plan to serve breakfast on days where a two (2) hour late start is announced. With that in mind, the food service staff should plan to arrive two hours later than their normal start.
5. The building principals will work with their staff to determine the best use of instructional time for a shortened school day.

Employees starting two (2) hours late will continue to be paid for their full shift. NO STAFF MEMBER should report to work if he/she believes the weather has greatly jeopardized his/her safety.

Drug-Free Workplace (BOE Policy GAOA)

The board of education firmly believes that the maintenance of a drug-free workplace is essential to an appropriate learning environment. The unlawful manufacture, distribution, dispensing, possession or use of alcohol or a controlled substance on school district premises is therefore prohibited.

Use of Tobacco Products (See GAOC)

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

Injury

Any employee who is injured while on the job must inform the immediate supervisor and the district office staff as soon as possible. Appropriate forms and description of circumstances of the injury must be completed in a timely manner. Please inform medical personnel treating the injury that claims should be filed through the district's worker's compensation insurance.

Worker's Compensation (BOE Policy GAOE)

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid leave to supplement the worker's compensation or district paid disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board-approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, the district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until (1) available paid leave benefits are exhausted; (2) the employee returns to work, or (3) employment is terminated. Leave shall be deducted on a pro-rata amount equal to the percentage of salary paid by the district.

Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease, the 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 shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon the termination of the illness when authorized by the employee's physician or by the health assessment team.

The district reserves the right to require a written statement from the employee's physician, indicating that the employee is free from all symptoms of severe communicable disease.

Asbestos

The Senior High School and the K-8 facilities contain asbestos that has been encapsulated as required by current statute. Updated asbestos plans are on file in the district office and each building office.

Separation of Employment

Resignation

If a classified employee wishes to discontinue his/her employment with Woodson County School District, the employee is requested to submit his/her resignation in writing to his/her immediate supervisor. Employees are requested to provide a minimum of two (2) weeks' notice before his/her official resignation date. Those employees who provide two (2) weeks' notice before his/her official resignation date will be entitled to any accrued benefits for which they are qualified.

Classified employees who resign at the conclusion of the contract period shall receive full compensation for any accrued benefits and privileges.

Suspension (BOE Policy GCK)

The superintendent may suspend classified employees with or without pay pending a board determination. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond

Final Paycheck and Clear Out

Before leaving the employment of the district, an employee must return all district property that has been issued or acquired during the course of his/her employment with Woodson County School District. Such property includes, but is not limited to, the following: keys, employee badges, uniforms, tools, equipment, phones, computers, and district credit cards. If any property is not returned to the district, the employee may be subject to withholding in the amount of the property cost to the district.

Upon receipt of separation notice, the human resources department will initiate the separation notification process. If applicable, the payroll department will compute accrued benefits according to the provisions of district policy. Paid payroll benefits such as, but not limited to, vacation days and leave days will be based on an employee's last day worked.

The last paycheck will be issued in accordance with the next scheduled payday.

Savings Clause

If any statement in this Classified Handbook conflicts with approved Board of Education policy, the Board of Education policy shall supersede the statement in the employee handbook.