

Jayhawk USD #346 Classified Employee Handbook



2023-2024

Mission Statement

The mission of Jayhawk Unified School District #346
is to educate and empower
all students with the skills necessary for success
as responsible and caring citizens.

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Board of Education

- Max Krull, President
- Tracy Springer, Vice-President
- Lee Roy Bryant, Member
- Daniel Earnest, Member
- Matt Higgins, Member
- Kitty Rhynerson, Member
- Brent Paddock, Member

Jayhawk USD 346 Directory – 2023/2024

Central Office

414 S. 5th Street/ P.O. Box 278

(913) 795-2247

(913) 795-2185 – fax

Name, Position	Phone extension
Shawn Thomas, Superintendent	210
Genea Bruner, SIS Coordinator	204
Brian Carlson, Technology Integration Specialist	212
Malinda Conley, Transportation Coordinator	205
Wes Cox, District Maintenance Director	216
Carla Leavitt, Treasurer	201
Kayla McGrew, Board Clerk	202
Scott Murphy, Technology Director	211

Jayhawk Elementary School

415 S. 6th Street

- Mark Proffitt, Principal (ext 103)

(913) 795-2519

(913) 795-2105 – fax

Jayhawk-Linn High School

14675 KS Hwy 52

- Bob Beckham, Principal (ext 303)
- Kris Holt, Vice Principal (ext 304)
- Kirk Holt, Athletic Director (ext 332)

(913) 795-2224

(913) 795-9906 – fax

Selected Board Policies

This list includes board policies that are most relevant to staff members. Board policy books are located at the district office, each school's office, and in the personnel section on Schoology.

Topic	Policy
Animals and Plants in School	ING
Assignment and Transfers	GACE
Bloodborne Pathogen Exposure Control Plan	GARA
Bullying by Staff	GAAE
Child Abuse	GAAD
Communicable Disease	GAR
Compensation Guides and Contracts	GCA
Computer and Device Use	IIBG
Communication Devices, Use of	GAT
Complaints/Grievances	GAE/KN
Conflict of Interest	GAG
Corporal Punishment	JDA
Disability Leave	GBRIBA
Disruptive Acts at School or School Activities	KGD
Distribution of Materials	KI
Drug and Alcohol Testing	GAOD
Drug Free School	GAOB
Drug Free Workplace	GAOA
Employee Protection	GAO
Equal Employment Opportunity and Nondiscrimination	GAAA
Equipment	KGA
Evacuations and Emergencies	EBBD
Evaluations	GCI
Expense Reimbursement	GANA
Family Educational Rights and Privacy Act (FERPA)	IDAE
Gifts	GAJ
Hazardous Waste	EBBA

Topic	Policy
Homeless Students	JBCA
Local Wellness	JGCA
Military Leave	GARID
Nepotism	GACCA
Non School Employment	GBRG
Overtime	GCA
Paid Time Off	GCRG
Political Activities	GAHB
Racial and Disability Harassment	GAACA
Religion in Curricular or School Sponsored Activities	IKD
Religious Objections to Activities	IKDA
Salary Deductions	GAOF
School Calendar	AEA
Safety and Security	EBC
School Vehicles	EDAA
Searches of Property	JCAB
Searches of Students	JCABB
Sexual Harassment	GAAC
Solicitations	KDC/GAG
Staff-Student Relations	GAF
Student Accidents & Health Emergencies	JGFG
Student Privacy	IDAE
Supervision	GBH
Supervision of Students	JGFB
Suspension	GBK
Termination	GBN
Tobacco Use	GAOC
Travel Expenses	GAN
Use of School Facilities	HAHBA
Vacations	GCRH
Weapons	JCDBB
Work Schedule	GBR
Workers Compensation	GAOE

Activity Passes

The board may provide each classified employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and their spouse.

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 meeting.

Asbestos

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

Assignment & Transfer

The board retains the right to assign, reassign or transfer employees. The board may delegate its authority to assign, reassign or transfer any or all employees to the superintendent.

Benefits

Health Insurance

Group health insurance is available through the district health insurance plan. The district must prove 100% participation of all eligible members annually. An eligible member is defined as “one who is not covered by group coverage elsewhere,” qualifies for KPERs, and works more than 3.5 hours daily. The board provides eligible employees with the full premium on the KE8 (low) option plan. The employee is responsible for the difference between the options should the employee choose an option other than the KE8 (employee). This benefit will be paid for twelve months, or until employment is terminated, for all calendar year and school year employees. Temporary or seasonal employees are not eligible to participate in the insurance plan.

Employees who have elected to deduct premiums for health insurance and other benefits from their monthly payroll will be required to continue payments during any periods where their pay is insufficient to cover premiums. The employee has 30 calendar days from the date of their last paycheck to pay their health insurance and other benefit premiums to Jayhawk USD 346 Board Office. If payment is not made within the 30 calendar-day period, group health insurance and other benefits will be cancelled for the employee and any of his/her dependents on the plan. If coverage is cancelled, Jayhawk USD 346 will notify the employee 15 calendar days before the last day of coverage.

Employees will be provided a list of insurance options each year during the district open enrollment period in August. New employees will be informed of their opportunity to participate at the time of hire. See Appendix B for current health insurance rates.

Kansas Public Employees Retirement System (KPERs)

KPERs membership is mandatory for all regular employees working 3 ½ hours per day or at least 630 hours per year. All eligible employees will pay 6% of gross salary into the retirement system. Employee contributions to the system are fixed by statute. Go to www.kpers.org for additional KPERs information.

Section 125 Options

Any classified employee may authorize deductions before taxes for the following:

- Accident Insurance
- Cancer Insurance
- Dental Insurance
- Flexible Spending (FSA)
- Health Insurance
- Life Insurance
- Vision Insurance

Tax Sheltered Investments

All staff employed by the district shall be eligible to participate in the purchase of tax sheltered investments from USD #346 approved vendors as provided for in Section 403 (b) of the Internal Revenue Code. Information regarding the district's 403(b) plan may be obtained at the following website: <http://sfr.baybridgeadministrators.com>

Application for participation in or changes to a tax-sheltered annuity will be accepted at the beginning of each month from September through May. Employees will be allowed to start and/or stop an annuity, but dropped annuities may not be re-started until the next contract year. Employees are responsible for informing Bay Bridge Administrators and the board clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented to the clerk prior to the change.

Bullying

The board of education prohibits bullying in any form by any student, staff member, or parent towards a student or a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Communication Devices

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

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used

by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Complaints/ Grievances

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. Exceptions may be made if the supervisor is the source of the complaint. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Computers

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor. Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. Employees shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

No Right to Privacy

Employees shall have no expectation of privacy when using district e-mail, other official communication systems, computers, or electronic devices. 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 and the board.

Any e-mail or computer application or information in district computers, computer systems or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district.

Secure Files

All employees must secure files containing confidential student information.

Confidentiality

Student Information

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

Personnel Information

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

Conflict of Interest

Classified employees shall engage in no outside employment or business which, by nature or duration, will detract from the effective performance of assigned duties. District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties. No employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Direct Deposit

The district encourages direct deposit for payroll. Employees must complete a Direct Deposit Agreement form upon hire authorizing the participation in direct deposit. If an employee

does not wish to have their check direct deposited, they must complete a waiver form in order to receive a physical check.

If an employee wishes to make changes to their direct deposit, a new Direct Deposit Agreement form must be completed and received in the Clerk's office at least 30 days prior to the effective date in such a manner as to afford Jayhawk USD 346 reasonable opportunity to act on it and in no event shall it be effective with respect to entries processed by Jayhawk USD 346 during summer payroll (June 1 to August 31) or prior to the receipt of the written notice.

District Announcement

The school district currently is utilizing a phone system (Apptegy) which calls staff to inform them of school closing or emergencies. The system will also send email alerts and/or text messages. It is essential that staff update their information when changes occur to their address, home and cell phone numbers.

District Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal use is prohibited without prior permission of the employee's supervisor.

Dress Code

Appropriate dress and personal grooming are an individual responsibility. The impression given to others through personal appearance is important to the employee and to the district. Employees are asked to be responsible and use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair, and clean.

Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the school district is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to his/her immediate supervisor for a conference. Principals are expected to counsel employees assigned to their buildings on appearance in relation to the educational environment and to enforce these rules across the district in an equitable, consistent and fair manner.

Emergency Closings

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, he will send voice and text messages utilizing the district notification service. In addition he will notify the following radio/TV stations: KMDO (AM 1600) Fort Scott; KOMB (FM 103.9) Fort Scott; KCTV (Channel 5) Kansas City; KOAM (Channel 7) Pittsburg; KMBC (Channel 9) Kansas City to broadcast a school closing announcement. Building administrators establish notification procedures (calling trees) for their building staff. Office personnel should be kept current on contact information.

Employee Protection

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance that threatens physical injury to others.

Employment Status

All classified employees are employed on an “at-will” basis, regardless of their length of service, and may be dismissed at any time.

Evaluations

All classified employees may be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board. Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee’s personnel file.

Exit Interviews

An exit interview may be conducted prior to an employee leaving the district.

Gifts

Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

Keys/ Keyless Entry

The building principal and superintendent are responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission. Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

Leaves and Absences

Procedure for Requesting Leave

All requests for leave shall be directed to the building administrator and submitted in Skyward. An employee on paid leave during the year may be compensated at his/her regular rate of pay while absent from work, if the following conditions are met:

1. The employee has the requested leave available.
2. The employee has submitted proper request and received prior approval from the building administrator or in case of illness has reported such to the building administrator in a timely manner.

Bereavement Leave

Each staff member, upon application to his/her building principal, shall be granted bereavement leave. Deaths that qualify for up to three days of bereavement leave per incident include: Spouse, child, stepchild, parent, stepparent, father-in-law, mother-in-law, son-in-law, daughter-in-law, siblings, grandparent, and grandchild. Additional days, if needed may be administratively approved and deducted from sick leave.

Inclement Weather – School Cancellation Procedures

All 12-month employees, with the exception of custodians and maintenance, are not expected to report to work when school is closed due to inclement weather. The exception would be if the supervisor requires the employee come in to work and, if this occurs, the employee will be entitled to take another day off at the discretion of the supervisor. Administrators may be called in to work.

Maintenance and custodial departments will be required to report for work on all “school closure days.” If unable to report early, the maintenance or custodial staff member is to call his/her supervisor to make other arrangements, but they are expected to work their full shift. For snow days worked, maintenance and custodial staff will be entitled to take another day off at the discretion of their supervisor. Those individuals are encouraged to take the day(s) off during an in-service day, Spring Break, or summer, with the approval of their supervisor. The “snow day” cannot be used as a vacation day (unless it was already scheduled prior to becoming a “snow day”). Snow days must be taken before June 30th.

Less than 12 month employees of the following classifications will not report to work and will be paid: Secretaries, Aides, Nurses, and Food Service. However, if school cancellation days are made up, these employees will be required to work the day(s) that are to be made up.

Family and Medical Leave

In accordance with the Family Medical Leave Act (“FMLA”), Jayhawk USD 346 will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) of unpaid leave during a 12-month rolling period to eligible employees. The employee is eligible for family and medical leave if he/she has been employed by the district for at least 12 months and has worked at least 1250 hours during the 12-

month period immediately preceding the commencement of the FMLA leave. Married employee couples who are both employed with Jayhawk USD 346 may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition. Employees are required to use any available paid leave concurrently with FMLA leave. This includes personal, vacation, and sick leave.

Eligible employees should make requests for FMLA leave to their supervisor and the USD 346 Board Office at least 30 days in advance for foreseeable events and as soon as possible for unforeseeable events. Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be continued while an eligible employee is on approved FMLA leave. Employees who normally pay a portion of the premiums for health insurance and other benefits will be required to continue payments during the period of FMLA leave through the normal payroll deduction process. If an employee has used all paid FMLA leave and their FMLA leave is now unpaid, the employee has 30 calendar days from the date of their final paycheck to pay their health insurance and other benefit premiums to the Board Clerk. If payment is not made within the 30 calendar-day period, group health insurance and other benefits will be cancelled for the employee and any of his/her dependents on the plan. If premiums are not received, Jayhawk USD 346 will notify the employee 15 calendar days before the last day of coverage.

So that an employee's return to work can be properly scheduled, an employee on FMLA leave is requested to provide Jayhawk USD 346 with at least two weeks advance notice of the date the employee intends to return to work. If an employee fails to return to work on the agreed upon return date and without further notice of the reason for the delay, Jayhawk USD 346 may assume that the employee has resigned.

Holidays

The following paid holidays for full time (260 day) employees will be observed:

- New Year's Day (Friday prior if on weekend)
- Martin Luther King Day
- Presidents' Day
- Memorial Day
- Independence Day (Friday or Monday if on weekend)
- Labor Day
- Thanksgiving Day (plus Friday)
- Christmas Day (plus 1 day (24th or 26th) – if on weekend, employee takes either Friday or Monday off (1 day)

Part-time/temporary employees are not eligible for holiday pay.

Jury Duty

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

Personal Leave

Number of months worked	Amount of annual paid personal leave
9 to 11 month employees	32 hours (4 days)
12 month employees	8 hours (1 day)
Part-time/temporary employees	Not eligible for personal leave

Personal leave is subject to the approval of the building principal. New employees will be prorated according to their hire date. Employees cannot choose to receive no pay, in lieu of using their personal leave. If personal leave is available, it must be used for any increment of personal time taken by the employee. Personal leave shall not accumulate and shall not transfer from one employee to another. Unused personal leave shall roll into sick leave at the end of each given year. In the event a staff member leaves the district, the number of personal hours will be prorated.

For employees hired *during* the school year, personal leave will be prorated according to their hire date as follows:

Hire date	Amount of paid personal leave (prorated)
Prior to December 31 st of the current school year	16 hours (2 days)
Between January 1 st and March 31 st of the current school year	8 hours (1 day)
Between April 1 st and June 15 th of the current school year	0 hours/days

Sick Leave

Number of months worked	Amount of annual paid sick leave
9 month employees	56 hours (7 days)
10 month employees	64 hours (8 days)
11 month employees	72 hours (9 days)
12 month employees	104 hours (13 days)
Part-time/temporary employees	Not eligible for sick leave

Sick leave will cover absences for the employee's own illness which shall include dental and/or optical services and employees may use their sick leave to care for the illness of immediate family. Immediate family shall include father, mother, brother, sister, wife, husband, or other relatives whose regular residence is in the home of the employee.

Employees who are unable to report to work due to illness or injury should notify their principal or direct supervisor before the scheduled start of their workday if possible. The principal or direct supervisor must also be contacted each additional day of absence. If you have exhausted all your sick leave, you will be considered to have excessive absences. A doctor's note will be required for all employees who have exhausted sick leave and wish to be considered for unpaid medical leave. A doctor's note is not a guarantee of receiving unpaid medical leave. Excessive absences are a reason for disciplinary action up to and including termination.

For employees hired during the school year, sick leave will be prorated according to their hire date as follows:

Hire date	9 month employee	10 month employee	11 month employee	12 month employee
Prior to December 31 st of the current school year	28 hours (3.5 days)	32 hours (4 days)	36 hours (4.5 days)	52 hours (6.5 days)
Between January 1 st and March 31 st of the current school year	14 hours (1.75 days)	16 hours (2 days)	18 hours (2.25 days)	26 hours (3.25 days)
Between April 1 st and June 15 th of the current school year	0 hours/days	0 hours/days	0 hours/days	0 hours/days

Sick leave will be deducted in quarter-hour increments. Unused sick leave may accumulate to no more than 90 days. An employee who has accumulated 90+ days at the end of a given year shall be reimbursed for each day beyond 90 at the rate of \$20.00 per day. An employee who has 90 days accumulated sick leave at the beginning of the new employment agreement year will be permitted to add the additional sick leave days to bring the total to 97-103 days. Accumulated sick leave days may not be transferred from one employee to another employee.

Monetary reimbursement for unused sick leave will be paid to employees at the rate of 30% of the daily salary for each day of accumulated sick leave upon death or retirement. The maximum total days eligible for reimbursement at the 30% rate is 90 days. Retirement is defined as an employee who retires from employment in the district in accordance with KPERS provisions. There shall be no payment for unused sick leave when an employee ceases employment with the district.

Vacation

Full-time (260 day) classified employees may be granted a paid vacation each year. Part-time and temporary employees are not eligible for vacation pay.

<p><u>Full-time classified employees vacation days</u> Upon completion of 1 year – 10 years of employment ----- 10 days vacation (80 hrs.) 11+ years of employment ----- 15 days vacation (120 hrs.)</p>

Twelve-month employees upon completion of one year shall be eligible for two weeks paid vacation exclusive of national holidays. Twelve-month employees upon completion of ten years of service shall be eligible for three weeks paid vacation exclusive of national holidays.

Vacation days may not accumulate beyond 30. The Superintendent and the Board of Education encourage twelve-month employees to use vacation within two years of the date earned. The Board of Education may elect to pay for unused vacation up to fifteen (15) days or 120 hours for those twelve-month employees whom might otherwise forfeit vacation days or hours. Vacation time must be used by June 30. Approval for use of vacation must be arranged 5 days in advance with the immediate supervisor or principal.

If an employee retires or resigns from the district and is re-hired, they will begin accumulation of any eligible benefits over again. When an employee moves from a non-vacation eligible position to a vacation eligible position, their vacation time begins accruing when they begin the vacation eligible position.

Longevity

Jayhawk USD 346 compensates staff members for accumulated years of *completed* service (paid in November). Full-time classified staff members that complete 5 years receive \$500 per year in their 6th through 10th year of service in the district. Full-time classified staff members that complete 10 years of service receive \$1000 per year on their 11th through 15th year of service. After 15 years of completed service, full-time classified staff members receive \$1,500 per year in their 16th year of service until completion of service. Employees must be on payroll November 20th to receive longevity. If an employee ceases employment with the district and later returns, they must complete one year of service before they are once again eligible for longevity pay for their cumulative years of service. SpEd staff, bus drivers, substitute teachers, part-time employees (including gate keepers), and Rule 10 coaches are not eligible for longevity pay.

Years of Service	Longevity Payment
6-10	\$500
11-15	\$1000
16+	\$1500

Medications/Administering

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

Meal and Break Time

Employees shall be required to take a 30-minute duty free lunch break. 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 time sheet. In special circumstances, the building principal may approve the employee to work through their lunch break. In such case, that time is compensable.

State and federal regulations allow food service workers who are actually involved in preparing and serving meals (e.g. cooks, aides, secretary, lunch room custodian) to receive a free meal. The employee receiving a free lunch must clock out during mealtime and cannot receive pay for meal time.

Mileage Reimbursement

Mileage reimbursement is 65¢ per mile.

Orientation

All new classified employees shall receive an orientation as designed by the supervisor and shall be instructed where to find the handbook online.

Overtime

The district will pay overtime pay when appropriate to classified employees. Overtime will be paid on all hours worked in excess of forty (40) hours per week at the rate of one and one-half times the regular hourly rate. Sick leave time, paid holidays, annual leave, weather-related absences, and jury duty, compensatory time, etc. are not considered hours worked according to the Fair Labor Standards Act. As such, overtime is not paid when those hours are part of the excess of forty (40) hours in a week. The FLSA requirement to pay overtime for hours worked over forty (40) in a week applies only to time the employee actually spends working. **Entry into overtime work will be voluntary by the employee and must be approved in advance by the building administrator or superintendent.**

Payday/ Direct Deposit

Classified employees are paid monthly. Each USD 346 employee will have their payroll direct deposited on the 20th day of each month. If an employee opts out of direct deposit, their check will be sent to their respective school on the 20th. In the event that a pay day falls on Saturday, on Sunday, or on a holiday, the direct deposit will be made on the Friday prior to the 20th or the day prior to the holiday. USD #346 compensates their instructional aides, secretaries, and food service employees each school year in twelve (12) equal installments, paid once each month. Employees paid over twelve months, except those with July contracts that end June 30, shall notify the Board Office in writing on or before April 1st of each year if they wish to receive a lump sum payment in June for their summer payroll.

Payroll Deductions

There are two types of payroll deductions - mandatory and voluntary. Mandatory deductions will be withheld automatically. Voluntary deductions must be authorized by the employee. Examples of mandatory and voluntary deductions include, but are not limited to:

Mandatory Deductions	Voluntary Deductions
<ul style="list-style-type: none">• State and Federal Income Tax• Social Security Tax• KPERs Retirement (for those eligible)• Garnishment	<ul style="list-style-type: none">• Health Insurance (for those eligible)• Tax Sheltered Annuities• Approved Section 125 Options

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty to sixty days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

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.

Personal Vehicle, Use of

In the event a vehicle is not available for school-related travel, the district will reimburse the driver for use of a personal car. Arrangements must be approved in advance of travel.

Personnel Records

Personnel files required by the district shall be confidential and in the custody of the board clerk and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor.

Unless otherwise provided by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the board clerk who shall respond to the request as the law allows.

Purchasing

Purchase Orders

All purchases will be made by submitting purchase orders in Skyward to be approved by the principal and the superintendent of schools. Employees who purchase without approval may be held financially responsible for items purchased.

Purchases will be processed as follows:

- Submit purchase order in Skyward.
- Upon approval of the principal and the superintendent, the purchase will be made by central office staff.
- When the purchase arrives at the central office, it will be checked in and delivered to the recipient.

Local Purchases

- Follow building principals' guidelines for local purchases approval.
- The purchaser will turn in the signed copy of the vendor's sales slip to the building secretary.
- Each school will send vouchers (pink) to the Board of Education office for payment at the end of each month.

Required Records

Each classified employee must have the following records/forms on file with the clerk before the first day of employment:

Employment application

- Driver's license and driving record
 - Employees who drive any school vehicle are required to have in their possession a valid Kansas Drivers License when operating a district-owned vehicle. Staff will supply the central office with a copy of their current driver's license. If a school

transportation provider's license is suspended or revoked at any time, such suspension or revocation shall be reported to the superintendent and the driver shall immediately cease driving a school vehicle and transporting students.

- Employment Application
- Health Examinations
 - As a condition to entering employment, all new employees of the school district who come in regular contact with the pupils of the school district, including Special Education Co-op employees, are required to provide a certification of health for school personnel on a form prescribed by the secretary of health and environment. This health examination, which includes a tuberculin test, will be submitted to the district at the time of employment with the district. (KSA 72-5213)
 - If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.” (KSA 72-5213) The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.
- I-9 form (proof of identity)
- Loyalty oath or affirmation
- K-4 Kansas withholding certificate
- Social security number
- W-4 Federal withholding certificate

Requests for References

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s);
- Job description and duties while in the district's employ;
- Last salary or wage;
- Wage history;
- Whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Resignation

Classified employees may resign from their jobs at any time by giving notice. Classified employees wishing to resign their position shall submit a signed letter of resignation to the building principal or superintendent stating the effective date of the resignation. Days not earned will not be paid out if the employee leaves employment prior to the end of their contract. All salary accrued at the time of resignation shall be paid in full at the next regular pay interval.

Schedules

Time schedules for classified employees will be assigned by their immediate supervisor. The normal work week for classified personnel shall consist of 40 hours per week for full-time employment.

Security

Unless reporting would violate the terms of any memorandum of understanding between the district and local law enforcement, any district employee who knows or has reason to believe any of the following has occurred at school; on school property; or at a school-sponsored activity, program or event shall immediately report this information to local law enforcement. Reportable events would include: any act which constitutes the commission of a felony or a misdemeanor; or any act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. At the first available opportunity, building administrators should be notified.

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual 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. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Complaints of sexual harassment by employees will be promptly investigated and resolved. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN. Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. (Complete policy posted on www.usd346.org and in the personnel course on Schoology)

Social Networking/ Social Media

All staff are encouraged to keep all communications in online forums legal, ethical, and morally appropriate. School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of

conduct. Staff members are discouraged from having personal social networking sites to which they invite students to be friends. Employees taking such action do so at their own risk. All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites could be cause for disciplinary action up to and including termination.

Access of social networking websites for individual use during school hours is prohibited. Failure to exercise good judgment in online conduct could be cause for disciplinary action up to and including termination. The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

Staff Development

All plans for staff development involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

Supervision

The superintendent has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff who are assigned to the building.

Suspension

The superintendent shall have the authority to suspend classified employees with pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board.

Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted.

Termination

Classified employees may be terminated by the superintendent upon notice. Anyone whose employment is terminated will forfeit all accrued benefits and privileges as of the date of notification. All salary accrued at the time of termination shall be paid in full at the next regular pay interval.

Time Sheets

Time sheets are required for all classified positions and must be signed by the employee and supervisor. Timely submission of time sheets is required for payroll purposes. Time sheets should be forwarded to the Business Office immediately thereafter. Cut-off calendar is included in Appendix A.

Travel Expenses/Reimbursement

The board shall provide reimbursement for expenses incurred in travel 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: a signed voucher, receipts for transportation, parking, hotels, and other approved expenses for which receipts are ordinarily available.

Vehicle Requests

District vehicles are assigned to each building for use at the discretion of the building administration. Additional requests to use a district vehicle to conduct school business shall be made directly to the board clerk or treasurer. All requests to transport students to an activity shall be made through the building principals.

Workers Compensation

Choice of Physician

The district has designated CHC/SEK in Mound City, Pleasanton, and Fort Scott to provide medical assistance to any employee who suffers an injury while performing their job. If the injured employee chooses to go to a medical provider other than the designated provider the recovery for such expenses shall be limited to \$500.00.

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; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement, for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate and those benefits under workers compensation shall be restricted as provided by current statute.

Coverage

Benefits are for personal injury from an accident or industrial disease arising out of and in the course of employment with the district. Injuries, which occur during recreational or social events under circumstances where the employee is under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties may not be covered under workers compensation.

Notice of Accidents

An injured employee must notify the designated employer's workers compensation coordinator (board clerk) or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or 20 days of repetitive trauma in order to be eligible for benefits. The district may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual knowledge of an accident, whether the employee has or has not requested medical treatment. If an employee refuses to submit to an employer requested post-injury chemical test, the employee forfeits all related workers compensation benefits as provided in KSA 44-501. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

Savings Clause

If any statement in this classified employee handbook is in conflict with approved Board of Education policy, the Board of Education policy shall supersede the statement in this employee handbook.

Appendices

Appendix A – Cutoff Calendar

2023-2024 Cut-Off/Report Due Dates

updated

July

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

August

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

September

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

October

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

November

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

December

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

Financial Reports, yearly financial reports and bank statement MUST carry the June 30, 2024 date/balance. End of year reports are due in the district office no later than July 6, 2023

July

- 6 FY23 Year End Reports Due
- 28 Cut-off Timecards/Bills
- 31 1:00 Collections Due

August

- 4 1:00 Pink Vouchers Due
- 8 3:00 Financial Statement Due
- 25 Cut-off Timecards/Bills
- 31 1:00 Collections Due

September

- 1 1:00 Pink Vouchers Due
- 5 3:00 Financial Statement Due
- 22 Cut-off Timecards/Bills
- 29 1:00 Pink Vouchers Due
- 29 1:00 Collections Due

October

- 3 3:00 Financial Statement Due
- 27 Cut-off Timecards/Bills
- 31 1:00 Collections Due

November

- 3 1:00 Pink Vouchers Due
- 7 3:00 Financial Statement Due
- 24 Cut-off Timecards/Bills
- 30 1:00 Collections Due

December

- 1 Pink Vouchers Due
- 5 3:00 Financial Statement Due
- 19 1:00 Collections Due
- 22 Cut-off Timecards/Bills,

January

- 4 3:00 Financial Statement Due
- 4 1:00 Pink Vouchers Due
- 26 Cut-off Timecards/Bills
- 31 1:00 Collections Due

February

- 2 1:00 Pink Vouchers Due
- 6 3:00 Financial Statement Due
- 23 Cut-off Timecards/Bills
- 29 1:00 Collections Due

March

- 8 1:00 Pink Vouchers Due
- 12 3:00 Financial Statement Due
- 22 Cut-off Timecards/Bills
- 29 1:00 Pink Vouchers Due
- 29 1:00 Collections Due

April

- 2 3:00 Financial Statement Due
- 26 Cut-off Timecards/Bills
- 30 1:00 Collections Due

May

- 3 1:00 Pink Vouchers Due
- 7 3:00 Financial Statement Due
- 24 Cut-off Timecards/Bills
- 31 1:00 Collections Due
- 31 1:00 Pink Vouchers Due

June

- 4 3:00 Financial Statement Due
- 28 1:00 Collections Due
- 28 Cut-off Timecards/Bills
- June 30 EOY Bills Due ASAP

January

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

February

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	

March

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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

April

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	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

May

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

June

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

- Cut-off Timecards/Bills
- Pink Vouchers Due
- Collections Due
- Financial Statement Due
- Board Meeting
- Payroll

An Equal Employment/Educational Opportunity Agency
Jayhawk USD #346 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The Superintendent of Schools, 414 S 5th Street, Mound City, KS 66056

Appendix B – Health Insurance Rates

	Deductible	Coinsurance Coinsurance Maximum	Annual Out of Pocket (all payments applied to annual out of pocket)	Office Visit Copay	Accident Coverage	Emergency Room Copay	Prescription Drug Rider	Lifetime Maximum	Inpatient Nervous & Mental	Outpatient Nervous & Mental	Dependent Coverage
PLAN KE8 LOW OPTION	\$500/\$1,000	50/50 \$2,500/\$5,000	\$5,000/\$10,000 Preventive Care Pays 100% Routine screenings, Immunizations, Well-woman visits, Contraceptive methods	\$35	100% up to \$1,000 per person per benefit period, then subject to deductible/ coinsurance	\$250 per incident then subject to deductible/ coinsurance	Blue Rx Card \$15 Generic \$100/200 Deductible then preferred brand \$30 or >of 40% coins Formulary \$50 or > of 60% coins NonFormulary Mail Order Subject to Retail Deductible/Coinsurance 2 ½x Generic (37.50) 40%/\$75min Preferred 60%/\$125min NonPreferred or whichever is greater with Results Rx formulary 90 day supply available thru Extended Supply Network	Unlimited	Deductible/ Coinsurance Pre-admission certification required from New Directions Behavioral Health 800-952-5906	\$35	Children covered to age 26

	Deductible	Coinsurance Coinsurance Maximum	Annual Out of Pocket (all payments applied to annual out of pocket)	Office Visit Copay	Accident Coverage	Emergency Room Copay	Prescription Drug Rider	Lifetime Maximum	Inpatient Nervous & Mental	Outpatient Nervous & Mental	Dependent Coverage
PLAN KE14 HIGH OPTION	\$500/\$1,000	80/20 \$1,000/\$2,000	\$5,000/\$10,000 Preventive Care Pays 100% Routine screenings, Immunizations, Well-woman visits, Contraceptive methods	\$25	100% up to \$1,000 each person then subject to deductible/ coinsurance	\$250 per incident then subject to deductible/ coinsurance	Blue Rx Card Coinsurance \$15 Generic \$50 Preferred Brand \$75 NonPreferred Brand \$150 Preferred Specialty Drug \$20% up to \$250 NonPreferred Mail Order is 2 ½ x copay with Results Rx formulary 90 day supply available thru Extended Supply Network	Unlimited	Deductible/ Coinsurance Pre-admission certification required from New Directions Behavioral Health 800-952-5906	\$25	Children covered to age 26

Monthly Rate

Option KE8
Option KE14

Employee

723.55 (0)
794.87 (71.32)

Emp/Child(ren)

1464.77 (741.22)
1609.30 (885.75)

Emp/Spouse

1554.11 (830.56)
1707.46 (983.91)

Emp/Dep (family)

2295.33 (1571.78)
2521.90 (1798.35)

Kansas Educational Insurance Trust (KEIT)

Jayhawk Unified School District #346

2023-2024

Appendix C – Direct Deposit Form/Waiver



Jayhawk Unified School District No. 346

414 S. 5th Street PO Box 278 Mound City, KS 66056

Direct Deposit Authorization

Deposit Account #1	Bank Name:	
Account Number:		
Routing Number:		
Type of account:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Deposit Amount:	<input type="checkbox"/> % or <input type="checkbox"/> dollars (\$)	

Deposit Account #2	Bank Name:	
Account Number:		
Routing Number:		
Type of account:	<input type="checkbox"/> Checking	<input type="checkbox"/> Savings
Deposit Amount:	<input type="checkbox"/> % or <input type="checkbox"/> dollars (\$)	

**ATTACH DEPOSIT SLIP OR
VOIDED CHECK HERE!**

I authorize Jayhawk USD #346 to initiate deposits and, if necessary, withdrawals to correct erroneous deposit entries to my account(s) listed above. I understand that this authorization replaces any previous authorization, and will remain in effect until Jayhawk USD #346 has received written notification from me of its termination in a reasonable enough time to act. In no event shall it be effective with respect to entries processed by Jayhawk USD #346 during summer payroll - June 1 to August 31.

Printed name: _____

Signature: _____ Date: _____

An Equal Employment/Educational Opportunity Agency
Jayhawk USD #346 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.
The Superintendent of Schools, 414 S 5th Street, Mound City, KS 66056 (913-795-2247)
has been designated to handle inquiries regarding non-discrimination policies.



Jayhawk Unified School District No. 346

414 S. 5th Street PO Box 278 Mound City, KS 66056

Direct Deposit Waiver

Employee (please print): _____

I hereby waive my opportunity to participate in direct deposit. I understand that I may take advantage of this option at a future date by presenting the Direct Deposit Agreement form indicating my desire to participate. No changes can be made to direct deposit designations during summer payroll (June 1 to August 31) or prior to the receipt of the written notice.

Signature: _____

Date: _____

An Equal Employment/Educational Opportunity Agency

Jayhawk USD #346 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities.
The Superintendent of Schools, 414 S 5th Street, Mound City, KS 66056 (913-795-2247)
has been designated to handle inquiries regarding non-discrimination policies.

Appendix D – Annual Notification/ Signature Pages

All employees will sign off on annual notification/signature pages at the beginning of the year via the staff forms on PowerSchool. All new employees will sign off at the time of hire. The district is responsible for providing the following annual notifications which require employee acknowledgement:

- Classified Employee Handbook
 - Handbooks are distributed annually. All employees must sign and return the acknowledgement of handbook form.
- Employee Contact Information Form
 - Please complete this form and return it to the district office to ensure the most up to date information is on file. Please include a cell phone number as most workshop registrations now request this information. Should your information change during the school year, please provide those changes to the district office.
- Internet/Network Acceptable Use Policy
 - Federal, State and Board levels require the annual notification of Acceptable Use of the Internet/Network.
- Release of Personnel Record Consent Form
- Sick Leave Bank
 - Employees who have 10 days of sick leave available on September 1 may donate 1 day to the bank. If you wish to participate in the sick leave bank, the signed sick leave bank participation declaration form must be received in the board office by September 15 to be eligible. All employees must return this form.
- Student Transportation Disclosure Form
 - K.A.R. 91-38-6 requires each prospective school transportation provider to sign a statement concerning their criminal and driving record histories. "School transportation provider" is defined in K.A.R. 91-38-1 as "either a school bus driver or a school passenger vehicle driver." All employees, including coaches and sponsors, must complete this form in the event they were to drive a district owned vehicle.

Acknowledgment of Receipt of Handbook

(All employees are required to sign this statement annually acknowledging the receipt of the handbook and the other provisions stated below. These acknowledgments are kept on file in the clerk's office.)

I, _____ do hereby acknowledge receipt of the
(Please Print)

Classified Staff Handbook for 2023-2024. I have read, and I understand the contents.

Further, I understand:

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

Date: _____ Signature of Employee: _____

Employee Contact Information

2023-2024

This form is required from all employees to verify correct information is on file.

Name: _____
(Please Print)

Address: _____

City/State/Zip: _____

Home Phone: _____

Cell Phone: _____

Emergency Contact Name: _____

Relationship: _____ Contact Number _____

Internet/Network Acceptable Use Policy for Staff of USD 346

Access to computer and network services is a privilege - not a right. All users must share the responsibility for seeing that our district-owned computer facilities are used in an effective, ethical, and lawful manner. Users are responsible for adhering to the guidelines that follow.

1. Use for Learning Purposes.

Users will agree to use the Internet only for lawful and/or school-related purposes. This means that cluttering the system with junk mail such as forwarded messages, that you yourself would not type up, and hoaxes are not acceptable use of school resources and indicate a misuse of time.

School computer networks and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in this policy or the Student Acceptable-Use Policy, and must not damage the school's hardware, software, or computer systems.

2. Expect No Email/IM Privacy.

Users shall not have expectations of privacy when using district email, instant messaging (IM), or other official communication systems. Any email or computer application or information in district computer systems is subject to monitoring by the administration at any given time. All user communications, including text and images, that may indicate a violation of law or policy could be disclosed to law enforcement or other third parties without prior consent of the sender or receiver.

3. Respect System Set-Up.

Users will respect the integrity of the networks; they will agree that the computer systems are set up by the system administrator and are not to be altered in any way. A standardized teacher computer will be set up to align with the needs of the staff. The following are not permitted:

- To intentionally introduce malicious code or viruses into any computer resource;
- To knowingly violate any local, state, or federal statute;
- To vandalize, damage, or disable the property of another individual or organization;
- To install, copy, or remove software on district-owned computers without prior authorization;
- Any attempt to circumvent system security or to identify another user's password or in any way gain unauthorized access to local or Network resources;
- Relocating, repairing, reconfiguring, modifying, or attaching devices to any Network system.

4. Protect Password.

- Users will protect their passwords and help maintain the security of the network.
- Passwords should not be posted on computers because this undermines network security.
- The user shall not give personal information of students or staff, including name, password, SSN, etc., to others.
- For enhanced security purposes, passwords may be changed frequently in addition to using enhanced security products designed to harden password protection of student information stored in the PowerSchool student information system.
- Teachers shall not give their passwords to substitute teachers.
- A staff member giving his/her password to a student may have the computer removed. This includes student aides.

- If a staff member feels their password has been breached, then they need to contact the Technology Department immediately to have their passwords changed.

5. Use Only Approved Software and Hardware Installed By District Technology Department.

- No Software applications may be loaded on computers unless -
 - It can be proven to align with competencies required by state standards
 - It has been approved for use and/or installed by the district technology department.
- Downloading of viruses and other illicit programs designed to hack or crack networks is prohibited.
- Copyright fraud of computer games, utilities, and MP3s are prohibited - this violates copyright laws.
- District software auditing tools will detect any software that does not comply.

6. Abide by Copyright.

District policies on copyright will govern the use of material accessed through the district system. Because the extent of copyright protection of certain works found on the internet (including text, video, music, photos, illustrations, and artwork) is unclear, users will make a standard practice of requesting permission of the holder of the work if their use has the potential of being considered infringement. “Fair Use” for educational situations usually allows for use of small portions (approximately 10% of an entire work) as long as there is no commercial use.

7. Access Appropriate Sites.

Users will access, save, or use only “school-appropriate” language, pictures, text, or any other data on/from the Internet. The following uses of district-provided Internet, network, and email are not permitted:

- To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- To transmit obscene, abusive, insulting, harassing, sexually explicit, or threatening language;
- To use another’s password or allow someone to use your password;
- To intentionally introduce malicious code or viruses into any computer resource.
- Will not use proxies or other sites/methods to get around the school’s content filter.

Inappropriate use and/or transmission of any material via the Internet or any other method of violation of any United States or state law or regulation is prohibited. This includes, but is not limited to, copyrighted material, threatening or obscene material or material protected by a trade secret.

8. Follow Directions.

Users will adhere to printing, file-saving, and email distribution guidelines as directed by administration.

9. Understand District Ownership Issues.

Computer materials or devices created, as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of USD 346.

10. Be Safe and Respectful of Others.

- Users shall not give, erase, change, rename, or make unusable another person’s computer files, programs, or disks.
- Users will respect the rights and privacy of others.

- Users will agree not to harass, insult, or attack others.
- Only appropriate language that is not abusive, profane, or offensive will be used for all electronic messages.

11. Keep Lab/Computer Areas in Good Condition.

- Users will use the equipment with care.
- Users will return mobile carts to the designated location after use and will plug in so they are charged for the next user.
- Report equipment or software problems to the building computer tech or Technology Director.
- Report missing or damaged computers directly to administration and/or Technology Director as soon as possible.
- Leave all materials, equipment, and parts in the lab or computer area so that systems will be maintained in good working order.
- Remember to keep all food and drinks away from the computer at all times.

12. Teacher Guidance.

When using the Internet for class activities, teachers will select material that is appropriate for the age of the students and relevant to the course objectives. Teachers will preview the materials and sites they require or recommend to students to determine the appropriateness of materials contained on the site. Teachers will assist students in developing the skills to ascertain the truthfulness and accuracy of the information and to distinguish fact from opinion.

Violations

Employees of the district who violate these guidelines may be denied future Network privileges and may be disciplined, and possibly terminated, in addition to losing his/her privileges or access and user of the system.

Kansas Statute 21-3755 states that:

1. Computer crime is:
 - a. Intentionally and without authorization accessing and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
 - b. using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation; or
 - c. intentionally exceeding the limits of authorization and damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.
2. Computer crime is a severity level 8, nonperson felony.
3. In any prosecution for computer crime, it is a defense that the property or services were appropriated openly and avowedly under a claim of title made in good faith.
 - a. Computer password disclosure is the unauthorized and intentional disclosure of a number, code, password or other means of access to a computer or computer network.
 - b. Computer password disclosure is a class A nonperson misdemeanor.
 - c. Computer trespass is intentionally, and without authorization accessing or attempting to access any computer, computer system, computer network or computer software, program, documentation, data or property contained in any

computer, computer system or computer network. Computer trespass is a class A nonperson misdemeanor.

d. This section shall be part of and supplemental to the Kansas criminal code.

2023-2024
Technology User Agreement
(required for all users)

I understand and accept my responsibilities as detailed as a user of technology, internet, network, and administrative software in USD 346.

- To be used for learning purposes
- To expect no email or other communication privacy and that my use may be monitored.
- To respect system set-up
- To protect passwords, including not giving passwords to substitutes and students/student aides
- To use only approved software
- To abide by copyright
- To access appropriate sites
- To follow directions
- Understand district ownership issues
- To be safe and respectful of others
- To keep lab/computer areas in good condition

I am aware that if I choose not to follow the guidelines, I may be denied future network privileges and may be disciplined, and possibly terminated, in addition to losing my privileges of access and user of the system. I agree not to hold USD 346 schools or any of its employees responsible for performance of the system or the content or costs of any material accessed through it.

Please Print User's Name

Building

Signature

Date

Your permission will be in effect for the current school year.
(Forgery on this form constitutes forfeited rights to USD 346's Internet/Network)

Release of Personnel Record Consent Form

2023-2024

I, _____ hereby give the custodian of records my written

Please print name

consent to release information upon receipt of a request as listed in Policy GAK.

Signature

Date

GAK – Requests for References

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- Employment date(s);
- Job description and duties while in the district’s employ;
- Last salary or wage;
- Wage history;
- Whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- Written employee evaluations which were conducted prior to the employee’s separation from the employer and to which an employee shall be given a copy upon request.

Jayhawk USD #346 Sick Leave Bank

Preamble:

The Jayhawk USD #346 sick leave bank is designed to provide additional financial support for employees who have exhausted their accumulated sick leave. The bank should not be used for brief absences due to routine and non-extraordinary illness or injury after regularly accrued sick leave is exhausted.

Participants:

Employees who have a minimum of 10 days of sick leave by September 1 of each plan year, may voluntarily contribute at least 1 day to the sick leave bank. All first year teachers will automatically be enrolled into the sick leave bank with one courtesy day granted by the board. In return for the courtesy day, the new teacher will be required to participate in a new teacher orientation day. Employees who do not have 10 days of leave on September 1 may forfeit enough days/hours from their personal leave to bring their total sick leave to the required 10 days. Employees who voluntarily choose not to contribute to the sick leave bank are not eligible to make application to the bank. Employees who voluntarily decide to enroll in the sick leave bank must submit in writing their contribution no later than September 15. No late enrollment will be permitted.

Maximum Number of Days in the Sick Leave Bank

The certified sick leave bank will be allowed to accumulate to a maximum of 300 days. The classified sick leave bank will not be allowed to accumulate. Certified employees with at least 91 days of sick leave will be allowed to contribute any days above 90 to the bank. The board will pay \$20 for each day above 90 the employee contributes at the end of each contract year. Any certified employee that contributes at least 1 day at the end of the contract year is automatically enrolled for the following school year. If at the end of any given year the 300 day maximum is met, the following will happen:

1. Those with more than 90 days will receive \$20 for each day over 90 and be automatically enrolled in the following school year.
2. Contributors to the bank with less than 90 days will receive their sick day back.
3. Any remaining days over 300 will be forfeited.

Certified and Classified Accounts:

There will be two accounts in the sick leave bank: sick leave days for eligible certified staff and sick leave days for eligible classified staff. The sick leave committee may request board approval to transfer days from the certified sick leave bank to the classified sick leave bank. The committee shall not transfer days from the classified sick leave bank to the certified sick leave bank. The committee shall not award any additional paid sick leave days from either account beyond the total number of days within the specific account.

Application to Draw Days from the Bank:

All leave options must be exhausted to be eligible to apply to the sick leave bank. The employee shall submit a letter of request to the district office. The letter shall include a brief description of the circumstances leading to the request and the number of days desired for consideration.

Recommendations for Awarding Sick Leave Bank Days:

A committee of three employees (randomly drawn from the classified, certified, and administrative employees) who are participating in the sick leave bank will serve as a review committee for the bank. The committee will review applications from employees who wish to

draw days from the bank and will forward their recommendations to the Board of Education for action. The committee members will serve for one year.

Requirement of Documentation:

The sick leave bank committee may request appropriate documentation to substantiate an employee’s request for days from the sick leave bank. It is the employee’s responsibility to provide information to the committee.

Maximum Time Allowed:

The established committee will be limited to a maximum withdrawal from the Sick Leave Bank not to exceed ten (10) days per member each school year. If extenuating circumstances require more than twenty days, the requesting member must make a special application to the Superintendent of Schools for USD 346. The Superintendent and District Clerk will meet with the member to review the incident and make a referral to the USD 346 Board of Education. The District Board of Education will review all pertinent materials and hear the Superintendent’s recommendation before a decision is reached.

Workers Compensation and KPERS Exclusion:

Employees who are receiving Worker’s Compensation benefits or KPERS disability benefits are not eligible for pay from the sick leave bank.

Jayhawk USD #346 Sick Leave Bank Participation Declaration Form
2023-2024

Please review the sick leave bank policy above.

All employees who have 10 days of sick leave as of September 1, 2023 may donate one day to the sick leave bank if you so desire.

If you decide to voluntarily participate in the sick leave bank, please **indicate below, sign and return** this form to the Clerk of the Board **not later than September 15, 2023**.

_____ I wish to contribute 1 day of my sick leave to the sick leave bank.

_____ I do not have 10 days of leave* --- I wish to forfeit (transfer) enough personal leave to bring my sick leave to the required 10 days.

_____ I DO NOT wish to participate.

_____ I donated my days in excess of 90 to the sick leave bank last June – I understand I will be automatically enrolled to participate for the 2023-2024 school year.

_____ I am a new employee – I understand I will be automatically enrolled in exchange for attending the New Employee Orientation Day.

(Signature of Employee)

(Date)

(Printed name of Employee)

*Sick Leave amount can be found on the Salary Summary Sheet provided with your work agreement.

Student Transportation Disclosure
2023-2024

K.A.R. 91-38-6 requires each prospective school transportation provider to sign a statement concerning their criminal and driving record histories. "School transportation provider" is defined in K.A.R. 91-38-1 as "either a school bus driver or a school passenger vehicle driver." For the purposes of this disclosure, a "conviction" means entering a plea of guilty or nolo contendere, a finding of guilty by a court or jury, or forfeiture of bond. The following are required disclosures pursuant to this regulation.

1. Have you been convicted in any state or federal court within the last ten years of any felony involving another person or any crime involving a child? _____
If so, please explain:

2. Within the last ten years, have you been convicted in any state of any of the following major traffic violations? If the answer is "yes" to any of the below listed violations, please identify the violation(s) and provide explanation for the circumstances below.

- (A) Hit-and-run driving;
- (B) driving while under the influence of alcohol or drugs;
- (C) vehicular homicide;
- (D) reckless driving; or
- (E) any offense for which the driver's license was suspended or revoked pursuant to K.S.A. 8-254 and 8-255 and amendments thereto.

I attest that my above responses are truthful and accurate. I acknowledge that any disclosures given above may affect the district's ability to allow me to transport students, regardless of whether provision of student transport is identified as a required job duty or is simply incidental to my school employment or sponsorship of or attendance at school-related activities.

I hereby authorize USD 346 to obtain my driving record through a local law enforcement agency; the Kansas Department of Revenue, Division of Vehicles in accordance with K.S.A. 74-2012; and/or through law enforcement agencies in any other states wherein I have such a record.

Signature of USD Employee or Applicant for Employment

Date

Printed Name of Employee or Applicant for Employment

****Please provide a copy of your driver's license if you have renewed it this past year.****