

MISSION VALLEY U.S.D. 330

**Employee Handbook
Of
Policies and Procedures
2020-21**

**Website Copy
Mv330.org**

Mission Valley USD 330
Employee Handbook
Of
Policies and Procedures
2020-21
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***USD 330
Mission Statement***

In cooperation with family and community, the mission of the Mission Valley School District is to prepare all students to be productive, responsible citizens through superior educational programs in a safe and supportive environment.

Adopted: January 11, 1999

USD #330
EXIT OUTCOMES

1. The learner will be an effective communicator with skills necessary to live, work, and adapt in society.
2. The learner will demonstrate high standards in quality performance and workmanship.
3. The learner will demonstrate higher level thinking skills by creatively solving problems and making decisions involving real life situations.
4. The learner will demonstrate knowledge of high-level wellness, which enhances and sustains healthy living.
5. The learner will create high quality products, which reflect originality, information processing and the use of technology.

Board of Education Approved: 5-14-2001

Insert school calendar on this page
Excel File name = calendar

USD 330
BOARD OF EDUCATION

Jacob Durkes – Jon Deters – Clipper Goodrich – Tuff Stephenson
Clinton Lambotte – Mistina Kraus - Jim Rudeen

Board Meetings Each Month
District Office-Eskridge, Kansas

7:00 p.m. Monday, July 20, 2020
7:00 p.m. Monday, August 10, 2020
7:00 p.m. Monday, September 14, 2020
7:00 p.m. Monday, October 12, 2020
7:00 p.m. Monday, November 9, 2020
7:00 p.m. Monday, December 14, 2020
7:00 p.m. Monday, January 11, 2021
7:00 p.m. Monday, February 18, 2021
7:00 p.m. Monday, March 8, 2021
7:00 p.m. Monday, April 12, 2021
7:00 p.m. Monday, May 10, 2021
7:00 p.m. Monday, June 14, 2021

Mission Valley
Unified School District 330
511 East 2nd Avenue
P.O. Box 158
Eskridge, KS 66423

William J. (Bill) Clark, Superintendent
Office Hours: Mon-Fri 8:00 a.m. – 4:00 p.m.
Summer Office hours: Mon-Thurs 6:00 a.m. – 4:00 p.m. Closed Fridays
Telephone 785-449-2282 FAX 785-409-6216

Tasha Raine, Clerk

Anita Walker, Treasurer

Mary Hewes, Payroll/Transportation

Insert organizational chart on this page

MISSION VALLEY DISTRICT K-12
Mission Valley Board of Education Office
511 East 2nd Avenue, P.O. Box 158
Eskridge, KS 66423
Phone (toll free) 785-449-2282 Fax 785-409-6216
Bill Clark, Superintendent

NAME	POSITION	ADDRESS	PHONE NO.
Rudeen, Jim	Board President	3714 County Road Y, Osage, City, KS 66523	785-528-4062
Goodrich, Clipper	Vice-President	13548 SW K-4 Hwy, Topeka, KS 66610	785-256-6324
Deters, Jon	Board Member	P.O. Box 11, Eskridge, KS 66423	785-449-2797
Durkes, Jacob	Board Member	14063 Dragoon Creeek Rd, Harveyville, KS 66431	785-215-0336
Kraus, Mistina	Board Member	15504 Soldier Creek Rd, Harveyville, KS 66431	785-608-1824
Lambotte, Clinton	Board Member	7321 SW Davis Rd, Auburn, KS 66402	785-285-2244
Stephenson, Tuff	Board Member	13495 Wakarusa Rd, Eskridge, KS 66423	785-806-0222

Bays, Marva	Kitchen Manager	28666 Keene Rd, Maple Hill, KS 66507	785-256-4503
Clark, Bill	Superintendent	7027 SW Auburn, Road, Auburn, KS 66402	785-224-9469
Davis, Sally	Bus Driver	415 East 1 st St, Eskridge, KS 66423	785-449-2257
Duncan, Justin	Technology Director	2206 SW Alameda Ct, Topeka, KS 66614	785-478-4342
Hewes, Barb	Bus Driver	17294 Wakarusa Rd, Eskridge, KS 66423	785-449-2274
Hewes, Mary	Transportation/Payroll	17828 K-4 Hwy, Eskridge, KS 66423	785-449-2585
Johnston, Ryan	Maintenance	11942 K4 Hwy, Maple Hill, KS 66507	785-256-6020
Lawton, Lorna	Food Service Staff	13700 Hwy K31, Harveyville, KS 66431	785-408-0995
Lisk, Jennifer	Food Service Staff	12553 Dragoon Creek Rd, Harveyville, KS 66431	785-589-2316
Liston, Pamela	Food Service Staff	10613 Wakarusa Rd, Harveyville, KS 66431	785-289-0040
Lloyd, Elaine	Bus Driver	23703 W K-99 Hwy, Alma, KS 66401	785-449-2226
Logan, Bill	Transportation Suprv	14253 Eight Mile Road, Eskridge, KS 66423	785-449-2538
Martin, Jackie	Custodian	403 Cedar, Eskridge, KS 66423	785-449-2413
May, Carolle	Food Service Staff	722 Frog Hollow, Harveyville, KS 66431	785-589-2273
Mickey, Kathy	Nutrition Service Dir.	13606 Cottontail Rd, Harveyville, KS 66431	785-806-2885
Miller, Sean	Custodian	13108 Harveyville Rd, Harveyville, KS 66431	785-589-2795
Raine, Tasha	Board Clerk	17690 Hwy K99, Eskridge, KS 66423	785-969-1765
Schlesener, Melissa	Custodian	102 S Mulberry, Eskridge, KS 66423	785-449-2631
Seastrom, Kim	Bus Driver	10502 Wakarusa Rd, Harveyville, KS 66431	785-589-2445
Vawter, Dale	Bus Driver	12245 S Vawter Rd, Carbondale, KS 66414	785-224-6399
Walker, Anita	Board Treasurer	12154 Old Log House Rd, Harveyville, KS 66431	785-589-2254
Willard, Veronica	Food Service Staff	516 E 2 nd Ave, Eskridge, KS 66423	785-207-8118

**MISSION VALLEY JUNIOR HIGH & HIGH SCHOOL (Grades 7-12)
SCHOOL STAFF DIRECTORY**

12913 Mission Valley Road, Suite A, Eskridge, Ks 66423

Phone (toll free) 866-557-6686 Fax 785-409-6218

Randy Wild, HS Principal

Rodney Hasenbank, JH Principal/Athletic Director

NAME	POSITION	ADDRESS	PHONE NO.
Beam, Skyler	Physical Education	715 E Lincoln Ln Apt D, Gardner, KS 66030	785-844-2723
Bergin, Gina	FACS teacher	1416 SW 30 th St, Topeka, KS 66611	620-974-1922
Bergin, John	Vocational Ag	1416 SW 30 th St, Topeka, KS 66611	785-633-2373
Browning, Jeannie	VPL & JH Computer	4901 SW Davis Rd. Topeka, KS 66610	785-256-6587
DeLaPena-Goldsmith Lizette	Spanish Teacher	146 E Park Dr, Auburn, KS 66402	785-289-9731
Durkin, Tara	Business teacher	11932 S Crawford Rd, Burlingame, KS 66413	785-640-5865
Glotzbach, Amanda	Mathematics	406 Poplar St, Wamego, KS 66547	785-844-2052
Hancock, Amelia	Vocal Music Teacher	17865 Skyline Rd, Eskridge, KS 66423	620-803-8465
Hancock, Jamey	Guidance Counselor	17865 Skyline Rd, Eskridge, KS 66423	620-757-1284
Hasenbank, Rod	7-8 Principal/AD	6930 SW Hoch Rd, Auburn, KS 66402	785-806-4172
Hittle, Marlene	Secretary	15214 Harveyville Rd, Harveyville, KS 66431	785-589-2441
Hoelting, Kelly	Vocational Ag	3921 Hwy 99, Allen, KS 66833	620-528-3689
Hurt, Tara	Language Arts		
Hysten, Jordan	Business teacher	4337 SW Twilight Dr, Topeka, KS 66614	785-845-1368
Jacobson, Sherri	Mathematics	13453 Mission Valley Rd, Eskridge, KS 66423	785-449-2269
Lambotte, Vickie	e2020 Coordinator	7321 SW Davis Rd, Auburn, KS 66402	785-285-2244
Logan, Sami	Biology Teacher	16099 Missile Base Rd, Eskridge, KS 66423	785-608-6417
Lowe, Meagan	JH Math Teacher	10370 K4 Hwy, Maple Hill, KS 66507	785-640-4859
McGann, Tracey	Science/Chemistry	5718 SW Woodbridge Drive, Topeka, KS 66606	785-250-0705
Packard, Ben	Social Studies	6731 SW Dancaster, Topeka, KS 66610	785-675-1211
Riley, Dixie	Secretary	16173 Missile Base Rd, Eskridge, KS 66423	785-256-6255
Sperry, Kathryn	Music/Band	7231 Wattling Ct, Topeka, KS 66614	785-643-8479
Spoon, Sally	Language Arts	3707 SW Woodglen, Topeka, KS 66610	785-273-3104
Taylor, Jarrod	Languarge Arts	7523 SW 26 th St, Topeka, KS 66614	620-617-7099
Tynon, Mackenzie	Social Studies		
VanCleave, Deb	JH Science	108 W 6 th Avenue, Eskridge, KS 66423	785-449-2289
Wild, Randy	HS Principal		

MISSION VALLEY ELEMENTARY (K-6) STAFF DIRECTORY
12913 Mission Valley Road, Suite B, Eskridge, Ks 66423
Phone (toll free) 866-557-6686 FAX 785-409-6219
Amy Johnston, Principal

NAME	POSITION	ADDRESS	PHONE NO.
Atwood, Angela	Teacher Aide	11346 SW 89 th St., Auburn, KS 66402	785-633-4671
Beam, Darbey	1 st Grade Teacher	20896 Massasoit Rd, Eskridge, KS 66423	913-256-9218
Bisnett, Kori	3 rd Grade Teacher	11825 SW 57 th Street, Topeka, KS 66610	785-506-3344
Borsdorf, Holly	Secretary	2141 Rd 380, Burlingame, KS 66413	785-589-0134
Brown, Melissa	2 nd Grade Teacher	7521 SW Hodges, Auburn, KS 66402	785-845-3281
Bryan, Luke	6 th Grade Teacher	5242 SW Docking Rd, Topeka, KS 66610	316-323-4260
Campbell, Jessie	5 th Grade Teacher	13456 SW K-4 Hwy, Topeka, KS 66610	925-818-0827
Christiansen, Alicia	2 nd Grade Teacher	P.O. Box 125, Eskridge, KS 66423	785-449-8166
Cooper, Carly	4 th Grade Teacher	1908 Holiday Dr, Emporia, KS 66801	316-648-5692
Davis, Kim	Title I Coordinator	17293 Quaker Road, Harveyville, Ks 66431	785-589-2250
Elliott, Alicia	1 st Grade Teacher	460 Porter, Auburn, KS 66402	785-969-7982
Everett, Lisa	Kindergarten Teacher	510 Milton, Auburn, KS 66402	785-256-2028
Hancock, Amelia	Elem. Music teacher	17865 Skyline Rd, Eskridge, KS 66423	620-803-8465
Haya, Shelly	6 th Grade Teacher	607 Prairie Ave, Maple Hill, KS 66507	785-220-0693
Jacquinet, Brandie	Kindergarten Teacher	206 N Oak, McCune, KS 66753	620-778-3841
Johnston, Amy	Elementary Principal	11942 K4 Hwy, Maple Hill, KS 66507	785-256-6020
Johnston, Dillon	Elementary PE	3837 SW Cambridge Terr, Topeka, KS 66610	785-458-2840
Johnston, Kim	Secretary	5831 SW Douglas Rd, Topeka, KS 66610	785-256-6480
Kemp, Kristi	5 th Grade Teacher	16881 Elm Creek Rd, Harveyville, KS 66431	785-449-2487
McDaneld, Mary	4 th Grade Teacher	4900 Roundtree St, Shawnee, KS 66226	
Mercer, Kathy	Teacher Aide	18973 Dragoon Creek Rd, Eskridge, KS 66423	785-449-2335
Pletcher, Tricia	Teacher Aide	21749 Bradford Road, Maple Hill, KS 66507	785-256-6501
Rilinger, Dalene	Teacher Aide	6727 SW Valencia Rd, Auburn, KS 66402	785-226-0023
Smith, Beth	Secretary/Reception	P.O. Box 63, Harveyville, KS 66431	785-554-7229
Sperry, Kathryn	Music	7231 Wattling Ct, Topeka, KS 66614	785-643-8479
Ukens, Drew	Art Teacher	2212 SW Kensington Ct, Topeka, KS 66606	785-614-1445
West, Blake	3 rd Grade Teacher	5710 SW Fairlawn Rd, Topeka, KS 66619	785-580-8220

Mission Valley Special Service Staff Directory
12913 Mission Valley Rd, Suite C
Eskridge, KS 66423
Phone (toll free) 866-557-6686 Fax 785-409-6220
Bill Clark, Director

NAME	POSITION	ADDRESS	PHONE NO.
Bannwarth, Mary	Social Worker	5902 SW 28 th Street, Topeka, KS 66614	785-506-6245
Becker, Bailey	MIS Clerk	20001 Rockton Rd, Eskridge, KS 66423	913-568-8353
Bisnett, Matt	Para-Educator	5833 SW 27 th Terrace, Topeka, KS 66614	785-213-5696
Bloomfield, Amelia	Para-Educator	17972 Skyline Rd, Eskridge, KS 66423	785-817-4594
Bohn, Autumn	SPED Teacher	15683 K99 Hwy, Eskridge, KS 66423	785-499-3570
Bozarth, Susan	Para-Educator	17139 Wakarusa Rd, Eskridge, KS 66423	785-449-2840
Bridgman, Shannon	Para-Educator	P.O. Box 62, Eskridge, KS 66423	785-449-2445
Bruner, Bobbi	Para-Educator	16591 Coyote Rd, Eskridge, KS 66423	785-449-2553
Burnett, Katherine	School Psychologist	3600 SW Cambridge Terrace, Topeka, KS 66610	620-704-0429
Carrier, Sara	Early Childhood	475 Main St, Harveyville, KS 66431	785-230-9536
Carson, Joe	Para-Educator	412 SW Orchard, Topeka, KS 66606	785-608-5281
Clark, Bill	SPED Director	7027 SW Auburn Rd, Auburn, KS 66402	785-224-9469
Dobo, Sandra	Para-Educator	20663 Bradford Rd, Eskridge, KS 66423	785-256-6218
Elliott, Denise	Para-Educator	12135 SW 57 th , Topeka, KS 66610	785-256-6627
Gustin, Caryn	Speech Pathologist	5078 W 117 th Street, Carbondale, KS 66414	785-256-2551
Holthaus, Penny	Para-Educator	11487 Hwy 31, Harveyville, KS 66431	785-589-2765
Kealy, Brandi	Para-Educator	11792 Old Log House Rd, Harveyville, KS 66431	785-589-2322
Kemp, Deanna	Para-Educator	511 Cedar, Eskridge, KS 66423	785-449-2486
Kesler, Elizabeth	Para-Educator	16924 Bradford Rd, Eskridge, KS 66423	785-589-2280
Kraus, Kasi	SPED Teacher	2745 SW Villa West Dr Apt 516, Topeka, KS 66614	785-215-2504
Marcotte, Tammy	Para-Educator	20003 Allen Rd, Eskridge, KS 66423	785-449-2450
Meek, Paige	SPED Teacher	17501 Prairie Rose Ln, Eskridge, KS 66423	785-409-3350
O'Byrne, Andrea	Para-Educator	1712 NW Belvoir Court, Topeka, KS 66606	316-833-8013
Parks, Lori	Para-Educator	9143 SW 89 th , Auburn, KS 66402	785-256-7260
Rayzor, Briddget	Para-Educator	289 Main Street, Harveyville, KS	785-215-5599
Reynolds, Sarah	Gifted Teacher	808 Maine St, Lawrence, KS 66044	620-341-0869
Riggin, Bob	SPED Bus Driver	329 Charlotte, Harveyville, KS 66431	785-589-2522
Riggin, Laurel	Transportation Para	329 Charlotte, Harveyville, KS 66431	785-589-2522
Romine, Corrina	Para-Educator	17594 Eight Mile Rd, Eskridge, KS 66423	785-449-2449
Rudeen, Margo	SPED Teacher	3714 Road Y, Osage City, KS 66523	785-528-4062
Rutledge, Brenda	Para-Educator	10826 Echo Cliff Lane, Maple Hill, KS 66507	785-969-4221
Sims, Kimberly	Para-Educator	407 E 2 nd Ave, Eskridge, KS 66423	785-449-2526
Swenson, Rita	SPED Nurse	440 East 9 th , Alma, KS 66401	785-221-4629
Tennison, Karen	Para-Educator	10482 Gray Wolf Rd, Harveyville, KS 66431	785-589-2360
Thomas, Anne	SPED Teacher	13446 K-4 Hwy, Topeka, KS 66610	785-554-4861
Urton, Angel	Para-Educator	201 S Locust, Eskridge, KS 66423	620-366-1845
Wilcoxson, Chris	Para-Educator	414 E Flint Hills Dr, Alma, KS 66401	785-418-4775
Willey, Linda	Para-Educator	18881 Quaker Rd, Harveyville, KS 66431	785-589-2252

Mission Valley USD 330

**Employee Handbook
Of Policies and Procedures
2020-21**

This employee handbook, upon adoption by USD 330 Board of Education, becomes an addendum to the Policies and Administrative rules of USD 330. Policies and procedures described herein are conditions of employment but should not be construed as an employment contract, or any other type of contract. Further, this handbook is not incorporated, or made a part of, any employee contract. Nothing in this handbook shall be construed to require either employee or USD 330 to act in violation of any State or Federal law.

As a condition of employment, employees agree to follow policies, rules, and procedures which have been adopted by the USD 330 Board of Education.

Accidents, Reporting of

See Board Policy GAOE (Workers Compensation (KFD))

If an accident or injury to any USD 330 employee arises out of and in the course of employment, a claim based upon such injury may be compensable. In case of an accident or injury, whether or not there is a need to seek medical care, the employee should:

1. Notify their supervisor immediately. Failure to notify their supervisor within 10 calendar days of the accident/injury may bar payment of workers' compensation benefits.
2. Obtain from their supervisor, complete, and return to their supervisor the *Report by Injured Employee*.

(The employee's direct supervisor will complete the Supervisor's Accident Report and secure the Report by Eyewitness as appropriate, routing to the department head (if different than supervisor) and to the worker's compensation coordinator (USD 330 District Office), preferably within 24 hours of the accident/injury.)

3. The injured employee is required to seek medical attention from the designated health care provider, which is currently The St. Francis Health Occupational Medicine located in the Continental Building – 2nd Floor at 631 Horne Street in Topeka, KS. (See memo and attachment regarding work-related injuries in the forms section of this handbook.) Notify the medical provider at that time of the circumstances of the injury and that Workers' compensation benefits may be applicable.
4. Submit all billings for services to the workers' compensation coordinator (USD 330 District Office) as they are incurred, or they may be directly submitted by the medical provider to the District's workers compensation carrier.
5. Provide to the worker's compensation coordinator (USD 330 District Office), within two working days, copies of all doctor's orders.

Workers' compensation does not cover injuries to employees engaged in recreational or social events unless the employee was required to attend and the injury resulted from performing normal job duties or as specifically instructed to be performed by an administrator or supervisor.

Activity Passes

USD 330 shall provide each employee with a Family Activity Pass to be used for admittance to all Mission Valley (junior and senior high) home activities, excluding tournament and state-sponsored activities.

Passes are distributed annually at the beginning of school, and are only effective during employment. Passes should be returned to the school or district office upon resignation or termination of employment.

Senior Golden Age passes are available for anyone over 65 who live in the Mission Valley District. To be used at all Mission Valley (junior and senior high) home activities, excluding tournament and state sponsored activities. Contact the District Office at 785-449-2297.

Annuity Plan

See Section 13 – 403(b) Annuity Plan Document

Asbestos Notification

Environmental Protection Agency requirements specify that all employees of USD 330 be notified at the beginning of each school year that Asbestos Containing Building Materials are still present in the District Office building. (However by all of today's standards those materials should offer no real or immediate danger to welfare or safety).

As provided by the Asbestos Hazard Emergency Response Act (AHERA) an inspection and management plan for USD 330 was instituted, and provides for re-inspection by an EPA accredited inspector of all asbestos containing building materials (ACBM) in your schools at least once every three years. The most recent re-inspection date was January 14, 2019. In addition, semi-annual inspections of all suspect materials are made by USD 330 personnel to monitor conditions of all ACBM and correct any problems.

A copy of the AHERA Management Plan is on file in the USD #330 district office and with the maintenance supervisor. See *Annual Asbestos Notification and List of Buildings and Outbuildings* included in Section 4 of this document.

Assignments

See Policy GCA Assignment and Transfer

See Policy GBR Work Schedules

See Negotiated Agreement

Work Week

The standard USD 330 work week for classified employees shall consist of not more than 40 hours and shall begin at 12:00 a.m. Saturday and end at 11:59 p.m. Friday. This shall dictate the basis for overtime worked and paid in excess of the 40 hour work week. (See **Overtime**)

Duty Day

Scheduled working hours shall be determined by the superintendent or building administrator and supervisor, or by the negotiated Agreement as it applies to teachers/professional staff.

Work Load

Work load assignments shall be made by the superintendent or building administrator and supervisor, based upon an evaluation of personnel positions.

Transfers

Employees may be transferred at any time to a new location or position at the discretion of the superintendent and/or Board of Education.

Blood Donations

All employees may be granted absence with pay, not to exceed two hours twice annually, for blood donor purposes. Such leave must be approved by the employee's supervisor in advance and documented on a Leave Request Form.

Bloodborne Pathogens

See Policy GARA Bloodborne Pathogen Exposure Control Plan

In late 1991 the Occupational Safety and Health Administration issued safety standard regulations for the handling of bloodborne pathogens by entities subject to its control. Although public entities in the State of Kansas are not subject to OSHA, state statutes give the Kansas Department of Human Resources the authority to inspect public entities, such as school districts, for safety. In the spring of 1992, KDHR announced that it would apply the OSHA standard for bloodborne pathogens to public entities in the State of Kansas. The Exposure Control Plan for Bloodborne Pathogens in USD 330 has been implemented to achieve compliance with the State directive.

All employees of USD 330 shall be trained initially and annually as outlined in the Exposure Control Plan. (See *Exposure Control Plan for Bloodborne Pathogens in USD #330* included in this handbook.)

Bonding

See Policy DH Bonded Employees

A surety bond in the amount of \$100,000 (excess limit) is required for the treasurer, clerk and superintendent. A blanket bond for theft, forgery, or alteration is purchased by the board for all district employees including board members in the amount of \$100,000.

Notary public bonding, including State filing fee and notary stamp expenses, shall be paid by USD 330 for one or more employees in each attendance center. Approval and processing will be coordinated through the USD 330 District Office.

Breaks

Certified Staff – See Negotiated Agreement

All classified employees are allowed an unpaid lunch break if their regular daily schedule calls for five hours or more of continuous work. Lunch breaks should be utilized and should be 25-30 minutes. (Note: Secretaries and other staff required to remain “on-call” during lunch break are not required to clock out for lunch breaks.)

Lactation Accommodations – See full description approved on 6/26/2017

Nursing mothers will be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee’s child. Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee’s child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

Bullying by Staff

See Board Policy GAAE and JDDC

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event from any staff member.

The board also prohibits the same for students; and any staff member who witnesses a student committing a misdemeanor or felony behavior at school, on school property, or at a school activity is required to report the incident to a law-enforcement officer. A form is available for this purpose (see forms section – alphabetic under “Bullying Report Form”)

Bus Driver Qualifications

See Policy EDAA School Vehicles (Licensing of Drivers)

As a condition of employment, bus drivers will:

- * Obtain the proper license to operate a bus;
- * Allow inspection of their driving records through the Division of Vehicles;
- * Provide a written statement as to whether or not they have ever been convicted of a felony or class A, B, or C misdemeanor;
- * Undergo appropriate behind-the-wheel training;
- * Maintain a valid defensive driving and first aid/CPR certificate;
- * Attend monthly safety meetings provided by the District; and
- * Pass a physical examination as required by law.

Bus drivers and substitute bus drivers will be subject to the Omnibus Transportation Employee Testing Act of 1991. (See **Drug and Alcohol Testing**)

All bus drivers must comply with and observe all the provisions of the vehicle code and all rules and regulations prescribed by the Safety Department of the Kansas Department of Transportation as contained in the Laws and Regulations governing school pupil transportation in Kansas. In addition, bus drivers must comply with all rules and regulations prescribed by the USD 330 bus driver training manual.

Additional training as outlined in the Kansas School Transportation Regulations, Standards and Statutes shall include:

- * Conditions to be met in the operation of buses and school motor vehicles operated by or under the direction of schools.
- * Loading and unloading procedures at school, on routes, and on activity trips.
- * Accident and emergency procedures: duties in the event of an accident, bus evacuation, duties when approached by authorized emergency vehicles, emergency transportation.
- * Passenger conduct.
- * Other training, as appropriate.

Drivers will be reimbursed that portion of the license fee that is necessary to operate a school bus. Drivers will be reimbursed up to \$60 toward the cost of the required physical/health certification. The District will pay for or reimburse drivers for defensive driving and first aid/CPR certification. The District will also pay the \$16.03 per hour for the instructional time of the defensive driving and first aid/CPR courses.

All drivers will be required to drive a minimum of 50 hours before any reimbursements will be made, or before instruction time will be paid.

Calendar, District

The Board of Education shall establish annually, in accordance with the Negotiated Agreement, the operational calendar of USD 330 which shall include student attendance days, teacher in-service and/or workdays; additional teacher attendance days such as parent-teacher conferences, and non-duty days for teaching and other support staff.

Camera Use in School

School staff will discourage digital and other photos or video being taken in school by students or staff, due to privacy concerns. Staff should not photograph, film, or participate in being photographed or filmed at school unless the photographs are for official or authorized school publications or broadcasts. Any staff that chooses to ignore this guidance could face legal or disciplinary consequences.

Certification renewal (teaching license)

*See Kansas State Dept of Education application instructions for specific license required
(Inserted in Section 15 of Employee Handbook)*

Certified employees can apply for renewal of their license up to 6 months in advance of the license expiration date. Application for renewal forms may be obtained from the district office or the Kansas Department of Education certification office (Phone 785-296-2288 or online at <http://ksde.org/cert/cert.html>)

1. Complete the application form as instructed by the Kansas State Department of Education.
2. The employee will need to complete Section A. of the verification of accredited experience page and then send it to the district office for completion. The district office will complete Section B. and return it to the employee. The verification of experience page must accompany the application form being submitted to the Kansas State Department of Education.
3. Education hours being used for renewal must be in a sealed college/university envelope and accompany the application form being submitted to the Kansas State Department of Education.
4. Inservice (professional development) points being used for renewal must accompany the application form being submitted to the Kansas State Department of Education.
 - a. The employee should request a transcript of inservice points be sent to them from the Professional Development Committee.
 - b. The inservice transcript will need to be approved by the superintendent or other designated administrator and the PDC Council chairperson.
 - c. After approval, the inservice transcript will be sent to the employee.
 - d. After the transcript is sent to the employee for license renewal, the used inservice points will be removed from the My Learning Plan software data file as eligible inservice points.

Chain of Command – Resolving Problems

Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If either of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

Change in Status

Notification to the USD 330 District Office should be made within 10 calendar days of any change in mailing address or home telephone number, or change in family status which might alter IRC Section 125 fringe benefits, including marriage or divorce, birth or adoption of a child, change in employment status by the employee or spouse, or the taking of an unpaid leave of absence by the employee or spouse.

Child Abuse

See Policy GAAD Child Abuse

The Kansas Child Protection Act (KSA 38-716-724) requires that any USD 330 employee who suspects that a child’s physical or mental health or welfare is being adversely affected by abuse or neglect immediately report this fact to the local Children and Family Services (CFS) office, or the local law enforcement agency if the CFS office is not open. Persons making a report are assured immunity for any liability, civil or criminal, provided the report is made in good faith.

It is recommended the building administrator, and in turn the superintendent, also be notified after the report is made. Employees will not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected.

Communicable Diseases

See Policy GAR Communicable Diseases

An employee diagnosed by a physician as having a communicable disease shall report the diagnosis and nature of the disease to the superintendent. Withdrawal from active employment for the duration of the illness shall be required.

Upon authorization by the employee’s physician, or health assessment team, the employee shall be allowed to return to work. The Board of Education may require a written statement from the employee’s physician certifying freedom from all symptoms of the communicable disease. Information regarding employees with communicable diseases shall be reported to the appropriate board of health as required by statute but shall otherwise be maintained confidentially.

Complaints

See Board Policy GAAA Equal Employment Opportunity – BOE approved 03/14/2016

See Board Policy GAAB Complaints of Discrimination – BOE approved 09/14/2015

See Board Policy GAAC Sexual Harassment – BOE approved 09/14/2015

See Board Policy GAACA Racial Harassment (employees) – BOE approved 09/14/2015

See Board Policy GAAB Bullying by Staff – BOE approved 03/14/2016

See Board Policy JGEC Sexual Harassment – BOE approved 09/14/2015

See Board Policy JGECA Racial Harassment (students) – BOE approved 09/14/2015

See Board Policy KN Complaints – BOE approved 09/14/2015

(All Policies inserted in Section 10 of Employee Handbook)

General complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

About Discrimination

Complaints by an employee should be addressed to the employee's supervisor, the building principal, or the compliance coordinator. Complaints by a student should be addressed to the building principal or the compliance coordinator. Complaints by any other person alleging discrimination should be addressed to the building administrator or the compliance coordinator. See Board Policy KN for complaint procedures.

About the Handbook

Any employee who believes that any part of this handbook has been misinterpreted or misapplied may submit a complaint in writing to his/her immediate supervisor. If the complaint is not settled within ten (10) working days after submission, the employee may submit the complaint to the superintendent.

The superintendent shall review the complaint with the employee and make a recommendation to the building administrator and supervisor concerning possible resolutions(s). Within ten (10) working days the superintendent will make a determination for resolution of the complaint and inform the employee of his/her decision.

Computer Use

See Policy IIBG in its entirety

District issued computer systems and electronic devices (including, but not limited, to Smartboards, iPads, iTouches, iPhones, pc laptops, chromebooks, eReaders, and eBooks) are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Students and staff members shall be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the student' or staff members' possession.

Computers/Technology

See Policy IF Instructional Resources (Textbooks, Instructional Materials and Media Centers)

USD 330 has purchased a variety of computer software. This software is copyrighted. The District does not have the right to copy the software or related documentation, unless authorized by the software developer. Unauthorized reproduction is a violation of U.S. copyright law.

School employees, students, or any other persons using computer hardware owned by the District shall not make, acquire, or use unauthorized copies of computer software.

School Use of Personal Computer Hardware and Software

Personal hardware and software may be used at school if:

1. School employee owns the software and possesses the original disks and manuals.
2. Software is not in use at another location during the time it is used at school.
3. Software is appropriate for school use.
4. Technology/Software Request Form was completed by the employee and approved by the administration.

Check-Out of School Hardware/Software for Home Use

USD 330 employees must complete the appropriate check-out form and gain approval of the administration. The employee must declare the specific reason for the check-out.

Uniform Network Setup

A standard network configuration is installed on all District computers. All employees (and students) should be able to access the computer network once this standard configuration is learned. Employees should not alter this configuration.

Storage of Software

All software programs will be locked in storage in the office of each school. Manuals and other resource materials will be located in the media center for check-out by employees (and students).

Adoption and Purchase of Software/Technology

1. Employee perceives a need for software purchase.
2. Technology/Software Request Form is filled out by the employee and submitted to the Technology Coordinator.
3. Technology Coordinator evaluates the software and makes recommendation to the employee and administration.
4. If the software purchase is not approved by the technology coordinator, the administration may convene an evaluation committee to re-consider the request.
5. The administration makes the final decision on adoption and purchase of software.

Conduct

(See Board Policy GAAE; GAOB; GAOC)

The Board of Education expects officers and employees of the district to fulfill the public's trust and to conduct themselves in an honorable manner, abiding by all district policies and regulations and by all applicable state and federal laws and regulations.

When district officers or employees know or have reasonable cause to believe that serious instances of wrongful conduct (e.g., mismanagement of district resources, violations of law and/or abuse of authority) have occurred, they should report such wrongful conduct to the Board or one of its designated officers.

Wrongful conduct of any kind by employees will not be tolerated, and could result in disciplinary action being taken against the employee, including termination.

For purposes of this policy, the term "wrongful conduct" shall be defined to include (but may not be limited to):

1. Theft of district money, property, or resources;
2. Sabotage, abuse, or damage of district property;
3. Unapproved use of district premises/property;
4. Misuse of authority for personal gain or other non-district purpose;
5. Insubordination;
6. Fraud or fraudulent activities;
7. Violations of applicable federal and state laws and regulations;
8. Unauthorized possession of firearm or other dangerous weapons while on school district property;
9. Consumption, use, possession, selling, distribution, or being under the influence of illegal drugs, alcohol, or other controlled substances unless prescribed by a physician, while on duty or on school district property; (*see policy GAOB and GAOC*)
10. Willful or repeated disregard of safety rules or orders;
11. Divulging confidential information relating to a student or employee;
12. Physical assault/battery or threats of violence on another employee, a student, or a visitor;
13. Sexual, racial, religious, or any other form of harassment;
14. Serious violations of district policy, regulation, and or procedure
15. Bullying by staff (*See Board Policy GAAE*)(*also, see Bullying Section*);
16. Misuse, abuse or theft of time while on the job (including sleeping on the job);
17. Excessive tardiness or poor attendance.

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

- Physical or verbal abuse of, or threat of harm to, anyone.
- Causing damage, or threat of damage, to district property.

- Forceful or unauthorized entry to or occupation of district facilities, including buildings and grounds.
- Use, possession, distribution, or sale of alcohol or of drugs or other illegal substances.
- Use of profane or abusive language, symbols, or conduct.
- Failure to comply with lawful direction of district officials, security officers, or any other law-enforcement officer, or failure to identify oneself to such officials or officers when lawfully requested.
- The carrying or possession of a weapon on school grounds without authorization from the appropriate school administrator.
- A violation of district policies and regulations.
- Any conduct violating federal, state, or applicable municipal law or regulation.
- Any other conduct that may obstruct, disrupt, or interfere with teaching, research, service, administrative, or disciplinary functions of the district, or any other activity sponsored by the board.

In addition to the foregoing, all staff members are expected to:

- Thoroughly acquaint themselves with the rules, regulations, and other information applicable to them contained with the policies of the board.
- Conduct themselves in a manner consistent with effective and orderly education and to protect students and district property.
- Maintain order in a manner consistent with district policies and regulations.
- Comply promptly with all orders of the superintendent and the administrator who is their immediate supervisor.
- Dress and maintain a general appearance that reflects their position and does not detract from the educational program of the school.

District employees who violate these rules are subject to disciplinary action, including termination.

Confidentiality

Information learned because of status as a USD 330 employee should be handled in a confidential manner and be discussed only with appropriate school personnel. Violations of this rule which violate the privacy rights of specific individuals could result in disciplinary action being taken against the employee, including termination.

Conflict of Interest

See Policy GAG Conflict of Interest

See Policy GBRG and GCRF Non-School Employment

USD 330 employees are prohibited from engaging in activities which conflict with or detract from the effective performance of their duties.

Classified employees shall not be excused during work times to perform outside work.

Contracts of Employment

Certified Staff - See Negotiated Agreement

→ Contract duty days shall be as provided for in the Negotiated Agreement for teachers or as determined by the Board of Education annually for other employees, based on the operational calendar for USD 330.

→ Employment contracts may become null and void if not returned by the employee to the USD 330 District Office within ten (10) calendar days of issue, unless written approval for an extension of this deadline is given by the Superintendent prior to or within ten calendar days of the contract issue.

→ Classified employees will sign a letter of agreement regarding employment. They do not have contracts.

→ The classified employees are *Employees At-Will*. Notice of termination of employment may be made at any time by either party without reason. Every effort will be made to notify classified employees of pending termination as early as possible.

→ Employment information sheets will be issued to classified employees for each year of service beginning July 1, and ending on June 30. Employment information sheets will include:

Date work year begins and ends

Daily (average) employed hours

Leave benefits allowed

Current position title

Years of service

Hourly wage

Fringe allowance

Criminal Background Investigation (includes motor vehicle)

All employees are subject to criminal background investigation at the discretion of the Board of Education. If the USD 330 Board of Education requires the investigation, the cost will be borne by the District. If the State Department of Education or other State Agency requires the investigation, the cost will be borne by the employee.

All employees are subject to termination by the employing board of education, without further proceedings and without reference to any other law or contractual arrangement, if the results of the criminal history records check reveal the employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.

Crisis Response

See *Crisis Response Plan* maintained in each attendance center office.

The purpose of a plan for dealing with crisis in schools is to provide direction, support, coordination of resources and effective communication to the students, staff, and community following the sudden death or other crisis event involving the school community.

1. Following the event, the information is directed to the building administrator. If the building administrator is unavailable, the superintendent will be contacted. This person gathers as much information as possible. This is accomplished by speaking with the

- authorities, i.e., police, family, clergy. The building administrator notifies the superintendent and Crisis Team Leader. (In the event of an attempted suicide or other crisis which did not result in a death, a crisis team meeting will be called to discuss concerns and staff notification.)
2. As soon as the information is gathered, a statement is prepared which contains as many facts as are available at the time. The statement is prepared by the Crisis Team. **Any questions from, or communication with, the media will be handled by the superintendent or the building administrator.** No one else talks to or answers questions of the media, parents, or other community members except the designated liaison(s).
 3. The Team Leader activates the telephone tree at this time.
 4. The building administrator, superintendent and Crisis Team Leader will establish the place and time to hold an emergency meeting of the Crisis Team. The superintendent will contact the other building administrators to notify them of the crisis and scheduled meeting. At this point, each building administrator will contact the staff members designated from their building to serve on the Crisis Team.
 5. The Crisis Team will meet and implement the Crisis Response Plan.
 6. Schools will remain in session and maintain regular schedules to whatever extent possible.

Custodial/Maintenance Requests

Employees may make routine custodial and/or maintenance requests directly to building custodians, but should submit all special requests through the building administrator and/or District maintenance supervisor.

Dental Insurance (See Health Insurance)

Dental insurance is included in the *regular* health insurance plan. Health insurance may be purchased separately without dental insurance. Dental insurance may be purchased separately without health insurance for a \$2 surcharge (over current dental plan rates) per month. Also if dental insurance is purchased without health insurance, the employee must remain on the dental plan for a minimum of two years. Eligibility for dental insurance is the same as eligibility for health insurance. No fringe cash is allowed for dental insurance.

Discrimination

See Board Policy GAAB Complaints of Discrimination

See Policy GAE Complaints of Discrimination

See Policy KN Complaints

Mission Valley Unified School district #330 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. The following person has been designated to handle inquiries regarding the non-discrimination policies: Superintendent of Schools, 511 East 2nd Avenue, P.O. Box 158, Eskridge, KS 66423 (785-449-2282)

Specific procedures and timelines will be followed as outlined in USD 330 policy. School district employees are instructed to see their supervisor if they need accommodations.

Drug Free Schools and Communities

See Policy GAOA Drug Free Workplace

See Policy GAOB AND JDDA Drug Free Schools

See Policy LDD (Federal Government – Drug Free Schools)

The Board of Education believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the District. As a condition of employment in the District, employees shall abide by the terms of USD 330 policy.

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

A copy of USD 330 policy, as required by the Drug Free Schools and Communities Act, and a listing of Assessment and Treatment Resources, is provided herewith.

GAOA Drug Free Workplace

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

REF: Drug and Alcohol Testing Policy (for CDL holders) Adopted August, 2005.

GAOA Drug Free Workplace

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

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

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

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

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

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

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

GAOB Drug Free Schools

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

GAOB Drug Free Schools -Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be subject to the following sanctions:

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

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

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

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

A copy of this policy shall be provided to all employees.

ASSESSMENT AND REHABILITATION RESOUCRES

OUTPATIENT SERVICES

Pawnee Mental Health Services, Inc. 785-587-4315
1558 Hays Drive Alcohol & Drug Director: Tina Steffenmeier
Manhattan, KS 66502

Corner House 620-342-3015
418 Market Director: Judith Shemm
Emporia, KS 66801

Valeo Behavioral Health Care 785-233-1730
Substance Abuse Recovery Program (SARP) Contact Persons: Paula Adame &
330 SW Oakley Shane Watson
Topeka, KS 66606

INPATIENT SERVICES

Atchison Valley Hope 913-367-1618
P.O. Box 312 Program Director: Jack Selberg
1816 N 2nd
Atchison, KS 66002

Valeo Behavioral Health Care 785-233-1730
Substance Abuse Recovery Program (SARP) Contact Persons: Paula Adame &
330 SW Oakley Shane Watson
Topeka, KS 66606

●Other: AA (Alcohol Anonymous): 785-235-2226 – greater Topeka area or
alcoholism.about.com

Drug and Alcohol Testing

See USD #330 Drug and Alcohol Testing Policy

Under the rules for implementing the Omnibus Transportation Employee Testing Act of 1991, every local public school district will be required to conduct pre-duty controlled substance testing, and reasonable suspicion, random and post-accident controlled substance and alcohol testing of each employee who is required to obtain a Commercial Drivers' License (CDL). An employee covered by the rules is prohibited from refusing to take a required test.

Under the rules, school districts are also required to impose penalties on covered employees whose test results confirm prohibited alcohol concentration levels or the presence of a controlled substance; comply with extensive new reporting and recordkeeping requirements; adopt an employee alcohol and controlled substance misuse program; and provide for alcohol and controlled substance misuse information for employees, supervisor training and referral of employees to employee assistance programs.

With the exception of certain state criminal laws, the Act preempts inconsistent state and local laws. In particular, the Act requires that school districts take appropriate steps to ensure that their employment practices and policies:

- 1 Conform with federal rules governing privacy collection techniques;
- 2 Incorporate the Department of Health and Human Services' mandatory guidelines for controlled substance testing and comparable safeguards for alcohol testing;
- 3 Require confirmation of any initial positive result is quantified;
- 4 Require collection of split urine results; and
- 5 Provide for a scientifically-random selection of employees to be tested.

Emergency Safety Interventions

See Board Policy GAAF

See program procedures located under Tab 15 of this handbook.

Employment Paperwork

All USD 330 employees must submit to the USD 330 district office upon initial employment the following employment paperwork:

- Application for employment (signed)
- W-4 Withholding Certificate
- K-4 Certificate
- CFS Child Abuse Background check form
- Fingerprint cards completed for criminal background investigation
(required for classified staff and classified substitutes only)
- Oath of Affirmation of Officer or Employee (KS Form 4-250-110)
This must be signed in front of, and notarized, by, a Notary Public.
- Employment Eligibility Verification (Form I-9) *(INS Form OMB 1615-0047)*
- Drivers License (copy) or other acceptable document to establish identity (See I-9 form), and for the purpose of District vehicle insurance.
- Social Security Card (copy) required for W-2 reporting purposes and to establish employment eligibility.

- Health Certification (See Health Certifications), as appropriate:
 - Certification of Health for School Personnel
 - Medical Examination Report for school bus drivers & substitutes

When applicable, employees must also submit additional employment paperwork, which may include:

- Signed contract - *all certified employees*
(Must be returned within 10 calendar days of issue.)
- Letter of Agreement – *all classified, rule 10, or long-term substitute employees*
(Must be returned within 10 calendar days of issue.)
- Signed Job Description or Position Guide - *all employees with official title*
(Must be returned within 10 calendar days of issue.)
- Verification of prior accredited teaching experience from previous employers – *all certified employees who receive credit on negotiated salary schedule for experience*
- Copy of teaching certificate from Ks State Dept of Education – *all certified employees*
(OR copy of appropriate professional certification for “Other” professional employees)
- Official Education Transcripts – *all certified employees*
- Employee History/Information form – provides demographic information
- Health Insurance Application or Waiver – *all employees eligible for health coverage*
- KPERS Enrollment form – *all employees in eligible positions*
- KPERS Designation of Beneficiary Form – *all employees in eligible positions*
- Benefit Selection Form (Payroll deduction/reduction permission form) – *all employees*
(this form includes sick leave bank election for eligible certified positions)
- Professional Development Plan – *all certified employees*
- Immunization Record – Hepatitis B Virus – *certain at-risk classifications*
- Affirmation of Drug and Alcohol testing Policy – *all bus drivers*
- Official driving record – *all bus drivers ***
- Employee internet/computer access agreement – *all employees*
- Confidentiality Agreement – *all employees*
- Cell phone use agreement – *all employees*
- Building Use-Security Entrance-Key FOB agreement – *all employees*

** When employed, and semi-annually thereafter, USD 330 may request a driving record from the appropriate State agency for all bus drivers. This record may be used by the appropriate administrators to make employment decisions.

All required paperwork must be on file at the USD 330 district office on or before the first day of the month to be eligible for a paycheck that month.

Employment Status

All classified employees are employed on an “at-will” basis regardless of their length of service.

Equipment and Property of District (Use of)

See Policy KGA Use of District Personal Property and Equipment

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent or the building principal. Written request forms should be completed. A deposit and/or proof of insurance may be required for use.

Equal Opportunity Employer

See Policy GAAA Equal Opportunity Employment and Non-Discrimination

USD 330 is an equal-opportunity employer. Discrimination on the basis of race, color, religion, sex, age, disability or national origin is prohibited under federal and State law and Board of Education policy. Consideration for employment will be based only on those factors that directly affect the applicant's ability to perform the job which would not conflict with any applicable federal or State law.

Evaluations

See Policy CGI Evaluation

See Policy GBI Evaluation

USD 330 shall maintain a formal performance evaluation plan for all certified employees.

Teacher Evaluations

See Teacher Evaluation Instrument

Teacher evaluation procedures shall be based on the Board of Education approved job description and the teacher evaluation instrument in accordance with the Negotiated Agreement.

Individual evaluation documents shall be available to the superintendent, appropriate administrators, the teacher, and others authorized by law.

Administrative Evaluations

Evaluation criteria on administrative employee positions shall be based on Board of Education approved job descriptions.

All administrative personnel shall be evaluated by the superintendent or his/her designated representative in writing and in accordance with the minimum statutory requirements for the first four years of employment and annually thereafter.

Classified Employee Evaluations

Evaluation criteria on classified employee positions shall be based on Board of Education approved job descriptions.

Evaluations shall be completed no later than 6 months after employment, and annually thereafter. Completion of evaluations is the responsibility of the immediate supervisor. The evaluator shall complete the appropriate evaluation form and schedule a conference with the employee to discuss the contents of the written evaluation within ten (10) working days of the date of the evaluation.

Upon completion, the report is to be signed by the evaluator and the employee signifying that both parties are aware of the contents of the evaluation, a copy given to the employee, with the original submitted to the superintendent to be maintained in the employee's personnel file for a minimum period of three (3) years.

The employee shall have ten working days from the date of the evaluation conference to file a written response to the evaluation. The employee and the evaluator shall sign the written response, signifying that both parties are aware of the content of the response, a copy given to the employee, with the original submitted to the Superintendent to be maintained in the employee's personnel file for a minimum period of three (3) years.

Access to written evaluations and responses thereto shall be available, except by order of a court of competent jurisdiction, only to the evaluated employee, the official custodian of records, the Board of Education in executive session, the superintendent, the evaluator, the Board's attorney by request of the Board, and other persons specified by the employee (in a written request).

Facility Use

See Policy KG Use of School Facilities and Equipment

The board may allow the use of school building and school grounds by community groups. Use of any school facility or school grounds, however, shall not interfere with the daily school student routine or any school-sponsored activity. See Board Policy KG and KGA for fee and rental charges, lease arrangements, equipment usage, School Facility Use Permit Application Form, and a list of Rules for the Use of School Facilities.

Fiscal Responsibility – Prohibited Activity

(See also Fraud Prevention)

Reports of financial misconduct will be received in confidence, and investigations will be conducted confidentially unless otherwise required by law. Law enforcement will be contacted if an investigation reveals criminal activity.

No person will be permitted to alter, destroy, mutilate, conceal, cover up or falsify and record or document with the intent to impede, obstruct or influence an investigation pursuant to this policy.

No board member or district employee will take adverse employment action against any individual who, in good faith, reports suspected fraud or financial misconduct. No board members or district employee shall retaliate against any individual for providing truthful information to law enforcement regarding alleged financial misconduct. Retaliation includes refusal to hire, termination, discipline or reassignment unless such reassignment is necessary to meet the district's staffing needs or is requested by the employee. Nothing in this policy shall prevent the discipline or termination of employees in accordance with board policy and law. Students who, in good faith, report suspected fraud or financial misconduct will not be disciplined or penalized for making a report.

Employees who violate any portion of this policy are subject to discipline up to and including termination and referral for prosecution when appropriate.

Food Service Employee Certification/Training Requirements

School food service employees are entrusted with the health and wellbeing of those they serve. It is absolutely essential that all employees are equipped with a thorough understanding of how to keep food safe. To help prepare employees for this critical responsibility, a statewide system of required food safety training has been established by the Kansas State Department of Education – Nutrition Services Division:

☺ All school food service employees will be required to complete 6 hours of food safety training each year. Food service managers will be required to complete 10 hours of food safety training each year.

☺ All school food service employees must update their food safety basics training every 5 years.

Fraud Prevention and Investigation

(See Also Fiscal Responsibility)

All employees, board members, consultants, vendors, contractors and other parties maintaining a business relationship with the district shall act with integrity and due diligence in duties involving the district's fiscal resources.

The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety or irregularity. Each member of the management team shall be alert for any indication of fraud, financial impropriety or irregularity within his/her area of responsibility.

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Fraud Prevention Procedure

All employees shall act with integrity and due diligence in matters involving district resources. Annually, by direction of the superintendent, the general contents and direction contained in procedure shall be conveyed to all staff members.

Definition

As used in this procedure, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relations to district assets, including theft of funds, securities, supplies, or other district properties.

- Forging or altering financial documents or accounts illegally or without property authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentiality safeguards concerning financial information.
- Violating board conflict of interest policies.
- Mishandling district financial records or assets (destroying, removing, or misusing).

Staff Responsibilities

Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted in coordination with internal or external departments and agencies as appropriate.

Internal controls/investigations

The superintendent shall develop internal controls to aid in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrence of a fraudulent activity, the superintendent shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter shall rest with the Board. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

Fringe Benefits

Health Insurance (See **Health Insurance**)

Unemployment Compensation

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

Workers' Compensation

See Policy EBAA, EBAA-R Workers Compensation

See Policy GAOE Workers Compensation KFD

The District shall provide workers' compensation coverage for all employees according to current statute and Board of Education policy. (See **Accident, Reporting of**)

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. (See memo and attachment regarding work-related injuries in the forms section of this handbook.)

An employee absent because of an on-duty accident may elect to utilize and receive payment for sick leave accumulations, until leave is depleted, to supplement payments received under the Workers' Compensation Law to the extent that the combined amounts shall not exceed the regular wages per day of the employee.

Garnishment Administrative Fees

There is a \$10 administrative fee for all wage garnishment orders with the exception of the following: Child support withholding orders, federal government continuous withholding order, and Chapter 13 Bankruptcy withholding orders. This \$10 fee is per pay period (not to exceed \$20 per month)

Gifts

See Policy GAJ Gifts

See Policy JL, JL-R Gifts

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Accepting a gift may be subject to disciplinary action.

The giving or receiving of gifts between staff and students shall be discouraged. Staff members 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.

Grievances

See Policy GAE Grievances

See Negotiated Agreement

A grievance is defined in policy as an alleged violation of the terms and conditions of an employee's contract of employment and/or negotiated agreement. See USD 330 policy or the negotiated agreement for specific procedures, conditions, and levels.

Health Certifications

See Policy GAR Communicable Diseases

Kansas law 72-5213 requires that every board of education require all persons, whether employees of the school district or under the supervision thereof, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test.

As a condition of employment, all new employees are required to submit such a certification to the USD 330 District Office on a District approved form. This initial health certification (with negative TB) is valid until such time that there is reasonable cause to believe that the employee is

suffering from an illness detrimental to the health of the students. If such a determination is made, the Board of Education may require a new certification of health. Costs of this required examination will be borne by the employee.

In such instances where an employee has had a positive TB skin test, a chest X-ray shall be required.

The required health certification must be on file at the District Office on or before the first day of the month for the employee to be eligible for a paycheck. Failure by the employee to provide the required health certification may result in suspension and an unpaid absence until such time the certification is provided to the District.

The Board of Education 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 mentally and/or physically able to fulfill the obligations of employment and/or the policies and rules of the Board. Costs of the required examination will be borne by the Board.

Bus Drivers

State law requires that bus drivers pass a physical examination after an employment offer but prior to duty, within two years of the last completed physical examination, or at any time at the request of the District or State Department of Transportation.

D.O.T. Form No. 1541 Medical Examination Report for School Bus Drivers & Substitute School Bus Drivers must be used.

Reimbursement For Health Assessments

Bus drivers are required by State law to submit a new physical assessment bi-annually. The District will reimburse bus drivers up to \$60 for the cost of a physical examination from a physician of the employee's choice. All examination services exceeding the allowed reimbursement shall be at the expense of the employee; however, if the employee uses the, St. Francis Health Occupational Medicine located in the Continental Building – 2nd Floor at 631 Horne Street in Topeka, KS, the bill for their physical examination will be paid in full by the district.

Health Insurance

A health insurance provider and package option(s) shall be approved by the Board of Education. All benefits are subject to provider regulations and federal and State statutes.

The District currently is self-insured with their own group health insurance plan. Our third party administrator is Insurance Program Managers Group (IPMG). This is the company that pays all of the claims. We have an insurance committee made up of district employees that review usage, cash balances, and recommend employee benefit options and contribution rates to the Board of Education.

Health and dental insurance may be taken as a package or separately. See the Dental Insurance section for special rules that apply for taking Dental only.

Employee Handbook of Policies and Procedures – 2020-21

Any certified staff member working at least ½ time or more will be eligible to purchase group health or dental insurance. Any certified staff member working less than ½ time will NOT be eligible to purchase group health or dental insurance.

Any classified staff member working at least 28 hours per week or 1000 hours per year will be eligible to purchase group health or dental insurance. Any classified staff member working less than 28 hours per week or 1000 hours per year will NOT be eligible to purchase group health or dental insurance.

Any full time bus route driver is eligible for group health and dental insurance. Approved at the July 24, 2017 board meeting. District contribution is the same as for classified staff (see below).

GRANDFATHER CLAUSE: Any employee already enrolled in the group health or dental plan and receiving fringe cash toward the cost of the group health plan prior to October 1, 2000 shall continue to receive their fringe cash and continue to be allowed in the group health or dental plan.

An employee may only enroll in the group health or dental insurance plan at the following established times:

- 1) Within 30 days upon initial employment.
- 2) Open enrollment period of each plan year (effective date October 1st)
- 3) Within 30 days of a qualifying event (e.g. marriage, divorce, death of a spouse or child, birth or adoption of a child, change of employment status of spouse)

The District shall pay up to a maximum of \$460.00 per month for all eligible certified staff taking group health insurance. No cash-in-lieu will be allowed. This includes any employee taking dental insurance without taking health insurance. No fringe cash will be allowed for dental-only insurance.

The District shall pay up to a maximum of \$360.00 per month for all eligible classified staff taking group health insurance. No cash-in-lieu will be allowed. This includes any employee taking dental insurance without taking health insurance. No fringe cash will be allowed for dental-only insurance. Classified staff that are only 9-month employees will receive all 12 months of fringe during the nine months of school (September through May). Likewise, they will be expected to pay all 12 months of premium during the nine months of school (September through May).

Changes in coverage may be allowed with proper application to the health insurance provider, including a required health profile, or when a change in family status occurs, such as marriage, divorce, death, birth of a child, child reaching age limit or married, loss of health coverage by spouse, or other allowed circumstances. In addition to these changes, all changes in name/address or other designations should be submitted to the group leader (District Office) on the required change form.

Retirees of USD 330, under the provisions of KSA 12-5040 and Board Policy GAQA, may be eligible for continued coverage under the District's group health insurance coverage until the age of 65. The entire cost of the insurance, and possibly an administrative surcharge, would be the responsibility of the retired employee.

When an employee terminates employment, the District will notify that employee of eligibility for continued health insurance coverage. Under federal law 99-272 Title X (COBRA) former employees, and eligible dependents, are eligible for continued health insurance coverage under USD 330's group plan for up to 18 months beyond the expiration of current coverage. Premiums will be billed directly to the employee at the rate of 105% of the District's premium (contribution rate). Employees must complete an Application for Continuation of Group Health Coverage (COBRA) form designating election for continued coverage. Coverage must be elected within 60 days of notification from the District.

The Board of Education may continue to contribute their portion (allowed fringe) of the cost of health insurance during certain leaves of absence. Such leave includes, but may not be limited to: FMLA leave not to exceed 60 calendar days, workers compensation leave, and total disability leave not to exceed 180 calendar days. Should the employee fail to make the required payments for the remaining premium (contribution) amount during their leave, their coverage may be canceled.

HIPAA Employee Privacy Rights

See Policy ECA HIPAA Policy

See Reference: Notice of Privacy Practices, BOE Approved May 14, 2007

Holidays

Classified employees are eligible for holiday pay, which shall be based on the average number of duty hours worked per day. The average is arrived by using a weekly amount of hours that an employee is *normally* scheduled to work and dividing by 5 days.

The Board of Education shall designate the following as paid holidays for all eligible employees: Labor Day, Thanksgiving Day, Christmas Day, New Year's Day, and Memorial Day (if school is in session beyond this holiday). When a designated holiday falls on a weekend, the preceding Friday or following Monday may be declared the paid holiday.

The Board of Education shall designate the following additional holidays for classified 12-month employees: Independence Day and Memorial Day (regardless of when school is in session).

The Board may choose to allow additional non-paid "holidays" when developing the school calendar. The Board may also choose to allow additional paid "holidays" on a one-time only (non-repeating) basis.

Inclement Weather

In cases of inclement weather and the dismissal of students, with supervisor approval, employees may be released from work duty. Classified employees who leave work duty for this reason will be expected to take Leave without Pay or Personal Leave.

Inservice

See also Certification renewal (teaching certificate)

See also Professional Development Plan Handbook – BOE approved 2014

(Inserted under Tab 12 of Employee Handbook)

Inservice points may only be approved by the Professional Development Council (PDC). The PDC meets three times per year. The following procedure should be followed to receive approval for out-of-district inservice credit:

1. The employee submits a request of professional leave by logging into “mylearningplan.com” and entering username (name@mv330.org) plus password. After logging in, go to the left side of the page and click on “Prof. Dev. Request”. Fill out the form.
2. When the employee is requesting that the district pay a registration fee for the inservice, it must be on the request and a purchase requisition must also be submitted to the administrator.
3. Also, the employee needs to fill out the (pink) Professional leave request form and send to the district office for payroll calculations. This form must have administrator’s signature of approval.
4. A copy of the inservice activity (brochure, registration form, etc.) is kept with the employee. This is NOT proof that the employee attended the inservice activity.
5. After attending the activity, the employee keeps proof that he/she attended the activity. **DO NOT HAND PROOF TO THE PDC. RATHER KEEP WITH PERSONAL FILES.**
6. The employee logs into “mylearningplan.org” and completes the validation section. The PDC approves the activity points at the next meeting and submits approved inservice points on the employee’s “mylearningplan” account.

Inservice activities provided within the district, by the district, will be credited to each employee attending that inservice. After review by the PDC, an administrator will submit the inservice points on each “mylearningplan” account.

Internet and Online Activities

See Board Policy IIBGC

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates Board Policy IIBGC or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member’s job performance or effectiveness in the work setting.

Job Descriptions

A comprehensive job description or position guide for all positions shall be developed by the District and approved by the Board of Education. Employees shall be asked to review and sign a Employee Handbook of Policies and Procedures – 2020-21

job description upon original employment, change of job description, or position transfer. Employees may also be asked to review and sign a job description annually upon renewal of their employment contract. Job descriptions may be used but will not be the sole basis for evaluation.

Jury Duty (and other court-related leave)

All employees of the District shall be excused for jury duty or subpoenaed witness testimony in school-related, school children-related, or non-personal (or non-family) cases as requested by the Court. Full pay by the District will be limited to ten days per year. Advance notice shall be given to the employee's supervisor, including completion of a leave request form. Proof from the court that the employee was confined to the courtroom or court session will be necessary before salary from the District will be paid.

An employee is entitled to any mileage and expense reimbursement paid for jury or witness duty. Any other compensation received for jury or witness duty performed during normal District duty hours may be: 1) Signed over to Mission Valley USD 330 with no loss in wages or leave time, or 2) Kept by the employee, but with a corresponding deduction in leave or pay based on duty hours not worked.

An employee of the District shall be excused for a period of time not to exceed ten days per year for subpoenaed witness duty in personal (or family member) cases with no jeopardy to their employment. The employee will be expected to take Personal leave, vacation leave (if available) or Leave without Pay. Advance notice shall be given to the employee's supervisor, including completion of a leave request form.

Keys

Building administrators will be responsible for issuing door keys and maintaining an accurate up-to-date list in the school office of all people who have been issued keys.

Lost or misplaced keys should be reported to the building administrator immediately. Under no circumstances are keys to be given to students. No key is to be duplicated without prior approval.

Building administrators are responsible for retrieving all keys provided to any employee under their authority when the employee is no longer a District employee or is assigned to another building.

KPERS (Kansas Public Employees Retirement System)

USD 330 employees who qualify for the Kansas Public Employees retirement System *must* become a member. A school employee qualifies if their normal work schedule is for 630 hours or more in a year. An employee contribution as determined by current statute will be made each payroll period. The contribution rate for all members (Tier 1, Tier 2, and Tier 3) is 6%.

Information regarding KPERS benefits is available at the district office or you may call the KPERS information line at 1-888-275-5737, or online at <http://www/kpers.org>.

Leaves and Leave Conditions

See Negotiated Agreement- Certified Personnel

See Salary Schedules – Classified Personnel

See Contract – Administrators

See Policy GARI Family Medical Leave

See Policy GBRIBA Disability Leave

See Policy GARID Military Leave

See Policy GCRG Leaves and Absences

See Policy GCRH Vacations

An employee on leave shall be compensated at his/her regular rate of pay while absent, if the following conditions are met:

- 1) Applicable leave is earned and/or available to the employee.
- 2) The supervisor and/or building administrator is notified of the need for leave and the reasons prior to the beginning of each work day, or 48 hours in advance for use of personal and vacation leave.
- 3) A Request for Leave form is submitted to the supervisor in advance when possible, or at the earliest opportunity upon return to work. It is the employee's responsibility to complete the necessary forms.
- 4) If sick leave is used for personal illness, the employee may be asked to provide the superintendent or the Board of Education a certificate from a licensed physician verifying the employee's illness or physical disability.

Leave allowances are reflected as days for administrators and certified personnel. Leave allowances are reflected as hours for classified personnel. Hours allowed for classified personnel are based on number of days allowed x number of hours scheduled to work per day.

Earned/available leave should be used before "Leave without Pay". Using "Leave without Pay" before all earned/available leave is used requires permission from the administrator. Earned leave may be used to supplement payments received under the Worker's Compensation Law. (See *Fringe Benefits/Worker's Compensation*)

Classified Sick Leave Transfer Guidelines Approved by BOE 2/9/2015

Guidelines for Employee-out-of-time (Grantee) requesting transfer aid:

1. Sick leave transfer days will be available to classified employees who have exhausted their normal accumulation of annual discretionary days.
2. A request can be made for reasons of hardship, extreme misfortune, or a catastrophic event to the classified employee.
3. Requests for transfer (aid) must be submitted in writing to the District Office.
4. The District payroll clerk and Superintendent will make final determinations on the granting of transfer aid days.
5. Employees requesting transfer aid days may only use a maximum of 10 days per "event".

Guidelines for Employees with Extra Time Wishing to transfer time (Grantor):

1. Classified employees may transfer a maximum of 3 discretionary days in a school year.

2. The classified employee transferring days must have a maximum number of discretionary days accumulated before they can transfer days.
3. Transferring employees must give written authorization to the district office to transfer days.

School Not In Session

Classified employees may not use paid leave for payment when school is not in session or they are not required/scheduled to be at work. Classified employees shall not work extra hours as a means of taking time off later without utilizing leave. Funeral leave will be taken as discretionary leave.

MISSION VALLEY USD 330 MAXIMUM LEAVE ALLOWANCES					
EMPLOYEE CATEGORY	Standard Months worked	Sick* Days Per Year	Maximum Sick Days Accum	Discretionary Days Per Year	Vacation*** Days Per Year
Superintendent	12 months	N/A	80 days	14 days	15 days
Administrators	N/A	N/A	80 days	14 days	N/A
Licensed Professionals	N/A	N/A	80 days	14 days	N/A
			Maximum Discretionary Accumulation	Discretionary Days Per year	
District Office Clerical	12 months	N/A	45 days	14/20*	10/15***
Transportation Supervisor	12 months	N/A	45 days	14/20*	10/15***
Technology Staff	12 months	N/A	45 days	14/20*	10/15***
Maintenance/custodial staff	12 months	N/A	45 days	14/20*	10/15***
Special Ed Secretary	12 months	N/A	45 days	14/20*	10/15***
Building Secretary/bookkeeper	10 months	N/A	45 days	12/17*	N/A
Media Aide & Teacher Aide	9 months	N/A	45 days	11/15.5*	N/A
Title I Aide & Para-educator	9 months	N/A	45 days	11/15.5*	N/A
Food Service Staff	9 months	N/A	45 days	11/15.5*	N/A
Bus Driver & transporter/aide	9 months	N/A	45 days	11/15.5*	N/A

Funeral Leave

Employees who attend a funeral should use sick leave, personal leave, or leave-without-pay in accordance with the certified negotiated agreement and classified salary schedules. In addition, any unused sick leave may be used for administering the usual amenities following the death of immediate members of the family. Immediate family shall include the spouse, child, parent, sibling, grandparent, or grandchild of the employee or spouse. Immediate family may also include other person(s) whose regular residence is in the home of the employee or whose personal care is primarily the responsibility of the employee or spouse; in such cases determination and allowance shall be made by the superintendent.

Family Medical Leave

See Policy GARI Family Medical Leave

See Family Medical Leave Plan (Section 8 of the Employee Handbook)

Legal Leave

See Jury Duty section

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law before an administrative body. If an employee is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in policy and covered by other leave district provisions.

Military Leave

See Policy GARID

Also see negotiated agreement for licensed staff

Certified staff shall be compensated for military leave per negotiated agreement. Military leave will be granted, but no compensation will be made to classified staff for military leave per Board Policy GBRID.

Professional Development Leave

Employees wishing to attend conferences, workshops, seminars, or other educational opportunities shall submit a leave request form to their supervisor and/or building administrator at least two calendar weeks prior to the first day of the requested leave, which shall include the length of the leave, the purpose of the leave, and reasons why the leave will benefit the District.

If the employee is also requesting that the District pay a registration fee in connection with the professional leave, a purchase order must also be submitted with the building administrator's signature.

All professional leave requests and professional development expenses must be approved by the superintendent.

Sick Leave and Discretionary Leave

See Article IV of the Teachers Negotiated Agreement for Licensed Staff information

Discretionary leave may be used for absence due to personal illness, maternity leave (pregnancy, miscarriage, childbirth and recovery there from), adoption of children, doctor's appointments (personal or immediate family), or in the case of death or illness in the immediate family. (See Funeral Leave)

Discretionary leave may be used as the employee desires and shall require written approval by the supervisor and/or building administrator 48 hours in advance. Discretionary leave is cumulative to 45 days at the end of each year for classified staff.

Classified staff receives sick and personal both in the form of discretionary leave. For the first five years of employment, this leave will be accumulated at the rate of one day (or prorated portion of a day based on regular number of hours scheduled to work) for each calendar month scheduled to work. After five years of employment, this leave will be accumulated at the rate of one and one-half days per month. In addition, classified staff will receive 2 additional days of discretionary days per year – given at the beginning of each school year.

Classified staff may take discretionary leave for any reason as long as it is approved by an administrator.

Classified staff may NOT take discretionary leave for any regularly scheduled day of work that had to be canceled (i.e. inclement weather), regardless whether the day is rescheduled and made up later during the school year.

Any classified staff that accumulates the maximum 45 discretionary days into their account at the end of the school year may be compensated for any unused discretionary days over the maximum amount (*depending on your job classification could be a max of 20 days) at a rate of \$35 dollars per day. Payment will be made prior to June 30th of each year.

*see above paragraph on discretionary days earned

Vacation leave

See Policy GCRH Vacations

Two weeks (10 days) paid vacation will be allowed per year after one year of employment in a qualified position. After ten years of employment in a qualified position, three weeks (15 days) paid vacation will be allowed.

Vacation is available only after it is earned. For bookkeeping purposes, the prorated vacation time may be posted in the records from (July 1 through June 30). However, it will not be available for use until the employee's one-year of employment has been completed. No vacation time is accrued in the first year.

Employees may accumulate a maximum of six weeks vacation. Vacation time in excess of 6 weeks (30 days) on June 30 will be lost.

Vacation leave must have prior approval from the employee's supervisor and/or building administrator. Vacations should not be taken during the time school is in session by maintenance/custodial staff and the transportation supervisor. Vacations will be granted, so far as possible, at the time most desired by the employee, however final approval is reserved to the District in order to ensure completion of employee duties.

Employees leaving the District shall be paid for unused earned vacation leave, (not to exceed 30 days) at the employee's current rate of pay when employment is terminated with the District. All paid time for unused earned vacation leave will be paid effective the last day that the employee worked and added to the last paycheck. The last day worked will be considered the termination date.

Nepotism

See Board Policy GACCA

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.

Orientation Meeting

A meeting may be scheduled each year in August to review Board of Education policies, rules, and procedures applicable to District employees.

Overtime

Overtime and other adjustments for wage/hour employees will be regulated as follows:

Definitions

Workweek – Any hours worked beginning Saturday at 12:00 a.m. and ending the following Friday at 11:59 p.m.

Overtime – Any hours worked in excess of 40 hours per week. Approved time to attend meeting or other approved school business leave is included in the work week. Paid leave such as sick leave, holiday pay, etc. is not included in the work week. Overtime must be paid at the rate of 1-1/2 times the normal hourly rate. *Overtime will not be paid if you are performing occasional/sporadic part time work in a different capacity than your regular employment. The Superintendent will make the final determination on overtime pay.

Flex Time – Adjustment of the hours worked within any work week that total 40 hours or less. Such adjustment requires approval by the supervisor.

Comp-time – (Compensatory time) The accumulation of hours in excess of 40 hours per week to be substituted for designated time-off from work at a later date. Comp-time as defined by the wage and hour law is figured at the time and a half rate.

District classified employees who work more than 40 hours per week will be compensated for overtime. All overtime hours must have approval by the supervisor. All overtime shall be recorded on the employee's timecard and be paid at the rate required by law. Overtime is expected to be held to a minimum and the use of flex-time is encouraged when staff members are needed at irregular times.

Compensatory time off in lieu of paid overtime: Any compensatory time must have approval of the superintendent, and must be taken in the next pay period providing it will not unduly disrupt the operations of the school. If compensatory time is not taken in the next pay period, the excess hours worked will be paid as overtime. A request to use comp-time should be turned in with the employee's time card that reflects overtime.

Pay Advances

It is District practice not to provide pay advances to employees.

On rare occasions, the District may advance an employee a few hours of pay in order to have enough wage to cover their payroll deductions such as health insurance.

Payroll

Certified payroll procedures are outlined in the negotiated agreement or the individual contract. Certified payroll is once a month on the 15th of each month. If the 15th of the month falls on a weekend or holiday, then payroll will be the day before the weekend or holiday.

By law, certified staff may receive their remaining summer payroll (July and August) on or before June 30 of their contract year. Notification that the employee wishes to receive their remaining salary as "lump sum" must be made in writing to the district office by April 1. The request remains on file for subsequent years until a revocation is made in writing by April 1 to stop the "lump sum" payment.

Classified payroll is bi-weekly and is paid every other Friday. Time cards are due every other Friday for a two-week period. Payroll for that two-week period is on or before the following Friday. If payroll will be released before the scheduled Friday for any reason, the district office will notify staff of the date to be released.

Classified staff has an "extra" third paycheck for the month twice each year. This paycheck generally does not have any payroll deductions taken from it (unless it is a wage garnishment). Direct Deposits of a third bi-weekly payroll only go into the employees main bank account listed. The district office will notify staff of the scheduled date of this third bi-weekly paycheck.

Payroll checks will not be issued to an employee with incomplete employment paperwork. (See **Employment Paperwork**)

Personal Appearance/Dress

See Policy GAM Personal Appearance

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 District is not permitted. If an employee's attire is disruptive or inappropriate, a conference with the employee may be requested by the supervisor and/or building administrator.

District employees shall wear uniforms when provided by the District. Upon termination of employment employees shall be responsible for returning uniforms to the District in good condition, or a deduction for the uniform(s) value will be withheld from the employee's final paycheck.

Personal Property

USD 330 does not provide insurance on employees' personal property and, therefore, does not assume any liabilities. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Personnel Files, Examination of

See Policy GAK Personnel Records

USD 330 employees shall have the right to examine the contents of their personnel file by giving notice to the USD 330 Clerk 24 hours in advance. Examination of the records must be done in the presence of the Clerk or designated administrator.

Public Information

See Policy CN Records

USD 330 will maintain such records as defined in 1983 HB 2327 supporting District expenditures and income as public information. Such records shall be available to the public for inspection or copying upon request. Employee information, which includes home address and phone number, shall not be considered public information if the employee requests that information be kept private.

Purchasing Procedures

See Policy DJE Purchasing through Policy DJFAB Administrative Leeway

Racial Harassment

See Policy JGECA Racial Harassment (student) – BOE approved 09/14/2015

(Also inserted in Section 10 of Employee Handbook)

See Policy GAACA Sexual Harassment (employee)

Also see Policies: GAAB, GAAD, GAF, JDDC and KN

Recruitment

See Policy GACA Positions

The Board of Education may choose to hire an individual for a position when a vacancy occurs, or may recruit existing personnel to fill positions approved by the Board. Candidates for positions shall be interviewed by the supervisor, building administrator, or designated interview committee, and/or the superintendent. Following the interviews, the superintendent shall make a recommendation to the Board.

Vacancies may be filled by reviewing the District’s completed application file to search for suitable candidates or the following method may be used:

1. Posting of vacancy
2. Screening of applicants
3. Interviewing of selected applicants
4. Notification of results
5. Recommendation of candidate to Board for approval
6. Offering a position if Board approval is granted

If the Board wishes, vacancies involving promotion or lateral moves within the system will be announced so that present employees may apply for the position. If a current employee applying for the position is qualified, he/she will be given consideration.

All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the superintendent. All such requests will be handled in the same manner as outside applications.

Reimbursements

Claims for reimbursement will only be paid if submitted to the District Office within 90 days from the date of expense(s). Also, any claims for reimbursement must be submitted by the last day of the school year. All receipts for meals will be attached to the claim voucher. Receipts must be itemized or reimbursement will not be allowed.

Employees on authorized school business will be reimbursed as follows:

- Meal reimbursement will be as follows:

	Employee	Student
Per Day (Actual expenses not to exceed)	\$20.00	\$15.00
Per Day for an overnight stay (Actual expenses not to exceed)	\$26.00	\$21.00

- Meals covered, as part of registration will not be applicable to the above limits.
- \$0.58 cents per mile for use of personal car (reimbursement will not be allowed if a school vehicle is available).
- Actual lodging expenses will be paid (motel/hotel receipt must be submitted with claim voucher).

Other Items

1. The above reimbursement expenses apply to in-state travel. Out of state expenses will be determined on an individual basis and approved prior to the event. The current out of state rate is \$40.00 for adults and \$30.00 for students per day. All receipts must be itemized in order to receive reimbursement.
2. Trips within a 40-mile radius of Eskridge will be considered home, and lodging expenses will not be allowed unless special permission is obtained from the Superintendent.
3. Any meal reimbursements for a day trip (not an overnight stay) are considered taxable income and must be paid through payroll so that payroll taxes can be deducted. This is an IRS ruling.

Resignation

See Policy GBO Resignation

Employees resigning employment should give written notice of intended termination including anticipated date of departure and reason for resignation. On or before their final working day employees must turn in to their supervisor all keys, files, credit cards, uniforms, and other District property before payment will be made for any earned wages.

Non-administrative certified employees are subject to Kansas law, board policy, and the district negotiated agreement in terms of time frame allowed for resignation.

Classified employees are employees “at will” and do not have a time frame for resignation. At least two weeks advance notice is standard courtesy.

Retirement

Non-administrative certified employees shall receive a retirement bonus in accordance with the negotiated agreement. Any retirement procedures shall be in accordance with current law.

Safety/Emergency Preparedness

All employees should conduct themselves in a manner which promotes a safe and healthy environment, applying appropriate safety measures in all aspects of job completion. All employees should report to their supervisor or building administrator, or rectify, any conditions that may be potentially dangerous.

Salary Deductions

See Policy GAL Salary Deductions

USD 330 employees may participate in a salary deduction plan as provided by the District. One or more of the following deductions may be designated, on or before October 1, each year, or within 30 calendar days of initial employment, or as participation is dictated by the benefit provider:

- Health &/or dental insurance
- Vision insurance
- Cancer insurance
- Salary Protection insurance
- Medical &/or child care reimbursement (flexible spending accounts)
- Group term life insurance
- Dependent life insurance
- USA dues (for school administrators)
- Teacher association dues
- Repayment of school fees (for a child's lunches, textbooks, etc)
- Annuities - IRS Section 403(b) and IRS Section 457 (*See Annuities*)
- Prepaid Legal Service Plan
- Roth IRA

A participant may elect to terminate participation in a salary deduction plan as desired but may be subject thereafter to open enrollment, waiting periods, or pre-existing conditions.

Deductions, as required by state or federal mandate, will also be withheld from all applicable wages, including:

- Federal withholding
- State withholding
- Social Security (FICA)
- Medicare
- KPERS retirement (if eligible)

Salary deductions will be withheld from the employees' paycheck(s) each month. When it is anticipated that an employee will not receive a payroll check each month, an additional amount, as appropriate to maintain insurance coverage, shall be withheld from anticipated payroll checks. (Example: Nine-month classified employees will have 12 months of insurance coverage taken out over the normal 18 pay periods during the school year.)

Salary Reduction Plan

USD 330 employees may participate in a salary reduction plan as provided by the District. One or more of the following options may be designated, on or before September 1, each year, or within 30 calendar days of initial employment, or as participation is dictated by the benefit provider:

- Health &/or dental insurance
- Vision insurance

Cancer insurance
Salary protection insurance
Medical &/or child care reimbursement (flexible spending accounts)

Salary reductions are tax-deferred and are regulated by IRS Section 125 as Cafeteria Plan reductions.

A participant may elect to terminate his/her salary reduction plan 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 may be required to supply written verification to the District of such change and must make any termination, election or change in their salary reduction plan within 30 calendar days of the date such change in family status occurs. A participant desiring to make such change may discontinue participation, reduce benefits, or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected only if such change is consistent with the change in family status.

Salary reductions will be withheld from the employees' paycheck(s) each month. When it is anticipated that an employee will not receive a payroll check each month, an additional amount, as appropriate to maintain insurance coverage, shall be withheld from anticipated payroll checks. (Example: Nine-month classified employees will have 12 months of insurance coverage taken out over the normal 18 pay periods during the school year.)

Security

See Policy EBC Security and Safety

Any District employee, who believes an act which poses a threat to safety and security, as defined in current law, has been or will be committed at school or at a school-sponsored activity, shall immediately report this information to local law enforcement. It is recommended that the building administrator also be notified. Anyone making a report in accordance with State law and without malice is immune from any civil liability.

Sexual Harrassment

See Policy GAAC Sexual Harassment (employee)

(Inserted in Section 10 of Employee Handbook)

See Policy JGEC Sexual Harassment (student)-

(Inserted in Section 10 of Employee Handbook)

Also – See Sexual Harassment Policies included in this handbook

Solicitations

See Policy GAI Solicitations

Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other District employee or patron during normal duty hours is prohibited.

No employee may attempt, during regular duty hours, or on school property, to sell or endeavor to influence any student or employee to buy any item or service which would directly or indirectly benefit the soliciting employee.

Persons seeking to sell, solicit or display on school premises any item requiring the expenditures of district funds must first secure permission from the building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor and the board.

Substitutes

Substitutes may be employed by the District as needed. The District office shall maintain a personnel file for active substitute employees, which shall include all District required employment paperwork. (See **Employment Paperwork**)

Substitute bus drivers shall have the same employment requirements as regular bus drivers. Substitutes shall be paid a fee established by the Board of Education. (See **Wage Scale**)

Substitutes for Certified Teachers

Each new teacher substitute should be issued a substitute teacher handbook. Complete employment paperwork must be on file in the District Office prior to working in the District. A current listing of qualified substitutes will be compiled and maintained by the District office and made available to the attendance center.

Substitutes for Classified Personnel

USD 330 will allow substitutes for classified personnel to be utilized in emergency situations without having complete employment paperwork on file in the District Office. However, all required paperwork must be on file in the District office before payroll can be issued.

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 employees who are assigned to the building.

Suspension

See Policy GBK Suspension and Negotiated Agreement -Certified/Licensed Employees
See Policy GCK Suspension – Classified Employees

The superintendent may suspend employees with pay pending a board determination.

Teacher Rights

See Policy KN

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes and beliefs; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs.

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity.

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures.

Telephone, Cell Phone, or FAX Calls

District telephones, cell phones, and FAX machines are for school business. Use of phones/FAX machines for personal business should be avoided except in case of emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made for payment of the toll charge by the employee. Reimbursement for incoming and outgoing FAX transmissions will be made to the District by the employee at the rate of 25 cents per page.

Use of personal cell phones is permitted but should be limited to breaks and emergencies only.

Employees shall not use a cell phone while driving a school vehicle.

Timesheets

All hourly employees are required to complete a timesheet to receive pay. Time sheets are color coded and should be completed by the following classifications:

- ≡ Yellow: Bus drivers, special ed transporters, transporter aides, & substitutes
- ≡ Gold: Transportation supervisor
- ≡ Purple: Technology staff
- ≡ White: Special Education para-educators & substitute para-educators
- ≡ Green: Custodial/Maintenance personnel & substitutes
- ≡ Blue: Food Service personnel & substitutes
- ≡ Pink: Secretaries, clerk, treasurer & substitutes
- ≡ Peach: Media Aides, teacher aides, Title I aides, & substitutes
- ≡ Ivory: Rule 10 coaches/aides; miscellaneous other

Timesheets should be accurate and complete, including:

- ≡ Employee Name and Position (Please print)
- ≡ Employee ID number (last 4 digits of social security number)
- ≡ Dates for beginning and ending of payroll week (Saturday through Friday)
- ≡ Hours for appropriate day – enter as regular pay, leave without pay, paid leave, or extra

- hours worked.
- ≡ Codes for paid leave and extra hours worked (Note: Paid Leave time should be designated as holiday, discretionary, vacation, jury duty, or other. Leave time for partial days should be calculated to equal the employee's daily normal hours.
- ≡ Explanation of overtime hours should be noted
- ≡ Changes or notations on a timesheet should be initialed by the employee or person making the change
- ≡ Timecard must be signed by the employee and administrator

Note: Bus driver time cards have activity trip information on the back of their timesheets.

Tobacco Use

See Policy GAOC Use of Tobacco Products in School Buildings

See Policy GCDA Smoking, Building and Grounds

Mission Valley School District is a tobacco free campus, including electronic cigarettes, to include all building and grounds including the stadium and activity fields.

Travel/Training Expenses

See Policy GAN Travel Expenses; See Negotiated Agreement

Employees may be allowed paid Professional Development leave to attend educational or professional development meetings. Some expenses, including lodging, meals, registrations, fuel, and turnpike tolls may be reimbursable by the District, but must have prior approval by the building administrator and superintendent. Submit a Leave Request form to the building administrator.

District-owned transportation should be utilized when feasible and available. Submit an Activity/Transportation request form to the building administrator with the Leave Request form. Mileage will not be reimbursed if a school-owned vehicle was available but not used. Claims for authorized use of a personal vehicle should be submitted to the building administrator on a mileage reimbursement claim form. *Claims for mileage or other reimbursements will NOT be paid if not submitted to the District Office within 90 days from the date of expense.*

Employees using school vehicles are responsible for recording mileage on the provided log sheet, filling the gas tank and recording the number of gallons filled, and notifying the Transportation Supervisor of any concerns relative to the vehicle.

Hourly employees shall be compensated at their normal hourly rate for actual time in conference/workshop sessions (not including lunch breaks). Compensation for travel time to and from the meeting shall also be paid when the session is outside the District.

All reimbursement claims for actual expenses must be substantiated by an original cash receipt or paid invoice and submitted to the building administrator on a Claim Voucher form. Meal reimbursement may include paid tips.

Wage Scale

See Classified Salary Schedules for each classification

See Negotiated Agreement

CERTIFIED

Administrative Staff: as determined by the Board of Education

Teachers & other professional Staff: as determined by the Negotiated Agreement

After-School tutors at high school	=	\$11.00	per hour
Subbing or working during planning period	=	\$17.00	per hour
Summer school at-risk teacher	=	\$25.00	per hour
Extra Duty-committee work, approved meetings,	=	\$15.00	per hour
Supervision of games/events			
Extra Duty-gatekeeping, scorekeeping, etc	=	\$10.00	per hour
Substitute Teachers	=	\$90.00	per day
	=	\$50.00	per half-day
Long-term substitute teacher*	=	\$197.67	per day*

*Applies in instances where a substitute, working more than 10 consecutive duty days for a certified teacher, is charged with responsibility for daily curriculum planning and implementation. This is base rate for teachers at entry level, BS education, as defined in the negotiated agreement. The daily rate could be higher if substitute teacher can provide verification of higher education and valid teaching experience.

CLASSIFIED

An adjustment to an hourly base may be allowed for experience or education.

Classification	Base Rate Per Hour	Substitute Rate Per Hour
Board Clerk	\$20.85	n/a
Board Treasurer	\$19.19	n/a
Transportation/Payroll Clerk	\$19.19	\$ 9.00
Special Services Secretary	\$14.26	\$ 9.00
School Secretary	\$14.26	\$ 9.00
Receptionist	\$11.56	\$ 9.00
Technology coordinator	\$19.42	n/a
Technology Aide	\$12.97	\$ 9.00
Media Aide	\$12.97	\$ 9.00
Teacher Aide & Title I	\$12.97	\$ 9.00
Para-educator	\$12.97	\$ 9.00
E2020 Coordinator	\$13.81	\$ 9.00
EMT/Medical Aide	\$18.59	\$ 9.00
Facility Maintenance	\$19.19	\$9.00
Bldg & Grounds Supervisor	\$17.47	n/a
Custodian	\$15.77	\$ 9.00
Cleaning Staff	\$10.89	\$ 9.00
Kitchen Manager	\$13.94	n/a

Assistant Cook	\$12.83	\$ 9.00
Transportation Supervisor	\$21.72	n/a
Special Ed Transporter	\$12.97	\$ 9.00
Bus Driver (route)	\$17.25	\$17.86
Bus Driver training	\$17.25	
Bus Driver Activity trip	\$11.90	
*Extra Duty-gatekeeping, scorekeeping, etc		\$7.25

***Extra Duty will only be paid to those who are employed with Mission Valley Schools.**

Wellness/Physical Activity

The Board of Education and administration encourage all USD 330 employees to maintain a healthy lifestyle. All staff are encouraged to make healthy food and drink choices, seek continuing education on health-related issues, abstain from all tobacco use, and exert a strong level of physical activity. To promote increased physical activity, the administration offers the use of the school facilities to all staff. There are scheduled times for the staff to use the weight room and we offer pedometers if you would like to walk around the school building or school grounds (Check with the school office for scheduled weight room times and to check out a pedometer.)