

USD 379

2023 – 2024

CLASSIFIED EMPLOYEE HANDBOOK

USD 379 BOARD OF EDUCATION
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CLAY CENTER, KS 67432

Approved: **July 10, 2023**

USD 379

CLASSIFIED EMPLOYEE HANDBOOK

District classified personnel are employees who are not required to hold a certificate issued by the Kansas State Board of Education. This classification includes secretaries, bus drivers, school nurses, custodians, para-educators, aides, recess and lunchroom supervisors, food service, maintenance, bus barn personnel and others. As a condition of employment, employees agree to follow rules and regulations that have been adopted by this handbook.

DEFINITION OF CLASSIFIED POSITIONS

FULL-TIME POSITION: A full-time classified employee works eight (8) hours per day, forty (40) hours per week, two thousand eighty (2080) hours per year.

HALF-TIME POSITION: A half-time classified employee works four (4) hours per day, twenty hours per week, one thousand forty (1040) hours per year or less.

PART-TIME POSITION: A part-time classified employee works less than a full day but throughout the calendar year.

PART-YEAR POSITION: A part-year (9, 10, or 11 month) classified employee works primarily during the school year.

TEMPORARY/SUPPLEMENTAL/EXTRA-DUTY POSITION: A classified employee working special assignments for which no benefits are available. The salary will be determined according to the position.

POLICIES

ACCIDENTS - REPORTING

If an accidental injury arises out of and in the course of employment, the claim based upon such injury may be compensable. If an employee is injured on the job, the employee's direct supervisor must be contacted within twenty (20) days of the injury. Failure to notify the supervisor within twenty (20) calendar days of the accident/injury may prohibit payment of workers compensation benefits. The employee and supervisor will be responsible for completing the appropriate forms, which must be returned to the Human Resource Specialist (HR Specialist), USD 379, PO Box 97, Clay Center, KS 67432. Any accident/injury, that may be compensable, should refer to the Workers Compensation (Notice of Accident) section of this document.

- **Recreational and Social Activities**

- Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

- **Injuries Suffered While Traveling to and From Work**
 - An injury suffered while going to and coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.
- **Injuries Suffered Involving Direct Physical Harm from a Student**
 - **An injury suffered during the instructional duty day resulting from direct physical harm from a student will allow the employee to submit a request for paid leave, not to exceed the Workers Compensation waiting period. A committee consisting of the Superintendent, Director of Special Education, and building principal will determine approval of said leave within 24 hours based on the nature of the injury and doctor recommendation.**

HORSEPLAY

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

ACTIVITY PASSES

The board shall provide each classified employee and spouse with a family pass to district- sponsored activities with the exception of specified fine arts programs and Kansas State High School Activities Association events.

ASSIGNMENT AND TRANSFERS

Classified personnel assignments shall be made by the district level administration after consideration of the personnel and the position involved. Any classified employee may be transferred at any time to a new location or position at the discretion of the district level administration.

BLOOD BORNE PATHOGENS

Classified employees whose job responsibilities include "occupational exposure" to blood borne pathogens must receive training related to "universal precautions" which is an approach to infection control. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

Individuals in the following positions are classified as Category I: School nurses, building secretaries, para-educators working in programs where they may have contact with human blood and certain body fluids, building custodians and coaches of contact sports.

The district will make the Hepatitis B vaccine and vaccination series available to any classified employee of the district who has occupational exposure and falls within Category I of the exposure determination free of charge. Employees who decline the Hepatitis B vaccine will sign a waiver form. An employee who

initially declines the Hepatitis B vaccination may later request the vaccination. The district will then provide the vaccination to the employee.

BUS DRIVERS

Bus Drivers are expected to follow policies in order to ensure the safety of USD 379 students:

1. The maximum speed limit on non hard-surface roads is 45 mph. If road conditions are unsafe at 45 mph, drivers are required to drive at a safer, lesser speed. If a speed limit other than 45 mph is posted, drivers are required to follow the posted speed limit.
2. The maximum speed limit on Interstate Highways is 65 mph. If road conditions are unsafe at 65 mph, drivers are required to drive at a safer, lesser speed.
3. Drivers are not allowed to make a right turn on a red light. Stickers will be placed in the buses to enforce this policy.
4. Headlights are to be turned on at all times when the vehicle is in motion.
5. USD 379 will reimburse up to \$200 of the cost of the required CDL physical per driver per year.
6. USD 379 will reimburse the bus driver for the cost of a CDL license.
7. **Employees driving 20 or more hours per week qualify for health insurance. Driving hours consist of route, activity, and field trip assignments. The district shall contribute \$685 per month toward the cost of the school district's non-grandfathered group health insurance program for each employee who participates in said program. This benefit will be prorated according to the employee's Notice of Employment.**

CHANGE IN STATUS

Notification to the USD 379 District Office should be made within ten (10) calendar days of any change in mailing address or home telephone number, or change in family status which might alter Internal Revenue Code (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

The Kansas Code for Care of Children (**K.S.A. 38-2201 to 2223**) requires any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this suspicion to the Department of Child and Family Services at **1-800-922-5330 (the Kansas Protection Report Center)** or to the local law enforcement agency. It is also recommended that the building administrator be notified after the report is submitted.

District 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 employee to prove that the child has been abused or neglected.

CONFIDENTIALITY

All student/personnel information and materials are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel.

Documented violations of this procedure could result in disciplinary action being taken against the employee, including termination.

CONFLICT OF INTEREST

Classified employees are prohibited from engaging in any activity, which conflicts with or detracts from the effective performance of their duties.

DISCRIMINATION

The district is an equal-opportunity employer. Discrimination on the basis of disability, race, color, creed, national origin, sex, age or religion is prohibited under federal and state law and board 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.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the Superintendent should be addressed to the Board of Education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

DRESS CODE

Appropriate dress and grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the employee and district. Employees are asked to be reasonable 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.

All staff are required to wear their district-issued ID badge at all times when school is in session. Employees that are negligent in wearing their badge as required are subject to the following disciplinary measures (per year):

- 1st time – oral warning
- 2nd time – written warning
- 3rd time – possible termination

DRUG FREE WORKPLACE

In compliance with **P.L. 101-226 (Drug-Free Schools and Communities Act Amendments of 1989)**, the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district. This prohibition includes alcohol.

USD 379 facilities and grounds are smoke free. Employees will not smoke, use or bring tobacco products on USD 379 property, including district vehicles.

DRUG AND ALCOHOL TESTING

Under the rules for implementing the Omnibus Transportation Employee Testing Act of 1991, every local public school district is 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), **in addition to this, non-CDL drivers who are hired primarily to transport students (over 50% of their paid time) will also be subject to these requirements.** 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 record keeping 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. **Any positive test results will be handled per federal FMCSA guidelines regardless of license/CDL status. All counseling/rehabilitation programs and testing will be completed by the employee unpaid, prior to their return to service. Two positive tests will result in the permanent inability to transport students for the district.**

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 to 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 if quantified;
4. Require collection of split urine specimens;
5. Guarantee confidentiality of test results; and
6. Provide for a scientifically random selection of employees to be tested.

ELECTRONIC IMAGES AND PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, depictions of nudity – themselves or others – lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

EMPLOYEE BREAKS

All classified employees are allowed a break if their regular daily schedule calls for four (4) hours or more of continuous work. Breaks are limited to fifteen (15) minutes in length during the morning and afternoon sessions and may not be accumulated or added to lunch or dinner hours.

EMPLOYMENT STATUS

All employees are employed on an "at-will" basis regardless of their length of service and may be dismissed at any time. Either party may terminate any agreement after giving appropriate written notice as per the terms of the employment agreement.

EMPLOYMENT PAPERWORK REQUIRED

All USD 379 classified employees must have the following records/forms on file with the HR Specialist prior to the first day of employment:

1. Employment application
2. KPERS enrollment form - if employee is eligible
3. W-4 & K-4 withholding certificate
4. Loyalty oath or affirmation
5. Health certificate, including TB test (see Health Examinations)
6. I-9 Employment Eligibility Verification Form including required identification
7. Technology Acceptable Use Policy

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

- Health Insurance Application or Waiver (all employees working 20 or more hours per week)
- KPERS Enrollment Form (Combined positions require at least 630 hours of work per year, or 3.5 hours per day for at least 180 days)
- Benefit Election Form – Section 125 Cafeteria Plan
- Affirmation of Drug and Alcohol Testing Policy (bus drivers)

EVALUATIONS

The district shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based on individual job descriptions.

USD 379 classified employees will be evaluated once per year in each of their first three years of employment. Subsequent evaluations will take place once every three years. A classified employee, his/her supervisor or the USD 379 Board of Education may request an evaluation of a classified employee at any time.

FOOD SERVICE

Food service employees are required to follow all food safety and sanitation requirements from the Kansas Department of Health and Environment's Food Code and the Child Nutrition & Wellness, Kansas State Department of Education. Food service employees are required to complete and maintain all food

safety and sanitation classes as required through KSDE. All food service employees must implement all HACCP (Hazard Analysis Critical Control Points) requirements developed in the Food Safety Plan.

Employee Breaks:

Lunch periods for Food Service employees working four or more hours per day will be scheduled for 20 minutes. Employees working less than four hours must schedule their 20-minute lunch break outside of the paid working hours. The lunch served to students is available for all Food Service employees at no charge. Breaks for the 4-hour or more personnel are (2) 10-minute breaks.

Dress Code:

All Food Service employees are required to dress professionally and appropriately:

1. Employees will be required to wear a Chartwells approved uniform that will be discussed at the initial meeting between the employee and the Chartwells Director. Legs must be covered. Shoes should be rubber-soled to prevent slippage. Shoes must be closed-toe. Aprons are provided.
2. Avoid wearing jewelry while working with food. Jewelry will be limited to lock-on earrings and a wedding band without stones. No watches, bracelets or necklaces are allowed.
3. Nails must be clean and filed short. No nail polish or artificial nails are allowed.
4. Hair restraints must be used for long hair and hair nets are required.
5. No gum chewing is allowed.

FLEXTIME

Flextime is not a right but a business arrangement. Flexing time is not appropriate for all positions, settings, or employees. Approval of any flextime is at the sole discretion of the employer.

A maximum of two (2) hours can be flexed within the same workweek. This is only allowed if it is directly related to your job responsibilities.

Example: If five (5) hours of leave is requested on Monday, two (2) of the five (5) hours could be flexed during the same week if approved by administration. The other three (3) would be logged as leave.

FRINGE BENEFITS/AND OPTIONS

The board provides the following employment benefits for classified employees in Plan 125, a salary reduction plan, which are available to the employee 30 calendar days after their first day of work:

- Accident Only Insurance
- Blue Cross/Blue Shield - the board pays the following amounts only if the employee participates in this plan and is employed at least 9 months of the year:
 - Employees working 30 or more hours per week qualify for health insurance. The district shall contribute **\$685** per month toward the cost of the school district's non-grandfathered group health insurance program for each employee who participates in said program. This benefit will be prorated according to the employee's Notice of Employment.
 - Employees working 20-29 hours per week qualify for health insurance. The district shall contribute **\$585 per month (\$685 less \$100)** toward the cost of the school district's non-grandfathered group health insurance program for each employee who participates in

said program. This benefit will be prorated according to the employee's Notice of Employment.

- Employees working less than 20 hours per week do not qualify for the health insurance benefit.
 - The open enrollment period for current employees will begin the prior Spring. Changes can be made at any time for a qualifying event, which is defined under "Change in Status" in this document. Any benefit change(s) must be initiated by the employee.
- Cancer Insurance
 - Critical Illness Insurance
 - Dental Insurance
 - Disability Income Insurance
 - FSA Dependent Day Care Account
 - FSA Health Flexible Spending Account
 - Health Savings Account (HSA)
 - Life Insurance
 - Vision Insurance
 - 403(b) Plan – all classified employees may be eligible to participate in this plan to reduce Federal taxable income.
 - Enrollment dates for new employees or for current employees who wish to make changes and/or additions in retirement plans are August 1 – September 1 and February 1 – March 1.
 - 457(b) Plan - all classified employees may be eligible to participate in a deferred compensation plan.
 - Enrollment dates for new employees or for current employees who wish to make changes and/or additions in retirement plans are August 1 – September 1 and February 1 – March 1.

Pro-rated Pay for nine-month, ten-month, and eleven-month employees will be required to initiate payroll deductions for all summer premiums. In the event the deducted amount is greater than the employee's monthly pay, the employee will leave dated and signed checks with the HR Specialist to cover the amount of the difference.

GIFTS

Staff members are prohibited from receiving gifts from vendors, salespersons or other such representatives.

HEALTH EXAMINATIONS and TB TESTS

Any classified employees who come into direct contact with students must have a certificate of health form and TB test on file in the district office prior to commencing their employment at his/her own expense. The district will accept physicals and TB tests that were issued no more than 12 months prior to employment date.

All workers in the area of food service must have a certification of health form on file in the district office prior to commencing their employment.

HOLIDAYS

Classified employees (see definitions of classified positions on pg. 2) shall receive paid holidays in accordance to the following:

In cases where legal holidays fall on a Saturday, employees receiving paid leave for that holiday shall record and be paid for the number of hours they would normally work on that date (usually observed on the Friday before). In cases where legal holidays fall on Sunday, employees receiving paid leave for that holiday shall record and be paid for the number of hours they would normally work on that date. (Usually the following Monday.) (This number shall not exceed eight (8) hours for any employee.)

Paid holidays are free from school duties with the exception of custodians doing building checks in the buildings. Paid holidays for full-time, half-time and part-time employees (see definitions of classified positions on pg. 2) are Labor Day, Thanksgiving Day, the Friday after Thanksgiving, December 24, Christmas Day, New Year's Day, Good Friday, Memorial Day and Independence Day.

Paid holidays for persons employed part-year (see definitions of classified positions on pg. 2) are Labor Day, Thanksgiving Day, the Friday after Thanksgiving, December 24, Christmas Day, New Year's Day, Good Friday and Memorial Day if Memorial Day is during the regular work year. Holiday pay and chargeable leave will be prorated accordingly.

INCLEMENT WEATHER/SCHOOL CLOSING:

If school is canceled due to weather, all nine-month, ten-month, and eleven-month employees are not to report to work.

A maximum of (5) inclement weather days will be paid per year in which school is canceled for inclement weather. (This is for full inclement weather days, not an early release or late start). This is for 9, 10 and 11 month hourly classified employees only. After these 5 days are utilized, available personal leave may be used.

Twelve month employees must work on days that school is canceled or take vacation or personal leave. If the district office closes due to weather conditions, anyone who begins their regular workday may be paid for a full day without being charged leave.

During a two-hour delay, custodians and other personnel (designated by administration) will report to work to prepare the building and cover communication. All other personnel need to report two hours later than their normal schedule.

JOB DESCRIPTIONS

A comprehensive job description for all positions shall be developed by the district administration. Job descriptions shall be the basis for evaluation.

If an employment position requires an employee to transport students by bus, the employee will be required to maintain current certifications on First Aide, CPR and Defensive Driving.

If an employee is required to maintain these current certifications, the employee will be compensated for the hours required to attend the training and/or meetings. The district will also pay for the cost of the certification.

JURY DUTY

Employees shall be excused for jury duty with no jeopardy to their employment.

Employees shall be reimbursed at their regular pay. Days taken for jury duty leave shall not be deducted from any employee's accumulated leave. Employees who do not fill a full day of jury duty are expected to return to work.

Notice of jury duty shall be given to the employee's supervisor immediately upon receipt of the notification to the employee.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

Each employee who works at least six hundred thirty (630) hours per year or an equivalent of three and one half (3 ½) hours per day must become a member of KPERS. An employee contribution of 6% of the gross pay as determined by current statute will be made each payroll period. The HR Specialist will enroll each new eligible employee in KPERS. It is then the responsibility of each employee to maintain his/her KPERS account at: <https://member.kpers.org/wfmLogin.aspx>.

LEAVES AND ABSENCES

Leave is not required, but can be taken for under 30 minutes of missed time. Any time over 30 minutes, must include leave for time missed.

1. Chargeable Leave – Classified employees will earn a minimum of 10 days (equivalent to 1 day per month) of chargeable leave per fiscal year equivalent to the average number of hours worked per day. Chargeable leave will be prorated for months worked during the fiscal year. Upon an employee's resignation, retirement, or termination, any used but unearned chargeable leave will be deducted from the employee's final paycheck.
 - a. Accumulation – Full-time, eleven-month and ten-month classified staff members are granted ninety-six (96) hours of annual chargeable leave, which may accumulate to 480 hours. This would include district office personnel, food service director, school nurses, custodial, bus maintenance personnel, and secretarial personnel employed for ten (10) or eleven (11) months with summer responsibilities. Those employees working less than eight hours per day will have leave pro-rated, which may accumulate to 480 hours. Temporary employees are not eligible for chargeable leave.
 - b. Leave Bank – for classified employees who have accumulated 480 hours of leave, another 240 hours of leave will be credited to the employee in a district leave bank which may be used for employee only illness or disability. The days of leave an individual has credited in the bank may be used only after the total amount of accumulated leave has been exhausted. All or part of the amount credited in the bank may be used in any one-contract year and any unused amount will be carried forward to the subsequent contract year. Any leave used from the bank by an individual will be credited back to that individual when

the individual's amount of accumulated leave returns to 480 hours. An eligible employee who has once gained eligibility for participation in the leave bank shall retain that eligibility for the duration of continuous employment in the district. If banked prior to June 30, 2018, the employee will be grandfathered.

- c. Sick & Family Leave – Will be applicable to illness to the employee and serious illness to employee's spouse, child, parent, grandchild, grandparent, mother and father-in-law, son and daughter-in-law, brother and sister-in-law, sibling or any other dependent person making his/her home with the employee. This includes health appointments and surgeries.
 - i. Proof – A doctor's statement may be requested to verify legitimate use of sick leave at any time.
- d. Dependent Care - A maximum of five days may be taken if the usual dependent care provider is unavailable and a suitable replacement can't be found
- e. Bereavement Leave benefit is limited to 12 days per year.
 - i. Death to an employee's spouse, child, parent, grandchild, grandparent, mother and father-in-law, son and daughter-in-law, brother and sister-in-law, sibling or any other dependent person making his/her home with the employee is limited to five bereavement days per occurrence.
 - ii. In the event of a death of persons not listed previously, the equivalent of two workdays of accumulated leave may be taken to attend the funeral subject to prior approval of the building administrator.
- f. Personal Leave – the equivalent of two workdays of annual chargeable leave may be taken as personal leave days. Upon completion of the 5th year of employment, all classified employees may take the equivalent of three of their chargeable leave days as personal leave. Upon completion of the 10th year of employment, all classified employees may take the equivalent of five of their chargeable leave days as personal leave. Classified employees may request personal leave at any time at the discretion of their building administrator. Once the request is granted, the hours of personal leave will be charged to the employee unless school is canceled that day. A building administrator may approve the cancellation of a personal leave request if a substitute has not been employed or the substitute can be reassigned.
 - i. Personal leave does not accumulate
- g. Military Leave - During a time of war or military conflict, the building administrator shall have the authority to authorize the conversion of chargeable leave to personal leave for the spouse or parent of military personnel if circumstances warrant such request. To qualify for such request, the staff member must have exhausted all personal leave for the current school year
- h. Transfer of Accumulated Temporary Leave – Any classified employee may transfer any of his or her accumulated temporary leave days to another employee according to the following procedure:
 - i. In the event a need arises where an employee is in need of additional leave due to a catastrophic accident or illness, a staff request is referred to the Classified Council by email after review by administration to transfer temporary leave days. A catastrophic accident or illness is defined as one that is debilitating and results in the employee being unable to work. A doctor's note may be required prior to submitting the request to the committee.
 - ii. Any employee who has used up all of his or her temporary leave days and has been employed by the district for a minimum of one calendar year shall submit a

Staff Request for Donated Temporary Leave to HR Specialist asking for approval to accept temporary leave donations up to a maximum of 20 days.

- iii. Upon receipt of a request, the HR Specialist will present the request to Administration and evaluate the circumstances given to support the request. If Administration determines that the request is a result of a catastrophic illness or accident and the lack of accumulated temporary leave days is not a result of the requestor's abuse of the district's leave policy, then HR Specialist will notify the employee of the approval
- iv. Once approved, employees wishing to donate their accumulated leave shall notify the Superintendent or his designee of their intent to donate all or any portion of their accumulated temporary leave. The donor's donation of days shall be limited to the number of temporary leave days which the donor has accumulated. The donor cannot donate days from his or her leave bank. The donor will be asked to sign a written request and authorization for such transfer to be made. Leave must be donated to classified employees on an hourly basis. Leave must be donated to salaried employees in the equivalent of half-day or full-day increments
- v. In the event that multiple employees agree to donate temporary leave days, the HR Specialist may review the donor's temporary leave records so that the donations of employees with the higher number of accumulated leave days are used prior to those with fewer days. While the district will attempt to follow this procedure, it is not required to do so
- vi. Any temporary leave that is donated, but not ultimately used by the donee, shall be returned to the donors' accumulated temporary leave.
- vii. It is agreed that this temporary leave transfer policy will allow up to 10 days for any employee whose immediate family or spouse as described in Leaves & Absences 1c.

It is agreed that this temporary leave transfer policy is designed to benefit employees who have been seriously injured or diagnosed with a disease that has caused them to miss numerous days of work. This policy is not designed to provide additional days for employees who have used their temporary leave for routine illness for themselves or other allowable family members and simply need additional time

- i. Payment – payment for unused chargeable leave to a maximum of 480 hours will be made upon retirement. Payment will be based on the total number of full years of service in USD 379, less the number of prior years of service for which payment has been made. Payment will be determined by multiplying the daily rate of pay (not to exceed forty (40) hours per week) by the number of accumulated sick leave days and then multiplying that dollar amount by the percentage indicated opposite the number of years of full service according to the following schedule.

YEARS OF SERVICE	PERCENTAGE
0 – 3	0%
4 – 9	20%

10 – 19	25%
20 – 29	30%
30 +	35%

2. Family and Medical Leave – “Eligible employees” are entitled to:
 - a. Twelve (12) workweeks of unpaid, job-protected leave in the fiscal year for:
 - i. birth or first year care of a newborn child;
 - ii. adoption or foster placement of a child;
 - iii. care of an employee’s spouse, child or parent who has a serious health condition;
 - iv. an employee’s serious health condition that makes the employee unable to perform the essential functions of his or her job;
 - v. any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on “covered active duty,” or
 - b. Twenty-six (26) workweeks of unpaid, job-protected leave during the fiscal year to care for a covered service member with a serious injury or illness who is the spouse, son, daughter, parent, or next of kin to the employee (military caregiver leave).

For an employee to be eligible for the FMLA leave, he/she must have been employed by the district for the previous twelve (12) months and must have worked at least one thousand, two hundred fifty (1,250) hours (1,250 hours equals 181 days at 7 hours per day) during the twelve-month period preceding the leave. If the district employs both spouses, the spouses may only take an aggregate of 12 weeks of leave for the birth and aftercare of a newborn child, adoption, foster placement or care of a parent with a serious health condition within a 12 month period.

OUTSIDE EMPLOYMENT

Classified employees shall not be excused during work times to perform outside work. Classified employees shall engage in no outside employment, which, by nature or duration, will impair the effectiveness of their assigned duties.

OVERTIME

Classified employees who work more than forty (40) hours per week will be compensated for overtime. The workweek is defined as Sunday 12 am through Saturday 11:59 pm. All overtime hours shall have prior approval of the supervisor and central office administration. All overtime will be paid at the rate of one and a half (1 ½) times regular pay as required by current statute.

Overtime is not paid for a week in which there is a paid holiday, vacation is utilized, or chargeable leave is used unless the employee works more than 40 hours excluding the leave days.

PAYROLL DATES (see Policy DJCA)

All district employees will be paid by direct deposit to the financial institution of their choice. Pay will be direct deposited on the 20th of each month. Pay stubs will be made available to each employee.

- If the 20th falls on a Saturday, pay will be deposited on Friday, the 19th.

- If the 20th falls on Sunday, pay will be deposited on Monday, the 21st.
- If the 20th falls on Sunday and Monday, the 21st, is a banking holiday, pay will be deposited on Friday, the 18th.

PAY DIFFERENTIAL FOR DIFFICULT DUTY

Paraeducators, whose responsibilities with students are deemed “difficult duty” by district administration, will receive a pay differential equal to 4 steps on the classified pay scale. At any time that changes are made in those responsibilities, that pay differential will be removed.

Difficult Duty- Working with students that have severe physical disabilities or exhibit aggressive behaviors.

Aggressive Behavior- Must meet the following criteria:

- Students have a Behavior Management Plan that addresses regular, high needs behaviors.
- Explosive meltdowns
- Self Injurious behavior
- Destruction of Property
- Throwing objects
- Eloping
- Swearing/yelling at others
- Spitting
- Threatening to harm others
- Physical Violence

Severe Physical Disabilities- Must meet the following criteria

- Lifting over 75lbs
- Changing diapers when this is not developmentally appropriate according to the student’s disability.

In order to qualify for difficult duty pay, the following process must be followed:

1. Student falls into one or both of the above categories.
2. Case manager must fill out the referral form.
3. Case manager and principal must sign off on the referral form.
4. TLEC Administration has final approval over determining qualification for difficult duty pay.
5. Paraprofessional will clock in as a Par4 during the time in which they are working with students from above list. This must be done in 1/2 or whole day increments.

PERSONAL PROPERTY

The district does not provide insurance on employees’ personal property and, therefore, does not assume any liabilities.

PERSONAL COMMUNICATION DEVICES

Staff possession or use of personal communication devices on district property, in district facilities during the workday and while the staff is on duty may be permitted subject to the limitations set forth in this

language and consistent with any additional school rules. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

Personal cellular telephones and other digital audio and video devices shall be silenced during instructional (or class) time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cellular telephones, which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Electronic devices brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff is subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. Taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

The Superintendent shall ensure these rules are available to all employees.

REFERRAL INCENTIVE

A \$500 referral incentive will be paid to individuals who recruit employment candidates who successfully complete 90 days of employment. This applies to positions deemed hard to fill at the time of recruitment. An active list of hard to fill openings will be posted on our website. One half of the incentive will be paid on the first payroll after the recruited individual's first day of work and one half will be paid on the first payroll after the recruited individual's 90th day of employment.

A referral form is available on our website under Employee Access Documents. In order to participate in this incentive, the employee then fills out the referral form and submits to the appropriate supervisor for the hard to fill position. The supervisor will then reach out to the potential employee and see if they are interested in applying. This will activate the referral incentive practice as mentioned above.

RESIGNATION

Employees resigning employment should give written notice of intended termination including anticipated date of departure. On or before their final working day, employees must return all district property to their supervisor.

If the resigning employee is a BC/BS participant, arrangements for continuing coverage must be made with the HR Specialist.

RETIREMENT HEALTH BENEFITS

A retiree, for the purposes of this program is:

1. an employee who is eligible for KPERS retirement benefits and elects to receive such benefits, and has been;
2. an employee of the district for a minimum of five years immediately preceding retirement under KPERS, and has been;
3. a member of the health insurance group of the district for a period of at least three years immediately preceding retirement under KPERS.

Health insurance coverage shall be for the retiree only, unless the retiree's membership during the three years immediately preceding retirement was an ensured/spouse, ensured/dependent, or full family membership; or if both members of the family were employees and have carried single memberships and one member is not a retiree.

Coverage shall automatically be canceled upon the employee's 65th birthday unless the spouse was also a district employee. In the event that a spouse of a retiree is less than age 65 upon retiree reaching age 65, spouse may elect single coverage until spouse's 65th birthday. In the event of the death of a retiree prior to the employee's 65th birthday, spouse may continue a single membership until reaching age 65.

An early retiree may choose to enter the health insurance group at any enrollment date provided he/she has been an uninterrupted covered member of the district's health insurance group since his/her retirement, and meets all other qualifications for membership.

Health insurance premiums will be paid in full by the retiree or by the spouse if retiree is out of the program.

Payment Plan – The anniversary date of the district's health insurance group plan is October 1 of each year, and the annual rate is set at this time. To participate in the retiree health insurance group, the retiree shall present to the HR Specialist, prior to September 15 of each year, predated checks in the amount of the monthly premium for the coverage months of October through September. Such predated checks shall be made out to USD 379. Payment will then be made to the insurer at the proper time.

Termination of the Early Retiree or Spouse in Health Insurance Group -Termination in the health insurance group program occurs according to following situations:

- a. will occur when retiree or spouse becomes 65 years of age;
- b. will occur when the HR Specialist is notified in writing that the retiree or spouse
- c. wishes to withdraw from the program;
- d. may occur when the HR Specialist does not have predated checks by the 15th of September;
- e. may occur when any check signed by a retiree or spouse for health insurance payment is returned to the HR Specialist for insufficient funds.

SALARY GUIDE

USD 379 maintains a formal salary schedule for classified personnel (see Appendix A). These steps do not equate to years of experience. They are used to place staff when hired. Steps may be added for working evenings, etc.

Salary increases, when granted, will begin normally on July 1 of each year. Salary increases may be based on results of the most recent evaluation, skills, growth and demands of the position. Salary increases will be approved by the USD 379 Board of Education.

SEXUAL HARASSMENT

Sexual harassment of employees or students of the district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical contact of a sexual nature.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor, building administrator, or Superintendent, as appropriate.

A violation of the district's sexual harassment policy may result in disciplinary action, including termination, against any employee found guilty of such violation.

SOCIAL MEDIA

The school board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct.

Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited. The administration may periodically conduct internet searches to see if teachers have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the school principal and Superintendent will bring it to the attention of the appropriate employees and administer appropriate consequences.

SOLICITATIONS

Solicitations of staff members by any vendor, student, other school district employee or patron of items relating directly to the expenditure of school district funds during work time are prohibited unless permission has been granted by the employee's immediate supervisor.

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

SUSPENSION

Classified employees may be suspended for cause with pay by the Superintendent or designee until the next meeting of the Board of Education, either regular or special.

Causes for suspension and/or dismissal shall include, but not be limited to, the following:

- a. Providing false statement or information in the employment application
- b. Unexcused and/or extended absence(s)
- c. Failure to improve work performance after written notification
- d. Supportive evidence and/or admission of dishonesty or improper conduct on the job
- e. Violation of the Drug Free Work Place Policy
- f. Deliberate damage or destruction of district property
- g. Continued carelessness or recklessness
- h. Disregard for the safety of fellow employees or students
- i. Striking, fighting, or otherwise attempting to injure another employee
- j. Interfering with other employees in the discharge of their duties
- k. Insubordination
- l. Sexual harassment of students/staff

TECHNOLOGY USE BY STAFF

Refer to Appendix B.

TERMINATION

Should termination of employment become necessary, it shall be recommended by the Superintendent/Special Education Director to the Board of Education. Termination of leave benefits is at the discretion of the Superintendent/Special Education Director.

TIME CLOCKS

All hourly USD 379 employees are required to record starting and ending work times via the District approved electronic time clock system.

Employees that are negligent are subject to the following discipline measure (per year):

- 1st time is an oral warning
- 2nd time is a written warning
- 3rd time may result in termination

Employees should clock in and clock out according to their daily schedule. Weekly hours worked may not exceed hours listed on the Employee Notice document without prior administrator approval. Timesheets submissions must be completed at the end of each work week.

VACANCIES

When vacancies exist they shall be filled in the following manner:

1. Posting of vacancy
2. Screening of applicants
3. Interviewing of selected applicants
4. Notification of candidate to be recommended to board
5. Acceptance of position by candidate
6. Recommendation of candidate to board for approval
7. Notification of other candidates

Job vacancies involving promotion within the district will be announced so that present employees may apply for the position. If a current employee 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/Special Education Director.

VACATIONS

Only 12-month (fifty-two (52) weeks per year), non-exempt classified employees are eligible for vacation only if they are full-time, 12 month (52 weeks per year) employees.

The USD 379 fiscal year extends from July 1 through June 30. Classified staff whose employment begins after July 1 will be credited with seven (7) hours of vacation time for each month through June of their first employment year. These days may be taken after July 1.

The following July 1 two (2) weeks of vacation will have been earned, which may be taken during the next fiscal year (July 1 through June 30). The start date of an employee determines the number of vacation days within the 2nd year of employment.

Example 1: If the start date for an employee is October 1-15 and the employee works through June 30th of the same fiscal year, he/she earns 7 hours for each of the 9 months worked or a total of 63 hours. These hours can be used during the 2nd year (July 1-June 30) of employment.

Example 2: If the start date for an employee is October 16-31 and the employee works through June 30th of the same fiscal year he/she earns 7 hours for each of the 8.5 months worked or a total of 59.5 hours. These hours can be used during the 2nd year (July 1-June 30) of employment.

Provisions in the previous paragraph would be similar for classified staff who work fewer than forty (40) hours per week with the exception that they would be credited with two (2) weeks of paid vacation in accordance to the number of hours they customarily work each week.

Once employees complete ten (10) years of consecutive service with USD 379/TLEC and become a 12-month employee; they will earn a third week of vacation on their employment anniversary date. Once the

third week of vacation is earned, without a break in service, they will continue to receive it as a 12- month employee.

Vacation days may not be carried over from one fiscal year to another.

Employees assigned to any attendance center may not request vacation leave or leave without pay on days when school is in session immediately prior to or following any holiday or vacation unless approved by their building administrator.

WORKSHOPS

Pre-approved expenses for all district required workshop sessions will be paid by the district.

WORKERS COMPENSATION (Notice of Accident)

The district will participate in workers compensation as required by current statute. The combined workers compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

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

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits.

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

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

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

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until:

1. available paid leave benefits are exhausted;
2. the employee returns to work;
3. the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or
4. employment is terminated.

Paid leave shall be calculated on a prorated amount equal to the percentage of salary paid by the district.

The board, through its designated workers compensation coordinator, may require a post- injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all workers compensations benefits shall be forfeited by the employee.

IMPORTANT REMINDER TO ALL USD 379 EMPLOYEES

This is to inform you that the Board of Education of USD 379 named the facilities below as the district's designated workers compensation providers in its regularly scheduled meeting on April 11, 2016. In order to be eligible for workers compensation benefits, any employee incurring a work-related injury must utilize one of the following as the first medical contact. All incidents must be reported to your direct supervisor immediately and necessary forms completed.

- Beloit Medical Center
- Clay Center Family Physicians
- Clay County Medical Center
- Clyde Family Physicians
- Warren Clinic, Hanover, KS
- Linn Family Physicians
- Ascension Via Christi, Manhattan, KS
- Community Physicians Clinic, Marysville, KS
- Family Medicine of Washington County
- **Glasco Family Physicians, Glasco, KS**
- **Riley Family Physicians, Riley, KS**

Medical Benefits:

An injured worker is entitled to all medical services reasonably necessary to cure and relieve the worker from the effects of the injury. The employer has the right to select the doctor who will treat the injury. A worker may seek the services of an unauthorized doctor up to a limit of \$500. A worker may apply to the Workers Compensation Director to change the authorized treating doctor. Reimbursement for travel to obtain medical treatment is payable at a rate set by law for trips that are five miles or more (round trip).

Designated Worker's Compensation Agent:

The designated Worker's Compensation Agent for USD 379 is Cathy Carlson, HR Specialist. Contact information is 807 Dexter, PO Box 97, Clay Center, KS 67432. Business phone is 632-3176. Fax number is 632-5020.

APPENDIX A - PAY SCALE

CLASSIFIED			BUS DRIVERS			
Step	Hourly		Step	Hourly		
1	11.75		1	14.75		
2	12.00		2	15.00		
3	12.25		3	15.25		
4	12.50		4	15.50		
5	12.75		5	15.75		
6	13.00		6	16.00		
7	13.25		7	16.25		
8	13.50		8	16.50		
9	13.75		9	16.75		
10	14.00		10	17.00		
11	14.25		11	17.25		
12	14.50		12	17.50		
13	14.75		13	17.75		
14	15.00		14	18.00		
15	15.25		15	18.25		
16	15.50		16	18.50		
17	15.75		17	18.75		
18	16.00		18	19.00		
19	16.25		19	19.25		
20	16.50		20	19.50		
21	16.75		21	19.75		
22	17.00		22	20.00		
23	17.25		23	20.25		
24	17.50		24	20.50		
25	17.75		25	20.75		
26	18.00					
27	18.25		BUS DRIVER			
28	18.50		Meetings, Trainings & Drug Testing (set rate)			Step 1
29	18.75		Non-CDL Salary Base			Step 1
30	19.00		CDL Salary Base			Step 6
31	19.25					
32	19.50		CLASSIFIED PERSONNEL SALARY BASE			
33	19.75		High School Diploma			Step 1
34	20.00		Emergency Substitute License or Associate's Degree			Step 4
35	20.25		College Degree (4 Year)			Step 7
36	20.50		KSDE Professional License			Step 10
37	20.75					
			ACTIVITY DUTY			
			Non-Negotiated Agreement pre-approved duties			Step 1
These steps do not necessarily equate to years of experience.						

APPENDIX B

Acceptable Use of Technology by Staff

(Adopted December 5, 2011 by the USD 379 Board of Education)

USD 379 is committed to providing staff members with access to computers, iPads, networks, Internet, electronic mail (e-mail), and other on-line services that facilitate resource sharing, research, collaborative learning, and communications. The school district encourages staff to learn to use and apply these tools in appropriate ways to complete tasks associated with their job positions and assignments.

Appropriate Use. Staff members shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using district computers, networks, iPads, the Internet, and other on-line services as outlined in this guideline, regardless of whether or not staff members are on school grounds. Staff shall communicate with telecommunication tools in a professional manner consistent with district policies governing the behavior of staff, state laws, and federal laws governing copyright.

Inappropriate Use. Examples of inappropriate use include, but are not limited to, the following:

- Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
- Transmitting obscene, abusive, sexually explicit, or threatening language;
- Violating any local, state, or federal statute;
- Accessing another staff member's materials, information, or files without permission from the staff member;
- Violating copyright or otherwise using the intellectual property of another individual or organization without permission;
- Vandalizing, defined as any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
- Using the network for commercial, advertisement, or political purposes;
- Using e-mail lists from the district's Internet site, network, or servers to create mailing lists for non-school purposes;
- Installing software or hardware for use on the district computers and network unless approved by the Director of Technology.

Liability for Damage. The district issued iPad, computer, cords and carrying case are all the property of Clay County Schools. This equipment is on loan to the educator and must be used in accordance with the following policy: As a faculty member, you acknowledge responsibility for your district owned computer. Should damage occur to the computer due to your negligence (damage that is not covered by warranty such as liquid spills or broken displays), you will be responsible for paying the cost to fix or replace the computer or iPad.

Public Communication. Communication over networks should not be considered to be private. Messages may be diverted accidentally to another destination. Building administrators or their designees may review directories or messages to ascertain compliance with network guideline for acceptable use. Building administrators or their designees may delete files that are not kept to a manageable storage level or are deemed inappropriate.

Student Access. District staff members who make decisions regarding student access to the Internet shall, in making such decisions, at all times consider the district's educational mission and the district's Acceptable Use of Technology by Students policy.

Security. Users are responsible for maintaining a safe and secure environment. Users will keep passwords secure and will change passwords when directed by the Director of Technology.

Security Risk. Any user identified as a security risk or having history of problems with other computer systems may be denied access.

Copyright Law. Copyright law shall be respected for all Internet and on-line services.

Disclaimer. The district makes no warranties of any kind, whether expressed or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

Statements of Personal Belief. Any statement of personal belief found on computers, networks, the Internet, e-mail, other online services, or any other telecommunication system is the author's individual point of view, and not that of the school district, school, or district staff. No representations to the contrary shall be published without written approval from the Superintendent, Director of Technology or Building Administrators. The Superintendent, Director of Technology or Building Administrator may review all content in any Internet or online accounts paid for, in whole, or in part, by the district or any school, without notice of any kind.

SOCIAL MEDIA GUIDELINES FOR ALL USD 379 STAFF

Social Media

The Clay County Board of Education recognizes the importance of social media for its employees and acknowledges that its employees have the right under the First Amendment to speak on matters of public concern. However, the Board will regulate the use of social media by employees, including employees' personal use of social media, regardless of whether or not the technology used belongs to the district, when such use:

1. interferes with the educational process;
2. disrupts the work of the District;
3. breaches confidentiality obligations;
4. creates a hostile work environment;
5. violates the law, Board policies and/or other school rules and regulations;
6. is inconsistent with professional codes of conduct.

The Clay County Board of Education therefore adopts the following guidelines for the use of social media by Board employees.

Definitions

Administration includes the Superintendent or designee.

Social Media denotes a network-based system that enables people to interact with one another online via user-generated content, messaging, and other interactive tools. For the purpose of this policy, the terms social software and social media may be used interchangeably.

Examples are blogs and micro-blogs such as Twitter, wikis, video sharing such as YouTube, social

networking such as Facebook and LinkedIn, virtual worlds such as Second Life, and image sharing networks such as Flickr and Picasa. It is recognized that these are current examples and that social software and media will continue to change.

Guidelines Concerning Social Media Activity sponsored by Clay County USD 379:

If an employee wishes to use Facebook or other similar social media sites for instruction, to communicate meetings, activities, games, responsibilities, announcements, etc., for a school-based club or a school-based activity or an official school-based organization, or an official sports team, regardless of whether or not the technology used belongs to the district, the employee must also comply with the following rules.

- The employee must seek and obtain the permission of his/her supervisor prior to setting up the site.
- The employee must set up the club, etc., as a group list which will be "closed and moderated."
- Anyone who has access to the communications conveyed through the site may only gain access by the permission of the employee (e.g. teacher, administrator, supervisor or coach). Persons desiring to access the page may join only after the employee invites them and allows them to join.
- Parents shall be permitted to access any site that their child has been invited to join.
- Access to the site may only be permitted for educational purposes related to instruction, the club, activity, organization or team.
- The employee responsible for the site will monitor it regularly.
- The employee's supervisor shall be permitted access to any site established by the employee for a school-related purpose.
- Employees are required to maintain appropriate professional boundaries in the establishment and maintenance of all such district-sponsored social media activity

In addition to the above Guidelines Concerning Social Media Activity sponsored by Clay County USD 379, the following guidelines apply to Personal Social Media Activity:

1. Employees are required to maintain appropriate professional boundaries with students, parents, and colleagues. For example, it is not appropriate for a teacher or administrator to "friend" or accept as a "friend" a student or his/her parent or guardian or otherwise establish special relationships with selected students through personal social media, and it is not appropriate for an employee to give students or parents access to personal postings unrelated to school. However, it is not necessary to break existing social media relationships with parents/guardians.
2. Employees are required to comply with all Board policies and procedures with respect to the use of computer equipment, networks or electronic devices when accessing social media sites while on school property. Any access to personal social media activities while on school property or using school district equipment must comply with those policies and may not interfere with an employee's duties at work.
3. The Administration has the right to monitor all employee use of district computers and other district electronic devices, including employee blogging and social networking activity. An employee should have no expectation of personal privacy in any personal communication or post made through social media while using district computers, district cellular telephones or other district information technology, as noted in the Acceptable Use Policy. All posts on personal social media must comply with Board policies concerning confidentiality, including the confidentiality of student information. If an employee is unsure about the confidential nature of information the employee is considering posting, the employee shall consult with his/her supervisor prior to making the post.

Disciplinary Consequences

Violation of this policy may lead to discipline up to and including the termination of employment consistent with state and federal law.

Acceptable Use of Technology by Staff Signature Page

The Children's Internet Protection Act (CIPA), passed by the 106th Congress of the United States, requires that schools and libraries that receive specified federal funding certify that they have in place an Internet Safety Policy that includes monitoring the use of Internet access and implementation of technology that will filter out objectionable content. In order to be in compliance with CIPA, USD 379 has deployed a CIPA compliant Internet filter that acts as a monitor and filter of Internet content. Each CIPA compliant Internet filter in the district maintains logs. Those logs contain data that uniquely identifies computers attempting to access objectionable sites. Those logs are then forwarded to the Technology Coordinator. This is how the district maintains our compliance with CIPA.

By signing this document, you affirm the following:

1. I understand that a CIPA compliant Internet filter is in place and that any objectionable sites I may visit are tracked and logged.
2. I have received a copy of the district's Acceptable Use of Technology by Staff.
3. I will comply with the district's Acceptable Use of Technology by Staff.
4. I have received a copy of the district's Social Media Guidelines for use by Staff.
5. I will comply with the district's Social Media Guidelines for use by Staff.
6. I understand that violating the district's Acceptable Use of Technology by Staff can result in disciplinary action.
7. I understand that violating the district's recommended Acceptable Use of Technology by Staff agreement may result in the risk of social media allegations from which USD 379 cannot and will not be able to protect you.

Your Signature

Printed Name

Today's Date

LETTERS OF UNDERSTANDING

For the 2023-2024 Handbook:

- Retention Incentives will be paid on September 1, 2023 and apply to individuals who were active employees with USD 379 in the 2022-2023 school year and return to work for the 2023-2024 school year
- Amounts will be distributed as follows:
 - \$1,000 based on a 1.0 FTE of the primary position for all certified and all classified employees who have worked the full 2022-2023 school year.
 - 9 Month Employees who work 35 hours per week are considered a 1.0 FTE
 - Bus Drivers who operate a morning and afternoon route are considered a 1.0 FTE
 - Part Time employees will be prorated based on their individual FTE
 - Employees who did not work the full 2022-2023 school year will be prorated based on the number of days worked of the total number of eligible days for their individual primary position
 - Substitute employees, substitute bus drivers, and activity drivers will receive \$1,000 prorated based on the number of student contact days worked
 - Rule 10 employees are excluded
 - After school program duties are excluded
 - Activity Duties are excluded
 - Employees who have a resignation/retirement on file with USD 379 as of August 30, 2023 will be excluded

Pending availability of funding, it is the intention of Clay County Unified School District 379 to pay additional retention incentives in September 2024.

This Letter of Understanding expires on June 30, 2024.