

## CLASSIFIED STAFF HANDBOOK OF POLICIES AND PROCEDURES

The goals of the personnel policies set forth in this handbook are to create the best possible educational climate for the students of Unified School District 320. These policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges.

The following policies have been approved by the Board of Education of USD 320 and shall serve as guidelines for your employment. This handbook is presented as a matter of information and direction regarding policy, benefits and other useful information. This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.

**This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of, any employee contract.** Further, this handbook is not to be considered as either an expressed or implied contract between USD 320 and the employee. No employee has authority to create an employee contract by modification of this document. As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the Board of Education.

NOTE: Anytime the superintendent is mentioned in this handbook, his/her designee is implied.

The Board of Education, the administration and certified staff are proud to have you as part of the classified staff of Wamego Unified School District 320. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

Classified personnel are all employees who are not required to hold a Kansas State Educational Certificate. This group includes custodial, maintenance, food service, office, paraprofessional, aides, and transportation personnel

Classified employees play an important role in the school district by helping provide a safe, orderly and healthy environment and by being the support group who assists the certified staff. The importance of your job should never be underestimated. Involvement with students, whether on the buses or in the hallways, often sets the tone for the students' day. Classified personnel are an important part of an "effective school".

Classified employees are employees-at-will and employment may be terminated at any time, with or without cause.

## **USD 320 MISSION STATEMENT**

**Wamego USD 320 school district's mission is to provide a challenging learning environment that encourages high expectations for academic success and personal growth for all students.**

## **USD 320 VISION STATEMENT**

Together, we will provide opportunities for every child to reach his or her potential in order to become more than he or she ever hoped to be. We will focus our efforts on ensuring that all students learn, building a collaborative culture and establishing a focus on results.

### **Equal Opportunity Employer**

USD 320 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 full-time, part-time and seasonal 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. See Policy GAAA.

## DEFINITIONS

**Full-time, 12 Month Employee** – An employee working a minimum of 30 hours per week, 12 months of the calendar year.

**Part-time, 12 month Employee** – An employee working less than 30 hours per week, 12 months of the calendar year.

**Full-time, 9 Month Employee** – An employee working at least 30 hours per week during the school term.

**Part-time, 9 Month Employee** – An employee working less than 30 hours per week during the school term.

**Night Shift Custodian** – Four or more hours worked after 6:00 p.m. on a regular basis (excluding summer)

Bus Drivers – All permanent bus drivers working at least 2 routes per day shall be considered Full-Time, 9 month employees.

**Work Week** – The USD 320 work week begins at 12:00 a.m. Sunday, and ends at 11:59 p.m. Saturday.

**Overtime** - Hours in excess of 40, worked in any given week.

## Attendance

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

## Accidents, Reporting of

Any school employee who discovers an accident on school property shall report the accident to their immediate supervisor.

If the person requires medical treatment, the employee shall:

- Send for medical help
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive
- Notify the principal or designated representative (Human Resources Department).

**Failure to report an accident within 24 hours to a supervisor is a violation of USD 320 Safety Performance Standards, and may be subject to disciplinary action.**

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

The board has authorized the use of Automated External Defibrillators in school buildings. Qualified persons are allowed to use the devices when appropriate. A “qualified person” means an employee who has:

1. completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training;
2. completed a course of training in the use of automated external defibrillators and;
3. demonstrated proficiency in the use of an automated external defibrillator.

Employees who wish to be trained in use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisor.

If an accidental injury to any USD 320 employee arises out of and in the course of employment, a claim based upon such injury may be compensable. In the event of an injury on the job, whether or not there is a need to seek medical care, the employee should:

1. Notify his or her supervisor immediately. **Failure to notify his or her supervisor within 20 calendar days of the accident/injury may bar payment of workers’ compensation benefits.**
2. Obtain from the building principal’s or operations office, complete, and return the Report by Injured Employee (*Appendix A*).

3. The injured employee must consult with the District's designated medical provider, Via Christi West in Manhattan Kansas. Via Christi West is located at 315 South Seth Child Road, Manhattan Kansas 66502. Their phone number is 785-587-4263. The employee must notify the medical provider at that time of the circumstances of the injury and that Workers' Compensation benefits may be applicable. If the employee self-selects a physician who is not authorized or agreed upon by the School District, the School District is responsible for only the first \$500 in medical bills from such self-selected physicians.
4. Submit all billings for services to the USD 320 District Office as they are incurred.
5. Provide to the USD 320 District Office, within two working days, copies of all doctor's orders.

The Workers' Compensation Law clearly states that compensation is not payable where the injury, disability, or death was contributed to by the employee's use or consumption of alcohol or any drugs, chemicals or any other compounds or substances, including, but not limited to, any drugs or medications which are available to the public without a prescription from a health care provider, prescription drugs or medications, any form, or type of narcotic drugs, marijuana, stimulants, depressants or hallucinogens Under the law, the employer may require the employee to submit to a test for the presence of any or all of the above named prohibited substances in his or her system after a work-related accident.

If the injured worker refuses to submit to a post-accident chemical test, all workers compensation benefits shall be forfeited by the employee. Injuries received during participation in recreational or 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.

An injury suffered while going to or 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.

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

Accidents may be duly investigated by an appointed safety investigation officer(s). If the investigation determines that employee misconduct or the omission of proper conduct contributed substantially to the cause of the accident the employee may be subject to

administrative action up to and including termination. If the accident results in injury; and the injury is deemed to result from employee misconduct or the omission of proper conduct, the employee may be charged for the resultant medical care.

Any employee involved in an accident on the job that requires medical attention, will be required to submit to a post-accident chemical test. Chemical tests will be administered at Via Christi West in Manhattan, unless a medical emergency facility is used. In the event treatment is received at any location other than the designated medical provider, a chemical test should be administered at that location. Any employee who refuses to consent and cooperate in this type of required test or who tests positive for use of prohibited substances in accordance with this policy will be subject to disciplinary action, up to and including termination from employment. All information from an applicant's or an employee's drug and alcohol tests will be confidential to the extent required by law.

## **Activity Passes**

USD 320 shall provide each classified employee and spouse with an Activity Pass for admittance to any USD 320 school activity for the school year indicated on the pass, with the exception of specified athletic tournaments and Kansas State High School Activity Association events.

## **Annuity Plan**

The board shall transmit tax-sheltered annuity funds on behalf of its employees pursuant to K.S.A.72-2242. Employees working a minimum of 17 ½ hours per week may request a separate salary deduction agreement for the purpose of contributing to a tax-sheltered annuity. The Board shall allow its employees to adjust their contributions monthly by giving notice to the HR Department by the 10<sup>th</sup> of each month. This deduction is subject to KPERS and FICA.

## **Asbestos Notification**

An asbestos management plan has been developed for the district. A copy of the management plan is available from Tim Winter, Superintendent, 1008 8th Street, Wamego, Kansas.

## **Assignments**

### Work Week

The standard USD 320 workweek shall begin at 12:00 a.m. Sunday and end at 11:59 p.m. Saturday. This shall dictate the basis for overtime worked and compensation in excess of the 40 hour work week. (See **Overtime**)

### Duty Day (See Policy GCR-R)

The superintendent or designated representative will assign time schedules for classified employees at the beginning of the employment term. Workers are expected to report on time and work their assigned work schedule.

**Office and Clerical Personnel:** Length of duty day for designated school office staff will be determined by the superintendent. District office staff shall work a 40-hour week with the work day established as 8:00 a.m. to 5:00 p.m. with a 1 hour lunch break.

**Custodial Personnel:** The base schedule consists of 40 hours per week. Regular work week schedules will be provided with one-half hour for lunch.

**Food Service Personnel:** Actual work hours will be determined by the Food Service Director.

**Transportation Personnel:** Actual work hours will be determined by the Operations Director. Time schedules for morning and evening route drivers will vary, according to route assignments.

**Building and Grounds Personnel:** Actual work hours will be determined by the Operations Director.

**All Other Classified Personnel:** Actual hours worked will be determined by the superintendent, building administrator, or special education director.

### **Work Duties**

Work duty assignments shall be made by the superintendent, building administrator, special education director, 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.

## **Bloodborne Pathogens**

In late 1991, the Occupational Safety and Health Administration (OSHA) 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 (KDHR) 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 320 has been implemented to achieve compliance with the State directive.

All employees of USD 320 shall be in-serviced initially and annually as outlined in the Exposure Control Plan. (See Exposure Control Plan for Bloodborne Pathogens in USD 320 included in this document.)

## Board Policy

Employees shall follow and be familiar with all policies and regulations established by the Board of Education. Policy books are located in each building library and principal's office and [www.usd320.com](http://www.usd320.com)

## Breaks

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours.

Lunch breaks are required, and should be a minimum of 30 minutes in length and will be unpaid. Some positions require a one hour unpaid lunch break. Your supervisor will give you your schedule and expected lunch break.

## Bullying

See Policy GA AE [Bullying by Staff](#)

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. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

## Bus Drivers

As a condition of employment, bus drivers will:

- Pay for and obtain the proper license to operate a bus (the District will reimburse an employee for the amount over a Class C license);
- Allow inspection of their driving records through the Division of Motor 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.



Drivers will arrange for DOT physicals through the Operations Director, who will make the reservation at Via Christi West Clinic in Manhattan. USD 320 has negotiated a rate for the cost of the required physical/health certification. In order for USD 320 to pay the full negotiated rate, employees must use the Via Christi West facility in Manhattan, and they will bill the district directly. If an alternative location is used, that employee will be responsible for the cost and it will be considered un-reimbursable. The District will pay for or reimburse drivers for defensive driving and first aid certification.

## **Change in Status**

Notification to the USD 320 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 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**

(See Policy GAAD Child Abuse)

The Kansas Child Protection Act (KSA 38-716-724) requires that any 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 Kansas Department for Children and Families, or the local law enforcement agency if the DCF office is not open. It is required that the building administrator also be notified after the report is made. In the event that the child is the administrator's child, the superintendent, not the building administrator, will be notified.

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, 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.

## **Compensation**

USD 320 does not maintain formal salary schedules for classified personnel. New employees are placed on an entry-level salary or hourly wage which reflects the new employee's work experience and professional training, as well as the demands of the position for which they are employed.

Salary or wage increases, when granted by the Board of Education, will begin July 1 of each year.

## **Complaints**

Any employee may file a complaint with their immediate supervisor concerning a school rule, regulation, policy or decision that affects the employee.

The complaint shall be in writing; filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

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 neither 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.

## **Confidentiality**

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver records and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Kansas Department for Children and Families intervention, social security number information, and professional misconduct back-ground checks.

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

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or

otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

## **Conflict of Interest**

See Policy GAG Conflict of Interest

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

## **Criminal Convictions**

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

## **Discrimination Complaints**

See Policy KN Complaints

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Tim Winter, 1008 8<sup>th</sup> Street, Wamego, KS 66547; Telephone (785) 456-7643, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to the 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.

## **Distribution of Materials**

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements.

The principal shall determine the time, place and manner for materials distribution.

## Dress Code

USD 320 requires specific dress codes dependent upon your position with the district. Below are the requirements for general office staff, custodial and maintenance staff, and school bus drivers. Please follow the dress code required for your position.

All USD 320 employees are expected to dress appropriately for the position they are in. They are expected to present themselves in a manner conducive to representing the district well. Dress code guidelines that are required of ALL USD 320 employees regardless of position are as follows:

- Maintain a proper level of personal hygiene. This means that they should be adequately bathed, wearing deodorant, and groomed.
- Cut off or frayed shirts are not allowed.
- If shorts are appropriate for your position, they must be no shorter than mid-thigh.
- Hats are not permitted in any school buildings (with the exception of safety hats)
- Clothes that may cause distraction are not acceptable, including tank tops, muscle shirts, halter tops, exposed backs or midriffs, and see through garments.
- Appropriate footwear must be worn at all times; bare or stocking feet are prohibited at all times in the work area.
- If a uniform shirt is provided to you; it is a requirement that you wear it.
- Tattoos with inappropriate images or language must be covered at all times.
- No clothing should be worn with any wordings or drawings that are demeaning, profane, or promote values or activities not in accordance with representing our district well.

While the guidelines above apply to all staff members, there are some requirements specific to certain positions.

### Food Service Staff

- Hairnets or hair coverings are mandatory during food prep and service. Hair should be completely captured.
- No jewelry is allowed except plain wedding bands and small earrings.
- Disposable aprons are available for use while working in production and service. Fabric aprons may be worn, but are your responsibility to launder.
- Some cloth aprons are available and you may bring aprons from home, but these will need to be laundered daily at home. Long sleeves may be worn UNDER your regular shirt. Shirt sleeves must be cuffed, in good condition, and pushed up on the arm.
- Capris, skirts, or pants are allowed, but uniform bottom must cover the knee.
- Denim in good condition may be worn in blue, black, or khaki colors.
- Shoes must be closed toe and closed heel.

**Building and Grounds Staff**

- Shirts must be worn at all times.
- No significantly oversized clothing is allowed, such as loose shirt tails, loose coat/jacket tails, loose sleeves on long sleeve shirts, neckties, or clothing with unsecured straps or loops.
- Shoes must be closed toe and closed heel.
- Loose bracelets and necklaces are prohibited.
- Shorts may be worn at the discretion of the Operations Director.

**Transportation Staff**

- Shoes must be closed toe and closed heel.
- Slacks, jeans, skirts or dresses are permitted, but must be at least mid-thigh in length.
- Exceptions to standard dress code may be permitted during maintenance of buses in bus compound; all questions must be addressed to the Operations Director.

Classified staff working in school buildings and not mentioned above, will follow each building's dress code as required by the building principal.

Failure to comply with the approved dress code may lead to disciplinary action up to and including termination.

**Driving Records**

See Policy EDAA

It shall be the responsibility of all school bus drivers and employees who drive USD 320 vehicles to annually provide documentation to the superintendent of the validity of license certification by the Kansas Department of Revenue. If a school employee who drives a district vehicle as part of his or her work assignment (including bus drivers) has his or her license suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent and the driver shall cease driving a school vehicle until the license is restored.

**Drug Free Schools and Communities**

See Policy GAOB [Drug Free Schools](#)

See Policy JDDA [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, all employees shall abide by the terms of USD 320 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.L. 102-226, 102 St. 1928.

A copy of the USD 320 policy, as required by the Drug Free Schools and Communities Act, and a listing of Assessment and Treatment Resources, is provided herewith.

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. 102 St. 1928.

Approved: August 13, 1990

GAOB-R 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 shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contract 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.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. 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 director of the program to determine the cost and length of the program, and of enrolling in the programs. A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all employees.

Approved: August 13, **ASSESSMENT AND TREATMENT RESOURCES**

### **ADULT OUTPATIENT**

#### **Pawnee Mental Health**

Alcohol and Drug Director: Tina Steffensmeier  
2100 Claflin Road  
Manhattan, KS 66502

**785-587-4300**

785-587-4315 intake  
800-609-2002 hotline

#### **Valley Hope Alcoholism Treatment Ctr.**

Program Director: Jack Selbert  
PO Box 312  
1816 N. 2<sup>nd</sup>  
Atchison, KS 66002

**913-367-1618**

Area Served: Statewide

#### **Salina Regional Hospital**

Behavior Health  
Program Director: Linda Simpson  
400 S. Santa Fe  
Salina, KS 67401

**785-452-7000**

Area Served: Statewide

For a complete listing of Substance Abuse Treatment Facilities in Northeast Kansas go to the Regional Prevention Center web site [www.rpcneks.org](http://www.rpcneks.org)

Click on Prevention Links along left margin, then Substance Abuse Treatment Facility Locator, follow the commands to locate a center in Kansas.

## **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). 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 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 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.

## **Emergency Drills**

All employees are required to follow procedures established and posted at each building.

## **Employee Protection**

See *Policy GAO*

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

## **Employment Paperwork**

All USD 320 employees must complete required paperwork with the Human Resources/Payroll Department, upon being hired, in order to begin working.

**ALL REQUIRED PAPERWORK MUST BE ON FILE AT THE USD 320 DISTRICT OFFICE WITHIN FIVE WORKING DAYS FROM THE FIRST DAY OF WORK TO BE ELIGIBLE FOR A PAYCHECK. (See Payroll)**

## **Employment Status**

All classified employees are employed on an "at-will" basis regardless of their length of service and may be dismissed at any time, with or without cause.

## **Equipment and Supplies**

### Appropriate Use of Equipment and Supplies

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

### Computers

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only.



Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the Internet, to harass staff, students, or other individuals.

No Right to Privacy – Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

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

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

Ownership – Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files – All employees who are responsible for district files containing confidential student information must secure these files at the completion of each day's work. See "Confidentiality".

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

Personal Tools – Employees are discouraged from bringing or using personal tools or equipment. Employees do so at their own risk.

Specific regulations concerning fair use are posted near district copy machines.

## Evaluations

See *Policy GCI Evaluation of Classified Personnel*

Classified employees shall be formally evaluated on an annual basis. The evaluation will be done in terms of performance criteria developed for each position. The evaluation will be conducted by the administrator immediately supervising that employee or by a designee determined by that administrator. The purpose of the evaluation is to promote satisfactory performance on the part of the employee and to determine if the employee's performance merits continued employment.

The administrator conducting the evaluation shall review the results of the evaluation with the employee. The evaluator and the person being evaluated shall sign and date the evaluation document. The signature of the classified employee indicates only that he/she is aware of the contents of the document. The classified employee's signature does not necessarily signify agreement with the contents of the document.

An employee who disagrees with the evaluation statement may write a statement setting forth his/her specific disagreement with the evaluation.

## Fringe Benefits

The Board of Education shall provide certain employment benefits for classified employees:

### Workers' Compensation

The board shall provide workers' compensation coverage for all employees according to current statute and board policy.

Notice of Accidents – Employees must notify the employer within 20 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See “**Accident.**” Also, see *Appendix A* for the appropriate accident report form.

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

Any employee who is off work and drawing workers compensation shall be required to provide the human resources officer 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 sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

Coordination With Leave Benefits – The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving

workers compensation benefits due to work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

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

USD 320 will give a faithful attempt at making accommodations to work restrictions due to a worker's compensation injury.

#### Unemployment Compensation

The board, as provided by current law, shall provide unemployment compensation for all eligible employees. For answers to questions regarding unemployment insurance policies, benefits and claims, contact the Department of Human Resources, District Job Insurance Office, 1430 SW Topeka Blvd., Topeka, KS 66612-1880 (785) 296-1724

### **Gifts**

See *Policy GAJ Gifts*

See *Policy JL Gifts*

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. The giving and receiving of gifts between staff and students is discouraged.

### **Hazardous Waste**

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material, which is or may be hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes that are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label that lists the specific contents.

Unlabeled containers whose contents are undetermined and that may contain hazardous substances shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

## **Health Certifications**

See *Policy GAR Communicable Diseases*

Kansas law 72--6266 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 contracted by USD 320 are required to submit such a certification to the 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. Cost of this second required examination will be borne by the Board. 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 20<sup>th</sup> of the current month for the employee to continue working in their position. 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.

### Reimbursement for Health Assessments

Bus drivers are required by State law to submit a new physical assessment bi-annually. The District will pay for the cost of a physical examination and TB test, up to \$80 if the employee uses the designated location of the Via Christi West facility in Manhattan, KS. All examination services exceeding the allowed cost shall be at the expense of the employee.

### 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. All bus driver physicals must be on the approved D.O.T form.

## **Health Insurance**

A health insurance provider and package option(s) shall be approved by the Board of Education. All benefits are subject to a waiting period. Benefits elected shall begin on the first of the month, following date of hire.

USD 320 will offer coverage in compliance with the Affordable Care Act. Changes in the Affordable Care Act may change this policy at any time. The USD 320 Board of Education will offer coverage to any employees who work an average of 30 hours per week or more. Any employee who is offered health coverage is eligible for the board paid health insurance benefit amount. The board paid amount is subject to the teacher negotiations process.

Enrollment or changes in coverage may be allowed with proper application, including a health profile when required, or when a change in family status occurs, such as marriage, divorce, death, birth or adoption 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 should be submitted to the USD 320 District Office on the required change form.

Retirees of USD 320, under the provisions of House Bill 2838, may be eligible for continued coverage under the District's group health insurance coverage until the age of 65.

Should an employee terminate 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 the USD 320 group plan for up to 18 months beyond the expiration of current coverage. Premiums will be billed at a rate of 102% of the District's premium amount. Employees must complete an Application for Continuation of Group Health Coverage (COBRA) form designating continued coverage. Coverage must be elected within 60 days of notification from the District.

## **Holidays**

See *Policy GCRI Paid Holidays*

The Board of Education shall designate the following as paid holidays for all 12-month employees: Labor Day, Thanksgiving Day, Thanksgiving Friday, New Year's Day, Good Friday, Memorial Day, Fourth of July, Christmas Day, and one additional day during the Winter Break as designated by the superintendent. Holiday pay will be given for Fourth of July holiday for seasonal summer employees. In the event that a

designated paid holiday occurs on a weekend, the superintendent will designate an adjacent weekday to be used as a day for paid leave. Good Friday will be the only paid holiday for all full time staff in the USD 320 buildings.

All schools in the district will be closed on Labor Day, Thanksgiving Day and Thanksgiving Friday, New Year's Day, during winter breaks established annually, and on Memorial Day.

The Board of Education District Office will be closed on the above holidays and during the winter and spring breaks. District Office employees will be paid for Christmas Day and one additional day of Winter Break as designated by the Superintendent.

## **Inclement Weather**

In cases of inclement weather and the dismissal of students, all building and grounds personnel are to report for duty. Inclement weather days are MANDATORY workdays for custodial and maintenance staff. An inclement weather day, in regards to mandatory work days for custodial and maintenance staff shall be defined as ANY day in which snow/ice removal is needed regardless of if school is in session that day or not. Paid leave will **not** be approved on these days.

If a hourly classified employee, outside of the parameters set above, is not able to get to work due to inclement weather, but are still scheduled and expected to attend work that day, personal leave (if available) must be used. If personal leave is not available, the day will be taken as leave without pay. If school is cancelled due to inclement weather or other unforeseen school closure, personal leave may be used (if available) OR the day may be taken without pay. Beginning on the third full inclement weather day in a school year (July 1 – June 30), hourly classified employees will be allowed to use sick leave (if available) if they choose to be paid for the inclement weather day. Personal leave and leave without pay are still options for the 3<sup>rd</sup> inclement weather day and beyond.

## **Interrogation and Investigation of Students**

See *Policy JCAC*

No one may interrogate or investigate a student on school grounds without the permission of the principal.

## **Job Descriptions**

See *Policy GCBA Qualifications and Duties*

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

## **Jury Duty**

All employees of the District shall be excused for jury duty with no jeopardy to their employment. Advance notice shall be given to the employee's supervisor, including completion of a Request for Leave form via Skyward. An employee who is released from jury duty before 3:00 p.m. is to report back to his or her respective school for duty.

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 must be signed over to Wamego USD 320 in order to be paid for time off for jury duty.

## Keys

The Operations Director 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. Building principals 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.

Lost or misplaced keys should be reported to the operations director immediately. Under no circumstances are keys to be given to students. No key is to be duplicated by an employee. Keys are not to be loaned to anyone.

## KPERS (Kansas Public Employees Retirement System)

USD 320 employees whose position requires them to work at least 635 hours or more per year qualify for membership in the Kansas Public Employees Retirement System and are required by State law to enroll. An employee contribution as determined by statute (currently 6% of gross salary) will be made each payroll period. Requests for information or questions about procedures should be directed to the Director of Human Resources.

## Leaves and Leave Conditions

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

1. Employee has completed four months of employment.
2. To be eligible for full time leave employees must work a minimum of 30 hours per week.
3. Applicable leave is earned and/or available to the employee.
4. The supervisor and/or building administrator is notified of the need for leave and the reasons prior to the beginning of each workday, or 48 hours in advance of use of personal leave. Personal leave is subject to the approval by the employee's supervisor.
5. A request for leave is to be submitted to the supervisor through the Skyward Business Accounting program in advance when possible, or at the earliest opportunity upon return to work. The request must be made by the payroll cut-off date (can be found on the district website). **It is the employees' responsibility to complete the necessary request on the Skyward system.**
6. 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 will be pro-rated for new employees at the completion of their first four months of employment. Maximum leave allowances shall be granted on July 1, after an employee has been with the district in excess of 4 months. Leave balances will be shown on the employee’s paycheck stub. No leave benefits will be given during seasonal summer employment.

Earned/available leave must be used before “Leave Without Pay”. Sick leave can only be used as outlined in this handbook. Hourly employees shall not work extra hours as a means of taking time off later without utilizing leave.

Earned leave may be used to supplement payments received under the Workers’ Compensation Law.

**CLASSIFIED EMPLOYEE LEAVE ALLOWANCES PER YEAR**

<b>Employee Category</b>	<b>Sick Leave**</b>	<b>Max Sick Leave++</b>	<b>Personal Leave</b>	<b>Max Personal Leave+</b>	<b>Vacation Leave+</b>
Bus Drivers	4 Day	15 Days	2 Day	4 Days	-----
Reg. Ed Aides – Full Time	9 Days	120 Days*	3 Days	6 Days	-----
Custodial Maintenance	9 Days	120 Days*	3 Days	6 Days	10 Days; 15 Days after 10 years
Food Service – Full Time	9 Days	120 Days *	3 Days	6 Days	-----
Building Secretaries	9 Days	120 Days*	3 Days	6 Days	-----
USD Office	9 Days	120 Days *	3 Days	6 Days	10 Days
SpEd Paras – Full Time	9 Days	120 Days*	3 Days	6 Days	-----
Part Time Employees (Working <30 hours /wk)	-----	30 Days	5 Days of leave per year to be used for Sick or Personal leave. Unused days at the end of the year will be converted to Sick leave		

+ Personal and vacation leave must be used by June 30. (Refer to preceding chart)

\* Sick leave over 120 days will be reimbursed at the rate of \$10 per day in June of each year.

\*\* Sick leave may be used to attend the funeral of any person. (Refer to preceding chart)

++ The category of maximum sick leave has been established to help support employees should a serious illness or accident occur. These days are provided as a benefit to be used in a legitimate manner by employees. These days are not to be used as personal leave or vacation leave when an employee is planning to leave USD 320 due to retirement or job termination. Should this be suspected, employees will be required to provide certification of illness or physical disability from a licensed physician. (Refer to preceding chart)



### Family Medical Leave

See *Policy GARI Family Medical Leave*

### Personal Leave

Full time employees receive 3 days of personal leave annually on July 1. Leave days will be paid according to the number of hours normally worked. Unused personal leave at termination of employment will not be reimbursed

There is a 4-month waiting period for personal leave accrual. Time accrued towards the 4 month waiting period, will only occur while the employee is actively working. Therefore, summer months will not be credited towards the waiting period for employees not reporting for duty during that time. After 4 months of employment, employees are eligible as follows:

- **Full time staff** will receive personal days equal to the pro-rated amount of .25 days per month remaining in the fiscal calendar year. (July 1-June 30)
- **Part time staff** working less than 30 hours per week (see chart) will receive .42 days per month remaining in the fiscal calendar year.
- **Full time bus drivers** will earn full leave benefits (see chart) at the completion of 4 full months of successful service.

### Professional Leave

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

### Sick Leave

Full time employees receive 9 days of sick leave annually on July 1. Leave days will be paid according to the number of hours normally worked. Leave balances over 120 days are paid at the rate of \$10 per day in June of each year. Sick leave may be taken in one-hour increments.

There is a 4-month waiting period for sick leave accrual. Time accrued towards the 4 month waiting period, will only occur while the employee is actively working. Therefore, summer months will not be credited towards the waiting period for employees not reporting for duty during that time. After 4 months of employment, employees are eligible as follows:

- **Full time staff** will receive sick days equal to the pro-rated amount of .75 days per month remaining in the fiscal calendar year. (July 1-June 30).
- **Part time staff** working less than 30 hours per week (see chart) are not eligible for sick leave accrual.

- **Full time bus drivers** will earn full leave benefits (see chart) at the completion of 4 full months of successful service.

Sick leave covers the employee and his/her immediate family. A member of the immediate family includes mother, father, wife, husband, son, daughter, brother, sister, or other extended family at the discretion of the superintendent. The above shall include the father, mother, sister and brother of the employee's spouse with a limitation of 5 days for each cause. Sick leave may be used to attend the funeral of any person. Disability or illness caused by pregnancy is covered by sick leave provided the employee has cumulated sick leave. Unused sick leave will not be paid upon termination of employment.

While an employee is on leave for any reason related to the employees' temporary disability, sickness or serious medical condition, secondary employment by the employee is not permitted. Failure to abide by this restriction may result in the employee's termination and/or forfeiture of reinstatement to their position with the school district. A sick leave pool is established for classified employees. In order to be eligible to apply for leave from the sick leave pool, an employee must have completed one year of employment, donated one sick leave day by the given deadline and completed the required form. Members will only be eligible to use sick leave pool days equal to the number of their accumulated sick leave days at the beginning of their disability, **and** cannot exceed 20 days. Days granted will be equivalent to the number of hours you work per day. Routine pregnancy does not qualify as a reason to apply to the sick leave pool. Employees must exhaust all sick, personal, and vacation, and compensatory time AND take one day of unpaid leave before being eligible to apply. If an employee wants to make a request to use time from the sick leave pool, a form must be submitted to the superintendent and a committee composed of the Superintendent, Director of Human Resources, and the department head or building principal will make a final decision on if the request is approved or denied. The sick leave pool may not be used to cover participants who are receiving pay or eligible to receive pay from Worker's Compensation or KPERS disability. In the event that the sick leave pool has an excess of 90 days at the end of any school year, days donated in the current school year shall be returned to the contributing staff on a prorated basis. Termination of employment automatically cancels all sick leave pool benefits and credits.

#### Vacation Leave

Full time twelve month employees receive 10 days of vacation annually. There is a six-month waiting period on vacation accrual. After six months, all eligible new staff will receive vacation days equal to the pro-rated amount of .834 days per month remaining in the fiscal calendar year. (July 1-June 30). Example: If six months of employment falls in March, 2.5 days (3 \*.834) vacation days will be allocated. On July 1, following at least 6 months of employment, the full vacation balance of 10 days will be allocated. (NOTE: Vacation time is equal to employee's contracted workday.) Any vacation leave not used by June 30 will be forfeited. Vacation time must be arranged with the building principal, direct supervisor, or superintendent via the Skyward system. Custodians and

maintenance staff shall not take vacation between the dates of July 1 and August 31, without prior approval from their supervisor. If prior approval is given, a maximum of two consecutive working days will be granted during these two months. Custodians and maintenance staff receive 15 days of vacation per year after 10 years of continuous employment. Unused vacation time will not be paid upon termination of employment.

## **Medications, Administering**

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

## **Outside Employment**

Classified employees shall not engage in outside employment that impairs the effectiveness of their service.

## **Overtime/Comp Time**

Classified employees who work more than 40 hours per week (see “Definitions”) will be compensated at the rate required by law. All overtime hours must have prior approval by the superintendent. Classified salaried non-exempt employees will earn overtime in the form of compensatory time, and shall be administered according to the Fair Labor Standards Act and Wage-Hour Law provisions. Compensatory time must be used by the employee prior to the paycheck following the check it was allocated on. Classified staff paid hourly, shall earn overtime pay, paid at the rate of 1.5 times their hourly rate.

## **Pay Advances**

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

## **Payroll**

Payroll periods/dates will be established annually and will be made available to employees via the school district website [www.usd320.com](http://www.usd320.com).

Payroll weeks shall begin on Sunday (12:00 a.m.) and end on Saturday (11:59 p.m.). Payroll checks will be issued on the 22<sup>nd</sup> of each month. If the 22<sup>nd</sup> falls on a weekend or holiday, checks will be issued on the business day preceding the weekend or holiday.

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

## **Personal Property**

USD 320 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**

USD 320 employees shall have the right to examine the contents of their personnel file by giving notice to the USD 320 Clerk 24 hours in advance. Examination of the records must be done in the presence of the Clerk or his/her designee.

## **Public Information**

See *Police CN Records*

USD 320 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, unless authorized by the employee in writing.

## **Purchasing Procedures**

See *Policies DJE and DJEG*

All purchases will be made using the Skyward Business Accounting. The building principal or department head will approve all purchases.

## **Recruitment**

The Board of Education (BOE) may choose to hire an individual for a specific position when a vacancy occurs, or the district may recruit classified personnel to fill positions approved by the board. The supervisor, building administrator, or designated interview committee, and/or the superintendent shall interview candidates for positions. Following the interviews, the superintendent shall make a recommendation to the BOE.

The following methods may be used to fill a vacancy:

1. Review of the district's completed application file
2. Posting of vacancy
3. Screening of applicants
4. Interviewing of selected applicants
5. Notification of results
6. Recommendation of candidate to board for approval
7. 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 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.

## **Relations With Students**

See *Policy GAF*

Employees shall maintain relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual or racial nature with any student at any time regardless of the student's age or status or consent.

## **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 return to their supervisor all keys, files, etc. The supervisor will notify the District Office when the terminated employee has turned in all district property.

## **Retirement**

Any retirement procedures shall be in accordance with current law.

**Safety Performance Standards** We are each responsible for performing our duties adequately and properly. Proper policies and procedures must be followed.

You are expected to respect your coworkers and should not behave in a manner that obstructs or hinders other employees from completing their duties.

It is a USD 320 expectation that accidents must be reported to your supervisor within 24 hours of the incident.

USD 320 expects that employees will act in a manner that is safe for themselves, their coworkers and our students, and will follow appropriate safety procedures at all times.

Employees are encouraged to contact human resources or their supervisor to report unsafe acts or unsafe working conditions.

Employees found to be participating in unsafe acts and not following safety procedures are subject to discipline up to and including termination.

Upon receipt of a third accident report by the same individual in a school year, a meeting will be scheduled between the employee, their supervisor, the superintendent, and the Director of Human Resources. This meeting will serve to ensure the employee is

working in a safe environment, analyze why numerous reports have been filed, and try to come up with a conclusion on how to eliminate the problem.

## **Salary Deductions**

USD 320 employees may participate in a salary deduction plan as provided by the district. Salary deductions are subject to KPERS, FICA, and federal and state income taxes. 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 indicated by the carrier:

- Health Insurance
- Disability Income Insurance
- Group Life Insurance
- Cancer Insurance
- Dental Insurance
- Vision Insurance
- Other Supplemental benefits may also be available

Monies from salary deduction will be paid to companies selected by the employee. All paperwork necessary for the human resources officer to complete the process will be conducted with the employee. Annuity companies will be discouraged from soliciting the district office and only when necessary will the district office contact the annuity company.

The selection of items purchased through salary deduction must be completed by the pay period end date of each month. A participant may elect to terminate enrollment in a salary deduction plan as desired but may be subject thereafter to open enrollment, waiting periods, or pre-existing conditions.

Deductions required by law will be made from each monthly paycheck for the following:

- Federal Income Tax
- State Income Tax
- FICA
- Medicare
- KPERS (if position requires 635 hours per year)

Salary deductions will be withheld from the employee's monthly payroll check. 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.

## **Salary Reduction**

Employees will be given the opportunity to execute a salary reduction agreement once annually. Once the annual allocation is made for each selected benefit, the only change that will be allowed is for a fluctuation in health care premium and change in family

status. USD 320 employees working a minimum of 20 hours per week may participate in a salary reduction plan as provided by the district. To be eligible for health insurance, employees must work at least 30 hours per week

A participant may elect to terminate the payroll reduction agreement or modify the benefits elected only if family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination, election or change within thirty (30) days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

Salary reductions will be withheld from the employee's monthly payroll check. 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.

## **Searches of Students and Property**

See *Policy JCAB*

If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

## **Securing Work Area**

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times. See "Personal Property."

## **Security**

See *Policy EBC Security*

Any district employee who believes an act that 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 required 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 Harassment

See *Policy GAAC 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 conduct 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, the 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.

## 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 on school property, to sell or endeavor to influence any student or employee to buy any item or service that would directly or indirectly benefit the soliciting employee.

## Special Education Paraeducators

In addition to the information and policies contained in this handbook, the following items also apply to paraeducators employed by the Special Service Cooperative:

### Assignments, Work Day/Work Week

The standard work assignment will be established by the superintendent in consultation with the Director of Special Education Services. The work day will include an unpaid lunch break (typically 30 minutes). Exceptions to these standards must be authorized by the Director of Special Services and the Superintendent of USD 320.

### Evaluation

Paraeducators will be evaluated annually the same as all other classified employees of USD 320. Exceptions to this include, recommendations by the State Department of Education to conduct evaluations more frequently, or the performance of the paraeducator is not meeting the anticipated expectations. If performance standards are not being met, the supervising teacher may conduct an evaluation more frequently.

As part of the evaluation process, paraeducators will conduct a self-evaluation which will serve as a point of discussion between the paraeducator and the supervising teacher. The paraeducator evaluation form can be found in *Appendix G* of this handbook.

Because paraeducators may be assigned to more than one special education classroom, general education classroom, or building, the supervising teacher responsible for the



evaluation will seek input from other certified personnel who have knowledge of the paraeducators work. If more than one special education teacher supervises a paraeducator, those teachers will collaborate on the evaluation. The primary supervising teacher will file the official evaluation with the Director of Special Education's office.

If a plan of improvement is required, a conference will be held to review the contents of the plan, including the goals to be achieved, the methods that will be used to achieve those goals, the supervisory plan of support, and the timelines in which the goal(s) will be reviewed. The meeting to discuss the plan of improvement may include one or all supervising special education teachers, the building principal, the paraeducator facilitator, and the Director of Special Education. The building principal will make the final determination of those in attendance.

#### *In-service Requirements*

Paraeducators are required by law to obtain in-service training annually. The State Department of Education determines which training hours may be counted toward the required minimum. The Director of Special Education Services will be responsible for scheduling the appropriate training for para-educators. The in-service hours must be logged on the Para In-service Log form (*Appendix H*). The supervising teacher(s) must sign for all approved hours that he/she has knowledge of. All individual hours will be reported to the Director of Special Education's office prior to the last official day of employment or earlier at the request of the Director. Continuation of employment requires that the minimum training hours be attained. A copy of acceptable hours and the authorized form used to document hours will be reviewed at the beginning of each school year.

#### *Job Description*

The main components of the job description are: instructional duties, interpersonal skills, professional qualities, personal qualities, and clerical skills. Each of these components has a variety of sub-components that are important to a paraeducator position.

The role of the paraeducator is to provide support to the assigned special education personnel in a building(s) by assisting with instructional tasks assigned to students from day to day and providing other duties deemed necessary by the supervising teacher. Each paraeducator is assigned to at least one or more certified special education teachers.

#### *Outside Employment*

Employment in addition to that as a paraeducator (ex: bus driver, coach, custodian) with any district in the Special Services Cooperative (USD's 320, 323, & 329) must be reported to the Human Resource office of USD 320 immediately.

#### *Resignation*

In the event of a resignation, we request two weeks (ten working days) written notice of your last day of employment. This will allow our staff, students, and parents to begin the

process of transition to your replacement. This is considered to be a reasonable and professional standard in a school setting.

### Salary Schedule Placement

In order to qualify for placement at Level 2 or higher on the paraeducator salary schedule, the paraeducator must submit a complete college transcript for all college hours to the USD 320 district office for approval on or before the 10<sup>th</sup> of the month following the first official day at work. No salary adjustment or amendment to pay shall be made after that date.

### Transportation of Students In Personal Vehicles

The transportation of students in personal vehicles is strongly discouraged. USD 320 does not provide insurance coverage for transportation of students in personal vehicles. USD's 323 and 329 may or may not cover transportation of students in personal vehicles. An employee who chooses to transport students in his or her personal vehicle assumes all risk and liability for accidents that may occur. Employees are required to contact the Director of Special Education ten working days or more in advance before transporting a student in a personal vehicle.

## **Substitutes**

The district as needed may employ substitutes. Substitutes shall be paid an hourly rate established by the board of education, and will be paid on the same pay period schedule as all other employees. For a list of pay period dates, go to [www.usd320.com](http://www.usd320.com) or contact the payroll department.

All substitute teachers are required to fill out all required employment paperwork have appropriate certifications, and pass a background check before being allowed on our substitute list.

Any person who wishes to be considered as a substitute teacher for a special education teacher in USD 323 MUST first speak to the USD 320 district office. Only substitute teachers that have completed the appropriate paperwork and required training with the USD 320 district office in Wamego will be allowed to substitute for special education teachers in USD 323.

If it is found that a person has substituted for a special education teacher in USD 323, and is NOT on the USD 320 substitute list, that person **CANNOT** be paid by USD 320 until the appropriate paperwork and training has occurred within the USD 320 district office. The office is located at 1008 8th Street Wamego, KS 66547. Once the appropriate paperwork is completed, a paycheck will be issued on the following scheduled pay date. Any questions on this policy should be directed to the Director of Human Resources.

## **Supervision**

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

## Suspension

See *Policy GCK Suspension*

The superintendent or designated representative, pending a board determination, may for cause suspend classified personnel with pay.

## Telephone/FAX Calls

District telephones or FAX machines are for school business. Use of telephones or FAX machines for personal business should be avoided except in case of an 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 or the employee may make arrangements for payment of the toll charge. The employee will make reimbursement for incoming and outgoing FAX transmissions to the district at the following rates:

\$1.00	1 to 3 pages
\$2.00	4 to 6 pages
\$3.00	7 to 10 pages

## Termination

The board may terminate a classified employee at any time, with or without cause.

## Timeclocks/Timecards

All hourly employees are required to use the time clock system that is part of the Skyward Business Management system. A computer to be used for log-in purposes will be provided at all locations. Employees are to clock in and out each time they report to or depart from district duty. Employees must utilize Skyward system at all times (including lunch periods). Supervisors may approve other methods of documenting duty hours worked when the Skyward system is not available.

Handwritten time cards should only be used in the event the Skyward system is not available to an employee. Time cards should be filled out accurately and completely, including:

- Date for beginning of payroll week (Monday)
- Clocked hours on appropriate day of week (1st day is Monday)
- Leave time should be designated as holiday, personal, sick, bereavement, vacation, or leave without pay. (Appropriate Request for Leave forms should be initiated and submitted. See "**Leave.**")
- Handwritten changes or notations on a timecard should be approved and initialed by the supervisor.
- Authorization of Overtime forms must be completed and signed by immediate supervisor if more than 40 hours are worked in one week.
- The building administrator must sign all timecards prior to submitting to the District Office.

Timecards are due at the District Office by the payroll deadline given by the human resources/payroll department. Payroll deadlines will be communicated each month via email from the payroll department. If any employees does not receive this communication for any reason, it is the responsibility of the employee to inquire of the deadline from their building office or the payroll department. Failure to turn in your timecard to the payroll department by the deadline date may result in a delay of up to 7 days in receiving your paycheck.

## **Tobacco Use**

See *Policy GAOC*

The use of tobacco products by any person in any form is prohibited in any school building, owned, leased or rented by the district or in any school vehicle.

## **Travel/Training Expenses**

See *Policy GAN Travel Expenses*

See *Policy GCR Working Conditions*

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. Submit a Request for Leave form to the building administrator.

District-owned transportation must be requested and used. Request a district-owned vehicle by submitting the appropriate paperwork (USD 320 Bus/Van/Car Request) to the Operations Director. Employees must complete an application for approval to drive district transportation before they will be allowed to drive a district vehicle. If no district-owned vehicle is available, a personal vehicle may be used and mileage will be reimbursed at the rate established by the board of education, upon approval by the superintendent.

Employees using school vehicles are responsible for recording mileage on the provided log sheet and notifying the Operations Director of any concerns about the vehicle.

Hourly employees shall be compensated at their regular hourly rate for actual time in conference/workshop sessions (not including meal breaks). Compensation for travel time to and from the meetings shall also be paid when the session is outside the District. Transportation personnel driving overnight trips will be paid the appropriate hourly rate until 11:00 p.m. and beginning again at 7:00 a.m. the next morning.

All reimbursement claims for actual expenses must be substantiated by an original itemized cash receipt or paid invoice and submitted to the building administrator on a Request for Reimbursement form. Claims for authorized use of a personal car will be reimbursed at the current State reimbursement rate (January 2018 @ .545).

## **Uniform Allowance**

The custodial and maintenance staff are provided uniform shirts each year. USD 320 purchases or leases the shirts and the employee is responsible for laundering. The number of shirts provided is determined each year. The employee is required to wear a uniform shirt at all times when on duty. At the end of employment, the employee is required to return all current year uniform shirts to the USD 320 office.

## **Use of Private Vehicle**

See *Policy GAN Travel Expenses*

Contracted employees with job assignments in two or more attendance centers in the district shall be allowed reimbursement for actual miles traveled during the regular duty day when travel is authorized in their personal vehicle. Request for Reimbursement shall include travel dates, number of miles traveled, and signature of the employee and administrator/department head. This must be submitted for reimbursement on a monthly basis.

Employees may be authorized the use of a personal vehicle and reimbursement for mileage at such times a school vehicle is unavailable for travel to approved conferences, workshops, seminars or other approved meetings.

## **Vandalism**

See *Policy EBCA*

Employees shall report any vandalism to their immediate supervisor.

## **Violent Acts**

See *Policy EBC*

See “**Security.**”

## **Weapons**

Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.