



## Welcome Orientation



1. Welcome
2. Buddy Overview
  - a. Timeline \*60 days or until provisional evaluation is completed
  - b. Pay \$50.00 for being a buddy
  - c. Buddy Checklist
3. Handbook [https://resources.finalsite.net/images/v1658446499/turner/cknarviswoen7cxrkldv/22-23ClassifiedEmployeeHandbook\\_BOEapproved7-19-22.pdf](https://resources.finalsite.net/images/v1658446499/turner/cknarviswoen7cxrkldv/22-23ClassifiedEmployeeHandbook_BOEapproved7-19-22.pdf)
4. Frontline
  - a. Time and Attendance
    - i. Payroll
  - b. Absence Management
    - i. Long Term Leave needs
    - ii. Sick leave Pool
  - c. Professional Growth
  - d. Frontline Central
    - i. Extended Leave
5. Policy Sign Off
6. Benefits
  - a. Insurance Enrollment
  - b. 403b
  - c. Employee Assistance Program (EAP)
7. Workers Compensation
  - a. Accident Reporting
8. Kansas Public Employees Retirement System (KPERs)

## PROVISIONAL PERIOD FOR NEW EMPLOYEES

The purpose of the provisional period is to provide the supervisor and opportunity to observe a new employee's capabilities and gather additional background information. A new employee can be terminated at any time during the provisional period.

All employees are on the provisional period during the first sixty (60) days of their employment. Near the end of the sixty (60) day period, the employee will be formally evaluated. During this time the employee is ineligible for any leave benefits.

At the end of the provisional period, if the employee's performance is satisfactory, the employee will be placed on regular status. At this time the employee will be eligible for all leave benefits they have earned from the date of employment.

If it is apparent that the employee is not performing satisfactorily and if training or counseling has not resulted in sufficient progress, the employee may be terminated during the sixty (60) day provisional period without advance notice.

## Buddy Checklist

- **Take the new employee on a tour.** The first week is perfect for the tour. Show the new hire where the restrooms are located, where to find each department, the best place to park, the break room and the best local lunch spots to try out. This is a good time to make introductions to the team.
- **The unwritten rules.** Go over stuff you know will come up like your policy on Facebook at work or the best way to call in sick. Don't leave it to the employee to wonder.
- **Work with your supervisor** to add items to your list that are specific to your school or department.

### Week One and Two:

1. Conduct a general tour of your department/building and introductions.
2. Review schedule and work hours.
3. Review the position information and job description. \*Your supervisor will get the JD to you
4. Talk with the new employee about their job tasks and initial assignments.
5. Review crisis/emergency plans.
6. Check that equipment/property assigned to the employee is functioning and answer related questions.
7. Ensure the employee has met with key colleagues (secretary, department leads, etc.)
8. Invite the employee to connect with any district social media accounts. \*Lauren Aiello can help with this also
9. Help with logging into email, frontline, and accessing paychecks.
  - a) Where can they find a computer in your school/department
  - b) Who can help them if they need help?
10. Help them find the policy sign off in Frontline and then assist them.
  - a) Show how to locate and then review classified and department handbook and expectations.
  - b) Review evaluation. \*Paper copy is in the new hire packet
11. Explain paychecks and how to contact business office.

\*Touch base each day to ensure they are settling in.

### Month One:

1. Continue to provide regular feedback.
2. Ask for feedback from the employee.
3. Review what the past few weeks were like.
4. Review upcoming expectations.
5. Ensure the employee is on schedule with training and evaluation.

## SUPERINTENDENT - Dr. Jason Dandoy



Dr. Dandoy has served the Turner School District since 2006 in a number of different capacities. As Superintendent, Dr. Dandoy facilitates the Board of Education's vision of "Achieving Success by Expecting the Best from Everyone." He leads USD 202 Strategic Planning efforts and ensures school alignment with district goals.

Prior to serving as Superintendent, Dr. Dandoy served as a school principal, Director of Student Services, and Assistant Superintendent of Business and Public Relations. Dr. Dandoy earned a Ph.D. in Educational Leadership with a minor in Law and Public Administration from the University of Kansas. He holds a master's degree in Educational Administration from the University of Kansas and a bachelor's degree in Elementary Education from the University of Iowa.

## BOARD OF EDUCATION MEMBERS



**JOY BEERY**

Titles: Board of Education Member

Term Expires 2022

[beeryj2@turnerusd202.org](mailto:beeryj2@turnerusd202.org)



**BECKY BILLIGMEIER**

Titles: Board of Education Member

Term Expires 2024

[beckyb@turnerusd202.org](mailto:beckyb@turnerusd202.org)



**JEFF DAVIDSON**

Titles: Board of Education Member

Term Expires 2022

[davidsonje@turnerusd202.org](mailto:davidsonje@turnerusd202.org)



**BRYAN FISHBAUGH**

Titles: Board of Education Member

Term Expires 2024

[fishbaughb@turnerusd202.org](mailto:fishbaughb@turnerusd202.org)



**STEVE RUSSELL**

Titles: Board of Education

Vice-President

Term Expires 2022

[russells@turnerusd202.org](mailto:russells@turnerusd202.org)



**DANIEL SOPTIC**

Titles: Board of Education Member

Term Expires 2024

[sopticd@turnerusd202.org](mailto:sopticd@turnerusd202.org)



**THERESA TILLERY**

Titles: Board of Education President

Term Expires 2024

[tilleryt@turnerusd202.org](mailto:tilleryt@turnerusd202.org)



# Turner USD 202 Administrative Service Center

800 S. 55th St. Kansas City, KS 66106

288-4100 / Fax 288-3401

<b>Superintendent-Room 102</b>	<b>Fax 288-3401</b>
Jason Dandoy	4175
Melissa Pierce, Secretary	4161
<b>Student Services</b>	<b>Fax 288-4158</b>
<b>Assistant Superintendent</b>	
Joy Engel	4118
Lesa Kooken, Secretary- <b>Room 110</b>	4123
DeShonte Cobin, Data Systems Coord.- <b>Room 111</b>	4135
Ashley Copple, Early Literacy- <b>Room 207</b>	4197
Cammie Emberlin, Assessment- <b>Room 108</b>	4125
Ashlee Payne, Receptionist/Copy/Mail	4188
Marisol Villa, Homeless Liaison- <b>Room 108</b>	4106
Marisol Villa, Interpreter/Translator- <b>Room 108</b>	4120
<b>Administrative Services</b>	<b>Fax 288-4108</b>
<b>Executive Director</b>	
Lana Gerber- <b>Room 100</b>	4127
Molly Cumnickel, Secretary-Classified- <b>Room 101</b>	4102
Joyce Pack, Secretary-Certified- <b>Room 101</b>	4152
<b>Business Services</b>	<b>Fax 288-4164</b>
<b>Supervisor</b>	
Kristen Woodbury- <b>Room 209</b>	4185
<b>Accounting / Fax 288-4105</b>	
Tracy Von Der Bruegge, Secretary- <b>Room 210</b>	4132
Laura Castillo, Accounting- <b>Room 208</b>	4131
<b>Benefits / Fax 288-4138</b>	
Cindy Hand, Benefits- <b>Room 208</b>	4114
<b>Payroll / Fax 288-4138</b>	
Sarah Lawrence- <b>Room 208A</b>	4111
<b>Dean of Students, Jay Douglas-Room 211A</b>	4146
Johnny Brown, Truancy Coordinator- <b>Room 211</b>	4112
<b>Food Service-Room 201</b>	<b>Fax 288-4151</b>
<b>Opaa! Manager</b>	
Suzanne Alston	4143
Jessica Lucas, FS Assistant	4142
Megan Rabun, FS Coordinator	4141
<b>Custodian, James Carey 913-961-4752 (cell)</b>	<b>4119</b>
<b>Break Room-Room 107</b>	<b>4103</b>
<b>Copy / Mail Room-Room 103</b>	<b>4104</b>
<b>Technology</b>	
<b>Scott Keberlein, Tech Supervisor</b>	4162
Steven Bailey	3711
Junior Duenas	4171
Eric Fors II	4038
Therese Gallet	4169
Daniel Lee	4172
Jeff Ramsey	3417
Aaron Tillery	4173
<b>Frontline Coord, Molly Cumnickel</b>	<b>913-909-3448</b>

<b>All Call</b>	<b>3877</b>
<b>Director of Public Relations, Lauren Aiello</b>	
Luke Lee, Parent/Community Liaison- <b>Room 207</b>	4179
<b>Special Services</b>	<b>Fax 288-3480</b>
<b>Director</b>	
Deb Ayers-Geist- <b>Room 204A</b>	4183
Dianna Miller, Secretary- <b>Room 204</b>	4181
Gail Wiehe, MIS Clerk/Child Find- <b>Room 204</b>	4182
Trevor Addis, SPED Coordinator- <b>Room 203</b>	4184
Julie Meditz, SPED Coordinator- <b>Room 203</b>	4113
<b>SRAs</b>	<b>Fax 288-3301</b>
Keith Gray	3326
<b>Schools</b>	
<b>THS 2211 S. 55th St.</b>	<b>3300/Fax-3301</b>
Prin., Mark Farrar-3305	Eva Salas-3302
Athletic Department	3380
<b>TMS 1312 S. 55th St.</b>	<b>4000/Fax-4001</b>
Prin., William Weber-4005	Jill Kroh-4003
<b>TSGA 6425 Riverview</b>	<b>3800/Fax-3801</b>
Prin., Matthew Kennedy-3805	Tammy Wake-3803
<b>JU 2570 S. 42nd St.</b>	<b>3600/Fax-3601</b>
Prin., Christina Compton-3605	Nicole Walker-3602
<b>MT 3101 S. 51st St.</b>	<b>3500/Fax-3501</b>
Prin., Aron Attebery-3505	Michelle Facio-3502
<b>OG 5340 Oak Grove Rd.</b>	<b>3900/Fax 262-1869</b>
Prin., Jerome Brueggemann-3905	Rachel Salido-3906
<b>TE 1800 S. 55th St.</b>	<b>3400/Fax-3402</b>
Prin., Tara Hudson-3405	Shannon Schmitt-3403
<b>JSOC 2540 Junction Rd.</b>	<b>3690/Fax-3691</b>
Prin., Rena Duewel-3692	Michelle Cano-3690
<b>Turner Aquatic Center</b>	<b>3339 &amp; 3335</b>
<b>Turner Recreation, 287-2111</b>	<b>Fax 287-3111</b>
Inclement Weather Line-----913-340-7411	
Robert Spencer, Executive Director	
<b>Turner Community Library</b>	<b>596-1404</b>
<b>Facilities</b>	<b>Fax 287-3760</b>
Chris Crockett (Cell: 785-250-4590)	3721
Jerry Hershey	3725
Diane Thomas	3722
Mark Wright	3726
<b>Transportation 288-3700</b>	<b>Fax 287-5813</b>
Joe Peterson	3705
Tim Stark	3700
<b>Parents As Teachers</b>	<b>4197</b>
<b>Quest</b>	<b>3664</b>
<b>Turner/STEP Room</b>	<b>3678</b>
<b>ASC Room 202</b>	<b>4137</b>
<b>ASC Board Room 105</b>	<b>4107</b>

# Turner Classified Employee Evaluation System





## Turner Classified Employee Evaluation Procedure Overview



### New Classified Staff (in year one of employment)

#### 1. Performance Evaluation #1

- Supervisor/ evaluator completes performance evaluation document ( must be completed before the 60<sup>th</sup> day of employment)
- Supervisor/ evaluator schedules conference with classified staff member
- Conference is held and evaluation form is signed by both

#### 2. Documentation due to Human Resource Office

- Performance evaluation form sent to HR Office (within the first 60 days of employment)

**\*If classified staff member is hired after January 1, only one evaluation needs to be completed for their first year of employment (prior to their 60<sup>th</sup> day of employment)**

#### 3. Performance Evaluation #2

- Supervisor/ evaluator completes performance evaluation document

#### 4. Performance Evaluation Conference #2

- Supervisor/ evaluator schedules conference with classified staff member
- Conference is held and evaluation form is signed by both

#### 5. Documentation due to Human Resource Office

- Performance evaluation form sent to HR Office (prior to May 1)

### Classified Staff (returning staff members-employed more than one year)

#### 1. Performance Evaluation

- Supervisor/ evaluator completes performance evaluation document

#### 2. Performance Evaluation Conference

- Supervisor/ evaluator schedules conference with classified staff member
- Conference is held and evaluation form is signed by both

#### 3. Documentation due to Human Resource Office

- Performance evaluation form sent to HR Office (prior to May 1)





## Turner USD 202 Classified Employee Evaluation System

### *Standard 1: Knowledge, Skills, Quality and Quantity of Work*

Component	(1)=Needs Assistance	(2)=Basic	(3)=Proficient	(4)=Distinguished
<b>1a Background Knowledge Needed for Position</b>	The classified employee demonstrates little or no background knowledge needed for their current position.	The classified employee demonstrates the background knowledge at times, but the application of that knowledge is inconsistent.	The classified employee consistently demonstrates the recall of background knowledge during work activities.	The classified employee consistently demonstrates the recall of background knowledge, and supports other employees and teammates by sharing that knowledge.
<b>1b Work Judgments</b>	The classified employee demonstrates little or no skill with respect to work judgments.	The classified employee generally makes good work judgments, but at times demonstrates poor judgment.	The classified employee demonstrates good work judgment on a consistent basis.	The classified employee demonstrates outstanding work judgments on a consistent basis, and models a high skill level of decision making for other employees.
<b>1c Planning and Organization</b>	The classified employee demonstrates little or no planning with regard to their work duties.	The classified employee demonstrates some planning and organization, but is inconsistent.	Planning and organization are consistently apparent when observing the classified employee.	The classified employee consistently demonstrates high levels of planning and organization. Work is often seen as proactive versus reactive.
<b>1d Skill Level</b>	The classified employee demonstrates little or no skill in performing their assigned duties.	The classified employee demonstrates basic skill in performing their assigned duties, but is inconsistent.	The classified employee demonstrates a proficient skill level in performing their assigned duties on a consistent basis.	The classified employee consistently models excellent skill levels in performing their duties, and may be used to model those skills with other employees.
<b>1e Quality of Work</b>	The classified employee demonstrates little or no effort to produce quality work.	The classified employee demonstrates some effort to produce quality work, but does so inconsistently.	The classified employee demonstrates a proficient level of quality work production on a consistent basis.	The classified employee consistently produces quality work, and models this level of performance to other employees.
<b>1f Quantity of Acceptable Work</b>	The classified employee produces little or no acceptable work.	The classified employee inconsistently demonstrates reasonable volume of acceptable work.	The classified employee consistently demonstrates an acceptable volume of acceptable work.	The classified employee consistently demonstrates an acceptable volume of quality work. The classified employee regularly goes "above and beyond" with respect to the quantity and quality of their work.
<b>1g Meeting Deadlines</b>	The classified employee rarely meets work deadlines.	The classified employee meets work deadlines inconsistently.	The classified employee consistently meets work deadlines.	The classified employee meets work deadlines frequently in advance of supervisor's expectations.
<b>1h Creating an Environment of Respect and Rapport</b>	The classified employee does not contribute to an atmosphere of respect and rapport.	The classified employee's interactions with staff, students, and the community are a mix of negative and positive experiences.	The classified employee's interactions with staff, students, and community are consistently positive and respectful.	The classified employee's interactions with staff, students, and community are positive and respectful. The classified employee models this attribute to others.



## Turner USD 202 Classified Employee Evaluation System

### *Standard 2: Delivery of Service and Flexibility*

Component	(1)=Needs Assistance	(2)=Basic	(3)=Proficient	(4)=Distinguished
<b>2a Accepts Direction</b>	The classified employee frequently does not follow through and/ or support supervisor direction.	The classified employee accepts direction, but on an inconsistent basis.	The classified employee accepts direction on a consistent basis.	The classified employee not only accepts direction on a consistent basis, but also anticipates supervisor, department and/ or organizational needs and addresses those needs without prompting.
<b>2b Accepts Responsibilities</b>	The classified employee rarely accepts responsibility for their job duties and/ or team performance.	The classified employee inconsistently accepts responsibility for their job duties and/ or team performance.	The classified employee accepts responsibility for their job duties and/ or team performance.	The classified employee readily accepts responsibility and consistently demonstrates their support for the team.
<b>2c Accepts Change / Flexibility</b>	The classified employee struggles with change. This may include both anticipated and/ or unanticipated change. The classified employee does not demonstrate flexibility.	The classified employee, at times, accepts change, but at other times, appears to struggle with change in the work environment or the changes that normally occur with their position.	The classified employee consistently accepts change and regularly demonstrates flexibility as they adjust to changes in the workplace.	The classified employee consistently accepts change and deals with change effectively by demonstrating flexibility and ingenuity to adopt more efficient practices in the workplace.
<b>2d Collaboration</b>	The classified employee declines to collaborate with other staff on departmental projects and other work related activities.	The classified employee inconsistently collaborates with other staff when working on projects or other work related activities, and/ or when specifically asked to do so.	The classified employee consistently initiates collaboration with other staff to tackle projects and other work related activities without prompting.	The classified employee consistently initiates collaboration with other staff to tackle projects and other work related activities, and is knowledgeable about locating additional resources from outside the school/ district.
<b>2e Customer Service</b>	The classified employee demonstrates little if any effort to provide quality customer service.	The classified employee provides very basic customer service.	The classified employee regularly provides a proficient level of customer service.	The classified employee consistently models outstanding customer service skills.



## Turner USD 202 Classified Employee Evaluation System

### *Standard 3: Professional Appearance/ Behaviors*

Component	(1)=Needs Assistance	(2)=Basic	(3)=Proficient	(4)=Distinguished
<b>3a Observation of Work Hours and Attendance</b>	The classified employee does not observe scheduled work hours and/ or has poor attendance.	The classified employee does maintain the scheduled work hours, but attendance is inconsistent.	The classified employee consistently observes the scheduled work hours and maintains regular attendance.	The classified employee not only observes the scheduled work hours and maintains regular attendance, but often goes above and beyond supervisor's expectations.
<b>3b Grooming and Attire</b>	The classified employee does not arrive to work well groomed and/ or appropriately dressed for work.	The classified employee normally appears well groomed and appropriately dressed for work, but at times, this is an area that is inconsistent.	The classified employee consistently arrives to work well groomed and appropriately dressed.	The classified employee's grooming and attire is that of a model employee.
<b>3c Appearance of Work Site and Equipment</b>	The classified employee does not maintain a positive and/ or professional work site.	The classified employee is inconsistent about maintaining a positive and professional work site and/ or does not appropriately maintain their equipment.	The classified employee consistently maintains a positive and professional work site, including their equipment.	The classified employee consistently maintains a positive and professional work site including their equipment, is proactive in regularly scheduled maintenance, and encourages teammates and other staff to do the same.
<b>3d Knowledge of and Compliance with Rules</b>	The classified employee displays little or no knowledge or compliance of job related rules, laws, and /or other supervisor expectations.	The classified employee displays some knowledge and compliance of job related rules, laws, and/ or other supervisor expectations, but is inconsistent in applying the knowledge.	The classified employee regularly displays knowledge and compliance of job related rules, laws, and/ or other supervisor expectations.	The classified employee consistently displays knowledge and compliance of job related rules, laws, and/ or other supervisor expectations and could serve as a model for both their knowledge and skills with compliance to rules, law, and meeting expectations.
<b>3e Engaging in Professional Development</b>	The classified employee does not participate in job related professional development/ training.	The classified employee participates only in the professional development/ training required by the supervisor/ employer.	The classified employee consistently participates in professional development and training without prompting.	The classified employee regularly participates in professional development and training without prompting, and seeks out professional development and training opportunities of interest that betters the employee/ team.
<b>3f Demonstrating Professionalism</b>	The classified employee displays a lack of honesty in interactions with colleagues and violates the norms of confidentiality.	The classified employee is honest in interactions with colleagues and respects the norms of confidentiality.	The classified employee consistently displays a high level of honesty and integrity during interactions with colleagues and respects norms of confidentiality.	The classified employee can be counted on to hold the highest standards of honesty and integrity during interactions with colleagues and takes a leadership role with colleagues in respecting the norms of confidentiality.



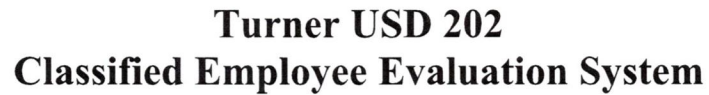


<b>Turner USD 202</b> <b>Classified Employee Evaluation System</b>
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NAME: \_\_\_\_\_

<b>Standard 1: <u>Knowledge, Skills, Quality and Quantity of Work</u></b>
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	(1)=Needs Assistance	(2)=Basic	(3)=Proficient	(4)=Distinguished
1a - Background Knowledge Needed for Position	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1b - Work Judgments	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1c - Planning and Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1d - Skill Level	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1e - Quality of Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1f - Quantity of Acceptable Work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1g - Meeting Deadlines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
1h - Creating an Environment of Respect and Rapport	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTE: Explain all ratings of 1 or 4</b>				
Comments:				



	(1)=Needs Assistance	(2)=Basic	(3)=Proficient	(4)=Distinguished
2a - Accepts Direction	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2b - Accepts Responsibilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2c - Accepts Change/ Flexibility	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2d - Collaboration	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2e - Customer Service	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTE: Explain all ratings of 1 or 4</b>				
Comments:				





## Turner USD 202 Classified Employee Evaluation System

### Standard 3: Professional Appearance/ Behaviors

	(1)=Needs Assistance	(2)=Basic	(3)=Proficient	(4)=Distinguished
3a - Observation of Work Hours and Attendance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3b - Grooming and Attire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3c - Appearance of Work Site and Equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3d - Knowledge of and Compliance with Rules	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3e - Engaging in Professional Development	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3f - Demonstrating Professionalism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>NOTE: Explain all ratings of 1 or 4</b>				
Comments:				

Signature indicates employee has reviewed this document and does not necessarily indicate agreement. Employee has 10 days from the date of signature to submit a written response to the Assistant Superintendent of Administrative Services.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor

\_\_\_\_\_  
Date

DATE: September 1, 2022

TO: Classified Employees

FROM: Lana Gerber  
Executive Director

SUBJECT: Open Enrollment for Classified Sick Leave Pool

**PLEASE DISREGARD THIS OPEN ENROLLMENT LETTER IF YOU HAVE EVER PREVIOUSLY DONATED A DAY (OR TWO)! DO NOT RETURN IF YOU ARE ALREADY A MEMBER OF THE SICK LEAVE POOL.**

OPEN ENROLLMENT PERIOD FOR THE CLASSIFIED SICK LEAVE POOL IS FROM SEPTEMBER 1, 2022 THROUGH OCTOBER 1, 2022. This is the only time during the 2022-2023 school year employees (other than new hires) will be allowed to join the Sick Leave Pool.

Details regarding the pool are on the reverse of this memo. Should you wish to join, please complete the enrollment form below and mail it to Human Resources no later than **Monday, October 3, 2022**. NOTE: **THIS OPEN ENROLLMENT PERIOD DOES NOT APPLY TO PERSONS NEWLY HIRED FOR THE 2022-2023 SCHOOL YEAR.**

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Leave Pool Authorization:

☐ Yes, I wish to participate in the Sick Leave Pool and authorize the transfer of **TWO (2)** of my leave days for the current school year to the Sick Leave Pool.

☐ No, I do not wish to participate in the Sick Leave Pool.

---

Employee's Printed Name

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Location

---

Employee's Signature

---

Date

**PLEASE RETURN THIS FORM TO THE HUMAN RESOURCES OFFICE BEFORE OCTOBER 3, 2022.**

## CLASSIFIED EMPLOYEE SICK LEAVE POOL

In the event of extended disability due to illness or injury to self or immediate family, a classified employee who has exhausted all sick leave may borrow a maximum of twenty (20) days (six [6] days for bus drivers) of sick leave per school year from a pool created for this purpose. This pool is established to provide assistance to classified employees in extraordinary circumstances. Only classified employees who are members are eligible to draw from the pool.

The pool must have at least 100 days at the beginning of each school year to operate. For each year thereafter when the pool has fewer than one-hundred (100) days each classified pool members wishing to continue in the pool must donate one (1) day to the pool. In any given year, if the demands for sick leave pool days deplete the pool to less than 20 days, then the members will be asked to donate one (1) additional day of sick leave immediately.

Each newly hired classified employee (permanent positions only) will be given the opportunity, during the 30 day probationary period, to join the pool by donating one (1) day of the sick leave days received in the school year they are employed.

A classified employee who opted not to join the pool when it began in the 1989-90 school year, or employees hired after the 1989-90 school year who opted not to join during their 30 day probationary period, may join by donating two (2) of their sick leave days from the ten (10), eleven (11), or twelve (12) days they receive at the beginning of each school year. This may be done only during the open enrollment period which will be posted in all school buildings at the beginning of each school year. If the employee does not join in the pool during this open enrollment period, he/she may not do so again until the next posted open enrollment period.

All classified employees who are members, or their designees, are eligible to make application for sick leave pool days. The "Sick Leave Pool Request" (Form No. 2) and instructions for completing the form may be obtained from any school building office. Application must be made, and a maximum of 20 days may be borrowed, within the school year in which an individual's accumulated sick leave days are depleted. The classified employee must be hospitalized and/or under the care of a medical doctor, osteopath or dentist. A statement from the treating medical doctor, osteopath or dentist is required recommending that the classified employee continue to be absent from work due to his/her health. Application is to be made to the sick leave pool committee chairman and a copy of the medical statement must accompany the application. The sick leave pool committee may require any additional documentation deemed necessary under the circumstances to substantiate a request for days from the pool. Second opinions must come from approved District medical doctor, osteopath or dentist. Any application for use of the pool may be denied by the sick leave pool committee. All decisions by the sick leave pool committee are considered final.

Upon return to full-time service, the classified employee must repay the pool for all borrowed days, at a rate not less than three (3) days (one [1] day per year for bus drivers) per year thereafter. If any employee retires, resigns or is terminated at any time after his/her return to service, an amount will be deducted from the employee's last check equal to their daily rate for those days not returned to the pool. However, if the nature of the illness or injury that required the employee to apply for sick leave pool days is such that the employee is unable to return to work, no repayment will be required.

After classified employees have joined the sick leave pool, they may not withdraw their days if they drop out of the pool. In addition, any days contributed to the pool by an individual employee shall remain in the pool at the time of termination of employment. Such days shall be transferred to a separate line account. In the event that an individual moves from a classified position to a certified position, day(s) donated to the classified sick leave pool shall remain in that pool. The individual will need to consider a decision to join the certified sick leave pool just as any new certified employee would.

The sick leave pool committee is to be established before the start of each new school year. The sick leave pool committee is to be made up of one (1) representative from the Custodians, one (1) representative from Maintenance, one (1) representative from Food Service, one (1) representative from the Secretarial/Clerical/Assistant staff, one (1) Director (on a rotating basis) and the Superintendent of Schools or designee. Members of the classified employee sick leave pool committee, with the exception of the Superintendent/Designee, must be participating sick leave pool members.

Criteria for awarding days from the sick leave pool will be membership in the sick leave pool, validated need, and an adequate balance of days (20 or more) remaining in the pool.

Approved by Classified Employee Sick Leave Pool Committee  
Effective: September 11, 1992  
Revised: July 5, 2011

## **SICK LEAVE POOL**

Prior to using sick leave pool days' employees must use paid leave in the following order: annual leave time, vacation time (if available), accumulated leave for illness (these days are subject to approval of the building administrator and should be requested at least two school days in advance of the proposed absence). The remaining accumulated leave days are to be used for illness as defined in this handbook. Sick Pool Leave days may be used for the purposes of (1) personal illness, (2) critical illness/death in employee's immediate family, or (3) eligible FMLA. Sick Leave Pool may be applied for once ALL paid leave (personal, vacation, accumulated sick) is exhausted.

In the event of extended or catastrophic disability due to illness or injury to self or immediate family, a classified employee who has exhausted all paid and vacation leave may borrow a maximum of twenty (20) days (six [6] days for bus drivers) of sick leave per school year from a pool created for this purpose. This pool is established to provide assistance to classified employees in extraordinary circumstances. Only classified employees who are members are eligible to draw from the pool.

The pool must have at least 100 days at the beginning of each school years to operate. For each year thereafter when the pool has fewer than one-hundred (100) days each classified pool members wishing to continue in the pool must donate one (1) day to the pool. In any given year, if the demands for sick leave pool days deplete the pool to less than 20 days, then the members will be asked to donate one (1) additional day of sick leave immediately.

Each newly hired classified employee (permanent positions only) will be given the opportunity, during the 60-day probationary period, to join the pool by donating one (1) day of the sick leave days received in the school year they are employed.

A classified employee who opted not to join the pool when it began in the 1989-90 school year, or employees hired after the 1989-90 school year who opted not to joint during their 30-day probationary period, may join by donating two (2) of their sick leave days from the ten (10), eleven (11), or twelve (12) days they receive at the beginning of each school year. This may be done only during the open enrollment period which will be posted in all school buildings at the

From Classified Employee Handbook at this link found on TUSD website  
[https://resources.finalsite.net/images/v1658446499/turner/cknarviswocn7cxrkldv/22-23ClassifiedEmployeeHandbook\\_BOEapproved7-19-22.pdf](https://resources.finalsite.net/images/v1658446499/turner/cknarviswocn7cxrkldv/22-23ClassifiedEmployeeHandbook_BOEapproved7-19-22.pdf)

beginning of each school year. If the employee does not join in the pool during this open enrollment period, he/she may not do so again until the next posted open enrollment period. All classified employees who are members, or their designees, are eligible to make application for sick leave pool days. The "Sick Leave Pool Request" (Form No. 4E) and instructions for completing the form may be obtained from any school building office. Application must be made, and a maximum of 20 days (6 days for bus drivers) may be borrowed, within the school year in which ALL (annual, vacation, sick accumulated) paid leave days are depleted. The classified employee or family member for whom application is made must be critically ill, hospitalized, and/or under the care of a health care provider as defined by the Family Medical Leave Act. Under FMLA, "eligible employees" may take leave for, among other reasons, their own serious health conditions that make them unable to perform the essential functions of their position, or to care for immediate family members (i.e., spouse, child, or parent) with serious health conditions. Section 101(11) of FMLA defines serious health condition as "an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider." medical doctor, physician assistant, osteopath or dentist. Documentation from the treating healthcare professional provider(s) is required, recommending the classified employee be absent from work due to their healthcare or the healthcare for their family member as defined in this handbook. A statement from the treating medical doctor, physician assistant, osteopath or dentist is required recommending the classified employee or family member to be absent from work due to their health.

Application is to be made to the Office of Human Resources and a copy of the medical statement must accompany the application. The sick leave pool committee may require any additional documentation deemed necessary under the circumstances to substantiate a request for days from the pool. Second opinions must come from approved District medical doctor, osteopath or dentist. Any application for use of the pool may be denied approved by majority vote of the Sick Leave Committee.



From Classified Employee Handbook at this link found on TUSD website  
[https://resources.finalsite.net/images/v1658446499/turner/cknarviswocn7cxrkldv/22-23ClassifiedEmployeeHandbook\\_BOEapproved7-19-22.pdf](https://resources.finalsite.net/images/v1658446499/turner/cknarviswocn7cxrkldv/22-23ClassifiedEmployeeHandbook_BOEapproved7-19-22.pdf)

Upon return to full-time service, the classified employee must repay the pool for all borrowed days, at a rate not less than three (3) days per year (one [1] day per year for bus drivers) thereafter. If any employee retires, resigns or is terminated at any time after their return to service, an amount will be deducted from the employee's last check equal to their daily rate for those days not returned to the pool. However, if the nature of the illness or injury that required the employee to apply for sick leave pool days is such that the employee is unable to return to work, no repayment will be required.

After classified employees have joined the sick leave pool, they may not withdraw their days if they drop out of the pool. In addition, any days contributed to the pool by an individual employee shall remain in the pool at the time of termination of employment. Such days shall be transferred to a separate line account. In the event that an individual move from a classified position to a certified position, day(s) donated to the classified sick leave pool shall remain in that pool. The individual will need to consider a decision to join the certified sick leave pool just as any new certified employee would.

The sick leave pool committee is to be established before the start of each new school year. The sick leave pool committee is to be made up of five representatives: one (1) from the Custodians, one (1) from Facilities/ Grounds, one (1) from Food Service, one (1) from the Secretarial/Clerical/Assistant staff,) and one (1) Superintendent of Schools or designee.

Members of the classified employee sick leave pool committee, with the exception of the Superintendent/Designee, must be participating sick leave pool members.

Criteria for awarding days from the sick leave pool will be membership in the sick leave pool, validated need, and an adequate balance of days (20 or more) remaining in the pool. Any application for use of the pool may be denied approved by majority vote of the Sick Leave Committee.

## **WORKERS COMPENSATION**

Turner USD 202 carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for medical treatments and part of any income an employee may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. If an employee is injured, he/she should report the injury to their supervisor immediately or not later than 24 hours after it occurs. To be assured of maximum coverage under the worker's compensation law, the employee must notify the employer within 20 days of the date of injury or the claim is barred. It is mandatory that the following forms be completed for every accident/injury that occurs: Employer's Report of Accident; Report by Injured Employee; KASB Supervisor's Accident Investigation Report. In addition, the Report by Eyewitness needs to be completed when applicable. The Business Office will send required information to the Workers Compensation carrier and maintain records of any following action. Policy GAOE Worker Compensation.

### **KANSAS WORKERS COMPENSATION SOCIAL AND RECREATIONAL ACT**

The current Kansas Workers Compensation Statutes define compensable injuries as those "Arising out of and in the course of employment." This may exclude injuries that arise from natural aging process, normal activities of daily living, neutral risks, personal risks, idiopathic causes or non-mandatory social/recreational events that do not arise out of and in the course of employment. This shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer. K.S.A. 44-508. (See Policy GAOE)

### **WORK RELATED INJURIES**

Whenever an employee is absent from work and is receiving Workers Compensation benefits due to a work-related injury, the employee may use available paid sick leave or vacation time to supplement the Workers Compensation. In no event shall the employee be entitled to an amount in excess of their full salary. No matter how insignificant an injury may seem at the time of occurrence, employees must notify their immediate supervisor or the Business Office immediately of any work-incurred injury. Appropriate forms must be completed and submitted to the Business Office in a timely manner. 27 The Board shall have the right to have the employee examined by a physician designated by the Board for the purpose of establishing the length of time the employee may be absent, and the Board shall base its decision on the physician's professional opinion. When reasonable suspicion exists, drug testing may be required. (See Policy GAOE)