

2023-2024
Classified Personnel
Handbook

Unified School District #385
Andover, KS



POLICY DISCLAIMER

Board of Education policies are regularly reviewed and revised. Any policy reference contained in this Handbook is accurate as of the approval date. Should policies change, the most recently adopted policy of the Board of Education will be followed regardless of what is printed in this handbook. Should any language in this Handbook conflict with adopted policy, board policy retains authority.

NOTICE OF NON-DISCRIMINATION

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Handbook for Classified Employees

Introduction

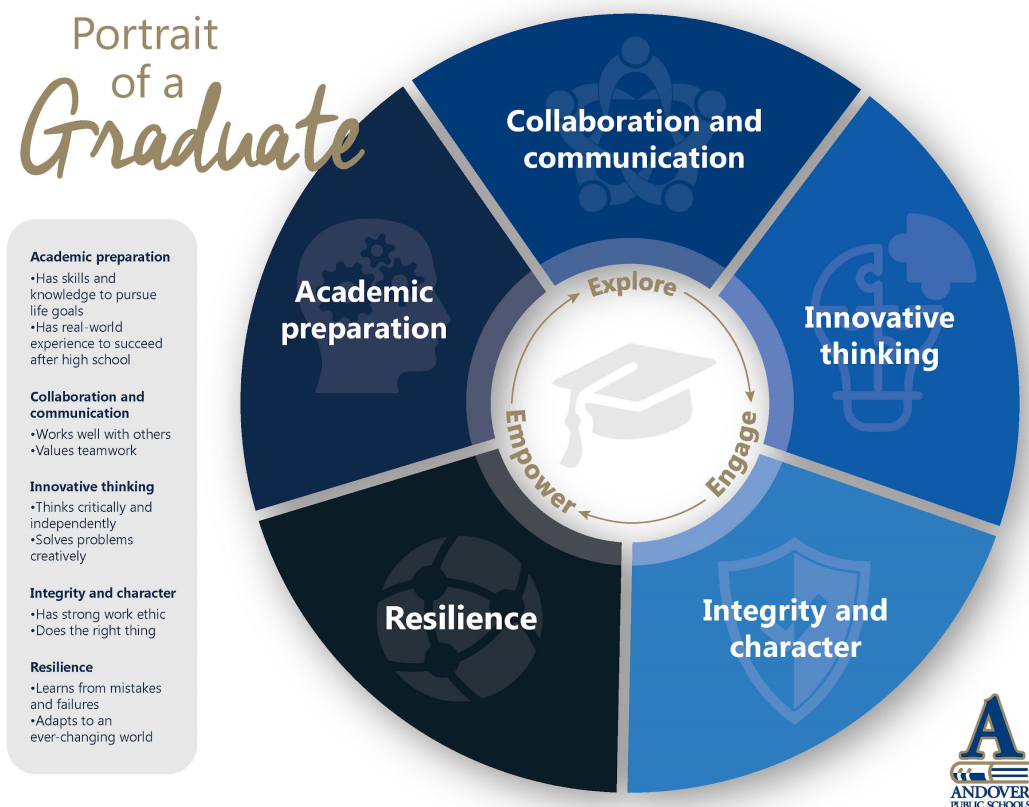
Purpose

This handbook was prepared to provide, in written form, USD #385 policies, procedures, and practices which pertain to classified employees. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make the decisions that establish USD #385 policies. The execution of these policies is the responsibility of each employee. The Board Policy manual is available online.

A spirit of cooperation is expected and open communication is encouraged of all employees in the daily performance of their duties. In the accomplishment of their job assignments, employees should promote and enhance an orderly, functional, and effective school organization. This handbook is not an employee contract. Further, this handbook is not incorporated in, or made a part of, any employee contract.

The Mission of USD #385

Andover Public Schools prepares learners for a changing world by creating meaningful educational opportunities that equip and empower students to lead successful and fulfilling lives.



Section I: *Definition of Personnel*

USD #385 classified personnel shall include all maintenance, custodial, food service, secretarial, district aide, and administrative assistant positions.

Note: a classified employee's time shall be calculated in relation to an eight (8) hour day.

Glossary of Terms for Classified Personnel

Full-Time Position (12 month):	A full-time classified employee works 12 months.
Part-Time Position (less than 12 months):	A part-time classified employee works a designated number of hours a day and fewer than 12 months.
11-month Employee	An employee who is scheduled to work at least 46 weeks a year but less than 52 weeks a year.
10-month Employee	An employee who is scheduled to work at least 42 weeks a year but less than 46 weeks a year.
9-month Employee	An employee who is scheduled to work at least 38 weeks a year but less than 42 weeks a year.
Contracted Position:	A contracted employee is one who has been issued a written contract for terms of employment, whether it is full-time or part-time.
Temporary Position:	A temporary position may be full-time or part-time and is a nonrecurring position normally not of more than ninety (90) days duration. This position is a substitute or temporary replacement situation for another employee. This position is not eligible for fringe benefits.
Seasonal Position:	A seasonal position is a job of less than six (6) months continuous duration which may occur on a regular time cycle. This position is not eligible for fringe benefits.
Overtime:	Overtime hours are those worked in excess of forty (40) hours a week. All overtime must be approved in advance by the appropriate employee's immediate supervisor.
Work Week:	The work week for the district shall begin on Monday and end the following Sunday.

Section II: *Employment*

USD #385 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 laws and board policies GAAA, GAAC, and GAACA. Consideration for full-time, part-time, and seasonal employment will be based only on those factors which directly affect the applicant's ability to perform the job that would not conflict with any applicable federal or state law.

Classified Work Agreement and Salary Information Sheet

All classified employees will be issued a work agreement and salary information sheet for the specified school year. This arrangement is extended at the Board's option and can be terminated by the Board at any time. Classified employees shall be paid according to federal wage and hour laws at a rate established by the Board of Education.

CPR & First Aid Certification

USD 385 Andover Public School personnel who are responsible for coaching at the middle and high school levels must hold current and valid certification cards for CPR and First Aid training **prior to any practice participation**. It is the building administrator's responsibility to ensure that all of the above listed personnel are properly certified.

The district will reimburse up to \$25.00 for CPR and First Aid training for certifications obtained outside of the district. Certification cards and receipt of payment must be submitted to the building administrator prior to reimbursement.

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.

Orientation

All new classified employees shall receive an orientation as designed by the supervisor and shall be given access to this handbook.

Physical Health Examination

As a condition to entering employment, new employees are required to have a routine physical examination. A routine physical is defined per the "Report of Physical Examination" form. The required physical form and letter to the physician may be obtained at the District Office. The employee must present a district-approved form to the clerk that states "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. If at any time there is a reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-6266).

The expense of obtaining the initial certificate of health will be the responsibility of the employee. The Board of Education will reimburse the employee up to \$30.00 with submission of the designated physician's billing statement and after 30 working days of employment.

Positions

USD #385 will hire classified personnel as the needs of the district dictate. Full-time (12-month) classified employees will generally be employed by the Board from July 1 through June 30, but will be subject to varying duty days contingent upon terms of employment. Only in emergencies, and with the superintendent's approval, will spouses be assigned to work in the same building or location.

Qualifications and Duties

Comprehensive job descriptions for each classified employee category are available with the supervisor.

Recruitment

The district will recruit classified personnel to fill existing or proposed vacancies. Vacancy announcements for open jobs will be posted. Candidates for positions will be screened and those with the best qualifications will be interviewed by the respective supervisors/directors or appropriate administrative staff. Following the interviews, a recommendation will be made to the board. All current staff members who would like to be considered for vacancies or transfers shall apply online. All such requests will be handled in the same manner as outside applications.

Required Employment Documentation

Each employee must have the following records/forms on file in the District Office before the first day of employment:

- Application for employment
- KPERS Enrollment form – if employee is eligible
- K-4 withholding allowance certificate (State)
- W-4 withholding allowance certificate (Federal)
- Oath of Affirmation of Office or Employee form
- Certificate of Health for School Personnel form
- Immigration and Naturalization Services form
- Social Security Number
- Driver's license and/or driving record – if required for the position
- Background Check form

Any name, address, or telephone changes must be updated in the employee portal as soon as possible after a change has occurred.

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the district personnel designee. Employees have the right to inspect their files during regular business hours upon proper notification and under the supervision of an administrator.

Electronic Timekeeping

Time & Attendance (formerly Veritime), an electronic timekeeping system, is used to track hours worked. The use of Time & Attendance is required for all hourly positions.

Falsification of records for time worked is justification for termination.

Section III: *Benefits & Compensation*

Activity Passes

The Board shall provide each classified employee with a pass to district-sponsored activities with the exception of Trojan Night, Rumble in the Jungle, KSHSAA events, and events having restricted seating. The employee's identification badge will serve as this pass and will be required to be shown for admittance.

Annuity Plan

All classified employees may be eligible to participate in a "tax sheltered" annuity plan. Employees are responsible for informing their annuity companies and the payroll office of changes in their annuity plans. The change will become effective after all paperwork is completed.

Committee Pay

Classified employees serving on paid committees will be compensated at their normal hourly rate of pay.

Direct Deposit

Direct Deposit payroll is provided for all employees at any participating banking institution of their choice. An enrollment form must be obtained at the District Office.

Employee Assistance Program (Guardian Integrated Behavioral Health)

The Board provides an employee assistance program. For information about the program, contact your immediate supervisor or District Office.

Employee Breaks

All classified personnel are allowed a break if their regular daily schedule calls for more than four (4) hours of continuous work. Breaks are limited to fifteen (15) minutes in length and may not be accumulated or added to lunch or dinner hours. A maximum of one break may be taken per day.

Family Medical Leave

(Reference Board Policy [GARI](#) and accompanying plan)

District employees shall be provided family and medical leave, including all family military leave provisions, as provided by a plan approved by the board and required by current federal law and regulations.

Federal law provides that employees who have been employed for at least 12 months and have been employed in a position that requires at least 1,250 hours per year are entitled to use 12 work weeks of leave during a 12-month period from the first day leave was taken for qualifying circumstances.

Qualifying circumstances included:

1. The birth of a child or placement of a child with you for adoption or foster care and care of the child upon birth of placement in your home;
2. Caring for family members with a serious health condition; or
3. Your own serious health condition that makes you unable to perform the functions of your position.

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for: any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; or the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for caring for a covered servicemember reason only, entitled to a combined total of 26 work weeks of leave during a 12 month period.

All leave will require medical certification.

Leave will be documented using the "Rolling Year" method. The 12-month period is measured backward from the date an employee uses any FMLA leave. Each time the employee takes FMLA leave, the amount of leave available would equal the difference between any leave already used in the immediately preceding 12 months and the full allotment of 12 weeks.

Health Insurance Plan

The board shall contribute \$450 per month (employee taking single coverage), \$600 per month (employee taking employee plus children or spouse), or \$750 per month (employee taking the employee plus family plan) toward the district health insurance plan for each employee who normally works at least thirty (30) hours per week if enrolled in the plan. The qualifying hours for this benefit may be reduced for special circumstances as determined by the Superintendent. An eligible employee having a group health plan through another source may receive a cash benefit in the amount of \$120 per month for the covered time period of nine months in lieu of the health insurance provided proof of insurance is submitted to the district.

Holidays

Employees working a minimum of 20 hours per week will qualify for holiday pay.

When the holiday falls on a weekend day, the district will designate an alternate date. Holiday pay will be paid only if the employee works the full scheduled day before and the day after a holiday unless the employee is on approved vacation leave, personal leave, or absent due to illness that is verified and approved by the immediate supervisor. The scheduled vacation must be made 2 weeks in advance and must be approved by the immediate supervisor.

Full-time (12 month) employees with a work agreement of at least 4 hours on a daily basis will be paid for the following holidays:

Independence Day (Fourth of July)

Labor Day

Thanksgiving (3 days)

Christmas (5 days)

New Year's Day

Dr. Martin Luther King, Jr. Day

Spring Break (2 days)

Memorial Day

Classified employees working on less than 12-month agreements, including food service personnel, administrative assistants/secretaries, aides, and combinations of these positions will receive pay based on their work agreement for the following holidays:

Labor Day
Thanksgiving (2 days)
Christmas Day (3 days)
New Year's Day
Dr. Martin Luther King, Jr. Day
Spring Break (1 day)
Memorial Day

Jury Duty

Employees of the school district shall be excused for jury or compelled witness duty with no jeopardy to their employment. Under this arrangement, the employee may keep the compensation for jury or witness duty performed, and the employee must submit a copy of the compensation stub to the payroll department. This amount will be deducted from the employee's pay.

Kansas Public Employees Retirement System (KPERs)

Classified employees who work for the district 630 hours or more per year will be required to be members of the Kansas Public Employees Retirement System (KPERs). Complete information concerning this program is available at the District Office. A portion of the employee's gross wage is withheld from each pay period for KPERs as defined in the KPERs Membership Guide.

Leaves and Absences

Employees have an option of receiving compensation for unused sick/personal days earned at the end of the school year to be paid based on the employee's hourly rate and work day according to the following classifications:

- ***9-month employees receive 9 days (includes 4 personal days)***
- ***10-month employees receive 10 days (includes 4 personal days)***
- ***11-month employees receive 10 days (includes 5 personal days)***
- ***12-month employees receive 11 days (including 5 personal days)***

OR

- ***Employees may deposit unused days into their personal Accumulated Leave Bank up to a maximum of 100 days.***

Eligibility status is defined as consistently working at least 30 hours per work week. Sick leave accrues at the rate of one day per month of work with adjustments being made at the end of the year to comply with the above schedules.

Full-time employees, who work less than six months prior to July 1st, shall accumulate sick leave one day for every five weeks until the fiscal year ends after their anniversary hire date.

Full-time employees, who work more than six months but less than one year prior to July 1st, shall

accumulate sick leave one day for every five weeks until fiscal year end. On July 1st, a full-time, 12 month employee will receive eleven (11) days of annual leave.

All vacation and personal leave must be approved by the immediate supervisor and should be requested in advance of the dates to be absent by the employee. Employees should always notify their immediate supervisor when they will not be able to report to work as assigned.

Employees who are absent from work during a regularly scheduled work day, will be expected to claim that day as vacation, personal, or, if appropriate, sick leave. Exceptions to this will result in the time missed being a non-paid day and must be approved in advance by the immediate supervisor.

Sick leave may be used for physical illness, injury, or a condition of the individual employee during the time the employee is hospitalized and/or under the care of a physician. Sick leave may also be used for critical illness, disability, or death in one’s immediate family. The illness or disability shall require the family member to be hospitalized and/or under the care of a physician. Immediate family shall be defined to include spouse, children, father, mother, father-in-law, mother-in-law, grandparents, grandchildren, brother or sister.

For probationary employees (first 90 days of employment): No paid leave is available during the probationary period with rare exceptions authorized by the superintendent. Leave that would normally accrue during the probationary period will be available after 90 days.

Upon retirement, or resignation in good standing, employees who have been with the district for more than a year will be reimbursed for unused sick and personal leave days at a rate of 33% of their daily rate. While leave is “front loaded” for convenience at the beginning of the fiscal year (or following probationary period), employees can only use what would have naturally accrued prior to resignation/termination. In the event leave taken exceeds leave earned, the final paycheck may be reduced by the corresponding amount.

Longevity Pay

Longevity pay will be granted, based on the anniversary date of total years of employment in USD 385, even if the employee’s job status (full-time/part-time) changes, after completing the years of service per the following schedule:

Longevity Pay Schedule

<i>Complete Years of Service</i>	<i>Longevity Pay</i>
<i>3 years</i>	<i>1.5% base (one time payment)</i>
<i>6 years</i>	<i>\$.15/hour</i>
<i>9 years</i>	<i>3.0% base (one time payment)</i>
<i>12 years</i>	<i>\$.30/hour</i>
<i>16 years</i>	<i>4.0% base (one time payment)</i>
<i>20 years</i>	<i>\$.40/hour</i>

25 years	6.0 % base (one time payment)
30 years	\$.50 per hour
35 years	8.0% base (one-time payment)

Longevity pay is compensation in addition to BOE wage adjustments.

Example: Employee’s base \$21,000, full-time status, rate \$10.10/hr.

3 years = \$21,000 x .015% = \$315.00

6 years = \$10.10 + \$.15 = \$10.25

If an employee resigns and is rehired at a later date, only completed years of service for the initial stint of employment are used for longevity calculation. Upon rehire, the new date of hire becomes the anniversary date of employment for longevity purposes.

Overtime

District personnel who work more than forty (40) hours per week will be compensated for those hours worked at 1 - 1/2 times the regular hourly rate and with the following in consideration in calculating overtime hours:

- Overtime rules do not apply to those employees who are considered “exempt” from overtime according to the Fair Labor Standards Act.
- All overtime hours shall have prior approval of the supervisor.
- All approved overtime shall be recorded on the Time & Attendance system.
 - A holiday is considered as time worked if it falls within the defined work week.
 - Sick leave is NOT considered as time worked. Pay will be given for sick leave when the employee is eligible. Overtime will not be paid if there is sick leave during the defined work week unless there is a continuous 40 hours worked.
 - Vacation is NOT considered as time worked. Pay will be given for vacation when the employee is eligible. Overtime will not be paid if there is vacation during the defined work week unless there is a continuous 40 hours worked.

Payroll Check Distribution Calendar

Andover Public Schools does not issue paper checks or paper check stubs. To review your payroll information, you will need to create an account in the Employee Portal. Instructions are available at USD 385 District Office. Direct Deposit is available or a Pay Card will be issued. Pay will be loaded onto your Pay Card on each scheduled pay date.

Payroll for classified employees will be issued on or close to the 15th and last day of the month.

Personal Accumulated Leave

Employees are allowed to accumulate unused leave days, excluding vacation days, up to a maximum of 100 days. Upon retirement, or resignation in good standing, employees who have been with the district for more than a year will be reimbursed for accumulated days, including unused sick and personal leave days from the current year’s allocation, at a rate of 33% of their daily rate.

Guidelines for using accumulated leave days:

1. Employees may only draw days from their personal accumulated leave.
2. Days in the bank at the end of a plan year will be carried over to the succeeding year.
3. The employee must have used all of his/her current sick and personal leave to be able to use days from their Personal Accumulated Leave.
4. Days from the accumulated leave may be used for illness of the employee, the extended illness of a member of the immediate family, or a maximum of three days for bereavement. (Immediate family includes the employee's spouse, children, sibling, parents, grandchildren, grandparents, spouse's sibling and spouse's parents.)
5. The maximum number of days an employee may normally draw from the accumulated leave is twenty (20) per year except for emergencies in which case additional days may be approved by the superintendent of his/her designee.

Return to Work

Any employee who is off work due to surgery or hospitalization or off more than five days due to illness, shall be required to provide the District Office with a written doctor's release before the employee is allowed to return to work.

403(b) Salary Reduction Plan

District employees may participate in a salary reduction plan.

School Closings

In the event schools are closed for weather or other reasons during a normal working day, employees scheduled to work will be excused for the day and paid for their scheduled hours. Employees required to be in attendance (i.e. maintenance/custodial staff for snow removal and treating sidewalks) may be paid double their hourly rate as approved by the superintendent. The superintendent will designate which employees are required to attend based upon the needs of the district.

Section 125 Cafeteria Plan

Eligible employees may participate in the IRS Code Section 125 Cafeteria Fringe Benefit Program. The major advantage of the IRS approved cafeteria plan is that payroll deduction amounts for insurance premiums are not subject to income taxes. However, the IRS requires that the plan follow certain rules to qualify for the tax advantage. Details pertaining to the cafeteria plan are available in the District Office.

Training Workshops, Professional Learning, and Travel Expenses

Classified employees may be permitted to attend various workshops and training sessions. All classified employees are expected to attend professional learning and workshops that are scheduled at various times before school starts and throughout the year and will be paid for attending accordingly.

When classified personnel are required to be out-of-town on district business, an employee shall be compensated in the following manner:

Regular or overtime pay as appropriate for time away from USD 385 less:

- Eight (8) hours for sleep when overnight

- Reasonable time for meals (normally one hour per meal)
- Time used exclusively for pleasure or personal business

Note: Reimbursement for use of an automobile driven to and from the location of a professional activity will be paid for at a rate established by the Board.

Unemployment Compensation

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

Vacations

New employees on a twelve-month status will receive two weeks paid vacation to be earned the first year as follows:

****One (1) day after the first 90 days of employment and then one (1) day per month for each month thereafter for the first year.***

Employment Months/Days Earned

1 month	0 days		7 months	5 days
2 months	0 days		8 months	6 days
3 months	1 day*		9 months	7 days
4 months	2 days		10 months	8 days
5 months	3 days		11 months	9 days
6 months	4 days		12 months	10 days (2 weeks)

New employees must take their earned vacation within a 15-month period based on anniversary date after the 90-day probationary period or forfeited. Vacation granted is an employee benefit and all full-time employees with current year vacation must “use it” prior to June 30 unless an extension is approved by the superintendent or any unused vacation is forfeited. A supervisor may block specific weeks during which vacation is discouraged due to the seasonality of the workload. Such employees who have served less than one year and more than six months prior to July 1, shall have their prorated share of the two weeks vacation. Employees hired on the basis of 11 months or less will not receive paid vacation time. Classified employees who have been eligible for vacation for five or more continuous years will receive an additional week and/or days paid vacation as follows. Years are defined as a school fiscal year of July 1 through June 30.

**** A full-time 12-month employee completing the sixth (6th) year of employment will earn additional days of vacation based on the following schedule. Earned day(s) will be granted upon the anniversary date of employment:***

6 years	11 days		11 years	16 days
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<i>7 years</i>	<i>12 days</i>		<i>12 years</i>	<i>17 days</i>
<i>8 years</i>	<i>13 days</i>		<i>13 years</i>	<i>18 days</i>
<i>9 years</i>	<i>14 days</i>		<i>14 years</i>	<i>19 days</i>
<i>10 years</i>	<i>15 days (3 weeks)</i>		<i>15 years</i>	<i>20 days</i>

Upon retirement, or resignation in good standing, employees who have been with the district for more than a year will be reimbursed for unused vacation at their daily rate.

Workers' Compensation

The Board shall provide workers' compensation coverage for all employees according to current statute and board policy (GAOE). Employees must notify the employer within 20 days of an accident or the claim may be barred. Employees leaving work for follow-up appointments and/or physical therapy will be required to use leave for any time lost. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

Social and Recreational Activities (K.S.A. 44-508(f)(3)(C))

“The words, ‘arising out of and in the course of employment’ as used in the workers compensation act 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.”

Section IV: General Information and Board Policies

Absences

It is the employee’s responsibility to notify his/her immediate supervisor when he/she is absent or will be late to work. When possible, this notification should occur prior to the time the employee normally reports to work. Absences are to be entered into the Absence Management system (formerly Aesop) no less than one hour prior to the start of shift. Absences requiring prior approval must be entered well in advance of the absence.

Accidents, On-the-Job Injury

If an accidental injury to an employee arises out of and in the course of employment, a claim based upon such injury may be compensable. If an employee is injured on the job, the supervisor should be contacted immediately, and a report made.

Advertising & Promotion in Schools

Advertising in the Schools (JKA, KI): Individuals or groups not affiliated with the school system that desire to distribute or post materials on school district property must first receive permission of the building principal. All material must be submitted to the principal of the attendance center involved in distribution or posting. The principal shall be responsible for evaluating and approving all materials before the materials are distributed or posted. The principal may consult other appropriate staff members for their input. The material shall be evaluated for educational value, service to the

community and time expended by the instructional staff for distributing and retrieving material. The superintendent shall be consulted in any cases that the principal deems may be a problem.

Political Activities (GAHB): Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Solicitation-Students (JK): Commercial firms shall not be permitted to solicit students during school hours or on school property without prior approval of the administration. Solicitations by students of students during school hours and on school property shall be done only when they are related to school-sponsored activities. All student sales projects shall require the principal's prior approval.

Solicitation-Staff Members (GAI): All persons seeking to sell, solicit, or display an item relating directly to expenditures of district funds to any school employee on school premises must first secure permission from the building principal or superintendent, before any appointment is made with the vendor.

Solicitation of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities is prohibited.

Solicitation of staff members by any vendor, student, or other district employee or patron during normal school hours is prohibited unless permission is granted by the employee's supervisor (e.g. selling products in the teachers' lounge, selling real estate, selling crafts, etc.).

No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

Assignment and Transfer

The board reserves the right to assign, reassign, or transfer all classified employees. Classified personnel assignments shall be made by the superintendent after consideration of the personnel and positions involved. Any employee may be conditionally transferred at any time to a new location or position at the discretion of the superintendent. The Board shall have the opportunity to approve the transfer at its next regular meeting.

Attendance Policy

Punctual and regular attendance is an essential responsibility of each employee at Andover Public Schools. Employees are expected to report to work as scheduled, on time and prepared to start working. Employees also are expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

This policy does not apply to absences covered by the Family and Medical Leave Act (FMLA) or leave provided as a reasonable accommodation under the Americans with Disabilities Act (ADA). These exceptions are described in separate policies.

Absence. "Absence" is defined as the failure of an employee to report for work when he or she is scheduled to work. The two types of absences are defined below:

- *Excused absence* occurs when all the following conditions are met:

- The employee provides to his or her supervisor sufficient notice at least 48 hours in advance of the absence.
 - The absence request is approved in advance by the employee's supervisor.
 - The employee has sufficient accrued paid time off (PTO) to cover the absence.
- *Unexcused absence* occurs when any of the above conditions are not met. If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor no later than the employee's scheduled starting time on that same day. If the employee is unable to call, he or she must have someone make the call.

An unexcused absence counts as one occurrence for the purposes of discipline under this policy.

Employees with three or more consecutive days of excused absences *because of illness or injury* must give Andover Public Schools proof of physician's care and a fitness for duty release prior to returning to work.

Employees must take earned PTO for every absence unless otherwise allowed by district policy (e.g., leave of absence, jury duty, etc.).

Tardiness and Early Departures. Employees are expected to report to work and return from scheduled breaks on time. If employees cannot report to work as scheduled, they must notify their supervisor no later than their regular starting time. This notification does not excuse the tardiness but simply notifies the supervisor that a schedule change may be necessary.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Tardiness and early departures are each one-half an occurrence for the purpose of discipline under this policy.

Disciplinary Action. Excessive absenteeism is defined as two or more occurrences of unexcused absence in a 30-day period and will result in disciplinary action. Eight occurrences of unexcused absence in a 12-month period are considered grounds for termination.

Job Abandonment. Any employee who fails to report to work for a period of three days or more without notifying his or her supervisor will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Bloodborne Pathogens

(Reference Board Policy [GARA](#))

As mandated by law, USD #385 has a policy concerning Bloodborne Pathogens.

Drug and Alcohol Testing

(Reference Board Policy [GAOD](#))

USD #385 Board of Education has a policy pertaining to drug and alcohol testing for employees who transport students or operate any district vehicle.

Complaints

(Reference Board Policy [GAAB/GAE](#))

The district is committed to maintaining a working and learning environment free from discrimination,

insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Insubordination

Employees are expected to adhere to their immediate supervisor's requests and directions providing such requests are within the normal range of expectations for an employee's job function. Failure to adhere to directives of a supervisor will be reason for disciplinary action up to and including a recommendation for termination.

Personnel Evaluation

The district shall maintain a formal performance evaluation plan for all classified employees. Following the first ninety (90) days on the job, an additional time in the first year of employment, and at least once a year thereafter, employees will be evaluated by the immediate supervisor. A \$.25/hr. increase in pay may be awarded after the employee has been on the job for ninety (90) days. (This increase in pay does not apply to salaried classified employees.)

After the first year of employment, all classified employees shall be evaluated at least annually. Upon completion, the report is to be signed by the evaluator and the employee, submitted to the superintendent, and a copy given to the employee. Completion of the evaluations is the responsibility of the immediate supervisor. Evaluation forms are specific to each position. See your supervisor for an example. When it appears to an employee's immediate supervisor that the employee's work performance is not meeting minimum requirements, the supervisor may recommend termination of employment. In cases where the employee's performance can be improved to a satisfactory level, the supervisor shall schedule an evaluation conference with the employee, identify areas which require improvement on the part of the employee, and develop a written plan for improvement. At the conference, the supervisor will discuss areas of deficiency. In cases where it is warranted, the employee may be terminated.

Resignation/Termination

Any employee who wishes to resign should submit a written notice to his/her immediate supervisor at least ten (10) working days prior to resignation in order to be considered in good standing. Employees in possession of district equipment or clothing will return those items to the district prior to receiving their final paycheck or have the value of those items deducted from their final pay.

Supervision

The superintendent is responsible for all classified employees, but some employees may be directly supervised by principals or other designated employees.

Suspension/Termination

(Reference Board Policy [GCK](#))

Classified employees may be suspended with or without pay by the Superintendent.

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.

The superintendent shall have the authority to suspend classified employees with or without pay until the suspension is resolved by board action. The board may terminate a classified employee at any time, with or without cause.

Travel Reimbursements

The Request for Leave/Travel form must be completed and approved for travel to be reimbursed. Meals are encouraged to be reimbursed using per diem rates as allowed by the IRS. Itemized receipts and superintendent's approval will be required for any reimbursements that are not per diem. For use of a personal vehicle, including approved travel between buildings, staff members shall be reimbursed at the mileage rate allowed by the IRS. Mileage reimbursements must be submitted by the 15th of the month following the use of a personal vehicle.

Work Calendar

Employees must work the designated work calendar for their particular position (i.e. 9, 10, 11, or 12 month). Work calendars will be published on the district website or are available at the District Office.

Section V: Code of Conduct

Communicable Diseases

(Reference Board Policy [GAR](#))

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or designee so that a proper reporting may be made to the county or joint board of health as required by current law. An employee afflicted with a communicable disease, dangerous to the public health, shall be required to be absent from duty for the duration of the contagiousness in order to give maximum health protection to other district or school employees and students.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a communicable disease. No information regarding an employee with communicable diseases shall be released by district personnel without the employee's consent, except to comply with state or federal law.

Conflict of Interest

(Reference Board Policy [GAG](#))

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

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

Dress Code

The board encourages appropriate dress for all district employees. Specific uniforms may be required to be worn in a certain department. For the safety of the employee, footwear shall be appropriate for the responsibilities of the position. Supervisors shall have the authority to establish guidelines for what is permissible for specific job functions.

Drug Free Schools and Communities Act/Drug Free Workplace

(Reference Board Policy [GAOA/GAOB](#))

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on or while using school property, or at school-sponsored activities or events are prohibited. As a condition of employment in the district, employees shall abide by the terms of the board policy on drug and alcohol free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages on, in, or while utilizing school property or at any school-sponsored activities, programs, or events. An employee who is convicted under a criminal drug statute for a violation occurring in the workplace must notify the superintendent of the conviction within five days after the conviction. Within 30 days after the notice of the conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings.

Gifts

(Reference Board Policy [GAJ](#))

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

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

Harassment - Sexual, Racial & Disability

(Reference Board Policy [GAAC, GAACA](#))

Sexual, racial, and disability harassment will not be tolerated in the school district. Sexual, racial, and disability harassment of employees or students of the district by board members, administrators, certificated and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

The district encourages all victims of sexual, racial, or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual/racial/disability harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual/racial/disability harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination.

Employees who believe they have been subjected to sexual/racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the building principal or Assistant Superintendent/Human Resources.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure as much as is possible.

Hazardous Waste

(Reference Board Policy [EBBA](#))

When hazardous waste material is produced in a class, or is 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 principal. 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 which are flammable, corrosive, infectious, highly reactive, or toxic.

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

Unlabeled containers whose contents are undetermined, which 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.

Keys

Building principals will be responsible for issuing door keys/key cards/fobs and maintaining an accurate up-to-date list of all people who have been issued keys/key cards/fobs. Building principals are responsible for retrieving all keys/key cards/fobs provided to any employee when the employee is no longer a district employee or is assigned to another building.

The principal shall submit a written request for additional keys/key cards/fobs. No keys/key cards/fobs shall be duplicated without permission.

Staff members shall not loan keys/key cards/fobs to students. A complete inventory of all keys/key cards/fobs shall be made at least once each year. Any loss of keys/key cards/fobs shall be reported immediately to the principal so that measures may be taken to protect district property.

Personal Property

The district 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, replacement is the responsibility of the employee.

Personnel Information

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

School Safety and Security

(Reference Board Policy [EBC](#))

Employees are required to notify administrators when they have knowledge of the following student information:

1. the identity of any student who has been expelled for conduct which endangers the safety of others;
2. the identity of any student who has been expelled for commission of felony-type offenses;
3. the identity of any student who has been expelled for possession of a weapon;
4. the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life, and;
5. the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Staff Protection

(Reference Board Policy [GAAF/GAO](#))

Unless otherwise provided in board policy GAAF, 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.

Staff-Student Relations

(Reference Board Policy [GAF](#))

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

Student Information

(Reference Board Policy [IDAE](#))

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

Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Tobacco and Nicotine Delivery Device Use

(Reference Board Policy [GAOC](#))

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property.