

# USD 250 Classified Handbook



# Policies and Procedures 2023 - 2024

Updated - April 9, 2024

# Table of Contents

## Section I - Employee Guidelines

Administration Organization.....	5
Line and Staff Organization.....	5
Underlying Policies and Procedures.....	5-6
Employee Standards of Conduct.....	6
Discrimination Statement.....	7
Classified Employees.....	8
Classified Handbook.....	8
Appointment.....	8
Assignment and Reassignment.....	8
Attendance and Work Schedule.....	8
Pay Increases.....	8
Posting of Employment Opportunities.....	8
Termination of Employment.....	9
Evaluation of Classified Employees.....	9
Policy.....	9
Regulations.....	9

## Section II - Procedures

Working Conditions.....	9
Inclement Weather/School Closing/Delayed Start.....	9-10
Injury/Accident Reporting.....	10
Required Physicals.....	10
Grievance Policy.....	10-11
Classified Council Committee.....	11

Medication.....	11-12
Policy.....	11
Regulations.....	11-12
Payment Methods.....	12
Direct Deposit.....	12-13
Compensatory Time.....	13
Overtime Pay.....	13
Purchasing Procedures.....	13
Authorization for Incidental Supplies.....	13
Purchase Orders.....	14
Release of Personnel Data.....	14
Student Privacy Rights.....	14
<b>Section III - Benefits</b>	
Holidays.....	15
Leave.....	15-23
Adoption Leave.....	15
Catastrophic Leave.....	15
Legal Leave.....	16
Leave of Absence - Short Term.....	16
Personal Leave.....	17-19
Sick Leave.....	19
Sick Leave Pool.....	19-21
Bereavement Leave.....	21
Vacation Days.....	22
Leave Without Pay.....	23
Emergency Leave.....	23

Extended Leave.....	23
Retirement Benefits.....	24-26
Early Notification Bonus.....	24
Option A Retirement Incentive.....	24-25
Option B Retirement Incentive.....	25-26
Other Provisions.....	26
Section 125 Cafeteria Plan.....	26-27
Shared Board Benefit.....	27-28
Tuition Assistance.....	28
Appendix #1 (USD 250 - Organizational Charts).....	29-30
Appendix#2 (USD 250 Classified Council Committee Members/Sick Pool Committee).....	31

## **SECTION 1 - EMPLOYEE GUIDELINES**

### **Administrative Organization**

### **Line and Staff Organization**

There is a direct line of authority from the electorate to the students. Positions in the line of authority and responsibility are the:

- Electorate
- Board of Education
- Superintendent of Schools
- Assistant Superintendent of Schools
- Chief Operations Officer
- Principals and Directors
- Teachers and Classified Staff
- Substitute Teachers
- Students

Please see the USD 250 - Pittsburg Community Schools Organizational Chart for more information (Appendix 1).

Educational programs will be determined within this line of authority.

Communication is enhanced if each person in this line communicates ideas, suggestions, or concerns first with the person next in authority in either direction.

### **Underlying Policies and Procedures**

1. To ensure that the instruction and administrative programs are supported by competent employees serving in the following positions:
  - a. Maintenance
  - b. Technology
  - c. Transportation
  - d. Nutritional Services
  - e. Custodial
  - f. Secretarial
  - g. Paraprofessionals
  - h. Support Staff (Cross Guards, After School Staff, Cafeteria Supervisors, additional hourly staff not listed)

2. To establish qualifications that accomplish the above purpose.
3. To hire and assign classified employees in a manner that is in keeping with the welfare of the entire school.

## ***Employee Standards of Conduct***

All employees are expected to maintain a professional standard of conduct, work together in a cooperative spirit to serve the best interests of the district and be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Refrain from any behaviors or comments that would compromise themselves or others.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance or as early as possible if they must be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels or chain of command.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

This list is not all-inclusive. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined, at the District's discretion, based on the particular facts and circumstances. All district employees should perform their duties by state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

## **Discrimination Denounced**

Unified School District 250 does not discriminate based on race, color, national origin, sex, disability, religion, or age in its employment procedures, educational programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Richard Proffitt, Superintendent of Schools

510 Deill Street, PO Drawer 75

Pittsburg, KS 66762

(620) 235-3100

## **CLASSIFIED EMPLOYEES**

### **Classified Handbook**

It is required that the classified staff member reads the classified handbook annually. The staff member will be required to sign off electronically through the district records system. The classified handbook is available on the district website or made available to the employee at his/her request.

### **Appointment of Classified Employees**

The superintendent will nominate classified employees to fill all necessary vacancies in the classified support staff in cooperation with directors and principals. The superintendent will recommend to the Board of Education at the May meeting a list of employees who are to be continued in service.

### **Assignment and Reassignment of Classified Employees**

The superintendent will have the authority to assign all classified employees to their respective positions in the schools and inform the Board of Education of a classified employee's reassignment to another school when the best interests of the school program will be served.

### **Attendance and Work Schedule**

Classified employees are required to work their set work schedule approved at hiring. Employees may not work a different schedule without the approval of their supervisor. Employees that work a different schedule, without prior approval, may face termination of employment.

### **Pay Increases**

The Board of Education may elect to award pay increases on an annual basis or a merit basis recommended by district administration.

### **Posting of Employment**

The administrative assistant to the superintendent will post vacancies online at our website, [www.usd250.org](http://www.usd250.org). Current employees interested in a position should apply online at our website, [www.usd250.org](http://www.usd250.org). Additional postings may be placed in the local newspaper, and/or on other web-based employment sites.



## **Termination of Employment of Classified Employees**

Classified employees will be appointed annually, and work agreements to be executed in keeping with the school calendar and/or work calendar as adopted by the Board of Education. Employment may be terminated by the employer with two weeks' notice.

## **EVALUATION OF CLASSIFIED EMPLOYEES**

### **Policy**

The Board of Education supports the concept of continuous improvement. Therefore, periodic evaluation of classified employees is required. Evaluations are recorded in the TalentEd Employee Portal.

### **Regulations**

1. Each employee shall be evaluated in writing through the TalentEd portal according to the following schedule:
  - a. Twice during the first year of employment (once per semester)
  - b. Once each year thereafter
  - c. Any plans of improvement, employee meetings with the supervisor, and/or areas of concern can be considered part of the employee's evaluation process.
2. Each classified employee shall be evaluated in writing by his/her immediate supervisor.
3. The employee's ability to fulfill his/her job description shall be the basis of evaluation.
4. The employee shall have the right to review written evaluations and shall sign the evaluation to verify the review of the evaluation through the TalentEd portal.
5. A copy of the evaluation will be provided for the employee and a copy will be placed in the employee's personnel file on the TalentEd portal.

## **SECTION II - PROCEDURES**

### **Working Conditions**

Kansas does not have any meal or rest break laws. However, work breaks can be given if agreed upon by the building principal, director, or supervisor.

### **Inclement Weather - School/Office Closing/Delayed Start**

At times, the starting time for the school day/workday may be delayed or canceled due to inclement weather. In addition, the superintendent may close offices at his/her discretion. When it is necessary to close offices due to inclement weather or other reasons, the day for 12-month employees becomes a "non-work paid day." 12-month employees who are required to work on such days will be paid additional straight time for the hours worked during an inclement weather week. For example, if there is no

school due to a snow day, and a maintenance employee is asked to come in to work 4 hours, he/she will receive his/her 8 hours of pay for the snow day, plus 4 hours that they worked on the snow day. (Overtime compensation pay will be paid to employees who work over forty (40) hours per week. The employee must have worked forty (40) hours before overtime will be paid.) All work paid time must be approved by the supervisor.

When it is necessary to close schools due to inclement weather or other reasons, the day for less-than-12-month employees becomes a “non-work paid day,” unless the Board requires the time to be made up.

The decision as to whether the non-work paid day(s) will be added at the end of the school year will be determined by the Board of Education.

### **Injury/Accident Report**

It is the responsibility of the classified staff member to report immediately any accident or injury occurring on the job to their supervisor. If an injury occurs at work, the classified staff member must report this incident within 5 calendar days. Any injury reported after 20 calendar days cannot be legally turned into a workman’s compensation. Injuries that an employee does not wish to seek care for must be reported to their supervisor.

If medical treatment is required, the employee will be taken to Workplace Health Services at the Community Health Clinic of Southeast Kansas for evaluation. After-hour injuries will be treated in the emergency room at Ascension Via Christie Hospital. The district accident forms are available at the district website under STAFF RESOURCES - Workers Compensation and Accident Reporting.

It is the employee’s responsibility to review the procedure for work-related injuries located on the district website. The district accident forms are available at the district website under STAFF RESOURCES - Workers Compensation and Accident Reporting.

### **Required Physicals**

If an annual physical is required for employment or to perform a job duty, the employee will use the Community Health Clinic of Southeast Kansas Workplace Health Services provided by the district for this evaluation.

### **Grievance Policy**

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) calendar 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) calendar days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent’s decision shall be final.

## **Classified Council Committee**

The classified council will meet 5 times a year to review any concerns or needs within the school district. The committee members are made up of classified staff members, principals, directors, the chief operations officer, and one school board member. There is a least one committee member from each classified employee department on this committee. (Please see Appendix 2 for committee members).

## **Medication (administration of) in Pittsburg USD 250**

### **Policy**

Regulations for the administration of medication will be developed with the safety of school children being the primary consideration. The regulations will minimize the administration of medication to children during the school day or school-sponsored events.

### **Regulations**

1. Medication will be administered by the personnel of USD 250 to students when expressly authorized by the building principal, but only under the following conditions:
  - a. Written authorization from a parent/guardian and the attending physician or dentist must be delivered to the building principal. Said authorization shall contain detailed directions for the administration of the medication and shall be substantially in the same form as the form attached hereto and entitled "Authorization of Medication."
  - b. The medication must be in the container bearing the label of the pharmacist, and the said medication, along with the aforementioned written authorization.
  - c. Only oral and injected medications may be administered by classified personnel with signed authority.
  - d. The building principal shall be responsible for assigning the administration of medication to the most appropriate staff member. The name of the staff member so assigned shall be available to all building personnel and interested parents.
  - e. An individual record shall be kept of each medication administered by school personnel. Said record shall contain the information outlined in the form attached hereto entitled "Medication Given at School."
  - f. A licensed healthcare professional shall be responsible for the supervision of the administration of medications, and persons administering medication shall seek professional advice whenever in doubt.
2. All prescription medication, whether or not the same is to be administered by USD 250 personnel, shall be delivered to the building principal as soon as the student arrives at the school. Students may be in possession of nonprescription medications, only if the student possesses parental authorization for such

medication, or if such possession is expressly authorized by the building principal.

3. All medication which is delivered by the building principal, whether prescription or nonprescription and including (but limited to) medication requiring refrigeration, shall be kept in a locked container under the supervision of the building principal and such medication shall be inventoried each semester by a licensed health care professional. Out-of-date medication shall be returned to the parent or shall be destroyed.
4. Schools are strongly encouraged to provide an educational program for students aimed at resolution of problems without medication at school, proper identification of the student to receive the medication should be emphasized. It is also recommended that students be observed for reactions to medication for twenty minutes after administration. Furthermore, information on those to consult for unfamiliar medication should be made available to the person administering the medication.
5. The district policy and regulations should be shared with all local physicians and dentists. Forms should also be made available to the health care providers in the community.
6. As with any regulations established for the safety of students, emergency situations may arise in which strict adherence to a particular regulation is not appropriate; in such situations, good judgment must prevail.

## **PAYMENT METHODS**

All classified employees will be paid over 12 months in equal payments, with exceptions noted below.

The following positions will be paid by actual hours worked each month:

- Cafeteria Supervisors
- After-School Care Workers
- Crossing Guards
- Extra Duty Workers
- After-School Tutoring/Enrichment Staff
- Bus driving assignments outside of the regular, daily 4.5-hour bus routes

## **Direct Deposit**

Each employee's salary will be directly deposited in the financial institution of his/her choice on the twentieth (20th) of each month, unless that day falls on a non-working day, in which case the payment will be deposited on the last preceding working day. Payroll check stubs or the equivalent thereof will be distributed to staff through email beginning in the Fall of 2012, with the written permission of the employee.

## **Compensatory Time for Over 40 Hours**

Compensatory time will no longer be available starting January 1, 2024. All compensatory time must be used by employees by May 31, 2024 (the last day of school with students).

## **Starting January 1, 2024 -**

### **Overtime Pay - Authorizing Payment of Overtime: Compensation Time**

The normal worksheet consists of forty hours, worked eight hours per day for five consecutive days between 12:00 a.m. on Sunday and 11:59 p.m. on Saturday. All overtime work must be authorized in writing in advance by your immediate supervisor.

All classified employees are subject to 29 USC 201 et seq. (Fair Labor Standards Act,) and the applicable administrative rules and regulations as may from time to time be promulgated or amended.

As of (PLACE DATE HERE), compensatory time will no longer be given to district employees. For those current employees who have compensatory time available, this time needs to be used up by June 30, 2024.

Overtime compensation pay will be paid to employees who work over forty (40) hours per week. The employee must have worked forty (40) hours before overtime will be paid. Sick days, vacations, holidays, and snow or heat days do not count as days worked even if paid by the employer (according to the Fair Labor Standards Act). All overtime work must be authorized by your immediate supervisor.

## **PURCHASING PROCEDURES**

### **Authorization of Incidental Supplies**

Incidental supplies needed during the month for the various schools not previously authorized by the Board of Education may be authorized by the director of business operations. The superintendent may delegate authority to home economics teachers and lunchroom managers to order groceries. All supplies authorized must be purchased by an order to be issued by the purchasing agent of the Board of Education. Any employee purchasing supplies without authorization may be held personally responsible for the costs.

### **Purchase Orders**

Supplies, materials, and equipment needed in the operation of the schools of Unified School District 250 must be requested by the appropriate persons on a district purchase order. If the administration in charge of the account approves the request, the purchase

order is forwarded to the Director of Business Operations who will check to ensure there are adequate funds available in the appropriate account to cover purchases.

The use of a credit card also requires a PO to ensure funds are available. It is preferred that the purchase order be obtained ahead of time or within 48 hours after the purchase.

## **RELEASE OF PERSONAL DATA**

It is extremely difficult to establish procedures that will serve the legitimate interests of credit bureaus, credit unions, banks, retailers, finance companies, and collection agencies and at the same time protect the necessary confidential relations between school and family and between the school district and employees. However, due to the increase in the number of requests, some guidelines will be established for school administrative personnel to follow in responding to them.

## **STUDENT PRIVACY RIGHTS**

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by the district employees is confidential, and state and federal law limits its release; for example. Driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social Rehabilitation Services (SRS) interventions, social security number information, and professional misconduct background checks.

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

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with the board policies and district procedures. Disciplinary action may include penalties, up to, and including termination.

## **SECTION III - BENEFITS**

### **Holidays**

All full-time twelve-month classified employees are entitled to the following holidays with pay:

Independence Day

Labor Day

Thanksgiving Day, and the day after Thanksgiving

Christmas Day, the day before and the day after Christmas

New Year's Day

Martin Luther King Day

Memorial Day

Optional Day to coincide with a non-school day at the superintendent's discretion

If a holiday should fall on a Saturday or Sunday, the actual day off for any department will be noted on the work calendar assigned to the employee.

In addition, the superintendent may take a holiday and place it elsewhere (i.e., one of the two Christmas Holidays may be substituted for the day before Thanksgiving).

### **LEAVE**

#### **Adoption Leave**

Any regular, full-time employee of the district may use a maximum of three (3) days accumulated sick leave because of the adoption of a child.

#### **Catastrophic Leave**

From time to time an employee may experience life events (illness, accident, natural disaster, etc.) that may cause him/her to be unable to complete the duties of their work. Employees who experience these events and who use their accrued sick leave, personal leave, vacation days, and sick leave pool availability may apply to the district for catastrophic leave benefits.

It is the intent of this leave to provide solutions for employees who may be threatened by events that are beyond their control and provide a financial safety net for employees against such events.

Application for these benefits shall be made to the Superintendent who shall present the application for consideration to a committee consisting of the Classified Council, the employee's supervisor, and a member of the Board of Education.

This committee may recommend to the Board an extension of the employee's leave for any part of the remainder of the school year or until the employee is eligible for KPERS disability benefits. This recommendation will include the continuation of the employee's full salary and benefits or a partial continuation of the employee's salary and benefits. The committee's recommendation will be forwarded to the Board for consideration and action.

### **Legal Leave (Jury Duty)**

1. Legal leave shall be granted to employees without any deduction of days or pay for the purpose of fulfilling one's obligation to a jury summons.
2. In the case of being issued a court subpoena, the employee will notify the Superintendent who will enlist the assistance of the board attorney to submit a written deposition in place of a court appearance on the part of the employee. There will be no charge to the employee for this service. If submitting a deposition is not acceptable to the court, the employee will be given paid legal leave to meet this obligation.

### **Leave of Absence - Short Term**

All requests for a leave of absence, with or without pay, which extend six days or longer must be brought to the Board of Education for approval or disapproval. The superintendent has the authority to approve or disapprove a leave of absence, with or without pay that is five days or less in duration. Guidelines that will be used by the superintendent in determining the merit of each request include:

1. Past history of the absences used by the employee.
2. The extent of educational benefits will be lost.
3. Personal leave will not be used in conjunction with the leave request.
4. A competent substitute, the opinion of the administration, can be secured for the days missed.
5. There is adequate time for planning by the administration and substitute.
6. It is not an extension of vacation or holidays as scheduled on the official school calendar.

The superintendent will report to the Board of Education all requests for a leave of absence submitted and the outcome rendered.



## **Personal Leave**

1. All employees shall be entitled to two (2) days of leave time per year for personal reasons. This leave may be used at the employee's discretion provided the principal or supervisor has been notified in writing at least 24 hours prior to the day to be used. The written requirement may be waived by the principal or supervisor in emergency/unforeseen situations.
  
2. New employees beginning at other than the beginning of the school year receive one (1) hour of personal leave per month until July 1 at which time the annual accumulation is begun. New hires that are on 90-day probation may earn personal leave, but may not use it until they have successfully completed the probationary period.
  
3. Use of personal leave is limited during the first week and last week of each semester. Employees who apply for personal leave during these times shall be required to state on the application the purpose of the personal leave. If the reason for the leave is to attend an event over which the employee has no scheduling control, the leave shall be granted.
  
4. Classified employees may trade excessive accrued sick leave days for additional personal leave days.
  - a. Days will be traded on a 1:1 basis.
  - b. Classified employees with at least 5 full years of experience in USD 250 may trade up to 2 sick leave days per year.
  - c. Classified employees with at least 10 full years of experience in the USD 250 may trade up to 5 sick leave days per year.
  - d. No trades shall be allowed that cause the sick leave accrual to go below 40 days.
  - e. No trades shall be allowed that cause the total number of personal leave days for the contract year to exceed 10 days.
  - f. Trades are allowed one time per contract year.
  
5. The principal or supervisor will approve or deny personal leave requests based on proper staff coverage in the employee's area or department. The personal leave form for approval is available on the FrontLine Management System.

6. Personal leave may accumulate to a maximum of ten (10) days. By the last regular duty day each year, each employee, on a form provided by the district, shall direct the district on what he/she desires to do with any unused personal days. Options include:
  - a. Leaving up to eight (8) days of unused personal leave to carry forward as personal leave to the next year.
  - b. Rolling any or all unused personal leave days into accumulated sick leave to carry forward to the next year, provided that does not cause the employee's accumulation to exceed the maximum. Sick leave days would then be available only for sick leave purposes.
  - c. Provided the employee shall end the year with at least (50) days of accumulated sick leave, reimbursement may occur for up to two (2) days of unused personal leave at \$50.00 per day. Payment shall occur with the June payroll.
  - d. If the employee ends the year with at least 110 days of accumulated sick leave, then the reimbursement shall instead be at the basic substitution rate.
  - e. These options shall apply only to full days and half days. Unused leave will be truncated to the nearest half day.
  
7. In the event, that the employee fails to return the form directing the district in regard to unused leave, the district:
  - a. Retain up to eight (8) personal leave to carry forward as personal leave to the next year.
  - b. Roll any additional unused days into accumulated sick leave, provided that does not cause the employee's accumulation to exceed the maximum allowed to be carried forward. Sick leave days would then be available only for sick leave purposes.
  - c. Reimbursement at the rates stipulated above, depending on the employee's sick leave accumulation. Payment shall occur with the June payroll.
  
8. The Superintendent may waive the maximum number of employees allowable per building.
  
9. Personal leave for classified staff will be computed in hours per year. The hours allowed will equal hours worked per day times 2. For example, an employee is scheduled to work 6.5 hours each day. He/she would receive 13 hours of personal leave (6.5X2).

10. No more than ten (10) personal days may be used in one fiscal year.

### **Sick Leave**

Classified employees working less than twelve (12) months and four (4) or more hours per day shall receive ten (10) days of absence each school year. Sick leave may be used without loss of pay when such absences are caused by or contributed to by personal illness of the employee, adoption of a child, illness or death of a near relative, bereavement, or quarantine of the employee. Twelve (12) month employees shall receive twelve (12) days leave per year. Any unused sick leave may be accumulated to a maximum of one hundred twenty (120) days, all or any part of which may be used in any given year for absences covered by this policy. Sick leave days awarded to employees who have accumulated a maximum of 120 days will be donated to the classified sick leave pool.

New employees beginning at other than the beginning of the school year receive one (1) day of sick leave per month (to a maximum of 10 days) until July 1st at which time the annual accumulation begins.

A school year for sick leave purposes is defined as that period of time included in each employee's contract when the said employee is considered "on duty."

A near relative is defined to mean the spouse, sibling, parents, grandparents, children, and grandchildren of the employee; children, parents, siblings, and grandparents of the employee's spouse. This includes relationships established through marriage or adoption.

Sick leave for classified staff will be computed in hours per year. The hours allowed will equal the hours worked per day time 10 days. For example, an employee is scheduled to work 6.5 hours each day. He/she would receive 65 hours of sick leave for the contract year (6.5X10).

### **Sick Leave Pool**

There is hereby established a pool of sick leave for use by employees. The sick leave pool shall be used in the event of prolonged illness or disability and will be implemented as follows:

Each employee shall be a member of the sick leave pool and eligible for benefits therein.

1. Each employee shall contribute one (1) of his/her sick days per year to the sick leave pool during the first three (3) years of employment. After the contribution of three (3) days, the employee shall be considered vested in the sick leave pool.

2. Upon the contribution of one (1) day to the pool, the employee is eligible to request days from the pool.
3. If the accumulated days in the sick leave pool are less than five hundred (500) days on September 1 of any year, all vested employees shall also contribute one (1) additional day to the pool.
4. If accumulated days in the sick leave pool are less than one hundred (100) days at any time during any year, all vested employees shall contribute one (1) additional day to the pool in order to replenish the days.
5. Days contributed by an employee (member) become a permanent part of the pool and will not be refunded to that employee.
6. Any employee who wishes to use the sick leave pool must provide evidence that the employee or eligible family member is under a doctor's care and present a written formal application to the sick leave screen board which shall consist of:
  - a. The Superintendent or his/her designee;
  - b. The principal or supervisor where the applicant is employed;
  - c. A member of the Classified Council; and
  - d. The Clerk of the Board.
7. No screening board member shall vote on his/her own request. If the applicant is one of the foregoing, an alternate shall be appointed by the remaining committee members.
8. The application must include a written state concerning the inability to work. The Superintendent may require a statement from the employee's physician certifying that he/she is incapable of performing his/her duties as a result of the prolonged illness or disability. The physician may be asked to certify in writing the number of days of absence the given illness or disability requires.
9. A simple majority vote of the screening board shall be considered to be an affirmative vote for the applicant.

10. Written notification of approval or other disposition of the application will be made by the screening board to the applicant.
11. Before using the sick leave pool, each employee shall have depleted his/her accumulated sick leave, personal leave, and vacation days.
12. The sick leave pool may not be used to cover employees who are receiving pay from workman's compensation.
13. At the end of each contract year, the unused days in the sick leave pool shall be carried over into the sick leave pool for the next contract year.
14. No employees may draw more than (30) contract days from the pool during any school year (July 1 - June 30).
15. The provisions of this section shall apply only to employees, his/her spouse, parents of the employee or spouse, and children or stepchildren of the employee. Sick leave benefits for families as defined in this section will be limited to a maximum of ten (10) days per employee per year.
16. The classified sick leave pool may be used for bereavement pay if the employee has used all of their personal, sick, and vacation days. Sick leave pool for bereavement will be limited to (5) days and shall apply to his/her spouse, parents of the employee or spouse, and children or stepchildren of the employee

(Please see Sick Leave Pool Committee Members in Appendix 2).

### **Bereavement Leave**

1. A maximum of five (5) days shall be allowed in case of the death of a child, spouse, parent, grandchild, or corresponding in-laws.
2. A maximum of three (3) days shall be allowed in case of the death of a sibling, grandparent, or corresponding in-laws.

3. A maximum of one (1) day shall be allowed in case of the death of an aunt or uncle, nephew or niece, or corresponding in-laws.
4. Bereavement leave may be taken any time within thirty (30) days of the death of a family member. Days do not have to be taken in consecutive order.
5. Additional bereavement days may be granted by the superintendent of schools at the request of the staff member.

### **Vacation Days**

Each 12-month full-time employee who has been employed one or more years is entitled to an annual vacation of ten days with pay in a twelve (12) month period. In the first year of employment, employees earn one (1) vacation day per month, not to exceed ten (10) days, until July 1. **New employees will not be able to use vacation days until after July of the following year.** Employees hired between the first and the fifteenth of the month will earn a vacation day for that month; employees hired after the fifteenth will not earn a vacation day in that month.

Beginning in an employee's 11th year of service, 12-month full-time employees are entitled to fifteen (15) days with pay in a twelve (12) month period. Employees who transfer from a full-time nine (9) or ten (ten) month position to a full twelve (12) month position are eligible to have credit for their years in a nine (9) or ten (10) month position by adding the total number of months worked in the partial years position and dividing by the total by 12.

Vacation time for classified employees must be approved by the employee's immediate supervisor. **The employee must give the supervisor advanced notice before taking vacation leave (48 hours notice)**

Any classified employee who has more than 10 days of vacation left after March 1st will be required to take vacation time during spring break. Classified staff will not be allowed to take more than 10 vacation days between April 30th and June 30th. Without permission from their direct supervisor.

Classified employees may carry over 5 days of unused vacation time into the next contract year.

## **LEAVE WITHOUT PAY**

### **Emergency Leave**

Emergency leave will be granted for time lost due to natural disasters, legal obligations, family emergencies, and travel-related emergencies. Applications shall be made to the Superintendent. Emergency leave days that are granted will be charged to personal leave or, in the event the employee has no personal leave available, to accumulated sick leave.

### **Extended Leave**

Extended leave for a maximum of one year may be granted by the Board to employees who request such a leave. Such leave (if for a school term) shall be requested by February 1 for leave during the following school year. A request indicating the reason for a leave of absence shall be submitted to the Superintendent who shall present it to the Board for consideration. Leave may be requested for the following:

- 1) A leave of absence for one year will be granted to employees who welcome a new child to their family by birth or adoption.
- 2) A leave of absence will be granted to employees for other reasons that are approved by the Board. For leave periods of less than one year, the leave may be granted at the option of the Board.

An employee on a leave of absence will be required to notify the district by February 1 of the intent to return to the district the following year. Failure to notify the district of intent to return by this date will result in forfeiture of the right to return. Applications for leaves that do not correspond with the beginning of the school year may have different dates for consideration of applications and notification of return. When such dates differ from the standard dates, this will be noted in the application and subsequent approval.

A leave of absence year will not count toward accrued experience in the district for purposes of salary calculations or sick leave. Returning employees will retain leave and salary placement accrued before the leave. Extended leaves of absence are without pay, however, the employee may remain in the district's medical insurance group by timely payment of premiums during the term of leave.

Employees returning to regular employment following a leave of absence will be placed in a position similar to the position vacated before the leave but are not guaranteed a return to the same position. An employee returning from Extended Leave is encouraged to be an attendant to relevant vacancies as they are posted and to apply for any position for which he/she desires to be considered. Employees making said application in a timely manner shall be granted an interview. Any employee not placed by April 15 will be placed in a position similar to the position vacated before the extended leave but is not guaranteed a return to the same position.

## **RETIREMENT BENEFITS**

- A. All employees who have served ten (10) or more consecutive years in this district before retirement will be eligible for additional compensation according to the following schedule.
- B. This additional compensation will be \$15.00 per day for each day of unused sick leave for those employees retiring. Compensation for unused sick leave shall be limited to a maximum of 120 days.
- C. Employees who may find it necessary or desirable to retire from employment with the district may retire under the terms and conditions hereinafter specified. Retirement is voluntary.
- D. All staff that are new to the district in the 2008-2009 school year and thereafter shall be on Option B and shall not be eligible for Option A.
- E. Additionally, employees hired after July 1, 2000, who have elected to switch to Option B are no longer eligible for Option A. The election is irrevocable.

### **Early Notification Bonus**

A bonus payment of \$250.00 shall be paid to an employee submitting written notice of his/her resignation/retirement by December 15. This payment only applies to an end-of-school-year retirement or resignation.

### **Option A Retirement**

- A. An employee who is terminated or is non-renewed before accessing the retirement plan is not eligible for retirement benefits under Option A.
- B. The employee requesting the benefits shall notify the Superintendent in writing no later than the last workday in February. For requests received after the last workday in February, the Superintendent may place the additional requirement of finding and employing a suitable replacement before approving retirement incentive benefits. If the untimely request for retirement is granted, the approval shall include both the annual stipend and the payment for unused sick leave as allowed in this provision.
- C. Eligibility. An employee is eligible to retire if he/she:
  - 1. has ten (10) or more years of continuous employment with the district and,
  - 2. meets the KPERS guidelines for retirement and actually retires through KPERS.
- D. Leaves. A leave granted by the Board will not be counted as part of the ten (10) year requirement. Any leave covered under these guidelines will not break the continuity of employment. Leaves provided for under Board policy may or may not break the continuity of employment at the discretion of the Board. If it is the intent of the Board to break the continuity of employment when granting leave, the employee will be notified in writing when the leave is approved.
- E. Basis of Retirement Benefit. The retirement benefit shall be an annual payment in January equal to 15% of the retiree's annual contracted salary for the final year



of service. Payment will be made for a period of five (5) years and will be deposited into a 403(b) tax-sheltered annuity with Security Benefit Life. These benefits may be immediately withdrawn from the account, rolled over to a different 403(b) account, or moved to an IRA account without penalty to the retiree. Federal and state taxes will not be collected on these funds until they are withdrawn from a tax-sheltered account.

F. Terms and Conditions.

1. Upon the death of the employee receiving benefits, all unpaid benefits due under the retirement provision will be payable to the employee's designated beneficiary.
2. An employee who takes retirement shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number.
3. An employee who has completed ten (10) years of eligible service with the district shall be vested in the district's plan and remain eligible for retirement benefits upon his/her retirement from the district under the provisions of this article.

- G. If any provision of this plan is determined to be in violation of Federal or State laws or regulations, and the plan cannot be brought into compliance by practical and reasonable means, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board.

**Option B Retirement Incentive**

Employer and Employee Paid Contributions

A. Employees who are eligible to participate in the Cafeteria 125 plan will be eligible to participate in the 403(b) Retirement Plan. The option to enroll will be provided yearly, following the same timeline for open enrollment to the Cafeteria 125 plan.

B. The district will match the employee-elected contribution to the account up to 1.5% of the primary contract salary of each employee.

C. Upon separation of service from the district and subject to current 403(b) regulations, the employee may withdraw all employee-contributed funds, including any additional money on the amounts provided by the employee gained through investment.

D. Beginning his/her 6th continuous year as an employee and subject to current 403(b) regulations, he/she will become vested in 20% of the amount that was contributed by the employer, including any additional amount gained through the investment of those funds. The vested portion will continue to increase by an additional 20% per year until the employee is 100% vested beginning his/her 10th continuous year.

Vesting Schedule:                      Year(s)                      Amount Vested

1-5	0%
6	20%
7	40%
8	60%
9	80%
10	100%

E. An employee may access the vested portion of his/her Employer Paid Account upon separation of service from USD #250.

F. Employer and Employee Paid Contributions and growth thereon will be considered taxable income upon distribution from the plan. Further, a penalty for early withdrawal may apply for distributions made prior to the age allowed by State and Federal laws and regulations. Qualified rollover options may allow a terminated employee to defer taxation until a later date.

G. If any provision of this plan is determined to be in violation of Federal and State laws or regulations, and the plan cannot be brought into compliance by a practical and reasonable means, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board. In any event, the employee may access all employee contributions and the earnings thereon as well as employer contributions per the vesting schedule described above.

**Other Provisions**

A. Retirees are eligible to maintain membership in the district’s health insurance group upon timely payment of quarterly premiums until eligible for Medicare insurance coverage.

B. In addition to other benefits, as stated herein and after ten(10) years of service to the district, the district will pay \$15.00 per day for each day of unused sick leave for those employees retiring. Compensation for unused sick leave shall be limited to a maximum of 120 days. The retiree shall notify the Superintendent no later than the last workday in February preceding the anticipated retirement date of his/her intent to retire for the next school year. The Superintendent may recommend for Board approval a notification submitted after that date.

**SECTION 125 CAFETERIA PLAN**

The Board of Education will provide a Section 125 Cafeteria Employer Paid Plan for classified staff. Options will include Health Insurance, Group Term Life

Insurance, Salary Protection Insurance, Cancer Insurance, Dental, Vision, Medical Reimbursement, and Dependent Care. The employee cannot change any options between October 1 and September 30, unless family status changes as follows: marriage, divorce, birth or adoption of a child, death of a spouse or child, or change of employment for the employee's spouse. The Board of Education retains the sole right to select all common carriers of all benefits.

Any rules promulgated by the Federal or State Governments and the Internal Revenue Service that affect the Section 125 Cafeteria Employer Paid Plan will be considered by the Board of Education. Under these circumstances, the Board of Education reserves the right to alter, modify, or terminate the Section 125 Cafeteria Paid Plan in order to be in compliance with these rule changes.

Employees will be eligible to participate in the Section 125 Cafeteria Employer Paid Plan on the first of the month following the employee's probation period. Each full-time staff member who chooses to participate in the group health insurance plan shall have a portion of the monthly premium paid by the Board of Education.

	<b>Option 1</b>	<b>Option 2</b>	<b>Option 3</b>	<b>Option 4</b>
<b>Single Plan:</b>	<b>\$685/mo.</b>	<b>\$685/mo.</b>	<b>\$685/mo.</b>	<b>\$535/mo. *</b>
<b>Employee/Child(ren):</b>	<b>\$785/mo.</b>	<b>\$785/mo.</b>	<b>\$785/mo.</b>	<b>\$785/mo.</b>
<b>Employee/Spouse:</b>	<b>\$785/mo.</b>	<b>\$785/mo.</b>	<b>\$785/mo.</b>	<b>\$785/mo.</b>
<b>Family:</b>	<b>\$818/mo.</b>	<b>\$885/mo.</b>	<b>\$885/mo.</b>	<b>\$885/mo.</b>

\*\$150 Board paid to HSA if enrolled

Employees working less than 20 hours per week are not eligible for the board-paid benefit. The board-paid amount will be prorated for less than full-time employees using the following schedule:

Employees working 20 to 24 hours per week:	50% board-paid health benefit
Employees working 25 to 29 hours per week:	75% board-paid health benefit
Employees working 30 hours or more:	100% board-paid health benefit

### **Shared Board Benefit**

Employees who participate in the district-provided group health insurance through Greenbush Health and whose spouse is employed in another district or Interlocal that also participates in Greenbush Health may pool their fringe benefit dollars toward an employee/spouse or full family plan. The fringe may only be applied to the health insurance premium.

This arrangement shall require an agreement between the two districts and shall run from year to year until severed by either district. The employee may provide a preference as to which district carries the policy, but the final determination shall be made by the districts. Special consideration will be made to ensure districts meet minimum participation guidelines from the insurance carrier.

The amount forwarded from the first district to the second district shall be up to 100% of the fringe amount specified in this agreement. However, if the combined negotiated fringe amounts exceed the premium for the selected plan, then each district's contribution shall be reduced equally. For example, if the combined fringe amount for the two districts is \$725 and the selected employee/spouse premium is \$625, then each district reduced its fringe obligation by \$50 per month.

## **TUITION ASSISTANCE**

Classified employees having full-time employment status with the district are eligible for tuition assistance according to the following guidelines.

A tuition pool is established for classified employees who work at least thirty (30) hours per week and are taking level 300 courses or above.

- A. Up to \$2,500 will be set aside for each semester - Summer, Fall, and Spring.
- B. Employees are eligible for up to six (6) hours of tuition assistance per semester-summer, fall, and/or spring.
- C. In the event that requests exceed the amount available, tuition assistance will be provided in the order the requests were submitted, except that each employee shall only be eligible for up to three (3) hours of assistance granted per day. This is to ensure a more equitable distribution of the tuition assistance money. Requests beyond that limit will be acted upon the following workday, provided funds still remain.
- D. Classes must be taken, if offered, from Pittsburg State University to be eligible for reimbursement. Exceptions shall not exceed the Pittsburg State University course rate.
- E. The district will reimburse 50% of the tuition, excluding fees (since fees are included in their hourly tuition rate and will not be reimbursed), books, and materials, upon proof of the successful completion of the course and a "Pass" in a non-graded course.
- F. Proof of completion that includes the semester, course, hour passed, grade(s), and employee's name, in the form of the grade sheet or unofficial transcript, along with copies of receipts that indicate the cost of the tuition, fees, and lists any grants or scholarships received, shall be made within 30 days of the end of the class.
- G. The tuition pool will be opened for requests no earlier than two weeks prior to the first day of classes for that session. The employee will receive written notification regarding the request within one week after the date of the submission. The tuition pool will remain open until one week after the first day of class or until funds are exhausted, whichever comes first.

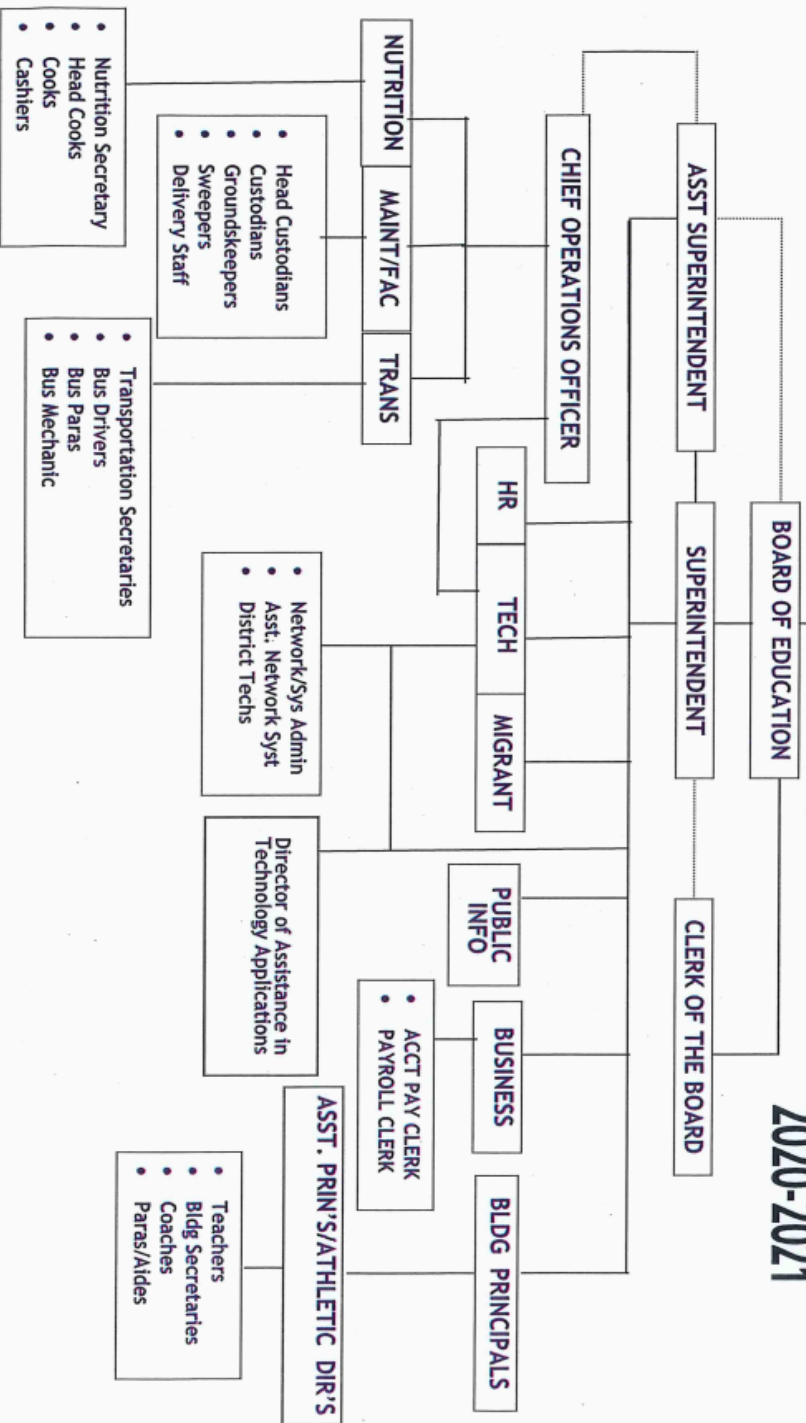


# USD 250 - Pittsburg Community Schools

## Appendix 1

### Organizational Chart

2020-2021

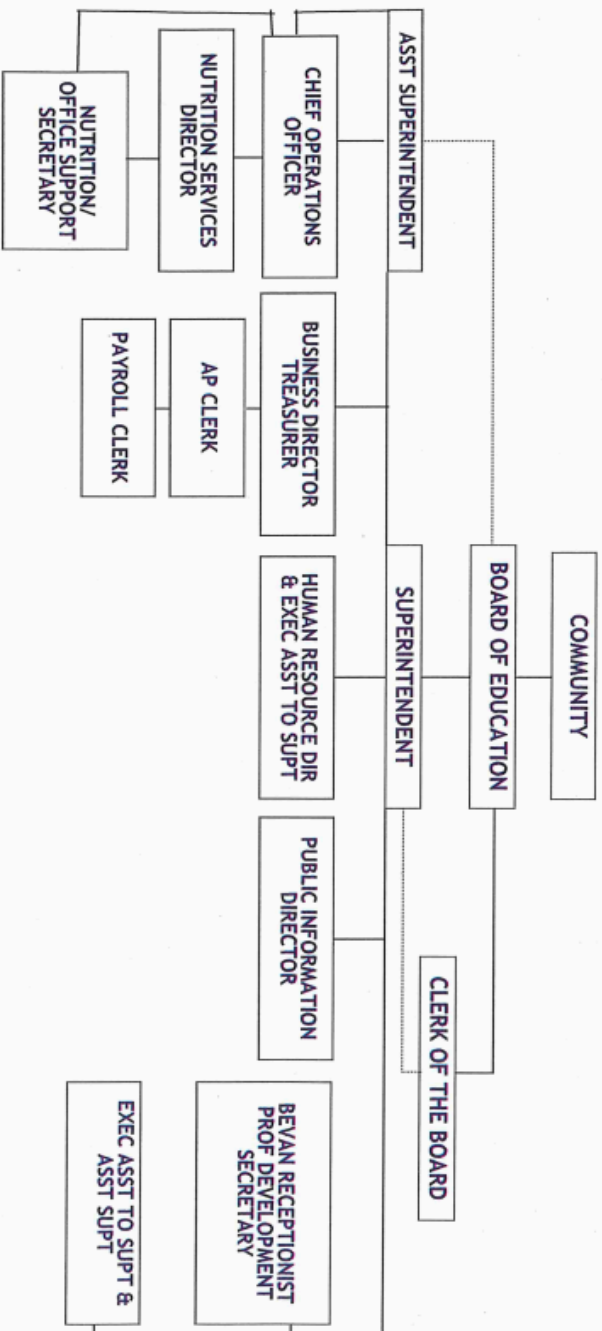


Pittsburg Community Schools, Unified School District 250, PO Drawer 75, Pittsburg, Kansas 66762



# USD 250 - Pittsburg Community Schools

Bevan Organizational Chart  
2020-2021



Pittsburg Community Schools, Unified School District 250, PO Drawer 75, Pittsburg, Kansas 66762

USD 250 Classified Council Committee Members/Sick Leave Pool Committee Members

2023 - 2024

Rusty Akins - USD 250 School Board Member

Tom Stegman - Chief Operations Officer

Michelle Manue - GN

Bryan Spicer - Technology Department

Libby Smith - PCMS

Vince Johnston - Transportation Director

Tom Sluder - Maintenance Supervisor

Charlie Jameson - Maintenance Supervisor

Dan Muter - Transportation

Summer Warren - Food Service Director

Laura Chappell - Food Service

Alicia Mitchell - ML Custodial

Sara Wilcox-Technology Director

Kelly Staley - Human Resources Director

Colleen McGuire - LS Custodial

Sandy Windsor - WS

Maggie Serrano - PHS Registrar

Terry Weir - Maintenance Department

Becky Bedene - ML Principal

Trevor Elliott - PHS Building Assistant Principal

Chris King-PCMS Assistant Principal/Athletic Director