

**Wichita Public Schools
Unified School District No. 259
Wichita, Kansas**

2023-2024

**ADMINISTRATIVE
EMPLOYMENT
POLICY**

August 1, 2023

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ADMINISTRATIVE EMPLOYMENT POLICY

PREAMBLE

The policy set forth herein shall be included by reference in the contracts of all administrative personnel employed by Unified School District 259 who are employed on the Educational Administrators Salary Schedule. This policy, entitled "Administrative Employment Policy," (the "Policy") shall be made a part of the administrative employee's base contract, with the same force and effect as though fully set therein; and it shall constitute Board policy for the period of August 1, 2023 through July 31, 2024.

ARTICLE I: DEFINITIONS

Section A: General Definitions

1. School District or School System: Unified School District 259, Sedgwick County, Kansas.
2. Board: Board of Education of Unified School District 259, Sedgwick County, Kansas.
3. Superintendent: Superintendent of Schools of Unified School District 259, Sedgwick County, Kansas.
4. Association: Wichita Educational Administrators Association.
5. Administrative Employee: Any person employed by the Board on the Administrators Salary Schedule.
6. Immediate Supervisor: The immediate supervisor of an administrative employee is the next higher person in authority.
7. Base Contract: The administrative employee's basic contract for assigned services and for a designated number of contract days, and which contract incorporates the terms of this Policy.
8. Contract Addendum: The administrative employee's contract for assigned services for contract days in an assignment which is an extension of the duties assigned under the administrative employee's base contract.
9. Contract Year: August 1 through July 31.
10. School Year: That period of time when school is in session as set forth in the school calendar adopted by the Board.
11. Professional Year: The number of contract days for which an administrative employee is paid and their placement on the school calendar.
12. Contract Days: Those days during a Professional Year for which an administrative employee is paid, consisting of working days, vacation days, and holidays.
13. Daily Rate: One, divided by the number of contract days in the administrative employee's base contract, times his/her salary.

14. Working Days: Those contract days during a Professional Year when the administrative employee is on duty.
15. Personal Business: Leave time provided for the administrative employee who is confronted with serious and urgent individual or family problems, emergency situations, or legal demands which cannot be attended to at any time other than through the administrative employee's duty day. Personal business is not provided for recreation or avocational activities.
16. Grievance: Any alleged violation or misapplication of this Administrative Employment Policy.

ARTICLE II: GENERAL

Section A: Establishing Conditions of Employment

The Board acknowledges the role of the Wichita Educational Administrators Association in presenting the concerns of administrative employees to representatives of the Board.

Section B: Administrative Employee Group

Paragraph 1: The group covered by this policy consists of all administrative employees compensated by placement on the Administrators Salary Schedule (see Appendix B) herein.

Paragraph 2: Employees who are reassigned from one employee group to another will be subject to decisions by the Human Resources Division concerning temporary leave and other conditions of employment. Such decisions shall be based on relevant provisions of various policies, procedures, and employment agreements in addition to the past practices of the district and the maintenance of equity among employees.

Section C: Management Rights Clause

Paragraph 1: The Board and the Superintendent have certain exclusive statutory rights and responsibilities which they may not surrender. Except as expressly provided otherwise by this policy or by law, those duties include, but are not limited to, the final adoption of school policy, the administration and operation of the schools, and the direction of the employees.

Paragraph 2: Nothing herein shall be construed to limit the statutory power and duty of the Board to make, amend, or execute decisions and policies that are necessary to operate and maintain the teaching program and schools and to otherwise carry out its lawful rights and responsibilities. Neither shall anything in this policy be construed to limit the statutory power and duty of the Superintendent. Any paragraph of this policy or any action pursuant thereof which is contrary to law shall be null and void, but the remainder of the policy shall remain in full force and effect.

Section D: Conflicts of Board Policy

Any previously adopted policies, practices, procedures, customs, rules, regulations, or writings of the Board which are in conflict with this policy shall be superseded by the terms set forth herein. The Board shall not amend this policy, nor make nor execute decisions or policies, which violate this policy

ARTICLE III: PROFESSIONAL YEAR

Section A: Professional Year for Administrative Employees

Paragraph 1: Base Contract

In years where the Aspiring Building Leader program is offered, the base contract for Aspiring Building Leader interns shall be a Level Two administrative contract. The base contract for elementary assistant principals shall be a Level Two E administrative contract. The base contract for elementary principals, middle school assistant principals and coordinators shall be a Level Three-Four administrative contract. The base contract for middle school principals, directors, high school principals, and secondary executive directors shall be a Level Five-Six-Seven administrative contract.

Paragraph 2: Working Days

The working days for each administrative employee will be established in a yearly administrative calendar for each administrative level (Appendix A).

Paragraph 3: Vacation Days

Administrative employees are to take the calendared vacation days as shown on their respective calendars (see Appendix A). These calendared vacation days may be exchanged for other days with the approval of the employee's immediate supervisor. In addition to calendared vacation dates, administrative employees on Levels Two, Two E, Three and Four will receive three (3) personal business days per school year. Administrative employees may take non-calendared vacation/personal business days at such times when the employee's absence would not duly affect the effective operation of their particular office. Approval of these non-calendared vacation/personal business days shall be obtained from the Superintendent or designee.

Paragraph 4: Holidays

Holidays shall be indicated on the Board adopted calendar and the respective Administrative Level calendar (see Appendix A).

Section B: School Calendar

The school calendar adopted by the Board for this school year is set forth herein as part of Appendix A. This school calendar may be altered at the discretion of the Board and/or the administration.

ARTICLE IV: ADMINISTRATIVE EMPLOYEE COMPENSATION

Section A: Definitions and Placement

Paragraph 1: General

Each administrative employee shall be compensated as defined herein. The salary of each administrative employee shall be determined with reference to the Administrators Salary Schedule (see Appendix B).

Paragraph 2: Administrative Employee Placement on Level

- (a) Administrative employees shall be placed on the responsibility level designated for the specific position for which they are employed (see Appendix C).
- (b) An administrative employee appointed on a temporary basis or for the remainder of a given school year may be given an addendum and/or supplement to their contract allowing additional responsibilities.

Paragraph 3: Administrative Employee Placement on Track

- (a) Each person initially employed as an administrator by the Board shall be placed on a track according to administrative and other relevant experience and the total number of years the person has been employed full time in any capacity in USD 259. All salary placements are subject to verification of experience and shall be revised either upward or downward for the school year to the level for which the administrative employee proves their entitlement on or before September 15 of each year.
- (b) The following shall apply in filling vacancies which occur in the routine staffing of administrative positions:

When moving for a full contract year from one experience level to the next higher level and remaining in the same position classification, an administrative employee shall be advanced to the appropriate experience level of the new salary schedule. An exception(s) may be made by the Superintendent if, in the Superintendent's judgment, there are factors sufficient to warrant special experience placement on the higher level. In such circumstances the new experience placement will be made only after a conference with the administrative employee(s). In no event will the administrative employee receive less than would have been received had the employee remained on their former level.

- (c) In the event selected positions are reclassified as a result of action by the Superintendent, special placement procedures may be applied in order to implement the recommendations within the available budget. Such procedures may be applied at such time to those administrative personnel who are assigned in reclassified positions.

Section B: Method of Payment

Paragraph 1: For each contract year, except as otherwise provided by this policy or law, the Board shall pay the base contract amount in twelve (12) substantially equal monthly installments commencing on the School District's last working day of August for administrative employees, and continuing on the School District's last working day of each month thereafter, until paid in full.

Paragraph 2: A fractional part of a year's service shall be paid on the basis that the number of contract days worked bears to the total number of contract days in the contract year.

Section C: Contract Addendum

- Paragraph 1: A contract addendum shall be issued to an administrative employee who is employed for contract days which are an extension of the period covered by the employee's base contract. Such contract addendum may be for an assignment that is an extension of duties under the employee's base contract or may be for other duties that are specified in the contract addendum.
- Paragraph 2: If an administrative employee assumes a greater responsibility for an extended portion of a school year than their normal placement on the salary schedule would indicate, the employee's daily rate shall be adjusted upward for the number of days of additional responsibility, subject to the Superintendent's recommendation and Board approval.
- Paragraph 3: The contract addendum shall normally compensate an employee for additional days of service at their established daily rate. The Board and the employee may agree in writing to a different rate of compensation.

ARTICLE V: ADMINISTRATIVE BENEFITS

Section A: Personal Injury Benefits

Paragraph 1: Worker's Compensation

The Board shall continue under the Kansas Worker's Compensation Law to provide worker's compensation coverage for all administrative employees. For any day in pay status that an administrative employee receives total disability compensation under the Worker's Compensation Law for compensable illness or accident arising out of or in the course of their employment, the administrative employee's salary, temporary leave payment, and/or short-term disability payment for that day shall be reduced by one hundred percent (100%) of the amount of worker's compensation total disability payment received by that employee.

Paragraph 2: Other Injury Benefits

Whenever an administrative employee is absent as a result of personal injury caused by battery arising out of or in the course of their employment, and when investigation by the administration indicates that they used reasonable judgment, the administrative employee shall be paid their full salary for a period of up to one hundred eighty (180) calendar days, less any worker's compensation disability payments (see paragraph 1 of this Section A, above). No absence under this paragraph shall be charged against the employee's accumulated temporary leave.

Section B: State Retirement Participation

The Board shall participate in the Kansas Public Employees Retirement System in accordance with K.S.A. 74-4931 *et seq.*

Section C: Short Term Disability Benefits

- Paragraph 1: The Board shall provide short term disability benefits for all administrative employees that in substance ensure that employees shall be compensated in for periods of total disability

resulting from occupational or non-occupational illness or injury at a rate of seventy percent (70%) of the administrative employee's regular daily rate. Such compensation shall be subject to all applicable deductions. The Payments under this paragraph shall commence on the sixth (6th) contract day following exhaustion of the administrative employee's accumulated temporary leave days and shall continue to the date which is one hundred eighty (180) calendar days after the date of commencement of the total disability for which this or any other benefit is being paid. In the event of a single and total disability for a continuous period of thirty (30) calendar days or more from the first day of the disability, the administrative employee's first five (5) contract days of short-term disability benefits for such disability shall be paid retroactively. A single disability for a period of 180 days is defined for the purpose of this paragraph as a single absence. Under no circumstances will short term disability benefits be paid in excess of 180 calendar days from the date of disability.

Paragraph 2: Short term disability benefits provided pursuant to Paragraph 1 of this Section shall be reduced by personal Social Security benefits and any worker's compensation total disability payments as herein provided. If, subsequent to commencement of compensation from short term disability benefits, it is determined that the illness or accident for which compensation has been made under this section arose out of or in the course of the administrative employee's employment, the administrative employee's compensation shall revert to worker's compensation disability payments and the administrative employee's short term disability benefits shall be reduced by any retroactive payment of worker's compensation total disability payments.

Section D: General Liability Coverage

The Board shall provide general liability coverage with at least \$500,000 single limit of liability and including employees of the School District within such coverage and, in addition, teacher's liability including liability for corporal punishment of pupils.

Section E: Life Insurance Coverage

The Board shall provide a group term life insurance coverage in the sum of \$50,000 for all administrative employees employed half-time or more except for those administrative employees who serve on the District Leadership Team who shall receive group life term coverage in the sum of \$300,000. Any increases in coverage shall not be effective until the administrative employee reports or is able to report for work on or after the effective date of such increase.

Section F: Medical and Dental Benefits

Paragraph 1: The Plans

- (a) The Board will offer administrative employees a base medical plan and a base dental plan with no additional employee-paid premiums other than: premium without wellness discount, tobacco/nicotine user premium, working spouse premium, and part-time employee premium ("base plan(s)"), as further described below.
- (b) At its discretion, the Board may offer additional medical plan and dental plan options ("buy-up" plans) with employee-paid premiums, through payroll deduction, that will be in addition to the premiums further described below.
- (c) The base and buy-up medical plans and base and buy-up dental plans shall provide coverage for administrative employees and eligible dependents, if any, in accordance with the terms, conditions, and exclusions of the base and buy-up medical plans and base and buy-up dental plans as developed by the administration. The administration of the base and buy-up medical plans and base and buy-up dental plans shall be reviewed at least quarterly by the Employee Health Advisory Committee. Changes in the base and buy-up medical plans and base and buy-up dental plans will normally be effective on January 1 of any year.
- (d) The base and buy-up medical plans and base and buy-up dental plans periods will begin January 1 and will end December 31 of each year.
- (e) Certain provisions of this Section or of the base and buy-up medical plans and base and buy-up dental plans are subject to continuing and future interpretations by the state or federal governments or their respective agencies. Any new law or more definite or different interpretation of existing law may require immediate and thorough modification of this Administrative Employment Policy or of the base and buy-up medical plans and base and buy-up dental plans. In such event, the change, deletion, or modification of this Article and/or the base and buy-up medical plans and base and buy-up dental plans shall be accomplished forthwith.
- (f) All actions and decisions under this health/dental plan shall be made in accordance with rules and regulations established by the Business/Financial Services Division.

Paragraph 2: **Eligibility**

- (a) An administrative employee who is employed in at least a 0.75 FTE position and above is eligible to participate in the base and buy-up medical plans and base and buy-up dental plans.
- (b) Administrative employees employed less than 0.75 FTE are not eligible to participate in the base and buy-up medical plans or base and buy-up dental plans.
- (c) To be eligible to participate in the base and buy-up medical plans and base and buy-up dental plans, all administrative employees will be required to enroll during open enrollment or within 31 days of hire. Administrative employees who do not enroll, or who decline through the enrollment process, will be automatically enrolled in the employee-only base medical plan without the wellness discount and the employee-only base dental plan.

Paragraph 3: **Board Contribution**

- (a) The Board contribution shall be \$690 per month for each administrative employee eligible, as described in Paragraph 2 above, to participate in the base and buy-up medical plans and base and buy-up dental plans. For IRS W-2 reporting purposes, the value of the base and buy-up medical plans and base and buy-up dental plans to each administrative employee will be tiered based upon family status. Family status means:
 - (1) Employee Only/Single;
 - (2) Employee + Children;
 - (3) Employee + Spouse;
 - (4) Employee + Spouse + Children/Family.
- (b) Administrative employees employed less than 0.75 FTE are not eligible for coverage or membership in the plan and the Board shall make no contribution for such administrative employees.
- (c) The Board shall continue to pay its contribution for any eligible administrative employee who suffers a continuing total disability for a period not to exceed 180 calendar days after the date of commencement of the total disability.

Paragraph 4: **Premiums/Payroll Deductions**

Effective January 1 and ending December 31, administrative employees shall agree to payroll deductions as follows:

- (a) ***Premium without Wellness Discount***
The following payroll deductions set in Table 1 below shall apply unless the administrative employee and/or spouse qualify for a wellness premium discount:

TABLE 1 Wellness Payroll Deduction/Discount			
	Employee Only	Spouse Only	Employee & Spouse
2016	\$50 month/ \$600 annual		
2017	\$50 month/ \$600 annual	\$50 month/ \$600 annual	\$100 month/ \$1200 annual
2018	\$100 month/ \$1200 annual	\$100 month/ \$1200 annual	\$200 month/ \$2400 annual
2019	\$100 month/ \$1200 annual	\$100 month/ \$1200 annual	\$200 month/ \$2400 annual
2020	\$100 month/ \$1200 annual	\$100 month/ \$1200 annual	\$200 month/ \$2400 annual
2021	\$100 month/ \$1200 annual	\$100 month/ \$1200 annual	\$200 month/ \$2400 annual
2022 & beyond	\$100 month/ \$1200 annual	\$100 month/ \$1200 annual	\$200 month/ \$2400 annual

*These premiums do not apply to dependent children.

- (1) The 2024 wellness premium discount (\$1200 per year for an employee and \$1200 per year for a spouse) will be applied for the employee (and spouse if applicable) if the employee completes the enrollment process and certifies that one of the following two conditions have been met:
 - a. 100 points of wellness activities have been met from the wellness matrix provided by Employee Benefits & Insurance Management; or
 - b. Both an annual physical exam with blood work AND an eye exam have been performed.
- (2) Services must have been rendered between September 1, 2022 and August 31, 2023, to apply toward the 2024 discount.
- (3) The employee must complete the enrollment process to receive the wellness premium discount. If the employee fails to complete the enrollment process, no wellness premium discount will be provided.
- (4) To receive the 2025 wellness premium discount (\$1200 per year for an employee and \$1200 per year for a spouse), the employee (and spouse if applicable) must have received either an annual physical exam with blood work OR an eye exam between September 1, 2023 and August 31, 2024.
- (5) Newly hired employees and employees transferring into benefitted positions will automatically receive the wellness premium discount for the rest of that calendar year. Employees hired after April each year and employees transferring into benefitted positions after April will automatically receive the wellness premium discount for the rest of that calendar year and the following calendar year.

(b) ***Working Spouse Premium.***

Administrative employees whose spouses have access to employer-sponsored health care insurance who choose to utilize the base or buy-up medical plans to provide coverage for the administrative employee's spouse shall agree to a payroll deduction

equal to \$2,400 per year, prorated over the length of their contract payments. Administrative employees with a spouse enrolled in the base or buy-up medical plans shall sign a certified statement verifying whether or not their spouse has access to employer-sponsored health care insurance.

(c) ***Part-time Premium.***

Administrative employees who are less than 1.0 FTE who are eligible under Paragraph 2 of this Section are eligible to participate in the base and buy-up medical plans and base and buy-up dental plans if they agree to a payroll deduction of \$480 per year, prorated over the length of their contract payments, in addition to other applicable employee-paid premiums.

(d) ***Tobacco/Nicotine User Premium.***

(1) An administrative employee who participates in the base or buy-up medical plans and who is a tobacco/nicotine product user shall agree to a payroll deduction equal to the annual tobacco premium of \$1,200, prorated for the length of their contract payments. Administrative employees shall sign a certified statement verifying whether or not they are tobacco/nicotine product users.

(2) An administrative employee whose spouse is a tobacco/nicotine product user who participates in the base or buy-up medical plans shall agree to a payroll deduction equal to the annual tobacco premium for a spouse of \$1,200, prorated for the length of their contract payments. Administrative employees shall sign a certified statement verifying whether or not their spouse who participates in the base or buy-up medical plans is a tobacco/nicotine product user.

(3) Administrative employees claiming to be tobacco/nicotine-free are subject to medical testing for nicotine, at the cost of the Board, to verify such claim, including random testing. Such test will be sensitive enough to differentiate actual nicotine use by the individual from nicotine naturally occurring in foods and from indirect contact with nicotine, such as secondhand smoke. If an administrative employee is tested and receives a positive result for nicotine, the administrative employee may request a second test for verification of the initial result. If the second test result is negative for nicotine, the second test will be paid for by the Board. If the second test is positive for nicotine, the cost of the second test will be borne by the administrative employee.

(4) An administrative employee's spouse who claims to be tobacco/nicotine-free is subject to medical testing for nicotine, at the cost of the Board, to verify such claim, including random testing. Such test will be sensitive enough to differentiate actual nicotine use by the individual from nicotine naturally occurring in foods and from indirect contact with nicotine, such as secondhand smoke. If the administrative employee's spouse is tested and receives a positive result for nicotine, the administrative employee's spouse may request a second test for verification of the initial result. If the second test result is negative for nicotine, the second test will be paid for by the Board. If the second test is positive for nicotine, the cost of the second test will be borne by the administrative employee.

(5) If the administrative employee's test has a positive result for tobacco/nicotine use, the administrative employee will be subject to the additional payroll deduction for tobacco/nicotine use and the payroll deduction of the annual

premium without the wellness discount, if the loss of the tobacco/nicotine free wellness points leaves the administrative employee with less than 100 wellness points. The payroll deduction for a positive test result or refusal to be tested shall equal the annual tobacco/nicotine premium, averaged between the date of the first paycheck after a positive test result or refusal to be tested and the last paycheck paid in December of the year the nicotine payroll deduction is begun.

- (6) If the spouse's test has a positive result for tobacco/nicotine use, the administrative employee will be subject to the additional payroll deduction for the spouse's tobacco/nicotine use and the payroll deduction of the annual premium without the wellness discount, if the loss of the tobacco/nicotine free wellness points leaves the administrative employee's spouse with less than 100 wellness points. The payroll deduction for a positive test result or refusal to be tested shall equal the annual tobacco/nicotine premium, averaged between the date of the first paycheck after a positive test result or refusal to be tested and the last paycheck paid in December of the year the nicotine payroll deduction is begun.
- (7) A tobacco/nicotine product user is a person who uses a tobacco/nicotine product or products four or more times per week within no longer than the past six months and includes cigarettes (including electronic cigarettes), cigars, pipes, and any form of chewing tobacco. The term "tobacco/nicotine user" does not include for religious or ceremonial use or when prescribed or recommended by a physician or in conjunction with smoking cessation treatment. Physician documentation is required.

- (e) Health insurance premiums will be deducted from wages on a pre-tax basis through the use of a Section 125 Cafeteria Plan.

Paragraph 5: Cash Option

Administrative employees employed 0.75 FTE or more who provide evidence of other medical coverage as required by the Affordable Care Act may enroll in a cash option in lieu of participation in the base or buy-up medical plans. Administrative employees enrolled in the cash option shall be paid \$100 per month subject to applicable deductions in regular payroll checks.

Section G: Severance Payment

Paragraph 1: An administrative employee who dies or who retires or resigns honorably after reaching age fifty-five (55) years or after five (5) years in the employ of the Board shall be eligible for a severance payment.

Paragraph 2: The amount of the severance payment for which the administrative employee is eligible shall be computed by multiplying the sum of the number of unused temporary leave days which the administrative employee has accumulated plus the number of unused vacation days which the administrative employee has accumulated in excess of the number which they are still eligible to take by thirty dollars (\$30).

Paragraph 3: The severance payment shall be made to the eligible administrative employee in accordance with payroll procedures and shall be subject to all applicable deductions.

Section H: Mileage Allowance

Any administrative employee who is required to drive their own automobile in connection with their employment shall be compensated on a quarterly basis at a rate per mile established by the Board of Education. Compensation shall be in a manner consistent with procedures established by the Business/Financial Services Division.

Section I: Annuity Plan

Administrative employees shall be eligible to participate in a salary reduction tax sheltered annuity plan, including 457 plans and 403b plans, established pursuant to the Internal Revenue Code, consistent with regulations established by the Business/Financial Services Division. Enrollment in the 457 plan and/or 403b plan must have a minimum of twenty-five (25) participants by the end of the second year after the plan commences or the 457 plan or 403b plan may be terminated at the discretion of the Superintendent.

Section J: Early Retirement Program

The Board will provide a voluntary early retirement program for administrative employees who are employed prior to July 1, 1996. The substance and procedures of the program, and any changes thereto, are in each instance to be determined by the Board. Alterations shall not be applied retroactively to affect any retired administrative employee receiving benefits from the program.

Section K: Flexible Spending Account Plan

The Board shall provide a Flexible Spending Account Plan established pursuant to Section 125 of the Internal Revenue Code, which will allow voluntary payroll deduction. The substance and procedures of the Plan, and any changes thereto, are in each instance to be determined by the Board. The Plan shall include only dependent care assistance and non-reimbursed medical expenses.

Section L: Catastrophic Emergency Benefit Plan

Paragraph 1: The Catastrophic Emergency Benefit Plan was established to help employees recover some of their used temporary leave days when they have exhausted all of their temporary leave and experience a major disaster declared by the President of the United States or experience a qualified medical emergency. The catastrophic event would need to be considered a qualifying Family Medical Leave event in order to be deemed a qualified medical emergency.

Paragraph 2: The Catastrophic Emergency Benefit Plan shall be established by allowing each benefitted employee to contribute one (1) day of temporary leave to the Plan. Those who wish to enroll in the Plan (those new to the District, those who wish to enroll for the first time, or those who went off benefits since they first contributed a day) may do so during the annual Catastrophic Plan open enrollment period. Those who have contributed a day in the past will NOT be allowed to contribute another day unless they went off benefits since they contributed the day or if, in the future, the Plan hours drop low enough that the Plan needs to be replenished.

- Paragraph 3: All of an employee's applicable temporary leave must be exhausted before the employee is eligible to apply for reinstatement of temporary leave days already deducted because of the catastrophe. Temporary leave must be in deduct and showing up as such on the PeopleSoft system before the employee is eligible. Employees who meet the criteria above shall be eligible to submit an application to draw on the Plan up to twenty (20) days per contract year.
- Paragraph 4: The Plan is not an option for employees eligible for or receiving worker's compensation or disability compensation payments.
- Paragraph 5: The Plan shall be administered by Employee Benefits and Insurance Management. Disputes shall be resolved by the UTW President or designee and the Chief Human Resources Officer or designee.

Section M: General

Each benefit specified by this Article may, at the Board's option, be provided by a Board selected carrier or by self-funding by the Board or any combination thereof. The Board may change from one carrier to another or to self-funding at any time. The specific coverage may be altered by the Board at any time so long as the coverage provided complies with the expressed terms of this policy.

ARTICLE VI: ADMINISTRATIVE SERVICES

Section A: General

- Paragraph 1: The Board and administrative employees recognize that the job of administrator is difficult to define, since the job involves more than the specification of time worked or the enumeration of specific work tasks to be performed. All administrative employees shall be responsible for carrying out their assignments in accordance with state law, State Board of Education regulations, Board policy, administrative regulations, and this set of understandings.
- Paragraph 2: The fulfillment of the responsibilities of this understanding requires that the administrative employee undertake certain tasks such as planning, telephone conferences, and activities which promote professional growth. The administrative employee is expected to perform certain of these tasks off school premises.

ARTICLE VII: PAYROLL DEDUCTIONS

Section A: Payroll Deductions

The Board provides that, whenever duly authorized by an administrative employee on a form or forms appropriate for such purposes and consistent with regulations established by the Business/Financial Services Division, payroll deductions shall be made and paid over in accordance with such form or forms for any or all of the following purposes:

- (a) Donations to the Friendship Fund
- (b) Payments to the Credit Union of America
- (c) Tax sheltered annuities

- (d) Dues to the YMCA
- (e) Flexible Spending Account Plan
- (f) Health Insurance Premiums
- (g) Donations to Education Edge
- (h)

ARTICLE VIII: ADMINISTRATIVE EMPLOYEE PROTECTION

Section A: Action Against Administrative Employees

- Paragraph 1: No administrative employee shall be disciplined without just cause. No disciplinary action shall be taken against any administrative employee on the basis of a complaint by a parent or student before a conference is held between the employee and the supervisor contemplating the action.
- Paragraph 2: An administrative employee may be suspended by the Superintendent without pay for just cause for up to five (5) contract days. A suspension without pay for more than five (5) contract days may be made only after official Board action.
- Paragraph 3: The exercise of their rights in this Article by an administrative employee shall not prejudice any action that the Board might otherwise take regarding the administrative employee's employment status.

Section B: Meeting or Hearing

Whenever an administrative employee is required to appear before the Board concerning disciplinary matters, they shall be given prior written notice of the reasons for the meeting or hearing and may be represented thereat by a person of their own choosing.

Section C: Gifts

- Paragraph 1: Gifts to administrative employees shall be subject to Board of Education Policy P1171, "Gifts to Persons."

Section D: Assault and/or Battery

- Paragraph 1: An administrative employee shall immediately report in writing to their immediate supervisor all cases of assault and/or battery suffered by the employee in connection with their employment.
- Paragraph 2: Such report, which may include other relevant information, shall be forwarded immediately to the Superintendent.
- Paragraph 3: The Board and the Superintendent will provide reasonable cooperation by providing any information in their possession which will aid an administrative employee in preparing a defense to any threatened charge by a third party.
- Paragraph 4: In any case in which an administrative employee is involved in legal action as a result of following Board or administrative policy, such action shall be immediately reported to the Board. Should the employee request assistance in the preparation of their defense and/or prosecution, the Board will provide such assistance pursuant to law and Board of

Education Policy P4008, "Legal Counsel for Board of Education Members and District Employee."

Section E: Legal Action

Nothing in this Article shall be construed as limiting the right of any administrative employee to take any legal action they deem desirable.

Section F: Compliance

Administrative employees shall not be required or compelled to take action or refrain from taking action when to do so would cause them physical harm or to be in violation of law or Board policy.

Section G: Property Damage

Paragraph 1: Administrative employees may be reimbursed for damage to (a) clothing or personal effects of such employee resulting from a purposeful assault or battery directed at such employee, or (b) personal property of such employee purposefully damaged or destroyed by the act of another, where the employee brought the property onto District premises as a teaching aid to approved curriculum. Reimbursement may be denied under this paragraph where the exercise of reasonable care on the part of the employee may have prevented or mitigated the loss of or damage to property, clothing, or effects. Reimbursement shall be for the reasonable value of the lost or damaged property, not to exceed \$1,200.00 in a single contract year.

Paragraph 2: The above does not cover accidental damage, theft, or mysterious disappearance.

ARTICLE IX: LEAVES

Section A: Chargeable Temporary Leaves

Paragraph 1: Temporary leave days shall be computed at a rate of one (1) day for each fifteen (15) days in pay status computed to the nearest half day. Each administrative employee shall be granted the number of temporary leave days to which they are entitled for a full contract year on the first day that the administrative employee reports for work in that contract year. Temporary leave days shall be prorated for any administrative employee who is contracted for less than full time or who begins their employment after the beginning of the contract year. Temporary leave days granted shall be added immediately to the administrative employee's accumulation. An administrative employee under an addendum contract shall be granted the additional days earned upon completion of the addendum contract.

Paragraph 2: Unused Temporary Leave Days

- (a) Unused temporary leave days shall be cumulative without limit.
- (b) Any former administrator who is reemployed within twelve (12) months of the date of termination will have their temporary leave days that were accrued at the time of separation reinstated for up to a maximum of five (5) years for temporary leave that was accrued after March 31, 1999, unless severance compensation has been paid for such leave.

Paragraph 3: Accumulated temporary leave days may be used for:

- (a) Personal illness, injury, or incapacitation up to the maximum of the number of days the administrative employee has accumulated. However, no administrative employee may use temporary leave days for any single such disability beyond 180 calendar days from the first day of the disability. On or before the end of thirty (30) calendar days from the beginning date of the disability, the administrative employee and their physician shall furnish a statement verifying the disability. For the recurrence of a disability to be considered a new disability, the administrative employee must have returned to work for a continuous period equal in length to the period of absence or for thirty (30) contract days if the period of absence exceeded thirty (30) contract days. Short absences for reasons not related to the disability shall not be counted towards fulfillment of this requirement, but will not be considered an interruption thereof.
- (b) Illness, injury, or death of the administrative employee's spouse, child, or parent up to a maximum of fourteen (14) days per contract year. Up to eight (8) of these days may be used for illness, injury, or death of the administrative employee's in-law, grandchild, grandparent, sibling, aunt, uncle, niece, nephew, any person having been regularly living in the administrative employee's household, or in-law of the administrative employee's spouse, child, or parent.
- (c) Personal business. Temporary personal business leave up to a maximum of ten (10) days may be granted to an administrative employee provided prior approval is secured. In case of emergency, the employee shall obtain approval for personal business leave from their immediate supervisor at the earliest possible time.
- (d) Temporary active duty up to a maximum of fourteen (14) days per contract year. Leave for temporary active duty is provided the administrative employee who is a member of a reserve military unit which is ordered to active duty as a result of an emergency or disaster.
- (e) Parental leave up to a maximum of five (5) days per contract year. Parental leave is provided for the non-delivering parent to attend the birth of their child.
- (f) Adoptive leave up to a maximum of fifteen (15) days per contract year. Adoptive leave is provided to the employee to provide time needed by the employee to complete the adoption of a child by the employee.

Paragraph 4: Exceptions to the above limitations may be made by the Superintendent.

Paragraph 5: Absences for one-half (1/2) day to one full day shall be chargeable as one-half (1/2) day. Absences for one day shall be chargeable as one (1) day. An administrative employee's salary shall be reduced by the amount of their daily rate of pay for each day of chargeable absence in excess of the limits specified by Paragraph 3 above.

Paragraph 6: The district may require an administrative employee to furnish evidence of authenticity of the reason given by the administrative employee for any leave.

Paragraph 7: When an administrative employee is absent under the provisions of this Section, they shall be compensated at their daily rate up to the number of eligible leave days accumulated.

For any day that the administrative employee receives compensation for total disability under the Worker's Compensation Law, the administrative employee's payment for temporary leave shall be reduced by 100 percent (100%) of the disability payment.

Section B: Nonchargeable Temporary Leaves

Subject to prior approval of the Superintendent or designee, an administrative employee may be granted temporary leave in the following categories: court or jury duty, professional activity, and school business. Such temporary leave shall not be chargeable to cumulative temporary leave days, and the employee shall receive their full pay.

Section C: Other Temporary Leaves

The Superintendent or a delegated authority may authorize temporary leave for any other purpose not expressly identified above. Such authorization shall specify the temporary leave as chargeable or nonchargeable.

Section D: Extended Leaves

Paragraph 1: Administrative employees are entitled, subject to approval of the Board and consistent with procedures established by the Human Resources Division, to extended leaves for required study, exchange teaching, health, illness of spouse, child, or parent, maternity, paternity, adoption, military service, serving in public office, professional activities and professionally related employment, if such leave will not create an undue hardship for the District. Such extended leaves shall normally be for one (1) year. An extended leave may be lengthened to include a second year under the same provisions which applied to the first year of extended leave. No extended leave shall be considered a termination of employment. The Board does not guarantee the administrative employee will return to the same position or to any administrative position as the employee held when the extended leave was granted.

Paragraph 2: The Board may authorize an extended leave for any other purpose not expressly identified above.

Section E: Sabbatical Leaves

Paragraph 1: Purpose

In order to provide opportunities for maximal professional improvement, sabbatical leaves for up to one year, depending on the type of leave approved, are available to administrative employees for formal, part-time or full-time study at a college or university to further enhance the employee's skills in the position they hold in the District.

Paragraph 2: Eligibility

- (a) An applicant must have performed seven (7) school years of continuous service in Unified School District 259 immediately prior to the commencement of the proposed sabbatical leave. The continuity of service is not interrupted by an extended leave of up to one (1) year. However, time during such leave shall not be counted toward the required seven (7) years and at least two (2) of the seven years must have been performed after the latest extended leave. The continuity of service is interrupted by any extended leave or leaves which total in excess of one (1) year.
- (b) Applicants shall not have received sabbatical leave during the seven (7) years immediately preceding the application.
- (c) Each applicant must sign a statement of intent to return to service in USD 259 immediately upon termination of the sabbatical leave.
- (d) Each applicant must sign a commitment to repay the amount paid during the sabbatical leave on a prorated basis in the event the administrative employee fails to return to USD 259 and perform assigned services under a contract of employment for a period equal to the length of the sabbatical leave.

Paragraph 3: Application

- (a) Applications shall be made to the Human Resources Division on or before the annual deadline dates established by the Human Resources Division.
- (b) The application shall present the applicant's plans for the sabbatical leave and such other information, as the Human Resources Division deems advisable.

Paragraph 4: Selection

- (a) A committee for Sabbatical Leave shall consist of 2 members appointed by the Superintendent, 2 members appointed by WEAA, and the Chief Human Resources Officer, who will chair the committee.
- (b) The committee will judge the quality of the applications submitted and will prepare a priority listing of eligible applicants. The committee will approve no more applications than allocated funds will permit.
- (c) Full time sabbatical refers to being enrolled as a full time student for a semester or a year.
- (d) Any formal approved program that requires an administrative employee to be away from his/her assignment for any part of a working day will be considered a part time sabbatical.

- (e) No administrative employee can participate in the part time sabbatical leave program for more than two (2) years. Administrative employees cannot be away from their work site more than one day each week during the academic year to participate in this program. If summer studies are required, an administrative employee may not be away from their work site for more than twenty (20) days during the summer. These days are to be charged to the administrative employee's accumulated or calendared vacation time.
- (f) Consideration shall be given to:
 - (1) Assured eligibility.
 - (2) The potential contribution to the applicant's professional growth.
 - (3) The applicant's prior contribution to the school district, potential for future leadership, or for improvement as an administrative instructional leader.
 - (4) Evidence of professional growth.
 - (5) Any other pertinent factors as established by the committee.
- (g) The priority listing of applicants for sabbatical leave shall be submitted to the Board for approval.

Paragraph 5: Compensation

- (a) Full time sabbatical leave

While on sabbatical leave, an administrative employee shall be compensated according to the base contract salary which would have been earned had the administrative employee not have been on leave. Payment for a semester's sabbatical leave shall equal 100% of the semester's base contract salary and payment for a year's sabbatical leave shall equal 50% of the year's base contract salary.

- (b) Part time sabbatical leave

Administrative employees approved for sabbatical leave requiring one-half or one day per week away from their work site will continue to receive full compensation and benefits. A maximum of thirty-six (36) days per school year will be permitted for an administrative employee on part time sabbatical leave. A maximum of twenty (20) additional days taken in excess of thirty-six (36) will be charged to the administrative employee's accrued vacation time.

- (c) If a semester requires less than eighteen (18) days the difference between actual days in the semester and the maximum allowed in the part time sabbatical leave cannot be carried over to be used for summer classes.

Paragraph 6: General Provisions

An administrative employee shall:

- (a) Receive full credit for system experience while on sabbatical leave.
- (b) Be subject upon return from sabbatical leave to any general salary reductions, which may be ordered by the Board.
- (c) Retain accumulated temporary leave days, but additional temporary leave days shall not accumulate during the term of the sabbatical leave.
- (d) Maintain all rights accruing under Kansas Public Employees Retirement System, if any.
- (e) Be permitted to retain the health coverage benefit as set forth in the Administrative Benefits Article.
- (f) Retain group term life coverage.
- (g) Retain disability income protection coverage.
- (h) Upon completion of sabbatical leave, be reassigned in a position which is at least comparable to the one held when assuming sabbatical leave status.
- (i) Be eligible for sabbatical leave for a semester or a year. A second year may be granted in special cases.
- (j) Administrative employees opting for a two-year program will be approved for both years at the time they are selected to participate.
- (k) Not deviate while on sabbatical leave from his/her approved plan except with the written permission of the Committee for Sabbatical Leave.

ARTICLE X: ADMINISTRATIVE EMPLOYEE FILES

Section A: Administrative Employee Files

Paragraph 1: All material obtained during the period of employment and placed in the administrative employee's file which may be used to determine his/her continued employment or advancement in the school system shall be available for inspection upon request by the employee in the presence of a person authorized to show the files and the administrative employee shall be given a copy of such material upon request. Information received by the administration prior to employment, confidential medical records obtained in employment processing, and confidential references or evaluations obtained from sources outside the school system subsequent to employment shall be exempted from inspection. However, the employee shall be provided a list of such items upon request.

Paragraph 2: An administrative employee shall have the right to answer any material filed which is subject to inspection. Such answer shall be submitted to the Human Resources Division within fourteen (14) calendar days of the date that the administrative employee first inspected or received a copy of the material being answered, whichever is earlier. Such answer shall be affixed to the material and placed with it in the administrative employee's file.

ARTICLE XI: ADMINISTRATIVE GRIEVANCE PROCEDURE

Section A: Introduction

Administrative employees have a right to have a timely review of complaints and grievances. Administrative employees are encouraged to raise concerns with their immediate supervisor in an informal manner in an effort to resolve problems. In the event an alleged violation of this Administrative Employment Policy is not resolved in an informal manner, a formal grievance may be filed within fourteen (14) contract days after the occurrence of the event upon which it is based.

Section B: Immediate Supervisor

Paragraph 1: A written statement of the grievance and suggested remedy shall be submitted to the administrative employee's immediate supervisor.

Paragraph 2: After proper inquiry, the immediate supervisor shall render a decision in writing.

Section C: Superintendent of Schools

Paragraph 1: If the grievant is not satisfied with the resolution, the grievance may be appealed to the Superintendent by submitting the original grievance and the decision of the immediate supervisor, along with any other relevant information, to the Superintendent.

Paragraph 2: The Superintendent or designee shall conduct proper inquiries and shall render the judgment in writing.

Section D: Board of Education

Paragraph 1: A termination for cause decision of the Superintendent, which does not include a nonrenewal, may be appealed to the Board of Education by submitting all written material from lower levels to the Board.

Paragraph 2: The Board, or a committee appointed by the Board, shall conduct proper inquiries, which normally include a hearing and shall render its decision in writing.

Section E: Time Limits

All steps in the grievance procedure shall be conducted in such a way as to assure a timely response. Time limits shall be flexible, but specific dates for action shall be agreed upon by the parties involved.

Section F: Right of Administrative Employee

Paragraph 1: No administrative employee shall be subject to reprisal by reason of his/her participation in the grievance procedure.

Paragraph 2: An administrative employee may represent himself/herself at all stages in the procedure or he/she may be represented by a representative of his/her own choosing.

Paragraph 3: An administrative employee may be represented by legal counsel at any time.

ARTICLE XII: DUE PROCESS

Section A: State Statute

Paragraph 1: The Board shall comply with KSA 72-2281 *et seq.*, regarding the procedures for non-renewing an administrative employee's contract.

APPENDIX A

JULY 2023				
M	T	W	T	F
3	(4)	5	6	(7)
10	11	12	13	(14)
17	18	19	20	21
24	25	26	27	28
31				

AUGUST 2023				
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7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
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(4)	5	6	7	8
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OCTOBER 2023				
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23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
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6	7	8	9	(10)
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20	21	⑳	(23)	(24)
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	⑮
18	19	20	21	(22)
(25)	(26)	(27)	(28)	(29)

JANUARY 2024				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26
29	30	31		

USD 259 WICHITA PUBLIC SCHOOLS 2023-2024 DISTRICT CALENDAR

GRADING PERIODS

August 15 - October 12	(40 contact days)
October 16 - December 14	(40 contact days)
January 3 - March 7	(43 contact days)
March 18 - May 23	(47 contact days)

MONTH	DATE
JULY	Enrollment..... 25-26
AUGUST	Orientation for new teachers..... 1-2 District Inservice (all teachers)..... 3-14 Orientation for 6th & 9th grade students..... 14 First day of school..... 15
SEPTEMBER	Labor Day Holiday..... 4 District Inservice Day..... 5 Official Enrollment Count..... 20
OCTOBER	Parent Teacher Conferences..... 10-12 Nonteaching Duty Day..... 13 End of First Grading Period..... 13
NOVEMBER	Veterans Day Holiday..... 10 Conference Release Day..... 22 Fall Recess..... 23-24
DECEMBER	Nonteaching Duty Day..... 15 End of Semester..... 15 Student Winter Recess..... Dec 18-Jan 2 Winter Recess..... Dec 22-Jan 1
JANUARY	District Inservice Day..... 2 Students return..... 3 Martin Luther King, Jr. Day Observed..... 15
FEBRUARY	Parent Teacher Conferences..... 7-9 District Inservice Day..... 16 Presidents Day Holiday..... 19
MARCH	Nonteaching Duty Day..... 8 End of Third Grading Period..... 8 Spring Recess..... 11-15
APRIL	Conference Release Day..... 12 District Inservice Day..... 15
MAY	Last Day of School..... 23 Elementary Progress Reports issued..... 23 Nonteaching Duty Day..... 24 Memorial Day Holiday..... 27 *Possible make-up days due to inclement weather..... May 28, May 29, May 30
JUNE	See Summer Hours
JULY	Independence Day Holiday..... 4

CALENDAR LEGEND

- School not in session
- () Administrative Offices closed
- District Inservice Days
- Conference Release Days
- New Teacher Orientation
- ◇ Nonteaching Duty Day
- District Wide Parent Teacher Conference

SUMMER HOURS 2023

7:00 a.m. - 5:30 p.m.
Monday - Thursday
(June 5, 2023-July 14, 2023)

2024

7:00 a.m. - 5:30 p.m.
Monday - Thursday
(June 3, 2024-July 19, 2024)

BOE
Approved
1/23/2023

FEBRUARY 2024

M	T	W	T	F
			1	2
5	6	7	8	9
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(19)	20	21	22	23
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MARCH 2024

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(11)	(12)	(13)	(14)	(15)
18	19	20	21	22
25	26	27	28	29

APRIL 2024

M	T	W	T	F
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8	9	10	11	⑫
(15)	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024

M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	⑳
(27)	*28	*29	*30	31

JUNE 2024

M	T	W	T	F
3	4	5	6	(7)
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24	25	26	27	(28)

JULY 2024

M	T	W	T	F
1	2	3	(4)	(5)
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15	16	17	18	(19)
22	23	24	25	26
29	30	31		

This calendar may be changed at the discretion of the Board of Education and/or the Administration

APPENDIX A

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
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SEPTEMBER 2023				
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OCTOBER 2023				
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9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
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20	21	22	(23)	(24)
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
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18	19	20	21	(22)
(25)	26	27	28	(29)

JANUARY 2024				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26
29	30	31		

2023-2024 ADMINISTRATIVE CALENDAR LEVEL OF RESPONSIBILITY 2

MONTH	DATE
JULY-2023	Report back to work 19
AUGUST	First Contract Day 1
	First Working Day 1
SEPTEMBER	Labor Day Holiday 4
NOVEMBER	Veterans' Day Holiday 10
	Fall Recess 23-24
DECEMBER	Winter Recess 22,25,29
	Calendared Vacation Days 26-28
JANUARY	New Year's Holiday 1
	Martin Luther King, Jr. Holiday 15
FEBRUARY	Presidents' Day Holiday 19
MARCH	Spring Recess 11-15
MAY	Last Day of School 24
	Memorial Day Holiday 27
	Noncontract Day 31
JULY-2024	Noncontract Days 1-23
	Report Back to Work 24
	Last Contract Day 31

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	

MARCH 2024				
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(11)	(12)	(13)	(14)	(15)
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25	26	27	28	29

APRIL 2024				
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1	2	3	4	5
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15	16	17	18	19
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MAY 2024				
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20	21	22	23	24
(27)	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
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24	25	26	27	28

JULY 2024				
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1	2	3	4	5
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15	16	17	18	19
22	23	24	25	26
29	30	31		

CALENDAR LEGEND

() Holidays

— Calendared Vacation Days

■ Noncontract Days

Total Days	260
Noncontract Days	- 20
	240
Holidays	- 16
	224
Calendared Vacation Days-	20
	204

NOTE: Due to ongoing budget conversations this calendar may be changed at the discretion of the Board of Education and/or the Administration.

APPENDIX A

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
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(4)	5	6	7	8
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18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
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2	3	4	5	6
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23	24	25	26	27
30	31			

NOVEMBER 2023				
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DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
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18	19	20	21	(22)
(25)	26	27	28	(29)

JANUARY 2024				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26
29	30	31		

2023-2024 ADMINISTRATIVE CALENDAR LEVEL OF RESPONSIBILITY 2E, 3, AND 4

MONTH	DATE
JULY-2023	Report back to work 19
AUGUST	First Contract Day 1
	First Working Day 1
SEPTEMBER	Labor Day Holiday 4
NOVEMBER	Veterans' Day Holiday 10
	Fall Recess 23-24
DECEMBER	Winter Recess 22,25,29
	Calendared Vacation Days 26-28
JANUARY	New Year's Holiday 1
	Martin Luther King, Jr. Holiday 15
FEBRUARY	Presidents' Day Holiday 19
MARCH	Spring Recess 11-15
MAY	Last Day of School 24
	Memorial Day Holiday 27
JULY-2024	Independence Day Holiday 4
	Noncontract Days 8-17
	Report Back to Work 18
	Last Contract Day 31

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
(11)	(12)	(13)	(14)	(15)
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
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22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
(27)	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
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17	18	19	20	21
24	25	26	27	28

JULY 2024				
M	T	W	T	F
1	2	3	(4)	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

CALENDAR LEGEND

- () Holidays
- Calendared Vacation Days
- Noncontract Days

Total Days	260
Noncontract Days	- 8
	252
Holidays	- 17
	235
Calendared Vacation Days-	20
	215

NOTE: Due to ongoing budget conversations this calendar may be changed at the discretion of the Board of Education and/or the Administration.

APPENDIX A

AUGUST 2023				
M	T	W	T	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

SEPTEMBER 2023				
M	T	W	T	F
				1
(4)	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

OCTOBER 2023				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30	31			

NOVEMBER 2023				
M	T	W	T	F
		1	2	3
6	7	8	9	(10)
13	14	15	16	17
20	21	22	(23)	(24)
27	28	29	30	

DECEMBER 2023				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	(22)
(25)	26	27	28	(29)

JANUARY 2024				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
(15)	16	17	18	19
22	23	24	25	26
29	30	31		

2023-2024 ADMINISTRATIVE CALENDAR LEVEL OF RESPONSIBILITY 5,6,7,8

MONTH	DATE
AUGUST	First Contract Day 1 First Working Day 1
SEPTEMBER	Labor Day Holiday 4
NOVEMBER	Veterans' Day Holiday 10 Fall Recess 23-24
DECEMBER	Winter Recess 22,25,29 Calendared Vacation Days 26-28
JANUARY	New Year's Holiday 1 Martin Luther King, Jr. Holiday 15
FEBRUARY	Presidents' Day Holiday 19
MARCH	Spring Recess 11-15
MAY	Last Day of School 24 Memorial Day Holiday 27
JULY-2024	Independence Day Holiday 4 Last Contract Day 31

FEBRUARY 2024				
M	T	W	T	F
			1	2
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	

MARCH 2024				
M	T	W	T	F
				1
4	5	6	7	8
(11)	(12)	(13)	(14)	(15)
18	19	20	21	22
25	26	27	28	29

APRIL 2024				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

MAY 2024				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
(27)	28	29	30	31

JUNE 2024				
M	T	W	T	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JULY 2024				
M	T	W	T	F
1	2	3	(4)	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

CALENDAR LEGEND

- () Holidays
- Administrative Offices Closed
- Calendared Vacation Days

Total Days	260
Holidays	- 17
	243
Calendared Vacation Days-	3
	240

*Vacation earned 17
taken as arranged

NOTE: Due to ongoing budget conversations this calendar may be changed at the discretion of the Board of Education and/or the Administration.

APPENDIX B

WICHITA PUBLIC SCHOOLS ADMINISTRATORS SALARY SCHEDULE 5.55% 2023-2024						
Level Of Responsibility	Length Of Contract	Administrative Experience	USD 259 Experience or Other Relevant Experience			
			A 1 - 9 years	B 10 - 14 Years	C 15 - 19 Years	D 20+ Years
2	240	1 - 3 Years	76,631	78,823	80,286	81,777
2	240	4 - 6 Years	82,207	84,570	86,138	87,734
2	240	7+	89,990	92,584	94,313	96,074
2E	252	1 - 3 Years	80,457	82,649	84,113	85,604
2E	252	4 - 6 Years	86,034	88,397	89,963	91,561
2E	252	7+	93,402	96,410	98,139	99,900
3	252	1 - 3 Years	83,581	85,980	87,572	89,194
3	252	4 - 6 Years	89,668	92,243	93,960	95,709
3	252	7+	98,167	100,997	102,888	104,815
4	252	1 - 3 Years	88,118	90,644	92,329	94,045
4	252	4 - 6 Years	94,539	97,261	99,071	100,915
4	252	7+	103,506	106,497	108,487	110,515
5	260	1 - 3 Years	97,173	99,961	101,818	103,710
5	260	4 - 6 Years	104,257	107,256	109,256	111,294
5	260	7+	114,161	117,459	119,658	121,898
6	260	1 - 3 Years	105,334	108,360	110,375	112,428
6	260	4 - 6 Years	113,025	116,282	118,453	120,665
6	260	7+	123,771	127,353	129,734	132,160
7	260	1 - 3 Years	113,259	116,511	118,681	120,890
7	260	4 - 6 Years	121,531	125,038	127,373	129,752
7	260	7+	133,094	136,943	139,515	142,134
8	260	1 - 3 Years	114,950	118,255	120,455	122,696
8	260	4 - 6 Years	123,348	126,906	129,276	131,689
8	260	7+	135,083	138,991	141,599	144,257

APPENDIX C

Administrative Title	Salary Level/Contract Days							
	II	II E	III	IV	V	VI	VII	VIII
	240	252	252	252	260	260	260	260
Aspiring Building Leader Intern	X							
Executive Coordinator				X				
Coordinator			X					
Elementary Principal				X				
with 600 plus pupils *				X				
with 800 plus pupils					X			
Elementary Assistant Principal		X						
Middle School Principal					X			
with 800 plus pupils **					X			
with 1000 plus pupils						X		
Middle School Assist. Principal			X					
Senior High Principal ^o							X	
Senior High Assistant Principal ■				X				
Alternative High School Principal					X			
Principal Northeast Magnet						X		
Assistant Principal, Northeast Magnet			X					
Executive Director						X		
Director					X			
Assistant Director				X				

* Elementary Principals whose enrollment is 600 to 799 will receive \$2,500 per year additional compensation.

** Middle School Principals whose enrollment is 800 to 999 will receive \$2,500 per year additional compensation.

^o Senior High Principals whose enrollment exceeds 2000 will receive \$2,500 per year additional compensation.

■ Senior High Assistant Principals will receive five (5) additional days of pay (daily rate) for night activities.

Extra compensation based on enrollment will be computed based on the September 20 official enrollment.

In the event enrollment drops below the stated number, the administrator's salary will be adjusted at the beginning of the next contract year.

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The Wichita Public Schools is committed to ensuring an environment that is free of discrimination, and to fostering a climate in which all employees and students may participate, contribute and grow to their fullest potential.

Harassment and disparate treatment will not be permitted or condoned in Wichita Public Schools.

The Wichita Public Schools does not discriminate on the basis of race, color, national origin, religion, sex, gender identity, sexual orientation, disability, age, veteran status, genetic information, or other legally protected classifications in its programs and activities.

All Wichita Public Schools employees have the responsibility to support this statement.

The following persons have been designated to handle inquiries regarding the non-discrimination statement:

Section 504 Coordinator for Adults and
Title IX Coordinator for Adults and Students
903 South Edgemoor
Wichita, KS 67218
(316) 973-4420

Section 504 Coordinator for Students
903 South Edgemoor
Wichita, KS 67218
(316) 973-4475