



Leavenworth USD 453

Classified

Employee Handbook

2024-25



TABLE OF CONTENTS

MESSAGE FROM THE SUPERINTENDENT	3
LEAVENWORTH BOARD OF EDUCATION	4
MESSAGE FROM THE BOARD OF EDUCATION	5
LEAVENWORTH SCHOOL DISTRICT	6
INTRODUCTORY STATEMENT	8
BOARD POLICIES	10
POLICY IMPLEMENTATION	10
SUPERVENING LOCAL LAW	10
NOTICE OF NON-DISCRIMINATION	10
EQUAL EMPLOYMENT OPPORTUNITY	11
AMERICANS WITH DISABILITIES ACT (ADA)	12
ANTI-HARASSMENT POLICY	14
BULLYING	20
STAFF BEHAVIOR	23
STANDARDS OF CONDUCT	23
CHAIN OF COMMAND	24
COMMUNICATION WITH LAW ENFORCEMENT	24
ATTENDANCE POLICY	25
CELLULAR PHONE USAGE POLICY	25
SOCIAL MEDIA GUIDELINES	27
PROGRESSIVE DISCIPLINE	34
CONFIDENTIALITY	35
DRUG FREE SCHOOLS AND WORKPLACE	36
USE OF TOBACCO PRODUCTS and E-CIGARETTES	37
STAFF-STUDENT RELATIONS	37
PERSONAL APPEARANCE	38
POLITICAL ACTIVITIES	38
DISTRICT PROCEDURES	39
ORIENTATION	39



STAFF IDENTIFICATION BADGES	39
ASSIGNMENT, TRANSFER, AND EXIT	39
EVALUATION	41
MOTOR VEHICLE CHECKS	41
BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN	42
AUTOMATED EXTERNAL DEFIBRILLATORS	42
EMERGENCY SAFETY INTERVENTIONS	42
BUSINESS OFFICE AND PAYROLL	49
TRAVEL EXPENSE REIMBURSEMENT PROCEDURE	49
PAYROLL	49
LEAVE	52
FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)	59
Military Leave Policy for FMLA	60
EMPLOYEE BENEFITS PLAN	61
EMPLOYEE ASSISTANCE PROGRAM (EAP)	63
KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)	65
RETIREMENT PROGRAM – CLASSIFIED STAFF	66
LONGEVITY PAY	67
THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)	68
WORKERS' COMPENSATION	68



MESSAGE FROM THE SUPERINTENDENT

Leavenworth USD 453 Staff,

Welcome to the 2024-25 school year! The purpose of this handbook is to provide information that will support a successful year in Leavenworth USD 453. The handbook is an extension of district policy and provides guidance for many of the situations that are encountered throughout the year. Please take the time to review the information herein and help us by contacting your direct supervisor or building principal if you have any issues or concerns.

There are great things happening in Leavenworth classrooms on a daily basis, and we are so excited that you are part of the Leavenworth USD 453 team.

Thank you in advance for your commitment and dedication to the students of Leavenworth, and helping to prepare them for success in every classroom, every day.

It's a Great Day to be a Pioneer,

Kellen J. Adams

Superintendent of Schools



LEAVENWORTH BOARD OF EDUCATION

Leavenworth USD 453, as all Districts in Kansas, is governed by a seven-member Board of Education. In Leavenworth, school board members are elected at large by the entire community. The only legal qualification for a citizen to be eligible for the board of education is that they be a registered voter in the school District. School board members serve four-year staggered terms, so there is a stream of consistency and history and not all board members are new at the same time. School board elections are held the first Tuesday in November of each odd year.

There are four main goals of a Board of Education: establish clear policy for a school system; set short- and long-term goals for the system; select and evaluate the superintendent; and hold the superintendent accountable for accomplishing the goals of the District. You may contact members of the Board of Education regarding issues of concern, but it is important to know that decisions are made with a quorum of the Board when it is in session. Board members commit time, energy, and vision in making Leavenworth the best school District in the state of Kansas. The Board of Education changes every two years, and we have been fortunate to have determined and committed members to provide advocacy and support for students, parents, community, and teachers/staff.

Please check the District website for the meeting schedule for the upcoming year. Parents and community members are encouraged to attend the meetings and to learn about your school District.



MESSAGE FROM THE BOARD OF EDUCATION

Dear Leavenworth Staff:

Thank you for all that you do for the students of this District. You are an important part of a team dedicated to preparing students for success in every classroom, every day. This ongoing effort requires commitment, passion, enthusiasm, and professional collaboration. Leavenworth USD 453 is fortunate to have a community of learners working together to support the academic success and well-being of our students.

Good luck on a successful and enjoyable school year, and again, thank you for all you do.

Sincerely,
Leavenworth USD 453 Board of
Education

Members of the Leavenworth School Board

- Mr. Mike Carney
- Mrs. Alisa Murphy
- Mrs. Karen Overbey
- Mrs. Judi Price
- Mrs. Vanessa Reid
- Mrs. Dannielle Wells
- Mrs. Jessica Wilson



LEAVENWORTH SCHOOL DISTRICT

Our Mission

Preparing every student for success in every classroom, every day.

Our Vision

Leavenworth Public Schools is a community dedicated to partnerships in support of student well-being and success.

Our Statements of Belief

- Students: We believe all students can learn and are entitled to an equitable education which ensures quality, nurtures self-esteem, and allows students to reach their greatest potential.
- Staff: We believe that effective schools have employees who embody the vision and mission of the school district and are committed to providing an equitable and quality education for all children.
- Board: We believe that effective schools have a board of education which provides an equitable and quality education for all children through its leadership and commitment to the staff and community.
- School Families: We believe that effective schools have parents and family members whose active involvement in the educational process supports their children and the school community.
- Community: We believe the quality of life in a community depends on the education of its citizens. We believe the quality of schools depends on the partnerships and support provided by its community.

Our Goals

- Improve the academic performance of each student.
- Attract and retain quality teachers and administrators.
- Enhance learning through the use of technology.
- Improve the public perception of our school district.
- Ensure adequate facilities and safe schools.



5/23/24

2024-25



Home of the Pioneers
LEAVENWORTH
UNIFIED SCHOOL DISTRICT 453

2024-25 Staff Work Days

Position	Start Date	End Date
Child Nutrition	August 12 th	May 22 nd
Aide – Building, Pre-K, Kindergarten	August 12 th	May 22 nd
Paraprofessional	August 12 th	May 22 nd
Nurse	August 6 th	May 22 nd
Security Guard	August 6 th	May 22 nd
Teachers	August 2 nd	May 22 nd
Receptionist	August 6 th	May 22 nd
Building Secretary	July 15 th	June 4 th
Registrar	July 15 th	June 4 th
Administrators 210 (w/ 8 Flex Days)	July 15 th	June 4 th
Administrators 220 (w/ 8 Flex Days)	July 15 th	June 12 th
12 Month Employees	July 1 st	June 30 th

All staff are invited to attend Convocation on August 7, 2024

Non-12 month employees are not paid for holidays and are not eligible for paid vacation.

Staff will be notified by Administration/Departments of any alterations to these dates. Alternate work schedules may be necessary to accommodate professional development, inclement weather make-up days, and alterations due to illness closures.

12 Month Holiday Schedule for the 2024-25 School Year

The Central Office, Leavenworth High School, Service Center, Child Nutrition, Technology Center and Nettie Hartnett Education Center will be closed on the following days during the 2024-25 school year.

Holiday	Dates	Days
Independence Day	July 4-5, 2024	2
Labor Day	September 2, 2024	1
Veteran's Day	November 11, 2024	1
Thanksgiving	November 25-29, 2024	5
Winter Break	December 23, 2024 - January 1, 2025	8
MLK Birthday	January 20, 2025	1
President's Day	February 17, 2025	1
Spring Break	March 14-21, 2025	5
Good Friday	April 18, 2025	1
Memorial Day	May 26, 2025	1
Juneteenth	June 19, 2025	1

With the approval of your supervisor, you may take vacation in conjunction with any holiday.



INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Leavenworth USD 453 and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. The policies, procedures, and programs outlined are designed to serve as guidelines to keep you informed of relevant facts about your employment. You should read, understand, and comply with all provisions of this handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Leavenworth USD 453 to benefit employees. One of our key objectives is to provide a work environment that is conducive to both personal and professional growth. While the policies and procedures outlined in this manual should give employees answers to most of the general questions they might have about their job or the District's programs and procedures, it cannot cover every situation that might arise. If employees have questions about these guidelines or need further information about any subject, they should consult with their supervisor.

DISCLAIMER: Nothing in this Handbook creates or is intended to create a contract of employment, either expressed or implied, nor do the Handbook provisions establish an employment relationship where one would not exist. No employee has authority to create an employee contract by modification of this document.

No employee handbook can anticipate every circumstance or question about policy. Therefore, Leavenworth USD 453 reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur. No changes or potential changes in this Handbook will change an employee's status as an *At-Will* employee, which permits an employee or Leavenworth USD 453 to end his or her employment for any reason at any time.

In the event that a policy in this handbook conflicts with any Board Policy or local, state, or federal law, the applicable Board Policy or law will supersede this handbook.



BOARD POLICIES

The Board of Education subscribes to the KASB policy service and hence maintains a thorough and exhaustive set of policies. The board periodically reviews these policies and makes such changes as it thinks advisable. Employees may access all board policies located on the District website at www.usd453.org.

POLICY IMPLEMENTATION

(See board policy GAA)

Employees shall follow all applicable board policies, rules, and regulations. All personnel handbooks shall be approved by the board and adopted by reference as a part of these policies and rules.

SUPERVENING LOCAL LAW

The Leavenworth USD 453 Classified Employee Handbook is designed to provide accurate and authoritative information on the policies and procedures of Leavenworth USD 453.

However, where local, state, or federal law conflicts with these policies and procedures, Leavenworth USD 453 will comply with the applicable local, state, or federal law. If there are questions or concerns regarding this aspect of the District's Classified Employee Handbook, please contact Human Resources.

NOTICE OF NON-DISCRIMINATION

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Leavenworth USD 453 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap, sex, or any other legally protected status in admission or access to, or treatment or employment in, its programs and activities. As required by law, the district will provide equal access to district facilities and related benefits and services and will not discriminate against any group officially affiliated with the Boy Scouts of America, the Girl Scouts of the United States of America or any other youth group designated in applicable federal law. Any person having inquiries concerning Leavenworth USD 453 compliance with the regulations implementing Title VI, Title IX, Section 504, Age Discrimination



Act, and the Boy Scouts of America Equal Access Act is directed to contact Leavenworth USD 453, 200 N 4th Street, (913) 684-1400. Mrs. Amy Sloan has been designated to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, Section 504, Age Discrimination Act, and the Boy Scouts of America Equal Access Act. Any person may also contact the Asst. Secretary for Civil rights, U.S. Department of Education, regarding the institution's compliance with the regulations implementing Title V), Title IX, Section 504, Age Discrimination Act, or the Boy Scouts of America Equal Access Act. The local Office for Civil Rights is located at 1010 Walnut Street, Suite 320, Kansas City, MO 64106; Phone (816) 268-0550 or 877-521-2172 (TTY); Email: OCR.KansasCity@ed.gov.

Title II of the Americans with Disabilities Act of 1990, 42 U.S.C. Section 12131 states:

1. Public entity

The term "public entity" means

- a) any State or local government;
- b) any department, agency, special purpose district, or other instrumentality of a State or States or local government; and
- c) the National Railroad Passenger Corporation, and any commuter authority (as defined in section 24102(4) of title 49).

2. Qualified individual with a disability

The term "qualified individual with a disability" means an individual with a disability who, with or without reasonable modifications to rules, policies, or practices, the removal of architectural, communication, or transportation barriers, or the provision of auxiliary aids and services, meets the essential eligibility requirements for the receipt of services or the participation in programs or activities provided by a public entity.

EQUAL EMPLOYMENT OPPORTUNITY



(See board policy GAAA)

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Leavenworth USD 453 will be based on merit, qualifications, and abilities. Leavenworth USD 453 does not discriminate in employment opportunities or practices on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap, sex, or any other legally protected status. All pupils, teachers, administrators, other school personnel, and applicants will be treated fairly and with dignity and respect. Specifically, pupils, teachers, administrators, other school personnel, and applicants shall not be willfully or intentionally discriminated against by any representative of Leavenworth USD 453 in accordance with and as defined by federal, state and local non-discrimination laws.

Leavenworth USD 453 will be proactive in monitoring its employment practices and policies on an ongoing basis. Leavenworth USD 453 expects its employees to be aware of their work environment, as well, and be sensitive and respectful to all individuals around them. If employees are subject to or witness discrimination, contact Human Resources immediately. Leavenworth USD 453 ensures that employees following this procedure are protected against illegal retaliation. A prompt and thorough confidential investigation will be conducted on all reports. Any reported violations of EEO law or this policy are investigated. Supervisors or employees found to be engaging in any type of unlawful discrimination will be subject to immediate disciplinary action, up to and including termination of employment.

AMERICANS WITH DISABILITIES ACT (ADA)

Leavenworth USD 453 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis, including, but not limited to, hiring, promotion, discharge, compensation, benefits, training, and all other aspects of employment.

Terms used in this policy have the following meanings: (1) disability means a physical or mental impairment that substantially limits one or more of the major life activities of an individual; (2) a disabled individual is a person who has such



an impairment, has a record of such an impairment, or is regarded as having such an impairment; (3) a qualified person with a disability means an individual with a disability who, with or without reasonable accommodation, can perform the essential functions of the position that the individual holds or has applied for.

Leavenworth USD 453 also prohibits any discrimination against an employee because the employee has a known relationship or association with a person with a disability. Benefits are made available to employees on an equal basis without regard to whether any individual has a disability.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. Employees who qualify as disabled should discuss the need for reasonable accommodation with Human Resources. Such information will be kept as confidential as possible. Leavenworth USD 453 seeks reasonable accommodations for qualified persons with disabilities that do not result in undue hardship on the District's business operations.

All employees must comply with safety rules at all times. Leavenworth USD 453 makes every effort to place applicants and employees in positions for which they are qualified. However, employees and job applicants are not placed in positions where, with or without a reasonable accommodation, they would create a direct threat to the safety or health of themselves or others.

Qualified persons with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on an equal basis.

Leavenworth USD 453 is also committed to not discriminating against any qualified employees or applicants because they are related to or employed with a disabled individual. Leavenworth USD 453 will follow any state or local law that provides disabled individuals greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Leavenworth USD 453 is committed to taking all other actions necessary to ensure equal employment opportunity for disabled individuals in accordance with the Kansas Act Against



Discrimination, the Americans with Disabilities Act and applicable amendments, and all other applicable federal, state, and local laws. Any applicant or employee who believes there has been a violation of the District's policy or any applicable law relating to accommodating a disabled individual should immediately contact Human Resources. All complaints are promptly investigated and all information obtained in the course of an investigation is held in confidence and only disclosed to individuals who have a need for the information. Leavenworth USD 453 ensures that employees following this procedure are protected against illegal retaliation.

ANTI-HARASSMENT POLICY

A. POLICY STATEMENT

Leavenworth Unified District 453 is committed to providing an equal employment opportunity along with a work environment that is free of discrimination and unlawful harassment. Leavenworth USD453 will not tolerate any form of conduct in the workplace that can be considered harassing, coercive, or disruptive.

Leavenworth USD453 will support any employees who are subject to harassment. This policy extends to pupils, teachers, administrators, other school personnel, and visitors who may have interaction with the District's employee in the workplace or while on District business. Any problem of this kind should be reported to the employee's supervisor or the Human Resources Department.

B. PROHIBITED CONDUCT UNDER THIS POLICY

1. Discrimination

- a. It is a violation of this policy to discriminate in the provision of employment opportunities, benefits or privileges; to create discriminatory work conditions; or to use discriminatory evaluative standards in employment if the basis of that discriminatory treatment is, in whole or in part, the person's race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap, sex, or any other legally protected status.
- b. Discrimination of this kind also may be strictly prohibited by a variety of federal, state and local laws, including Title VII of the Civil Rights Act 1964, the Age Discrimination Act of 1975, and the Americans With Disabilities Act of 1990. This policy is intended to comply with the prohibitions stated in these antidiscrimination laws.



- c. Discrimination in violation of this policy will be subject to severe sanctions up to and including termination.

2. Harassment

Harassment, including sexual harassment, is prohibited by federal and state laws. This policy prohibits harassment of any kind, and the District will take appropriate action swiftly to address any violations of this policy. The definition of harassment is verbal or physical conduct designed to threaten, intimidate or coerce. Also, verbal taunting (including racial and ethnic slurs) that, in the employee's opinion, impairs his or her ability to perform his or her job.

Examples of harassment are:

- a. Verbal: Comments that are not flattering or are unwelcome regarding a person's race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap, sex, or any other legally protected status. Epithets, slurs, negative stereotyping.
- b. Nonverbal: Distribution, display or discussion of any written or graphic material that ridicules, denigrates, insults, belittles, or shows hostility or aversion toward an individual or group because of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap, sex, or any other legally protected status.

3. Sexual Harassment (Board Policy GAAC)

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by Board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.



It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure (See Board Policy KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual



harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

C. RETALIATION

No hardship, no loss or benefit, and no penalty may be imposed on an employee as punishment for:

- a. Filing or responding to a bona fide complaint of discrimination or harassment.
- b. Appearing as a witness in the investigation of a complaint.
- c. Serving as an investigator.



Retaliation or attempted retaliation is a violation of this policy and anyone who does so will be subject to severe sanctions up to and including termination.

D. THE COMPLAINT PROCESS

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, gender, age, religion, marital status, gender orientation, veteran status, handicap, sex, or any other legally protected status in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Mrs. Amy Sloan, 200 N. 4th St., Leavenworth, KS, 66048, 913-684-1400 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the Superintendent should be addressed to the Board of Education.

a. Confidentiality

During the complaint process, while the confidentiality of the information received, the privacy of the individuals involved, and the wishes of the complaining person regarding action by the office cannot be guaranteed in every instance, they will be protected to as great a degree as is legally possible. The expressed wishes of the complaining person for confidentiality will be considered in the context of the District's legal obligation to act upon the charge and the right of the charged party to obtain information. In most cases, however, confidentiality will be strictly maintained by the District and those involved in the investigation. In addition, any notes or documents written by or received by the person(s) conducting the investigation will be kept confidential to the extent possible and according to any existing state or federal law.



b. Complaint Procedure (Board Policy KN)

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of discrimination harassment from a student, another employee or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution of the complaint, and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each building office and the central office.

A complaint should be filed as soon as possible after the conduct occurs, but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Superintendent, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator or another individual appointed by the Board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.



A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant no later than 30 days after the filing of the complaint.

If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in Board policy, the negotiated agreement or state law will be followed.

Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the Board, or by the Board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission

BULLYING

Bullying means any intentional gesture or any intentional written, verbal, electronic, or physical act or threat either by any student, staff member, or parent towards a student or by any student, staff member or parent towards a staff member that is sufficiently **severe, persistent, or pervasive** that it creates an intimidating, threatening, or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have



the effect of:

- Harming a student or staff member, whether physically or mentally;
- Damaging a student's or staff member's property;
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyberbullying. **Cyberbullying** means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games, and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. Leavenworth USD 453 will not tolerate these actions by students, staff, or parents.

For the purposes of this plan and its authorizing policies, **parent** includes a biological, adoptive, or step-parent; guardian; custodian; or other person with authority to act on behalf of a student.

Similarly, a **staff member** means any person employed by the district.

Any act of bullying by either an individual student or group of students towards a student or staff member of the district is prohibited on or while utilizing school property, in a school vehicle, or at school-sponsored activities, programs, and events. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members and parents who engage in similar behaviors.

Training concerning identifying, reporting, investigating, and preventing bullying behaviors as outlined in district policies and this plan shall be provided to students and staff members using district resources available for such purpose and shall be provided through school assemblies, staff development, or other appropriate forums at least annually.



The board or the district administration on behalf of the board may seek student, staff, parent, and/or community input on the adoption, revision, and/or implementation of the board's bullying policies or plan as directed or approved by the board. No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited. A student or staff member who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school administration and/or board may take into account the following factors when determining an appropriate disciplinary action for such prohibited conduct: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student bullying may be found in student and employee handbooks. Offenses over time or single offenses which are severe in nature may result in discipline up to and including suspension and/or expulsion or termination from employment. Parents participating in prohibited bullying conduct aimed at district students and/or staff members may jeopardize their access to district facilities; district property; school sponsored activities, programs, and events; and/or district students and/or staff members through the district's communication systems. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. (See Policies EBC, GAAC, GAACA, JGEC, JGECA and KN)



STAFF BEHAVIOR

STANDARDS OF CONDUCT

Below is a list of employee behaviors that can result in one or more of the following forms of disciplinary actions: verbal warning, written warning, suspension from work, and/or termination of employment. This list is not exhaustive, but is just an example of unacceptable behaviors. Furthermore, this policy does not alter the employee's "at-will" employment status, and the District or the employee may end the employee's employment with the District at any time, with or without cause and with or without notice. When making a decision to determine the proper disciplinary action, the supervisor will consider the seriousness of the infraction, the past record of the employee and the circumstances surrounding the matter.

1. Falsification of District records—including but not limited to the District application for employment or time card.
2. Unauthorized possession of District property, fraud, gambling, carrying weapons or explosives, or violation of criminal laws on the premises.
3. Fighting, throwing items, horseplay, practical jokes or other disorderly conduct that may endanger the well-being of another employee, student, or patron.
4. Threatening, intimidating, coercing, using abusive language, or interfering with the performance of another employee or student.
5. Insubordination or refusal to comply with the reasonable directions of a supervisor or failure to perform the reasonable duties of the assigned position.
6. Misuse of District's materials and/or equipment for the manufacture and/or production of a non-authorized article or for personal use.
7. Performance that does not meet the requirements of the position.
8. Engaging in such practices as may be judged inconsistent with reasonable standards of conduct necessary to the welfare of Leavenworth USD 453 students, patrons, and employees.
9. Willful or repeated violation of safety rules.
10. The use, possession, sale, purchase, transfer, or being under the influence of alcoholic beverages, illegal drugs, or other intoxicants at any time on the school District's premises.



11. Harassment.
12. Being late to work, excessive absences, and excessive breaks or leaving a job site early for unauthorized reasons.
13. Divulging confidential information.
14. The loss or suspension of a driver's license, certificate, or any other job-related qualification that is required for the performance of one's duties.
15. The use of profane or hate language, symbols, or conduct.
16. Other circumstances not listed that would warrant disciplinary actions.
17. Conviction of any criminal offense as outlined in KSA 72-1397.
18. This list is neither exhaustive nor exclusive. An employee may be terminated by the Board at any time for improper or inappropriate conduct, inability of the employee to perform the work assigned to him/her, failure to obey the rules and regulations of the Board or the directions of its Superintendent of Schools, or for any reason at any time.

CHAIN OF COMMAND

Employees are to follow the proper chain of command by first contacting their immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual, racial or other forms of harassment. Please refer to Board Policy GAAC and JGEC for details. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

COMMUNICATION WITH LAW ENFORCEMENT

Prior to contacting law enforcement authorities directly for school-related matters on campus, or at district events/activities, staff are required to notify school administration. Examples of school related matters could include, but are not limited to, instances of: theft of property, threats, trespassing, verbal or physical altercations, etc.



ATTENDANCE POLICY

Regular and prompt attendance is an obligation for every employee and is considered an essential function of your job. Absenteeism causes disruptions and adjustments in staffing. The School District requires employees to report to work in time to commence work at the scheduled time. The School District is aware that emergencies, illnesses, or pressing personal business that cannot be scheduled outside work hours may arise. In such circumstances, a satisfactory explanation of the reason for lateness or absence is required. It is the employee's responsibility to contact his or her supervisor in a timely manner if he or she will be absent or late.

Attendance Infraction

Tardy: Arriving for work more than 5 minutes late.
Absence: Not reporting for the assigned shift.
No Call/No Show: Failure to call to advise of absence.

Expectations

When an employee is absent, arrives late for work or is a no call/no show, it constitutes a staffing issue. Employees must make every effort to report to work on time and to communicate in advance reasons for not being able to report for work. Employee must call their immediate supervisor one (1) hour prior to shift start time (except in cases of emergencies) to report absence or tardiness.

Discipline

Repeated absenteeism or tardiness will result in disciplinary action, up to and including termination of employment.

No Call/No Show

Three consecutive days of no call/no show will be considered job abandonment. Employee will not be eligible for rehire.

CELLULAR PHONE USAGE POLICY

This policy regarding cellular phone usage applies to any device that makes or receives phone calls, leaves messages, sends text messages, surfs the Internet, and/or downloads and allows for the reading of and responding to email, whether the device is District-supplied or personally owned.

Cell Phones or Similar Devices at Work

While at work, employees are expected to refrain from using their personal cellular phones. Excessive personal calls during the workday, regardless of the



phone used, interfere with employee productivity and are distracting to others. Employees are, therefore, required to make personal calls during non-work time (e.g., before/after school hours, lunch breaks, breaks, etc.) and to ensure that friends and family members are aware of the District's policy. This prohibition includes, but is not limited to, receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, and checking for phone messages.

Flexibility will be provided in circumstances demanding attention. If an employee requires flexibility or an accommodation, he or she should speak to his or her supervisor.

Use of District Owned and Supplied Cellular Phones and Similar Devices While Driving

An employee who uses a District-supplied cellular phone or similar device is prohibited from using such cellular phone or similar device while driving, whether the business conducted is personal or District-related. This prohibition includes receiving or placing calls, text messaging, surfing the Internet, receiving or responding to email, checking for phone messages, or any other purpose related to the employee's employment with the District; the District's students or their parents/guardians; the District's vendors; volunteer activities, meetings, or civic responsibilities performed for or attended in the name of the District; or any other District or personally related activities not named here, while driving.

If necessity requires that an employee use a District owned and supplied cellular phone or similar device while he or she is driving, the employee is required to stop the vehicle in a safe location so that he or she can safely use the District owned and supplied cellular phone or similar device.

Personal Cellular Phone or Similar Device Use for District Business While Driving

The District is aware that employees currently use their personal cellular phones or similar devices for District business purposes while driving in their personal vehicle. Due to research that indicates that cell phone use while driving is dangerous, the District prohibits employee use of personal cellular phones or similar devices to, including, but not limited to, receive or place calls, text message, surf the Internet, receive or respond to email, or check for phone messages, while driving if the employee is in any way doing activities that are related to the employee's employment with the District.



If necessity requires that an employee use his or her cellular phone or similar device for District business while he or she is driving, the employee is required to stop his or her vehicle in a safe location so that he or she can safely use the cellular phone or similar device for District business.

Violation of Policy

Employees who violate this policy will be subject to appropriate disciplinary actions, up to and including termination.

SOCIAL MEDIA GUIDELINES

The Leavenworth School District recognizes the importance of using social media as a communication and learning tool. The purpose of these guidelines is to assist District employees in navigating the appropriate use of social media tools in their professional and personal lives.

All staff members are expected to serve as positive ambassadors for the District and appropriate role models for students. It is vital that staff maintain professionalism in their interactions with students and the community. Failure to do so could put you in violation of existing District policy and at risk of disciplinary action.

These social media guidelines provide guidance for use of social and/or digital media on behalf of the District. Social media, as used in these guidelines, includes all forms of electronic communication through which users share information, messages, and/or other content on the Internet, including, but not limited to, communication through Facebook, Twitter, LinkedIn, YouTube, Pinterest, Google+, Tumblr, Instagram, and similar social media sites, as well as posting to your own or someone else's blog, online diary or journal, podcasts, virtual worlds, social networks, personal web site, or to a web bulletin board or a chat room, regardless of whether such a site has any direct connection with the District.

The following principles apply to use of social and/or digital media by District employees:

- You are solely responsible for what you post online. Before creating online content, it is important to use your best judgment and consider whether



the content can adversely affect your job performance, the performance of fellow employees and/or students, or whether it adversely impacts others at your building, as well as individuals in the community, students, and others. Content that negatively impacts the District's legitimate interests or the interests of its students may result in disciplinary action, up to and including termination.

- Employees must adhere to the Employee Handbook and other District policies when using social and/or digital media. Employees should be aware of the effect their actions may have on the District's image. Information employees post or publish may be seen as posting on behalf of the District. Inappropriate posts can include discriminatory remarks, harassment, threats of violence, or similar inappropriate or unlawful conduct. This type of posting cannot be tolerated and may subject you to disciplinary action, up to and including termination.
- Employees should use their best judgment to ensure anything shared on social and/or digital media is not harmful to District employees, students, parents, vendors, donors, board members, etc.

Please remember that you have no right to privacy when using the District's communications systems, including, but not limited to, computers and other electronic equipment, the District's internet connection, and e-mail system. In addition, the District reserves the right to monitor public communications and content on employees' social networking profiles, as well as employees' public posts on social media websites.

Be Professional and Respectful

Always be fair, courteous, and professional to fellow employees, students, parents, vendors, and anyone working on behalf of the District, both online and offline. Avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, or that are disparaging of the District's aims or goals, or that might constitute harassment or bullying of people with whom you work in any capacity.

Examples of such conduct might include:

- offensive posts meant to intentionally harm an employee, non-employee, student, or parent's reputation;



- posts that could contribute to a hostile work environment on the basis of race, color, religion, national origin, sex, ancestry, age, disability, or any other status protected by law or our policies;
- threats made to stalk, haze, physically injure, or damage the person or properties of an employee, non-employee, student, or parent;
- posting pornography.

Work-related complaints can often be resolved by speaking directly with your co-workers or by directing your complaints to the District's Human Resources Department.

Be Honest and Accurate

Please be honest and accurate if you are posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted posts can be searched. Never post any information or rumors that you know, or suspect, to be false about the District, about fellow employees, students, parents, or others working with or on behalf of the District.

Post Only Appropriate and Respectful Content.

Your social media posts should:

- Maintain appropriate privacy and confidentiality requirements of the District.
- Not link from your blog, website, or other social media site to the District's website without first seeking permission from the District's Central Office Administration.
- Express only your personal opinions. Do not represent yourself as a spokesperson for the District. If the District should be the subject of the content you are creating, be clear and open about the fact that you are employed by the District, but also make it clear that your views do not represent those of the District, your fellow employees, or others working on behalf of the District. If you do publish a blog or post online related to the work you do or subjects associated with the District, make it clear that you are not speaking on behalf of the District. Please include the following disclaimer if you identify yourself in a social media post as an employee of the District: "The views expressed on this website are my own and do not necessarily reflect the views of Leavenworth School District."
- Respect the law, including copyright law.



To assist you with the principles above, below are specific considerations to follow when using social media:

1. You are Always a School Employee

The lines between public and private, personal and professional are sometimes blurred in the digital world. Even when you have a disclaimer or use a different username, you will always be considered to be a District employee. Whether it is clearly communicated or not, you will be publicly identified as working for and sometimes representing the District in what you do and say online.

- Always write in the first person and make it clear that you are speaking for yourself and not on behalf of the District.
- Do not misrepresent yourself by using someone else's identity or misrepresenting your identity. Be honest about who you are, where you work and what you do.
- Do not share confidential information whether it is internal school discussions or specific information about students or other staff. What you post will be seen by others and can be forwarded or shared in just a few clicks.

2. Be Professional

Represent the District values of respect, responsibility, integrity, citizenship, honesty and teamwork. Express your ideas and opinions in a respectful manner and consider carefully what you post through comments and photos.

- Respect copyright and fair use guidelines. Be sure to cite your source when quoting.
- Do not use any school logo or image without permission from the District's Central Office Administration.
- If you make a mistake, admit it and correct it quickly. Clearly state if you've corrected a previous post and apologize if appropriate. Even though damage may be done, it is best to admit your mistake and correct it.
- Be cautious about posting personal video. Video is an especially rich form of communication that often tells more about you than you might realize. Assume the video you post is public and will be



viewed by everyone in your personal and professional worlds.

3. Respect Others and Ensure the Safety of Students

Respect the privacy and the feelings of others and do not, under any circumstance, post offensive comments about students, colleagues, or the District in general. Negative comments about people may amount to cyber-bullying and could be deemed a disciplinary offense.

- You are responsible for what you post publicly, so be certain it is accurate and supports, or remains neutral of your organization. If you are about to publish something that makes you hesitate, wait a day and talk to a colleague or supervisor. Once posted you can't take it back.
- Employees who join or engage in social networks that include students have the responsibility for monitoring content and addressing appropriate behavior or activity, including the protection and safety of minors. All aspects of mandated reporting responsibilities apply, and should also be shared with a building administrator if there is any concern related to student safety and well-being.
- Permission should be sought when posting photos or movies of fellow employees when possible. Permission should be sought when posting photos or movies that single out or personally identify a student.

4. Manage Staff/Student Relationships Carefully

Employees are prohibited from establishing personal relationships with students that are unprofessional and thereby inappropriate. Do not fraternize with students as though they are your peers or friends.

- Unprofessional relationships include writing personal letters, email or text messages; calling students on cell phones or allowing students to make personal calls to you unrelated to class work or school activities; sending inappropriate pictures to students; discussing or revealing personal matters about your private life or inviting students to do the same; engaging in sexualized dialogue in any form.
- Inappropriate or offensive content posted to social networks by employees and viewed by students, parents or other staff may be



investigated by school and District officials and, if warranted, may result in disciplinary action.

- Usage of school email, and district-provided communication devices, is not private. All communications by employees to students or parents at any time from any phone or electronic communication shall be expected to be professional. Email between employees and students and parents shall be done through the school provided email application and must conform to school email policies. All aspects of mandated reporting responsibilities apply, and should also be shared with a building administrator if there is any concern related to student safety and well-being.

5. Help Build our Community

Write what you know, be accurate, and add value to the discussion. A District's most valuable asset is its staff represented by its people and what you publish may reflect on the school.

- Speak in the first person with your own voice and perspective.

6. Personal Use

The line between professional and personal relationships can be blurred within a social media context. Employees should exercise good judgment and common sense while maintaining their professionalism as a District employee.

- Do not use District contact information (email, address, phone, etc.) when using social media for personal use.
- Do not connect with students via personal social media. Doing so puts you in a teacher-student relationship.
- Do not use District equipment or the District network as primary tools for maintaining personal accounts.

7. Classroom Use

Social media networks are powerful teaching and communication tools that can add great value to classroom instruction. Teachers are encouraged to use social media tools where appropriate in addressing an educational goal of the classroom.



- Inform your building administrator when creating social networks for classroom use and make sure parents are aware of the use and educational purpose.
- Use District contact information (email, address, phone, etc.) for creating and maintaining accounts, including student accounts. For any social media sites used in the classroom, provide your username and password to your building administrator.
- Abide by the user guidelines set by the social media site including account age requirements.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.

8. Other Uses - Coaches, Advisors, Fundraisers, Programs

Social media networks can be helpful for groups in interacting and sharing information.

- Inform your building administrator when creating social networks for any school-related use.
- Use District contact information (email, address, phone, etc.) for creating and maintaining accounts. For any social media sites used in the classroom, provide your username and password to your building administrator.
- Be proactive by stating clearly that the network you create is school related.
- Abide by the user guidelines set by the social media site including account age requirements.
- Treat the social media network like a classroom. Monitor closely the interactions between students and deal with inappropriate use immediately.
- Consult with the Community Relations office if further guidance as needed.



Retaliation Is Prohibited

The District prohibits taking negative action against any employee for reporting a possible deviation from these guidelines or for cooperating in an investigation related items covered in this handbook. Any employee who retaliates against another employee for reporting a possible deviation from these social media guidelines, or for cooperating in an investigation, will be subject to disciplinary action, up to and including termination.

Discussion of the Terms and Conditions of Employment and Free Speech

Nothing in the social media guidelines should be construed to limit any employee's right to discuss terms and conditions of employment or prohibit any employee from engaging in concerted activity as that term is defined in Section 7 of the National Labor Relations Act. Similarly, nothing in the social media guidelines should be construed to limit any employee's right to free speech that is protected by applicable federal, state, and local laws.

PROGRESSIVE DISCIPLINE

Policy Statement

Leavenworth USD 453 uses a four-part progressive discipline for classified employees. The policy provides for the application of a four-part progressive discipline as the method for remedying instances of inadequate work performance and/or behavior that does not rise to the level of infractions set forth in the rule on gross misconduct employee infraction. While this progressive discipline procedure is the normal method of operation, the district reserves the right to deviate from this policy and skip any or all steps, including immediately terminating employment if the circumstances, in the district's sole discretion, warrant.

Misconduct

Minor misconduct results in the appropriate action being taken through progressive discipline. Progressive discipline requires notice of concern and expectations to the employee through verbal communication and letter(s) of warning. Gross misconduct may result in any level of discipline up to and including immediate dismissal.



Four Steps

Step 1: Counseling and Verbal Warning

Step 2: Written Warning

Step 3: Suspension and/or Final Written Warning

Step 4: Recommendation for Termination of Employment

Circumstances may arise which make it inadvisable or inappropriate to follow the general progressive discipline steps. When circumstances warrant, the district may decide (at its sole discretion) that some or all of the progressive discipline steps should not be followed and that immediate corrective action, including termination, is necessary. Conduct of any type that causes the district to lose confidence in an employee's ability to perform his or her assigned job adequately may result in immediate dismissal.

Nothing in this policy provides any expressed or implied contractual rights regarding employee discipline or counseling nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between Leavenworth USD 453 and its employees.

CONFIDENTIALITY

Student Information

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

Personnel Information

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

FERPA

Leavenworth USD 453 complies fully with FERPA (Family Educational Rights and



Privacy Act). FERPA is a federal law enacted in 1974 that guarantees the confidentiality of student records and general information.

It is important that employees that work with student records familiarize themselves with FERPA and understand the importance of confidentiality.

FERPA violations may result in disciplinary action, including, but not limited to, job termination.

COMPLAINTS (BOARD POLICY GAE)

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) working 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) working days of the time the written complaint was received. If the employee disagrees with the decision, the employee may appeal to the superintendent or designee. The superintendent's or designee's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document. Please refer to Board Policy GAE and KN.

DRUG FREE SCHOOLS AND WORKPLACE (BOARD POLICY GAOA-GAOC)

The Board believes maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the School District. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the District. The unlawful possession, use, sale or destruction of illicit drugs, tobacco, e-cigarettes, or alcohol by school employees on school premises or as a part of any school activity is also prohibited.

Employee Conduct

As a condition of continued employment in the District, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, tobacco or alcoholic beverages on District property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy will be



subject to the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law.

Nothing in this policy is intended to diminish the right of the District to take any other disciplinary action which is provided for in District policies or the negotiated agreement. Drug and alcohol counseling and rehabilitation programs are available for employees of the District. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Employees are responsible for contacting the directors of the programs to determine the length of the program, and for enrolling in the programs. Each employee in the District shall be given a copy of this policy.

USE OF TOBACCO PRODUCTS and E-CIGARETTES (BOARD POLICY GAOC)

In accordance with District, local, state, and federal policy, all employees are prohibited from using tobacco products and e-cigarettes in District educational buildings or on school property. Please refer to Board Policy GAOC.

STAFF-STUDENT RELATIONS (BOARD POLICY GAF)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual, racial or other forms of harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age, status, or consent.



PERSONAL APPEARANCE (BOARD POLICY GAM)

Appropriate dress and personal appearance are essential for all district employees. Employees are expected to maintain professional level of personal hygiene at all times and failure to do so will be brought to an employee's attention by his or her supervisor. Body and mouth odors should be addressed by being freshly showered and the use of deodorant and mouth wash before starting the work shift. Clothes should be cleaned and odor free.

Where a medical condition is the cause of a personal hygiene issue, please contact Human Resources at the District Office so that it can be determined if a reasonable accommodation exists.

POLITICAL ACTIVITIES (BOARD POLICY GAHB)

Classified employees shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issues (e.g. posting or distribution political flyers in break areas, sending political-related emails via Leavenworth USD 453 computers, etc.).

Please refer to Board Policy GAHB for additional information related to Political Activities.



DISTRICT PROCEDURES

ORIENTATION

All new classified employees are required to attend a New Hire Orientation as designed by Human Resources prior to starting their first day of employment. This time will be designated to familiarizing the employee with the District, provide information about their position, complete mandated trainings and paperwork, and answer any questions the employee may have. Once this and all required items are completed, the employee will be released to begin their position.

STAFF IDENTIFICATION BADGES

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the hip and the shoulder on the outer garment or on a lanyard. The loss of an ID badge shall be reported to Human Resources immediately so its ability to allow building access can be shut off. A badge that has been lost or damaged beyond normal wear and tear can be replaced by Human Resources for the replacement cost of \$20 for each occurrence. In order to keep the badge in working condition, and help prevent damage to the security chip inside the ID, do not pierce, bend, cut, make holes in, flex, or expose to direct or extreme temps. It is best practice to leave the badge inside the protective sleeve.

Badges remain the property of Leavenworth USD 453 and shall be returned to Human Resources at the time of resignation, retirement, or termination.

The badge will serve as a pass for the employee only to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events.

ASSIGNMENT, TRANSFER, AND EXIT

Nature of Employment – At-Will

Employment with Leavenworth USD 453 is voluntarily entered into, and an employee is free to resign at will at any time, with or without cause. Similarly, Leavenworth USD 453 may terminate the employment relationship at will at any



time, with or without notice or cause, so long as there is no violation of applicable federal or state law.

No policy or provision in this handbook is intended to create a contract binding Leavenworth USD 453 or an employee to an agreement of employment for a specific period of time.

Policies set forth in this handbook are for information purposes only and are not intended to create an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. The provisions of the handbook have been developed at the discretion of Leavenworth USD 453. The school district reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it seems appropriate at the school district's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of Leavenworth USD 453.

Recognition

District classified personnel are those employed in positions for which the State Board of Education does not require a certificate. The term classified includes nurses, administrative assistants, secretaries, clerical, paraprofessionals, custodial, building and grounds staff, child nutrition staff, and others.

Generally, all classified employees are considered non-exempt employees under FLSA. However, if a particular employee is considered exempt under FLSA because he or she meets one of the appropriate exemptions, the employee will be personally notified that the District classifies them as exempt.

Assignments

The department administrator and/or supervisor have the responsibility for the assignment of employees under their supervision. A classified employee may be reassigned / transferred when it is in the best interest of the school District. Please refer to Board Policy GACE.



Job Descriptions

A job description for each category of classified employee will be developed by the Superintendent or his/her designee. A copy of each job description is filed with Human Resources and will be available for inspection during regular office hours.

Transfer Requests

Individuals requesting transfer to a vacant position must submit an online request. Those individuals making the request must meet the minimum qualifications listed in order to be considered a candidate. The supervisor of the program will review all requests and determine the procedure for identifying the best candidate. Please refer to Board Policy GACE.

Leaving Employment with Leavenworth USD 453

Please refer to the At-Will Clause presented in this handbook. If you would like to leave a classified position, please provide your supervisor or the Human Resource Department with a written statement of resignation. Understand this is not a requirement, but please do so out of courtesy.

EVALUATION

A performance evaluation will be conducted on each new employee before the end of sixty (60) duty days and for all employees before July 1 of the next fiscal year. The annual evaluation will be the primary tool to determine pay increases for the following school year. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation shall be placed in the employee's electronic personnel file. Please refer to Board Policy GCI.

MOTOR VEHICLE CHECKS

In an effort to safeguard employees and others when the operation of a motor vehicle is required as part of carrying out district business, the district reserves the right to conduct motor vehicle record checks on employees. Motor vehicle record checks may be conducted at the time of hire for employees who are required to drive a vehicle as an essential function of their position or as determined necessary by Human Resources based on the possibility that driving may be a required function at a future date. Additional employee motor vehicle checks may be run by the district annually on an as needed basis, throughout the course of employment, while driving remains an essential



function or is required to carry out district business

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN

The Board shall adopt an exposure control plan which conforms to current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR). The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

AUTOMATED EXTERNAL DEFIBRILLATORS

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

- completed a course of training in the use of Automated External Defibrillators;
- demonstrated proficiency in the use of an Automated External Defibrillator.

Employees who wish to be trained in the use of an Automated External Defibrillator, or who may have questions about these devices are urged to contract their building nurse or Human Resources.

EMERGENCY SAFETY INTERVENTIONS

Emergency Safety Interventions (ESI) Board Policy (GAAF)

The board of education is committed to limiting the use of Emergency Safety Interventions (“ESI”), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student’s conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school’s code of conduct, school safety plan, or student handbook.



Definitions (See K.A.R. 91-42-1)

Emergency Safety Intervention is the use of seclusion or physical restraint.

Seclusion means placement of a student in a location where all of the following conditions are met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that he or she will be prevented from leaving the enclosed area.

Chemical Restraint means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

Mechanical Restraint means any device or object used to limit a student's movement.

Parent means: (1) a natural parent; (2) an adoptive parent; (3) a person acting as a parent as defined in K.S.A. 72-1046(d) (2), and amendments thereto; (4) a legal guardian; (5) an education advocate for a student with an exceptionality; or (6) a student who has reached the age of majority or is an emancipated minor.

Physical Restraint means bodily force used to substantially limit a student's movement, except that consensual, solicited or unintentional contact and contact to provide comfort, assistance or instruction, shall not be deemed to be physical restraint.

Physical Escort means the temporary touching or holding the hand, wrist, arm, shoulder or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

Time-out means a behavioral intervention in which a student is temporarily removed from a learning activity without being secluded.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

- Using face-down (prone) physical restraint;
- Using face-up (supine) physical restraint;
- Using physical restraint that obstructs the student's airway;
- Using physical restraint that impacts a student's primary mode of



communication;

- Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
- Use of mechanical restraint, except:
 - Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
 - Any device used by law enforcement officers to carry out law enforcement duties; or
 - Seatbelts and other safety equipment used to secure students during transportation.

Use of Emergency Safety Interventions

ESI shall be used only when a student presents a reasonable and immediate danger of physical harm to such student or others with the present ability to affect such physical harm. Less restrictive alternatives to ESI, such as positive behavior interventions support, shall be deemed inappropriate or ineffective under the circumstances by the school employee witnessing the student's behavior prior to the use of any ESI. The use of ESI shall cease as soon as the immediate danger of physical harm ceases to exist. Violent action that is destructive of property may necessitate the use of an ESI. Use of an ESI for purposes of discipline, punishment or for the convenience of a school employee shall not meet the standard of immediate danger of physical harm.

A student shall not be subjected to an ESI if the student is known to have a medical condition that could put the student in mental or physical danger as a result of ESI. The existence of such medical condition must be indicated in a written statement from the student's licensed health care provider, a copy of which has been provided to the school and placed in the student's file.

Seclusion

When a student is placed in seclusion, a school employee shall be able to see and hear the student at all times. All seclusion rooms equipped with a locking door shall be designed to ensure that the lock automatically disengages when the school employee viewing the student walks away from the seclusion room, or in case of an emergency, such as fire or severe weather.

A seclusion room shall be a safe place with proportional and similar characteristics as other rooms where students frequent. Such room shall be free of any condition that could be a danger to the student and shall be well-ventilated and sufficiently lighted.



Training

All staff members shall be trained regarding the use of ESI. The intensity of the training provided will depend upon the employee's position. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. Administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.

Each school building shall maintain documentation regarding the training that was provided and a list of participants.

Notification and Documentation

The principal or designee shall notify the parent on the same day the ESI was used. If the principal or designee is unable to contact the parent, the principal or designee shall attempt to contact the parent using at least two methods of contact. The same day notification shall be deemed satisfied if the principal or designee attempts at least two methods of contact. A parent may designate a preferred method of contact to receive the same-day notification from the school for multiple incidents occurring on the same day. Written documentation of the use of an ESI shall be completed and provided to the parent no later than the school day following the day on which the ESI was used. Documentation will include:

- The events leading up to the incident;
- Student behaviors that necessitated the ESI;
- Steps taken to transition the student back into the educational setting;
- The date and time the incident occurred, the type of ESI used, the duration of the ESI, and the school personnel who used or supervised the ESI;
- Space or an additional form for parents to provide feedback or comments to the school regarding the incident;
- A statement that invites and strongly encourages parents to schedule a meeting to discuss the incident and how to prevent future use of an ESI; and
- Email and phone information for the parent to contact the school to schedule the ESI meeting.

All documentation criteria listed above is included in the Emergency Safety Intervention (ESI) Parent Information handbook, along with a copy of the



standards of when an ESI can be used, a flyer on the parent's rights; information on the parent's right to file a complaint through the local dispute resolution process and the complaint process of the state board of education, and information that will assist the parent in navigating the complaint process, including information for the parent training and information center and protection and advocacy system.

The parent shall be provided the Emergency Safety Intervention (ESI) Parent Information handbook for all subsequent incidents of ESI.

If the school is aware that a law enforcement officer or school resource officer has used seclusion, physical restraint, or mechanical restraint on a student, the school shall notify the parent the same day using the parent's preferred method of contact. The school is not required to provide written documentation to the parent.

In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state Department of Education as required.

Three (3) Incidents of ESI for Same Student

If a student with an IEP or a Section 504 plan has three incidents of ESI in a school year, then such student's IEP team or Section 504 team shall meet within ten (10) days following the third incident to discuss the incident and consider the need to conduct a functional behavioral assessment, develop a behavior intervention



plan or amend the behavior intervention plan if already in existence, unless the IEP team or Section 504 team has agreed on a different process.

If a student without an IEP or Section 504 plan has three incidents of ESI in a school year, then the school staff and the parent shall meet within ten (10) days following the third incident to discuss the incident and consider the appropriateness of a referral for a special education evaluation, the need for a functional behavioral assessment, or the need for a behavior intervention plan. Any such meeting shall include the student's parent, a school administrator for the school the student attends, one of the student's teachers, or a school employee involved in the incident, and any other school employees designated by the school administrator as appropriate for such meeting.

The student who is the subject of such meetings after a third ESI incident shall be invited to attend the meeting upon parent approval. The time for calling such a meeting may be extended beyond the 10-day limit if the parent of the student is unable to attend within that time period. Nothing in this section shall be construed to prohibit the development and implementation of a functional behavior assessment or a behavior intervention plan for any student who has not had three ESI incidents in a school year.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state Department of Education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent within thirty (30) days after the parent is informed of the ESI.

Upon receipt of a formal written complaint, the board president shall assign an investigator to review the complaint and report findings to the board as a whole. Such investigator may be a board member, a school administrator



selected by the board, or a board attorney. Such investigator shall be informed of the obligation to maintain confidentiality of student records and shall report the findings and recommended action to the board in executive session.

Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt written findings of fact and, if necessary, appropriate corrective action. A copy of the written findings of fact and any corrective action adopted by the board shall only be provided to the parents, the school, and the state department of education. Once such a procedure has been developed, a parent may file a complaint under the state board of education complaint process within thirty (30) days from the date a final decision is issued pursuant to the local dispute resolution process.

For supplemental material, please reference the Emergency Safety Interventions (ESI) Guidelines located on the staff intranet under the Special Education Department, as well as the Emergency Safety Interventions (ESI) Parent Information Packet located on both the staff intranet under the Special Education Department and on the District website under Families.



BUSINESS OFFICE AND PAYROLL

TRAVEL EXPENSE REIMBURSEMENT PROCEDURE

When using a personal vehicle, the District reimburses mileage for classified employees who travel between buildings at the rate established by the IRS. Within 60 days, the classified employee must complete and submit Form 2000 for actual mileage reimbursement.

When attending out-of-district meetings or conferences, classified employees are to keep a running record of expenses for which they may be reimbursed.

Within 60 days of the expenditures, complete and submit a Form 3003 according to the following directions:

- List meal reimbursements according to the meal reimbursement chart (overnight stay only)
- Identify city traveled to and from and complete mileage reimbursement calculation
- Itemize miscellaneous expenditures as necessary and attach appropriate receipts (i.e., hotel bill, turnpike toll receipts, etc.)
- **Reimbursement will not be made after 60 days.**

PAYROLL

Electronic time clock system

All Leavenworth classified hourly employees are expected to electronically record their actual hours worked in the electronic time clock system. Employees must clock in at the start of their shift and clock out at the end of their shift.

Employees must clock out when they begin their lunch break and clock in when they end the lunch break. Those employees who are required to work during the lunch break shall be compensated, therefore, will not clock out during this time. Anytime an employee is working, he or she must be clocked in. Employees are never to work "off the clock."

Employees should on a weekly basis review and ensure all time and absence records are accurate. Any corrections or omissions will require supervisor's



approval. Any questions regarding the accuracy of compensation should be directed to the Business Office. The electronic time and absence records must be received in payroll no later than 12:00 P.M. on Tuesday following the end of the pay period.

Altering, falsifying, tampering with time records, working off the clock, or clocking in or out for another employee shall be considered a violation of this policy and may result in disciplinary action, up to and including termination of employment.

Hours of Employment

Employees are assigned specific starting and ending times and may perform absolutely no work outside this schedule (i.e., no excess or overtime) unless specifically authorized by the immediate Supervisor. Any deviation from the assigned starting/ending time must be approved in advance by the Supervisor and documented by the employee in the remarks/notes section of the time reporting system. Supervisors may approve deviations up to and including the time the deviation is scheduled to begin or end. Employees may not volunteer to stay longer than their assigned time.

If an employee does work time before or after his or her scheduled shift, the employee will be properly compensated for his or her time worked, but will be subject to disciplinary action, up to and including termination of employment.

Pay

Pay checks are issued to employees biweekly every other Friday for the work completed the prior two weeks. The seven (7) day workweek for employees paid on an hourly basis begins on Saturday, 12:00 am, and ends on Friday, 11:59 pm. In the event a pay day falls on a holiday, checks will be issued one business day prior. The pay date schedule is located on the district website:

www.usd453.org, choose Staff, Alio Employee Portal and login.

Pay checks will be mailed to your home address or you may elect direct deposit. Employees are encouraged to open a bank account for direct deposit. It is safer and always on time. Mail delivery of checks may be delayed by the U.S. Post Office.

The law requires employees to complete certain forms to be eligible for a pay



check. The forms include but not limited to: IRS Form W-4, KS Form W-4, I-9, Loyalty Oath, TB test, etc.

Overtime (Board Policy GCA)

No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and Supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. Please refer to Board Policy GCA.

Pay Deductions

The law requires the District to make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. The District also must deduct Social Security taxes on each employee's earning up to a specified limit that is called the Social Security wage base. The District is required to honor garnishments, other court orders, and levies to the extent prescribed by law.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Business Office can assist in having your questions answered.

Verification of Previous Employment and Education

Beginning hourly rates of pay are set and approved by the Leavenworth Board of Education. Adjustments to the beginning hourly rate may be made within the first 30 days of hire based upon supplementary information provided by the employee to the Human Resources Department, including but not limited to official transcripts and verification of prior experience. Pay adjustments based on supplementary information received in the first 30 calendar days of employment will be paid retroactively to the hire date. Pay adjustments based on supplementary information received after 30 calendar days of employment will become effective in the next scheduled bi-weekly payroll period.

Safe Harbor Policy

Review Your Pay Stub

An employee should review his or her pay stubs when he or she receives it to make sure it is correct. Employee can view his/her pay history online on the district website at www.usd453.org and choose Alio employee portal. The District takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the



scheduled payday. Occasionally, however, inadvertent mistakes can happen. When mistakes do happen and are called to the District's attention, the District promptly makes any correction that is necessary. If an employee believes a mistake has occurred or if the employee has any questions, the employee should use the reporting procedure outlined below.

To Report Violations of This Policy, Communicate Concerns, or Obtain More Information If an employee has questions about deductions from his or her pay, please contact the Business Office immediately. If an employee believes wages have been subject to any improper deductions or his or her pay does not accurately reflect all hours worked, the employee should report his or her concerns to the Business Office immediately.

Every report will be fully investigated and corrective action will be taken. In addition, the District will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in the District's investigation of such reports. Retaliation is unacceptable. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including discharge.

LEAVE

Regular attendance is required of all Leavenworth USD 453 employees in accordance with the policies outlined in this section. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action, up to and including termination of employment.

In the event that an employee cannot be at work or is going to be late to work, the employee must contact their supervisor, or a person designated by their supervisor, as soon as possible before the beginning of a scheduled shift. Similarly, the employee must inform their immediate supervisor or the person designated by the supervisor if they feel that they must leave the job site early.

An absent employee who does not notify their supervisor in the manner prescribed above, or leaves early without notifying their supervisor, will be subject to disciplinary actions, up to and including termination of employment.

Recording Leave

An absence request must be created by the employee in the Frontline Absence Management system. It is the employee's responsibility to ensure that all absences from work, whether paid or unpaid, are accounted for in the Absence



Management system. Absences not accounted for will be handled as leave without pay. The amount of chargeable Leave, bereavement, sick leave, and vacation leave accrued, used, and available will appear in Absence Management.

LEAVE FOR NON 12-MONTH CLASSIFIED EMPLOYEES

CHARGEABLE LEAVE

Chargeable leave for classified, non 12-month employees provides an employee with the flexibility to use their time off to meet personal needs, while recognizing individual responsibility to manage the employee's paid time off. Chargeable leave is granted to employees who work at least 20 hours a week or more. A specified amount of chargeable leave will be frontloaded at the start of each academic year for all employees hired during the prior academic year. Chargeable leave may be used for the purpose of personal business including vacation, illness, caring for children, school activities, medical/dental appointments and emergencies. The chargeable leave policy, for non 12-month classified employees takes the place of sick leave, personal time, and vacation.

EARNING CHARGEABLE LEAVE

A new employee will have a 30-day waiting period prior to their annual chargeable leave allocation and their chargeable leave allocation will backdate to their first day worked. Chargeable leave allocation will be equivalent to 1 day of chargeable leave for each month worked starting in August and continuing through May each academic year. If an employee is hired after August 30th of each academic year their leave will be prorated based on the number of months remaining in the year. One workday is equal to the number of hours an employee is regularly scheduled to work per day, not to exceed 8 hours.

If an employee ends employment prior to the last day of the academic year, chargeable leave that may have been used but not earned may be docked from an employee's final payroll. (Ex: If an employee worked from August 15, 2024, to December 18, 2024, and used all 10 of their chargeable days during that timeframe, their final payroll would be docked to account for the 5 chargeable leave days used but not earned.)

MINIMUM INCREMENTS OF CHARGEABLE LEAVE



Chargeable leave may be taken in five minute increments and paid to the employee from the employee's available leave time balance. If the employee does not have any leave time available, then the absence is handled as leave without pay.

MAXIMUM TIME ACCUMULATED

Although you may carry over unused chargeable leave time from year to year, there is a cap on the amount of chargeable leave time you can accumulate, as described below:

Months Worked	Max Chargeable Leave	Max Accumulated Days
10-month employees	10 days/year	90 days
11-month employees	11 days/year	99 days

Chargeable leave may be accumulated to a total of nine (9) times the annual rate. Employees in the 10th and subsequent years of employment may receive a payout for balances above the maximum accumulated days at \$50 per day. One chargeable day is equal to the number of hours an employee is regularly scheduled to work per day, not to exceed 8 hours.

NOTICE AND APPROVAL

Employees are required to request the use of chargeable leave via the district timekeeping system and must obtain supervisory approval in advance of using chargeable leave. This allows for the employee and the supervisor to prepare for the employee's absence and assure that all staffing needs are met. There may be occasions, such as sudden illness or medical emergencies, when an employee cannot notify their supervisor in advance. In those situations, the employee must inform their supervisor of the situation as soon as possible.

Documentation of an employee absence may be requested by a supervisor or Human Resources as part of the supervisory approval process in instances when the use of chargeable leave would significantly impact the efficient operation of district business. Those situations include, but are not limited to, instances of absences in excess of 5 consecutive days, absences that represent a consistent pattern over time or for absences which may be considered extended leave.

LEAVE FOR 12-MONTH CLASSIFIED EMPLOYEES



SICK LEAVE

Sick Leave is granted to employees who work at least 20 hours a week or more and may be used for personal health related issues, illness/injury of a minor child (under 12 years of age), serious illness or injury of a spouse or dependent child (under 18 years of age) and a hospitalized illness or injury of a member of the immediate family. Hospitalization of a family member is limited to the day of surgery and/or time in intensive care. The immediate family includes spouse, children, grandchildren, parents, siblings, grandparents and in-laws in the previous classifications.

EARNING SICK LEAVE

Sick leave time will accrue at the start of each fiscal year for all employees hired during the prior fiscal year. All new employees will have a 30-day waiting period prior to their annual sick leave allocation being granted and their sick leave allocation will backdate to their first day worked. Sick leave allocation will be equivalent to 1 day of sick leave for each month worked starting in July and continuing through June each fiscal year. If an employee is hired after July 30th of each fiscal year their leave will be prorated based on the number of months remaining in the year. One workday is equal to the number of hours an employee is regularly scheduled to work per day not to exceed 8 hours.

MINIMUM INCREMENTS OF SICK LEAVE

Sick leave will be deducted in five minute increments and paid to the employee from the employee's available leave time balance. If the employee does not have any leave time available, then the absence is handled as leave without pay.

If an employee ends employment prior to the last day of the fiscal year sick leave that may have been used but not earned may be docked from an employee's final payroll. (Example an employee works from July 1, 2023, to December 18, 2023, but has already used all 12 of their sick leave days. Their final payroll would be docked to pay back 6 sick leave days.)

MAXIMUM TIME ACCUMULATED

The maximum number of accumulated sick leave days for 12-month employees is 108 days.

Employees in the 10th and subsequent years of employment may receive a payout for balances above 108 days at \$50 per day. One sick leave day is equal to the number of hours an employee is regularly scheduled to work per day, not to exceed 8 hours.



NOTICE AND APPROVAL

Employees are required to request the use of Sick Leave via the district timekeeping system and every effort should be made by an employee to notify his or her supervisor in advance or as soon as possible.

VACATION LEAVE

Vacation Leave provides employees who work at least 20 hours a week or more the opportunity for relaxation and rejuvenation from the demands of the job. Employees are strongly encouraged to use their annual allotment of vacation leave within the year they are provided.

EARNING VACATION LEAVE

Vacation leave days will accrue at the start of each fiscal year for all employee hired during the prior fiscal year. All new employees will have a 30-day waiting period prior to their vacation leave allocation being granted and their vacation leave allocation will backdate to their first day worked. Vacation leave allocations will be prorated based on the number of months left in the fiscal year. Each month worked in the fiscal year for a new employee will be equal to 6.66 hours of vacation leave. One workday is equal to the number of hours an employee is regularly scheduled to work per day not to exceed 8 hours.

Employees will accrue vacation time at the following rate:

- One (1) to five (5) years of employment = ten (10) workdays per year
- Effective July 1 of the sixth (6th) to twentieth (20th) years of employment = fifteen (15) workdays per year
- Effective July 1 of the twenty-first (21st) or more years= twenty (20) workdays per year

Vacation leave is not earned by substitute or temporary employees or those whose job descriptions specifically exclude this benefit.

If an employee ends employment prior to the last work day of the fiscal year, vacation leave will be calculated and adjusted based on the number of months the employee worked in the fiscal year. After this calculation, leave that was used during the fiscal year but not earned may be docked from an employee's final payroll. (Ex: an employee works from July 1, 2024 to December 18, 2024 would have earned 40 hours of vacation leave and if the employee had used 50 hours of vacation leave their final payroll would be docked for 10 hours of unearned vacation leave.)



MINIMUM INCREMENTS OF VACATION LEAVE

Vacation Leave can be taken in thirty minute increments.

MAXIMUM TIME ACCUMULATED

Earned Vacation Leave must be used by December 31st following the end of the school year in which it is earned (e.g., vacation leave earned in the 2021-22 school year must be used by December 31, 2022). The maximum number of vacation days allowed to carry over after the December 31st use date is as follows:

- One (1) to five (5) years of employment = five (5) workdays
- Six (6) to twenty (20) years = seven and a half (7.5) workdays
- Twenty-first (21st) or more years = ten (10) workdays

Upon separation or retirement, employees may receive a payout for the balance of their unused vacation days at their regular rate of pay.

NOTICE AND APPROVAL

Employees are required to request the use of vacation leave via the district timekeeping system and must obtain supervisory approval in advance of using vacation leave. This allows for the employee and the supervisor to prepare for the employee's absence and assure that all staffing needs are met.

OTHER CATEGORIES OF LEAVE FOR CLASSIFIED EMPLOYEES

BEREAVEMENT

Employees who work at least 20 hours per week or more shall be granted three (3) days leave on the occasion of a death in the immediate family. The immediate family includes spouse, children, grandchildren, parents, siblings, grandparents and in-laws in the previous classifications. Documentation must be provided to Payroll or Human Resources in order to use bereavement leave. This documentation could include a memorial card, service program, obituary, or anything else that shows your connection to this individual. Use of bereavement leave in excess of three (3) days will be paid from the employee's available leave balance. Bereavement leave does not accumulate from year to year.

EXTENDED LEAVE

If an illness or other medical need causes an employee to be absent in excess of three (3) consecutive days, or the absence is for a condition or circumstance covered under the family/medical leave policy, a doctor's release is required



before the employee may return to work. This release should be submitted to the employee's department head and then forwarded to the Human Resources department. Absences for family/medical leave default to the use of chargeable leave, sick leave and/or vacation leave balances available for the calendar year, and the remainder will be unpaid.

INCLEMENT WEATHER DAYS

When the District cancels school due to inclement weather, there will be up to three (3) days forgiven for classified employees* who are not required to report to work by their supervisor.

JURY DUTY

All employees who are contacted to serve on jury duty are expected to notify their supervisor upon receipt of notification. An employee who is selected for jury duty is expected to inform their supervisor as to the anticipated amount of time they will be asked to serve and the approximate date/day of their return to work. Absences for performing this civic duty will not be deducted from the accumulated leave balance or compensation.

LEAVE WITHOUT PAY

Employees who are not on an extended leave due to illness or other medical need, may submit a request to the supervisor via the district timekeeping system to make use of leave without pay when his or her available leave balances have been exhausted. Documentation may be required and should be made available upon request.

Employees who work at least 20 hours per week or more, who are not on an extended leave due to illness or other medical need, may submit a request to the supervisor via the district timekeeping system to make use of Leave Without Pay in lieu of using his or her available leave balances for no more than 5 consecutive days per occurrence and for no more than 10 total days in the duty year. Requests which exceed those amounts will require prior approval by Human Resources.

MILITARY LEAVE

All employees who are required to serve active duty in the military will receive consideration as stated in Leavenworth Board of Education policy GCRGF, and in accordance with all applicable local, state, and federal laws.



PROFESSIONAL LEAVE

Employees, who work at least 20 hours per week or more, can apply to their supervisor for professional leave provided that the leave is associated with the requirements of the employee's job.

FAMILY AND MEDICAL LEAVE ACT OF 1993 (FMLA)

Family Medical Leave Act requires covered employers to provide up to 12 weeks of un-paid job protected leave to eligible employees for certain family and medical reasons.

The employee is eligible for family and medical leave upon completion of 12 months of service in the Leavenworth district Leavenworth USD 453 and employed at least 1,250 hours during the preceding year.

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Husbands and wives who are both employed by the district may be limited to a combined 12 weeks of leave for a birth or placement for adoption of a child or foster care parent of a healthy child or to care for a child with a serious health condition.

Unpaid Leave must be granted for any of the following reasons:

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, parent son or daughter (*child who is 18 or older must be incapable of self-care "because of a physical or mental disability"*) of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave *shall run concurrently with the unpaid FMLA leave*. Human Resources will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.



During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost of health and other employee benefits shall be paid by the employee to the Benefits Assistant on the payroll date or other time as the employee and Director of Accounts and Reports may agree. The board may terminate group health coverage and other employee benefits if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- the reasons that leave will count as family and medical leave,
- any requirements for medical certification,
- employer requirement of substituting paid leave,
- requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- right to be restored to same or equivalent job,
- any employer required fitness-for-duty certifications. Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the Human Resources Department.

After employee has received the Family Medical Leave Request form they have 15 days to return it to the Human Resources Department.

Please contact Human Resources at the Board of Education for additional information.

Military Leave Policy for FMLA

On January 28, 2008 President Bush signed into law the National Defense Authorization Act for FY 2008 (NDAA), Public Law 110-181. Section 585(a) of the NDAA amended the FMLA to provide eligible employees working for covered employers two important new leave rights related to military service:

- **New Qualifying Reason for Leave.** Eligible employees are entitled to up to 12 weeks of leave because of "any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active duty status, in support of a contingency operation. By the terms of the statute,



this provision requires the Secretary of Labor to issue regulations defining “any qualifying exigency.” In the interim, employers are encouraged to provide this type of leave to qualifying employees.

- **New Leave Entitlement.** An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty on active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This provision became effective immediately upon enactment. This military caregiver leave is available during “a single 12-month period” during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Additional information on the amendments and a version of Title I of the FMLA with the new statutory language incorporated are available on the FMLA amendments Web site at <http://www.dol.gov/>.

EMPLOYEE BENEFITS PLAN

All classified employees scheduled to work 6 or more hours per day (30 hours per week) are eligible to participate in the District's employee Benefits plan.

District Health Fringe Benefit – The Board will pay the lessor of:

- 1) a minimum of \$760 per month toward the health insurance premium for each full-time classified employee enrolled in the District sponsored employee + 1 health insurance plan, or
- 2) a minimum of \$760 per month or the full health insurance premium for each full-time classified employee enrolled in the District sponsored employee only health insurance plan, or
- 3) 3) a minimum of \$ 760per month toward the health insurance premium for each full-time classified employee enrolled in the District sponsored family health insurance plan

Vision and Dental insurance is not included. Classified Employees at the start of school will be entitled to the health insurance fringe during the month of September to be applied to the October health premium.

Salary Reduction Fringe Benefit Plan - The Board has established a Section 125 Cafeteria Fringe Benefit Plan. This plan provides that the Board make contributions pursuant to a salary reduction agreement under which a classified employee may choose to reduce his or her compensation and have such amounts contributed on their behalf for the purchase of nontaxable employee benefits.



The Board shall provide the opportunity for each classified employee to execute a salary reduction agreement once annually to cover all premiums for the classified employee's selected benefits. The employee benefits plan provides 12 months' coverage and employees are responsible for premiums year round including summer break.

Once the annual allocation for each selected benefit is made the only change which will be allowed is for a fluctuation in any of the benefits premiums.

Each classified employee executing a salary reduction agreement for fringe benefits shall allocate an annual sum to be used for the purchase of:

1. Health Insurance.
2. Cancer and Dread Disease.
3. Dental Insurance.
4. Dependent Life Insurance.
5. Vision Insurance.
6. Disability.
7. Accident.
8. Medical Expense Reimbursement.
9. Dependent Care.

Any money committed by the employee in flexible spending reimbursement accounts and unexpended at the end of the contract year shall revert to the Board.

A classified employee may change the benefits selected only if his or her status has changed. A change in status occurs upon:

- Marriage.
- Divorce.
- Death of a spouse or a child.
- Birth or adoption of a child.
- Termination or commencement of employment of a spouse.
- Participant or spouse changing from full-time to part-time or from part-time to full- time employment.



- Participant or spouse taking an unpaid leave of absence from present employment.

The classified employee shall supply written verification to the District business office of such change and must make any change in the benefit selection within thirty calendar days of the date such change in family status occurred.

A classified employee desiring to make such change may discontinue participation or reduce benefits, but an election of new or increased benefits shall be subject to the requirements of the particular non-taxable benefit selected.

Any questions, please contact the Benefits Assistant at the Board of Education Office.

EMPLOYEE ASSISTANCE PROGRAM (EAP)

Introduction

Employees are unique individuals with a variety of needs and personal concerns. The Employee Assistance Program (EAP) is a benefit designed to assist employees in times of stress by providing confidential consultation and referral services. Profession Association provides this benefit on a contractual basis through your employer.

Eligibility

The Employee Assistance Program is available to all employees and their family members.

Areas of Support Include:

Alcohol/Drug Problems	Legal Issues	Depression
Family Concerns	Work Related Stress	Financial
Marital Conflicts	Death of a Loved One	Difficulties

How it Works

The Employee Assistance Program is specifically designed to assist you in obtaining the right professional support for your area of need. When you contact the program, an EAP counselor will assess your concerns or situation and guide you on next steps or advise you of the available alternatives. Referrals



to outside agencies are carefully screened to ensure quality care. Follow-up is conducted on an ongoing basis to determine whether further assistance is needed. Our goal is to promote employee well-being. This program is voluntary, although your supervisor may recommend your participation.

Job Security

Participation in the EAP will not jeopardize your job security or promotional opportunities. In fact, since the EAP is designed to help you resolve personal difficulties that may be affecting your job performance, job security and career development are enhanced.

Confidentiality

Your right to privacy is one of the most crucial aspects of this program. If you contact the program directly, no one will know – unless you tell them. If you are referred to the EAP based on performance difficulties, your supervisor will only know whether: (a) you have contacted the EAP, and; (b) you intend to comply with the recommendation(s). No information concerning the nature of the concerns will be released without your written consent.

Cost

When you call the Employee Assistance Program counselor during business hours, there is no cost to you for that call. If you are willing to see a counselor in your area that has contracted with the EAP, the program will pay for the first three visits per family, per contract year. Visits to attorneys, financial advisors, hospice, or rehabilitation programs are not covered. However, we encourage you to call the EAP counselors for those referrals, as they can be quite helpful.

How to Contact the EAP

You or your family members can reach an EAP counselor at Professional Association by calling (913) 651-8415. The office hours are 8:00 am to 6:00 pm. In case of an emergency, call (800) 600-4200. An EAP staff member is “on call” 24 hours a day to assist you.

Professional Association -- Group Mental Health Practice 3515 S. Fourth Street
Trafficway
(913) 651-8415



KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPER)

Membership is mandatory for all regular classified employees working three and one-half hours (3.5) per day or at least 630 hours per year. Employee contributions to the system are fixed by statute at six percent of gross salary. Interest is credited annually on June 30 based on the account balance the preceding December 31. The five or six percent contribution is excluded from gross income for federal income tax purposes. Federal income tax is not paid on this money until it is withdrawn. State income tax is paid on contributions but not on retirement benefits.

Benefits

Members are automatically enrolled in a term life insurance policy and a disability income program in addition to retirement benefits. The entire cost of the insurance is paid by the State of Kansas. The term life insurance policy is valued at 150% of the member's annual rate of compensation. The disability income program provides a monthly benefit based on two-thirds of the members' annual rate of compensation. To qualify for a disability benefit, a member must be totally disabled for 180 continuous days. Both policies are effective on the date membership begins.

Supplemental Retirement Program

Classified employees schedule to work 4 or more hours per day (20 hours per week) are given the opportunity to purchase tax sheltered accounts (i.e. 403(b), 457, or Roth 403(b)) as provided in KSA 72-8603 during the following 30 day periods:

- August 1 to September 1 effective with the September payroll.
- January 1 to February 1 effective with the February payroll.

These dates are effective for new programs or for adjustments in present programs. The minimum level of participation is \$300.00 per year. An Employee may not have a tax sheltered account with more than two companies. A list of companies offering tax sheltered accounts in the district is available from the business office.

The business office must receive a salary reduction agreement during open enrollment periods in order to begin or change a payroll deduction. These forms are available from the investment provider company representatives.



RETIREMENT PROGRAM – CLASSIFIED STAFF

Any eligible classified staff member who is retiring under the Kansas Public Employees Retirement System may elect to take retirement under the terms and conditions set forth in this plan. Retirement is entirely voluntary and at the discretion of the eligible classified employee.

Eligibility

A classified employee is eligible for early retirement if such employee:

1. Is currently a full-time classified employee.
2. Is at least fifty-five (55) years of age on or before December 31 of the calendar year in which the employee intends to retire. The age requirement of fifty-seven years of age shall be waived based on a determination by KPERS of long-term disability.
3. Has fifteen (15) years or more of full-time equivalency service as an employee in Leavenworth USD 453.

Compliance with the above requirements will be determined by the Director of Human Resources, based on information supplied by the employee and/or from the employee's records in the District office. The employee has the responsibility of providing all information necessary to establish eligibility and the determination of benefits to be paid under this plan.

Application

An eligible employee may apply for retirement under this plan by submitting a letter of request to the Director of Human Resources within 120 days of the anticipated retirement date.

Retirement Benefits

Program Benefits

An eligible employee who takes advantage of the program shall receive the following benefits and shall be subject to the following conditions:

1. Health insurance will be available from age 55 through age 64. A retiring employee who has participated in the district health insurance program during the year in which program participation is requested may receive a monthly contribution for the continued participation in the district health insurance program until the employee becomes eligible for Medicare. The



amount to be paid by the district will be based on years of service at \$350 per month (15 years of service), \$450 per month (20 years of service) or the full cost of the district paid fringe amount (25 or more years of service). The employee will be responsible for payment of any excess premiums due for a single, employee plus one or family policy.

2. Payment of \$50 per year for each year of eligible service in the district when retiring in the classified employee group.
3. Payment of accumulated leave days over 45 at \$30 per day for non-12 month employees or payment of unused vacation days paid at the regular rate of pay at retirement for 12 month employees.

Terms and Conditions

- a. All provisions of this program will terminate upon the death of the employee receiving benefits.
- b. The monthly health insurance payment will continue through the month prior to the month the employee reaches Medicare eligibility. The health insurance benefit will cease upon request by the employee to drop the insurance coverage or failure to pay the excess premiums.
- c. An employee who takes early retirement shall have the responsibility to keep the school District informed of his/her current mailing address and telephone number.
- d. All early retirement benefits will be subject to all applicable federal and state laws and regulations including income tax rules and regulations.

LONGEVITY PAY

Eligible classified staff members with 15 years or more of complete continuous service in the district will receive longevity pay as follows:

- 15 to 19 years is a \$250 payment.
- 20 to 24 years is a \$500 payment.
- 25 to 27 years is a \$1200 payment.
- 28 to 30 years is a \$1700 payment.
- 31 plus years is a \$2300 payment.

This amount will be paid at the convocation ceremony of the following year of completion of the service requirements only if the staff member is still employed at the time of payment. For example, if a staff member completes his or her 20th consecutive year at the District in June 2024, he or she will receive \$500 longevity pay paid at the convocation ceremony if he or she is still employed by the District at that time. The payment will be made in a separate check and will be subject to all withholdings as required by law.



THE CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

COBRA contains provisions giving employees, spouses and dependent children the right to temporary health coverage at group rates. The types of COBRA qualifying events for employees are:

- Voluntary or involuntary termination of employment (other than gross misconduct); or
- reduction in the number of hours of employment.

The types of COBRA qualifying events for spouses and dependent children are:

- termination of the covered employee's employment (other than gross misconduct);
- reduction in the hours worked by the covered employee;
- covered employee's becoming entitled to Medicare;
- divorce or legal separation of the covered employee;
- death of the covered employee;
- loss of dependent child status under the plan rules.

Please contact the Benefits Assistant at the Board of Education office for additional information.

WORKERS' COMPENSATION

As required by law, Leavenworth USD 453 employees are covered by workers' compensation insurance. When an employee is unable to work due to a job related injury, accumulated sick leave and vacation time may be used. The employee may elect not to use leave during such circumstances. The wages of Leavenworth USD 453 employees who received workers' compensation will be reduced by the amount that the employee receives in benefits. During the period of any unpaid workers' compensation claim, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost of health and other employee benefits shall be paid by the employee to the Benefits Assistant on the payroll date or other time as the employee and Director of Accounts and Reports may agree. The board may terminate group health coverage and other employee benefits if the employee payment is not received within 30 days of the due date.



Any employee injured at work must inform the supervisor immediately. A personal injury that occurs during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under workers' compensation. Injuries occurring at work due to horseplay are also not covered under this policy. If an emergency situation occurs, the supervisor will call 911. The supervisor will direct the employee to the district's Business Department when medical care is needed. The employee must provide copies of all doctor and/or hospital orders to the Business Department. The employee must complete the district accident form that is available in each building and submit the form to the district's Business Department as soon as possible. In the event that the injury results in the employee being absent from work, the school district will require a statement from the doctor insuring that the employee is fit for duty before the employee can return to work. The statement should specify the employee's fitness for work to include any work limitations. If the physician specifies work limitations, the district will make a reasonable effort to accommodate the restrictions.

Leavenworth School District Work Comp Process

- Employee must notify supervisor as soon as injury occurs. If emergency situation occurs Supervisor will call 911.
- Supervisor will send employee to see school nurse if one is on site.
- Supervisor will complete first report of injury.
- Nurse will assess if employee needs further medical treatment. (Employee can see approved medical provider, even if nurse says further treatment is not necessary).
- Supervisor will contact Business Office.
- Business Office will set up appointment with approved medical provider.
- Business Office must have the first report of injury before any workers' compensation bills will be paid. Please make sure these forms are complete. In case of emergency, employee should be taken to the closest emergency room. The paperwork should be completed when the employee's condition is stable. Please contact Business Office to report the emergency.

Leavenworth USD 453
WORKERS COMPENSATION
Authorized" Care Provider
Providence Medical Group - Leavenworth



Saint John Pavilion
3500 South 4th Street, Suite 200
Leavenworth, KS 66048

Provide prompt, appropriate medical care.

To assure prompt medical care (with the exception of emergencies), prior to sending employee to the clinic, please call the Business Office. They will make the appointment for the injured employee.

Notify Business Office at the Board of Education (913) 684-1400 as quickly as possible.

Communication & accurate facts are essential.

Employees must report ALL accidents, no matter how minor, to their respective supervisor. All essential information regarding possible loss of work time and work restrictions/limitations must be communicated to the supervisor, as well as the Benefits Assistant.

Report by Injured Employee, Report by Eyewitness and Supervisor's Accident Investigation Report should be completed within 24 hours, if at all possible, so that accurate facts may be gathered and management can make timely decisions.

Supervisors are responsible for ensuring that all necessary paperwork is completed by themselves, employee and, if applicable, eyewitnesses, and forwarded to the Department Head and Principal for review and signature.

Forward all completed reports to the Business Office for submission of claim.