



# **Classified Staff Handbook**

## **Policy Disclaimer**

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

## **Notice of Non-Discrimination**

Arkansas City USD 470 will provide equal employment opportunity without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

USD 470 complies with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. If you have a disability which affects your ability to perform the essential functions of your job, a reasonable accommodation may be available. If you desire an accommodation, please notify your supervisor or the Assistant Superintendent for Business and Operations.

## **Equal Employment Opportunity**

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted if any person believes he or she has been discriminated against.

Any persons having inquiries concerning USD 470's compliance with regulations implementing 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, may contact the Assistant Superintendent for Business Operations, 2545 Greenway, Arkansas City, KS 67005, (620.441.2000), who has been designated to coordinate the district's efforts to comply with these laws.

## **Onboarding**

Every new employee to USD 470 must complete the onboarding process with the Personnel and/or Payroll Clerks on or prior to their first day of duty. During this process, new employees will be required to complete the following: Form I-9 (with appropriate documentation), W-4, K-4, direct deposit form with verification of account, and other forms as required.

## USD 470 Locations

Gene Snyder  
Administrative Center  
2545 Greenway Rd  
620.441.2000

Transportation / Warehouse  
420 S. 5<sup>th</sup> St  
620.441.2084 (Transportation)  
620.441.2082 (Warehouse)

Maintenance  
715 S. 1<sup>st</sup> St  
620.441.2080

Technology  
2207 N. 8<sup>th</sup> St  
620.441.2088

Adams Elementary  
1201 N. 10<sup>th</sup> St  
620.441.2040

C-4 Elementary  
11945 292<sup>nd</sup> Rd  
620.441.2045

Frances Willard Elementary  
201 N. 4<sup>th</sup> St  
620.441.2050

IXL Elementary  
6758 322<sup>nd</sup> Rd  
620.441.2055

Jefferson Elementary  
131 Osage  
620.441.2060

Roosevelt Elementary  
300 N. B St  
620.441.2070

Arkansas City Middle School  
400 E. Kansas Ave  
620.441.2030

Arkansas City High School  
1200 W. Radio Ln  
620.441.2010

Avery Learning Center  
2500 N. 15<sup>th</sup> St  
620.441.2078

# General Information

## **At Will Employment**

All employment and compensation with USD 470 are “at will”. “At will” means that employment can be terminated with or without cause, and with or without notice, at any time at the option of either USD 470 or the employee, except as otherwise provided by law.

## **Confidential Information**

It is essential that all employees fully understand how to treat confidential information. Each employee should hold the confidential information (be it related to a students’ academic record, behavior, or family information, etc.) in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others. The Family Education Rights Privacy Act (FERPA) is a federal law that protects the privacy of an individual’s information. No information should be disclosed unless an employee has been given express permission to do otherwise.

## **Outside Employment**

It is the expectation of USD 470 that any individual hired on a full-time basis will consider the employment by USD 470 as their primary occupation. Any outside activity must not interfere with the employee’s attendance and/or job efficiency. If an employee has questions regarding the secondary job, they should contact their immediate supervisor and/or district administration.

## **Harassment**

All employees have the right to a work environment free from intimidation and harassment. USD 470 does not tolerate discrimination on any of the protected grounds of sex, race, age, color, religion and ethnic origin, or disability. An employee shall report any complaints to their immediate supervisor, building principal or the district compliance coordinator. Sexual harassment training will be provided annually. See Appendix for policies GAACA and GAAC.

## **Employment Process**

Employees are selected through application, personal interview, and reference checks. After all available information is carefully considered and evaluated, an individual is selected to become a member of our team.

### **Former Employees**

Former employees of USD 470 may be considered for reemployment and subject to USD 470’s usual pre-employment procedures. To be eligible, an employee must have been in good standing at the time of previous termination.

## **Nepotism**

Except in an emergency, the board will not employ anyone who is the close relative of any board member. This shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Two or more members of a family may be employed by the school district. However, no district employee shall be in a position where the employee supervises or evaluates a closely related family member.

A closely related family member is defined as a father, mother, brother, sister, spouse, son, daughter, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

## **Loyalty Oath**

All employees, by state law, must have a loyalty oath on file in the employee's personnel record.

## **Health Certificate**

All employees, by state law (K.S.A. 72-6266), must have a current health certificate on file in the Personnel Office. Certificates must be renewed every three (3) years (two (2) years for bus drivers).

## **Personnel Records**

Personnel files required by the district shall be confidential and in the custody of the Personnel Clerk and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

## **Dress Code**

Although uniforms may be required for specific positions or groups of employees, the general dress code for all employees shall be in accordance with accepted social and business standards. Each supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job performed. Footwear must comply with safe work standards as specified by supervisors.

## **Personal Cell Phone Usage**

Usage of cell phones and other personal electronic devices during working hours is limited to job related duties. Employees may not access social media sites or take photographs/videos during duty hours without administrative approval to protect student privacy.

# Employment Classifications

At the time of hire or reclassification, the employee will be classified in one of the following categories:

- 12 Month Employee
  - Full Time – An employee who is scheduled to work between 30 and 40 hours per week per 12-month period
  - Part Time – An employee who is scheduled to work less than 30 hours per week for a 12-month period
- 10.5 Month Employee
  - Full Time – an employee who is scheduled to work between 30 and 40 hours per week during a 10.5-month period bracketing the school year
  - Part Time – An employee who is scheduled to work less than 30 hours per week during a 10.5-month period bracketing the school year
- 9 Month Employee
  - Full Time – An employee who is scheduled to work between 30 and 40 hours per week during the school calendar year
  - Part Time – An employee who is scheduled to work less than 30 hours per week during the school calendar year
- Temporary – An employee who is scheduled any quantity of weekly hours on an as needed temporary basis. Normally, a temporary position will not exceed six (6) months in duration. Summer employees are considered temporary employees.

Benefits are given based on employment classifications.

## Benefits

### **12 Month Full and Part Time employees may be eligible to receive:**

- Medical Insurance
  - Full time employees are eligible to receive a health insurance allowance to be paid toward a district health insurance plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages (Dental, Vision, etc.) are available to the employee, but the full premium is the employee's responsibility.
  - Part time employees who work at least 20 hours a week will receive one half of the health insurance allowance to be paid toward a health plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages are available to the employee, but the full premium is the employee's responsibility.
- Short-term Disability and Life Insurance policies that are paid by the district for non-temporary employees working at least 20 hours per week.

- Kansas Public Employee Retirement System (KPERs) for covered positions per KPERs regulations.
- Vacation
  - Employees shall receive vacation based on years of service which are outlined below. Employees hired during the year will not be granted vacation time until the following July 1<sup>st</sup>. Vacation time will be based on a prorated amount from the hire date. (See table below) Hours are calculated at scheduled hours per week.
- Paid Leave – 12 days per year calculated at scheduled hours per day with a maximum accumulation of 90 days.
- Compensatory (COMP) time – Upon supervisor approval and notification to the payroll office, staff may accumulate compensatory time for over 40 hours worked per week.
- Jury Duty Leave
- Holiday Pay – 12 paid holidays per year based on scheduled days per week and calculated at scheduled hours per day. These days shall be designated by the district administration. If this day falls on a regular working day, the employee will not be required to work but will receive pay for that day. If the day falls on a Saturday or Sunday, the employee will be given one additional day off with pay. This day will be designated by the district administration.
  - Independence Day
  - Labor Day
  - Thanksgiving (3 days – Wednesday before, Thanksgiving, Friday after)
  - Winter Break (2 days)
  - New Year’s Day
  - Spring Break (2 days)
  - Good Friday
  - Memorial Day

**10.5 Month Full and Part Time employees may be eligible to receive:**

- Medical Insurance
  - Full time employees are eligible to receive a health insurance allowance to be paid toward a district health insurance plan. The employee is responsible for the difference between the cost of the premium and the district’s contribution. Additional coverages (Dental, Vision, etc.) are available to the employee, but the full premium is the employee’s responsibility.
  - Part time employees who work at least 20 hours a week will receive one half of the health insurance allowance to be paid toward a health plan. The employee is responsible for the difference between the cost of the premium and the district’s contribution. Additional coverages are available to the employee, but the full premium is the employee’s responsibility.
- Short-term Disability and Life Insurance policies that are paid by the district for non-temporary employees working at least 20 hours per week.
- Kansas Public Employee Retirement System (KPERs) for covered positions per KPERs regulations.

- Paid Leave – 9 days per year calculated at scheduled hours per day. A maximum accumulation of 60 days.
- Compensatory (COMP) time – Upon supervisor approval and notification to the payroll office, staff may accumulate compensatory time for over 40 hours worked per week.
- Jury Duty Leave
- Holiday Pay – 4 paid holidays per year based on scheduled days per week and calculated at scheduled hours per day. These days shall be designated by the district administration. If this day falls on a regular working day, the employee will not be required to work but will

receive pay for that day. If the day falls on a Saturday or Sunday, the employee will be given one additional day off with pay. This day will be designated by the district administration.

- Labor Day
- Thanksgiving Day
- Winter Break (1 day)
- Memorial Day

### **9 Month Full and Part Time employees may be eligible to receive:**

- Medical Insurance
  - Full time employees are eligible to receive a health insurance allowance to be paid toward a district health insurance plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages (Dental, Vision, etc.) are available to the employee, but the full premium is the employee's responsibility.
  - Part time employees who work at least 20 hours a week will receive one half of the health insurance allowance to be paid toward a health plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages are available to the employee, but the full premium is the employee's responsibility.
- Short-term Disability and Life Insurance policies that are paid by the district for non-temporary employees working at least 20 hours per week.
- Kansas Public Employee Retirement System (KPERs) for covered positions per KPERs regulations.
- Paid Leave – 9 days per year calculated at scheduled hours per day. A maximum accumulation of 60 days.
- Compensatory (COMP) time – Upon supervisor approval and notification to the payroll office, staff may accumulate compensatory time for over 40 hours worked per week.
- Jury Duty Leave

### **Health Insurance Allowance**

The Board of Education determines the amount of the allowance. The allowance will only be provided to eligible employees who enroll in a district offered health insurance plan.



## Insurance Coverage

For 10.5- and 9-month employees who take district insurance, owed insurance premiums for the summer months will be divided equally by the number of checks received during the year and that additional amount will be deducted throughout the year and held in an insurance account. The district will then use these insurance prepayments to cover the employee's portion of their insurance premium for July, August, and September. Insurance benefits are reviewed annually. In the event of termination of employment with USD 470 or loss of eligibility to remain covered under the district insurance programs, the employee and their eligible dependents may have the right to continued coverage under COBRA and any unused insurance premium prepayments will be returned to the employee.

## Vacations

12-month employees shall accrue two weeks paid vacation during the first year of employment.

Employees hired during the year will not be granted vacation time until the following July 1<sup>st</sup>. Vacation time will be based on a prorated amount from the hire date (see table below). Hours are calculated at scheduled hours per week.

Month of Hire	Number of Days Granted as of July 1st following date of employment
July	10
August	10
September	9
October	8
November	7
December	6
January	5
February	4
March	3
April	2
May	1
June	0

Vacation pay will be figured on a 40-hour week, unless the employee's work week is less than 40 hours, in which case, it will be figured on the average hours worked. During an employee's eighth consecutive year of employment with USD 470, an extra week of vacation will be accrued. This extra accrued vacation will be available on July 1 after the completion of their eighth year. Thereafter, vacation days will continue to accrue at the rate of fifteen (15) days per year. (NOTE: A 9-month position and a different 3-month summer position is not considered a 12-month position.) First year employees are granted vacation time according to a prorated amount on July 1. No vacation days will be carried forward beyond June 30 of the year following the one in which the vacation days were accrued unless approved by the Director or Asst. Superintendent of Business/Operations.

## **Paid Leave**

Paid leave days are credited to the employee on July 1. New employees are credited with a pro-rated number of days awarded to date of employment. New employees are not granted paid leave until they have been employed by the district for 20 working days. Absences covered by paid leave are as follows:

- Sick leave (SICK)
  - Illness of employee
  - Family illness - Spouse, children, mother, father, and anyone living in the residence of employee
  - Employee doctor/dentist appointments
  - Family doctor/dentist appointments - Spouse, children, mother, father, and anyone living in the residence of employee
- Bereavement (BRV)
  - Bereavement leave must be submitted in advance
  - Maximum 3 days for nonlocal funerals
  - Maximum ½ day for local funeral
  - Days may be extended with prior approval of Asst. Superintendent of Business/Operations
- Personal leave (PRS)
  - A maximum of 2 days of paid leave per school year can be used for personal leave.
  - Leave must be submitted at least 2 working days in advance.
- Business leave (BUSI)
  - A maximum of 2 days for business of such a nature that it cannot be conducted after regular working hours or on weekends.
  - Must be submitted at least 2 working days in advance.
  - Leave shall not be granted for reasons such as recreational activities, travel, any item relating to second business, job hunting, interviews, bad weather, and vehicle breakdown.
  - Business days shall not be granted on days immediately before or after any vacation, nor during the first and last weeks of the school year.

Leave time must be entered in the software the employee has been designated to use. All absences, excluding illness, should be requested and approved prior to the leave being taken. For an absence due to illness, leave requests must be completed on the day the employee returns to work.

For an employee who is leaving employment with the district for all reasons other than retirement, unused paid leave is not additional compensation. At the time of termination, the number of days will be prorated, and any days used in excess of this will be deducted from the employee's final paycheck.

## **Compensatory Time**

Compensatory (comp) time for additional hours over 40 worked per week may be eligible pending immediate supervisor / district administrator approval. Comp time is encouraged to be used within the pay period accumulated.

## **Jury Duty / Legal Leave**

Employees will be paid for the number of hours they are regularly scheduled to work when they are absent for jury duty or are subpoenaed to appear as a witness. Any jury fees or witness fees paid to the employee will be given to USD 470.

## **Leave Without Pay**

Unless it is FMLA leave, all leave without pay absences must be approved by an employee's supervisor prior to any unpaid leave being used. Such absences not pre-approved will be considered unexcused absences. In the event of an emergency, unpaid leave may be requested.

## **Wage and Salary**

### **Notice of Employment**

The Notice of Employment is not a contract. It is an estimate of the hours an employee will work and indicates the hourly rate and other information. There is no guarantee an employee will receive the total estimated hours indicated.

### **Pay Period and Pay Cycle**

The "Notice of Employment" form indicates the normal number of hours to be worked each day for each position. The supervisor will inform each employee of the starting and ending time for the position and building to which he or she is assigned.

The workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday with the regular workweek being five days, Monday through Friday. Some positions may call for other days of work or the workweek may vary if school is not in session.

Unless the "Notice of Employment" indicates the workweek consists of Saturday or Sunday working days employees will normally not be expected to work on weekends. However, the Director or Asst. Superintendent of Business/Operations may declare an emergency and assign any employee to work on one or more days of the weekend.

### **Paycheck Distribution**

All employees will receive their pay through direct deposit on or before the 20<sup>th</sup> of each month. No person may be paid directly by check, out of petty cash, or any other such fund for work performed. All employees will be notified of their direct deposit and given a link to their pay stub through their district email.

If an employee would like to change account information, the Mode of Payment form with accompanying documentation must be sent to the Payroll Clerk at least ten days prior to pay day for those change to become effective. **NO CHANGES TO DIRECT DEPOSIT ACCOUNTS WILL BE MADE BASED ON EMAIL OR PHONE REQUESTS.** When a pay date falls on a day when banks are closed, staff will be paid on the last previous banking day.

## **Time Sheets/Time Clock**

Most classified employees, other than salaried supervisors, will clock in and out on a time clock located in each building or department. Hours recorded in the time clock system must be verified and approved by the immediate supervisor. If submitting a paper timesheet, supervisor verification and approval is required. All hours for payroll periods must be submitted by a date designated by the district administration.

In the event of a missed punch (in or out) or if a timeclock adjustment is required, the employee should report any necessary changes to the building or department designee within a timely manner. Additional paperwork may be required based on building/department procedures.

## **Overtime Pay**

Unless stated on the "Notice of Employment" no position shall consist of more than 8 hours per day, 5 days per week or a total of 40 hours per week.

Overtime work is not encouraged; however occasional overtime may be necessary. Employees must have permission from the immediate supervisor to work overtime. To receive overtime pay it must be shown on the time clock system and/or on a timesheet. Non-exempt employees (including temporary employees) performing overtime work will be paid one and one-half (1-1/2) times their regular hourly wage for any time over forty hours worked per week. Paid leave and vacation time will only be approved up to a combined total of 40 hours with worked hours per week.

In lieu of paying actual overtime wages, employees may take compensatory time off pending immediate supervisor / district administrator approval.

Before an employee qualifies for overtime hours, 40 regular hours must be worked. (An employee who is absent one day for any reason, including a holiday, is not eligible for overtime until 40 hours are actually worked. A four-hour employee is not eligible for overtime for working five hours.)

## **Mandatory Deductions from Pay**

USD 470 is required by law to make certain deductions from paychecks. Among these deductions are federal and state income taxes, KPERS, and employee Social Security and Medicare contributions. These deductions will be shown on the check stub. The amount of the deduction depends on earnings and the information the employee provided on their W-4 and K-4 forms.

## **Error in Pay**

Every effort is made to avoid errors in pay. If an employee believes an error has been made, contact the Payroll Clerk immediately. The necessary steps to research the problem will be taken and any necessary corrections will be made properly and promptly.

## **K.P.E.R.S.**

Membership in the Kansas Public Educators Retirement System (KPERS) is mandatory for all state employees, including those employees of USD 470. The district will adhere to KPERS regulations applicable to your employment. The law requires that all employees who work in a position that requires 630+ hours per year or if the employee works in two or more positions totaling at least 630 hours per year (180 days and 3.5 hours/day) to contribute to KPERS.

Employees working in a covered position will contribute a specified percent of gross earnings to KPERS. The specified percent of contribution is determined by state legislation and is subject to change when legislative action specifies.

An employee is also covered under a basic group life insurance equal to 150 percent of their annual salary under KPERS.

Working after retirement (WAR) KPERS is determined by state legislature and has specific guidelines for employers who hire staff receiving KPERS retirement benefits. An employer is required to pay a statutory rate established by KPERS and an employee's hourly rate may be reduced by this statutory rate. KPERS contributions will not be withheld from an employee who is receiving retirement benefits.

## **Voluntary Retirement Accounts**

Classified employees are eligible to participate in voluntary retirement accounts in the form of either of Annuities or Mutual Funds. Contributions may be made on a pre-tax or after-tax (Roth) basis as allowed by the investment provider. Payroll deductions for these shall be limited to only those providers approved by the Board of Education and that have an Investment Provider Agreement included in the district's 403(b) Plan Document. Request for changes can be made anytime and will become effective on the first available payroll cycle after notification that the account has been opened and appropriate Salary Reduction Agreement (SRA) has been received.

## **Pay Increases, Promotion**

Any change in salary schedules will be effective July 1 of each year as determined by Board of Education action. Advancing on the salary schedule is not automatic and no increase will be given for employees on job probation.

Pay increases as a result of a change of position will become effective on the date of the new assignment.

The policy of USD 470 is to employ the best-suited individual for each position. If an employee wishes to be considered for a possible vacancy which might occur during the year, a letter indicating this should be sent to the Director or Asst. Superintendent of Business/Operations.

# Work Procedures

## **Attendance, Punctuality**

Attendance and punctuality are important to the successful operation of a school district. Each supervisor or department head is responsible for establishing a reasonable timeframe for notification of absences or tardies. To maintain high quality support services in the school district, the following guidelines are established:

1. Two or more absences a month are considered excessive.
2. Two or more tardies a month are considered excessive.
3. Unauthorized absences may be subject to disciplinary action.
4. Any absence other than illness or emergency must have prior approval.
5. The employee will notify the immediate supervisor as soon as possible when the absence is due to illness or emergency.
6. The employee will notify the immediate supervisor as soon as possible when the employee will be late to work.
7. Any employee with an illness lasting more than two days or illness occurring more than two days in one month may be required to have a physician's verification of the illness.
8. A work release must be submitted to the personnel office when an illness or non-work-related injury requires an employee to be off for an extended period.

Unexcused absences, a pattern of excessive excused absences, and extended absences are causes for progressive corrective action and/or termination. Absences resulting from jury duty, approved participation in staff development, family medical leave and military leave are exceptions to this.

## **Job Evaluation**

A written evaluation will be made on each employee at least once during the school year. Completion of evaluations is the responsibility of the immediate supervisor. The primary reason for evaluations is to identify strengths and weaknesses to reinforce good habits and develop ways to improve weaker areas. This review also serves to make the employee aware of and to document how their job performance compares to the goals and description of their job. The employee will sign the evaluation indicating it has been discussed with the employee. A copy will be given to the employee.

## **Rest Periods**

When possible, two 15-minute breaks may be scheduled for employees working 8 hours or more in one day. Breaks may be given employees, but breaks are not mandated by state law or the U.S. Department of Labor and are given only when they do not interfere with the completion of assigned duties. Unused breaks may not be accumulated to count toward comp time or overtime.

## **Work Rules**

Work rules and procedures will be developed by the immediate supervisor. These rules shall be followed according to the directions of the immediate supervisor.

## **Drug Free Workplace**

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace. USD 470 reserves the right to randomly drug test any employee at anytime.

## **Tobacco Free School Campus**

The use, possession, or promotion of any tobacco product by any employee is prohibited in any district facility, in school vehicles, at school-sponsored activities, programs, or events and on school owned or operated property at all times. "Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means.

## **Grievance Procedure**

Most grievances can be solved by talking to a supervisor. If not satisfied, a meeting may be scheduled with the Assistant Superintendent of Business / Operations. If still not satisfied, employees may put the grievance in writing and submit it to the Superintendent.

## **Discipline Procedures**

When any breach of discipline occurs, the immediate supervisor will have a conference with the employee. The results of the conference will, in most cases, be recorded and signed by the employee and the supervisor. This signed record of the conference will be filed in the employee's personnel folder.

Suspensions, probations, and terminations will be recommended by the immediate supervisor. If the Asst. Superintendent of Business/Operations concurs with the recommendation, the suspension, probation, or termination will be approved.

For alleged serious breach of discipline, the immediate supervisor may suspend an employee with pay pending further investigation of the problem. The Asst. Superintendent of Business/Operations or Superintendent of Schools may suspend an employee without pay for any alleged serious breach of discipline pending investigation of the incident. If the employee is cleared of charges of breach of discipline and the employee is not terminated or does not resign, then back pay will be given to the employee as if the suspension had not occurred.

## **Termination**

An employee who is terminated will be given the opportunity to meet with the immediate supervisor and the Director or Asst. Superintendent of Business/Operations before written notice of termination is given. The Director or Asst. Superintendent of Business/Operations shall make the final decision regarding terminating an employee. Employees who voluntarily resign will submit a signed and dated letter of resignation or sign a voluntary separation form. In the event a written letter is unable to be provided, the employee will email the resignation to their immediate supervisor using their USD 470 email account.

## **Leave of Absences**

### **Unpaid Leave of Absence**

Occasionally, for medical, personal, or other reasons, an employee may need to be temporarily released from the duties of their job but not want to resign. Under certain circumstances, the employee may be eligible for an unpaid leave of absence. The Personnel Clerk must be informed of any unpaid leaves of absence prior to the absence beginning or as soon as possible after the leave has begun to appropriately record such absences.

### **Family Medical Leave of Absence (FMLA)**

The FMLA allows employees to balance their work and family life by taking reasonable paid or unpaid leave for certain family and medical reasons. Employees are eligible if they have been actively employed for 12 months and worked at least 1,250 hours (an average of 25 hours per week) during those 12 months. Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist the district in arranging work assignments during an absence, employees are asked to give prior notice, to the extent possible, as well as the expected return date. Eligible employees may take up to 12 work weeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

An eligible employee may also take up to 26 work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason.



When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

It is the employee's responsibility to inform the district of the need for paid leave. If the FMLA leave is needed, please contact the Personnel Clerk for additional information.

## **Retirement**

### **Retirement from the District**

USD 470 participates in the Kansas Public Employees Retirement System (KPERs). Information about retirement can be found on the KPERs website. Additional information can also be obtained by contacting the Payroll Clerk.

### **Paid Leave Compensation Upon Retirement**

For employees retiring from USD 470 who have 20 or more years of service with the district, unused paid leave will be compensated at the following rate:

- 12 Month Classified Staff
  - 30+ years of service - \$100 per day
  - 20-29 years of service - \$75 per day
- 10.5 Month Classified Staff
  - 30+ years of service - \$50 per day
  - 20-29 years of service - \$25 per day
- 9 Month Classified Staff
  - 30+ years of service - \$50 per day
  - 20-29 years of service - \$25 per day

### **Retirement Insurance**

An employee taking early retirement shall have the option to maintain the district's health insurance coverage until the time they qualify for Medicare. The retiree will be responsible for making the entire monthly premium to the Payroll Clerk by the monthly payroll date. Failure to do so may result in the cancellation of coverage.

# Safety Procedures

## **Accidents**

All accidents sustained or observed will be reported immediately to the supervisor or building principal. An Accident Report Form will be completed within 24 hours of the accident. If injured on the job and medical attention is needed, the employee will report to the Personnel or Payroll Clerk within 24 hours so an appointment can be scheduled with the designated medical professional.

Social and recreational injuries arising out of and in the course of employment are no longer compensable under workers' compensation law. Examples of this type of situation are sports activities where faculty challenges a specific group, games before school, at lunch, or after school, basketball benefit games, etc.

Procedure to be followed:

1. Report the accident to the immediate supervisor.
2. If medical attention is needed, contact Personnel or Payroll so an appointment can be made at the district's designated provider.
3. Return the "Report of Accident" form to the District Office. Workers Compensation claims must be filed within 10 days of the accident.
4. Use the form provided by the personnel or payroll office to obtain prescriptions at a local pharmacy.
5. File any doctor's statements, prescription bills, etc. with the District Office.

## **Workers Compensation**

The Kansas Workers' Compensation Law is a no-fault insurance plan, which is supervised by the state, and paid for by USD 470. This law was designed to provide the employee with benefits for any injury suffered in connection with their employment. Under the provisions of the law, if the employee is injured while at work, they are eligible to apply for Workers' Compensation.

### **Who is covered?**

Every USD 470 employee is protected by Workers' Compensation.

### **What is covered?**

Any injury is covered if it is caused by an employee's job – not just serious accidents, but even first-aid type injuries. Illness may also be covered, if related to the employee's job. For example, common colds and flu are not covered but if the employee caught tuberculosis while working at a TB hospital, that would be covered. The main question is if the injury or illness is the result of the performance of the employee's job.

### **When is an employee covered?**

Coverage begins the first minute the employee is on the job and continues anytime that the employee is working for USD 470. There is not a wait period for workers' compensation.

### **How does the employee get the benefits?**

All injuries, no matter how slight, must be reported immediately to the supervisor and a completed accident report must be sent to the Personnel Clerk.

## **Safety**

All employees will observe all safety rules and regulations. They will immediately report to their supervisor or building principal any condition that in their opinion constitutes a safety hazard. No disciplinary action will be taken against any employee who refuses to perform an assignment when in the employee's judgment the assignment or task cannot be performed without danger to the employee, or the assignment violates safety procedures.

## **Miscellaneous**

### **Use of School Equipment**

No employee will use for personal use any equipment or supplies belonging to USD 470. No equipment belonging to U.S.D 470 will be loaned or removed from a building for non-school use without the approval of the Asst. Superintendent of Business/Operations. (See Board Policy KG.)

### **Use of School Facilities**

No employee will use school facilities for personal use or allow the use of school facilities by any individual or group unless a Facility Rental Agreement has been obtained and approved. Form available from the District Office. (See Board Policy KG).

### **Visitors During Time Employee is on Duty**

Friends, relatives, children, spouses are not to visit with or remain on the premises when an employee is on duty. They may deliver messages or wait to pick up the employee at the end of a shift, but during working hours it is expected that the employee's undivided attention will be given to his or her job duties. Exceptions may be granted by the immediate supervisor with prior approval.

### **Acceptable Use of Technology**

Each employee is expected to adhere to the Acceptable Use of Technology policy. Prior to use of district technologies, the employee shall submit a signed Employee Access Contract to the Personnel Clerk. The employee will acknowledge that the use of computers, networks, internet, electronic mail, and other online services provided by USD 470 are subject to and shall be conducted in compliance with Board policies.

## **Social Media Guidelines**

Employees of USD 470 are expected to follow the guidelines in the Social Media Handbook. The handbook can be found on the district website under For Staff > Forms and Documents > Social Media Guidelines.

## **Inclement Weather Days**

If an employee cannot report to work because of inclement weather the following procedure will be followed:

1. Employee must notify supervisor upon determining an inability to report for work because of adverse weather.
2. Supervisor must approve absence before employee's reporting time.
3. If absence is approved:

### 12-month employees

- a) Hours missed will be deducted from paid leave.
- b) If employee has no available paid leave, hours will be deducted from vacation days or considered a pay deduction.
- c) If late less than two (2) hours, time may be made up with approval of supervisor.
- d) If late two to four (2-4) hours, hours will be deducted from paid leave or vacation.
- e) Leave request forms will specify absence and reason.

### 9- and 10.5-month employees

- a) Absence deducted from paid leave if position entitles employee to paid leave. Otherwise, it will be an unpaid day. Employees wanting to request paid leave for inclement weather days will need to enter the time in the time management system upon returning to work.

## **ID Badge**

The district shall provide each classified employee with an ID badge. A current ID badge will allow the employee and their immediate family members living in the home (spouse and children – excluding college aged students) to gain access to Arkansas City Middle School and Arkansas City High School athletic events. ID badges will not gain entrance to Arkansas City High School musicals or play performances. Neither would they allow access for KSHSAA sponsored events such as regional or sub-state tournaments. The ID badge can also be used for the open swim time at the Family Aquatic Center (High School pool).

## **Violation of Policies**

Employees are expected to abide by the policies set forth by the Board of Education. Failure to do so will lead to appropriate disciplinary action. All board policies may be found on the district website under Our District > Board of Education > Board Policies.

## **Employee Handbook**

Every employee shall be given a hard copy of the Employee Handbook at the time of employment and all documents will be available electronically on the district website. Policies and regulations in the handbook may be changed at any time at the discretion of the Board of Education. No change shall become effective until employees have been notified of the change and no change shall be retroactive.

# **Appendix**

## **GAAB Complaints of Discrimination**

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, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Annually the Board of Education will designate a person 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. Complaints of discrimination will be resolved using the district's discrimination complaint procedures. (See KN)

Approved: 02-28-05

Revised: 09/28/09

## **GAACA Racial Harassment: Employees**

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or national origin. Racial harassment will not be tolerated in the school district. Racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on the school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially 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. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

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

Employees who believe they have been subjected to racial 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 KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial 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 racial harassment or receives a complaint of 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 racial 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 racial harassment may also face disciplinary action.

Initiation of a complaint of racial 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 racial 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 racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: September 8, 2003

## **GAAC Sexual Harassment**

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 Acts 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 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.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: September 8, 2003

### **GAAE Bullying by Staff**

The board of education prohibits bullying in any form, either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Approved: KASB Recommendation – 6/08; 6/13

### **GAOA Drug Free Workplace**

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district.

Approved: 02-28-05

## **GAOB Drug Free Schools**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is 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, 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 any of 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 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. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. 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 cost and length of the program and enrolling in the programs. A copy of this policy shall be provided to all employees.

Approved: 02-28-05

Revised: KASB Recommendation – November 24, 2008

## **GAOC School District Comprehensive Use Policy**

This is a USD 470 Comprehensive Tobacco-Free School Grounds Policy

The Kansas State Board of Education encourages Kansas school districts to adopt and implement this Comprehensive Tobacco-Free School Grounds Policy. Therefore, the USD 470 Board of Education has adopted such a comprehensive policy:

Students, Teachers, Employees and Staff: The use, possession, or promotion of any tobacco product by any student or staff is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

Visitors: The use of any tobacco product by parents, contractors, volunteers, and all other visitors is prohibited in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property at all times.

*The following definitions apply to this policy:*

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, chewing tobacco, snuff, or snus. Tobacco product also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, charging devices, cartridges and any substance used in ENDS, whether or not they contain nicotine. This definition does not include FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum, and nicotine lozenges.

“Electronic Nicotine Delivery System (ENDS)” means any device that delivers a vaporized solution (including nicotine, THC, or any other substance) by means of cartridges or other chemical delivery systems. Such definition shall include, but may not be limited to, any electronic cigarette, vape pen, hookah pen, cigar, cigarillo, pipe, or personal vaporizer. ENDS are not FDA-approved Nicotine Replacement Therapy devices.

“Promotion” includes, but is not limited to, product advertising via branded gear, bags, clothing, any personal articles, signs, structures, vehicles, flyers, or any other materials.

Student violations will result in disciplinary actions as outlined by the school district. Disciplinary actions may include parent/guardian notification, participation in a tobacco & electronic nicotine delivery systems education program, referral to a cessation program, and/or community service. Student violations may be reported to law enforcement if use or possession is deemed to be illegal.

Approved: 2/1998; 4/2007; 6/2013; 2/2020



## **Procedures for USD 470 Workers' Compensation Claim**

### **If you are injured at work during school hours you must:**

1. Immediately report the incident to your supervisor. The supervisor/nurse will evaluate your condition and determine if you need to be seen by a doctor. An accident report must be sent to the Personnel Clerk that day.
2. If non-emergency medical treatment is required, the supervisor/nurse will contact the Personnel Clerk who will make an appointment at one of the district's designated health care providers.
  - a. Ark City Clinic, 510 West Radio Lane, Arkansas City, KS 67005, 620.442.2100
  - b. Urgent Care of Cowley County, 1305 E 19<sup>th</sup> Ave, Winfield, KS 67156, 620.705.5050
3. If you choose to go to a Physician of your choice, Workers' Compensation will only cover up to \$500.

### **If you are injured at work after school hours you must:**

1. Call your supervisor and report the accident immediately.
2. If non-emergency treatment is required, report to Urgent Care at 1305 E 19<sup>th</sup> Ave, Winfield, KS 67156, 620.705.5050.
3. Urgent Care of Cowley County hours are 8 am – 8 pm.
4. When checking in, you will need to advise them that this is Worker's Compensation for USD 470.
5. The next day you or, if you are unable to call, someone you have authorized, needs to report the accident to the Personnel Clerk – 620.441.2000.

### **If you are injured after 8:00 P.M. you must:**

1. Report to South Central Kansas Medical Center, 6401 Patterson Parkway, Arkansas City, KS 67005, 620.442.2500.
2. When checking in, tell them that this is Workers' Compensation for USD 470.
3. The next day you or, if you are unable to call, someone you have authorized, needs to report the accident to the Personnel Clerk – 620.441.2000.

## **GAOE Workers Compensation**

The district will participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers', compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. Workers' compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are available.

Approved: 08/11

## **GARI Family Medical Leave**

Eligible district employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year.

Adopted - November 8, 1993

Revised – November 24, 2008

Revised – September 28, 2009

## **GARID Military Leave**

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994, or military service that began before December 12, 1994, if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:

- Army, Navy Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

“Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person’s fitness for any of the above types of duty.

The employee may be absent for up to five (5) years of military duty and retain reemployment rights. There are, however, exceptions, which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration, or nature of an individual’s service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training. The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service; he or she is deemed to be on a furlough or leave of absence and is entitled to non-seniority rights accorded other individuals on non-military leaves of absence.

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions, which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be

serving. Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

Employees may request up to 10 days of paid military leave. Applications will be made to: The Office of the Superintendent. The Superintendent, on behalf of the Board of Education, may request documentation to confirm military duty obligations.

#### TIME SPENT ON MILITARY DUTY: RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT

Less than 31 days: Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less than 181 days: Must submit an application for reemployment within 14 days of release from service.

More than 180 days: Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required.

The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- Application for reemployment is timely;
- The five-year service limitation has not been exceeded; and
- Separation for service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Adopted: September 12, 2005

Revised: September 27, 2010



## **IIBG-R Acceptable Use of Technology**

A. USD 470 supports employee use of advanced technology including computers, computer networks, the Internet, electronic mail, and other online services that facilitate access to information, resource sharing, research, collaborative learning, communications and integrated technology instruction. The use of district computers, computer networks, the Internet, or other online services accessed through district resources shall be in support of education and research consistent with the district's educational objectives. Limited, appropriate personal use of computer technology resources is permitted if it does not interfere with professional responsibilities or the educational process. The district encourages employees to learn to use computer technology and appropriately apply its use to complete tasks associated with their job positions and assignments.

B. Employees shall be responsible for displaying appropriate behavior and maintaining a productive learning environment when using district computers, computer networks, the Internet and other online services. Use of district computer technology must comply with the district and school rules for appropriate use, the rules established by other network or computing resources used, and local, state and federal statute, including copyright law. Use for commercial activities is generally not acceptable. Use for commercial product advertisement or political lobbying is also prohibited. (See GAHB-R)

C. Teachers, administrators, and others who make decisions regarding student access and use of the Internet shall, in making such decisions, at all times consider the district's stated educational mission and the student Acceptable Use policy. To the extent possible and appropriate, students' use of the Internet shall be structured in ways that encourage access to those resources that have been evaluated prior to use. District staff shall supervise students utilizing district-provided Internet access. The wishes of any parent or guardian wanting to prohibit usage of the Internet by his/her child shall be supported and respected.

D. Employees shall communicate with telecommunication tools in a professional manner consistent with district policies and state and federal statute. Electronic mail and telecommunications shall not be improperly used to disclose confidential information about district employees or to disclose information from student education records in violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. / 1232g, as amended, and its interpretive regulations, 34 C.F.R./99.1, et seq. This restriction shall not apply to the district's student information system or other district administrative software that is used by authorized staff members in a manner that complies with FERPA and its interpretive regulations.

E. Users are governed by the security and safety regulations established by the district and its Internet access provider. Users are responsible for the use of their system accounts and for protecting their passwords. No employee will use another individual's account without written permission or reveal personal information online about themselves or any other district staff or students.

F. Activities and communication on the district network are not private. Network administrators, teachers, and other appropriate district staff may review directories, files and communications from time to time to prevent misuse and to perform system maintenance. District administrators or their

designees may delete files that are not kept to a manageable storage level or are deemed inappropriate.

G. The use of the district's computer technology resources is a privilege, not a right, and inappropriate use may result in cancellation of those privileges. USD 470 reserves the right to deny, revoke, suspend, or close any user account at any time, based upon its determination of inappropriate use by the account holder or user. Inappropriate use may also result in disciplinary or legal action per the negotiated agreement. If permitted by law, inappropriate use may result in an assessment of the cost of damages to hardware/software.

H. Content found on Internet resources may contain defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material. USD 470 does not condone the use of such information and will not knowingly permit usage in the school environment. Internet sites that are considered obscene, as defined in section 1460 of title 18, United States Code, child pornography, as defined in section 2256 of title 18, United States Code, or harmful to minors as defined in Kansas law (K.S.A. 21-4301) are inappropriate under any circumstances and access to those sites is restricted. Such restriction will be partially accomplished using a technology protection measure that blocks or filters Internet access.

I. The district makes no warranties of any kind, whether express or implied, for the access it is providing. The district will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, system maintenance, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The district denies any responsibility for the accuracy or quality of information.

J. Any statement of personal belief found on district computer technology resources is implicitly understood to be representative of the author's individual point of view, and not that of USD 470, its employees, or the participating school. No representations to the contrary shall be published without written approval from the superintendent or his designee.

K. Vandalism will result in cancellation of user privileges and disciplinary action per the negotiated agreement. If permitted by law, inappropriate use may result in an assessment of the cost of damages to hardware/software. Vandalism is defined as any malicious attempt to harm or destroy equipment and/or data of anyone connected to the network. This includes, but is not limited to, uploading, creating, or transmitting computer viruses.

L. The following standards are used as a general structure for staff/faculty member access to electronic sources.

Staff and faculty members are allowed to have a network user account created for their use. This type of account is accompanied by an addition of private storage directory for staff/faculty work and a personal electronic mail account. This account is made strictly for that member's own use. The account name is linked directly to that staff/faculty member for logging purposes on the network. The district Technology Coordinator strictly prohibits any use of this account by

another student or staff/faculty member. Procedures are in place that will require the member to change passwords up to three times per year. The staff/faculty member also will be given the ability to change his/her password at any given time. These staff/faculty members are allowed to have independent access to the Internet at work and are expected to abide by the normal rules of appropriateness.

M. Prior to use of school computers, computer networks, the Internet, and other online services accessed through district resources, each employee shall sign an Employee Access Contract, specifying awareness of the restrictions of the district's employee Acceptable Use Policy.

**Unified School District 470 - Arkansas City Public Schools  
EMPLOYEE COUNSELING REPORT**

Name \_\_\_\_\_ Position \_\_\_\_\_ Date \_\_\_\_\_

Department \_\_\_\_\_ Building \_\_\_\_\_ Supervisor \_\_\_\_\_

**Type of Action:**

\_\_\_\_\_ Conduct/Behavior  
\_\_\_\_\_ Performance

\_\_\_\_\_ Oral Warning  
\_\_\_\_\_ Written Warning

\_\_\_\_\_ Suspension  
\_\_\_\_\_ Job Probation

Date of Previous Action(s) \_\_\_\_\_ 2<sup>nd</sup> Warning \_\_\_\_\_ Termination \_\_\_\_\_

**Describe the action and impact on job and/or company. (Include date, time, place, specific details, and rule violated.)**

**Expected improvement and/or standards for the future:**

**Next action if employee does not meet the improvement/standards required:**

**Employee Comments:**

**Supervisor's Comments:**

---

I acknowledge that the above evaluation has been discussed with me and my signature does not imply agreement or disagreement.

\_\_\_\_\_  
**Employee's Signature/Date      Supervisor's Signature/Date      Reviewed by/Date**

-----  
COPY TO:      Employee

\_\_\_\_\_  
Supervisor  
Personnel

Reviewed By/Date

Unified School District 470  
Arkansas City, KS 67005

**VOLUNTARY SEPARATION**

Date of Notice \_\_\_\_\_ Employee Name \_\_\_\_\_

Effective Date \_\_\_\_\_ Position/Dept. \_\_\_\_\_

This is my official notice of resignation from Unified School District 470.

My reason for resigning: (attach letter if given)

I have no claims or grounds for claims against my employer during my employment. My resignation is voluntary and is not a forced leaving.

\_\_\_\_\_  
Employee's Signature/Date

Accepted \_\_\_\_\_

\_\_\_\_\_  
Supervisor's Signature/Date

Date \_\_\_\_\_

\_\_\_\_\_  
Witness's Signature/Date

## SUPERVISORS' DISCIPLINE GUIDELINES

O - Oral  
 W - Written  
 SI - Suspend pending investigation  
 w/o pay

J - Job Probation  
 T - Terminate  
 S - Suspend pending investigation  
 w/pay

Any T will be SI first if  
 1st offense. SI and T  
 only with approval of Asst.  
 Supt. S may be used at any  
 time for any incident.

	INCIDENT	OFFENSE		
		1ST	2ND	3RD
1.	No call, no show 1 day	W	J or T	T
	2 consecutive days	J	T	
	3 or more consecutive days	T		
2.	Possession of illegal drugs or alcohol	J or T	T	
3.	Selling of illegal drugs or alcohol	T		
4.	Unauthorized absence from work	J	T	
5.	Under influence of illegal drugs or alcohol	T		
6.	Purposeful destruction of company property	J or T	T	
7.	Fighting: with other employees or with management	J or T	T	
8.	Intimidation or harassment of other employees or management	J or T	T	
9.	Insubordination	W or J	J or T	T
10.	Theft	J or T	T	
11.	Uncooperative with administrator or other school employees	W or J	J or T	T
12.	Walking off job w/o reason or permission	W	J or T	T

REPORT OF ACCIDENT

Name (Accident Victim) \_\_\_\_\_ School/Building \_\_\_\_\_

Student ( ) Employee ( ) Other \_\_\_\_\_

Date of accident: \_\_\_\_\_ Time of accident: \_\_\_\_\_ a.m.; p.m.

FOR EMPLOYEES ONLY

Social Security # \_\_\_\_\_ Home Phone # \_\_\_\_\_ Birthdate \_\_\_\_\_

Was employee wearing required safety equipment? YES NO N/A

Describe:

How did the accident occur, according to the victim? (describe persons, action, equipment, conditions)

Names of any witnesses.

What injuries did the victim say he/she incurred? (Be specific - right arm, left arm, etc.)

Was first aid given and by whom?

Did the injured person go to a physician? YES NO

What treatment was prescribed?

SIGNATURE \_\_\_\_\_ Date \_\_\_\_\_  
Accident Victim

\_\_\_\_\_ Date \_\_\_\_\_  
Person Reporting Accident

Copies to: Principal or Supervisor Reviewed by: \_\_\_\_\_

Business Mgr. or Safety Coordinator Reviewed by: \_\_\_\_\_