

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

2025-2026

**ADMINISTRATIVE
EMPLOYMENT
POLICY**

Effective August 1, 2025

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I: DEFINITIONS	1
Section A: General Definitions.....	1
ARTICLE II: GENERAL	2
Section A: Establishing Conditions of Employment.....	2
Section B: Administrative Employee Group	2
Section C: Management Rights Clause.....	2
Section D: Conflicts of Board Policy.....	2
ARTICLE III: PROFESSIONAL YEAR	3
Section A: Professional Year for Administrative Employees.....	3
Paragraph 1: Base Contract.....	3
Paragraph 2: Working Days	3
Paragraph 3: Vacation Days	3
Paragraph 4: Holidays.....	3
Section B: School Calendar	3
ARTICLE IV: ADMINISTRATIVE EMPLOYEE COMPENSATION	3
Section A: Definitions and Placement.....	3
Paragraph 1: General.....	3
Paragraph 2: Administrative Employee Placement on Level	4
Paragraph 3: Administrative Employee Placement on Track.....	4
Section B: Method of Payment	4
Section C: Contract Addendum.....	5
ARTICLE V: ADMINISTRATIVE BENEFITS.....	5
Section A: Personal Injury Benefits	5
Paragraph 1: Worker’s Compensation	5
Paragraph 2: Other Injury Benefits.....	6
Section B: State Retirement Participation.....	6
Section C: Short Term Disability Benefits	6
Section D: General Liability Coverage.....	7
Section E: Life Coverage.....	7
Section F: Medical and Dental Benefits.....	7
Paragraph 1: The Plans.....	7
Paragraph 2: Eligibility	8
Paragraph 3: Board Contribution	8
Paragraph 4: Premiums/Payroll Deductions	8
Paragraph 5: Cash Option	11
Section G: Severance Payment.....	11
Section H: Mileage Allowance	12
Section I: Annuity Plan.....	12

Section J: Early Retirement Program	12
Section K: Flexible Spending Account Plan	12
Section L: Catastrophic Emergency Benefit Plan	12
Section M: General	13
ARTICLE VI: ADMINISTRATIVE SERVICES	13
Section A: General	13
ARTICLE VII: PAYROLL DEDUCTIONS	13
Section A: Payroll Deductions	13
ARTICLE VIII: ADMINISTRATIVE EMPLOYEE PROTECTION	14
Section A: Action Against Administrative Employees	14
Section B: Meeting or Hearing	14
Section C: Gifts	14
Section D: Assault and/or Battery	14
Section E: Legal Action	15
Section F: Compliance	15
Section G: Property Damage	15
ARTICLE IX: LEAVES	15
Section A: Chargeable Temporary Leaves	15
Section B: Nonchargeable Temporary Leaves	17
Section C: Other Temporary Leaves	17
Section D: Extended Leaves	17
Section E: Sabbatical Leaves	17
Paragraph 1: Purpose	17
Paragraph 2: Eligibility	18
Paragraph 3: Application	18
Paragraph 4: Selection	18
Paragraph 5: Compensation	19
Paragraph 6: General Provisions	19
ARTICLE X: ADMINISTRATIVE EMPLOYEE FILES	20
Section A: Administrative Employee Files	20
ARTICLE XI: ADMINISTRATIVE GRIEVANCE PROCEDURE	21
Section A: Introduction	21
Section B: Immediate Supervisor	21
Section C: Superintendent of Schools	21
Section D: Board of Education	21
Section E: Time Limits	21
Section F: Right of Administrative Employee	21

ARTICLE XII: DUE PROCESS	22
Section A: State Statute	22
APPENDIX A	
2025-26 Calendar for Level 2 Administrators	23
2025-26 Calendar for Level 2E, 3 and 4 Administrators.....	24
2025-26 Calendar for Levels 5, 6, 7 and 8 Administrators.....	25
2025-26 School Calendar.....	26
APPENDIX B	
2025-26 Administrators Salary Schedule.....	27
APPENDIX C	
Administration Position Title in Relation to Salary Level/Contract Days.....	28
INDEX	29

ADMINISTRATIVE EMPLOYMENT POLICY

PREAMBLE

This policy (the "Policy") shall be incorporated by reference in the contracts of all Administrative Employees of Unified School District 259 who are employed on the Educational Administrators Salary Schedule.

ARTICLE I: DEFINITIONS

Section A: General Definitions

1. Administrator or Administrative Employee: Any person subject to K.S.A. 72-2241 who is employed by the Board on the Educational Administrators Salary Schedule.
2. Association: Wichita Educational Administrators Association.
3. Base Contract: The Administrative Employee's basic contract for assigned services and for a designated number of Contract Days, and which contract incorporates the terms of this Policy.
4. Board: Board of Education of Unified School District 259, Sedgwick County, Kansas.
5. Contract Addendum: The Administrative Employee's contract for assigned services for Contract Days in an assignment which is an extension of the duties assigned under the Administrative Employee's Base Contract.
6. Contract Days: Those days during a Professional Year for which an Administrative Employee is paid, consisting of Working Days, vacation days, and holidays.
7. Contract Year: August 1 through July 31.
8. Daily Rate: One, divided by the number of Contract Days in the Administrative Employee's Base Contract, times his/her salary.
9. Grievance: Any alleged violation or misapplication of this Administrative Employment Policy.
10. Immediate Supervisor: The Immediate Supervisor of an Administrative Employee is the next higher person in authority.
11. Personal Business: Leave time provided for the Administrative Employee who is confronted with serious and urgent individual or family problems, emergency situations, or legal demands which cannot be attended to at any time other than through the Administrative Employee's duty day. Personal Business is not provided for recreation or avocational activities.
12. Professional Year: The number of Contract Days for which an Administrative Employee is paid and their placement on the school calendar.
13. School District or School System: Unified School District 259, Sedgwick County, Kansas.

14. School Year: That period of time when school is in session as set forth in the school calendar adopted by the Board.
15. Superintendent: Superintendent of Schools of Unified School District 259, Sedgwick County, Kansas.
16. Working Days: Those Contract Days during a Professional Year when the Administrative Employee is on duty.

ARTICLE II: GENERAL

Section A: Establishing Conditions of Employment

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

Section B: Administrative Employee Group

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

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

Section C: Management Rights Clause

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

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

Section D: Conflicts of Board Policy

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

ARTICLE III: PROFESSIONAL YEAR

Section A: Professional Year for Administrative Employees

Paragraph 1: Base Contract

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

Paragraph 2: Working Days

The Working Days for each Administrative Employee will be established in a yearly administrative calendar for each administrative level (*Appendix A*).

Paragraph 3: Vacation Days

Administrative Employees are to take the calendared vacation days as shown on their respective calendars (see *Appendix A*). These calendared vacation days may be exchanged for other days with the approval of the Administrative Employee's Immediate Supervisor. In addition to calendared vacation dates, Administrative Employees on Levels Two, Two E, Three and Four will receive three (3) Personal Business days per School Year. Administrative Employees may take non-calendared vacation/Personal Business days at such times when the Administrative Employee's absence would not duly affect the effective operation of their particular office. Approval of these non-calendared vacation/Personal Business days shall be obtained from the Superintendent or designee.

Paragraph 4: Holidays

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

Section B: School Calendar

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

ARTICLE IV: ADMINISTRATIVE EMPLOYEE COMPENSATION

Section A: Definitions and Placement

Paragraph 1: General

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

Paragraph 2: Administrative Employee Placement on Level

- (a) Administrative Employees shall be placed on the responsibility level designated for the specific position for which they are employed (see *Appendix C*).
- (b) An Administrative Employee appointed on a temporary basis or for the remainder of a given School Year may be given a Contract Addendum and/or a supplemental to their Base Contract allowing additional responsibilities.

Paragraph 3: Administrative Employee Placement on Track

- (a) Each person initially employed as an Administrator by the Board shall be placed on a track according to administrative and other relevant experience and the total number of years the person has been employed full time in any capacity in USD 259. All salary placements are subject to verification of experience and shall be revised either upward or downward for the School Year to the level for which the Administrative Employee proves their entitlement on or before September 15 of each year.

- (b) The following shall apply in filling vacancies which occur in the routine staffing of administrative positions:

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

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

Section B: Method of Payment

Paragraph 1: For each Contract Year, except as otherwise provided by this Policy or by law, the Board shall pay the Base Contract amount in twelve (12) substantially equal monthly installments commencing on the School District's last Working Day of August for Administrative Employees and continuing on the School District's last Working Day of each month thereafter, until paid in full.

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

Section C: Contract Addendum

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

ARTICLE V: ADMINISTRATIVE BENEFITS

Section A: Personal Injury Benefits

Paragraph 1: Worker's Compensation

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

Paragraph 2: Other Injury Benefits

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

Section B: State Retirement Participation

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

Section C: Short-Term Disability Benefits

Paragraph 1: The Board shall provide short-term disability benefits for all Administrative Employees that in substance ensure that Administrative Employees shall be compensated for periods of total disability resulting from occupational or non-occupational illness or injury at a rate of seventy percent (70%) of the Administrative Employee's regular Daily Rate. Such compensation shall be subject to all applicable deductions. The payments under this paragraph shall commence on the sixth (6th) Contract Day following exhaustion of the Administrative Employee's accumulated temporary leave days and shall continue to the date which is one hundred eighty (180) calendar days after the date of commencement of the total disability for which this or any other benefit is being paid. In the event of a single and total disability for a continuous period of thirty (30) calendar days or more from the first day of the disability, the Administrative Employee's first five (5) Contract Days of short-term disability benefits for such disability shall be paid retroactively. A single disability for a period of 180 days is defined for the purpose of this paragraph as a single absence. Under no circumstances will short term disability benefits be paid in excess of 180 calendar days from the date of disability.

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

Section D: General Liability Coverage

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

Section E: Life Insurance Coverage

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

Section F: Medical and Dental Benefits

Paragraph 1: The Plans

(a) The Board will offer Administrative Employees a base medical plan and a base dental plan with no additional employee-paid premiums other than: premium without wellness discount, tobacco/nicotine user premium, working spouse premium, and part-time employee premium ("base plan(s)"), as further described below.

- (b) At its discretion, the Board may offer additional medical plan and dental plan options (“buy-up” plans) with employee-paid premiums, through payroll deduction, that will be in addition to the premiums further described below.
- (c) The base and buy-up medical plans and base and buy-up dental plans shall provide coverage for Administrative Employees and eligible dependents, if any, in accordance with the terms, conditions, and exclusions of the base and buy-up medical plans and base and buy-up dental plans as developed by the administration. The administration of the base and buy-up medical plans and base and buy-up dental plans shall be reviewed at least quarterly by the Employee Health Advisory Committee. Changes in the base and buy-up medical plans and base and buy-up dental plans will normally be effective on January 1 of any year.
- (d) The base and buy-up medical plans and base and buy-up dental plans periods will begin January 1 and will end December 31 of each year.
- (e) Certain provisions of this Section or of the base and buy-up medical plans and base and buy-up dental plans are subject to continuing and future interpretations by the state or federal governments or their respective agencies. Any new law or more definite or different interpretation of existing law may require immediate and thorough modification of this Administrative Employment Policy or of the base and buy-up medical plans and base and buy-up dental plans. In such event, the change, deletion, or modification of this Article and/or the base and buy-up medical plans and base and buy-up dental plans shall be accomplished forthwith.
- (f) All actions and decisions under this health/dental plan shall be made in accordance with rules and regulations established by the Business/Financial Services Division.

Paragraph 2: **Eligibility**

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

Paragraph 3: **Board Contribution**

- (a) The Board contribution shall be \$690 per month for each Administrative Employee eligible, as described in Paragraph 2 above, to participate in the base and buy-up medical plans and base and buy-up dental plans. For IRS W-2 reporting purposes, the value of the base and buy-up medical plans and base and buy-up dental plans to each Administrative Employee will be tiered based upon family status. Family status means:

- (1) Employee Only/Single;
- (2) Employee + Children;
- (3) Employee + Spouse;
- (4) Employee + Spouse + Children/Family.

- (b) Administrative Employees employed less than 0.75 FTE are not eligible for coverage or membership in the plan and the Board shall make no contribution for such Administrative Employees.
- (c) The Board shall continue to pay its contribution for any eligible Administrative Employee who suffers a continuing total disability for a period not to exceed 180 calendar days after the date of commencement of the total disability.

Paragraph 4: Premiums/Payroll Deductions

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

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

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

*These premiums do not apply to dependent children.

- (1) The 2025 wellness premium discount (\$1200 per year for an employee and \$1200 per year for a spouse) will be applied for the Administrative Employee (and spouse, if applicable) if the Administrative Employee completes the enrollment process and certifies that one of the following two conditions have been met:
 - a. 100 points of wellness activities have been met from the wellness matrix provided by Employee Benefits & Insurance Management; or
 - b. Both an annual physical exam with blood work AND an eye exam between September 1, 2023 and August 31, 2024, to apply toward the 2025 discount.

- (2) To receive the 2026 wellness premium discount (\$1200 per year for an Administrative Employee and \$1200 per year for a spouse), the Administrative Employee (and spouse if applicable) must have received either an annual physical exam with blood work OR an eye exam between September 1, 2024 and August 31, 2025.
- (3) Newly hired Administrative Employees and Administrative Employees transferring into benefited positions will automatically receive the wellness premium discount for the rest of that calendar year. Administrative Employees hired after April each year and Administrative Employees transferring into benefited positions after April will automatically receive the wellness premium discount for the rest of that calendar year and the following calendar year.

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

Administrative Employees whose spouses have access to employer-sponsored health care insurance who choose to utilize the base or buy-up medical plans to provide coverage for the Administrative Employee's spouse shall agree to a payroll deduction equal to \$2,400 per year, prorated over the length of their contract payments. Administrative Employees with a spouse enrolled in the base or buy-up medical plans shall sign a certified statement verifying whether or not their spouse has access to employer-sponsored health care insurance.

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

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

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

- (1) An Administrative Employee who participates in the base or buy-up medical plans and who is a tobacco/nicotine product user shall agree to a payroll deduction equal to the annual tobacco premium of \$1,200, prorated for the length of their contract payments. Administrative Employees shall sign a certified statement verifying whether or not they are tobacco/nicotine product users.
- (2) An Administrative Employee whose spouse is a tobacco/nicotine product user who participates in the base or buy-up medical plans shall agree to a payroll deduction equal to the annual tobacco premium for a spouse of \$1,200, prorated for the length of their contract payments. Administrative Employees shall sign a certified statement verifying whether or not their spouse who participates in the base or buy-up medical plans is a tobacco/nicotine product user.
- (3) Administrative Employees claiming to be tobacco/nicotine-free are subject to medical testing for nicotine, at the cost of the Board, to verify such claim, including random testing. Such tests will be sensitive enough to differentiate actual nicotine use by the individual from nicotine naturally occurring in foods and from indirect contact with nicotine, such as secondhand smoke. If an Administrative Employee is tested and receives a positive result for nicotine, the Administrative Employee may request a second test for verification of the initial result. If the second test result is negative for nicotine, the second test will be paid

for by the Board. If the second test is positive for nicotine, the cost of the second test will be borne by the Administrative Employee.

- (4) An Administrative Employee's spouse who claims to be tobacco/nicotine-free is subject to medical testing for nicotine, at the cost of the Board, to verify such claim, including random testing. Such tests will be sensitive enough to differentiate actual nicotine use by the individual from nicotine naturally occurring in foods and from indirect contact with nicotine, such as secondhand smoke. If the Administrative Employee's spouse is tested and receives a positive result for nicotine, the Administrative Employee's spouse may request a second test for verification of the initial result. If the second test result is negative for nicotine, the second test will be paid for by the Board. If the second test is positive for nicotine, the cost of the second test will be borne by the Administrative Employee.
 - (5) If the Administrative Employee's test has a positive result for tobacco/nicotine use, the Administrative Employee will be subject to the additional payroll deduction for tobacco/nicotine use. The payroll deduction for a positive test result or refusal to be tested shall equal the annual tobacco/nicotine premium, averaged between the date of the first paycheck after a positive test result or refusal to be tested and the last paycheck paid in December of the year the nicotine payroll deduction is begun.
 - (6) If the spouse's test has a positive result for tobacco/nicotine use, the Administrative Employee will be subject to the additional payroll deduction for the spouse's tobacco/nicotine use. The payroll deduction for a positive test result or refusal to be tested shall equal the annual tobacco/nicotine premium, averaged between the date of the first paycheck after a positive test result or refusal to be tested and the last paycheck paid in December of the year the nicotine payroll deduction is begun.
 - (7) A tobacco/nicotine product user is a person who uses a tobacco/nicotine product or products four or more times per week within no longer than the past six months and includes cigarettes (including electronic cigarettes), cigars, pipes, and any form of chewing tobacco. The term "tobacco/nicotine user" does not include for religious or ceremonial use or when prescribed or recommended by a physician or in conjunction with smoking cessation treatment. Physician documentation is required.
- (e) Health insurance premiums will be deducted from wages on a pre-tax basis through the use of a Section 125 Cafeteria Plan.

Paragraph 5: **Cash Option**

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

Section G: Severance Payment

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

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

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

Section H: Mileage Allowance

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

Section I: Annuity Plan

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

Section J: Early Retirement Program

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

Section K: Flexible Spending Account Plan

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

Section L: Catastrophic Emergency Benefit Plan

Paragraph 1: The Catastrophic Emergency Benefit Plan was established to help employees recover some of their used temporary leave days when they have exhausted all of their temporary leave

and experience a major disaster declared by the President of the United States or experience a qualified medical emergency. The catastrophic event would need to be considered a qualifying Family Medical Leave event in order to be deemed a qualified medical emergency.

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

Paragraph 3: All of an employee's applicable temporary leave must be exhausted before the employee is eligible to apply for reinstatement of temporary leave days already deducted because of the catastrophe. Temporary leave must be in deduct and showing up as such on the PeopleSoft system before the employee is eligible. Employees who meet the criteria above shall be eligible to submit an application to draw on the Plan up to twenty (20) days per Contract Year.

Paragraph 4: The Plan is not an option for employees eligible for or receiving Worker's Compensation or disability compensation payments.

Paragraph 5: The Plan shall be administered by Employee Benefits and Insurance Management. Disputes shall be resolved by the UTW President or designee and the Chief Human Resources Officer or designee.

Section M: General

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

ARTICLE VI: ADMINISTRATIVE SERVICES

Section A: General

Paragraph 1: The Board and Administrative Employees recognize that the job of Administrator is difficult to define, since the job involves more than the specification of time worked or the enumeration of specific work tasks to be performed. All Administrative Employees shall be responsible for carrying out their assignments in accordance with state law, State Board of Education regulations, Board policy, administrative regulations, and this set of understandings.

Paragraph 2: The fulfillment of the responsibilities of this understanding requires that the Administrative Employee undertake certain tasks such as planning, telephone conferences, and activities which promote professional growth. The Administrative Employee is expected to perform certain of these tasks off school premises.

ARTICLE VII: PAYROLL DEDUCTIONS

Section A: Payroll Deductions

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

- (a) Donations to the Friendship Fund
- (b) Payments to the Credit Union of America
- (c) Tax sheltered annuities
- (d) Dues to the YMCA
- (e) Flexible Spending Account Plan
- (f) Health Insurance Premiums
- (g) Donations to Education Edge

ARTICLE VIII: ADMINISTRATIVE EMPLOYEE PROTECTION

Section A: Action Against Administrative Employees

Paragraph 1: No Administrative Employee shall be disciplined without just cause. No disciplinary action shall be taken against any Administrative Employee on the basis of a complaint by a parent or student before a conference is held between the Administrative Employee and the supervisor contemplating the action.

Paragraph 2: An Administrative Employee may be suspended by the Superintendent without pay for just cause for up to five (5) Contract Days. A suspension without pay for more than five (5) Contract Days may be made only after official Board action.

Paragraph 3: The exercise of their rights in this Article by an Administrative Employee shall not prejudice any action that the Board might otherwise take regarding the Administrative Employee's employment status.

Section B: Gifts

Paragraph 1: Gifts to Administrative Employees shall be subject to Board of Education Policy P1171, "Gifts to Persons."

Section C: Assault and/or Battery

Paragraph 1: An Administrative Employee shall immediately report in writing to their Immediate Supervisor all cases of assault and/or battery suffered by the Administrative Employee in connection with their employment.

Paragraph 2: Such report, which may include other relevant information, shall be forwarded immediately to the Superintendent.

Paragraph 3: The Board and the Superintendent will provide reasonable cooperation by providing any information in their possession which will aid an Administrative Employee in preparing a defense to any threatened charge by a third party.

Paragraph 4: In any case in which an Administrative Employee is involved in legal action as a result of following Board or administrative policy, such action shall be immediately reported to the Board. Should the Administrative Employee request assistance in the preparation of their defense and/or prosecution, the Board will provide such assistance pursuant to law and Board of Education Policy P4008, "Legal Counsel for Board of Education Members and for the Superintendent or Other District Employees."

Section E: Legal Action

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

Section F: Compliance

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

Section G: Property Damage

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

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

ARTICLE IX: LEAVES

Section A: Chargeable Temporary Leaves

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

Paragraph 2: Unused Temporary Leave Days

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

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

- (a) Personal illness, injury, or incapacitation up to the maximum of the number of days the Administrative Employee has accumulated. However, no Administrative Employee may use temporary leave days for any single such disability beyond 180 calendar days from the first day of the disability. On or before the end of thirty (30) calendar days from the beginning date of the disability, the Administrative Employee and their physician shall furnish a statement verifying the disability. For the recurrence of a disability to be considered a new disability, the Administrative Employee must have returned to work for a continuous period equal in length to the period of absence or for thirty (30) Contract Days if the period of absence exceeded thirty (30) Contract Days. Short absences for reasons not related to the disability shall not be counted towards fulfillment of this requirement but will not be considered an interruption thereof.
- (b) Illness, injury, or death of the Administrative Employee's spouse, child, or parent up to a maximum of fourteen (14) days per Contract Year. Up to eight (8) of these days may be used for illness, injury, or death of the Administrative Employee's in-law, grandchild, grandparent, sibling, aunt, uncle, niece, nephew, any person having been regularly living in the Administrative Employee's household, or in-law of the Administrative Employee's spouse, child, or parent.
- (c) Personal Business. Temporary Personal Business leave up to a maximum of ten (10) days may be granted to an Administrative Employee provided prior approval is secured. In case of emergency, the Administrative Employee shall obtain approval for Personal Business leave from their Immediate Supervisor at the earliest possible time.
- (d) Temporary active duty up to a maximum of fourteen (14) days per Contract Year. Non-chargeable leave for temporary active duty is provided to any Administrative Employee who is a member of a reserve military unit which is ordered to active duty as a result of an emergency or disaster.
- (e) Parental leave up to a maximum of six (6) weeks per Contract Year, is available to all parents and/or legal guardians to attend the birth of their child and participate in post-birth child-bonding. Parental leave must be approved through Employee Benefits and is charged to temporary leave as personal illness (PI).
- (f) Adoptive leave up to a maximum of six (6) weeks per Contract Year is available to all parents and/or legal guardians to support the placement and bonding process with their newly placed child. Adoptive leave must be approved through Employee

Benefits and is charged to temporary leave as personal illness (PI). FMLA leave for bonding must be taken within twelve (12) months of the child's birth, adoption, or placement. If both parents are employed by the district, the combined total of FMLA bonding leave may be limited to twelve (12) workweeks, consistent with applicable law. Parental and/or adoptive leave under this section may run concurrently with other FMLA leave, where applicable.

- (g) Nothing in this Article shall be construed to limit an eligible Administrative Employee's right to take up to twelve (12) workweeks of unpaid, job-protected leave in a twelve-month period under the Family and Medical Leave Act (FMLA) for qualifying reasons, including the serious health condition of a spouse, child, or parent, or the birth, adoption, or placement of a child. Family Illness and/or Family Death leave as described above may run concurrently with FMLA leave where applicable.

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

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

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

Paragraph 7: When an Administrative Employee is absent under the provisions of this Section, they shall be compensated at their Daily Rate up to the number of eligible leave days accumulated. For any day that the Administrative Employee receives compensation for total disability under the Worker's Compensation Law, the Administrative Employee's payment for temporary leave shall be reduced by 100 percent (100%) of the disability payment.

Section B: Nonchargeable Temporary Leaves

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

Section C: Other Temporary Leaves

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

Section D: Extended Leaves

Paragraph 1: Administrative Employees are entitled, subject to approval of the Board and consistent with procedures established by the Human Resources Division, to extended leaves for required study, exchange teaching, health, illness of spouse, child, or parent, maternity, paternity, adoption, military service, serving in public office, professional activities and

professionally related employment, if such leave will not create an undue hardship for the District. Such extended leaves shall normally be for one (1) year. An extended leave may be lengthened to include a second year under the same provisions which applied to the first year of extended leave. No extended leave shall be considered a termination of employment. The Board does not guarantee the Administrative Employee will return to the same position or to any administrative position as the Administrative Employee held when the extended leave was granted.

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

Section E: Sabbatical Leaves

Paragraph 1: Purpose

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

Paragraph 2: Eligibility

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

Paragraph 3: Application

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

Paragraph 4: Selection

- (a) A committee for Sabbatical Leave shall consist of 2 members appointed by the Superintendent, 2 members appointed by WEAA, and the Chief Human Resources Officer, who will chair the committee.
- (b) The committee will judge the quality of the applications submitted and will prepare a priority listing of eligible applicants. The committee will approve no more applications than allocated funds will permit.
- (c) Full time sabbatical refers to being enrolled as a full-time student for a semester or a year.
- (d) Any formal approved program that requires an Administrative Employee to be away from his/her assignment for any part of a Working Day will be considered a part time sabbatical.
- (e) No Administrative Employee can participate in the part time sabbatical leave program for more than two (2) years. Administrative Employees cannot be away from their worksite more than one day each week during the academic year to participate in this program. If summer studies are required, an Administrative Employee may not be away from their worksite for more than twenty (20) days during the summer. These days are to be charged to the Administrative Employee's accumulated or calendared vacation time.
- (f) Consideration shall be given to:
 - (1) Assured eligibility.
 - (2) The potential contribution to the applicant's professional growth.
 - (3) The applicant's prior contribution to the School District, potential for future leadership, or for improvement as an administrative instructional leader.
 - (4) Evidence of professional growth.
 - (5) Any other pertinent factors as established by the committee.
- (g) The priority listing of applicants for sabbatical leave shall be submitted to the Board for approval.

Paragraph 5: Compensation

- (a) Full time sabbatical leave

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

(b) Part time sabbatical leave

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

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

Paragraph 6: General Provisions

An Administrative Employee shall:

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

ARTICLE X: ADMINISTRATIVE EMPLOYEE FILES

Section A: Administrative Employee Files

- Paragraph 1: All material obtained during the period of employment and placed in the Administrative Employee's file which may be used to determine his/her continued employment or advancement in the School System shall be available for inspection upon request by the Administrative Employee in the presence of a person authorized to show the files and the Administrative Employee shall be given a copy of such material upon request. Information received by the administration prior to employment, confidential medical records obtained in employment processing, and confidential references or evaluations obtained from sources outside the School System subsequent to employment shall be exempted from inspection. However, the Administrative Employee shall be provided a list of such items upon request.
- Paragraph 2: An Administrative Employee shall have the right to answer any material filed which is subject to inspection. Such answer shall be submitted to the Human Resources Division within fourteen (14) calendar days of the date that the Administrative Employee first inspected or received a copy of the material being answered, whichever is earlier. Such answer shall be affixed to the material and placed with it in the Administrative Employee's file.

ARTICLE XI: ADMINISTRATIVE GRIEVANCE PROCEDURE

Section A: Introduction

- Paragraph 1: Any Administrative Employee who believes that they have been harmed through the misapplication, violation, or breach of this Policy may seek redress through the processes described in this Article. Administrative Employees are encouraged to raise concerns with their Immediate Supervisor in an informal manner before pursuing a formal Grievance under this Article.
- Paragraph 2: The non-renewal of an Administrative Employee's contract with the District may not be grieved. Non-renewal decisions are subject to review only to the extent provided by the Kansas Administrator's Act, K.S.A. 72-2281 *et seq.* A Grievant may be represented by an attorney or other person of their choosing at a Level 3 Grievance hearing before the Board, but not otherwise.
- Paragraph 3: There shall be no retaliation against any Administrative Employee as a result of their participation in or cooperation with the Administrative Grievance Procedure described by this Article.
- Paragraph 4: It is the policy of the School District that personnel matters generally and the Grievance procedure described by this Article specifically be treated as sensitive and confidential. It may sometimes be inevitable that an Administrative Employee pursuing a Grievance will be forced to disclose to other employees the pendency of the Grievance or some of its particulars in order to, for example, obtain necessary evidence. All Administrative Employees are otherwise expected to exercise reasonable care to keep confidential matters concerning individual Grievances and the handling thereof.

Section B: Immediate Supervisor (Level 1)

Paragraph 1: An Administrative Employee who wishes to pursue a formal Grievance (“Grievant”) must submit a written statement of the Grievance to their Immediate Supervisor within fourteen (14) Contract Days of the occurrence, decision, act, or omission that is the subject of the Grievance. The written statement must summarize relevant facts; identify persons who possess relevant knowledge concerning the subject of the Grievance, including a brief description of each such person’s knowledge; clearly identify the basis of the Grievance, including which provisions of this Policy are alleged to have been violated; state the remedy or corrective action that the Grievant is seeking; and attach any documentation (for example, communications) that the Administrative Employee believes is relevant to the Grievance. Grievants are encouraged to include all written evidence with the submission of a Level 1 Grievance. Additional written evidence submitted in connection with subsequent levels of review will not be considered unless it was not reasonably available to the Grievant prior by the submission deadline for the prior level of review. All evidence submitted in connection with a Grievance must be relevant.

Paragraph 2: The Immediate Supervisor shall conduct an appropriate inquiry and issue a written decision within ten (10) Contract Days of receiving the Grievance. What constitutes an appropriate inquiry will vary depending upon the discretion of the Immediate Supervisor and the circumstances and allegations of a particular Grievance, but may include speaking to individuals with relevant knowledge, reviewing documentation, or consulting with the Legal Services and Human Resources departments.

Section C: Superintendent of Schools (Level 2)

Paragraph 1: A Grievance that has not been resolved to the Grievant’s satisfaction following review under Section B of this Article may be appealed to the Superintendent. The Grievant must submit a notice of appeal to the Superintendent within five (5) Contract Days following receipt of the decision being appealed. The notice of appeal must include a copy of the Level 1 decision, a copy of the original Grievance with supporting documentation, and a concise statement in support of the appeal.

Paragraph 2: The Superintendent or designee shall review all submitted materials and conduct such further inquiries as the Superintendent deems necessary in the exercise of the Superintendent’s discretion. The Superintendent shall issue a written decision within ten (10) Contract Days of receiving the notice of appeal. The Level 2 decision may grant or deny the appeal in whole or in part and shall explain the Superintendent’s reasons for doing so.

Section D: Board of Education (Level 3)

Paragraph 1: The following decisions may be appealed to the Board of Education:

- (a) The termination of an Administrative Employee; and
- (b) Demotion of an Administrative Employee by reduction in rank or responsibility within the administrative classification before the end of the Contract Year.

Paragraph 2: To initiate an appeal to the Board, the Grievant shall submit a notice of appeal to the Clerk of the Board within five (5) Contract Days after being notified of the decision for which review is sought. A Grievant is deemed to have notice of an appealable decision on the

date they are informed of such decision by email addressed to the Grievant's School District email address (i.e., @usd259.net). The notice of appeal submitted to the Board shall include any decisions and other Grievance-related documentation from prior levels of review, if any, and a concise statement of why the Grievant believes they are entitled to relief.

Paragraph 3: The Board, on its own motion or at the request of the Grievant, shall afford the Grievant an opportunity to be heard and to present evidence. The hearing may be held before a panel of not more than three Board members, before an impartial hearing officer selected by the Board, or before a quorum of the Board at a regular or special meeting, as the Board elects in the exercise of its discretion.

Paragraph 4: The hearing prescribed by this Section D shall be conducted not more than twenty (20) Contract Days after the Grievant's notice of appeal has been filed with the Board Clerk. The Board may direct that a pre-hearing conference be held in order to clarify the issues in controversy, coordinate the presentation of evidence, and otherwise facilitate and streamline the conduct of the hearing. The Board may appoint a hearing officer to preside over the pre-hearing conference and to make rulings concerning the relevance of evidence and such other issues as the parties may request or the hearing officer deems advisable in the exercise of their discretion.

APPENDIX A

AUGUST 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	T	F
3	4	5	6	7
10	(11)	12	13	14
17	18	19	20	21
24	25	26	(27)	(28)

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	(24)	(25)	26
29	30	(31)		

JANUARY 2026				
M	T	W	T	F
			(1)	2
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	30

2025-2026 ADMINISTRATIVE CALENDAR LEVEL OF RESPONSIBILITY 2E, 3, AND 4

MONTH	DATE
JULY-2025	Report back to work 21
AUGUST	First Contract Day 1 First Working Day 1
SEPTEMBER	Labor Day Holiday 1
NOVEMBER	Veterans' Day Holiday 11 Fall Recess 27-28
DECEMBER	Winter Recess 23-31 Calendared Vacation Days 26,29,30
JANUARY	New Year's Holiday 1 Martin Luther King, Jr. Holiday 19
FEBRUARY	Presidents' Day Holiday 16
MARCH	Spring Recess 16-20
MAY	Last Day of School 21 Memorial Day Holiday 25
JULY-2026	Independence Day Holiday 3 Noncontract Days 6-17 Report Back to Work 20 Last Contract Day 31

FEBRUARY 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
(16)	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
(16)	(17)	(18)	(19)	(20)
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

JUNE 2026				
M	T	W	T	F
1	2	3	4	(5)
8	9	10	11	(12)
15	16	17	18	19
22	23	24	25	26
29	30			

JULY 2026				
M	T	W	T	F
		1	2	3
(6)	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

CALENDAR LEGEND

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

Total Days	261
Noncontract Days	- 8
	253
Holidays	- 17
	236
Calendared Vacation Days-	20
	216

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

APPENDIX A

AUGUST 2025				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	T	F
3	4	5	6	7
10	(11)	12	13	14
17	18	19	20	21
24	25	26	(27)	(28)

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	(24)	(25)	26
29	30	(31)		

JANUARY 2026				
M	T	W	T	F
			(1)	2
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	30

2025-2026 ADMINISTRATIVE CALENDAR LEVEL OF RESPONSIBILITY 5,6,7,8

MONTH	DATE	
AUGUST	First Contract Day	1
	First Working Day	1
SEPTEMBER	Labor Day Holiday	1
NOVEMBER	Veterans' Day Holiday	11
	Fall Recess	27-28
DECEMBER	Winter Recess	24,25,31
	Calendared Vacation Days	26-30
JANUARY	New Year's Holiday	1
	Martin Luther King, Jr. Holiday	19
FEBRUARY	Presidents' Day Holiday	16
MARCH	Spring Recess	16-20
MAY	Last Day of School	21
	Memorial Day Holiday	25
JULY-2026	Independence Day Holiday	6
	Last Contract Day	31

FEBRUARY 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
(16)	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
(16)	(17)	(18)	(19)	(20)
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
(25)	26	27	28	29

JUNE 2026				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

JULY 2026				
M	T	W	T	F
		1	2	3
(6)	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31

CALENDAR LEGEND

() Holidays
 — Administrative Offices Closed
 ■ Calendared Vacation Days

Total Days	260
Holidays	- 17
	243
Calendared Vacation Days-	3
	240
 *Vacation earned taken as arranged	 17

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

APPENDIX A

USD 259 WICHITA PUBLIC SCHOOLS 2025-2026 DISTRICT CALENDAR

BOE
Approved
2/12/24

revision 1/2/2025

JULY 2025				
M	T	W	T	F
	1	2	(3)	(4)
7	8	9	10	(11)
14	15	16	17	(18)
21	22	23	24	25
28	29	30	31	

AUGUST 2025				
M	T	W	T	F
				①
④	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

SEPTEMBER 2025				
M	T	W	T	F
(1)	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30			

OCTOBER 2025				
M	T	W	T	F
		1	2	3
6	7	8	9	10
13	14	15	16	①7
20	21	22	23	24
27	28	29	30	31

NOVEMBER 2025				
M	T	W	T	F
3	4	5	6	7
10	(11)	12	13	14
17	18	19	20	21
24	25	②6	(27)	(28)

DECEMBER 2025				
M	T	W	T	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
②2	23	(24)	(25)	(26)
(29)	(30)	(31)		

JANUARY 2026				
M	T	W	T	F
			(1)	2
5	6	7	8	9
12	13	14	15	16
(19)	20	21	22	23
26	27	28	29	30

GRADING PERIODS	
August 14 - October 16	(43 contact days)
October 20 - December 19	(40 contact days)
January 5 - March 12	(45 contact days)
March 23 - May 21	(44 contact days)

MONTH	DATE
JULY	Enrollment..... 28-29
AUGUST	Orientation for new teachers..... 1-4 District Inservice (all teachers)..... 5-13 Orientation for 6th & 9th grade students 13 First day of school..... 14
SEPTEMBER	Labor Day Holiday..... 1 District Inservice Day..... 2 Official Enrollment Count..... 22
OCTOBER	Parent Teacher Conferences..... 14-16 Nonteaching Duty Day..... 17 End of First Grading Period..... 17
NOVEMBER	District Inservice Day 10 Veterans Day Holiday 11 Conference Release Day 26 Fall Recess 27-28
DECEMBER	Nonteaching Duty Day 22 End of Semester 22 Student Winter Recess Dec 23-Jan 2 Winter Recess Dec 24-Jan 1
JANUARY	District Inservice Day 2 Students return..... 5 Martin Luther King, Jr. Day Observed 19
FEBRUARY	Parent Teacher Conferences10-12 District Inservice Day 13 Presidents Day Holiday 16
MARCH	Nonteaching Duty Day 13 End of Third Grading Period 13 Spring Recess 16-20
APRIL	Conference Release Day..... 3 District Inservice Day 6
MAY	Last Day of School21 Elementary Progress Reports issued21 Nonteaching Duty Day..... 22 Memorial Day Holiday25 *Possible make-up days due to inclement weather.....May 26, May 27, May 28
JUNE	See Summer Hours
JULY	Independence Day Holiday 6

FEBRUARY 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	13
(16)	17	18	19	20
23	24	25	26	27

MARCH 2026				
M	T	W	T	F
2	3	4	5	6
9	10	11	12	③
(16)	(17)	(18)	(19)	(20)
23	24	25	26	27
30	31			

APRIL 2026				
M	T	W	T	F
		1	2	③
⑥	7	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	

MAY 2026				
M	T	W	T	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	②2
(25)	*26	*27	*28	29

JUNE 2026				
M	T	W	T	F
1	2	3	4	(5)
8	9	10	11	(12)
15	16	17	18	(19)
22	23	24	25	(26)
29	30			

JULY 2026				
M	T	W	T	F
		1	2	(3)
(6)	7	8	9	(10)
13	14	15	16	(17)
20	21	22	23	24
27	28	29	30	31

CALENDAR LEGEND	
—	School not in session
()	Administrative Offices closed
□	District Inservice Days
○	Conference Release Days
○	New Teacher Orientation
◇	Nonteaching Duty Day
—	District Wide Parent Teacher Conference

SUMMER HOURS	
2025	
7:00 a.m. - 5:30 p.m.	
Monday - Thursday	
(June 2, 2025-July 17, 2025)	
2026	
7:00 a.m. - 5:30 p.m.	
Monday - Thursday	
(June 1, 2026-July 16, 2026)	

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

APPENDIX B

**WICHITA PUBLIC SCHOOLS
ADMINISTRATORS SALARY SCHEDULE 4%
2025-2026**

Level Of Responsibility	Length Of Contract	Administrative Experience	USD 259 Experience or Other Relevant Experience			
			A 1 - 9 years	B 10 - 14 Years	C 15 - 19 Years	D 20+ Years
2	240	1 - 3 Years	84,079	86,484	88,090	89,726
2	240	4 - 6 Years	90,198	92,790	94,510	96,262
2	240	7+	98,737	101,583	103,480	105,412
2E	252	1 - 3 Years	88,277	90,682	92,289	93,925
2E	252	4 - 6 Years	94,396	96,989	98,708	100,461
2E	252	7+	102,481	105,781	107,678	109,610
3	252	1 - 3 Years	91,705	94,337	96,084	97,863
3	252	4 - 6 Years	98,384	101,209	103,093	105,012
3	252	7+	107,709	110,814	112,889	115,003
4	252	1 - 3 Years	96,684	99,455	101,303	103,186
4	252	4 - 6 Years	103,728	106,715	108,701	110,724
4	252	7+	113,567	116,848	119,032	121,257
5	260	1 - 3 Years	106,619	109,677	111,715	113,790
5	260	4 - 6 Years	114,391	117,682	119,876	122,112
5	260	7+	125,258	128,876	131,289	133,746
6	260	1 - 3 Years	115,572	118,893	121,104	123,356
6	260	4 - 6 Years	124,011	127,585	129,967	132,393
6	260	7+	135,801	139,732	142,344	145,006
7	260	1 - 3 Years	124,267	127,836	130,216	132,641
7	260	4 - 6 Years	133,344	137,191	139,754	142,364
7	260	7+	146,031	150,254	153,075	155,949
8	260	1 - 3 Years	126,123	129,749	132,163	134,622
8	260	4 - 6 Years	135,337	139,241	141,841	144,490
8	260	7+	148,213	152,501	155,363	158,279

APPENDIX C

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

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

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

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

[▪] Senior High Assistant Principals will receive five (5) additional days of pay (Daily Rate) for night activities.

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

In the event enrollment drops below the stated number, the Administrator's salary will be adjusted at the beginning of the next Contract Year.

INDEX

Action Against Administrative Employees, 14
Administrative Employee Group, 2
Administrative Services, 13
Annuity Plan, 12
Assault and/or Battery, 14

Base Contract, 3
Board Contribution, Medical & Dental Plans, 8

Calendar, Level Two, 23
Calendar, Level Two E, Three & Four, 24
Calendar, Level Five, Six, Seven & Eight, 25
Cash Option, Medical & Dental Plans, 11
Catastrophic Emergency Benefit Plan, 12
Chargeable Temporary Leaves, 15
Compensation, 3
Compensation, Payment Method, 4
Compliance, 15
Conditions of Employment, 2
Conflicts of Board Policy, 2
Contract Addendum, 5

Definitions, 1
Due Process, 22

Early Retirement Program, 12
Eligibility, Medical & Dental Plans, 8
Employee Files, 20
Employee Protection, 14
Extended Leaves, 17

Flexible Spending Account Plan, 12

General, 2
General Liability Coverage, 7
Gifts, 14
Grievance Procedure, 21

Holidays, 3

Leaves, 15
Legal Action, 15
Life Coverage, 7

Management Rights Clause, 2
Medical and Dental Benefits, 7
Medical and Dental Plans, Description, 7
Meeting or Hearing, 14
Mileage Allowance, 12

Nonchargeable Temporary Leaves, 17

Other Injury Benefits, 6
Other Temporary Leaves, 17

Payroll Deductions, 13
Personal Injury Benefits, 5
Placement in Relation to Contract Days, 28
Placement on Level, 4
Placement on Track, 4
Premiums/Deductions, Medical & Dental, 8
Professional Year, 3
Property Damage, 15

Sabbatical Leaves, 17
Salary Schedule, 27
School Calendar, 3, 26
Severance Payment, 11
Short Term Disability Benefits, 6
State Retirement Participation, 6

Vacation Days, 3

Worker's Compensation, 5
Working Days, 3

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

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

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

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

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

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

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