Employee Handbook
District Staff
2025-2026

USD 445 - Coffeyville



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Coffeyville Unified School District #445 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment, in its programs or activities.

Welcome to USD 445 Coffeyville School District

BOE Approved: July 14, 2025

Notice of Nondiscrimination

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the USD 445 School District's compliance with the regulations implementing Title IX, Americans with Disability Act or Section 504 is directed to contact the Superintendent of Schools, who has been designated by the Board of Education to coordinate the district's efforts to comply with the regulations implementing these laws. You may also contact the Section 504 Coordinator at the Kansas State Board of Education by calling 785-296-2424.

Preamble

The USD 445 Board of Education, administration, teachers, and other employees of the district recognize and declare that it is their mutual aim to provide a quality education to all district pupils. All those above recognize and agree that they have the shared responsibility to:

- Respect each pupil's dignity and worth
- Respect each pupil's right to learn in a safe, supportive environment
- Uphold the standards of the teaching and administrative professions
- Promote quality teaching based on recent pedagogical research
- Assume responsibility for student learning, along with students and parents

In addition, each employee shall demonstrate professional behavior that supports team effort and enhances team behavior, performance and productivity.

Purpose

The District Employee Handbook is intended to serve as a guide and reference for all classified, support staff, directors and KSDE Licensed staff not covered under the bargaining unit. The District Employee Handbook should not be regarded as constituting a contractual arrangement with USD 445 Coffeyville, and, does not alter the "at-will" relationship between employer and classified employee. This handbook supersedes any previous handbook or unwritten policies, and except where restricted by law, USD 445 reserves the right to change the policies described herein. While the employee handbook provides important information relative to aspects of your employment at USD 445, it cannot be used as the basis for all decisions. You are encouraged to consult your supervisors with specific questions you do not find addressed in this handbook. This handbook is subject to updates and changes throughout the fiscal year.

Verification of Employment and Employment Eligibility

The Immigration and Naturalization law of 1986 requires employers to verify, within three business days of hiring, that all employees hired after Nov. 6, 1986, are citizens or aliens authorized to work in the U.S.A. Both employer and employee are required to fill in information to complete an I-9 Form. The human resources department shall verify all inquiries of employment verification. USD 445 shall request that each inquiry be received in writing on the requestor's letterhead, either by fax or mail.
USD 445 Coffeyville shall provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. USD 445 is required to utilize E-Verify matching program on each new employee to verify work authorization. If the Government cannot confirm that you are authorized to

work, USD 445 Coffeyville is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

Background Check

Employment of all USD 445 staff is subject to a background check. Should the background check show any convictions, probations, or diversion agreements, consideration will be made as to the duration and seriousness of the conviction. In questionable cases, the HR/Payroll Department will consult with the superintendent of schools when considering whether to employ the applicant in question. Under no circumstances will an applicant be employed if charges of child molestation or other sexual crimes are reported on the background check.

Safety Statement

USD 445, Coffeyville, Kansas, promotes an aggressive safety and health program for all employees and students. The district will monitor all working conditions, practices, products, and personnel to ensure the safest environment for all concerned. The district will provide safety training in job procedures, materials, and other related matters. Employees are required to follow all general safety procedures and practices in the course of their duties. In the event of an accident or safety problem, employees are to immediately report to the building principal or the business manager. Copies of general safety procedures are given to employees and are also on file in the building principal's office.

Sexual Harassment Statement

It is the policy of USD 445 to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment. Consistent with applicable federal and state laws, USD 445 endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions. Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other unwelcome physical, visual, or verbal behavior of a sexual nature. Sexual harassment is to be reported to your immediate supervisor, unless your immediate supervisor is involved. In that case, sexual harassment is to be reported to their superior.

Bullying by Staff

Board Policy GAAE: The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored event. 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.

Employee Classifications

The Employee Handbook is intended to address the policies and needs of all employees, except where indicated by specifically mentioning "licensed staff employees" or "classified staff employees" or

"special services staff employees". The Negotiated Agreement and contracts for employees supersedes similar items addressed in this Employee Handbook.

Licensed Staff Education:

Teachers: Staff who holds a KSDE teaching license and are covered by the USD 445 Teachers' Negotiated Agreement and the Licensed Employee Handbook. These employees are issued a contract and are considered part of the bargaining unit.

Administrators: Staff who holds a KSDE administrator license and are assigned administrative duties. Administrators are not covered under the Negotiated Agreement and are included in Special Services. These employees are issued a contract.

Counselors: Staff who holds a KSDE school counseling license and are assigned school counseling duties. Counselors are not covered under the Negotiated Agreement and are included in Special Services. These employees are issued a contract.

Substitute Teachers: Individual day contracted staff who hold a Kansas substitute teacher license and are covered under the Substitute Teacher Handbook. These employees are employed on an individual day basis as teacher absences occur with no expectation of continued employment.

Director Employees:

Staff, other than educationally licensed staff, who perform supervisory or other duties related to their field. These positions include the Director of Human Resources, Director of Child Nutrition Services, Director of Maintenance, and the Director of the After-School Program. These employees are typically issued a contract as they supervise other employees and require specific skills or educational degree to hold the position.

Support Staff Employees:

Staff, other than educationally licensed staff, who perform duties related to their field. These positions include student support/resource specialists, teaching assignments of non-fully licensed staff (PK-12). These employees do not supervise other district employees and are typically issued an agreement.

Classified Staff Employees:

Staff, other than licensed education staff who are employed by the district and paid on an hourly basis regardless of the pro-rata wage status. These employees are considered "at-will" employees as defined by the State of Kansas.

Grant Employees:

Various employees hired under specific grant requirements. These employees often have special provisions for their employment due to grant requirements, such as set wages, vacation, hours worked or starting and ending times. These employees may be listed under the "Classified Staff" or "Support Staff" employee categories depending on the grant requirements. Examples of these employees include employees in the Parents as Teachers/MIECHV, Indian Education and Migrant Program.

Temporary Employees:

Temporary employees shall be those employees who may or may not have a continued expectancy of employment; examples would be persons working as student custodial helpers, summer maintenance and grounds workers, technicians, substitute teachers, grant workers and temporary classroom teacher's assistants. These types of temporary employees do not receive fringe benefits. Temporary employees are not evaluated because of short term expectancy of employment. In addition, temporary employees may be dismissed at any time due to budget reasons or personnel adjustments and are considered "at-will" as defined by the State of Kansas.

Employment Procedures

The Board of Education shall, as a condition of entering or continuing employment, require each employee who is in regular contact with pupils, to submit a certification of health, stating the employee is free from TB infection and passes a basic physical signed by a licensed physician or the Montgomery County Health Department on a prescribed form as required by K.S.A. 72-6266. Upon employment, the following information shall be provided to the Payroll Clerk at the Central Office:

Application/Resume	Copy of Social Security Card	Section 125 Option Form
Loyalty Oath	HIPAA Compliance	Network Acceptable Use
Health Physical/TB Test	Withholding Tax (W-4/K-4)	Copy of Driver's License
KPERS Application/Beneficiary	Form I-9	Direct Deposit Form
Sick Leave Pool Request	Pro-Rata Wages	Payroll Deduction
TB Skin Test Results/Physical		

New Employee Orientation

Employees new to the district are required to come into the Board of Education office and fill out all necessary paperwork. This serves as the Orientation Day for the employee. In the event there are several new employees at one time, a New Employee Orientation Day may be scheduled for efficiency. The date will be determined at that time and new employees will be informed of the orientation day. Attendance to either the individual or group orientation day is required for all new employees and is considered part of the employee's work schedule.

Pay Transparency Nondiscrimination Provision

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

Salary Considerations

New employees hired in the district may be compensated for their experience as determined by the Superintendent and/or Business Manager. Salaries for the Accounts Payable Clerk, Payroll Clerk, and district technology staff are not listed below and shall be determined by the Superintendent and/or Business Manager.

Extra duty pays for qualifying classified staff, defined as extracurricular activities, will be compensated at a blended rate of the employee's hourly rate per hour (regular or overtime) and the federal minimum wage rate of $7.25/hour. Classified staff may work extracurricular activities only if the hours worked do not extend the employees' work week past 40 hours per week unless specifically approved by the central office.

In the event a licensed staff member is unable to be secured for a supplemental position, a classified employee may be selected to fill the supplemental position with Central Office approval. Classified employees selected will keep a separate timecard for hours worked while doing the supplemental to ensure regular hours and/or overtime hours are accounted for. Overall pay for the supplemental position will be based on the Negotiated Agreement rate for that particular supplemental. In no way will the classified employee be paid less than the total hours (regular and/or overtime) worked on the signed timecard, even if the total pay due surpasses the Negotiated Agreement rate for the supplemental. Wages earned for supplementals hours, regular or overtime, will be based on a blended rate calculated using the federal minimum wage of $7.25/hour. If in the event the total calculated pay based on hours worked is less than the agreed on Negotiated Agreement rate, the classified employee will still be compensated for the full Negotiated Agreement supplemental amount.

Temporary custodian/maintenance, food service worker and technology personnel shall receive $14.30 per hour. The district may rehire classified employees, as substitutes or temporary help, who have terminated their employment either by resignation or retirement if the employment does not violate KPERS requirements. The Superintendent and/or Business Manager will set their hourly salary. The guidelines for setting this salary will be to take the difference between the minimum salary for their new position and the salary at which they left the district. The guidelines will be used unless it violates another policy set by the district, KPERS or the Department of Labor (DOL).

District staff not covered by the Negotiated Agreement may be offered supplemental contracts at the discretion of the Superintendent of schools.

Non-Classified Staff

Support Staff, grant employees, directors, administrators and licensed school counselors (KSDE and non-KSDE) wages may be based on a contract, hourly rate, or specific amount dictated by grant requirements. Compensation for these positions will be based on an individual basis and position. KSDE licensed school counselors will follow the bargaining unit salary schedule.

Classified Category Positions and Pay Scale Range

Positions eligible for placement in Category A: Starting Salary: $16.30 per hour	Maintenance Personnel Central Office Secretary/Receptionist Child Nutrition Floor Manager Lead Building Secretary/Bookkeeper
Positions eligible for placement in Category B: Starting Salary: $15.80 per hour	Building Custodian Teacher Assistant Library Assistant
Positions eligible for placement in Category C: Starting Salary: $15.30 per hour	Building Secretary Child Nutrition Secretary Duplicating/Printing Clerk/Sub Coord. Child Nutrition Associates

Positions eligible for placement in Category D: Crossing Guard
Starting Salary: $8.75 per hour

Employees in category D are not subject to yearly increases or district paid benefits.

Classified Retention Incentive

The USD 445 Board of Education recognizes the importance and significant impact employees of longevity plays in the education of our students and the efficient operation of the district facilities. Eligibility for the Classified Longevity Rate Increase is contingent on all the following criteria being met for years to count:

1. Years of employment must be consecutive without employment breaks
2. Must have been in a district position that was eligible for benefits in each of the years being considered for this benefit.

Employees who have reached the employment milestones below will receive a retention incentive based on the tiered structure defined below as an hourly pay rate increase.

Retention Incentive Tiers	**Hourly Rate Increase**
Level 1: completed 9 years (starting 10th year)	25¢ / hour increase
Level 2: completed 14 years (starting 15th year)	50¢ / hour increase
Level 3: completed 19 years (starting 20th year)	75¢ / hour increase
Level 4: completed 24 years (starting 25th year)	$1.00 / hour increase

Official Time Clock System and Attendance

The official time clock system for the USD 445 is Time and Attendance, which integrates into the Absence Management employee attendance program. Classified employees will be expected to utilize the Time and Attendance system to clock in and out each day. At the end of each pay period, employees are expected to "submit" their timesheets for approval on the Time and Attendance system. Submission of the timesheets indicates the employee has reviewed the timesheet and agrees with the hours listed. Timesheets not submitted and/or not approved by the supervisor by the time payroll is processed will not be included on the employee pay period check. Corrections and payment of hours worked will be paid on the next available pay period. Timely submission of timesheets is imperative to avoid delays in employee payment.

Exceptions to this will be those classified employees whose job requirements are such that they do not readily have access to a district computer (ex: crossing guard). Those employees who do not use the Time and Attendance system will utilize a paper timecard to record times worked and turn it in to their immediate supervisor by the last day of the month worked. Additionally, classified employees who work in extra duty positions will keep a separate paper timecard. See extra duty section under Salary Consideration.

Payment of Earnings

All classified employees will utilize the time clock system in the Time and Attendance program or will utilize a paper timecard for those employees who do not readily have access to the time clock system.

Classified employees working six hours or more per day for nine or more months will have the option to annualize their earnings over 12 months or be compensated monthly. Employees wishing to utilize the annualized benefit must decide by the 5th day of the first month of the start of the employee's scheduled year. Classified employees wanting to have expected yearly earnings annualized will sign and return the

Terms of Employment form to the Payroll Clerk. A signed agreement requesting the annualization of wages must be on file each year to continue with the annualization (proration) option. Due to changes within the KPERS, employees may only change their payment of earnings one time during their career at USD 445 unless they are changing positions or under extreme circumstances. If an employee who is currently annualized changes to hourly the annualized option will no longer exist going forward for that employee. If an employee has elected to have earnings annualized works additional hours or works fewer hours than expected in a particular month, will have adjustments made to their next month's annualized salary amount reflecting the additional or docked hours.

Classified employees working part-time or less than six (6) hours per day will not have the option to have yearly earnings annualized (prorated). They will be paid hourly from the timecard and/or the Time and Attendance system depending on their position.

Payroll is distributed once a month on the 15th day of each month unless the 15th falls on a weekend, in which case, distribution shall be on the preceding Friday. Hours worked in the previous month will be paid for in the following month's payroll cycle.

Non-Classified Employees

Those employees who are issued an actual contract will be paid a prorated amount each month based off the contracted amount split over the contract period.

Authorization for Payroll Deductions/Reductions

If an employee wishes payroll deduction, he/she shall, prior to the 5th day of the month of the employee's first paycheck of the fiscal year, sign and deliver to the Payroll/Insurance Clerk an assignment authorizing deduction for payment for a specific monthly amount on the appropriate form(s). Such authorization shall be in effect for twelve (12) months and shall continue the following year unless authorization is formally revoked by the individual in writing to the Payroll/Insurance Clerk on or before the 5th day of the month of employee's first paycheck of the fiscal year in subsequent years.

Employees who authorize payroll deductions for insurance premiums will have an additional escrow amount withheld starting in January for the calendar year. For the months in the summer not worked, the total premiums will be divided between January and their final month of working for that fiscal year. If an employee terminates employment prior to the escrow months, a refund of those escrow deductions will be made.

Direct Deposit or Paycheck

Direct deposit of the employee's paycheck is the default type of payment due to the timeliness of the deposit into an employee account and the reduced risk of lost checks. If an employee wishes to have a payroll paper check, the employee must contact the Payroll/Insurance Clerk prior to the 5th day of the month for the appropriate form authorization.

Employees who elect to have a printed check must personally pick up their paycheck on the payroll date or the next business day at the Board Office. At the end of the second business day following the payroll date, all remaining printed checks will be placed in the mail for delivery to the address on file. Unclaimed payroll checks will be sent to the state unclaimed funds by the end of the school year.

Inclement Weather/School Closing

When school is closed due to bad weather, the Board of Education may choose to forgive all or some of the days taken for inclement weather. If the Board decides that the calendar year should be extended and school days will be made up, then all staff that works less than twelve months will make up the time by working the number of days that school is extended. Twelve (12) month classified staff will make up the extended calendar days by using personal or vacation leave.

If forgiveness of inclement weather days is approved by the Board of Education, all classified staff who are eligible for benefits will be forgiven up to a maximum of three inclement weather days per year. If the Board of Education forgives the inclement weather day(s) and an employee works the day(s) that have been forgiven (e.g. maintenance, custodial or central office staff) then the employee will be given comp time equal to the hours worked, as long as those days are taken by June 30. Comp time hours received for Board of Education forgiveness of inclement weather days not used by June 30 of the same fiscal year, will be paid on the July check.

Should there be additional inclement weather days past three, all classified staff eligible for benefits will have the option of using vacation or personal days in order to be paid for any additional inclement weather days. If all personal and/or vacation days have been used, any additional inclement weather days will be deducted from the employees' pay. Making up time missed (shifting work-schedules) will not be allowed.

Non-Classified Staff

Employees who are issued a contract that are not part of the bargaining unit will follow the same procedures as the licensed staff in the bargaining unit where applicable.

Reference the Negotiated Agreement Article XIV: Contract Year

Assignments/Transfers and Conditions of Employment

The job classification of an employee is assigned upon employment. The district may transfer between buildings employees within the same or similar job classification when it is in the best interest of the district.

Each Classified employee will be assigned a specific number of hours per day as his or her regular work schedule and will follow the district calendar for the fiscal year. These hours will be assigned by the building principal/supervisor and approved by the superintendent in accordance with the hiring guidelines. Scheduled times will be indicated in the Time & Attendance system. Adherence to the assigned work schedule is expected and any exception not preapproved by the immediate supervisor may lead to termination. These duties may include breakfast and/or lunch period supervision, bus duty before and/or after school, and any other extra duties assigned during the regularly scheduled workday of the employee. Classified staff assigned to these duties shall be paid at their regular hourly rate.

According to the No Child Left Behind Act of 2001, all teacher assistants working in a Title I school must be highly qualified. This means that upon employment, or continued employment, teacher assistants must have an Associate's Degree from an accredited college, 48 or more college credit hours, or pass the state test for Para educators. In the case that all efforts to hire qualified teacher assistants have been exhausted, the district may hire teacher assistant substitutes. Teacher assistant subs will begin their employment at minimum wage (standard district sub pay rate). They will be required to study for and pass the state Para-educator test. Upon passing the test, they will be hired as permanent employees with the full benefit

package and their hourly rate will increase to approved district rate pay scale. Should they fail to pass the test the first time, they will be given an additional opportunity to take the test. If the test is not passed on the fourth try, the employee will be dismissed as a substitute teacher assistant. All permanent staff must have a minimum of a high school diploma or GED. Verification of diplomas, certificates or college degrees may be requested by the human resources department.

Non-Classified Staff

Assignment and transfer may vary depending on the contract that is issued to the employee.

Limitation of Duty

If any custodial, maintenance staff, or other staff member whose job requires heavy lifting or manual labor, is unable to perform his/her duties in full due to temporary or permanent limitations determined by either a doctor or by the employee's own admission; the staff member will be placed on temporary unpaid leave or may be assigned other duties that fit within their short-term limitations.

An employee may use accumulated sick leave or vacation leave to compensate for absences. Determination as to the length of time of leave will be determined by the Business Manager and/or the Director of Human Resources. A decision leading to extended long-term leave or termination will be made after the initial short-term leave has expired.

Work Schedule

Workday schedules for nine-month to eleven-month employees will be stated on the employee's agreement letter or contract. Any variance of these days will be by agreement between the supervisor and employee. There are no paid holidays for less than twelve-month employees. Employees in this group are paid only for the days worked.

Paid holidays for twelve-month employees are stated below. To be eligible for any paid holiday, the employee must be officially on duty at the time of the holiday (the day prior to the holiday and the day after the holiday date). Holidays include:

Independence Day	Labor Day	Thanksgiving (2 days)
Christmas Day	New Year's Day	Martin Luther King Day
Spring Break (3 days)	Good Friday	Memorial Day
Emancipation Day		

An employee, eligible for holiday pay, may be absent the day prior or the day after the holiday and still earn holiday pay only if the absence was entered at least 48 hours in advance of the holiday and approved by the supervisor 48 hours in advance of the holiday.

All classified staff working six to eight hours per day will receive at least a 30-minute lunch period. The lunch period will be considered duty free and is not counted as part of the hours worked. Exceptions to this practice may be made with Child Nutrition staff. Final determination of the lunch period will be set by the employee's supervisor.

Non-Classified Staff

Non-Classified staff are issued a contract and will follow the contracted days as outlined by the contract and the school calendar do not receive holiday pay.

Absence Without Pay

Absences must be recorded in the Absence Management system. For each absence without pay, one day's wages will be deducted at each classified employee's daily rate. Absence without pay is considered unauthorized absence. Employees who have unauthorized absences will have their employment status re-evaluated by their supervisor and/or Superintendent and may lead to disciplinary action or termination of employment. Before any absence without pay is recorded, all available leave (personal/vacation/comp time) excluding sick leave must be exhausted. Medical certification may be required for any absence due to illness or injury. USD 445 may require a return to work release from a physician for any illness or injury lasting more than two days, prior to allowing an employee to return to work.

Excessive Absenteeism

Excessive absences are determined when an employee's absence continually interferes with the normal operation of the school day or department function. Regardless of the availability of leave, if an employee averages more than one day per month for the time of their expected work schedule, they have exceeded the excessive absence criteria. Excessive absences, failure to comply, unreported absences, insubordination, walking off the job, and/or failure to perform job duties adequately may result in termination. All absences are to be reported to the supervisor via the Absence Management system for every day an employee misses work, as well as the reason for the absence.

Overtime/Extra Regular Hours and Comp Time

The Board of Education may allow public use of district facilities. Therefore, there are activities scheduled in facilities after school hours and on weekends. These activities may well result in a need for employees to work overtime hours. Overtime and/or extra regular hours will be first made available to that classification of employees in the building where the activity is held. If there are not enough volunteers from the building, then volunteers will be solicited from other buildings. Should there not be enough volunteers to fulfill the workforce for the activity, then a group of employees will be assigned to the activity on a rotational basis. All overtime hours must be pre-approved by your supervisor. Overtime and/or extra regular hours will be paid during the pay period in which it was earned.

Comp time hours may be taken in lieu of overtime pay with approval from the supervisor. Comp time options are available by individual employee decision. An employee who wishes to accrue comp time will need to fill out a form with the Payroll Office requesting the option. The comp time option will remain in effect until an employee submits a payroll form asking to no longer accrue comp time. An employee may only choose one option to be paid for extra regular or overtime hours per fiscal year. The Payroll Office will calculate the comp time hours at the end of each pay period and will post those hours in the Absence Management system for employees to utilize. At this time, comp time earned will not be posted on the employee payroll check stub. Comp time may be accrued at either straight time or time and a half time, depending on the employees worked hours. Comp time should be taken within a three-month period of the time it was earned. Exceptions need supervisor's approval. All overtime and comp time must be accounted for in the Absence Management system. Any exception must have prior approval from the Superintendent or his/her designee. Employees wishing to utilize their accrued comp time hours need to request the time in the Absence Management system at least 24 hours prior to the event.

Eligible employees may carry a maximum of 40 comp time hours at any time. Any comp time in excess of 40 hours will be paid on the employee next monthly regular paycheck. At the end of the fiscal year, on the regular June paycheck, all comp time remaining will be paid to the employee to zero the account.

Non-Classified Staff

Non-Classified employees who receive an actual contract do not receive overtime or comp time as they are not paid hourly.

Recording/Requesting Absences/Leave

For all absences the school district utilizes the Absence Management program. Employees who must be absent from work for any reason, regardless if it is professional development or personal, must request and record the absence through the program which is available online. This includes personal days, vacation days, sick days or comp time. The request for leave shall be filed and approved at least 24 hours in advance. For more information on the use of the program, a video help tutorial is available for employees to watch at any time once they log into the system.

Absences, regardless of absence type (personal, vacation or sick) of one-half day or less shall be charged as one-half day. Absences of less than a day, but more than one-half day shall be charged as one (1) day. Those buildings electing for comp time options will be able to utilize comp hours on a whole hour basis only.

Medical certification may be required for any absence due to illness or injury. USD 445 may require a return-to-work release from a physician for any illness or injury lasting more than two days, prior to allowing an employee to return to work.

Fringe Benefits

An employee scheduled to work six or more hours per day for the student academic year is eligible for fringe benefits, except as noted under "Temporary Employment/Fringe".

- USD 445 will provide benefit eligible employees with the required state contribution to a single or dependent health and medical insurance plan in the State of Kansas Employee Health Care plan for employees electing such a plan.
- Additionally, full-time employees will be provided with $25,000 worth of life-insurance through the group defined benefit.
- The Board will provide all classified staff with an ID card that will admit the employee and his/her immediate family (spouse and children up to and including twelfth (12^{th} grade) to all school functions without charge, excluding any state sponsored events.
- Classified Staff will have access to the District's Section 125 benefits and will have three (3) representatives on the District Section 125 Committee.

Benefit Eligibility:

Full-time Employees: Eligible for district benefits. For USD 445 benefit purposes, a full-time employee is one who is scheduled to work six or more hours per day, for nine or more months per year and whose recommendation for employment is approved by the Board of Education. For KPERS purposes, a full-time employee is one who is scheduled to work 630 hours, or more per year.

Part-time Employees: Not eligible for district benefits. Employees who work in permanent jobs, but who work less than six hours per day for any length of time in a fiscal year and whose recommendation for employment is approved by the Board of Education. These employees, although are not eligible for district benefits, may be eligible for KPERS if the employee is scheduled to work 630 hours or more per year.

Substitute Teacher and Temporary Employees: Not eligible for district benefits. Employees who are hired on a temporary basis, either for a specific job, or a specified length of time, are employed either full-time or part-time. Substitute Teachers are considered individual day contracted and not part-time employees. Substitute Teachers are not typically eligible for KPERS.

Vacation Policy

Only twelve month classified employees (250 day+) are eligible for the vacation fringe benefit. Earned vacation days are awarded every July 1 for continuous twelve-month employment by the following schedule:

Level	Description of Benefit
0	Eligible employee's initial employment 3 vacation days of leave will be awarded. *
1	Employees with one completed year of 12-month employment, awarded 5 vacation days. *
2	Employees with 2-7 years of completed 12-month employment, awarded 10 vacation days.
3	Employees with 8-13 years of completed 12-month employment, awarded 15 vacation days.
4	Employees with 14-24 years of completed 12-month employment, awarded 20 vacation days.
5	Employees with 25+ years of completed 12-month employment, awarded 25 vacation days.

*Prorate Vacation Schedule

Vacation days will be prorated as follows when employment begins:

Hire Dates	Initial Vacation	Following July
July through September	Full vacation benefit	
October through December	3 days initial	Return to Level 0
January through March	2 days initial	Return to Level 0
April through June	1 day initial	Return to Level 0

Employees whose status changes to 12-month personnel, or rehires, will not receive credit for previous years of employment in the vacation benefit. Vacation days will be awarded in accordance to their first year of 12-month employment status or the first year they return to district employment.

Employees must request vacation times via the Absence Management system and through their building principal and/or immediate supervisor. The request for leave shall be filed and approved at least 24 hours in advance. All vacation final approvals will be made by the Superintendent.

Vacation days may be awarded in advance of July 1, with a written request and the superintendent's approval.

All vacation day requests are subject to supervisory approval. A maximum of five (5) consecutive days may be taken during the months when school is in session. Custodial/maintenance staff are encouraged to take vacation days when school is not in session. Approval considerations will be based on the impact the requested leave has or interferes with the normal operations of the department/school day and on the number of requests that are made at the same time.

Vacation Carryover

Vacation days awarded July 1st should be taken by the following June 30th. Unused vacation days will be forfeited without pay at the end of the fiscal year in which they were awarded. Carryover

of unused vacation days must have prior approval by the Superintendent/Deputy Superintendent and will only be allowed per employee every other year.

Ending Employment

- Termination of employment shall automatically void all accumulated days of vacation leave.
- Upon retirement, employees will be paid for each day of unused vacation leave, providing that he/she has accumulated at least 12 continuous years of service with USD 445, at a rate of $40 per day.

Personal Leave

All full-time classified personnel who have completed one year of 12-month employment and is eligible for benefits shall be entitled to three (3) days personal leave with pay per year. Upon initial employment, personal days will be awarded based on the prorated schedule below*. The three days shall be used at the discretion of each employee, except that personal leave shall be limited during the last two weeks of school and the duty day before or after a holiday. Employees must request personal leave via the Absence Management system. The request for personal leave shall be filed and approved at least 24 hours in advance. In the event of an emergency, the 24-hour time period may be waived with supervisor approval. The efficient operation of the employee's workplace shall be considered when approving leave.

*Initial Employment Personal Day Schedule

Personal days will be prorated as follows when employment begins:

Hire Dates	Personal Days
July through September	Full personal day benefit
October through December	2 personal days
January through March	1 personal day
April through June	0 personal day

Unused Personal Leave

- Unused personal leave at the end of the year will be compensated on the employee's June paycheck.
- Classified staff, Directors and Special Service employees will be compensated for unused personal leave at the rate of $40 per day.
- Administrators and KSDE licensed school counselors will be compensated for unused personal leave according to the Negotiated Agreement.

Reference the Negotiated Agreement Article IX: Temporary Paid Leave.

Ending Employment

- Upon termination, Classified staff, Directors and Special Service employees will be paid for each day of unused personal leave, at a rate of $40 per day.
- Administrators and KSDE licensed school counselors will be compensated for unused personal leave according to the Negotiated Agreement.

Reference the Negotiated Agreement Article IX: Temporary Paid Leave.

Sick Leave

Sick leave is defined as days of absence from duty because of personal sickness or injury and for which no deduction is made in compensation of the employee, as long as the employee has accumulated sick leave days. Sick leave shall cover absences for the employee's own illness, doctor's appointments, death, illness, or doctor's appointments in the immediate family of the employee. The term immediate family shall be understood to include only spouse, brothers, sisters, sons, daughters, grandparents, grandchildren, father and mother of the employee or of the employee's spouse. Sick leave may be used for family funerals. Two days (maximum) sick leave may be used to attend the funeral of a friend.

Each classified staff, director and/or special services employee, who is eligible for benefits, shall be entitled to sick leave with full pay to be accumulated at a rate of one day per month of completed work. Sick leave may accumulate to 80 days maximum; 84 days for 12-month employees. If, at the end of June in the fiscal year, an employee has accumulated an excess of 70 sick days (72 sick days for 12-month employees) the employee may choose to donate these excess days to the Employee Extended Sick Leave Bank, or choose to be paid at the rate of $30.00 for each excess day.

Ending Employment

- Termination of employment shall automatically void all accumulated days of sick leave.
- Employees leaving the district or retiring may contribute their accumulated sick leave to the bank.
- Upon retirement, employees will be paid accordingly for each day of unused sick leave, from one to 70 days (72 days for 12-month employees) providing that he/she has accumulated at least 12 continuous years of service with USD 445, at a rate of $15.00 per day.
- Upon retirement, administrators and KSDE licensed school counselors will be paid according to the Negotiated agreement.

  Reference the Negotiated Agreement Article X: Temporary Paid Leaves, Section A.

An employee, upon eligibility for long-term disability per KPERS/social security, will cease to be an employee of the district and will no longer be eligible for benefits, i.e. health insurance, sick leave bank, etc. Upon cessation of long-term disability, the district may rehire the employee. In no event shall the employee be entitled to a combination of workers compensation benefits, any district paid disability insurance, and salary in excess of his/her full salary.

Available paid sick leave may be used for this purpose until:

1. available paid sick leave benefits are exhausted;
2. the employee returns to work; or,
3. employment is terminated.

Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

Sick Leave Bank

The Employees' Sick Leave Bank is a voluntary program for full-time employees not covered by the teacher's negotiated sick leave bank. This includes all classified staff who are eligible for benefits, all Parents as Teachers employees who qualify for benefits, counselors, directors and administrators. To qualify for the extended sick leave bank, each participant, upon the commencement of his/her employment, or by September 5th of any subsequent year of employment, must donate one (1) day of

his/her sick leave to the bank. The day donated by each employee to the bank will be subtracted from his/her accumulated sick leave.

An employee belonging to this sick leave bank who wishes to make application for extended sick leave must incur three (3) consecutive days without pay and have exhausted all of their unused personal, sick, vacation days and comp time available. Personal, vacation days or comp time may be used during this unpaid time. The employee can then make application through the Clerk of the Board who will refer the request to the Sick Leave Bank Committee for approval or disapproval. In the event the applicant is unable to make the request for extended sick leave, the committee may act on its own initiative. The request for sick leave bank days must be accompanied with necessary information from medical authorities stating the employee is unable to work during the time requested. A report of the committee's decision shall be sent to the applicant and documented in the employee's payroll file. Employees, who are granted days from the Sick Leave Bank, will have a maximum of 30 days available within a 180-day period. Unused days will be returned to the Employee's Extended Sick Leave Bank, at the end of the fiscal year. If an employee has need for additional days beyond the maximum 30 days granted by the bank, then the employee may request additional days through an employee donation program. The employee will request the additional days through the Board Clerk who will notify the sick leave bank committee. An anonymous letter will be sent out by the committee to the sick leave bank members stating the request for additional days. The request will list only the number of days needed and will not list names or circumstances. The donated day(s) will be subtracted from an employee's accumulated sick leave total amount and given to the employee requesting the days. Employees who request days from the employee donation program will have a maximum of 30 days available with a 180-day period.

Sick Leave Bank Committee

A Sick Leave Committee shall be comprised of: the superintendent or designee, board clerk, and one representative from each of the following: clerical staff, custodial/maintenance staff. The committee shall have the sole authority to grant or deny extended sick leave and to rebuild the bank.

Sick Leave Bank Limitations

- Before any employee may apply to the bank they must have accumulated a minimum of five (5) days of personal sick leave during their first year of employment. In the first full year of employment the days granted from the sick leave bank will be limited to 10 days for the same illness. The Sick Leave Bank Committee may make exceptions based on extenuating circumstances and a written request from the employee.
- Before sick leave days may be granted from the sick leave bank, the employee must have exhausted all of their available sick leave days.
- Sick leave bank days granted by the committee are for the employee absence only and are classified as one sick day for one work day.
- Employees who are granted days from the sick leave bank must contribute one day of sick leave upon returning during the 180-day waiting period before being allowed back into the sick leave pool.

Rebuilding the Sick Leave Bank

In the event the total days available in the sick leave bank drops below 100 there will be an automatic rebuilding of the sick leave bank. Each person eligible to be part of the bank will be asked to donate one (1) day to the bank in order to continue belonging to the sick leave bank. The sick leave bank will not accumulate more than 400 total days at any time.

Employee Donation Program

The Donation Program is only available to employees who have completed the 1st full year of employment with the district. The program will only be made available to eligible employees once the 30-day maximum limit has been exhausted from the sick leave bank. The employee donation program is limited to a maximum of 30 days. The days requested must go through the Board Clerk and the sick leave bank committee and will not be accepted in any other way. If multiple employees donate days, it will be as a first offer, first donate procedure.

Maternity Leave

Maternity and maternity-related illnesses shall be treated as any other illness under the sick leave policy available in connection with employment.

Bereavement Leave

USD #445 allows up to three (3) days in a school year of bereavement leave for the death of a spouse, child or parent. Such qualifying bereavement leave would not count against an employee's leave balances. For the death of a family or friend outside of these parameters, refer to the Sick Leave section in this document.

Court or Jury Duty Leave

District employees called for jury duty or to answer a court subpoena, shall be granted leave with pay. Said employee shall forward any compensation, less travel expenses, for such duty to the district office.

Family Medical Leave Act (FMLA)

In accordance with the FMLA, notice to employees is posted in the Central Office. It is the policy of USD 445 that twelve weeks of absences under FMLA will be from July 1 through June 30. Qualifying Family Medical Leave will run concurrent with all leaves including, but limited to, sick, personal, vacation, maternity, or professional leaves. Eligible employees should request FMLA from the clerk of the board, preferably in writing, when they become aware of the need for extended leave. Leave taken under FMLA is considered unpaid leave. All qualifying FMLA absences, listed above, will be considered as part of the twelve weeks of allowable FMLA absences beginning July 1.

Family Medical Leave shall be taken in whole day consecutive increments. There may be some instances when FMLA may be granted in half-day consecutive increments if a half-day schedule allows the department to operate efficiently. In all cases, FMLA will be taken in consecutive days. FMLA is tracked utilizing a rolling 12-month calendar.

Lactation Accommodations

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and/or meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

Probationary Employees

Classified employees will be hired on a probationary basis with a 60-calendar day probation period. Once the 60-calendar day probation period has passed, the Supervisor/Building Principal, will determine if the employee will be recommended for non-probationary employment. Upon non-probationary employment, the employee will begin to earn sick leave, personal leave and/or vacation leave retroactive to the first day of employment.

Staff Dress and Grooming

Appearance is an important part of our education process and the Board of Education expects our employees to dress according to guidelines established in this handbook. Employees need to model the dress of their supervisor. If the employee is assigned to work in a classroom they will dress according to the same attire established for the teacher. If the employee is part of another working group, then they should look to their supervisor for proper dress. If the employee is in doubt about what is acceptable, please see your building principal or the district office.

Staff Identification Badges

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty and shall be displayed on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building supervisor or designee.

Grievance Procedure

As a general rule, all employees will report, in writing, any grievance to their immediate supervisor unless as outlined in school board policy. Follow-up should be made in a timely fashion between the supervisor

and employee. If the supervisor fails to give a timely follow-up, the employee may contact the superintendent, in writing, regarding the problem.

Classified employees of USD 445 are "employees at will," as generally described by Kansas Statutes and Practice, and are not covered by continuing contract laws or written contracts.

Retiree Health Insurance Options

Classified employees who have decided to retire are eligible for health insurance through the Direct Bill option with the Kansas Department of Health and Environment (KDHE) or COBRA. Retirees are responsible for the payment of all premiums relating to their continued health insurance plan. For additional information, contact the Business Manager or the Payroll Office.

District Longevity Separation Pay

Employees with twelve (12) or more continuous years of employment with USD 445, and who are at least 53 years old, and who qualify for retirement with KPERS, will qualify for District Longevity Separation Pay. This separation pay is to be determined as one-third of the total of the most immediate, previous twelve (12) months base gross salary, up to a maximum benefit of $10,000 as reported on the payroll registers. Such separation pay may be taken on the first day of any calendar month after the employee reaches his/her 53rd birthday, and before the employee attains his/her full social security retirement age. The full amount of the district longevity separation pay, less any legal withholdings and/or applicable taxes, will be included in the pay of that employee on the first payroll following the date of separation. Unless the eligible employee was hired prior to July 1, 1993, KPERS deductions will not be withheld from the district longevity separation pay and will not be included as a part of the salary average KPERS uses to determine an individual's retirement benefits under the plan. Persons hired prior to July 1, 1993, will have the Longevity Separation Pay reported to KPERS and the appropriate amount withheld. Persons separating from USD 445 under these provisions are not eligible for employment with USD 445, unless approved by the superintendent following relevant KPERS "Working After Retirement" provisions as in statute.

Administrators, KSDE Licensed School Counselors

KSDE licensed administrators and school counselors will follow the early retirement incentive as outlined in the Negotiated Agreement.

Reference Negotiated Agreement Article V: Early Retirement Incentive

Worker's Compensation

All employees are covered by Kansas Workers' Compensation. If an employee should sustain injury while on the job, he/she should notify the building principal, immediate supervisor or clerk of the board immediately, who in turn will notify the insurance carrier. The employee must be examined by the district workman's compensation doctor within 72 hours of the incident, to file a claim. If the doctor determines that you cannot return to work, you will need to provide the central office with a written statement from the doctor indicating the amount of time you will remain off your job, and your expected return date. If you need referral or surgery, it must be preauthorized by the workman compensation insurance carrier. The workman's compensation insurance is currently provided by First Dakota Indemnity Company and is administered by Risk Administration Services, Inc. The district will participate in workers' compensation as required by current state 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.

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol. Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee, who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer. An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

If an employee sustains injury while on the job, a log report of the incident will be filled out by the employee, if able, or the employee's supervisor within the "PublicWORKS" system of reporting.

Staff Cell Phone Use

Staff members shall not use a cellular phone/paging device while on duty, including supervision or sponsoring of school activities, unless the staff member has been assigned a device by the administration for job-related use.

These personal devices are to be "off" or "silent without vibrating" while on duty. They may be used during lunch, scheduled breaks for classified staff, and during planning periods for licensed staff, as long as their use does not interfere with job responsibilities or the education/business environment. They should not be used during planning time scheduled for team planning, parent conferences, etc. or used while walking down the hall or so as to interfere with education or business operations in classrooms, offices, etc.

All exceptions are to be in writing from the administrator, limited in duration and only, for the specific use for which the exceptions are being made. Most communication needs can be addressed through available phones located in all classrooms and office areas, or through notification of office staff to forward necessary communications.

Volunteer firepersons, emergency personnel, personal/family medical emergencies, or allowing personal staff cell phone operation while on a field trip for necessary communications directly related to the function are examples of possible exceptions that could be specified in writing.

Continuing Education/Staff Development

It shall be the policy of USD# 445 to encourage all permanent full-time staff of the district to continue to improve skills and upgrade work competencies for the benefit of both the employees and the district. The district will attempt to provide regular opportunities for further staff training. These opportunities can earn participants Continuing Education Units (CEU) that may also qualify individuals for salary increases based upon certain criteria. Criteria for Continuing Education Units:

1. The activity must be in direct relation to an employee's job description and must show valid performance-based outcomes. Serving on committees, or in meetings in the capacity of one's job, does not necessarily constitute staff development.
2. The employee will complete the CEU Evaluation and Approval form and submit it to their immediate supervisor for approval.
3. Upon supervisor approval, the employee will then submit it to the Superintendent for final approval.
4. The approval form must be received by the Superintendent before the actual date of the activity, preferably 10 days prior to the activity.

If the activity is in question as to whether or not it will meet the criteria of a qualifying event, the Superintendent will meet with the employee's supervisor and together they will work to see if the activity has attributes that would qualify for CEU points. The Superintendent will make the final determination if CEU points are awarded.

In the case of group training requested by supervisors, directors or administration, all employees in attendance will sign the proper form which will then go through the approval process. All CEUs must be submitted and approved within 60 days of the date of training. Any forms submitted after that date will not be approved.

CEU Scale:

One (1) CEU may be earned for each one (1) clock hour of an approved activity. Each 125 approved CEU points qualifies classified employees for a 25-cent per hour increase in salary. The 25-cent per hour rate increase may be earned only once, every other year. Remaining CEU points after the award of a 25-cent per hour increase shall be carried over into the next year.

All classified staff is encouraged to make recommendations to their supervisors for specific training to meet the needs of individuals or groups. Supervisors are likewise encouraged to recommend training or continuing education activities for staff they directly supervise. Certain continuing education activities will be optional; others may be required.

If the staff development activity is required and requested by the school district, and the activity is outside of the employee's regular work schedule, then the employee shall be paid at their regular hourly rate, not to exceed 40 hours per week. The district will pay for travel and activity hours during what would have been the employee's regular workday. The superintendent of schools will make this determination based upon district needs. In most cases, the district will expect to provide and pay for continuing education activities, but some optional activities may require a nominal fee from participants.

Educational Performance Evaluation:

Salary considerations shall be for degrees earned or certifications/licenses earned while employed in USD 445, and in the field in which the staff member is employed with USD 445. The employee's position must be one whose job capacity serves the entire district and specific to Special Services, Central Office, and twelve month classified staff. Education or courses taken

shall show relevance to how the district will benefit though job performance. The employee wishing to receive salary compensation for coursework and degree completion in accordance to the above schedule shall complete an Educational Performance Evaluation form and submit it to the Superintendent.

Educational awards completed from July through December will be awarded the following month after completion of documentation. Awards completed from January through June will be awarded in the following month of July.

Evaluation Procedure

Employees will have written goal-setting evaluations to be completed by the immediate supervisor each year. The written evaluations should, by no means, be taken as a validation for continued employment. Continued employment will be on the basis of the approval of the Board of Education prior to the commencement of the next school term.

Classified Staff Forms

CEU Evaluation and Approval Form

Name _____ Position/Title _____

Location of Staff Development/In-Service/college hours _____

Date(s) attended _____ Hours attended _____ Points earned _____

Activity to be considered for CEU points _____
_____
_____

Explain how points earned are relevant to your job _____
_____
_____
_____

Explain how the district will benefit _____
_____
_____
_____

Employee Signature _____ Date _____

Supervisor's Signature _____ Date _____

Approval for activity _____ Date _____
Superintendent Signature

CEU Points: Approved _____ Denied _____ Date _____

==========

After superintendent's approval, a copy is retained at the Central Office and the form is returned to the employee for individual points tracking.

Total points for this activity _____

==========

After enough points have been earned for salary consideration, employee will send all forms to the Director of Human Resources for salary adjustment.

Total points earned _____ for salary adjustment

Superintendent's Approval: _____ Date_____

Acknowledgement of Salary Consideration ____ to begin (date) _____

Business Manager: _____ Date _____

Educational Performance Evaluation

B.S.	MS
$3,000	$3,000

Employee Name _____ Position/Title _____

Hours completed _____ towards ____ BS ____ MS (check one) Area: _____

Completed Certificate/License Area: _____

Salary increase consideration: $_____ (use table above)

Explain coursework completed and how it relates to your position in the school district:

Explain how the district will benefit from the coursework you have completed:

Employee Signature _____ Date _____

Business Manager's Approval _____ Date _____

Superintendent's Approval _____ Date _____

Acknowledgement of Salary Consideration: $_____ Date Pay Begins: _____

Transcript Verified: _____ (Yes/No) Attached: _____ (Yes/No)

Copy to PR: _____ Copy to Employee: _____

EVALUATION DOCUMENT
Employee Evaluation and Development Plan

Name		Date of Evaluation	
Date Hired		Building or Dept.	
Job Title		Reviewed by	

PURPOSE OF EVALUATION

Set goals:	The supervisor and employee establish mutually agreed upon goals for future progress and development.
Inform:	The supervisor and employee communicate openly and honestly about performance.
Develop:	The supervisor and employee identify actions the employee can take to enhance his/her development.
Evaluate:	The supervisor and employee evaluate results based on pre-established goals and performance measures.

SECTION A – JOB GOALS/DEVELOPMENT

Major Responsibilities/Position Objectives/Goals
Accomplishments/Improvements
Expectations of Job Development/Staff Development/Performance Expectations

Employee Comments:

SECTION B – PERFORMANCE EVALUATION

PERFORMANCE STANDARDS	Expectations				Remarks are required for EXCEEDS and BELOW Standard performance factors
	Exceeds	Above	Meets	Below	
PERFORMANCE FACTORS					**REMARKS**
Quality of Work: Job skills; accuracy; reliability; ability to perform required job in compliance with policies and guidelines.					
Quantity of Work: Volume of acceptable work; planning and prioritizing work; adherence to schedules and deadlines.					
Initiative & Attitude: Suggests new ways of implementing procedures; displays friendly attitude; treats all publics equally.					
Dependability & Confidentiality: Work with a minimum of supervision; commitment to work hours, attendance and punctuality; perform job with an acceptable level of confidentiality					
Cooperation & Team Effort: Ability to work with others to accomplish objectives; expect high standards of job performance and encourage the same of coworkers; accept directives from supervisors					
Job Knowledge: Working knowledge of job duties as well as relational knowledge of office/area functions; meets changing conditions and understands new information					
Judgment: Capacity to make sound reasonable decisions that affect work performance; accountable for decisions made					
Work Atmosphere: Ability to remain calm and courteous with public/students/co-workers; ability to work under pressure					
Public Relations: Understands the value of public relations and uses best practice methods in customer service skills with all public constituents					

_____ _____ _____

Supervisor's Signature Employee's Signature Date

Coffeyville Unified School District #445 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment, in its programs or activities.

Notes