

**BUILDING LEADER
HANDBOOK
2026-2027**

**USD #262
Valley Center**



USD 262 Vision Statement

To Be a Premier School District
Known for Excellence in Education,
Innovative Instruction, Outstanding Programs,
And Dedication to Students

USD 262 Mission Statement

The Staff and Students Will Develop
The Knowledge, Skills, and Character
For Current and Future Success

ARTICLE I. DEFINITIONS

1. ADMINISTRATION, ADMINISTRATOR, and/or BUILDING LEADER: All persons employed by the Board in positions requiring an administrative certificate by regulation of the State Department of Education, as stated in the current Licensure Handbook.
2. BOARD: The Board of Education of Unified School District No. 262, Sedgwick County, Kansas.
3. DAYS: Days shall mean calendar days, except when otherwise indicated.
4. DISTRICT: Unified School District (U.S.D.) No. 262.
5. SUPERINTENDENT: Superintendent of Schools of Unified School District No. 262. Any references to Superintendent shall also include any designees or successors.
6. BUILDING LEADER HANDBOOK: The Building Leader Handbook (Handbook) includes pertinent policies and practices specific to those positions. This handbook is not all-inclusive. Building Leaders are expected to follow all Board policies, applicable law, district practices, and strive to meet all expectations placed upon them.
7. The USD 262 Board of Education reserves the right to modify this handbook at any time, without notice, and in the Board's sole discretion.

ARTICLE II. INITIAL EMPLOYMENT

1. All terms of employment for Building Leaders shall be governed by the individual's employment contract.
2. As a new employee of the District, the first paycheck will be received on or around August 10, unless otherwise stated in the employment contract.
3. The District provides a tiered system of contributions for health insurance beginning the first of the month following the date of hire. Building Leaders may purchase approved fringe benefits through the current fringe benefit program provided by the District. Any purchase of fringe benefits shall not be subject to taxation, as permitted by the Internal Revenue code. Participation in a fringe benefit program is at the discretion of the employee. Each Building Leader must sign an annual election form regardless of participation in a fringe benefit program. The District Office benefits department may assist with this process.

ARTICLE III. GENERAL PROVISIONS

1. If any provision of this Handbook or any application of this Handbook to any Building Leader is held to be invalid, illegal or unenforceable, then such provision or application shall, to the extent permitted by law, not affect any other provision or application of the Handbook, and all other provisions or applications shall continue in full force and effect. In the event the provisions set forth in this Handbook, conflict in any way with the policies set forth by U.S.D. No. 262, Board of Education, then the Board policies shall govern.

2. **INDIVIDUAL CONTRACT:** The Superintendent may recommend Building Leaders for rehire annually. Should the Building Leader be re-hired for the next school year, the District Office shall prepare a contract for each Building Leader after teacher negotiations and pay adjustments have been completed

3. **REPRODUCTION OF THE HANDBOOK:** The Handbook can be located in the Leadership Cabinet folder in the google drive.

ARTICLE IV. WORK SCHEDULE

1. **WORK DAY:**

a. Building Leaders are expected to work the hours necessary to perform all job functions and responsibilities, or as set forth in each individual contract.

b. Building Leader attendance may not be required whenever student attendance is not required due to inclement weather. Days may be made up at the discretion of the Superintendent.

2. **LUNCH:**

All Building Leaders may have a duty-free lunch for a period of not more than 30 minutes, notwithstanding emergency situations.

3. **CALENDAR – WORK DAYS:**

a. Work Days: The number of contracted work days for Building Leaders shall be either 215 days or 205 days, and shall be stated in the individual's contract.

b. School Calendar: The school calendar for each school year shall be made available to each Building Leader.

4. **TRANSFERS:**

Any Building Leader may be transferred at any time to a new location or position at the discretion of the Superintendent. The Board shall be notified of the transfer at its next regular meeting.

ARTICLE V. EVALUATION

1. PROCEDURE:

The McRel Building Leader Evaluation System (McRel) will be used as the instrument for Building Leader evaluations

2. EVALUATION SCHEDULE:

a. Building Leaders in their first two consecutive years of employment in the district shall have a minimum of two (2) evaluations each year. The first evaluation shall be completed no later than October 31 of each school year, and the second evaluation will be completed prior to the April Board of Education meeting of the same school year.

ARTICLE VI. LEAVES

1. TEMPORARY PAID LEAVES:

a. Illness, Injury of self or others; Death of others:

- i. Building Leaders shall receive a specific number of normal working days of temporary leave for each full contract year in accordance with the Building Leaders individual contract. If the Building Leader has a two hundred five (205) day contract then fifteen (15) days will be allotted; if the Building Leader has a two hundred fifteen (215) day contract then twenty (20) days will be allotted. Days accrued during the contract year may be used over and above the maximum accumulation of sixty (60) days, but no more than sixty (60) days can be carried forward from one year to the next.
- ii. A Request for Leave shall be filed with the Building Leader's direct supervisor. Building Leaders may use up to three (3) temporary paid leave for illness days when normal family care providers are not available due to emergency situations.
- iii. Paid sick leave (temporary paid leave) may be used for illness, injury, or death of others. Building Leaders may also use temporary paid leave for medical and dental appointments for self or others.
- iv. Medical disability associated with pregnancy shall be treated as any other form of medical disability including but not limited to miscarriage, abortion, childbirth or recovery there from.

- v. At the end of the contract year, a Building Leader will be paid for unused sick leave in excess of sixty (60) days at one-half (1/2) of the daily substitute pay. Payment for unused sick leave will be made separately on or around October 25th of the next year of employment.
- vi. FMLA is available to Building Leaders should the individual meet the qualifications set forth under the act and provide proper notification to the District.

b. Job Related Illness or Injury:

Building Leaders whose absence is due to injury or illness, as defined by the Family Medical Leave Act, incurred in the course of employment and covered by Workers Compensation will be entitled to take a leave of absence in accordance with the District's sick leave provisions. However, the Building Leader will only be allowed to use sick leave in fractional amounts to supplement the Workers Compensation benefits not to exceed 100% of their regular salary.

c. Personal Leave

- i. Building Leaders who use personal leave shall submit a request for such leave at least twenty-four (24) hours prior to the absence, if known in advance. In case of emergencies, verbal approval may be given with the assurance that a request for leave will be filed within forty-eight (48) hours after the employee returns to duty. Final approval will be made by the Superintendent. Forms submitted that do not meet deadlines may not be approved and a deduction in pay may be made, at the sole discretion of the District.
- ii. Personal leave cannot be used the first and last five (5) student contact days of the school year nor before or after holiday breaks (Labor Day, Thanksgiving Break, Winter Break, Spring Break, Superintendent's Designated Holiday, Memorial Day, July 4).

Exceptions can be made with superintendent approval.

Should an administrator choose to be absent at one of the above-mentioned times without approval, they must enter their leave as non-paid.

- iii. Each administrator in their first four years with USD 262 shall be allowed four (4) days of personal leave per year, chargeable to Temporary Paid Leave. These administrators may apply to receive up to three additional personal days per year by exchanging two sick days for each additional personal day.

Upon beginning the fifth consecutive year in USD 262, each administrator shall be allowed seven (7) days of personal leave per year chargeable to Temporary Paid Leave. These administrators may not apply to receive additional personal days.

d. Leave Without Pay ("LWOP"):

There may be times when a Building Leader must be absent from work but has no leave available. Should that occur, the Building Leader must record LWOP in Skyward for any absences. The Building Leader will receive a salary deduction for the length of absence equal to the Building Leader's daily rate of pay.

e. Jury Duty:

Building Leaders who are called for jury duty shall be allowed to serve with no loss of accumulated leave.

The jury duty form that indicates the per diem paid to the Building Leader for jury duty shall be provided to the District Office. That per diem amount will be deducted from the base pay of the individual. Meal allowances, mileage and other expenses will not be deducted.

f. Short-time Leave During School Day:

Building Leaders may occasionally be absent for two hours or less without entering leave for appointments.

g. **Sick Leave - Parental Leave**

Building Leaders shall be granted five (5) days of paid parental leave following the birth or adoption of their child to run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. These days are non-cumulative, non-transferable, and must be used consecutively. These days may only be used one time per employee during the contract year. If the birth or adoption occurs after the last contract day, parental leave will commence when school officially resumes.

2. **EXTENDED LEAVES:**

The Superintendent, in his or her discretion, may recommend extended leaves for purposes not identified above. The Superintendent's recommendation to the Board shall set forth the conditions of the extended leave. In making such recommendations the Superintendent will consider available replacement employees, potential impacts to the district, as well as the nature of the request. All recommendations for extended leave must be submitted to the Board for final determination. Leaves may be granted for a variety of reasons, including but not limited to a leave to run for or hold public office, extended medical disability, education or military service.

ARTICLE VII. FRINGE BENEFITS

1. SALARY DEDUCTIONS/REDUCTIONS:

The Board of Education authorizes deductions to be made from the salary of the Building Leader (referred to herein as the "Salary Reduction Plan") in order to make appropriate remittance for:

- a. Annuities/403b
- b. Charitable donations (as approved by the Board)
- c. Credit Union
- d. Insurance (Health, Dental, Cancer)
- e. Term Life Insurance
- f. Flexible Spending Accounts
- g. Any other deductions agreed upon by the Superintendent and Building Leader.

Disability Insurance shall not be available through the Salary Reduction Plan (pre-tax) but may be purchased through payroll deduction (after tax).

Payment of premiums to Building Leaders under the Salary Reduction Plan shall be limited to carriers approved by the USD 262 Board of Education. All salary deductions or reductions shall be handled according to rules established by the District.

2. ACTIVITY PASS:

The Board agrees to provide an employee pass/badge to each Building Leader, which grants free admission to all school-sponsored athletic events for the employee, the employee's spouse, and all of the employee's children who are high school age or younger.

3. KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS):

All Building Leaders must become a KPERS member at the start date of employment. A payroll deduction, as determined by KPERS, will be made semi-monthly.

4. HEALTH INSURANCE:

- a. The District will cover whichever is greater; eighty-five percent (85%) of the costs of the Building Leader's health insurance, up to the employee/spouse

rate at the \$1500 deductible level, or the contribution rate of licensed staff per the Negotiated Agreement.

b. The District will contribute an additional thirty dollars (\$30) per month toward health insurance premiums for each Building Leader who meets the Healthy Living Additional Benefit requirements as adopted by the District, which may change from year to year at the District's discretion. Requirements of the Healthy Living Additional Benefit are subject to the terms and conditions set forth by the District. Building Leaders hired following the beginning of a new plan year will become eligible to qualify for the Healthy Living Additional Benefit before the start of the next plan year. The plan year begins April 1, unless determined otherwise by the District.

c. This benefit does not carry a cash option; to receive the health insurance benefits, the Building Leader must participate in the approved district health insurance plan.

d. Any changes to the established plan currently offered by the District (unless provider changes during contract year), must be approved by the District's Health Insurance Committee, by majority vote, before approved by the Board.

5. TERM LIFE INSURANCE:

Building Leaders shall be provided ten thousand dollars (\$10,000.00) in term life insurance during their employment period with USD 262.

6. DIRECT DEPOSIT:

Direct deposit of employee salary checks is available.

7. REIMBURSEMENT FOR TUITION:

With the prior written approval of the Superintendent, Building Leaders may receive tuition reimbursement for fifty percent (50%) of the tuition costs, up to two hundred dollars (\$200) per credit hour, for earning an advanced license or degree within the field of education, as approved by the District. Should the Building Leader leave the District, tuition reimbursement funds dispersed during the current fiscal year must be repaid.

ARTICLE VIII. COMPENSATION

1. INITIAL SALARY:

Each Building Leader shall be eligible for and shall receive a salary commensurate to his/her highest academic preparation, licensure, and experience entitles him/her. Other considerations for initial salary placement include but are not limited to the number and grade levels of the students served as well as comparisons to peer USD 262 Building Leader salaries and the fiscal year budget.

2. OTHER COMPENSATION:

a. Mileage Allowance: The District's Building Leaders and directors are encouraged to use district vehicles when traveling to approved out-of-district school events. Arrangements should be made with the transportation department in advance of any vehicle use. Should all district vehicles be in use or otherwise unavailable at the time needed, administrators may drive their personal vehicle while in an employment capacity, with the approval of the District. Mileage will be reimbursed at the rate approved by the Board. All mileage must be submitted on a district mileage log and must be submitted at the end of the same month the personal vehicle was used.

In unique circumstances, the Superintendent may approve Building Leaders to use their personal vehicle and apply for reimbursement even when a district vehicle is available.

b. Cell Phone Stipend: Building Leaders shall be provided with a cell phone allowance of sixty-five dollars (\$65.00) per month to reimburse for use of a personal cell phone in an employment capacity.

c. Accumulated Sick Leave (Retirement): For Building Leaders who have served the district a minimum of six (6) years, a payment equal to two-thirds (2/3) of the employee's daily pay for accumulated sick leave (maximum of 75 days) will be made at retirement, or death of that employee. In the event of the employee's death, that specified dollar amount of compensation for accumulated sick leave will be awarded to that employee's beneficiary(ies).

3. METHOD OF PAYMENT:

a. Pay Periods: Building Leaders shall be paid in twenty-four (24) equal installments on the 10th day and 25th day of each calendar month. If these dates fall on a weekend or school holiday, the pay date will be the preceding school day before the weekend or school holiday. When Spring Break falls one week in advance of payday it will be excluded from the holiday pay schedule.

b. Exceptions: A written request for lump sum payment for June 25th, July 10th, July 25th, August 10th and August 25th must be on file in the District office before April 1 of the year payment is to be made. Once a request has been

made, the lump sum payment will continue from year to year unless the written request is withdrawn.

The first lump sum payment will be available on June 25th or on the Friday before June 25th if it falls on Saturday or Sunday.

c. Correction or adjusting contractual errors or omissions on the Building Leader contract: The Board of Education and the Building Leader will adjust contract salaries when errors or omissions have been confirmed and agreed to by the parties. All errors are subject to retroactive action for that current contracted period. All adjustments to the contract shall be made in writing.

d. Releasing from Contract: Building Leaders will receive payment/penalty as do other certified employees when resigning their position.

ARTICLE IX. ADMINISTRATIVE PRACTICES

1. ACTIVITY ACCOUNTS:

a. Building Controlled Activity Accounts: Building Leaders should monitor the Building Controlled Activity Accounts (referred to as "Activity Account") to assure these Activity Accounts are spent according to the intended purpose set forth by the District, and that the balance of these Activity Accounts does not increase annually. If the District determines an Activity Account is inactive, then the Building Leaders and the Director of Finance shall determine how to remove the remaining funds, if any, before the end of the school year.

b. Staff Accounts: Some District buildings allow staff members to contribute money to a staff courtesy account in order to purchase greeting cards, luncheons, staff celebrations, etc. (a "Staff Courtesy Account") Staff Courtesy Accounts are separate from District's funds. Staff members may set up the checking account, collect funds, balance the account, designate co-signers, and sign the checks, at their own discretion. Building Leaders shall not be involved in the handling of the Staff Courtesy Account. The Staff Courtesy Accounts shall not be a District activity fund and the District shall have no control or liability for the Staff Courtesy Accounts.

2. GIFT/FOOD EXPENDITURE GUIDELINES:

It is our responsibility to use USD 262 taxpayer dollars in the manner in which most improves learning opportunities for students. Each district expenditure is made under the proviso of public scrutiny. All expenditures shall be approved by the Superintendent prior to purchase. Federal law, State law, and Board policy may modify the guidance set forth below at any time.

a. Meals: See “per diem guidelines” below for meal allowances due to travel. Meals provided as part of a meeting or during scheduled work times (i.e. Parent-Teacher Conferences) and approved by the District are appropriate expenditures. The Principal may approve an appreciation breakfast or lunch, up to two (2) times per year. The appreciation breakfast or lunch shall not be purchased outside of the duty day. Any meals provided by the District shall not exceed per diem amounts per person.

b. Gifts: District purchased items that are provided to an employee to use in an employment capacity are not considered gifts. The purchase of gifts shall be limited in both frequency and amount. Gifts from the District to an employee shall not exceed the value of twenty-four dollars (\$24) total per employee per calendar year, unless approved by the District.

c. Gift Cards: Gift cards are equivalent to cash according to IRS regulations, therefore, are taxable to the employee as wages. If a district employee receives any gift cards within a calendar year that were purchased with district or activity funds, the amounts must be turned into payroll because taxes must be collected from the employee in accordance with law. The employer portion of Social Security and Medicare taxes must also be paid on the value of any gift cards given to employees. These employer taxes will be charged to the building budget.

Gift cards cannot be purchased to locations where items are sold that are a prohibited use of school district funds, including but not limited to a gift card that could be used to purchase lottery tickets, alcohol, or other such items.

d. Outside the School Day Activities: School district funds shall not be used to purchase entertainment outside of the normal duty day (i.e. evening staff activities).

3. REIMBURSEMENT / PER DIEM FOR MEALS

USD 262 has set the following practices in place regarding reimbursement for meals when Building Leaders are out of the District during meal times.

a. If approved by the District, a per diem or daily stipend for meals during out-of-town and overnight trips shall be paid as follows:
Breakfast \$9.00; Lunch \$12.00; Dinner \$20.00;
Total Per Diem \$41.00.

b. Building Leaders should consume meals provided by the conference/convention they are attending and hotel accommodations when available. Daily stipends will be based upon any meals not covered by the

conference/convention/hotel and take into account departure and return times of travel. For example:

- i. Leave before 6:00 a.m. and return after 8:00 p.m. – FULL DAILY RATE of \$41.00 will be provided upon approval by the District.
- ii. Leave at 10:00 a.m. and return after 8:00 p.m. – LUNCH AND DINNER MEALS of \$32.00 will be provided upon approval by the District.
- iii. Leave before 6:00 a.m. and return at 2:00 p.m. – BREAKFAST AND LUNCH MEALS of \$21.00 will be provided upon approval by the District.
- iv. Leave before 6:00 a.m. and return after 8:00 p.m. with lunch meal provided by conference – BREAKFAST AND DINNER MEALS of \$29.00 will be provided upon approval by the District.

c. The District, in its sole discretion, may approve a higher per diem rate for overnight travel in a city where there is a higher per diem. The time of departure and time of return on travel days will still be taken into account.

d. The higher out-of-state per diem rates, when approved by the District, may be Breakfast \$12.00; Lunch \$15.00; Dinner \$30.00; Total Per Diem \$57.00.

e. Wichita Metro-Area meeting meal expenses will not be paid for or reimbursed by the District.

f. The per diem guidelines will apply to overnight activity trips.

g. District credit cards shall not be used to pay for travel-related meals or for business meeting meals without prior approval by the District.

h. All per diems/stipends should be requested at least one week prior to the travel day by using the Request for Meal Stipend/Reimbursement Form and submitting it to the Business Office. The form may be found in the Leadership Cabinet folder of Google Drive.

i. The District may make exceptions for per diem stipends not requested prior to travel. Exceptions must be approved by the Superintendent. If the Superintendent approves reimbursement for meals after the date of travel/meeting, the Building Leader may be reimbursed for meals purchased including sales tax up to the approved rates. The Building Leader shall still complete a Request for Meal Stipend/Reimbursement Form and attach receipts.

5. MILEAGE

Building Leaders are encouraged to use District vehicles when traveling to out-of-district school events. Arrangements should be made with the transportation department in advance of any vehicle use needs. If all District vehicles are in use or otherwise unavailable at the time needed, then Building Leaders may use their personal vehicle. Mileage may be reimbursed by the

District at the state-approved rate per mile. All mileage must be submitted on a District mileage log and submitted at the end of the month in which the personal vehicle was used.

In unique circumstances, the Superintendent may permit a Building Leader to use his or her personal vehicle and receive reimbursement, even when a district vehicle is available.