EDUCATIONAL SUPPORT PERSONNEL HANDBOOK
HAYSVILLE USD 261

Cover Page:
"Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Gillian Macias, Assistant Superintendent for Human Resources, 1745 West Grand, Haysville, Kansas 67060 Office Phone: (316) 554-2206, Email: gmacias@usd261.com"

BOE Approved
~~**May 2022**~~ **March 2023**

GENERAL EMPLOYMENT PROVISIONS

A. Application for Employment and Interview

1. An on-line application form must be filed with the ~~Office of Personnel Services~~ Human Resource Department. Applications are kept in the active file for one year.

B. Employment Procedures

1. Process New Employee

a. All new employees will be required to furnish the ~~Personnel Office~~ Human Resource Department with the following:

b. The ~~Handbook for Support Personnel~~ Educational Support STaff Handbook will be reviewed with all new employees, and a digital copy of the handbook will be available to them.

8. Transfers

a. Administrative Transfers
Transfers of personnel may be made by the ~~Personnel Office~~ Human Resource Department or the employee's supervisor whenever the best interest of the school or the department is served by the transfer.

b. Employee Requested Transfer

After the application has been received by the ~~Personnel Office~~ Human Resource Department, the employee may be interviewed for a position vacancy.

3. Annual Leave

Sick Leave Bank

8. The governing committee will set guidelines for staff to follow regarding the sick leave bank.

**~~2021-2022~~ 2022-2023 Classified/Administrative Employee Sick Leave Bank members will need to donate one day to remain a member of the ~~2022-2023~~ 2023-2024 sick leave bank. As stated "When the balance of days in the bank drops*

below 120 in a given year, a new donation of days will be necessary".

**Employees who were not members of the ~~2021-2022~~ 2022-2023 Classified/Administrative Employee Sick Leave Bank must donate a day to become members of the ~~2022-2023~~ 2023-2024 Sick Leave Bank.*

6. Military Leave

Any employee, upon written request to the Assistant Superintendent for ~~Personnel~~ Human Resources, shall be granted leave to cover the length of his/her required service in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his/her availability and possible date of return to employment.

8. Family Medical Leave

District employees shall be provided family and medical leave as provided by a plan approved by the Board and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the ~~Personnel~~ Human Resource Department and made available to all staff.

I. Workers Compensation

1. All employees are covered by Workers Compensation Benefits as paid for by the Haysville School District. If an employee should have an "on-the-job accident", the employee must report it immediately to his/her immediate supervisor. A Report By Injured Employee form and a Supervisor's Accident Investigation Report form must be sent to the ~~Personnel Office~~ Human Resource Department within; two (2) days of such accident.

IV. BOARD POLICIES

For more information concerning these policies, contact your immediate supervisor, the Assistant Superintendent for ~~Personnel~~ Human Resources or the Board Clerk.