UNIFIED SCHOOL DISTRICT 428
Great Bend, Kansas

CLASSIFIED PERSONNEL HANDBOOK

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CLASSIFIED PERSONNEL HANDBOOK
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MISSION STATEMENT OF USD 428

The mission of USD 428 is to provide a safe and supportive learning environment where all are empowered to become responsible citizens and lifelong learners in an ever-changing world.

POLICY 100.00: INTRODUCTION

The classified employees of Unified School District 428 provide vital services to the operation of the school district and to the effective education of students. Attainment of the USD 428 goals and objectives is possible only through cooperative efforts. The essential tasks which the classified employees complete and the positive professional relationships which they develop with co-workers and students are recognized as vital links in the overall growth of Unified School District 428.

The Board of Education, believing that open communication of employees is vital, encourages conversation from employees regarding work-related concerns.

The Classified Personnel Handbook is not an employee contract. Further, this handbook is not incorporated in or made a part of any employee contract. The policies within the *Classified Personnel Handbook* are not negotiable with the USD 428 administration or with the Board of Education.

POLICY 101.00: CLASSIFIED PERSONNEL

POLICY 101.01 -- DEFINITION OF CLASSIFIED PERSONNEL POSITIONS

District classified personnel are employees who are not required to hold certification by the Kansas State Board of Education. The classified personnel of Unified School District 428 shall include maintenance, custodial, transportation, food service, secretarial, teacher assistant, library assistant, paraprofessional, playground supervision, and lunchroom supervision personnel. The classified personnel understand and agree to the following details.

- Additional information and policies may be implemented from time to time by USD 428.
- The *Classified Personnel Handbook* is not an employment agreement or a guarantee of employment.
- The employee is an "at will" employee, which means that either the employee or USD 428 may terminate the employment relationship, for any reason or for no reason.
- The employee's status as an *at will* employee can only be changed through a written agreement duly authorized and executed by the USD 428 Board of Education.
- To the extent any policies herein conflict with the general policies of the Board of Education, the general policies shall control.

POLICY 101.02 -- GLOSSARY OF TERMS FOR CLASSIFIED PERSONNEL

A classified employee's time shall be calculated in relation to an eight-hour day, 2,080 hours per year. A part-time employee who works in two (2) or more areas should combine contracted working hours to determine classification. The combined total cannot exceed forty (40) hours per week or 2,080 hours per year.

Full-Time Position: A full-time classified employee works eight (8) hours per day, forty (40) hours per week, two thousand eighty (2,080) hours per year.

Part-Day Full-Time Position: The part-day full-time employee works more than six (6) hours a day but fewer than eight (8) hours a day for a period of twelve (12) months. The employee is on year-round employment status, including work assignments through school recesses.

Part-Time Position: A part-time classified employee works less than two thousand eighty (2,080) hours a year and for a period less than twelve (12) months.

Overtime: Overtime hours are those hours worked in excess of forty (40) hours a week.

Holidays Scheduled to work: The overtime rate of pay will be paid to employees required to work on a holiday. The employee shall also be paid for the holiday, including the overtime pay for hours worked. The event must be pre-scheduled and the pay differential must be pre-approved by the supervisor and a District Administrator.

Contracted Position: A contracted employee is one who has been issued a written contract for terms of employment, whether it is for full time or part time.

Part-Day / Part-Week: Persons who work particular tasks sporadically (i.e., drivers who are retired or who are working other jobs outside the district employment) are defined as part-day part-week employees. Such persons receive no benefits and have no recall provisions.

Temporary Position: A temporary position is non-recurring and not more than ninety (90) days in duration. The length of the work day may be eight (8) or fewer hours. This position is a substitute or temporary replacement position for another employee.

Seasonal Position: A seasonal position is a position of less than six (6) months' continuous duration which may recur on a regular time cycle (primarily applicable to summer employees).

POLICY 102.00: PROFESSIONAL GROWTH

POLICY 102.01 -- CONTINUING EDUCATION / PROFESSIONAL GROWTH

Unified School District 428 believes that professional growth (instruction and training) strengthens job skills; therefore, classified employees are encouraged to participate in professional growth.

In order for professional growth hours to be considered worthy of approval, the hours must pertain directly to the job assignment of the employee and must have approval of the employee's immediate supervisor and/or principal. Completion sheets, along with proper documentation, when applicable, must then be submitted to the District Education Center for recording of professional growth for file purposes.

POLICY 102.02-- REGISTRATION / EXPENSES / COMPENSATION / TRANSPORTATION

1. When the administration assigns a classified employee to attend a professional meeting, seminar, or convention, USD 428 will pay advance registration and lodging expenses.

2. Approved meal costs and related known costs which are not included in Item 1 (above) will be prepaid to the classified employee. Allowable meal costs, uniform for all employment categories, shall meet the currently approved rates for in-state and out-of-state travel. Convention banquet prices, when appropriate, are paid in registration fees.

3. Arrangements for registration, lodging, and transportation will be made by District Education Center personnel, with cooperative efforts from the applicant in order to provide a cross-check for accuracy and completeness.

4. A classified employee who incurs unexpected district-related expenses during approved travel may, upon completion of the travel, provide information (including receipts) to the Curriculum Secretary at the District Education Center in a timely way for consideration.

5. Classified personnel assigned by the administration to attend meetings/seminars/conventions will receive compensation according to guidelines of the Fair Labor Standards Act.

6. Authorized travel time directly to and from an assigned seminar or meeting is compensable, although *bona fide* meal periods are not work time. Periods during which an employee is completely relieved from duty and which are long enough to enable the person to use the time effectively for his or her own purposes are not hours worked. The classified employee will record authorized time for travel and conference instruction, as explained in aforesaid sentences, on the district-approved time sheet for payment through the payroll process. Specific questions relating to travel assignments and arrangements may be directed to personnel at the District Education Center.

7. All travel must receive prior approval from the District Education Center. District-owned vehicles are to be used for authorized travel (see Item 3 above). If an employee uses a privately-owned vehicle when not authorized to do so, reimbursement for such travel will be denied. If an employee is authorized to use a privately-owned vehicle, the employee will be reimbursed for actual miles traveled at a rate established by the Board of Education.

8. With the approval from a District Education Administrator, classified personnel who wish to attend an approved meeting pertaining directly to the job assignment of the employee at their own expense may be allowed the necessary time without pay deduction.

POLICY 103.00: EMPLOYMENT

POLICY 103.01 -- NONDISCRIMINATION / EQUAL OPPORTUNITY EMPLOYMENT POLICY

Unified School District 428, Great Bend, practices equal employment opportunity as well as equal opportunity in the administration of and admissions to the educational programs of the district. Furthermore, the district complies with federal, state, and local laws prohibiting discrimination on the basis of disability, race, creed, color, religion, national origin, ancestry, or sex. Inquiries regarding compliance with any nondiscriminatory practices may be directed to the Superintendent of Schools, Unified School District 428, 1809 24th Street, Great Bend, Kansas, or to the Regional Office for Civil Rights, 324 East 11th Street, Kansas City, Missouri 64106. Information obtained from pre-employment inquiries are used in no discriminatory manner. Consideration for full-time, part-time, temporary, and seasonal employment are based only on those factors that directly affect the applicant's ability to perform the job and which would not conflict with any applicable federal or state law.

POLICY 103.02 -- NEW EMPLOYEE PAYROLL SET-UP PROCEDURES

Each new employee must submit an *Application for Employment*, provide required documentation and complete necessary paper work at the District Education Center Payroll Department. Necessary forms include but may not be limited to the following: *W-4/K-4 Withholding Certificate*, *KPERS Enrollment* (if applicable); *Oath* (state regulation); *Data Sheet* (for personnel file); *Tuberculin Health Certificate, Physician Statement, Background check* (Board of Education regulation); *I-9* (federal regulation) as well as accompanying documents for I-9; and other forms as required by the USD 428 Payroll Department. For bus drivers, a driving record will be secured. No payroll check may be issued until the information has been properly submitted. It is the responsibility of the employee to notify the Payroll Clerk of subsequent changes in the details submitted on the employment forms, including address changes.

POLICY 103.03 -- TIME SHEETS / PAY DAYS

Classified employees must keep an accurate record of their time by clocking in and out of their duties each day. USD 428 utilizes an electronic time management system that is to be used by the employee and administration to track hours worked, overtime and time off. Paper time sheets may be allowed under certain circumstances but must be the original copy. No classified employee should work overtime without specific pre-authorization from a supervisor or a District Administrator. Classified employees may not volunteer to remain longer than their appointed shift and should finish work on time and leave the premises.

Time sheets in the electronic time management system must be submitted electronically at the end of each week. All records, paper or electronic, must be approved by employee and the appropriate supervisor and the payroll department. Payroll is a two or three week time period with the pay period ending the *two Saturdays prior to payday*. At the end of the pay period, time sheets must be submitted by 10 AM on the Monday following the end of the pay period in each month. Failure to complete and submit time sheets by the deadline results in a delay of payment for hours worked.

Absences for sick leave, holidays, etc., should be so indicated on the appropriate date of the time sheet, specifically indicating the *category* of leave (vacation, personal illness, etc.) the employee wishes to utilize. Actual hours worked should be precisely noted, with clock times as well as the number of hours worked. When the day has more than one category of absence used, this information should be clearly provided on the time sheet [example: regular work time (with clock times indicated) -- 4 hours; personal illness (with no clock times indicated) -- 4 hours; total: 8 hours].

Salary compensation for classified employees is issued the eleventh (11th) and twenty-fifth (25th) days of the month. In the event pay day falls on Saturday, Sunday, or a holiday; the checks will be issued on the work day immediately prior to the Saturday, Sunday, or holiday.

POLICY 103.04 -- COMPENSATION

Unified School District 428 classified employees will be compensated through the provisions of a formal salary schedule. Adjustments to salary would be only through percentage changes / increases to the base of the salary schedule, as approved by the Board of Education. Changes in job classifications (moves from one job category to another job category) would result in placement at the actual job classification. Previous compensation will not be grandfathered from one job classification to another.

POLICY 103.05 -- OVERTIME

Overtime compensation will be paid to employees who are requested or required to work more than forty (40) hours a week. Under no circumstances may an employee work more than forty (40) hours a week without prior approval of the immediate supervisor and a District Education Administrator. All overtime will be paid at the rate required by current statute.

Holidays Scheduled to work: The overtime rate of pay will be paid to employees who are required to work on a holiday. The employee shall also be paid for the holiday, including the overtime pay for hours worked. The event must be pre-scheduled and the pay differential must be pre-approved by the supervisor and the Superintendent or the Assistant Superintendent.

POLICY 103.06 -- PAYROLL DEDUCTIONS / REDUCTIONS

The Board of Education will provide that, whenever duly authorized by any classified employee on appropriate forms, District Education Center personnel shall make the necessary payroll deductions for required payroll deductions and authorized optional deductions. Required Payroll Deductions
KPERS Retirement (for employees who work six hundred thirty (630) hours or more per year)

Withholding taxes -- Federal and State
Social Security

Medicare
Tax-sheltered annuities**
Optional deductions are offered.

**Upon employment, newly-hired personnel will be given the opportunity to select a 403(b) plan (tax-sheltered annuity). All employees have the opportunity to enter into new 403(b) , end participation, or change financial data relating to existing 403(b) Classified personnel are responsible for informing both the 403(b) agent and the USD 428 Payroll Clerk of changes in their plan(s). The district will not notify companies of changes.

POLICY 103.07 -- PLAN 125

As noted in Policy 103.06, Unified School District 428 has approved participation by employees in Plan 125, a salary reduction plan, with optional benefits, subject to change depending on participation. one enrollment date in Unified School District 428 in this plan each calendar year is prior to September 1. The employee must complete the Plan 125 election form and file it with the Payroll Clerk in a timely manner in order to receive payroll compensation. Other than at the September 1 date, the Plan 125 participant may elect to terminate his/her enrollment or change the elected benefits only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination, election, or change within thirty (30) days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits, but an election of new or increased benefits shall be subject to the requirements of the particular non-taxable benefit(s) selected.

POLICY 103.08 -- SUBSTITUTES FOR CLASSIFIED PERSONNEL

At the request of the supervisor, substitutes for classified personnel may be employed for absences.

POLICY 103.09 – MANDATORY TRAINING

USD 428 employees are required to complete mandatory state and federally mandated trainings. Most trainings are delivered in an online format and are assigned in August but may be assigned as needed. Employees are given 60 days to complete the trainings and are to be completed within the workday. Some trainings may be completed as a group in staff safety meetings. Overtime to complete trainings will not be allowed.

POLICY 103.10 -- EVALUATIONS

Each classified employee will be formally evaluated in the spring (March 1 through June 15) each year by the employee's immediate supervisor. Evaluations may be filed in an electronic manner and signed (electronic or manual signature) by both the employee and the supervisor. The formal evaluation will become a part of the employee's personnel file.

Once hired, all new employees will be probationary employees for 60 days. Probationary employees are not able to use any vacation leave during their probationary status. At the end of 60 days the supervisor will complete an evaluation of the employee’s work performance. If the employee is performing satisfactorily and has completed all assigned trainings, the employee will receive a $.25 raise and will no longer be considered probationary. The supervisor and Director of Human Resources will sign off on the raise. Any probationary employee who is not performing satisfactorily will either continue probationary status or may be terminated.

POLICY 103.11 -- TRANSFERS / PROMOTIONS

Job vacancies for classified personnel are posted within the district and through public advertising. During the posting and advertising time frame, classified employees are encouraged to request in writing changes in job assignments that they feel are promotions within their profession. Like any other applicants, current employees are subject to the interview process. A transferring employee should note that employment moves result in placement on the appropriate salary step for that position.

POLICY 103.12 -- CONFIDENTIALITY

All information learned at the work place should be handled in a confidential manner and discussed only with the appropriate school personnel. If questioned about district policies or practices, the employee should refer the questioner to the appropriate school personnel. Violations of this rule on the privacy rights of individuals could result in disciplinary action against the employee, including possible termination.

POLICY 103.13 -- COMPLAINTS / GRIEVANCE PROCEDURE

Any classified employee who has cause to do so may submit a complaint in writing to his/her immediate supervisor. If the complaint is not resolved within ten (10) working days after submission, the employee may submit the complaint to a District Education Center administrator.

District Education Center administrators will review the complaint with the employee and make a recommendation to the learning center principal or appropriate supervisor concerning possible resolution(s). The Administration at the District Education Center will make a determination for resolution of the complaint and inform the employee within ten (10) working days of the decision.

POLICY 103.14 -- SUSPENSIONS / TERMINATIONS / RESIGNATIONS

As a condition of employment, employees agree to follow rules and regulations which have been adopted by the Board of Education. Employment of classified personnel may be terminated by either party without notice; however, when the district deems it appropriate, it will provide an employee two weeks' notice. In exchange, the district asks its employees to provide two weeks' notice**.**

Last day observed must be a working day. Employees may not extend resignation date by using sick/personal leave.

Any classified employee may be suspended from the work place by the Superintendent or the Assistant Superintendent pending a complete investigation of alleged charges.

Final paycheck may be held until all district property is returned.

POLICY 103.15 -- HARASSMENT: SEXUAL

According to the USD 428 Board of Education Policy manual, it shall be violation of district policy to sexually harass a student or another employee or to permit sexual harassment by an employee or non-employee. Sexual harassment may include, but not be limited to the following:

- •Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- •Sending inappropriate text messages or emails of a sexual nature.
- •Subtle pressure or requests for sexual activity;
- •Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- •Creation of a hostile work environment, including the use of innuendoes or overt or implied threats;
- •Unnecessary touching of an individual, e.g., patting, pinching, hugging, and repeated brushing against another person's body;

- •Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
- •Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; and/or
- •Sexual assault or battery as defined by current law.

Sexual harassment is to be reported immediately to an employee's immediate supervisor or to the Superintendent or the Assistant Superintendent.

POLICY 103.16 -- HARASSMENT: GENERAL

It shall be violation of district policy (see *Board of Education Policy Manual*) to harass another employee or student generally or to permit the general harassment of an employee by an employee or non-employee. Harassment may include, but not be limited to the following:

- •Continual verbal "kidding;"
- •Continual verbal abuse; and/or
- •Obstructions or attempted obstructions to prohibiting another employee from performing assigned duties efficiently.

General harassment is to be reported immediately to an employee's supervisor or to the Superintendent or the Assistant Superintendent.

POLICY 103.17 -- REPORTING CHILD ABUSE

Any classified employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological, or sexual abuse will immediately report this fact to the learning center principal or a District Education Center administrator, who will notify the proper authorities as required by law. District employees should not and will not contact the child's family or any other person(s) to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected.

POLICY 103.18 -- WEAPONS

Unified School District 428 prohibits all employees to knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds or at a school activity, function, or event.

POLICY 103.19 -- SOLICITATIONS

Solicitations of Employees
Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, students, other school district employees, or patrons during normal duty hours is prohibited.

Solicitation by Employees
No employee may attempt during regular hours or on school property to sell or endeavor to sell or influence any student or school employee to buy any item or service which would directly or indirectly benefit the school employee.

Solicitation by Supervisors
Solicitations of school employees by supervisors during regular school hours for any reason other than school-sponsored activities is prohibited.

POLICY 103.20 -- CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity which conflicts with or detracts from the effective performance of their duties. No supervisor / employee job combination may be filled by a husband and wife or a parent and child.

POLICY 103.21 -- OUTSIDE EMPLOYMENT

The classified employee shall not be excused during work times to perform outside work. The employee shall engage in no outside employment which, by nature or duration, will impair the effectiveness of assigned duties.

POLICY 103.22 – PERSONAL APPEARANCE

District employees must wear the district's official identification card as part of the daily dress.

Classified employees should use good judgment in dress for the work place. Each person should realize that he or she represents the school district at all times. Since the school district is owned by the people, each employee represents the entire community of Great Bend.

Classified personnel employed in custodial, maintenance, and food service positions will wear a standard uniform. It is the responsibility of the employees to have clean, presentable uniforms daily.

Custodial, maintenance, grounds, and transportation (other than bus drivers) personnel may wear shirts that have been provided by USD 428. (See Policy 106.01 – Uniform Allowance). The slacks they wear (clean and in good repair) may be either those provided by USD 428 or those meeting the following description: blue jeans (not faded) or dark blue or black solid-color slacks. Head covering may be worn in the buildings when the summer dress policy is in effect.

The district will provide an identifying shirt or jacket for district bus drivers.

The personal appearance of a non-uniformed employee is a matter of the employee's discretion, provided that it does not adversely affect professional performance and is within accepted standards of the profession. (Note: Employees in this category include summer employees, temporary employees, office personnel, and supervisors.)

Employees' wearing of shorts is subject to supervisors' approval. Shorts are not allowed while employees are performing tasks including but not limited to mowing, edging, trimming, welding, cutting or grinding metal, sharpening mower blades, and working with hazardous materials. See SUMMER DRESS POLICY in Appendix.

POLICY 103.23 -- GIFTS

Staff members are prohibited from accepting gifts from vendor(s) or sales company representative(s).

POLICY 103.24 -- KEYS

The Director of Buildings, Custodians, and Maintenance and/or the learning center principals are responsible for issuing door keys and for maintaining current, accurate lists of persons who have been issued keys. They are also responsible for retrieving all such keys when the employee is no longer a district employee or is assigned to another building. The principal shall submit a written request for additional keys. No district key(s) shall be duplicated without permission. The principal(s) shall instruct staff members that they may not loan keys to students or other persons. A complete inventory of keys shall be made at least once a year. Any loss of keys by employee(s) shall be reported immediately to the Director of Buildings, Custodians, and Maintenance and/or the learning center principal so measures may be taken to protect district property. No keys should EVER be "borrowed". The building is

equipped with a security system. Please check with a principal or supervisor for the code and the sign-in and sign-out procedure. Final paycheck may be held until all district property is returned upon departure with the district.

POLICY 103.25 -- USE OF PHONES, COMPUTERS, AND NETWORKS

The district's phones are for school business. Use of phones for personal business should be avoided except in cases of emergency. Texting while driving a district-owned vehicle is not allowed. Additionally, classified employees must comply with acceptable use of district computers and networks. See BOE Policy IIBG in Appendix 7.0.

POLICY 103.26 – STAFF IDENTIFICATION BADGES

As a vital part of our security system, a USD 428 identification badge with your name, photo, and location will be issued to you on your first day of employment. The ID badge is also your electronic key to enter the building and other secured areas as needed. Everyone is required to wear an ID badge in plain view while on USD 428 premises.
You must obtain a replacement if your identification badge is lost or stolen. Please immediately report lost or stolen badges to human resources to deactivate the key card. Failure to wear your ID badge or excessive loss or damage to cards can lead to disciplinary action. USD 428 will issue one badge upon hire date, and replacement for normal wear and tear as needed. If a replacement badge is required (damaged/lost/stolen), a fee of $5.00 (five dollars) will be deducted from the employee's paycheck.
Upon termination, employees will be required to return ID badges to their immediate supervisor or human resources as part of the off boarding process.

POLICY 104.00: HEALTH-RELATED TOPICS

POLICY 104.01 -- SAFETY

Employees must practice safe work procedures for their own protection as well as the safety of fellow workers. Directors of Custodians, Transportation and Food Service regularly conduct mandatory safety meetings for classified employees regarding proper work techniques, safety awareness and to instruct and encourage safe work practices.

POLICY 104.02 -- DRUG AND ALCOHOL POLICY

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928 (Cf LDD).

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officials. Additionally, an employee who violates the terms of this policy shall be subject to one or more of the following sanctions:

1. short-term suspension with pay
2. short-term suspension without pay
3. long-term suspension without pay
4. required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program
5. termination from employment

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs, along with names and addresses of contact persons for the program, is on file with the Board Clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program and for enrolling in the program.

POLICY 104.03 -- BLOODBORNE PATHOGENS

Unified School District 428 complies with the 1991 Occupational Safety and Health Administration's safety standard regulations for handling bloodborne pathogens. All employees are required to attend instruction regarding exposure, reporting, work practice controls, and post-exposure treatments. The information will assist employees in practicing safe work habits and being aware of risks as well as available protection. See booklet entitled *EXPOSURE CONTROL PLAN FOR BLOODBORNE PATHOGENS* and/or *Board of Education Policy GAR*.

POLICY 104.04 -- ASSIGNMENT LIMITATIONS: PERSONAL AND PHYSICAL

The classified employee is urged to discuss with the supervisor and to submit in writing specific information concerning physical limitations which should be considered in work assignments. The employee should follow the same notification procedure regarding potential work or activity assignments which would be unacceptable to personal or religious beliefs held by the employee.

POLICY 104.05 -- CONTAGIOUS OR INFECTIOUS ILLNESS

The Board of Education may require a classified employee's absence from work due to their contracting such illnesses as smallpox, cholera, scarlet fever, diphtheria, epidemic cerebrospinal meningitis, or any contagious or infectious disease dangerous to students and fellow district employees (Kansas Statute 65-120, 65-121, and 65-122). Return to active employment following recuperation from the aforesaid conditions may require written permission from the attending physician and/or from a physician of the Board of Education's choice.

POLICY 104.06 –TOBACCO / VAPING

There shall be no smoking, vaping, or chewing of tobacco while on school property or while in a district-owned vehicle.

POLICY 104.07 -- PROFANITY

The use of profanity is a learned behavior that is not to be practiced in the school environment or in the work place.

Policy 105.00: HEALTH-RELATED COMPENSATION PLANS

POLICY 105.01 -- HEALTH INSURANCE / DISTRICT CONTRIBUTION

A classified employee who is not temporary or seasonal and is contracted to work at least 6 hours/day, is eligible for employee benefits. Any employee working less than twelve (12) months receives his/her monthly benefit *x* twelve,

then divided into ten monthly paychecks. All employees desiring to participate in district health insurance must notify the Business Office by September 1 on forms provided by the District Education Center.

The district will pay up to 90% of a single health insurance for an employee contracted to work 8 hours per day for 12 months. All other employees will receive a prorated premium amount based on the number of hours worked in the day. The remaining premium will be paid by the employee. The aforesaid district-paid health insurance portion of a single premium is subject to the availability of funds.

Note: When a classified employee is absent from the job because of extended sick/vacation time, the employee benefit will remain in effect for the same period of time as sick leave is in effect or until the fifteenth (15th) day of the month, whichever comes last. The employee may, at his/her discretion, continue health coverage by paying the premium in full. This provision is valid only while in the employment of Unified School District 428.

POLICY 105.02 -- WORKERS' COMPENSATION

USD 428 school employees shall be under the Workers' Compensation program governed by regulations of the State of Kansas.

All injuries must be reported to the immediate supervisor or the learning center principal, who is responsible for notifying an administrator at the District Education Center. Determination by the Assistant Superintendent is essential before medical attention is administered by a physician, other than for emergency care. Instructions regarding medical care with a USD 428 designated physician will be relayed to the injured employee by the designated Workers' Comp representative at the district office. Workers' Compensation claims must be properly filed in a timely manner *[thirty (30) days of the incident, according to statute]* through personnel of the District Education Center. As part of the Workers' Compensation claims processing, the employee must obtain a statement from the attending physician indicating the specific physical limitations and stating a projected time frame for job absence, when applicable, subject to review. The district may require a second opinion from a physician of the district's choice.

Return to Work Program. As part of the recuperation process, the school district instituted a *Return to Work Program* which provides a process whereby employees, within the restrictions specified by a physician, have the opportunity to continue productive, routine work days. The policy, while beneficial to the employee, allows the district to maintain an experienced work force and decreases chances of re-injury upon return to normal duty.

The employee will inform the supervisor of the specific limitations and discuss with the supervisor some acceptable, restricted duties. The supervisor will design job responsibilities and a specific work schedule, taking into account the employee's regular work shift, job title, average number of work hours per week, and employee input. The employee is then required to report to work, as assigned, to perform the specified duties for the recovery period or until the assignment is completed. If a special assignment is completed prior to full recovery, another project will be provided, updating abilities from current medical information.

The employee will be paid at the full base wage of his/her regular job classification during the time assigned to restricted duty.

The *Return to Work Program* is a positive measure intended to serve an employee who is disabled for a short-term injury rather than for one who has suffered a permanent disability. Additionally, it is not intended for an employee with personal medical problems not specifically attributable to an on-the-job injury.

POLICY 105.03 -- REIMBURSEMENT FOR MEDICAL EXPENSES

Whenever the Board of Education requires a classified employee to undergo a physical examination, the classified employee may seek the services of a personal physician. The employee shall be entitled to reimbursement of expenses for a physical examination up to the amount charged at the University of Kansas Health Care System, St. Rose Campus, Great Bend. The maximum the Board will pay for a tuberculin test is the amount charged at the

Barton County Health Department, unless an X-ray is necessary due to the employee's inability to undergo the scratch test; actual cost of the X-ray will then be paid. The classified employee shall provide to the Board a receipt of actual expenses incurred in each of the before-mentioned procedures. Any additional examination services above the minimum required will be at the expense of the individual employee.

Exact costs for physical examinations and related medical procedures for designated employees, as required for asbestos guidelines compliance, are paid in full when accomplished within district-approved time frames. *Designated employees* (as stated previously) include only those employees whose duties are directly related to asbestos-involved tasks, as determined by the Director of Buildings, Custodians, and Maintenance and a District Administrator.

Unified School District 428 funds the Hepatitis B vaccine and vaccination series for consenting district employees whose occupational exposures fall within Category I of the exposure determination. The vaccine is also provided at district expense to those who, through exposure incidents, require post-exposure vaccinations. See *Exposure Control Plan for Bloodborne Pathogens* for details. The district will not pay for completion of a series if the employee interrupts the schedule of vaccines; costs of the series completion, in such an incident, become the responsibility of the employee.

If the employee leaves the employment of USD 428 within five hundred (500) working hours (sick leave and/or Workers' Compensation hours excluded) from the time of the physical examination, as described in this policy, the cost of the physical exam will be deducted from the employee's final check.

Policy 106.00: OTHER EMPLOYEE BENEFITS

Policy 106.01 -- UNIFORM ALLOWANCE

Classified personnel employed in custodial, maintenance, and food service positions will wear a standard uniform. It is the responsibility of the employees to have clean, presentable uniforms daily.

Allowance for four (4) uniforms will be made the first year of employment, with allowance for up to four (4) uniform items each subsequent year. The expenditure for uniforms would be for actual purchase price.

If uniforms are damaged beyond acceptable appearance during the fiscal year, a replacement uniform will be at the expense of the employee. Reasonable consideration will be given the damage of uniforms due to unusual circumstances or working conditions.

At the time of termination from district employment, the employee is to return to the immediate supervisor the district logos from uniforms.

Note for Custodial, Maintenance, Grounds, and Transportation Personnel (other than bus drivers): The employees may wear shirts that have been provided by USD 428. The slacks they wear (clean and in good repair) may be either those provided by USD 428 or those meeting the following description: blue jeans (not faded) or dark blue or black solid-color slacks. Head covering may be worn in the buildings when the summer dress policy is in effect. The district will not compensate the employee for uniform slacks if the employee chooses to wear his or her own slacks or jeans.

Note for Bus Drivers: The district will provide an identifying shirt or jacket for district bus drivers. This article of clothing will be replaced when deemed necessary by the Director of Transportation, although replacement is not necessarily on a scheduled calendar basis.

Safety Equipment: The district provides safety wear appropriate to the tasks (hard hat, welding helmet, etc.).

POLICY 106.02 -- DISTRICT ACTIVITY PASSES

The district must provide each classified employee with an admissions pass for district-sponsored activities with the exception of specified athletic tournaments and Kansas State High School Activities Association (KSHSAA) events. The pass, which is non-transferable, will be valid only for the employee, spouse, and children through Grade 6.

POLICY 107.00: BREAKS

POLICY 107.01 -- EMPLOYEE BREAKS

All classified employees whose regular daily work schedule calls for four (4) or more hours of continuous work are allowed a break. The break, limited to fifteen (15) minutes in length each in mid-morning and mid-afternoon, is intended as a pause in the daily routine and should be taken if time and work load allow. Breaks may not be accumulated or added to other breaks or lunch or dinner hours, and they should not be interpreted as an employee benefit to which the employee is entitled. See *Policy 104.06* regarding use of tobacco products.

POLICY 107.02 -- LUNCH AND DINNER BREAKS

All classified employees will be provided a break for lunch or dinner. The employee is not to be on duty or on call during this provided time period. If the classified employee is on duty or on call during this time, the time is to be added to the time sheet for that day's work, and the immediate supervisor should be informed of the incident / situation which brought about the inability to take the designated break. If a classified person is employed more than six (6) hours per day, the employee is expected to take a meal period of not less than thirty (30) minutes or more than sixty (60) minutes. The immediate supervisor will schedule lunch and dinner breaks.

POLICY 108.00: LEAVE

POLICY 108.01 -- HOLIDAYS

Board of Education-approved national holidays or other BOE-approved holidays will be observed by Unified School District 428 employees unless the nature of their work requires their regular attendance or unless an emergency situation requires their attendance. (See *PAID HOLIDAYS FOR CLASSIFIED EMPLOYEES OF USD 428* in this booklet.)

Classified personnel employed full time on a twelve (12) month basis will receive compensation for the actual number of contracted hours per work day for Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Day, Good Friday, Memorial Day, and Independence Day when the holidays fall on a weekday. If the holiday falls on a Saturday or Sunday, and if Friday or Monday is designated a holiday, that designated day is a paid day (actual number of contracted hours per work day). If Christmas falls on Sunday, Monday, Tuesday, Wednesday, or Thursday, December 26 is a paid day (actual number of contracted hours per work day). New Year's Eve constitutes a regular work day at regular pay.

Building secretaries, teacher assistants, paraprofessionals, and food service personnel will receive holiday pay for contracted hours per day only if approved holidays fall within the beginning and ending dates of their regular school year contracts.

Summer Employment. Building secretaries, teacher assistants, paraprofessionals, and food service personnel will receive holiday pay for summer contracted hours per day only if approved holidays fall within the beginning and ending dates of their summer contracts. Summer employees must work the scheduled work day before and the next scheduled day after the holiday to qualify for holiday pay. However, persons who have first obligations to the district and who work summer employment are exempt if such obligations require absence from the summer position on the Friday before and/or the Monday following the holiday.

POLICY 108.02 -- VACATION

First-year (twelve month) employees earn prorated vacation days based on their start date, but those dates are not available to be taken until after the 60 day probationary period. First-year employees who leave district employment prior to July 1 will not be compensated for accrued vacation time.

Example

Vacation Hours First Year of Employment for Personnel Contracted for 2,080 Hours

Beginning Month of Employment	Employed To	Vacation Time
July	to July	60 Hours
August	to July	60 Hours
September	to July	40 Hours
October	to July	32 Hours
November	to July	32 Hours
December	to July	24 Hours
January	to July	16 Hours
February	to July	0 Hours
March	to July	0 Hours
April	to July	0 Hours
May	to July	0 Hours
June	to July	0 Hours

Vacation days are computed based on hire date and allocated to the employee after their 60 day probationary period according to the following details of continuous employment.

Schedule Based on a Maximum of Forty Hours Per Week

Partial First Year of Employment	hours of paid vacation according to example above
Employment First Full Year	60 hours of paid vacation
Employment Years 2 through	80 hours of paid vacation
Employment Years 5 through	96 hours of paid vacation
Employment Years 8 through	120 hours of paid vacation
Employment Years 15 or more	160 hours of paid vacation

All vacation selections are to be made on the basis of department seniority, subject to approval by the employee's immediate supervisor. Employees must properly document the use of vacation leave on their timesheet.

Twenty (20) working days is the maximum amount of vacation days that may be earned by any classified employee. Vacation days earned may not be accumulated from year to year. Employees may take no more than ten (10) working days of vacation consecutively. All unused vacation time will be forfeited at the end of the fiscal year. Certain circumstances may extend vacation into the first two weeks of July with supervisor and District Administration approval.

Employees Working in Two or More Departments**:** A classified employee working in two or more departments that qualify for vacation within the definition of part-day full-time employees will be considered as utilizing part or all of earned vacation days if their primary department of employment is not in a work mode during holiday (winter) recess.

POLICY 108.03 -- SICK LEAVE / PERSONAL LEAVE

Subject to the limitations herein, an eligible employee will be paid full salary, based on their daily contracted hours, for days absent due to personal illness of the employee or family (restricted to employee's spouse, parent, child, step child, foster child**,** sibling, or grandchild; or employee's spouse's, parent, child, or grandchild); or quarantine of the employee or a member of his/her family (biological / adopted / foster family residing within the employee's household).

All Classified Employees:
At the beginning of each month, employees receive credit for sick leave earned the prior month. All leave (paid and unpaid) must be preapproved by the employee's building principal or designee.

It is encouraged that all routine, non-emergency medical appointments be scheduled outside the work hours. When there is no other scheduling possibility, the employee, with approval on the time sheet by the immediate supervisor, may utilize sick leave.

An employee must call the immediate supervisor to report absences due to illness, giving an approximate date the employee will be returning to work. This action will facilitate securing a substitute, where appropriate. The employee must properly document on the time sheet their use of sick leave.

Unified School District 428 administration may require the employee to submit a doctor's statement following two (2) consecutive days of illness. USD 428 reserves the right to secure a second medical opinion from a physician of the district's choice.

If you are gone for a month without FML protection you will not accrue a sick day for that month. Employees who are considered part-time will not accrue time.

Time off without Pay: Unpaid leave is not an acceptable reason to be gone from work without prior approval. At the discretion of the District, employees may be granted a leave of absence without pay for extreme situations. If an employee is absent from work and does not enter leave time it may be entered for them or the supervisor may take disciplinary action leading up to and including termination.

10 month employee: Employees accrue one day of sick leave at the end of each month, and these are added to accumulated sick leave. 10 month employees may choose each year to use two days from their accumulated sick leave as personal leave days, based on the employee's contracted hours per day. Personal leave days must be preapproved by the employee's supervisor and are contingent on the approval of a District Administrator. If all accumulated sick leave is depleted at the time of request, no personal days are available. Availability begins at the start of the school year and runs through the end of the school year, excluding the first and last days of school. Additionally, the personal days cannot be used in conjunction with any other scheduled school breaks.

Personal days requested by paraprofessionals through the Frontline program must also be requested electronically through the time management system.

12 month employee: Employees accrue one day of sick leave at the end of each month, and these are added to accumulated sick leave. 12 month employees earn vacation time as described in 108.02 and are not eligible for personal leave days.

Seasonal Employee: Sick leave is not earned by temporary employees or summer employees. Nine-month employees with accumulated sick leave hours who work at temporary or seasonal positions earn no additional sick leave hours; however, they may use accumulated sick leave time when appropriate.

Definition of Unscheduled Absences
For purposes of this policy, Unscheduled Absences are defined as an absence that is not prearranged and approved by your immediate supervisor prior to the start of your affected scheduled work hours, including leaving work throughout the workday without prior notification and approval by your supervisor.

Unscheduled & Unapproved Absences with no prior communication
Employees are required to inform their immediate supervisor of an unscheduled absence prior to their scheduled work hours on the day they are absent. (i.e. no call/no show) Acceptable notification to your supervisor includes the following:

a. Phone call/Voicemail
b. Text Message
c. Email

Lack of this communication will be addressed as follows:

- 1st offense: The employee will receive a written warning from their immediate supervisor to include disciplinary action at the discretion of the supervisor
- 2nd offense: Disciplinary action up to termination

** In the event of an emergency when communication with the supervisor is impossible, (example: car accident or serious injury), please contact your supervisor as soon as possible.

Unscheduled Absences

Chronic unscheduled/unapproved absences refer to absences not prearranged with your immediate supervisor without communication before scheduled work hours. Example: Frequently calling in sick in the morning. Employees are required to inform their immediate supervisor of an unscheduled absence prior to their scheduled work hours on the day they are absent. However, unscheduled absences should be kept to a minimum. Violation of this policy will result in disciplinary action up to and including termination.

Unscheduled absences exceeding three (3) consecutive workdays due to injury or illness will require written verification or need for time off, the expected duration of time off, and the anticipated date of return to full or modified duty from the employee's health provider.

Unexcused Tardiness

Employees are required to notify their immediate supervisors prior to their scheduled work hours if they will be late, otherwise, the tardy is deemed unexcused. Employees are required to be at their workstation at their scheduled start time. If the employee is not at their assigned work area and there has been no prior communication to the supervisor, this is deemed an unexcused tardy, and will result in disciplinary action up to and including termination.

Accumulated Sick Leave

Eligible classified personnel may accumulate sick leave to a maximum of hours equal to 90 days of leave based on contracted hours per day. *Accumulated sick leave may be used for personal illness or for family illness.* [*Eligible personnel* is defined as *employees contracted for a minimum of two hundred sixty (260) hours per year.]* In addition to the seven hundred twenty (720) hours of accumulated leave, a full-time employee may accrue a maximum of ninety-six (96) hours during the current year of employment. This number is prorated downward for employment less than eight (8) hours per day (full-time employment).

In the event that the accumulated sick leave is not sufficient to cover the disability, application for extended sick leave may be made to a District Administrator. The unusual request will be forwarded to the Board of Education.

The Board of Education will have the option of waiving repayment of extended sick leave days.

Any sick leave accumulated during previous years is forfeited if a classified employee is not renewed or resigns.

Snow Days. If school is closed for a snow day on a day you are scheduled to work, you will receive a paid day (contracted time) from the district. This applies to all part-time, ten (10)-month, and eleven (11)-month employees. Paid snow day leave may be used only when the district cancels school due to weather or other unforeseen circumstances.

POLICY 108.04 -- BUY-BACK OF MAXED-OUT ACCUMULATED SICK LEAVE

Classified employees who have accumulated the maximum hours of sick leave (the maximum allowable accumulation) will be paid for additional hours beyond the maximum allowable accumulation of sick leave days at the daily rate stated in the *Licensed Employees' Agreement* ÷ eight *x* the number of eligible sick leave hours. The overage is paid annually with the July payroll.

POLICY 108.05 -- MATERNITY LEAVE

Maternity leave will be granted under the district's Family and Medical Leave Act Policy. See Appendix 8.0.

POLICY 108.06 -- FAMILY AND MEDICAL LEAVE ACT OF 1993

The Family and Medical Leave Act (FMLA) requires covered employers to provide up to twelve (12) weeks of unpaid, job-protected leave to "eligible" employees for certain family and medical reasons. Employees are eligible if they have worked for a covered employer for at least one (1) year and for one thousand two hundred fifty (1,250) hours over the previous twelve (12) months, and if there are at least fifty (50) employees within seventy-five (75) miles.

Unpaid leave must be granted for any of the following reasons:

- the birth of a child and to care for the employee's child after birth, or for the placement of a child with the employee for adoption or foster care and the care of the child;
- to care for the employee's spouse, son, daughter, or parent who has a serious health condition; or
- a serious health condition that makes the employee unable to perform one or more of the essential functions of the employee's job.

At the employer's option, certain kinds of paid leave may be substituted for unpaid leave.

The employee is required to provide advance leave notice and medical certification. Taking of leave may be denied if requirements are not met.

- The employee ordinarily must provide thirty (30) days of advanced notice when the leave is "foreseeable."
- The employer may require medical certification to support a request for leave because of a serious health condition, and may require second or third opinions (at the employer's expense) and a fitness-for-duty report to return to work.

Additional information on the FMLA is posted in a designated area of each main building. Questions and other information regarding FMLA may be secured through the District Education Center.
See Appendix 8

POLICY 108.07 -- BEREAVEMENT LEAVE

A classified employee may be granted bereavement leave to attend the funeral of a member of the immediate family provided agreement or authorization is secured from the immediate supervisor. *Immediate family* includes the employee's spouse, parent, child, sibling, grandchild, and grandparent; the employee's spouse's parent, child, step child, foster child, grandparent, grandchild, or sibling; and the employee's child's spouse. Employee absences to attend other funerals must receive approval from the supervisor, and the time away from work is not compensable through bereavement leave unless specifically so determined by a District Administrator.

Non-chargeable bereavement leave will be considered as being three (3) working days in length, with exceptions at the discretion of a District Administrator. Any bereavement leave beyond three (3) days and not approved will constitute loss of pay for days beyond three (3) days. Use of bereavement leave must be properly documented on the employee's time sheet.

POLICY 108.08 -- PROFESSIONAL LEAVE

Classified employees may be granted temporary leave to attend professional-related activities such as local, state, or national meetings in the employee's area of expertise. Attendance at the meetings shall be limited to meetings that have a direct impact on the employee's work assignment. Use of professional leave must be properly documented on the employee's time sheet.

Applications for such leave must be submitted to the District Education Center a minimum of ten (10) working days prior to the scheduled meeting and in accordance with the guidelines in Policy 102.00 (Professional Growth) of the *Classified Personnel Handbook*. The application must be in writing and must state the time, place, and purpose of the meeting and must be acknowledged in writing by the immediate supervisor or the building principal.

An employee who holds a state or national office in a Board-approved professional organization must project a detailed summary of activities requiring absence from the work place. Such information shall be presented to a District Administrator for consideration and determination of details relating to projected absences.

POLICY 108.09 -- CITIZENSHIP LEAVE

Draft Physical
A classified employee will be granted temporary leave upon being ordered to report.

Jury Duty
A classified employee will be granted temporary leave, with pay, for regularly scheduled work hours to appear in court to answer a jury summons issued by the Clerk of the Court. The classified employee has two (2) choices regarding compensation for day(s) served as juror: (1) retain the daily compensation from jury service and receive a salary dock per contracted day; or (2) submit juror compensation to USD 428 and receive district compensation per contracted day. In no instance will the combination of jury duty compensation and work compensation exceed the daily contracted compensation. Court-paid mileage would not be tendered to the district since it belongs to the employee.

Court Appearance
A classified employee will be granted temporary leave with pay for regularly scheduled work hours when summoned by the Clerk of the Court to represent Unified School District 428. Mileage expenses paid classified employees by the courts shall be retained by the classified employee. With prior approval from a District Administrator, the district will pay regular compensation for the employee's time in representing USD 428. Court payment for time, therefore, will be tendered to the Board of Education. *Note: Absences from work due to court appearances for personal business are not compensable by USD 428. The classified employee will be docked for the time spent in court or will have the option of taking accrued vacation hour(s) according to contracted work schedule (full-time or prorated).*

POLICY 108.10 -- POLITICAL LEAVE

A member of the classified staff shall be granted, upon recommendation of the District Education Center administration and approval by the Board of Education, a leave of absence with loss of pay for an agreed upon period for the purpose of campaigning for or serving in public office. Employment status shall not be broken because of extra leave for political activity. At the employee's option, arrangements may be made by the Board of Education to permit the employee to continue group insurance and other benefits, if applicable, on the same basis as for any other leave of absence. Absence from work for campaigning purposes or holding office shall not be assigned as sick leave.

Citizenship Rights and Responsibilities
The Board of Education recognizes the right of members of the classified staff to participate in political government affairs in a manner afforded any other citizen, including the right to vote; the right to campaign for candidates for election to public office; the right to be an active member of a political party of his/her choice; and the right to seek, campaign for, and serve in public offices.

Notification to the Board for Candidacy
Prior to filing for any elective political office, the classified employee shall notify the Board of Education of such intention; and where election to such office will require a leave of absence, the employee must submit the request in writing to the Superintendent of Schools. In the judgment of the District Education Center and Board of Education, the staffing requirements make granting the leave a hardship, and authorization for the leave may be denied the employee.

Political Activity: Outside of Building and Work Hours
Political activities of any classified employee seeking or holding office shall be conducted outside the building and school premises. A classified employee shall refrain from exploiting the privilege of the position.

POLICY 108.11 -- OTHER TEMPORARY LEAVE (FOUR HOURS OR LONGER IN DURATION)

The Board of Education may grant an employee an extended leave for other reasons or purposes not expressly set forth in this handbook. Such leaves shall be upon the recommendation of a District Administrator and shall be chargeable or non-chargeable, as the Board of Education shall determine.

POLICY 108.12 -- OTHER TEMPORARY LEAVE (FOUR HOURS OR LESS IN DURATION)

Temporary leave of four (4) hours or less in duration may be granted by the employee's immediate supervisor, with approval by a District Administrator. Such leave will not be charged leave but will be made up in advance of the date the employee wishes to utilize the leave. The previously made-up work will not be in an overtime situation. This leave will be restricted to a maximum of two (2) utilizations per any one (1) month. The intent of this leave is for personal business or other situations that are not covered by other stated leave. A *Vacation and Leave Request* form must be completed and submitted to the employee's immediate supervisor prior to the requested leave period.

POLICY 109.00: RETIREMENT

POLICY 109.01 -- EARLY RETIREMENT

Classified employees of Unified School District 428 who desire to retire from the school district may do so by meeting the following criteria.

ELIGIBILITY. The classified employee will be eligible for Unified School District 428 retirement benefits when the classified employee has completed ten (10) consecutive years of full-time employment with the district and is eligible for KPERS (85 points) retirement benefits or is sixty-five (65) years of age with one (1) year of service, or is sixty-two (62) years of age with ten (10) years of immediate prior employment. The employee will give notification to the district sixty (60) calendar days before the employee's selected retirement date. (Information is subject to change according to KPERS guidelines.)

HEALTH INSURANCE. Upon early retirement, USD 428 will pay the eligible retiree [one who has been a participant of the district's health insurance plan for the immediate prior five (5) plan years] a health benefit at the rate the employee received when the employee retired. The district will not provide health insurance benefit to any retiree who obtains employment at any time subsequent to retirement through an employer who offers health insurance coverage. The intent is that the retiree will participate in the insurance plan of the subsequent employer. If the retiree is sixty (60) years of age or older, he/she will receive a monthly payment equal to a single member premium. If the retiree is less than sixty (60) years of age, he/she will receive a prorated amount based on the number of months remaining until the retiree's sixty-fifth (65th) birthday compared to a retiree retiring at age sixty (60) (60 months). The monthly premium will be based on the single premium the year of retirement, and any increase from retirement year forward will be the responsibility of the retiree. The health benefit paid by the district will cease on the first day of the month following the retiree's sixty-fifth (65th) birthday. New retirees will have until the date of retirement to notify the district regarding the decision to remain as a member of the district's health insurance plan. Retirees who do not elect to participate in the district's health plan at retirement will not be eligible for district compensation if they choose to participate in the district's plan at a later date.

POLICY 109.02 -- HEALTH BENEFITS

BENEFITS. If employed full time for the ten (10) years preceding retirement and has been a district health plan participant for a minimum of five (5) years immediately preceding retirement, the retiree will be eligible for a full single membership in the district health insurance plan at the rate the employee received when the employee retired. If employed less than full time for the (10) years preceding retirement, the membership in the district health insurance plan will be computed on a prorated basis. Retirees who do not elect to participate in the district's health plan at retirement time will not be eligible for district compensation if they choose to participate in the district's plan at a later date.

Spouses (both employed by the district) choosing one of the retirement options will receive the lesser of two (2) single benefits in the district health insurance plan or one (1) family benefit in the district health insurance plan. If one or both spouses are less than full time for the preceding ten (10) year period, the benefits will be computed on a prorated basis.

LIMITATIONS. Early retirement benefits will cease upon attainment of the sixty-fifth (65th) birthday of the retiree. The retiree will be eligible for the State of Kansas Plan 65 and/or Medicare benefits. An exception to the sixty-five (65)-year age limit would be that an employee sixty-five (65) years of age or beyond who is employed by the district can remain on the district policy until termination of service with the district.

POLICY 109.03 -- COMPENSATION FOR UNUSED SICK LEAVE

Classified employees of Unified School District 428 shall be eligible for compensation for current and accrued sick leave upon retirement from the district when the employee is eligible for retirement in accordance with the Kansas Public Employees Retirement System (KPERS). Compensation will be at the daily rate stated in the ***Licensed*** *Employees' Agreement* ÷ eight *x* the number of eligible sick leave hours.

Payment for the reimbursement for accrued sick leave hours will be included in the final payroll check following the date of retirement.

POLICY 110.00: DAMAGES AND PROPERTY LOSS

POLICY 110.01 -- REIMBURSEMENT FOR PROPERTY DAMAGES

Whenever a classified employee sustains damage to clothing or other personal property as a result of the assault and/or battery reported under *Policy 111.01* and when, after investigation, the Board of Education finds that the classified employee has used reasonable judgment, the Board will reimburse the classified employee for actual damages in an amount not to exceed $500.00 for each incident.

POLICY 110.02 -- REIMBURSEMENT FOR PROPERTY LOSS FROM VANDALISM

The district does not provide insurance on employees' personal property and, therefore, does not assume any liabilities for loss of such property. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, the repair or replacement is the employee's responsibility.

POLICY 111.00: ASSAULT AND BATTERY

POLICY 111.01 -- REPORTING ASSAULT AND BATTERY

A classified employee who has suffered an assault and/or battery in connection with employment, where such event occurs in school, on school grounds, or while engaged in duties at a regularly scheduled school event, shall within a reasonable time thereafter make a written report of the circumstances to the immediate supervisor and learning center principal. The report will be forwarded by the immediate supervisor or principal to the Assistant Superintendent.

POLICY 111.02 -- INJURY BENEFITS FROM ASSAULT AND BATTERY

Whenever a classified employee is absent as a result of personal injury caused by the assault and/or battery reported in *Policy 111.01* and when, after investigation, the Board of Education finds that the employee has used reasonable judgment, he/she shall be paid full salary, less any other Board-provided compensation or disability benefits, for the period of such absence, without having such absence charged to sick leave. Such payments shall not extend beyond the end of the employee's current contract year. The Board may require periodic medical reports in verification of the disability. The employee should keep in mind that Workers' Compensation claims, according to statute, *must be filed within ten (10) days of the incident* in order to be considered for coverage (see *Policy 105.02*).

POLICY 111.03 -- BOARD OF EDUCATION ASSISTANCE

If a classified employee is a victim of assault and/or battery as defined in *Policy 111.01* or is involved as a defendant in legal action arising out of disciplinary action, the classified employee may request the assistance of the Board of Education in preparation of defense. If the Board finds that the classified employee used reasonable judgment and acted in accordance with Board policy, the Board of Education shall provide such assistance.

POLICY 111.04 -- LEGAL ACTION

As an outgrowth of the assault and/or battery referred to in *Policy 111.01*, the classified employee's commencing of legal action is the prerogative of the classified employee alone, and no classified employee may be required either to do so or to refrain from doing so.

POLICY 112.00: CONDITIONS OF EMPLOYMENT

POLICY 112.01 -- VALID DRIVER LICENSE

Classified employees whose employment duties require driving vehicles must have current valid Kansas driver licenses. Persons whose positions require a commercial driver license (CDL) must have a CDL. All classified employees must submit to the District Education Center a copy of the current license.

POLICY 112.02 -- BACKGROUND CHECKS

USD 428, according to Board of Education Policy GACC, conducts a nationwide criminal history records check for all new employees and volunteers.

POLICY 112.03 – DRUG AND ALCOHOL TESTS

Classified personnel whose employment duties are safety sensitive must undergo pre-employment drug testing at district expense. In accordance with statutes, random drug and alcohol testing will be conducted.

Each district employee who experiences a vehicle accident (resulting in property damage and/or personal injury) while driving a district-owned vehicle may be required to undergo drug and alcohol testing within a specified time limit (see *Drug and Alcohol Testing Handbook*). Positive test results will result in employment measures as presented in the *Drug and Alcohol Testing Handbook*.

POLICY 113.00: HANDBOOK REVIEW

Policy 113.01 -- POLICY HANDBOOK REVIEW

When necessary, a review team listed below will convene to discuss *Classified Personnel Handbook* topics which may or may not be subsequently submitted to the Board of Education as changes.

When review is necessary, the *Classified Personnel Handbook* Review Committee shall convene to review the handbook to determine compliance with district policies, Board of Education directives, state statutes, and federal regulations. Classified employees wishing to submit suggestions for inclusion or revision of the *Classified Personnel Handbook* may contact the Assistant Superintendent with the information. The handbook will remain in effect from its Board of Education approval date.

The appointed review committee shall consist of the following persons.

Two Elementary School Principals
One Elementary School Secretary Representative
Middle School Principal
One Middle School Secretary Representative
High School Principal
One High School Secretary Representative
One Teacher Assistant Representative
Director of Buildings, Custodians, and Maintenance
One Custodial Representative
One Maintenance Representative
Director of Grounds Maintenance and Transportation
One Grounds Maintenance Representative
One Transportation Representative
Director of Food Service
Food Services Representative
Director of Special Services
One Paraprofessional Representative
District Administrator(s)
One District Education Center Secretaries Representative
Board of Education Representative

A P P E N D I X

APPENDIX 1.0

Compensation:

Proposed Salary Ranges for Classified Personnel of USD 428

The above-named salary schedule is on file at the District Education Center. Inquiries may be directed to a District Administrator.

Appendix 2.0

PAID HOLIDAYS FOR CLASSIFIED EMPLOYEES OF USD 428

FULL-TIME SECRETARIES

Independence Day	Paid holiday if July 4 is a week day and secretary is on duty. When holiday is a Saturday, Friday is observed as a holiday. When holiday is Sunday, Monday is observed as a holiday
Labor Day	Paid holiday
Thanksgiving Day	Paid holiday
Thanksgiving Friday	Paid holiday
Christmas Eve	Paid holiday if Christmas Eve is on a week day
Christmas Day	Paid holiday if Christmas Day is on a week day. When Christmas Day is Sunday, Monday, Tuesday, Wednesday or Thursday, December 26 is a paid holiday
New Year's Day	Paid holiday if New Year's Day is on a week day. When holiday is Thursday, Friday (January 2) is a paid holiday
Good Friday	Paid holiday
Memorial Day	Paid holiday (Monday)

FULL-TIME TECHNICIANS, CUSTODIAL, MAINTENANCE, GROUNDS, AND TRANSPORTATION PERSONNEL.

Independence Day	Paid holiday if July 4 is on a week day and the custodian is on duty. When holiday is a Saturday, Friday is observed as a holiday. When holiday is Sunday, Monday is observed as a holiday.
Labor Day	Paid holiday
Thanksgiving Day	Paid holiday
Thanksgiving Friday	Paid holiday
Christmas Eve	Paid holiday if Christmas Eve is on a week day
Christmas Day	Paid holiday if Christmas Day is on a week day. When Christmas Day is Sunday, Monday, Tuesday, Wednesday or Thursday, December 26 is a paid holiday
New Year's Day	Paid holiday if New Year's Day is on a week day. When holiday is Thursday, Friday (January 2) is a paid holiday
Good Friday	Paid holiday
Memorial Day	Paid holiday

PART-DAY FULL-TIME EMPLOYEES. The employee is on year-round employment status, including work assignments through school recesses. (Paid daily vacation *hours* will be determined by the contracted hours for the current fiscal year.)

Independence Day	Paid holiday if July 4 is on a week day and the employee is on duty. When holiday is Sunday, the following Monday is observed as a holiday. (See Section 108.01 for eligibility.)
Labor Day	Paid holiday
Thanksgiving Day	Paid holiday
Thanksgiving Friday	Paid holiday
Christmas Eve	Paid holiday if Christmas Eve is on a week day
Christmas Day	Paid holiday if Christmas Day is on a week day. When holiday is Thursday, Friday (December 26) is a paid holiday
New Year's Day	Paid holiday if New Year's Day is on a week day. When holiday is Thursday, Friday (January 2) is a paid holiday
Good Friday	Paid holiday
Memorial Day	Paid holiday

FOOD SERVICE PERSONNEL, TEACHER ASSISTANTS, AND PARAPROFESSIONALS. (Paid only for contracted hours per day.)

Independence Day	Paid holiday if July 4 is a week day and the food service employee is working in a district-approved summer food service program (See Section 108.01 for eligibility.)
Labor Day	Paid holiday if school is in session and employee is contracted to be on duty prior to the holiday
Thanksgiving Day	Paid holiday
Christmas Day	Paid holiday if Christmas Day is on a week day
New Year's Day	Paid holiday if New Year's Day is on a week day
Good Friday	Paid holiday
Memorial Day	Paid holiday if school is in session

BUILDING SECRETARIES. (Paid only for contracted hours per day.)

Independence Day	Paid holiday if July 4 is a week day and secretary is on duty. When holiday is Sunday, Monday is observed as a holiday (See Section 108.01 for eligibility.)
Labor Day	Paid holiday if school is in session
Thanksgiving Day	Paid holiday
Thanksgiving Friday	Paid holiday
Christmas Day	Paid holiday if Christmas Day is on a week day
New Year's Day	Paid holiday if New Year's Day is on a week day
Good Friday	Paid holiday
Memorial Day	Paid holiday if school is in session

Appendix 4.0

EVALUATIONS
Frequency: One Time Per Year

Persons to be Evaluated	Primary Evaluator(s)	Other Data Sources
District Ed. Center Support Personnel	District Education Center Administrators	As appropriate
Dir. of Custodians and Maintenance	DEC Administration	Learning Center Principals
Dir. of Grounds and Transportation	DEC Administration	Learning Center Principals
Director of Food Service	DEC Administration	Learning Center Principals
Grounds and Transportation Personnel	Director of Transportation and Grounds	DEC Administration; Learning Center Principals
Maintenance Personnel	Director of Custodians and Maintenance	DEC Administration Learning Center Principals
Head Custodians	Director of Custodians and Maintenance	DEC Administration
Building Custodians	Director of Custodians and Maintenance; Learning Center Principals	DEC Administration; Teachers; Public
Food Service Personnel	Director of Food Service; Learning Center Principals	DEC Administration; Public
Transportation Personnel	Director of Transportation and Grounds	DEC Administration; Learning Center Principals
Learning Center Secretaries	Learning Center Principals	DEC Administration; Public
Classroom Teacher Assistants	Learning Center Principals; Assigned Teachers	DEC Administration
Special Education Paraprofessionals	Learning Center Principals; Assigned Teachers; Director of Special Services	DEC Administration
District Technology Coordinator	DEC Administration	Learning Center Principals
Assistant Technology Coordinators	District Technology Coordinator; DEC Administration	Learning Center Principals

Appendix 5.0

CLASSIFIED EMPLOYEES
SUMMER DRESS POLICY

The summer dress policy is effective one (1) week after students are dismissed (close of school year) and extending through July 31. As with any change in procedure, each individual's good judgment will ultimately dictate the future of the summer dress policy. Each person should realize that he or she represents the school district at all times. Since the school district is owned by the people, each employee represents the entire community of Great Bend.

1.0 The policy has been established with the following objectives:

1.1 Safe working environment relating to:
- 1.1.1 Heat
- 1.1.2 Sun / outdoor exposure
- 1.1.3 Exposure to potentially dangerous situations

2.0 Summer dress guidelines:

- 2.1 Shorts length is between mid-thigh and knee cap
- 2.2 Shorts must be hemmed
- 2.3 Shorts may not have loose-fitting legs

NOTE: As a definition, shorts will be similar to jean shorts or bermuda shorts.

3.0 Long pants and safety goggles must be worn when:

- 3.1 Operating weed whips
- 3.2 Welding or cutting metal
- 3.3 Grinding metal with a portable grinder
- 3.4 Sharpening mower blades
- 3.5 Scrubbing with toxic agents
- 3.6 Carryout out any function when long pants and safety goggles would be a preventive to injury to the legs or eyes

4.0 Shirts that will be acceptable are:

- 4.1 Shirts purchased by the district for employees; or
- 4.2 Shirts of a style similar to those purchased by the district.

NOTE: Tank tops or shirts that have been altered with sleeves cut off or bottoms cut off will not be acceptable.

5.0 It is recommended that hats which shade the face and shade the ears should be worn when working outside.

6.0 Employees must dress appropriately when attending in-district and/or out-of-district meetings and workshops.

7.0 At any time, if the immediate supervisor deems that dress is inappropriate, the supervisor will ask the employee to alter or change clothing to adhere to the aforesaid summer dress guidelines.

Appendix 6.0

CLASSIFIED EMPLOYEE HANDBOOK POLICY COMPLIANCE

Unified School District 428

Great Bend, Kansas

Name of Employee: _____

Name of Evaluating Director or Administrator: _____

Handbook Policy Identification (number and title): _____

Conference Date: _____ Conference Time: _____

Reason for Conference: Compliance ☐ Violation ☐ Other ☐

_____

_____

_____

_____

SUMMARY OF CONFERENCE (Additional pages may be attached.)

Employee's Signature_____ Evaluator's Signature

_____

Date: _____ Date: _____

(Employee's signature does not necessarily indicate agreement.)

Appendix 7.0

COMPUTER USE

(Ref. IIBG)

IIBG Computer and Device Use (See ECH, JCDA, and KBA) IIBG

Use of District Computers and Devices / Privacy Rights

District-issued computer systems and electronic devices (including but not limited to Smartboards, iPads, iTouches, cell phones, eReaders, eBooks and electronic tablets) are for educational and professional use only. All information created by staff or stored therein shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including but not limited to surveillance footage) is also prohibited. The district retains

the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violation of this policy.

Copyright

Software acquired by staff using either district or personal funds, and installed on district computers or electronic devices must comply with copyright laws. Proof of purchase (copy or original) for software must be filed in the district office.

Installation

No software, including freeware or shareware or other applications, may be installed on any district computer or electronic device until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software, hardware, and applications and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Hardware

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Audits

The administration may conduct periodic audits of software and applications installed on district equipment to verify legitimate use.

E-mail Privacy Rights

Employees and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration.

Ownership of Employee Computer and Device Materials

Computer materials, devices, software, or applications created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of or repair to district-issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Approved: 2-10-14

Ref. IIBG

Computer and Device Acceptable Use: Staff Handbook

Employees shall have no expectations of privacy when using district e-mail or other official communication systems, computers, or electronic devices. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration and the board.

Any e-mail or computer application or information in district computers, computer systems, or electronic devices is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or device or on any hard drive. Employees who violate district computer or electronic device policies are subject to disciplinary action up to and including termination.

Approved: 2-10-14

Appendix 8.0

FAMILY AND MEDICAL LEAVE PLAN

(Ref. GARI)

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a twelve (12)-month period. For purposes of this policy, a twelve (12)-month period shall be defined as a "rolling" 12-month period measured backward from the date an employee uses any FMLA leave. Spouses employed by the district may only take an aggregate of twelve (12) weeks of leave for a birth or adoption of a child within a 12-month period.

Leave is available for the following:

(1) the birth of a son or daughter of the employee and to care for the newborn child;
(2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
(3) to allow the employee to care for the employee's spouse, son, daughter, or parents with a serious health condition;
(4) a serious health condition of the employee that makes the employee unable to perform the functions of his/her job;
(5) a qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
(6) the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of twenty-six (26) work weeks of leave during a twelve (12)-month period.

[Leave for *reason 1 or 2* must be taken within twelve (12) months of birth or placement.]

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick, or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The assistant superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he/she has been employed by the district for at least twelve (12) months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

During the period of any unpaid family and medical leave, the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the Clerk of the Board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The Board may terminate group health coverage if the employee's portion of the payment is not received within thirty (30) days of the due date so long

as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least fifteen (15) days prior to the termination.

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within five (5) business days, absent extenuating circumstances:

a. whether or not the employee is eligible for FMLA leave; the reasons that leave will count as family and medical leave;
b. any requirements for medical certification;
c. employer requirement of substituting paid leave;
d. requirements for premium payments for health benefits, and employee responsibility for repayment if employer pays employee share;
e. right to be restored to same or equivalent job; and
f. any employer-required fitness-for-duty certifications.

Family leave (*reasons 1 or 2*) may not be used intermittently or on a part-time basis without the prior approval of the assistant superintendent.

The assistant superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks, and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions or for a qualifying exigency as described in section (5) above, the assistant superintendent may require an instructional employee to continue leave until the end of a semester, if:

(1) the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks, and the return to work would occur in the last two (2) weeks of a semester; or
(2) the leave begins in the last three (3) weeks of a semester and lasts more than five (5) days.

Approved: 6/12/17