Turner Unified
School District 202

Classified Employee Handbook

Effective July 1, 2026 - June 30, 2027

All policies included in this handbook have been adopted and approved by the Turner Unified School District 202 (TUSD 202) Board of Education (BOE).

The classified and transportation employees of TUSD 202 make a valuable contribution to the successful operation of our district. The goal of this handbook is to provide direction for all classified personnel.

This handbook is not an employee contract. Further, this handbook has been prepared to assist in understanding policies, practices, guidelines, and benefits which apply to classified employees in TUSD 202. The handbook is not all-inclusive and is intended to serve as a reference tool.

TUSD 202 complies with any federal, state, or local law applicable to the policies in this handbook. The BOE delegates authority to the superintendent of schools to implement the policies. The administration will adopt guidelines reflecting the spirit and intent of the policies. The BOE always reserves the right to add to, delete from, alter, or amend the policies. Changes will be effective on dates determined by the BOE and/or administration. This handbook may be modified, and items may be added or deleted at any time as recommended by the superintendent and approved by the BOE. The most current BOE policies in their entirety are available online at www.turnerusd202.org.

Classified employees are at-will employees and employment with TUSD 202 is voluntary. The classified employee is free to resign at any time, with or without cause. Similarly, TUSD 202 may terminate the employment relationship at any time, with or without notice or cause.

Each employee is expected to assume responsibility for becoming familiar with the contents of this handbook. Clarifying questions should be directed to the immediate supervisor or an appropriate administrator.

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TUSD 202 Mission

EDUCATE minds

EMPOWER lives

IMPACT Turner

TUSD 202 Vision

USD 202 envisions a united, supportive, and innovative community that inspires growth, empowers leadership, upholds high standards, and prepares students to reach their full potential.

TUSD 202 Beliefs

Turner students come first

Understand, accept, and appreciate diversity

Recognize and celebrate achievement

Nurture a safe and caring environment

Embrace change with persistence

Require high expectations for all

EMPLOYMENT GUIDELINES

NOTICE OF NON-DISCRIMINATION
In order to provide equal employment and advancement opportunities to all individuals, employment decisions at TUSD 202 will be based on merit, qualifications, and abilities. TUSD 202 does not discriminate in employment opportunities or practices on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability.

TUSD 202 is strongly committed to maintaining an educational environment and workplace that is free from discrimination, harassment, and retaliation in admission or access to, or treatment or employment in, its programs, services, activities, and facilities. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, genetic information. Discrimination on any of these characteristics will not be tolerated. The district will make reasonable accommodations to applicant and employees who need them for medical or religious reasons, as required by law (Ref. BOE Policy GAAA).

Questions about discrimination, harassment, retaliation, filing a complaint, getting more information about the grievance process, or reports may be directed to the Compliance Coordinator.

Executive Director of Administrative Services
800 S. 55th Street
Kansas City, KS 66106
(913) 288-4127 brueggemannj@turnerusd202.org

All employees are required to immediately report any conduct that could constitute discrimination, harassment, or retaliation to the Compliance Coordinator. All students, parents, visitors, community members, contractors, and others must immediately report any conduct that could constitute discrimination, harassment, or retaliation to the Compliance Coordinator, or to any district employee with whom they are comfortable discussing the conduct.

Inquiries or reports of discrimination, harassment, or retaliation also may be made to:

Equal Employment Opportunity Commission
Gateway Tower II
400 State Ave., Suite 905
Kansas City, KS 66101
(913) 551-5655
kansascityintake@eeoc.gov
or
Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206
khrc@ks.gov

or
United States Department of Education
Office of Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
(816) 268-0550
OCR.KansasCity@ed.gov

DISABILITY ACCOMMODATIONS
TUSD 202 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities with meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. The ADA requires reasonable accommodations as they relate to three aspects of employment: 1) ensuring equal opportunity in the application process; 2) enabling a qualified individual with a disability to perform the essential functions of a job; and 3) making it possible for an employee with a disability to enjoy equal benefits and privileges of employment. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Leave of all types will be available to employees according to the position they are employed.

TUSD 202 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. TUSD 202 will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. TUSD 202 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

PREGNANT AND PARENTING EMPLOYEES
The board prohibits discrimination in employment on the basis of pregnancy, childbirth, or related medical conditions. Pregnant and nursing employees will be provided accommodations as required by law (Ref. BOE Policy GARIA).

EMPLOYMENT ELIGIBILITY AND VERIFICATION (Form I-9)
All district employees, at the time of employment, shall provide verification of identity and employment status to the superintendent. The superintendent shall maintain a file on all TUSD 202

employees hired after November 6, 1986, verifying the employee's identity and employment authorization. For additional information: http://www.uscis.gov/files/nativedocuments/m-274.pdf All offers of employment are contingent upon verification of the candidate's right to work in the United States. Every new employee will be asked to provide original documents verifying their right to work and, as required by federal law, to sign Federal Form I-9, Employment Eligibility Verification Form, which is included with the packet of new hire paperwork. Ref. Acceptable Document list can be found at this link: https://www.uscis.gov/i-9-central/form-i-9-acceptable-documents (Ref. BOE Policy GACD).

IMMIGRATION LAW COMPLIANCE
TUSD 202 is committed to employing only those who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility within three working days of the employee's date of hire. Any employee with an expiring work authorization must renew the authorization, or the employee will be considered to have voluntarily resigned. Former employees who are rehired must also complete the form. All offers of employment are subject to the receipt of satisfactory evidence of an employee's authorization to work in the United States.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

For more information, contact Immigrant and Employee Rights Section (IER) in the Department of Justice's Civil Rights Division at the email and numbers below or visit IER's website. Calls can be anonymous and in any language:

1-800-255-7688 and 1-202-616-5594 (employees/applicants)
1-800-237-2515 and 202-616-5525 (TTY for employees/applicants and employers)
Email: ier@usdoj.gov

JOB POSTING
TUSD 202 provides employees with an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience. In general, notices of job openings are posted, although TUSD 202 reserves the right not to post all openings.

To be eligible to apply for a posted job, regular employees must have performed competently for at least (60) calendar days in their current position. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.
To apply for an open position, current employees should submit an online application for internal candidates. Job posting is a way to inform employees of openings. Other recruiting sources may also be used to fill open positions (Ref. BOE Policy GACA).

JOB DESCRIPTIONS
The spirit and intent of job descriptions are to provide written expectations and responsibilities to enhance an understanding of the role of employment. Job descriptions are useful and helpful in staffing, appraisal, wage and salary placement, and training. Job descriptions are guidelines which can be changed over time to meet present demands and expectations of TUSD 202. The superintendent or the superintendent's designee shall develop a job description for each category of employee. After board approval of any new or revised job descriptions, they shall be filed with the clerk and may be published in handbooks.

From time to time, an employee may be asked to perform duties and handle responsibilities that are not in the job description. If, over a period of time, the new duties and responsibilities remain a significant part of the assignment, the job description will be changed. Questions regarding a job description should be directed to an immediate supervisor (Ref. BOE Policy GACB).

EMPLOYMENT APPLICATIONS
TUSD 202 relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired could result in termination of employment.

EMPLOYMENT CATEGORIES
It is the intent of TUSD 202 to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and TUSD 202.

Each employee's term of employment is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by TUSD 202 management.

ASSIGNMENT AND TRANSFER
As classified vacancies become available, vacancy notices will be placed on the district website (careers page).

If employees are interested in being considered for a specific position, they must apply online under the careers page and select internal application and notify their supervisor of their intent and take any applicable tests as required for any applicant to that particular position. Upon approval to fill the position, a request for transfer must be completed by the employee's current supervisor (in Frontline Central).

The superintendent reserves the right to assign, reassign, or transfer all employees in accordance with the terms of the negotiated agreement, when applicable (Ref. BOE Policy GACE).

CLASSIFIED PERSONNEL TESTING
Persons seeking employment as paraeducators must have completed 48 college credit hours verified by an official college transcript or pass a paraeducators exam or equivalent to be eligible.

CLASSIFIED PERSONNEL LICENSING/CERTIFICATION
It is the employee's responsibility to meet the qualifications for any license or certification required to perform the assigned job duties. Any license/certificate required must be valid and up to date to qualify for continued employment (Ref. BOE Policy GCBA).

EMPLOYEE MEDICAL EXAMINATION
All classified employees shall have a physical examination by a licensed physician before being placed on permanent employment status, using the form provided by TUSD 202. The cost for the initial employment physical examination shall be borne by the employee. The cost for additional physical examination(s) as may be required by the board shall be borne by the district. Compliance shall be with Kansas laws regarding health and physical regulations. All physical examination forms shall be on file in the BOE office.

According to Kansas statutes, "Every board of education shall require all employees of the school district, who come in regular contact with the pupils of the school district, to submit a certification of health on a form prescribed by the secretary of health and environment and signed by a person licensed to practice medicine and surgery under the laws of any state, or by a person who is licensed as a physician assistant under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery, or by a person holding a license to practice as an advanced practice registered nurse under the laws of this state when such person is working at the direction of or in collaboration with a person licensed to practice medicine and surgery. The certification shall include a statement that there is no evidence of [a] physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.." K.S.A. Supp. 72-6266.

All district employees are required to furnish the results of a negative tuberculin test within 30 days of employment. This health record must be completed and sent to the Human Resources Office before an employee may begin employment. Each person will be responsible for paying his or her own tuberculin test (Ref. BOE Policy GCRA).

ASBESTOS
TUSD 202 has an operations and maintenance program for managing asbestos-containing materials. Information concerning asbestos location is on file in each building in TUSD 202 and is available for inspection by all employees.

BLOODBORNE PATHOGENS
All classified employees are required to participate in a short training session regarding Bloodborne Pathogens upon hire once each subsequent year. This session includes a short video and a short-written test. A statement verifying each employee's participation in the training is required to be on file within the district. The BOE shall adopt an exposure control plan which

conforms to current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees, reviewed, and updated annually. All staff shall receive the training and equipment necessary to implement the plan (Ref. BOE Policy GARA).

COMMUNICABLE DISEASES

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that a proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health may be excluded from district owned or operated property for the duration of the contagiousness in order to give maximum health protection to other school employees and to students.

The employee shall be allowed to return to duty upon recovery from the illness, when the employee is no longer contagious as authorized by the employee's physician or local health officer, or after the expiration of any period of isolation or quarantine.

The board reserves the right to require a written statement from the employee's physician or local health officer indicating that the employee is free from all symptoms of the communicable disease.

If a school employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, the superintendent or the superintendent's designee shall determine whether a release shall be obtained from the employee's physician or local health officer before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except as allowed by state or federal law.

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students (Ref. BOE Policy GAR).

HIPAA
The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information. The district shall provide appropriate and timely professional development regarding HIPAA requirements.

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law (Ref. BOE Policies ECA and JRB).

NON-DISCLOSURE
The protection of confidential business information and trade secrets is vital to the interests and success of TUSD 202. Such confidential information includes, but is not limited to the following examples:

- Computer processes
- Computer programs and codes
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and legal action, even if they do not actually benefit from the disclosed information.

ACCESS TO PERSONNEL FILES
TUSD 202 maintains a personnel file on each employee. The files are maintained in the Human Resources Office. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases, and other employment records.

Employees who wish to review their own file should request their file in writing by contacting the Human Resources Department.

Confidential personnel information, whether written or oral, shall be managed in a confidential manner and be discussed only with appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary action up to and including termination (Ref. BOE Policy GAK).

PERSONNEL DATA CHANGES
It is the responsibility of each employee to promptly notify TUSD 202 of any changes in personnel data. Personal mailing addresses, telephone numbers, and individuals to be contacted in the event of an emergency should be updated by the employee in the employee management system. Educational accomplishments, including a college degree or industry certificate, and other such status reports, should be updated by contacting the Human Resources Department.

EMPLOYMENT OF MINORS
As a general rule, regular employees of TUSD 202 must be 18 years of age or older. Occasionally, students under the age of 18 are hired, such as for summer lawn and maintenance crews, but this is done only under special conditions and must be approved in advance by the appropriate Administrative Services Center (ASC) administrator, or their designee.

EMPLOYMENT OF RELATIVES
While relatives of TUSD 202 staff members may apply for employment, close family members such as parents, children, spouses, or in-laws will not be hired into positions where they directly or indirectly supervise or are supervised by another close family member. Relatives will not be placed in positions where they will work with or have access to sensitive information regarding an immediate family member. Questions concerning this area should be addressed to the appropriate supervisor or to the Human Resources Office (Ref. BOE Policy GAGAA).

HARASSMENT
The BOE is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of sex, race, color, national origin, or disability. Racial, sexual, and disability harassment will not be tolerated in TUSD 202. Racial, sexual, or disability harassment of employees or students of the district in any district educational program or activity is strictly prohibited.

RECOGNIZING SEXUAL HARASSMENT
Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds. Jereme Brueggemann is the Title IX Coordinator for the district brueggemannj@turnerusd202.org or 913-288-4127.

It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Act Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events within the United States.

Sexual harassment shall include, conduct on the basis of sex, involving one or more of the following: (1) A district employee conditioning the provision of an aid, benefit, or service of the district on an individual's participation in unwelcomed sexual conduct; (2) unwelcomed conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the district's educational program or activity; or (3) sexual assault, dating violence, domestic violence, or stalking.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to verbal harassment or abuse of a sexual nature; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved. Any person may make a verbal or written report of sex discrimination by any means and at any time.

Link to the districts Title IX Training:
https://resources.finalsite.net/images/v1699915513/turner/chlqol4tbv8qs5i4npuv/USD202StaffTitleIXTraining11-2022.pdf

REPORTING HARASSMENT INCLUDING SEXUAL HARASSMENT
It shall be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outline in BOE policies GAAC, for staff, and JGEC, for students, and shall be directed to the Title IX Coordinator at The Executive Director of Administrative Service, 800 S. 55th St., Kansas City, KS 66106, brueggemannj@turnerusd202.org , (913)288-4127. Or visit the district website at this link to file a report or concern of bully or harassment: https://www.turnerusd202.org/bullying

COMPLAINTS ABOUT DISCRIMINATION OR DISCRIMINATORY HARASSMENT
Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion to the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The Executive Director of Administrative Services, 800 S. 55th St, Kansas City, KS 66106, brueggemannj@turnerusd202.org , (913) 288-4127 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964 (with the exception of discrimination on the basis of sex), Section 504 of the Rehabilitation Act of 1973, and the American with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. For more information regarding what qualifies as discrimination or harassment on the basis of race or disability, see BOE policies GAACA applying to staff members and JGECA applying to students.

VISITORS IN THE WORKPLACE
To provide for the safety and security of employees and the facilities at TUSD 202, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter TUSD 202 facilities at the main entrance and the front desk employee will check them in with the Raptor program. Authorized visitors will receive authorization, a printed name tag, and directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

The principal has authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuse to leave or create a disturbance. Violation of this rule may lead to removal from the building or grounds and denial of further access to the building or grounds. Violators of this BOE policy may be subject to the state trespass law.

If an unauthorized individual is observed on TUSD 202's premises, employees must immediately notify their supervisor/front office, or, if necessary, direct the individual to the main entrance (Ref. to BOE Policy KM).

EMPLOYEE BENEFITS

OVERVIEW OF HEALTH BENEFITS

All benefits information can be found at https://www.turnerusd202.org/departments/business-services/staff-benefits. The information in this handbook highlights particular benefit plan provisions. This information is not intended to set forth employee rights under any of the benefit plans. It is not intended to be a complete description of any of the benefit plans or to be a guarantee of either employment or benefits. In cases of question or conflict between this handbook and any plan document, contract, or policy the plan document, contract, or policy will always prevail. An employee should not rely solely on oral descriptions of the plans because the written terms of the plan documents, contract, or policy will always govern. TUSD 202 expects to continue the benefit plans described in this handbook, but reserves the right to modify, withdraw, terminate, or suspend any non-contractual benefits in whole or in part at any time for any reason. Questions should be directed to the appropriate ASC administrator. No health benefits of any kind will be available to employees who work less than five hours per day for five days a week.

HEALTH INSURANCE

The district shall pay a portion per month for all classified employees who work five or more hours per day for five days a week toward the purchase of an individual membership in the health care provider’s plan. Each option can be selected for individual, employee-spouse, employee-children, or family.

The district shall pay $695.90 per month for all classified employees who work five or more hours per day for five days a week toward the purchase of health insurance. The employer contribution can be applied to any option selected for individual, employee-spouse, employee- children, or family. To receive the full employer contribution employees must participate in the district yearly onsite health screening event and online health risk assessment. For employees choosing not to participate, this contribution is reduced to $664.90 per month. No health benefits of any kind will be available to employees who work less than five hours per day for five days a week.

SECTION 125
This plan allows an employee to pay eligible plan premiums and deductions on a pre-tax basis through payroll deduction. The Cafeteria Plan is established under the provisions of Sections 125 and 129 of the Internal Revenue Code. Employees scheduled to work 25 or more hours per week, or a current yearly total of 1,000 hours, can elect to participate in the Cafeteria Plan.

Premiums and deductions eligible under the Cafeteria Plan include:

1. Health insurance premiums
2. Dental insurance premiums
3. Vision insurance premiums
4. Reimbursable dependent care expenses
5. Reimbursable health care expenses
6. Accident insurance premiums
7. Cancer insurance premiums
8. Group Hospital Indemnity premiums

Health, dental and vision plans are in effect from October 1 through September 30. All other Section 125 Flexible Fringe Benefits are in effect from September 1 through August 31. The district's plan is on file in the Business Office. Although benefits are voluntary, each eligible employee must complete the annual enrollment process by election or waiver of coverage.

The official open-enrollment period will consist of thirty (30) calendar days. Employees will be notified via email of open enrollment dates and processes.

The open-enrollment period for new employees is thirty (30) calendar days from the date of employment. Eligible new employees must decide regarding enrollment in the approved insurance programs during this open-enrollment period. New employees who opt not to enroll in the insurance programs during the first (30) calendar days from date of employment are prevented by the terms of the I.R.S (Internal Revenue Service). Section 125 Flexible Fringe Benefit Plan from enrolling until the next official open-enrollment period.

Under the terms of the I.R.S. Section 125 Flexible Fringe Benefit Plan, continuing eligible employees may make changes in insurance coverage only during the annual designated official open-enrollment period, with the following exception:

Exception: Plan participants may revoke benefit election after the period of coverage has begun and may make a new election for the remainder of the period of coverage if both the revocation and the new election are on account of and consistent with a change in family status otherwise known as qualifying life event (e.g., marriage, divorce, death of spouse or child, birth or adoption of child, and termination or spouse's open enrollment. Verification must be provided. Employees who wish to make changes in insurance coverage and have a qualifying family status change must notify the Business Office within 30 days of the event.

LIFE INSURANCE
All employees enrolled in the Kansas Public Employees Retirement System (KPERS) are insured for one and one-half times the amount of their current salary at no cost to the employee. This

insurance is effective for the duration of the employment of persons who are active, contributing members.

It is possible for TUSD 202 employees to purchase additional voluntary life insurance through a payroll deduction plan. Information and details for enrollment are available through the Business Office.

TAX-SHELTERED ANNUITIES
The term tax-sheltered describes any program eligible for tax-deferred treatment and refers here to a special type of plan covering eligible employees of public schools. A tax-sheltered annuity also referred to as a "TSA" or "403(b)" is provided for under Internal Revenue Code Section 403(b). TUSD offers enrollment in both 403(b) & Roth 403(b) accounts.

Typically, monies contributed to a 403(b) plan are used to supplement retirement income. The main benefit to participating in a TSA is that an employee may delay the payment of taxes on contributions and earnings until receipt of the annuity payments. Monies contributed to a TSA are not eligible for distribution, without an IRS penalty, unless the employee:

- Attains age 59 ½;
- Becomes disabled (as defined in the Internal Revenue Code);
- Qualifies for hardship distribution (as defined in the Internal Revenue Code), or
- Dies

Loan provisions may also be available through specific carriers. Monies contributed to a TSA can be invested in annuity contracts, or in custodial accounts holding mutual fund shares. Roth 403(b) accounts have contributions made after taxes are paid, making withdrawals tax-free. A list of annuity carriers which have been approved by the district may be obtained from the Business Office or on the TUSD website at: www.turnerusd202.org/benefits

Employees are responsible for initiating and implementing the steps necessary for enrollment. Information and details may be obtained from the Business Office.

403B DISTRICT MATCHING PROGRAM
Employees who are benefits eligible and actively contributing to KPERS are eligible for this program.

1. The BOE will match an employee's contributions up to 2.0% of the employee's salary.
2. Employees own 100% of the employee contribution.
3. All TUSD years of service will count toward the five-year vesting schedule.
4. An employee is 100% vested after completing 5 years of service to TUSD. If an employee separates employment prior to fully vesting, the amount of the contribution the employee retains is pro-rated based upon the number of years the employee has worked as illustrated in the vesting schedule.

USD 202 Years of Service	Vesting Schedule
Prior to 1 year of employment	0%
1	20%
2	40%
3	60%
4	80%
5+	100%

DISABILITY/SALARY PROTECTION INSURANCE
A salary protection insurance program is available for employees of TUSD 202. Enrollment is strictly voluntary. Information and details regarding enrollment are available through the Business Office.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)
COBRA provides for certain employees, retirees, spouses, and dependent children the right to temporary continuation of health coverage at a group rate. At the time of separation of employment from TUSD 202, information will be available to implement COBRA benefits. Additionally, employees must notify the Business Office within 60 days after the date of a legal separation, divorce, or when a covered dependent ceases to be an eligible dependent to receive COBRA benefits.

CONVERSION OF PLAN WITHIN 30 DAYS OF SEPARATION OF PLAN
Employees and/or covered dependents may be eligible to elect to convert to an individual policy within 30 days of termination of health, dental, and life (including KPERS life) insurance benefits. The primary advantage is that issuing a conversion policy does not require evidence of insurability. Employees or eligible dependents should contact the Business Office for conversion information.

EARLY RETIREMENT
TUSD 202 staff may qualify for Early Retirement. Ref. Policy GAQ for additional information related to Early Retirement.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)
Further information regarding KPERS may be obtained via the KPERS website (look to the right column on the webpage). www.kspers.org or toll-free at 1-888-275-5737

*When leaving/separating from the district, please contact Business Services for assistance. 913-288-4100

TIME OFF AND LEAVES OF ABSENCE

LEAVE DAYS
Following the provisional period, each classified employee, except for bus drivers (see Transportation Miscellaneous Information Section), is eligible for leave time at a rate of one workday paid leave per month of employment, calculated from the original date of employment. Example: 10-month employees receive 10 days leave time; 12-month employees receive 12 days leave time. Leave days may be used for the purposes of (1) personal illness, (2) critical illness/death in employee's immediate family, or (3) personal leave.

Employee attendance is encouraged but it is not suggested that employees should work when ill. Employees are expected to use prudent judgment in determining how this leave time should be utilized. Except in cases of sudden personal illness, or critical illness/death in employee's immediate family, the employee is expected to request paid leave from their principal or supervisor at least five (5) school days in advance of the proposed absence. In the event the employee has exhausted all their leave time, vacation time (if available) may be substituted in place of leave time.

In no event shall personal leave exceed four (4) consecutive days without approval of the immediate supervisor and the appropriate ASC Administrator.

When a classified employee gives notice of their intent to be absent for reasons other than sudden personal illness or critical illness/ death in employee's immediate family and their absence will tend to (a) cause the employee's job category to be short of sufficient workers to get the work done and/or (b) the absence will seriously curtail the operation of the unit involved, the principal/supervisor shall request an explanation of the proposed paid absence and may approve or disapprove accordingly. In the event of illness, hospitalization, or other health related absences, the supervisor of the employee may request a doctor's medical release prior to the return to regular duty to better ensure the safety of the employee, staff, and students.

In the event an employee has used the allotted annual leave days, the employee may use up to three days from their accumulated leave for personal leave. These days are subject to approval of the building administrator and should be requested at least five (5) school days in advance of the proposed absence. The remaining accumulated leave days are to be used for illness as defined in this handbook (Ref. BOE Policy GBRH, GCRG, GCRH, and GCRI).

MINIMUM LEAVE INCREMENT
The minimum amount of classified leave will be submitted and calculated in 15-minute increments.

LEAVE BUY BACK
Employees may participate in the district leave buy-back program. Upon the last contract day of each employment year, unused leave not accumulated according to the leave policy may be taken in the form of pay. The rate of payment for classified employees will be their daily rate of pay not to exceed $188.50 per day. Payment will be made on or before the last day of June, on the June 23 paycheck.

Unused leave days shall be accumulated from year to year to a maximum of one hundred twenty (120) days (24 for bus drivers), for purposes of personal illness; or critical illness - death in employee's immediate family. The maximum 120 (24 for bus drivers) days shall include the amount allotted for the current year.

Employees voluntarily terminating their employment with the district will be paid on their final paycheck for the current year's earned leave days (annual and vacation) not used, or their final paycheck will be docked for the current year's used leave days not earned at the employee's current rate of pay. Unused accumulated leave days are not eligible for buyback except at retirement.

HOLIDAYS

A work schedule and list of paid holidays is provided near the first day of each school term for each classified employee. Currently, legal holidays which are recognized by the district as applying to full-time twelve month classified personnel are: July 4th, Labor Day, Thanksgiving Day and the day following Thanksgiving Day, the day before or the day after Christmas Day, Christmas Day, the day before or the day after New Year's Day, New Year's Day, Martin Luther King Holiday, President's Day, Memorial Day, and Juneteenth. If the holiday falls on a weekend, the Friday before, or the Monday following the holiday will be observed as the holiday.

If a recognized holiday falls during an eligible employee's paid absence (vacation/sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays may not be counted as hours worked for the purpose of determining overtime (Ref. BOE Policy GCRI).

VACATION

If an employee is a full-time employee and scheduled to work twelve months, he/she will accrue vacation leave each pay period as follows:

New employees: Following the initial employment date, the employee will receive days of vacation prorated at .8333 days per month from date of employment to the first July 1, not to exceed 10 days. In the event of separation of employment used days are recovered (paid back by employee) per-prorated rate.

On July 1, at the beginning of second year, employees will receive:

Beginning July 1 of second year	10 days
Beginning July 1 of tenth year	15 days
Beginning July 1 of fifteenth year	20 days

Current employees who become eligible for vacation days because of converting to twelve months will be given credit for all uninterrupted years of service in permanent TUSD 202 positions prior to converting to twelve months. If the employee was hired after the beginning of the school year, or employment terminated prior to the end of the school year, he/she must have worked two-thirds of their school year contract to receive credit for one year of service. For anniversary purposes, anyone BOE approved for employment before November 1 of any year

may count that year as a full year. Anyone BOE approved for employment after November 1 will have to count the next year as a full year.

All vacations are to be approved in advance by the immediate supervisor or building principal and entered into the employee leave system.

Vacation days will not accumulate. A twelve-month employee must use vacation days by June 30 of the current fiscal year (Ref. BOE Policy GCRH).

INCLEMENT WEATHER/ SCHOOL CLOSING
All twelve-month employees are required to report to work on days when school has been canceled due to inclement weather. However, if weather conditions endanger the safety of an employee, arrangements may be made by approval of the Superintendent of Schools to refrain from reporting to work. Make-up days will be decided upon by the Superintendent of Schools. Classified 12-month employees are required to take a leave day or report to their building unless specified by the Superintendent.

BEREAVEMENT LEAVE
Each classified employee will be allotted up to three (3) contract days paid bereavement leave for each death in the employee's immediate family and stepfamily (parent, sibling, child, spouse, grandparent, grandchild, guardian, resident of the household; or the same relative of the employee's spouse).

JURY DUTY/ LEGAL LEAVE
The decision to serve or decline service on jury duty shall be made by the employee. The District shall continue to compensate the employee as if they were not absent.

If an employee receives a summons or a court subpoena for an official TUSD 202-related matter, a copy of the document shall be given to the building administrator as verification. The District shall continue to compensate for the actual time required to appear as if he/she were not absent.

If a summons or court subpoena is not related to jury duty or official District-related business, the employee may opt to take annual leave days.

EXTENDED ABSENCES
An extended leave of absence may be granted to a classified employee for any of the reasons stated below.

- Legal
- Illness
- Military

An employee must be on regular status to receive consideration for an extended leave of absence. A written request to the immediate supervisor for extended leave is required for consideration. Documentation from a physician, legal counsel, or military service should be included in the request. Upon approval by the superintendent, weekly documentation of leave of absence should be entered in Frontline and approved by the direct supervisor prior to taking leave.

During an extended leave of absence, the employee may be placed on inactive status. Advance arrangements must be made with the Business Office for payment of monthly premiums on health/dental insurance or other payroll deductions.

The district reserves the right to review the inactive status of each classified employee on a month-by-month, case-by-case basis. The affected employee will be given written advance notification of any action regarding their position with the district (Ref. BOE Policy GCRG).

SICK LEAVE POOL

Prior to using sick leave pool days, employees must use all paid leave in the following order: annual leave time, vacation time (if available), accumulated leave for illness (these days are subject to approval of the building administrator and should be requested at least five (5) school days in advance of the proposed absence). The remaining accumulated leave days are to be used for illness as defined in this handbook. Sick Pool Leave days may be used for the purposes of (1) personal illness, (2) critical illness/death in employee's immediate family, or (3) eligible FMLA. Sick Leave Pool may be applied for once all paid leave (personal, vacation, accumulated sick) is exhausted.

In the event of extended or catastrophic disability due to illness or injury to self or immediate family, a classified employee who has exhausted all paid and vacation leave may borrow a maximum of twenty (20) days (six [6] days for bus drivers) of sick leave per school year from a pool created for this purpose. This pool was established to help classified employees in extraordinary circumstances. Only classified employees who are members are eligible to draw from the pool.

The pool must have at least 100 days at the beginning of each school year to operate. For each year thereafter when the pool has fewer than one hundred (100) days each classified pool member wishing to continue in the pool must donate one (1) day to the pool. In any given year, if the demands for sick leave pool days deplete the pool to less than 20 days, then the members will be asked to donate one (1) additional day of sick leave immediately.

Each newly hired classified employee (permanent positions only) will be given the opportunity, during the 60-day probationary period, to join the pool by donating one (1) day of the sick leave days received in the school year they are employed.

A classified employee who opted not to join the pool during their 60-day probationary period, may join by donating two (2) of their sick leave days from the ten (10), eleven (11), or twelve (12) days they receive at the beginning of each school year. This may be done only during the open enrollment period (September 1 through October 1 of each year), which will be posted in all school buildings at the beginning of each school year. If the employee does not join in the pool
during this open enrollment period, he/she may not do so again until the next posted open enrollment period. Employees hired after October 1 have 30 days to join.

All classified employees who are members, or their designees, are eligible to make application for sick leave pool days. The classified employee or family member for whom application is made must be critically ill, hospitalized, and/or under the care of a health care provider as

defined by FMLA. Under FMLA, “eligible employees” may take leave for, among other reasons, their own serious health conditions that make them unable to perform the essential functions of their position, or to care for immediate family members (i.e., spouse, child, or parent) with serious health conditions. Section 101(11) of FMLA defines serious health condition as "an illness, injury, impairment, or physical or mental condition that involves: inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.” Documentation from the treating healthcare professional provider(s) is required, recommending the classified employee be absent from work due to their healthcare or the healthcare for their family member as defined in this handbook.

Application is to be made to the Office of Human Resources, and a copy of the medical statement must accompany the application. The sick leave pool committee may require any additional documentation deemed necessary under the circumstances to substantiate a request for days from the pool. Second opinions must come from approved District medical doctor, osteopath, or dentist. Any application for use of the pool may be denied and approved by majority vote of the Sick Leave Committee.

Upon return to full-time service, the classified employee must repay the pool for all borrowed days, at a rate not less than three (3) days per year (one [1] day per year for bus drivers) thereafter. If any employee retires, resigns, or is terminated at any time after their return to service, an amount will be deducted from the employee’s last check equal to their daily rate for those days not returned to the pool. However, if the nature of the illness or injury that required the employee to apply for sick leave pool days is such that the employee is unable to return to work, no repayment will be required.

After classified employees have joined the sick leave pool, they may not withdraw their days if they drop out of the pool. In addition, any days contributed to the pool by an individual employee shall remain in the pool at the time of separation of employment. Such days shall be transferred to a separate line account. If an individual moves from a classified position to a certified position, day(s) donated to the classified sick leave pool shall remain in that pool. The individual will need to consider a decision to join the certified sick leave pool just as any new certified employee would.

The sick leave pool committee is to be established before the start of each new school year. The sick leave pool committee is to be made up of five representatives: one (1) from the Custodians, one (1) from Facilities/ Grounds, one (1) paraprofessional, one (1) from the Secretarial/Clerical/Assistant staff, and one (1) Superintendent of Schools or designee. Members of the classified employee sick leave pool committee, and the Superintendent/Designee, must be participating sick leave pool members.

Criteria for awarding days from the sick leave pool will be membership in the sick leave pool, validated need, and an adequate balance of days (20 or more) remaining in the pool. Any application for use of the pool may be denied and approved by majority vote of the Sick Leave Committee.

FMLA LEAVE
TUSD 202 will comply with all provisions of the FMLA of 1993, including eligibility requirements. The poster published by the United States Government as required by the law can be found on the website and posted document board in your building. In addition, TUSD 202 procedures for implementing the FMLA of 1993 will be posted on the Human Resources website (Ref. BOE Policy GARI).

This leave shall be granted for a period of not more than 12 weeks during a 12- month period. The FMLA leave days will be counted on a rolling 12-month schedule, starting the first date of FMLA. The leave shall normally be unpaid leave. However, if the employee has any paid leave available for use or joined the sick leave pool paid leave shall be used first and counted toward the annual family and medical leave. Employees are eligible for family and medical leave upon completion of 12 months of service in the district and employment for at least 1250 hours during the preceding year.

During FMLA, the BOE shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall continue to be paid by the employee. If an employee has exhausted their 12 weeks of FMLA entitlement and has not yet returned to work, it will become the employee's responsibility to pay for their benefits if they wish to continue their coverage. The BOE may terminate the benefits if the employee payment is not received by the due date.

Employees on parental leave who are not eligible for FMLA may return to work with physician approval. Those employees who wish to take additional time off for parental leave will need approval from Human Resources.

Return to work from FMLA – An employee wishing to return to work from FMLA may be required to provide a release to work with or without limitations or fitness for duty clearance from the employee's health care provider prior to returning to work (Ref. BOE Policy GARI).

MILITARY LEAVE
In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), any employee, upon written request to the Superintendent or Designee, shall be granted leave to cover the length of their required service in the military forces of the United States of America. Each request for military leave shall be accompanied by a copy of the appropriate military orders.

An employee who is eligible for military leave under federal or state law, including an employee, shall be entitled to leave for military service for up to five years or as otherwise provided by law. During said leave, an employee will be entitled to contract pay minus the cost of a substitute for the remainder of the contract year. Any supplemental contracts that the employee is entitled to will be paid for up to 30 days.

If the employee is ordered to do long-term active duty (over 30 days), the district will continue to pay all other District provided benefits the employee would have received for the remainder of the contract year. If the employee remains on leave after the contract year ends, the employee

will have the right to continue the benefits at the cost to the employee while on leave for up to five years or as otherwise provided by law.

Employees taking initial voluntary active-duty training for the Reserves or National Guard will be on unpaid leave for the remainder of the contract year. The employee will have the option of continuing benefits at the cost to the employee for the remainder of the contract year or 24 months, whichever is greater. An extension of the time to receive benefits may be granted by the Superintendent.

The following time limits apply to application for and return to work from a military leave absent extraordinary circumstances that make compliance impossible through no fault of the employee. Upon completing less than 31 days of military leave, the employee must return at the beginning of the next regularly scheduled work period on the first full day after release from service, considering safe travel home plus an eight (8) hour rest period. For more than 30 days but less than 181 days, the employee must make an application for re-employment within 14 days of release from service. For more than 180 days, the employee must make an application for re-employment within 90 days of release from service.

Unexcused failure to meet the application and return time periods allowed above or required by federal, or state law may result in denial of reinstatement and subject the employee to the district's rules governing unexcused absences.

An employee on military leave, who makes application to the District within the applicable time periods provided by law after the effective date of their release from active duty, and who is otherwise eligible for reinstatement, and absent circumstances where reinstatement is not required by law, shall be reinstated to the certified position(s) and supplemental position(s) that would have been held had the employee been continuously employed provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to the certified position(s) and supplemental position(s) held at the time of the leave, again provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to a similar or equivalent position, depending on the circumstances and subject to any applicable provisions of federal or state law. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. Subject to requirements for reinstatement of employees returning from leaves of less than 30 days, the district shall have a ten (10) day grace period to make arrangements for re-employment of the employee, and the district shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an undue curricular hardship to the education of the students of the District, the District reserves the right to notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the District is not satisfied with the response, the district shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209. This type of military leave may be with pay subject to BOE approval (Ref. BOE Policy GARID).

ABSENCE FROM WORK
Employees are responsible for contacting their supervisor for specific guidelines when reporting: (1) absence, (2) late arrival, or request to leave work early, and (3) school closings. Employees working five-eight hours per day will accrue leave time at the rate of one day per month. Leave days may include personal health, care for children or parents who are ill, or bereavement. Employees working less than eight hours per day or less than twelve months are subject to a pro-rated scale. Questions should be addressed to employee's immediate supervisor or to the appropriate ASC Administrator.

Leave should be entered into Frontline by the employee and approved by the supervisor prior to leave being taken or immediately entered on a sick leave day.

FAILURE TO REPORT ABSENCE
For TUSD 202 to operate effectively, employees are asked to keep their supervisor informed of their status when they are off work because of illness, accident, or any other reason.

If an employee fails to notify their immediate supervisor following three days or more of their absence, and/or fails to comply with their department's guidelines and procedures for reporting absences, the district will assume that the employee has resigned/abandoned the position, and the Administrative Services Office will officially activate their employment separation from TUSD 202.

TARDY
An employee is deemed to be tardy when they fail to report for work at the assigned/scheduled work time without prior supervisory approval.

- Arriving to work past scheduled start time,
- leaving work prior to the end of assigned/scheduled work time, or
- taking an extended meal or break

Excessive absences or tardiness, unauthorized leave or unexcused tardies or absences may result in disciplinary action up to and including termination.

WORKERS' COMPENSATION
TUSD 202 carries insurance to cover the cost of work-incurred injury or illness. Benefits help pay for medical treatments and part of any income an employee may lose while recovering. Specific benefits are prescribed by law depending on the circumstances of each case. If an employee is injured, he/she should report the injury to their supervisor immediately or not later than 24 hours after it occurs. To be assured of maximum coverage under the worker's compensation law, the employee must notify the employer within 20 days of the date of injury, or the claim is barred. It is mandatory that the following forms be completed for every accident/injury that occurs; Employer's Report of Accident; Report by Injured Employee; Kansas Association of School Boards (KASB) Supervisor's Accident Investigation Report. In addition, the Report by Eyewitness needs to be completed when applicable. The Business Office will send the required information to the Workers Compensation carrier and maintain records of any further action (Ref. to BOE Policy GAOE).

KANSAS WORKERS COMPENSATION SOCIAL AND RECREATIONAL ACT The current Kansas Workers Compensation Statutes define compensable injuries as those "Arising out of and in the course of employment." This may exclude injuries that arise from natural aging process, normal activities of daily living, neutral risks, personal risks, idiopathic causes, or non-mandatory social/recreational events that do not arise out of and in the course of employment. This shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer. K.S.A. 44-508.

WORK-RELATED INJURIES
Whenever an employee is absent from work and is receiving workers' compensation benefits due to a work-related injury, the employee may use available paid sick leave or vacation time to supplement the workers' compensation. In no event shall the employee be entitled to an amount more than their full salary.

No matter how insignificant an injury may seem at the time of occurrence, employees must notify their immediate supervisor or the Business Office immediately of any work-incurred injury. Appropriate forms must be completed and submitted to the Business Office in a timely manner.

The BOE shall have the right to have the employee examined by a physician designated by the BOE for the purpose of establishing the length of time the employee may be absent, and the BOE shall base its decision on the physician's professional opinion. When reasonable suspicion exists, drug testing may be required (Ref. BOE Policy GAOE).

TIMEKEEPING/ PAYROLL

DIRECT DEPOSIT OF PAYROLL CHECKS
An employee must participate in "Direct Deposit of Check Program." For employees who may be unfamiliar with the concept, payroll direct deposit means that the paycheck is electronically deposited into the employee's bank account on payday. This can be especially helpful when payday falls on a snow day or on a day when an employee is not at work. In addition, direct deposit paycheck funds are available to employees first thing on the morning of payday. Information about the procedure can be obtained from the Business Office.

TIME RECORDS
An employee's time record is legal documentation of the hours he/she has worked. An employee paycheck is based on the time recorded on the time record. Employees are responsible for correctly recording the appropriate time worked, leaves of absence, vacation time, etc. Questions should be directed to the employee's immediate supervisor.

Accurately recording time worked, as well as time off, is the responsibility of every nonexempt employee. Any edits made to time records are required to have a comment included prior to approval. If excessive editing is required, it may lead to disciplinary consequences. Federal and state laws require TUSD 202 to keep an accurate record of time worked to calculate employee

pay and benefits. Time worked is all the time spent on the job performing assigned duties. Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work must always be approved before it is performed. Without the written approval of your immediate supervisor, you are:

- Not to work more hours per day than specified in your terms of employment. Overtime hours are approved only for specific situations.
- Not to work on any non-scheduled days.
- Not to exceed the number of workdays for the school year as specified in your terms of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to submit their time records and verify the accuracy of all time recorded. The supervisor will review and approve the time record for submission to payroll.

PAY DAYS
All classified employees will receive pay over 24 pay periods over 12 months. For staff members beginning work during the 4th quarter, a shorter compensation structure may be elected. All school employees are paid on the 8th and 23rd of each month. In the event the payday falls on a weekend or an approved holiday, employees will be paid on the last working day immediately preceding the weekend or approved holiday. There will be no overtime unless prior approval is granted (Ref. BOE Policies GAJA and GCA).

SALARY DEDUCTION
A salary deduction shall be made if required by law or permitted by BOE Policy. The superintendent or his designee shall develop forms to supply the necessary information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the Business Office during enrollment periods established by the Board (Ref. BOE Policy GAL).

TRAVEL EXPENSES
The Board will provide reimbursement for expenses (excluding alcoholic beverages) incurred in travel related to the duties of the employee when approved in advance by the Superintendent or designee. The mode of travel will be determined by the supervisor based on, but not limited to,

these factors; the availability of transportation, distance, and number of people traveling together (Ref. BOE Policy GAN).

MILEAGE
Before a TUSD 202 employee receives mileage, reimbursement or operates a district owned vehicle they must have passed a background/drivers check and be placed on the approved drivers list. Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. Mileage reimbursement for the use of a privately owned vehicle (cars, vans, pickups, or panel trucks) must be pre-approved by the employee’s supervisor.

SUBMISSION OF RECEIPTS
Employees seeking reimbursement for expenses must complete an electronic Employee Reimbursement through AptaFund and all itemized receipts for expenses must be included. Failure to submit receipts will result in a denial of reimbursement. If mileage reimbursement is being requested, the mileage log must be attached to the AptaFund request.

PAY DEDUCTIONS
The law requires that TUSD 202 make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. TUSD 202 also must deduct Social Security and Medicare taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." TUSD 202 matches the amount of Social Security and Medicare taxes paid by each employee.

TUSD 202 offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, you can contact the Business Office.

The Executive Director of Administrative Services will determine whether each employee is designated as “exempt” or “non-exempt” from earning overtime. In general, employees in executive, administrative, and professional job classes are exempt; all others are non-exempt.

ADMINISTRATIVE PAY CORRECTIONS
TUSD 202 takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. If there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Office so that corrections can be made as quickly as possible. In addition, TUSD 202 has the authority to debit/credit an employee’s account if an error occurs.

WORK SCHEDULES/ TIME SCHEDULES/ LOAD
The BOE will make a reasonable effort to establish and maintain adequate working conditions.

The superintendent or their designee shall develop time schedules for all classified employees, subject to approval by the Board. Time schedules will be assigned at the beginning of the employment term by the superintendent or their designee.

Workload assignments for classified personnel, for example and not limited to clerical, paras, facilities/ grounds, food service and transportation, shall be made by the appropriate ASC Administrator (Ref. BOE Policy GBR).

HOURS OF EMPLOYMENT
All classified employees will work the number of days and hours per day as listed on the employee’s at-will work agreement. Days to be worked and distribution of required working time will be determined by the administration.

ATTENDANCE REQUIRED
Regular attendance is required of all employees except when they are on approved leave. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action up to and including termination.

LUNCH BREAKS
Classified full-time employees may be allowed a thirty (30) minute duty-free meal break. The lunch break shall not be counted as time worked. No free cafeteria meals/food will be provided to any district staff, except for Food Service staff. Should an employee need to work through their 30 lunch it must be pre-approved by their immediate supervisor.

BREAKS
All classified employees who work an eight-hour shift will be granted one paid ten-minute rest period in the morning and one ten-minute rest period in the afternoon. An option available is to take one twenty-minute rest period once a day with the approval of the employee's immediate supervisor.

Classified employees who work at least a three-hour segment of a shift per day but less than eight hours per day will be granted one paid ten-minute rest period per day.

If an employee does not use the rest period(s), he/she will not receive compensatory pay or future time off in lieu of taking the rest period. This break time may be scheduled (at the supervisor's discretion) to extend a lunch break or an early ending of the shift.

OVERTIME
The normal work week consists of forty (40) hours, worked eight hours per day for five consecutive days between 12:01 a.m. on Sunday and 11:59 p.m. on Saturday. All overtime must be authorized in advance by the appropriate ASC Administrator, with the following exceptions:

- Budgeted overtime activities such as checking the building on weekends.
- Specific individuals cleared for overtime on a regular basis.
- Emergencies such as break-ins, plumbing/heating malfunctions, weather, etc.
- If an employee does not report to work and a substitute is not available, another employee may be asked to cover the position on an overtime basis or temporarily reassigned to another building.
- Overtime needs related to athletic events (these situations will be coordinated with the athletic supervisor).
- Approved overtime will be only for emergencies or other unusual circumstances.
- Overtime should not be approved on a routine basis.
- SRA alarm calls/reporting to facilities will be paid for a guaranteed 2 hours of time, any time after that is regular unless overtime is applicable (see Standard Operating Procedure dated August 21, 2012).
- Supervisory personnel responding to emergency or hazardous situations requiring prompt attention are exempt from this policy.

STANDARDS OF PERFORMANCE AND CONDUCT

People who work together require certain basic guidelines and expectations of each other to establish a positive working environment for all employees. Employees should become aware of these responsibilities to the district and to their co-workers.

Violations of the standards may result in one of the following forms of disciplinary action (not limited to): Discharge, suspension, oral warning, or written warning. In arrival at a decision for proper action, the following will be considered:

- The seriousness of the infraction.
- The past record of the employee.
- The circumstances surrounding the matter.

Although there is no way to identify every violation of standards of conduct, the following is a partial list of infractions which may result in disciplinary action:

1. Falsification of District records – including but not limited to employment application or timecard.
2. Unauthorized possession of District or employee property, fraud, gambling, carrying weapons or explosives, or violation of criminal laws on the premises.
3. Fighting, throwing items, horseplay, practical jokes, or other disorderly conduct which may endanger the well-being of any employee, student, patron, or District operations.
4. Threatening, intimidating, coercing, using abusive language, or interfering with the performance of fellow employees.
5. Insubordination or refusal to comply with instructions or failure to perform reasonable duties to which assigned.
6. Use of District's material, time or equipment for the manufacture or production of an article for unauthorized purposes or for personal use.
7. Engaging in such other practices may be inconsistent with the ordinary and reasonable standards of conduct necessary to the welfare of the district, students, patrons, and employees.
8. Use, possession, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs, or other intoxicants at any time on school district's premises or while on school business.
9. Willful violation of TUSD 202 policies.
10. Sexual or racial harassment.
11. Performance which the district deems to reflect adversely on the employee or district, and or does not meet job requirements.
12. This list is intended to be representative of the types of activities which may result in disciplinary action.

POLITICAL ACTIVITIES

It is in the best interest of the district and the community for staff members to participate in the political process.

Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Staff members who intend to become candidates for political office may notify the superintendent of the declaration of candidacy.

A staff member who becomes a candidate for public office may apply to the Board for a leave of absence without pay for the purpose of conducting a campaign. Leave may not be granted if the Board determines that the leave would cause the employee to not perform duties as contracted.

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding public offices, which in the judgment of the Board are less than full time shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office. (Ref. BOE Policy GAHB).

RELATIONSHIPS WITH STUDENTS

Staff members shall maintain professional relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or consent.

SOCIAL NETWORKING/ SOCIAL MEDIA/ELECTRONIC COMMUNICATION INTERACTIONS

TUSD 202 Employees are to observe in their social media/electronic communication interactions with students, parents, and community members the same level of personal responsibility, discretion and professionalism expected in any other form of communication.

School Administrators will annually remind staff members and orient new staff members concerning the importance of maintaining proper decorum in the on-line, digital world as well as in person. The orientation and reminders will give special emphasis to:

- Improper fraternization with students using a gaming device, cell phone or social networks.
- Inappropriateness of messaging, posting items exhibiting or advocating use of drugs or alcohol.
- Inappropriateness of messaging, posting items with sexual content.
- Examples of inappropriate behavior from other districts, as behavior to avoid.
- Monitoring or penalties for improper use of district computers and technology
- Avoid the use of the school's name and logo on a teacher's personal website or social media
- The possibility of penalties, including dismissal from employment, for failure to exercise good judgment in on-line conduct

Employees who use social networking websites shall not post any private or confidential TUSD 202 material on such websites.

TUSD 202 employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other BOE policies and/or collective bargaining agreements, if applicable.

Employees are prohibited from engaging in personal messaging of any nature that violates the law, school board policy, or other standards of conduct. Electronic communication between students and employees should include two adult employees (coaches, administrators, etc.).

Nothing in this policy prohibits employees or students from the use of educational websites if such sites are used solely for educational purposes or messaging for educational purposes that include two employees as well as the student(s). Access of social networking websites for individual use during school hours is prohibited.

GIFTS

Employees may not accept, directly or indirectly, any gift, money, gratuity, or other consideration or favor of any kind from anyone other than the district that a reasonable person would understand as intended to influence official action or judgment of the employee or staff member in executing decision-making authority affecting the district, its employees, or students. The Superintendent of Schools shall be responsible for the administration of this policy.

The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity (Ref. BOE Policy GAJ).

APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent; the building principal, or designee. No district personal property or equipment shall be used by the superintendent for personal reasons at school or away from its designated location without the prior approval of the BOE (Ref. BOE Policy KGA).

Postage meters and stamps are to be used for school business only. Supplies and equipment belonging to TUSD 202 should be used only for school business unless usage has been approved by an employee's immediate supervisor.

RETURN OF PROPERTY

Employees are responsible for all TUSD 202 property, materials, or written information issued to them or in their possession or control. Employees must return all TUSD 202 property immediately upon separation of employment. TUSD 202 is not responsible for lost, stolen or damaged individual property, including personal apparel. In the event an employee fails to return district property a police report will be filed.

PROTECTION OF EMPLOYEE PROPERTY
The Board may repay or reimburse classified employees the cost or value of private property for certain circumstances as specified in the current PNA (Article 8). The burden shall be on the classified employee to exhaust all avenues for reimbursement from the party responsible and to establish that such loss occurred in the course of their employment and committed on school property. The employee must report the incident to their administrative supervisor within 48 hours of him/her being aware of the incident.

Proof of amount of loss by proper receipts or otherwise shall be made the responsibility of the classified employee. This section shall not be construed to be an admission of liability on the part of the district. Request for reimbursement shall be made to the immediate supervisor or principal of the building in which the incident occurred. The immediate supervisor's or principal's determination of whether the circumstances involved justify any assistance from the Board shall be final.

USE OF EQUIPMENT AND VEHICLES
When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines. School District Vehicles can only be operated by employees that are on the approved driver list and approved by an ASC administrator. Please notify the supervisor if any equipment, machines, tools, or vehicles are damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

TECHNOLOGY USAGE
TUSD 202 believes that the use of technology is an integral part of learning and contributes to the overall value of learning for the individual and group. Computers, network, and technology equipment are provided by TUSD 202 for educational and professional use. Staff's use of district technology is a privilege, not a right. As such, all staff members are expected to understand and adhere to the following rules, policies and procedures and are required to sign a new Acceptable Use Policy (AUP) each year.

Staff are responsible for providing appropriate supervision to students to ensure compliance with the student AUP.

Staff are to communicate electronically with students only with district provided and monitored technology devices and software, unless specifically approved in advance by administration.

Staff's use of district technology is restricted to educational, administrative, or job-related duties with a limited exception for personal use only on an occasional and sporadic basis.

Staff must abide by BOE policies regarding bullying and harassment as applicable to the use of district technology.

The IRS considers technology usage a taxable benefit. To satisfy these requirements, once a year, employees will see a technology usage in, and out transaction occur on their paycheck.

POSSIBLE CONSEQUENCES FOR AUP VIOLATIONS

- Restricted or prohibited from using district technology.
- Disciplinary action, up to and including non-renewal or termination.
- The district may notify law enforcement agencies of any violation of statute.

PRIVACY
District technology and information maintained on the district's equipment, network and computers is the property of the district. Staff do not have an expectation of privacy regarding their use of district technology including email, files, and directories.

Activity and content on all district provided computing devices and network storage are subject to monitoring and inspection at any time and for any reason.

CONFIDENTIALITY OF STUDENT RECORDS
Confidential student information, whether written or oral, shall be managed in a confidential manner. Actions which violate the privacy rights of students could result in disciplinary action up to and including termination.

CONTENT/SOFTWARE
Staff must comply with all copyright, trademark, and license restrictions. Staff must not use district-provided equipment, computers, or network, for commercial or political lobbying purposes.

Staff's limited, occasional, and sporadic use of district technology must not interfere with the performance of the district's technology or the staff member's individual job duties.

COPYRIGHT AND DUPLICATING
The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use", as set forth in ECH-R.

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

SYSTEM MANAGEMENT
Damage or technology-related problems should be reported via the District's Helpdesk application. If the security problem is of a grave nature the District's Supervisor of Technology should be contacted immediately.

Technology may delete locally saved documents in the process of repairing or updating computers and software. The district prohibits staff from installing (or attempting to install) software, files, or drivers. Staff must follow district procedures for all technology-related requests including all software installations.

WORKPLACE MONITORING
Workplace monitoring may be conducted by TUSD 202 to ensure quality control and employee safety. Computers furnished to employees are the property of TUSD 202. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

In order to promote the safety of employees and visitors, as well as the security of its facilities, TUSD 202 may conduct video surveillance of any portion of its premises at any time, the only exception being private areas of restrooms, showers, and dressing rooms, and that video cameras will be positioned in appropriate places within and around TUSD 202 buildings/facilities and used to help promote the safety and security of people and property.

Because TUSD 202 is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

SECURITY
Staff must keep usernames and passwords confidential; they are not to be shared with anyone for any reason, unless specifically requested by an administrator or member of the IT department.

Staff must not intentionally access (or attempt to access) material with technology that has been disallowed (prohibited / blocked) by the district.

Staff must not damage, disable, or hinder (or attempt to damage, disable, or hinder) the performance of any district technology system, device, software, or network.

Staff must not use any district technology to damage, disable, or hinder (or attempt to damage, disable, or hinder) the performance of any (inside or outside of the district) computer, device, software, or network.

Staff must not access (or attempt to access) any system, file, directory, user account, or network to which the staff member has not been granted access.

TELEPHONE, COPY, TELEVISION, AND FAX USE

Telephones, copy machines, television, postage machines, FAX machines (not limited to) are to be used for school business purposes in serving the interests of the educational system. The spirit and intent of this guideline is to limit personal use of district machines and keep personal calls on school phones to a minimum in number and short in duration during assigned work time.

No personal long-distance calls, FAX transmissions, or postage may be charged to the district unless approval has been given by their immediate supervisor. Employees will be expected to reimburse the district for these charges. Employees should not watch or use district television or computers for personal benefit. The only exception will be in case of special circumstances when a television may be monitored for news or weather updates.

CELLULAR PHONE USAGE POLICY

Cellular/mobile phones shall not be used while operating district vehicles or transporting students in a non-district owned vehicle (Bluetooth should not be used to talk while operating a district vehicle). If a district employee needs to place or receive a call while operating a vehicle as described above, he/she shall pull off the road to a safe location, apply the emergency brake prior to taking/ making the business-related call. Failure to follow these rules shall be grounds for employee discipline, up to and including termination.

Cellular phone usage and messaging between students and employees should be limited to school/activity communication and must include the parent or guardian or a second employee/supervisor.

SOLICITATION/CONFLICT OF INTEREST

To ensure a productive and harmonious work environment, persons not employed by TUSD 202 may not solicit or distribute literature in the workplace at any time for any purpose unless approved by the administrator of that building or the Superintendent. In addition, the posting of written solicitations by employees is prohibited unless approved by the building administrator or the Superintendent.

Persons seeking to sell, solicit, or display on school premises any item requiring the expenditure of district funds must first secure permission from the direct supervisor, building principal or superintendent. Appointments with district staff during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor, and the Board (Ref. BOE Policy GAI).

District employees are prohibited from engaging in any activity which may be a conflict of interest and/or detracts from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding (Ref. BOE Policy GAG).

FEDERAL DRUG-FREE WORKPLACE ACT COMPLIANCE

The district is covered by the Federal Drug-Free Workplace Act and provides a drug-free workplace. As part of the district's drug-free workplace compliance efforts, the following requirements apply to all District employees:

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof. Within 30 days after the notice of conviction is received, TUSD 202 will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the PNA (Ref. BOE Policy GAOA).

DRUG AND ALCOHOL USE

It is TUSD 202's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on TUSD 202 premises and while conducting business-related activities off TUSD 202 premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all TUSD 202 policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause TUSD 202 any undue hardship. During this period of leave, all benefits will be suspended. Benefits will resume when the employee has returned to work.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify TUSD 202 of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days after the conviction. It is also the employee's responsibility to notify TUSD 202 of any drug or alcohol related convictions occurring outside of the workplace within five days after the conviction or prior to fulfilling required driving duties, whichever occurs first, if the employee's driver's license has been suspended. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Executive Director of Administrative Services without fear of reprisal (Ref. BOE Policies GAOA, GAOB, GAOC, and GAOD).

TOBACCO USE
The use, possession, or promotion of any tobacco product by staff members is prohibited at all times in any district facility; in school vehicles; at school-sponsored activities, programs, or events; and on school owned or operated property (Ref. BOE Policies GAOC and JCDAA).

DRUG TESTING
TUSD 202 is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations. Employees that drive as a function of their job will be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

Reasonable Suspicion Testing: District administration may require an employee to be tested if reasonable suspicion exists that the person is under the influence of drugs or alcohol (Ref. BOE Policy GAOD).

PERSONAL APPEARANCE

During business hours or when representing TUSD 202, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate or unsafe, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstances, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be provided for a person with a disability.

PERFORMANCE EVALUATION

TUSD 202 strives to employ and retain those people who will continue to grow and improve in the performance of their employment duties. To maintain a high standard of performance and to continue the improvement of support services, periodic performance evaluations will be completed.

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Evaluations may be performed at any time if it is determined that an employee’s job performance does not meet the standards required by TUSD 202.

Employee evaluations are conducted electronically by their immediate supervisor or other administrative personnel, and the employee is responsible for checking their email and logging into the program to acknowledge receipt of evaluation information (Ref. BOE Policy GCI).

PROVISIONAL PERIOD FOR NEW EMPLOYEES

The purpose of the provisional period is to provide the supervisor an opportunity to observe a new employee’s capabilities and gather additional background information. A new employee can be terminated at any time during the provisional period.

All employees are on a provisional period during the first sixty (60) days of their employment. Near the end of the sixty (60) day period, the employee will be formally evaluated. During this time, the employee is ineligible for any leave benefits.

At the end of the provisional period, if the employee's performance is satisfactory, the employee will be placed in regular status. At this time, the employee will be eligible for all leave benefits they have earned from the date of employment.

If it is apparent that the employee is not performing satisfactorily and if training or counseling has not resulted in sufficient progress, the employee may be terminated during the sixty (60) day provisional period without advance notice.

PROGRESSIVE DISCIPLINE

TUSD 202's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with TUSD 202 is based on at will and mutual consent and both the employee and TUSD 202 have the right to terminate employment at will, with or without cause or advance notice, TUSD 202 may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps – 1.) Verbal warning, 2.) Written warning, 3). Suspension with or without pay, or 4.) Termination of employment. There may be circumstances when one or more steps are bypassed, depending on the severity of the problem and the number of occurrences.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and still another offense may then lead to termination of employment.

TUSD 202 recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

PROBLEM RESOLUTION

TUSD 202 is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from TUSD 202 administrators and supervisors.

TUSD 202 strives to ensure fair and honest treatment of all employees. Administrators, supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

<u>Conflicts between co-workers</u>

1. Purpose: Establish equitable solutions at the lowest level.
2. Definition of Complaint: A complaint is a perceived conflict, or a negative interaction that adversely affects the working environment by an employee towards a lateral level co-

worker, or an alleged misinterpretation of statements in the workplace that impedes someone's ability to do their job. The complaint procedure is not adversarial in nature.

3. Procedure for Handling Complaint
    a. Step One: Within five (5) days of the occurrence, the aggrieved employee will try to informally resolve the issue at the lowest level. If the complaint is mutually resolved, the process is complete. If the complaint is not mutually resolved, the process will advance to Step Two.
    b. Step Two: If a complaint is not resolved at step one, the complainant notifies an administrator in writing. Then, the administrator will schedule non-binding/voluntary mediation between parties. The mediator will be mutually agreed on and work with the parties to resolve the issue.
    c. Step Three: If the mediation was declined or did not end with a resolution, the complainant will request a meeting with an administrator.
    d. Step Four: If the complaint is not mutually resolved, the parties will be referred to Human Resources to file a formal complaint.

Complaints for Conduct, Policies, or Practices

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with TUSD 202 in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Human Resources Department.

2. Supervisor responds to problem during discussion or after consulting with appropriate administration when necessary. Supervisor documents the discussion.

3. Employee presents problem to the Human Resources Department if the problem is unresolved.

4. The Human Resources Department counsels and advises employees, assists in putting problem in writing, visits with employee's supervisor(s), if necessary, and directs employee to the Executive Director of Administrative Services for review of problem.

5. Employee presents problem to the Executive Director of Administrative Services in writing.

6. Executive Director of Administrative Services reviews and considers the problem. The Director of Administrative Services then informs the employee of the decision and places a copy of the written response in the employee's file. The Executive Director of

Administrative Services has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

GRIEVANCE PROCEDURE
The BOE shall provide a procedure whereby each employee shall have the opportunity to have employee grievances timely and fairly considered.

A. Purpose
The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual classified employees of TUSD 202 at the lowest level.

B. Definitions
1) Grievance shall mean any alleged violation of the terms and conditions of employment.
2) "Aggrieved person" means an employee of the district having a grievance.
3) Words denoting number shall include both singular and plural.
4) "Days," except when otherwise indicated, shall mean working days.

C. Procedures
1) Level One
    a. Within 10 days from the date of awareness of a problem, the aggrieved persons shall seek to resolve the matter informally with their principal or other immediate supervisor.

2) Level Two
    a. If the aggrieved person is not satisfied with the disposition of their grievance at Level One, or if no decision has been rendered within seven (7) days after discussion of the grievance, he/she may file the grievance in writing within seven (7) days of the Level One response with the principal/immediate supervisor on the form provided.
    b. Within seven (7) school days after receipt of the written grievance by the principal/immediate supervisor will meet with the aggrieved person to resolve it. The principal/immediate supervisor shall submit their decision in writing to the aggrieved person within seven (7) days after the meeting.

3) Level Three
    a. If the aggrieved person is not satisfied with the disposition of their grievance at Level Two, he/she may file the grievance within seven (7) days of the Level Two response with the superintendent.
    b. Within seven (7) days after receipt of the written grievance, the superintendent will meet the aggrieved person to resolve it. The superintendent shall submit their decision in writing to the aggrieved person within seven (7) days of the meeting.

D. Supplemental Conditions

1) The number of days indicated at each level should be considered as the maximum and every effort should be made to expedite the process. The time limits specified may, however, be extended by mutual agreement.

2) Decisions rendered at Levels Two and Three of the grievance procedures will be in writing setting forth the decision and the reasons therefore and will be transmitted promptly to all parties in interest.

3) All documents, communication, and records dealing with the processing of a grievance will be filed in a separate grievance file and will not be kept in the personnel file of any of the participants.

4) All grievance procedures shall be kept confidential.

5) All discussions should be conducted at times other than when the employee is on duty.

6) Excluded from the grievance procedure shall be matters for which law mandates another method of review. *All title IX Sexual Harassment complaints or inquiry should be directed to the district Title IX Coordinator: Jereme Brueggemann brueggemannj@turnerusd202.org or 913-288-4127

7) The filing of a grievance at all levels shall be in writing and shall be specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date, and place of the event or act and the names and addresses of any witnesses thereto.

WORKPLACE SAFETY AND SECURITY

HEALTH, SAFETY, AND SECURITY

TUSD 202 shall make reasonable efforts to provide a safe environment for students and employees. The BOE will seek to cooperate with local government officials, emergency preparedness authorities, and other related state agencies to maintain adequate disaster warning systems.

The superintendent, district/building leaders, and facilities/grounds personnel will regularly inspect each attendance center, playground and playground equipment, furnace, boiler, set of bleachers, lighting fixtures, and other appropriate areas to see that they are adequately maintained. Regular inspection of district facilities for hazardous waste shall be conducted by the appropriate ASC administrator or designee. Written records of inspections shall be maintained.

The district shall attempt to protect students, staff and school property from injury or damage. Security devices may be installed at district attendance centers. Other measures may be taken to prevent intrusion or disturbances from occurring in school buildings or trespassing on school grounds.

REPORTING CRIMES
Any district employee who knows or has reason to believe any of the following has occurred at school, on school property, or at a school-sponsored activity shall immediately report this information to local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use, or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified. If the building administrator is notified, he/she will immediately notify the superintendent. The district employee reporting such information to local law enforcement shall immediately notify the building administrator or direct supervisor. The building administrator or direct supervisor should in turn notify the Superintendent of schools. Anyone making a report in accordance with state law and without malice is immune from any civil liability (Ref. BOE Policies EBB, EBBA, EBC, EBCA, and JG).

DISCIPLINE RESPONSIBILITIES
Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance which threatens physical injury to others (Ref. BOE Policy GAO).

INTERROGATION/ SEARCHES OF STUDENTS
Only building administrators and others designated by the superintendent may conduct investigations and question students about infractions of school rules or the student conduct code.

REPORTING CHILD ABUSE
Any employee of the district who has reasonable cause to know or suspect that a child has been subject to abuse or neglect or who has observed the child being subjected to circumstances or conditions which would reasonably result in abuse or neglect will immediately report this fact to the Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. It is recommended that the building administrator also be notified after the report is made. The principal shall immediately notify the superintendent of schools that the initial report to DCF has been made.

USD 202 employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the employees to prove that the child has been abused or neglected. Anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed. To report alleged abuse/neglect that requires immediate assistance, call toll-free 1-800-922-5330 to speak with a trained specialist 24 hours a day, 7 a week or visit the website https://www.dcf.ks.gov/services/PPS/Pages/Mandated-Reporter-Portal.aspx (Ref. BOE Policy GAAD).

CRISIS PLAN
The superintendent, in cooperation with each building principal or designee, shall develop a plan to deal with crises in an attendance center. Each plan shall be approved by the board before it is implemented.

In case of emergencies, it is most important that an employee notify their immediate supervisor. Employees should become familiar with emergency plans which have been developed for each building (Ref. BOE Policy EBBF).

SECURITY INSPECTIONS

TUSD 202 wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, TUSD 202 prohibits the possession, transfer, sale, or use of such materials on its premises. TUSD 202 requires the cooperation of all employees in administering this policy.

Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of TUSD 202. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of TUSD 202 at any time, either with or without prior notice.

TUSD 202 likewise wishes to discourage theft or unauthorized possession of the property of employees, the district, visitors, and students. To facilitate enforcement of this policy, TUSD 202 or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto TUSD 202's premises.

WORKPLACE VIOLENCE PREVENTION

TUSD 202 is committed to preventing workplace violence and to maintaining a safe work environment. TUSD 202 has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of TUSD 202.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

TUSD 202 will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. To maintain workplace safety and the integrity of its investigation, TUSD 202 may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

TUSD 202 encourages employees to follow the district's problem resolution plan found in this handbook and bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. TUSD 202 is eager to assist in the resolution of employee disputes and will not discipline employees for raising such concerns.

KEYS

The building administrator is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the supervisor or building administrator so measures may be taken to maintain safety and security and to protect district property. Keys must be turned into the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

EMPLOYEE BADGE GUIDELINES

All employees are required to display their TUSD 202 identification badge on their person when on duty in any building. All employee badges contain a photo of the employee, the employee's name, and a TUSD 202 logo. The badge must be worn at waist level or above, preferably around the neck, in plain view always.

It is expected that all employees will politely question any adult visitor or unknown youth in a district building during the school day who is not displaying either an employee or visitor badge. Such people are to be taken to the main office to sign in and receive the appropriate identification.

There are two types of employee badges: (a) photo ID badge, as explained above and (b) key entry badge, used for access/entry to buildings with swipe pad. Both badges are the property of TUSD 202 and should not be altered in any way. This includes photo alteration, as well as placing stickers, pins, or buttons on the badge. You will be asked to replace any materials that have been altered in such a manner. If an employee badge is lost or stolen, please notify 913-288-4152 or 913-288-4102.

SEPARATION OF EMPLOYMENT

***When leaving/separating from the district, please contact Business Services for assistance. 913-288-4100**

EXIT INTERVIEW

TUSD 202 may request an exit interview or survey at the time of employment separation. The exit interview/survey will afford an opportunity to discuss/share such issues as employee benefits, conversion privileges, repayment of outstanding debts to TUSD 202, or return of TUSD 202 owned property. Suggestions, complaints, and questions can also be voiced.

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment. TUSD 202 prefers at least two weeks' written resignation notice from all employees.

Classified employees may resign from their jobs in accordance with the employment agreement and Board policies (Ref. BOE Policy GBO). Employees are requested to notify their supervisor in writing of this decision. Resignations should be submitted to supervisor or HR and signed (if in Frontline the signature is electronic all other forms require an employee signature). All district property such as keys, tools, and equipment including technology must be returned to direct supervisor before the last day of work. In the event an employee fails to return district property a police report will be filed.

Employees voluntarily terminating their employment with the district will be paid on their final paycheck for annual (not accumulated) leave and earned vacations days not used, or their final paycheck will be docked for used vacation, days owed to the Sick Leave Pool, or leave days not earned.

TERMINATION

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment separation initiated by an employee.
- Termination - involuntary employment termination initiated by the organization.
- Non-renewal - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment separation initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with TUSD 202 is based on mutual consent, both the employee and TUSD 202 have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

RETIREMENT
When considering retiring from the district, please contact Business Services for assistance 913-288-4100.

TUSD 202 staff that have been under contract with the district since the 2008-2009 school year may qualify for early retirement. Please refer to Policy GAQ for additional information related to early retirement.

Further information regarding KPERS may be obtained via the KPERS website (look to the right column on the page) Toll-free, 1-888-275-5737 kpers@kspers.gov

RETURN OF PROPERTY
Employees are responsible for all TUSD 202 property, materials, or written information issued to them or in their possession or control. Employees must return all TUSD 202 property immediately upon request or upon separation of employment. TUSD 202 is not responsible for lost, stolen or damaged private property, including personal apparel. In the event an employee fails to return district property a police report will be filed.