USD 250
Classified Handbook

Policies and Procedures

2026-2027

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SECTION 1 - EMPLOYEE GUIDELINES

Administrative Organization

Line and Staff Organization

There is a direct line of authority from the electorate to the students. Positions in the line of authority and responsibility are:

- Electorate
- Board of Education
- Superintendent of Schools
- Assistant Superintendent of Schools
- Chief Operations Officer
- Principals and Directors
- Teachers and Classified Staff
- Substitute Teachers
- Students

Please see the USD 250 - Pittsburg Community Schools Organizational Chart for more information (Appendix 1).

Educational programs will be determined within this line of authority.

Communication is enhanced if each person in this line first communicates ideas, suggestions, or concerns to the person next in line with authority, in either direction.

Underlying Policies and Procedures

1. To ensure that the instruction and administrative programs are supported by competent employees serving in the following positions:
    a. Maintenance
    b. Technology
    c. Transportation
    d. Nutritional Services
    e. Custodial
    f. Secretarial
    g. Paraprofessionals
    h. Support Staff (Cross Guards, After School Staff, Cafeteria Supervisors, additional hourly staff not listed)
2. To establish qualifications that accomplish the above purpose.

3. To hire and assign classified employees in a manner that is in keeping with the welfare of the entire school.

Employee Standards of Conduct

All employees are expected to maintain a professional standard of conduct, work together in a cooperative spirit to serve the district's best interests, and be courteous to students, one another, and the public. Employees are expected to observe the following standards of conduct:

- Recognize and respect the rights of students, parents, other employees, and members of the community.
- Refrain from any behaviors or comments that would compromise themselves or others.
- Maintain confidentiality in all matters relating to students and coworkers.
- Report to work according to the assigned schedule.
- Notify their immediate supervisor in advance, or as early as possible, if they will be absent or late. Unauthorized absences, chronic absenteeism, tardiness, and failure to follow procedures for reporting an absence may be cause for disciplinary action.
- Know and comply with department and district policies and procedures.
- Express concerns, complaints, or criticism through appropriate channels or the chain of command.
- Observe all safety rules and regulations and report injuries or unsafe conditions to a supervisor immediately.
- Use district time, funds, and property for authorized district business and activities only.

This list is not all-inclusive. In each case of misconduct or unsatisfactory performance, the appropriate disciplinary action will be determined, at the District’s discretion, based on the particular facts and circumstances. All district employees should perform their duties in accordance with state and federal law, district policies and procedures, and ethical standards. Violation of policies, regulations, or guidelines may result in disciplinary action, including termination.

Discrimination Denounced

Unified School District 250 does not discriminate based on race, color, national origin, sex, disability, religion, or age in its employment procedures, educational programs, and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

J.B. Elliott, Superintendent of Schools

510 Deill Street, PO Drawer 75

Pittsburg, KS 66762

(620) 235-3100

CLASSIFIED EMPLOYEES

Classified Handbook

The classified staff member is required to read the classified handbook annually. The staff member will be required to sign off electronically through the district records system. The classified handbook is available on the district website or upon request from the employee.

Appointment of Classified Employees

The superintendent will nominate classified employees to fill all necessary vacancies in the classified support staff in cooperation with directors and principals. The superintendent will recommend to the Board of Education at the May meeting a list of employees who are to be continued in service.

Assignment and Reassignment of Classified Employees

The superintendent will have the authority to assign all classified employees to their respective positions in the schools and to inform the Board of Education of a classified employee's reassignment to another school when doing so will best serve the school program.

Employees who have previously retired under the KPERS System

Effective October 1, 2025, newly hired employees who previously retired under the KPERS system will have their pay rate adjusted to offset the working-after-retirement penalties assessed by KPERS.

Attendance and Work Schedule

Classified employees are required to work their set work schedule approved at the time of hire. Employees may not work a different schedule without their supervisor's approval. Employees who work a different schedule, without prior approval, may face termination of employment.

Pay Increases

The Board of Education may elect to award pay increases on an annual basis or on a merit basis, as recommended by the district administration.

Posting of Employment

The administrative assistant to the superintendent will post vacancies on our website at www.usd250.org. Current employees interested in a position should apply online at our website, www.usd250.org. Additional postings may be placed in the local newspaper and/or on other web-based employment sites.

Termination of Employment of Classified Employees

Classified employees will be appointed annually, and work agreements will be executed in accordance with the school calendar and/or the work calendar adopted by the Board of Education. The employer may terminate employment immediately for any reason. Kansas is an employment-at-will State.

EVALUATION OF CLASSIFIED EMPLOYEES

Policy

The Board of Education supports the concept of continuous improvement. Therefore, periodic evaluation of classified employees is required. Evaluations are recorded in the TalentEd Employee Portal.

Regulations

1. Each employee shall be evaluated in writing through the TalentEd portal according to the following schedule:
    a. Twice during the first year of employment (once per semester)
    b. Once each year thereafter
    c. Any plans for improvement, employee meetings with the supervisor, and/or areas of concern can be considered part of the employee's evaluation process.
2. Each classified employee shall be evaluated in writing by his/her immediate supervisor.
3. The employee's ability to fulfill his/her job description shall be the basis of evaluation.
4. The employee shall have the right to review written evaluations and shall sign the evaluation to verify the review through the TalentEd portal.
5. A copy of the evaluation will be provided to the employee, and a copy will be placed in the employee's personnel file on the TalentEd portal.

SECTION II - PROCEDURES

Working Conditions

Kansas does not have any meal or rest break laws. However, work breaks can be given if agreed upon by the building principal, director, or supervisor.

Use of Personal Cellular Phones

- **Safety:**
  - To promote a safe work environment with minimal distractions and to increase productivity, employees need to refrain from using their cellular phones for personal use during work hours.
  - Employees can check in and out of work using their cellular devices, the building's Kiosk system, or a desktop computer.
  - Employees may use their cellular devices to request leave, either on their devices or on desktop computers.
  - While driving a district-owned vehicle, employees are to refrain from using their personal cell phones.
- **Productivity:**
  - The school district allows employees to have their cellular phones on their persons. This is to assist in communicating with staff members during an emergency. Employees can receive emergency notifications from the school district. Employees are expected to use only their personal cell phones for emergencies or during scheduled breaks (approved by their supervisor).
- **Security:**
  - If a USD 250 District employee uses their cell phone on the school district's Wi-Fi, the USD 250 District employee's appropriate use of technology policy applies.
  - An employee is expected to read this policy and abide by the appropriate technology use policy annually.
- **Consequences**
  - If the use of a cellular phone is a concern, the employee's supervisor may issue disciplinary action, including termination.

Inclement Weather - School/Office Closing/Delayed Start

At times, the start of the school day/workday may be delayed or canceled due to inclement weather. In addition, the superintendent may close offices at their discretion. When it is necessary to close offices due to inclement weather or other reasons, the day for 12-month employees becomes a "non-work paid day." 12-month employees who are required to work on such days will be paid additional straight time for hours worked during an inclement-weather week. For example, if there is no school due to a snow day and a maintenance employee is asked to come in to work for 4 hours, they will receive their 8 hours of pay for the snow day, plus 4 hours for the work performed on that day.

Overtime compensation will be paid to employees who work more than forty (40) hours per week. The employee must have worked forty (40) hours before overtime will be paid.) The supervisor must approve all work-paid time.

When it is necessary to close schools due to inclement weather or other reasons, the day for less-than-12-month employees becomes a “non-work paid day,” unless the Board requires the time to be made up.

The decision on whether to add non-work paid day(s) at the end of the school year will be made by the Board of Education.

Injury/Accident Report

It is the responsibility of the classified staff member to report any accident or injury that occurs on the job to their supervisor immediately. If an injury occurs at work, the classified staff member must report this incident within 5 calendar days. Any injury reported after 20 calendar days cannot be legally turned into a workers’ compensation claim. Injuries that an employee does not wish to seek care for must be reported to their supervisor.

If medical treatment is required, the employee will be taken to Workplace Health Services at the Community Health Clinic of Southeast Kansas for evaluation. After-hours injuries will be treated in the emergency room at Mercy Hospital. The district accident forms are available at the district website under STAFF RESOURCES - Workers' Compensation and Accident Reporting.

It is the employee’s responsibility to review the work-related injury procedure on the district website. The district accident forms are available at the district website under STAFF RESOURCES - Workers' Compensation and Accident Reporting.

The board, through its designated workers' compensation coordinator, may require employees who claim or are involved in an accident in the course of employment to submit to a post-injury chemical test. This includes instances in which the district administration or workers' compensation coordinator has actual knowledge of an accident, regardless of whether the employee has requested medical treatment. If an employee refuses to submit to an employer-requested post-injury chemical test, the employee forfeits all related workers' compensation benefits as provided in K.S.A. 44-501(b)(1)(E). Testing and the procedures used shall, therefore, conform to all relevant Kansas statutes.

Required Physicals

If an annual physical is required for employment or to perform a job duty, the employee will use the district-provided Community Health Clinic of Southeast Kansas Workplace Health Services for this evaluation.

Grievance Policy

Any employee may file a complaint with their supervisor regarding a school rule, regulation, policy, or decision that affects them. The complaint shall be in writing, filed within ten (10) calendar days following the event complained of, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) calendar days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Classified Council Committee

The classified council will meet 5 times a year to review any concerns or needs within the school district. The committee members are made up of classified staff members, principals, directors, the chief operations officer, and one school board member. There is at least one committee member from each classified employee department. (Please see Appendix 2 for committee members.)

Medication (administration of) in Pittsburg USD 250

Policy

Regulations for the administration of medication will be developed, with the safety of schoolchildren as the primary consideration. The regulations will minimize the administration of medication to children during the school day or school-sponsored events.

Regulations

1. Medication will be administered by the personnel of USD 250 to students when expressly authorized by the building principal, but only under the following conditions:
    a. Written authorization from a parent/guardian and the attending physician or dentist must be delivered to the building principal. Said authorization shall contain detailed directions for the administration of the medication and shall be substantially in the same form as the form attached hereto and entitled "Authorization of Medication."
    b. The medication must be in the container bearing the pharmacist's label and accompanied by the aforementioned written authorization.
    c. Only oral and injected medications may be administered by classified personnel with signed authority.
    d. The building principal shall be responsible for assigning the administration of medication to the most appropriate staff member. The name of the staff member so assigned shall be available to all building personnel and interested parents.

e. An individual record shall be kept of each medication administered by school personnel. Said record shall contain the information outlined in the form attached hereto entitled “Medication Given at School.”
f. A licensed healthcare professional shall be responsible for the supervision of the administration of medications, and persons administering medication shall seek professional advice whenever in doubt.

2. All prescription medication, whether or not the same is to be administered by USD 250 personnel, shall be delivered to the building principal as soon as the student arrives at the school. Students may possess nonprescription medications only with parental authorization or with the building principal's express authorization.
3. All medication that the building principal delivers, whether prescription or nonprescription, and including (but not limited to) medication requiring refrigeration, shall be kept in a locked container under the supervision of the building principal, and such medication shall be inventoried each semester by a licensed health care professional. Out-of-date medication shall be returned to the parent or destroyed.
4. Schools are strongly encouraged to provide an educational program for students aimed at resolving problems without medication at school and to emphasize the proper identification of students who should receive medication. It is also recommended that students be observed for reactions to medication for twenty minutes after administration. Furthermore, information on whom to consult for unfamiliar medications should be made available to the person administering them.
5. The district policy and regulations should be shared with all local physicians and dentists. Forms should also be made available to the health care providers in the community.
6. As with any regulations established for the safety of students, emergencies may arise in which strict adherence to a particular regulation is not appropriate; in such situations, good judgment must prevail.

PAYMENT METHODS

All classified employees will be paid over 12 months in equal payments, with exceptions noted below.

- New employees will be paid hourly until the end of the 90-day probationary period. Staff will be eligible for annualized pay after the probationary period. If the staff member chooses to be on annualized pay, KPERS and Health Benefits will be deducted from the employee's payment check accordingly. If an employee leaves or is terminated, the district will deduct any benefits from the employee’s final pay to reimburse the district for KPERS and Health Benefits payments.

The following positions will be paid by actual hours worked each month:

- Cafeteria Supervisors

- After-School Care Workers
- Crossing Guards
- Extra Duty Workers
- After-School Tutoring/Enrichment Staff
- Bus driving assignments outside of the regular, daily 4.5-hour bus routes

The School District has the right to transition an employee from annualized pay to hourly if the employee exhausts all available accrued paid time off and begins using leave without pay.

Direct Deposit

Each employee's salary will be directly deposited in the financial institution of their choice on the twentieth (20th) of each month, unless that day falls on a non-working day, in which case the payment will be deposited on the last preceding working day. Payroll check stubs or the equivalent thereof will be distributed to staff via email beginning in the Fall of 2012, with the employee's written permission.

Compensatory Time for Over 40 Hours

Compensatory time will no longer be available starting January 1, 2024.

Starting January 1, 2024 -

Overtime Pay - Authorizing Payment of Overtime:

The normal worksheet consists of 40 hours, worked 8 hours per day for 5 consecutive days, between 12:00 A.M. on Sunday and 11:59 P.M. on Saturday. All overtime work must be authorized in writing in advance by your immediate supervisor.

All classified employees are subject to 29 USC 201 et seq. (Fair Labor Standards Act) and the applicable administrative rules and regulations as may from time to time be promulgated or amended.

Compensatory time will no longer be given to district employees. For current employees with compensatory time available, this time must be used by June 30, 2024.

Overtime compensation will be paid to employees who work more than forty (40) hours per week. The employee must have worked forty (40) hours before overtime will be paid. PTO, vacations, holidays, and snow or heat days do not count as days worked, even if paid by the employer (according to the Fair Labor Standards Act). Your immediate supervisor must authorize all overtime work.

PURCHASING PROCEDURES

Authorization of Incidental Supplies

Incidental supplies needed during the month for the various schools not previously authorized by the Board of Education may be authorized by the director of business operations. The superintendent may delegate authority to home economics teachers and lunchroom managers to order groceries. All authorized supplies must be purchased through an order issued by the Board of Education's purchasing agent. Any employee purchasing supplies without authorization may be held personally responsible for the costs.

Purchase Orders

Supplies, materials, and equipment needed in the operation of the schools of Unified School District 250 must be requested by the appropriate persons on a district purchase order. If the administration responsible for the account approves the request, the purchase order is forwarded to the Director of Business Operations, who will verify that sufficient funds are available in the appropriate account to cover the purchases.

Using a credit card also requires a PO to ensure funds are available. It is preferred that the purchase order be obtained in advance or within 48 hours of the purchase.

Reimbursements

Employees who submit a receipt for reimbursement must provide an itemized receipt to ensure proper use of school funds. The receipt must show the items purchased.

RELEASE OF PERSONAL DATA

It is extremely difficult to establish procedures that will serve the legitimate interests of credit bureaus, credit unions, banks, retailers, finance companies, and collection agencies while also protecting the necessary confidential relationships between the school and the family and between the school district and its employees. However, due to the increase in requests, guidelines will be established for school administrative personnel to follow when responding to them.

STUDENT PRIVACY RIGHTS

District employees may have ongoing opportunities to access confidential information or records that must be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limit its release. Driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social Rehabilitation Services (SRS) interventions, Social Security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the district's student records and files, except to other authorized employees who may need such information for educational purposes in connection with their duties, and to authorized persons or agencies only in accordance with the law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required by law or court order. In all cases, the employee's immediate supervisor shall be immediately informed of any requests. Any employee who inappropriately releases information or uses confidential information obtained in the course of their employment with the district will be disciplined in accordance with the board policies and district procedures. Disciplinary action may include penalties, up to and including termination.

SECTION III - BENEFITS

Holidays

All full-time, twelve-month classified employees are entitled to the following holidays with pay:

Independence Day

Labor Day

Thanksgiving Day, and the day after Thanksgiving

Christmas Day, the day before, and the day after Christmas

New Year's Day

Martin Luther King Day

Memorial Day

Optional Day to coincide with a non-school day at the superintendent's discretion

If a holiday should fall on a Saturday or Sunday, the actual day off for any department will be noted on the work calendar assigned to the employee.

In addition, the superintendent may take a holiday and place it elsewhere (i.e., one of the two Christmas Holidays may be substituted for the day before Thanksgiving).

LEAVE

Adoption Leave

Any regular, full-time employee of the district may use a maximum of three (3) days of accumulated PTO leave because of the adoption of a child.

Catastrophic Leave

From time to time, an employee may experience life events (illness, accident, natural disaster, etc.) that may prevent them from completing their duties. Employees who experience these events and use their accrued PTO may apply to the district for catastrophic leave benefits.

This leave is intended to provide solutions for employees whose lives may be threatened by events beyond their control and to provide a financial safety net against such events.

Application for these benefits shall be made to the Superintendent, who shall present the application for consideration to a committee consisting of the Classified Council, the employee's supervisor, and a member of the Board of Education.

This committee may recommend to the Board an extension of the employee's leave for any part of the remainder of the school year or until the employee is eligible for KPERS disability benefits. This recommendation will include the continuation of the employee's full salary and benefits or a partial continuation of the employee's salary and benefits. The committee's recommendation will be forwarded to the Board for consideration and action.

Legal Leave (Jury Duty)

1. Legal leave shall be granted to employees without any deduction of days or pay for the purpose of fulfilling one's obligation to a jury summons.
2. If the employee is issued a court subpoena, the employee will notify the Superintendent, who will enlist the assistance of the board attorney to submit a written deposition in place of the employee's court appearance. There will be no charge to the employee for this service. If submitting a deposition is not acceptable to the court, the employee will be given paid legal leave to meet this obligation.

Leave of Absence - Short Term

All requests for a leave of absence, with or without pay, that extend six days or longer must be brought to the Board of Education for approval or disapproval. The superintendent has the authority to approve or disapprove a leave of absence, with or without pay, of five days or less. Guidelines that the superintendent will use in determining the merit of each request include:

1. History of absences used by the employee.
2. The extent of educational benefits that will be lost.

3. Personal leave will not be used in conjunction with the leave request.
4. A competent substitute, as determined by the administration, can be secured for the days missed.
5. There is adequate time for planning by the administration and substitutes.
6. It is not an extension of paid time off as scheduled on the official school calendar.

The superintendent will report to the Board of Education all requests for a leave of absence submitted and the outcome rendered.

Paid Time Off (Approved by BOE - March 2025)

Purpose

Recognizing that work constitutes a significant part of an employee's life, balancing work and personal activities is crucial to ensuring high performance and a positive work environment. To support this philosophy, Pittsburg Community Schools USD 250 has developed a paid time off (PTO) plan that combines vacation, personal, and sick leave into a single program. PTO is designed to cover leave for vacation, personal sickness, family sickness, and personal or family activities. On July 1, the annual PTO accumulation begins.

Accrual Rate

Full-time, twelve-month employees will accrue PTO according to the following schedule. PTO accrues monthly based on hours worked according to the employee's work agreement.

12-Month Employees

Years of Service	Days per Month of Employee's Work Agreement	Days per Year
1 - 10 years	2 days	24 days
11+ years	2.42 days	29 days

Employees who work less than twelve months and more than 4 hours per day will accrue 12 days of PTO per year. PTO accrues monthly based on hours worked according to the employee's work agreement. **Employees who work less than 4 hours per day will not accrue PTO.**

Years of Service	Days per Month of Employee's Work Agreement	Days per Year
1 + years	1 day	12 days

Newly Hired Employees

New employees cannot use PTO until they have completed their 90-day probationary period. New hires who start their position at the beginning of the school year will accrue PTO according to the following schedule.

Years of Service	Days per Month of Employee's Work Agreement	Days per Year
0 - 1 years	1 day	12 days

New hires who start their position at a time other than the beginning of the school year will earn one day of PTO for each month worked, up to a maximum of 10 days. Days are calculated and accrued based on the months remaining in the employee's work agreement.

Request to Take PTO Procedure

PTO must be pre-approved and prescheduled by the employee's supervisor. It must be taken in quarter-hour (15-minute) increments and may not exceed the number of hours the employee is scheduled to work. In the event of an emergency, however, employees may take up to three consecutive days of unscheduled PTO with less than 48 hours' notice, regardless of the applicable workload.

Supervisors may deny leave requests based on the department's staffing needs, even if employees have a sufficient leave balance. We recommend that employees submit leave requests at least two weeks in advance to allow supervisors adequate time to assess staffing levels and make necessary arrangements. **Requests for leave without pay must be submitted in writing to the Superintendent for approval.**

Employees can carry over accrued and unused PTO from one calendar year to the next, up to a maximum of 135 days. Upon separation of employment, employees will be compensated for up to ten (10) days of their earned but unused PTO. **Employees whose employment is terminated for cause are not eligible for payout of any accrued PTO.**

Provided the employee ends the school year with at least 130 days of accumulated PTO, the employee may submit a written request to Human Resources by June 1 for reimbursement of up to 5 unused PTO days at $50.00 per day. Payment will occur with the June payroll.

Employees transitioning from a full-time position to a part-time position (4 hours or fewer) may retain unused PTO. However, an employee working 4 hours or fewer will not receive PTO. Employees transitioning to a part-time position should work with their supervisor to ensure PTO is used appropriately before the transition.

Transition to PTO Leave Pool

There is hereby established a pool of PTO leave for use by employees. The PTO leave pool shall be used in the event of prolonged illness or disability and will be implemented as follows:

Each employee shall be a member of the PTO leave pool and eligible for benefits therein.

1. Each employee shall contribute one (1) sick day per year to the PTO leave pool during the first three (3) years of employment. After contributing three (3) days, the employee shall be considered vested in the PTO leave pool.
2. All applications for use of the PTO leave pool shall be submitted to Human Resources.
3. Upon contributing one (1) day to the pool, the employee is eligible to request days from the pool.
    a. Employees with one year or less of experience may request up to 10 days.
    b. Employees with two years of experience may request up to 20 days.
    c. Employees with three or more years of experience may request 30 days.
4. If the accumulated days in the PTO leave pool are less than five hundred (500) days on September 1 of any year, all vested employees shall also contribute one (1) additional day to the pool.
5. If accumulated days in the PTO leave pool are less than one hundred (100) days at any time during any year, all vested employees shall contribute one (1) additional day to the pool to replenish the days.
6. Days contributed by an employee (member) become a permanent part of the pool and will not be refunded to that employee.
7. Any employee who wishes to use the PTO leave pool must provide evidence that the employee or an eligible family member is under a doctor's care and present a written formal application to the PTO leave screening board, which shall consist of:
    a. The Superintendent or their designee;
    b. The principal or supervisor where the applicant is employed;
    c. A member of the Classified Council; and
    d. The Clerk of the Board.
8. No screening board member shall vote on their own request. If the applicant is one of the foregoing, an alternate shall be appointed by the remaining committee members.
9. The application must include a written statement concerning the inability to work. The HR Director may require a statement from the employee's physician certifying that the employee is unable to perform their duties due to a prolonged illness or disability. The physician may be asked to certify in writing the number of days of absence the given illness or disability requires.
10. A simple majority vote of the screening board shall constitute an affirmative vote for the applicant.

11. The screening board will make written notification of approval or other disposition of the application to the applicant.
12. Before using the PTO leave pool, each employee shall have depleted his/her accumulated paid time off.
13. The PTO leave pool may not be used to cover employees receiving workers' compensation pay.
14. At the end of each contract year, the unused days in the PTO leave pool shall be carried over into the PTO leave pool for the next contract year.
15. No employee may draw more than (30) contract days from the pool during any school year (July 1 - June 30).
16. The provisions of this section shall apply only to employees, his/her spouse, parents of the employee or spouse, and children or stepchildren of the employee. PTO leave benefits for families as defined in this section will be limited to a maximum of ten (10) days per employee per year.
17. The classified PTO leave pool may be used for bereavement pay if the employee has used all of their paid time off. The PTO leave pool for bereavement will be limited to (5) days and shall apply to his/her spouse, parents of the employee or spouse, and children or stepchildren of the employee.

(Please see PTO Leave Committee Members in Appendix 2).

Bereavement Leave

1. A maximum of five (5) days shall be allowed in case of the death of a child, spouse, parent, grandchild, or corresponding in-laws.
2. A maximum of three (3) days shall be allowed in case of the death of a sibling, grandparent, or corresponding in-laws.
3. A maximum of one (1) day shall be allowed in case of the death of an aunt or uncle, nephew or niece, or corresponding in-laws.
4. Bereavement leave may be taken any time within thirty (30 days of the death of a family member. Days do not have to be taken in consecutive order.
5. Additional bereavement days may be granted by the superintendent of schools at the staff member's request.

LEAVE WITHOUT PAY

Emergency Leave

Emergency leave will be granted for time lost due to natural disasters, legal obligations, family emergencies, and travel-related emergencies. Applications shall be made to the Superintendent. Emergency leave days granted will be charged to PTO.

Extended Leave

Extended leave of up to one year may be granted by the Board to employees who request it. Such leave (if for a school term) shall be requested by February 1 for leave during the following school year. A request indicating the reason for a leave of absence shall be submitted to the Superintendent, who shall present it to the Board for consideration. Leave may be requested for the following:

1) A one-year leave of absence will be granted to employees who welcome a new child to their family through birth or adoption.
2) A leave of absence will be granted to employees for other reasons approved by the Board. For leave periods of less than one year, the leave may be granted at the Board's discretion.

An employee on a leave of absence will be required to notify the district by February 1 of the intent to return to the district the following year. Failure to notify the district of intent to return by this date will result in forfeiture of the right to return. Applications for leave that do not correspond to the beginning of the school year may have different dates for application consideration and return notification. When such dates differ from the standard dates, this will be noted in the application and subsequent approval.

A leave-of-absence year will not count toward accrued experience in the district for purposes of salary calculations or PTO leave. Returning employees will retain leave and salary placement accrued before the leave. Extended leaves of absence are without pay; however, the employee may remain in the district’s medical insurance group by timely payment of premiums during the term of leave.

Employees returning to regular employment following a leave of absence will be placed in a position similar to the position vacated before the leave, but are not guaranteed a return to the same position. An employee returning from Extended Leave is encouraged to serve as an attendant for relevant vacancies as they are posted and to apply for any position for which they wish to be considered. Employees who promptly make said application shall be granted an interview. Any employee not placed by April 15 will be placed in a position similar to the position vacated before the extended leave, but is not guaranteed a return to the same position.

RETIREMENT BENEFITS

A. All employees who have served ten (10) or more consecutive years in this district before retirement will be eligible for additional compensation according to the following schedule.
B. This additional compensation will be $15.00 per day for each day of unused PTO for retiring employees. Compensation for unused PTO leave shall be limited to a maximum of 120 days.

C. Employees who may find it necessary or desirable to retire from employment with the district may retire under the terms and conditions hereinafter specified. Retirement is voluntary.
D. All staff who are new to the district in the 2008-2009 school year and thereafter shall be on Option B and shall not be eligible for Option A.
E. Additionally, employees hired after July 1, 2000, who have elected to switch to Option B are no longer eligible for Option A. The election is irrevocable.

Early Notification Bonus

A bonus payment of $250.00 shall be paid to an employee submitting a written notice of his/her resignation/retirement by December 15. This payment only applies to an end-of-school-year retirement or resignation.

Option A Retirement

A. An employee who is terminated or is non-renewed before accessing the retirement plan is not eligible for retirement benefits under Option A.
B. The employee requesting the benefits shall notify the Superintendent in writing no later than the last workday in February. For requests received after the last workday in February, the Superintendent may place the additional requirement of finding and employing a suitable replacement before approving retirement incentive benefits. If the untimely request for retirement is granted, the approval shall include both the annual stipend and payment for unused PTO, as allowed under this provision.
C. Eligibility. An employee is eligible to retire if they:
    1. Have ten (10) or more years of continuous employment with the district and
    2. Meet the KPERS guidelines for retirement and actually retire through KPERS.
D. Leaves. A leave granted by the Board will not be counted toward the ten (10)-year requirement. Any leave covered under these guidelines will not break the continuity of employment. Leaves provided for under Board policy may or may not break the continuity of employment, at the Board's discretion. If the Board intends to break the continuity of employment when granting leave, the employee will be notified in writing when the leave is approved.
E. Basis of Retirement Benefit. The retirement benefit shall be an annual payment in January equal to 15% of the retiree’s annual contracted salary for the final year of service. Payment will be made over a period of five (5) years and deposited into a 403(b) tax-sheltered annuity with Security Benefit Life. These benefits may be immediately withdrawn from the account, rolled over to a different 403(b) account, or moved to an IRA account without penalty to the retiree. Federal and state taxes will not be collected on these funds until they are withdrawn from a tax-sheltered account.
F. Terms and Conditions.

1. Upon the death of the employee receiving benefits, all unpaid benefits due under the retirement provision will be payable to the employee's designated beneficiary.
2. An employee who retires shall be responsible for keeping the school district informed of his/her current mailing address and telephone number.
3. An employee who has completed ten (10) years of eligible service with the district shall be vested in the district's plan and remain eligible for retirement benefits upon his/her retirement from the district under the provisions of this article.

G. If any provision of this plan is determined to violate Federal or State laws or regulations, and the plan cannot be brought into compliance by practical and reasonable means, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board.

Option B Retirement Incentive

Employer and Employee Paid Contributions

A. Employees who are eligible to participate in the Cafeteria 125 plan will be eligible to participate in the 403(b) Retirement Plan. The option to enroll will be offered annually, following the same timeline as open enrollment for the Cafeteria 125 plan.

B. The district will match the employee-elected contribution to the account up to 1.5% of the primary contract salary of each employee.

C. Upon separation of service from the district and subject to current 403(b) regulations, the employee may withdraw all employee-contributed funds, including any additional money on the amounts provided by the employee gained through investment.

D. Beginning their 6th continuous year as an employee and subject to current 403(b) regulations, they will become vested in 20% of the amount that was contributed by the employer, including any additional amount gained through the investment of those funds. The vested portion will continue to increase by an additional 20% per year until the employee is 100% vested, beginning their 10th continuous year.

Vesting Schedule:	Year(s)	Amount Vested
	1-5	0%
	6	20%
	7	40%
	8	60%
	9	80%
	10	100%

E. An employee may access the vested portion of their Employer Paid Account upon separation of service from USD #250.

F. Employer and Employee Paid Contributions and growth thereon will be considered taxable income upon distribution from the plan. Further, a penalty for early withdrawal may apply to distributions made before the age permitted by State and Federal laws and regulations. Qualified rollover options may allow a terminated employee to defer taxation until a later date.

G. If any provision of this plan is determined to violate Federal and State laws or regulations, and the plan cannot be brought into compliance by a practical and reasonable means, then the entire plan shall immediately terminate and shall be of no further force or effect unless re-adopted by the Board. In any event, the employee may access all employee contributions and the earnings thereon, as well as employer contributions per the vesting schedule described above.

Other Provisions

A. Retirees are eligible to maintain membership in the district's health insurance group upon timely payment of quarterly premiums until eligible for Medicare insurance coverage.

B. In addition to other benefits, as stated herein and after ten(10) years of service to the district, the district will pay $15.00 per day for each day of unused PTO leave for those employees retiring. Compensation for unused PTO leave shall be limited to a maximum of 120 days. The retiree shall notify the Superintendent no later than the last workday in February preceding the anticipated retirement date of his/her intent to retire for the next school year. The Superintendent may recommend to the Board for approval a notification submitted after that date.

SECTION 125 CAFETERIA PLAN

The Board of Education will provide a Section 125 Cafeteria Employer-Paid Plan for classified staff. Options will include Health Insurance, Group Term Life Insurance, Salary Protection Insurance, Cancer Insurance, Dental, Vision, Medical Reimbursement, and Dependent Care. The employee cannot change any options between October 1 and September 30 unless family status changes as follows: marriage, divorce, birth or adoption of a child, death of a spouse or child, or a change in employment for the employee's spouse. The Board of Education retains sole authority to select all common carriers for all benefits.

Any rules promulgated by the Federal or State Governments and the Internal Revenue Service that affect the Section 125 Cafeteria Employer Paid Plan will be considered by the Board of Education. Under these circumstances, the Board of Education reserves the right to alter, modify, or terminate the Section 125 Cafeteria Paid Plan to comply with these rule changes.

Employees will be eligible to participate in the Section 125 Cafeteria Employer-Paid Plan on the first of the month following the employee's probation period. Each full-time staff member who chooses to participate in the group health insurance plan shall have a portion of the monthly premium paid by the Board of Education.

	Option 1	**Option 2**	**Option 3**	**Option 4**
Single Plan:	**$834/mo.**	**$834/mo.**	**$834/mo.**	**$650/mo. ***
Employee/Child(ren):	**$934/mo.**	**$934/mo.**	**$934/mo.**	**$934/mo.**
Employee/Spouse:	**$934/mo.**	**$934/mo.**	**$934/mo.**	**$934/mo.**
Family:	**$1034/mo.**	**$1034/mo.**	**$1034/mo.**	**$1034/mo.**

***$184 Board paid to HSA if enrolled**

Employees working less than 20 hours per week are <u>not</u> eligible for the board-paid benefit. The board-paid amount will be prorated for less-than-full-time employees using the following schedule:

Employees working 20 to 24 hours per week:	50% board-paid health benefit
Employees working 25 to 29 hours per week:	75% board-paid health benefit
Employees working 30 hours or more:	100% board-paid health benefit

Shared Board Benefit

Employees who participate in the district-provided group health insurance through Greenbush Health and whose spouse is employed in another district or Interlocal that also participates in Greenbush Health may pool their fringe benefit dollars toward an employee-only, spouse-only, or full-family plan. The fringe may only be applied to the health insurance premium.

This arrangement shall require an agreement between the two districts and shall run from year to year until severed by either district. The employee may indicate a preference for which district carries the policy, but the districts shall make the final determination. Special consideration will be given to ensure districts meet the insurance carrier's minimum participation guidelines.

The amount forwarded from the first district to the second district shall be up to 100% of the fringe amount specified in this agreement. However, if the combined negotiated fringe amounts exceed the premium for the selected plan, then each district's contribution shall be reduced equally. For example, if the combined fringe amount for the two districts is $725 and the selected employee/spouse premium is $625, then each district reduced its fringe obligation by $50 per month.

TUITION ASSISTANCE

Classified employees with full-time employment status with the district are eligible for tuition assistance under the following guidelines.

A tuition pool is established for classified employees who work at least thirty (30) hours per week and are taking level 300 courses or above.

A. Up to $2,500 will be set aside for each semester - Summer, Fall, and Spring.

B. Employees are eligible for up to six (6) hours of tuition assistance per semester-summer, fall, and/or spring.

C. If requests exceed the amount available, tuition assistance will be provided in the order the requests were submitted, except that each employee shall only be eligible for up to three (3) hours of assistance granted per day. This is to ensure a more equitable distribution of the tuition assistance money. Requests beyond that limit will be acted upon the following workday, provided funds remain.

D. Classes must be taken, if offered, from Pittsburg State University to be eligible for reimbursement. Exceptions shall not exceed the Pittsburg State University course rate.

E. The district will reimburse 50% of the tuition, excluding fees (since fees are included in their hourly tuition rate and will not be reimbursed), books, and materials, upon proof of the successful completion of the course and a "Pass" in a non-graded course.

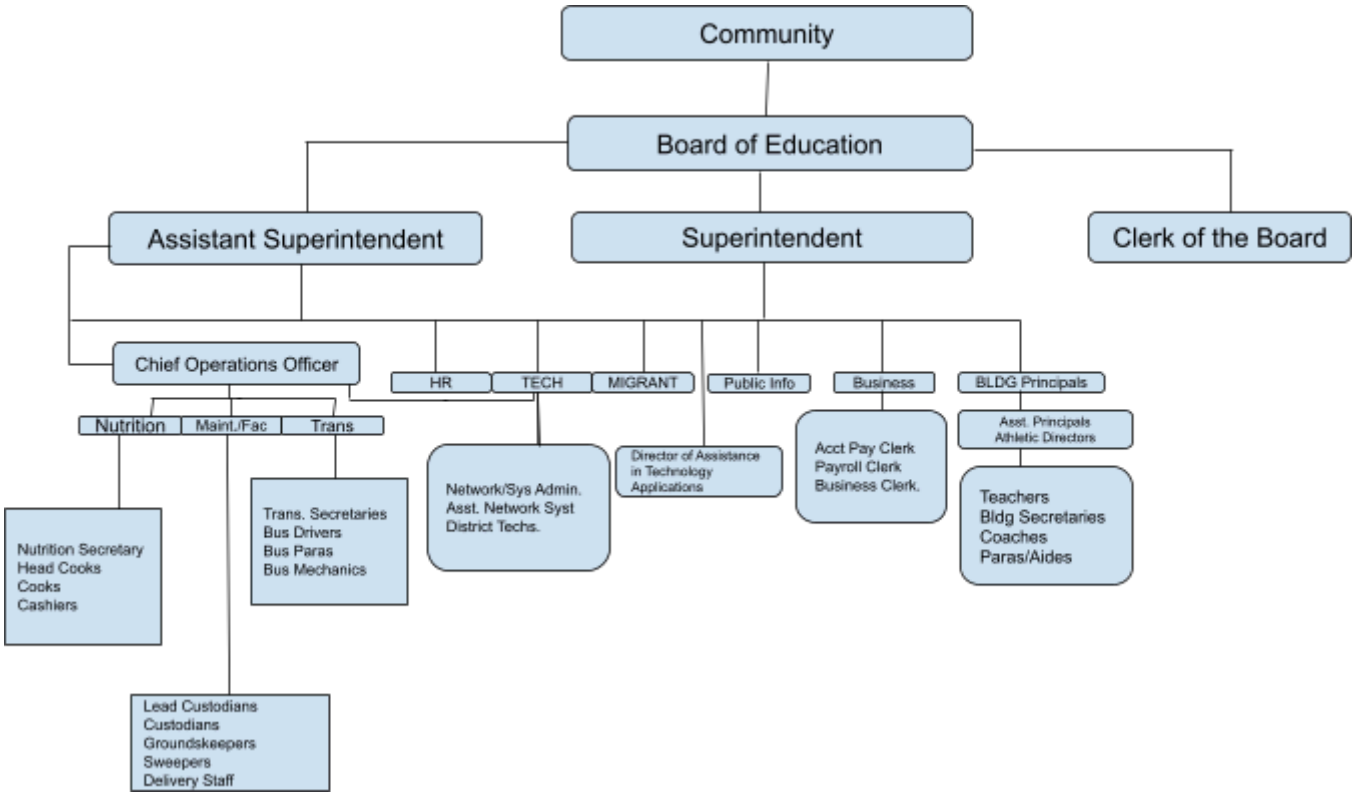
G. Request for tuition assistance should be an acceptable request based upon the employee's job description and/or assist the school district and employee with needs and opportunities.

F. Proof of completion that includes the semester, course, hours passed, grade(s), and employee's name, in the form of the grade sheet or unofficial transcript, along with copies of receipts that indicate the cost of the tuition, fees, and lists any grants or scholarships received, shall be made within 30 days of the end of the class.

G. The tuition pool will be opened for requests no earlier than two weeks before the first day of classes for that session. The employee will receive written notification of the request within one week of the submission date. The tuition pool will remain open until one week after the first day of class or until funds are exhausted, whichever comes first.

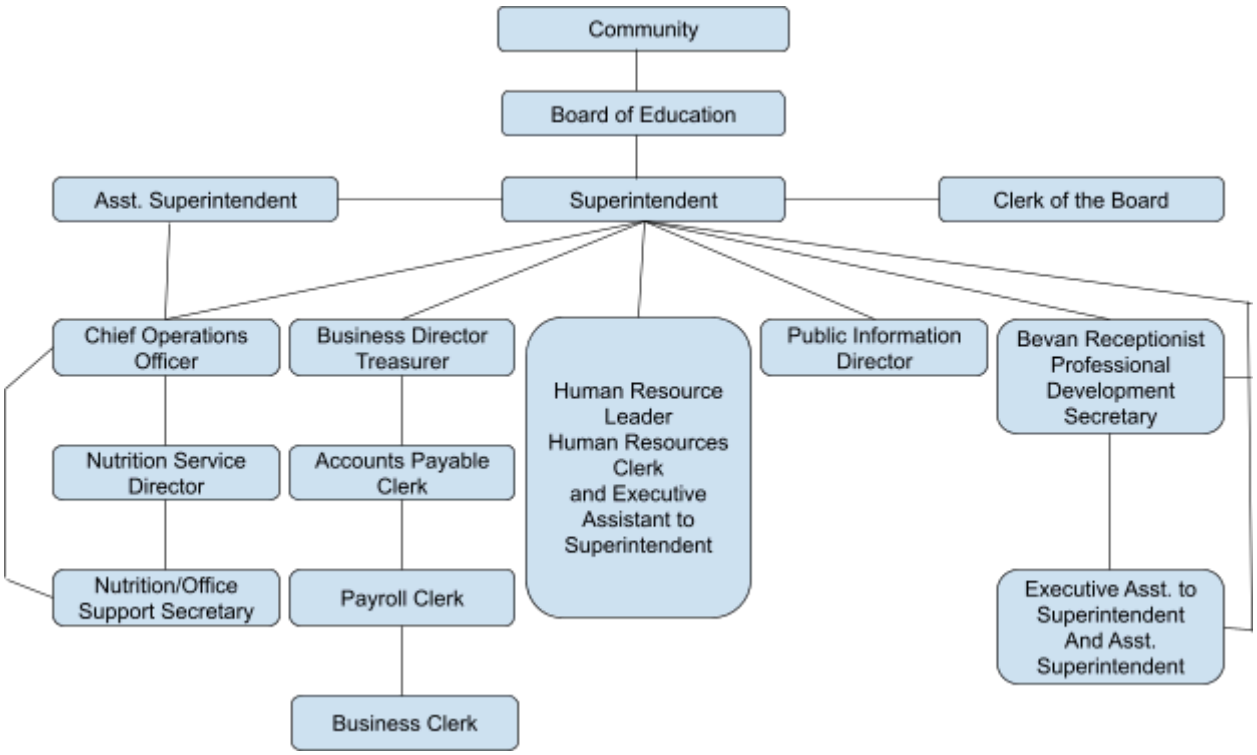
Appendix 1

USD 250 - Pittsburg Community Schools
Organizational Chart - 2026-2027



Appendix 2

USD 250 Pittsburg Community Schools
Bevan Organization
2026-2027



USD 250 Classified Council Committee Members/ PTO Leave Pool Committee Members

2026-2027

Rusty Akins - USD 250 School Board Member

Tom Stegman - Chief Operations Officer

Michelle Manuel - George Nettels Elementary Representative

Mike Jaklevic - Technology Department Representative

Libby Smith - PCMS Administrative Assistant

Kasey Zimmerman - Transportation Director

Charlie Jameson - Maintenance Director

Amy Ackley - Transportation Department Administrative Assistant

Summer Warren - Food Service Director

Laura Hyman - Food Service Department Representative

Alicia Mitchell - Meadowlark Elementary School Representative

Sara Wilcox - Technology Director

McGee Stoller - Human Resources Director

Mindi Moss - Lakeside Elementary School Representative

Sandy Windsor - Westside Elementary School Representative

Mary Ann Cochran - Pittsburg High School Representative

Brandi Leach - Board of Education Staff Representative

Terry Weir - Maintenance Department Representative

Adam Brown - Elementary Principal Representative

Trevor Elliott - High School Principal Representative

Chris King- Middle School Principal Representative / Athletic Director