Eudora School District No. 491

Employment Policy Handbook

BOE Approved: ~~2/13/2025~~ 08/13/2026

Welcome

YOU are an integral part of the Eudora School District team, and your work here will help us achieve our mission of serving our students and families -- and being responsible stewards of the tax dollars our community has trusted to us.

This handbook includes employee policies and procedures, as well as the programs and benefits available to eligible employees. Please take some time very soon to review the information in this handbook, and refer back to it as often as you'd like. It will answer many questions you may have about your employment here.

Again, welcome to our team -- and best wishes as you begin a work experience here that we intend to be challenging, enjoyable, and rewarding.

Sincerely,

Stu Moeckel

Superintendent of Schools

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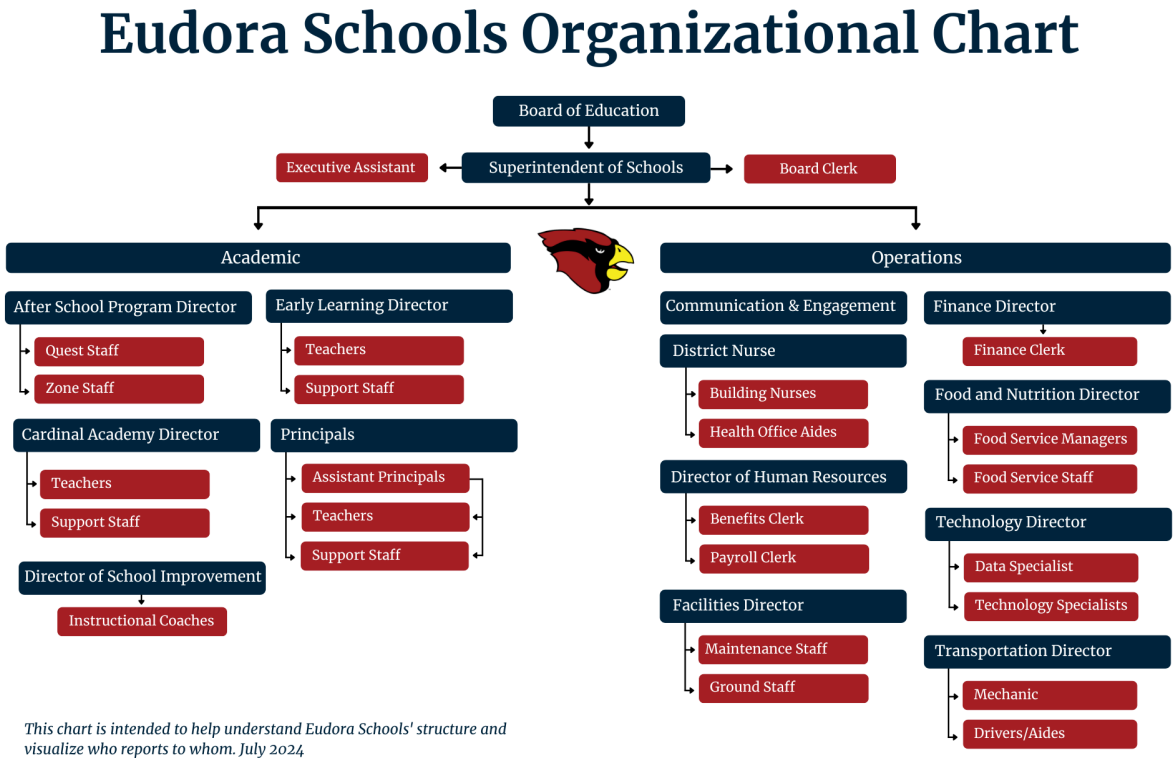
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Introductory Statement

This handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact Human Resources for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, staff will be notified of any changes.

Organizational Chart



Administrative Team

The Administrative Team works for and with faculty, staff and the Board of Education to keep the focus of the district on student learning. Toward this end, they act in collaboration to review and enhance the operation of the schools, analyze and create policies, troubleshoot issues and areas of concern, and resolve problems. Faculty members are invited to talk with their principals about the agendas for the meetings and to attend when a topic is of interest.

Board of Education

A seven person Board of Education, who volunteers their service without compensation, governs the Eudora School District School District. They meet regularly, usually at 6:30 p.m. on the second Thursday of each month.

The board is responsible for the overall operation of the district, including the establishment of policies, fiscal responsibility, accountability for student and staff programs and ensuring a safe and effective learning environment for all students and staff.

Diversity

ADA Policy (Americans with Disabilities Act)

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions 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 job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

We make all types of leaves of absence available to all employees on an equal basis. We are committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. We follow all state or local laws that give more protection to a person with a disability than the ADA gives.

We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Equal Employment Opportunity-GAAA

The board shall hire all employees on the basis of ability and the district's needs.

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, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed any of the following:

- Superintendent, Eudora U.S.D. No. 491, PO Box 500, Eudora, KS 66025-0500, (785) 542-4910, or to:
- Equal Employment Opportunity Commission, 400 State Ave., Suite 905, Kansas City, KS 66101, (800-669-4000), Kansas Human Rights Commission, 900 SW Jackson, Suite 568-S, Topeka, KS 66612-1258, (785) 296-3206; or, United States Department of Education, Office for Civil Rights, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106 (816) 268-0550.

Immigration Control and Enforcement Policy

It is our policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only American citizens and aliens who are authorized to work in the United States.

The law requires us to do five things:

1. Require all new employees must complete Section 1 of the I-9 form within three business days of hire
2. Check documents establishing employees' identity and eligibility to work:
    - Note: You are not allowed to tell the employee which documents to present and cannot ask for more than is required.
3. The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section
4. Retain the form for at least three years.
    - If the individual is employed for more than three years, the form must retained at least one year after the person leaves the district's employment
5. Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request
    - At least three days advance notice will be given

If an employee is hired for less than three days, Form I-9 still must be completed before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely. I-9 Forms are to be kept separate from all other personnel records.

Anti-Harassment

Sexual Descrimination - GAAC

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. The district does not discriminate on the basis of sex in admissions, employment, or the educational programs or activities it operates and is prohibited by Title IX from engaging in such discrimination. Discrimination on the basis of sex, including sexual harassment, will not be tolerated in the school district. Discrimination on the basis of sex of employees or students of the district in any district education program or activity is strictly prohibited.

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.

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 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.

Human Resource Director ~~Amy Shanks~~ Amanda Brunkow, 1310 Winchester Rd P.O. Box 500 Eudora, KS. 66025, ~~amyshanks~~amandabrunkow@eudoraschools.org, 785-542-4910 has been designated to coordinate compliance with nondiscrimination requirements contained in Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, and the Kansas Act Against Discrimination. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Title IX Coordinator. Inquiries about the application of Title IX to the district may be referred to the Title IX Coordinator; to the Assistant Secretary for Civil Rights at t he U.S. Department of Education, Office of Civil Rights, 400 Maryland Avenue, SW, Washington D.C. 20202 -1100, (800)421 -3481, or at OCR@ed.gov; or both.

Response to Harassment Complaints

The district takes all reports of sexual harassment seriously and will respond meaningfully to every report of discrimination based on sex, including sexual harassment, of which the district has actual knowledge. Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building administrator or the Title IX Coordinator. All employees receiving reports of alleged sexual harassment shall notify the Title IX Coordinator.

*For more information, including definitions, please refer to the full board policy, GAAC.

Racial and Disability Harassment-GAACA

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial and disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee or other individual associated with the school. It shall further 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. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- Affords an employee different treatment, solely on the basis of race, color, national origin, or disability, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial or disability harassment may result from verbal or physical conduct or written or graphic material.

Pregnant and Parenting Employees GARIA

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.

Reasonable Accommodations for Pregnancy-Related Limitations

The Pregnant Workers Fairness Act requires employers to provide reasonable accommodations to qualified applicants and employees with known limitations related to pregnancy, childbirth, or related medical conditions. An accommodation is not reasonable if it would impose an undue hardship on the operation of the school system. No adverse action will be taken against an applicant or employee for requesting or using a reasonable accommodation.

Break Time to Express Milk

Qualified employees will be provided reasonable break times to express breast milk each time the employee has need to express milk. The principal or the site supervisor will designate a place, other than a bathroom, that the employee may use to express milk. Any designated place must be functional as a space for expressing milk, shielded from view, and free from intrusion from others.

Complaints About Discrimination or Discriminatory Harassment Not on the Basis of Sex
Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission to, access to, treatment, or employment in the district's programs and activities is prohibited. The Human Resources Director, 1310 Winchester Road, Eudora, KS, ~~amyshanks@eudoraschoosl.org~~, amandabrunkow@eudoraschools.org 785-542-4910, ext. ~~1104~~ 1112 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 Americans 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 board policies GAACA applying to staff members

Complaint Policy-KN

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed as soon as possible after the conduct occurs but not later than ten (10) days following the conduct, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

General Complaints

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. If the investigation and determination procedures of a complaint are not regulated in another board policy or the negotiated agreement, as applicable, it will be designated a general complaint subject to processing under this policy. Whenever a general complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution pursuant to the procedures outlined in this policy.

Informal Procedures

The building principal shall attempt to resolve general complaints in an informal manner at the building level. Any school employee who receives a general complaint shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. Upon becoming aware of a complaint, the building principal shall, within a reasonable time, but without delay, discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed resolution and forward this record to the district compliance coordinator.

If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint.

Formal Complaint Procedures

- A formal complaint shall be filed within 10 school days of the conclusion of the informal procedures. The formal complaint shall be in writing and contain the name and address of the person filing the complaint. The complaint shall briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved through the informal procedures, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.
- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board may appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board or the superintendent. The investigation shall be informal but thorough. The complainant and the respondent will be afforded an opportunity to submit written or oral evidence relevant to the complaint and to provide the names of potential witnesses who may have useful information.
- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and forwarded to the complainant and the respondent.

If the investigator anticipates a determination will not be issued within 5 days after the filing of the complaint, the investigator shall provide written notification to the parties including an anticipated deadline for completion.
    - If the investigation results in a recommendation that a student or staff member be subject to discipline, the specifics will not be included in the written determination provided to the parties to protect the privacy rights of the student or staff member.
    - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.
    - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.
- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

Appeal Procedures

The complainant or respondent may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board or superintendent, or by the board itself. The request to appeal the determination shall be made within 20 days after the date of the written determination of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator at the lower level and the investigator's report and shall afford the complainant and the respondent an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. Whenever an appeal officer is appointed to review an appeal, the appeal officer will prepare a written report to the board within 30 days after the appeal is submitted for decision. The board shall render its decision not later than the next regularly- scheduled meeting of the board following the receipt of the report and provide the parties with a notice of the result of the appeal. Any matter determined by the board in accordance with this process shall be valid to the same extent as if the matter were fully heard by the board without an appeal officer.

Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

If it is determined at any level that a violation of board policy or school rules occurred, the district will take prompt, remedial action to prevent reoccurrence. The district prohibits retaliation or discrimination against any person for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Complaints Against the Superintendent

A complaint against the superintendent shall be filed in writing with the clerk of the board of education as soon as possible after the conduct occurs that led to filing a complaint but not later than 20 days after the complainant becomes aware of the alleged violation, unless the conduct forming the complaint is ongoing. The board, or the board's designee, shall investigate the complaint. If the board appoints a designee to conduct the investigation, the designee shall submit a report of the designee's findings upon which the board will decide the complaint. The board shall review the report and decide the matter as soon as reasonably possible but not later than sixty (60) days after the complaint is filed. After the board has reviewed the report, it may, in its sole discretion, request a meeting with the investigator or any party. The board may extend the timeframe for issuing a decision by providing the complainant with written notice of the proposed decision date. There is no appeal from the board's decision.

Recruitment and Employment in Eudora USD 491

Employment at Will

This handbook is not a contract of employment. Any classified employee may voluntarily leave the employment of the Eudora School District upon proper notice or may be terminated at any time and for any reason as long as there is no violation of federal, state or local law. Certified employees are subject to continuing contract law, and the terms of the negotiated agreement. This handbook is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of the Eudora School Board of Education.

*Certified employees should also refer to the Negotiated Agreement for additional conditions of employment.

Job Posting

Available jobs will be posted on our district website or other relevant social media sites. The posting will contain the required qualifications and experience as well as instructions on how to apply. Employees who meet the job criteria are encouraged to apply or may refer external candidates who are qualified.

Jobs will be posted until filled.

Employment Applications

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose,

we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

Background Checks

To ensure that individuals who join Eudora School District meet our standard qualifications and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

Eudora School District will also initiate background checks on all applicants that are being considered for employment.

In addition to checking references of applicants, we will respond in writing only to those reference check inquiries that are submitted in writing on former employees. Responses to such inquiries will be limited to factual information that can be substantiated by our records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

Medical Examinations

All employees of the Eudora School District shall provide a certification of health for school personnel, in accordance with K.S.A. 72-5213. The employee shall be provided with the appropriate form. The employee shall incur all costs associated with obtaining the certification of health.

The Certification of Health shall be placed in the employee's personnel file.

Classified Employee Categories

It is important that you understand the definitions of the employment categories at Eudora School District and know your classification. Your classified employment category helps determine your employment status and your eligibility for benefits. If you have questions or are not sure what your classified employment classification is, talk to your Supervisor/Manager.

These classified employment categories do not guarantee employment for any specific period. You became an employee voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that we may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the

specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws.

**NOTE: Teachers are not classified employees at will.*

Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Eudora School District management. In addition to being a Nonexempt or Exempt employee, you may also belong to one of the following employment categories:

- REGULAR FULL-TIME EMPLOYEES are employees who are not in a temporary or introductory status AND who are regularly scheduled to work the full-time schedule.
    - In most cases, regular full-time employees are eligible for all benefit programs, subject to the terms, conditions, and limitations of each benefit program.
- PART TIME EMPLOYEES are employees who are not in a temporary or introductory status AND you are regularly scheduled to work no less than 20 hours per week.
    - Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance.
    - Part-time employees are eligible for other benefit programs. Please contact your immediate supervisor or Department Head for further information.

Job Descriptions

We strive to have accurate job descriptions for all jobs. A job description includes the following sections:

- Job information;
- Job summary (gives a general overview of the job's purpose);
- Essential duties and responsibilities;
- Supervisory responsibilities;
- Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required);
- Physical demands; and
- Work environment

We use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Director will prepare a job description when a new job is created. We review existing job descriptions and update them when a job changes. Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact your immediate supervisor.

Performance Appraisal Program

Evaluation-Certified Staff-GBI

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, assistant superintendent, and other administrators under whose supervision the teacher works, and others authorized by law.

Evaluation Criteria

The board shall establish evaluation criteria.

Evaluation Procedure for Certified Staff

The board shall establish evaluation criteria.

Classified Employee Evaluation-GCI

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 maintained by electronic means.

The supervisor to whom they are assigned shall evaluate classified employees. 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.

In the event you are promoted or transferred to another position, you will receive a performance review after 6 months. Your review will be based on such factors as quality and quantity of work, knowledge of your job, initiative, and attendance, personal conduct record and your attitude toward your job and the other employees. The review presents an opportunity to discuss your performance as well as to determine the areas for improvement or development.

Resignations-GBO

Classified Employees

Employees who choose to leave our employment are asked to give at least two weeks' notice. Employees who do not give an appropriate notice may not be eligible for rehire.

Certified/Licensed Employees

The board shall consider any certified employee's resignation, which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district.

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed, and will be subject to a liquidation penalty as stated in the negotiated agreement.

If the certified employee terminates employment in the district without complying with the negotiated agreement, the board may petition the State Board of Education to have the teacher's certificate or license suspended.

Job Abandonment

Eudora School District expects employees to report for work on time for every scheduled shift. An employee who is unable to report to work at the designated time is required to notify his or her supervisor in accordance with the sick leave policy. Employees who fail to report to work for three consecutive business days without notifying the company of the absence will be considered as having voluntarily resigned as a result of job abandonment. If the employee is unable to contact the company for any absence, he or she should ask a representative (such as a family member or friend) to do so on the employee's behalf.

If the employee or a representative is unable to contact their supervisor due to extreme circumstances (such as a medical emergency or natural disaster that prohibits the employee or his or her representative from contacting the company within three days), the employee or his or her representative must contact their supervisor as soon as practicable to explain the situation. In extreme circumstances, the employer will consider the explanation and its timing before determining if the voluntary resignation will be upheld.

Progressive Discipline Policy

Purpose

Eudora School District’s progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues as well as to provide a mechanism for fostering an environment of trust and transparency between employees and their immediate supervisors. .

Outlined below are the steps of the Eudora School District’s progressive discipline policy and procedures. The Eudora School District reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training; the

employee's work record; and the impact the conduct and performance issues have on the organization.

Nothing in this policy provides any contractual rights regarding employee discipline or counseling, nor should anything in this policy be read or construed as modifying or altering the employment-at-will relationship between The Eudora School District and its employees.

Procedure

Step 1: Counseling and verbal warning

Step 1 creates an opportunity for the immediate supervisor to bring attention to the existing performance, conduct or attendance issue. The supervisor should discuss with the employee the nature of the problem or the violation of company policies and procedures. The supervisor is expected to clearly describe expectations and steps the employee must take to improve his or her performance or resolve the problem.

Within five business days, the supervisor will prepare written documentation (Same Day Summary) of the verbal counseling. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

Step 2: Written warning

The Step 2 written warning involves more-formal documentation of the performance, conduct or attendance issues and consequences.

During Step 2, the immediate supervisor or director will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.

A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a Step 2 meeting. The written warning may also include a statement indicating that the employee may be subject to additional discipline, up to and including termination, if immediate and sustained corrective action is not taken.

Step 3: Suspension and final written warning

Some performance, conduct or safety incidents are so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the immediate supervisor may suspend the employee pending the results of an investigation.

Suspensions that are recommended as part of the normal sequence of the progressive discipline policy and procedures are subject to approval from the superintendent and HR.

Depending on the seriousness of the infraction, the employee may be suspended without pay in full-day increments consistent with federal, state and local wage and hour employment laws.

Non Exempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension. In compliance with the Fair Labor Standards Act (FLSA), unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. HR will provide guidance to ensure that the discipline is administered without jeopardizing the FLSA exemption status.

Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee of wrongdoing.

Step 4: Recommendation for termination of employment

The last and most serious step in the progressive discipline process is a recommendation to terminate employment. Generally, The Eudora School District will try to exercise the progressive nature of this policy by first providing warnings, issuing a final written warning or suspending the employee from the workplace before proceeding to a recommendation to terminate employment. However, the Eudora School District reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense. Furthermore, employees may be terminated without prior notice or disciplinary action.

Management's recommendation to terminate employment must be approved by human resources (HR) and the superintendent or designate. Final approval may be required from the Superintendent or designate.

Appeals Process

Employees will have the opportunity to present information to dispute information management has used to issue disciplinary action. The purpose of this process is to provide insight into extenuating circumstances that may have contributed to the employee's performance or conduct issues while allowing for an equitable solution.

If the employee does not present this information during any of the step meetings, he or she will have five business days after each of those meetings to present such information.

Performance and Conduct Issues Not Subject to Progressive Discipline

Behavior that is illegal is not subject to progressive discipline and may result in immediate termination. Such behavior may be reported to local law enforcement authorities.

Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

Documentation

The employee will be provided copies of all progressive discipline documentation, including all PIPs. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.

Copies of these documents will be placed in the employee's official personnel file.

Terminations

Discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly, and the decision to discharge is not made lightly. Advance notice may or may not be given depending on the circumstances surrounding the termination.

Employee misconduct may result in immediate termination. Misconduct includes, but is not limited to:

- Excessive Tardiness
- Excessive Absenteeism
- Careless or negligent conduct
- Leave without approval
- Dishonesty
- Insubordination/refusal to follow directions
- Theft of school property
- Unapproved use of school premises/property
- Unauthorized possession of firearms or other dangerous weapons while on school district property
- Consumption, use, possession, selling, distribution or being under the influence of illegal drugs, alcohol, or other controlled substances unless prescribed by a physician, while on duty or on school property
- Abusing school property
- Physical assault/battery on another employee or visitor
- Divulging confidential information
- Violation of school district rules, regulations or policies
- Fraud or fraudulent activities

All terminated employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation and to solicit information on what the employee understands of the company and the company benefits. The interview will also cover what compensation the employee has coming and when termination of benefits will occur. Employees are expected to turn in all district owned property assigned to them at the time of termination.

Professional Development-

All staff will be required to participate in training as required by the State Department of Education on an annual basis. Training shall include, but will not be limited to:

- Bullying Awareness and Prevention
- Prevention Abuse and Mandated Reporting
- Education for the Homeless (Title IX)
- Emergency Safety Interventions
- Sexual Harassment (Title IX)
- Suicide Awareness and Prevention
- Bloodborne Pathogens

In addition to the required annual training, employees will also have the opportunity to participate in additional training and development that will result in improved job effectiveness and enhanced skills.

Compensation

Hours of Work-GCA

We maintain work hours for our employees in accordance with federal and state regulations, and the maintenance of an efficient and effective schedule of work. The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every non-exempt employee who works overtime. Overtime is defined as all hours worked in excess of forty hours in a workweek.

The Fair Labor Standards Act permits exemption of certain professional, administrative, and executive positions and certain sales positions, as defined in the statutes, from compliance with the act. The official workweek for all employees begins at 12:01 a.m. on Sunday and ends at 12:00 midnight the following Saturday. Your building administrator or supervisor will determine the regular business day. The minimum length of the school day for licensed and professional staff shall be defined in the negotiated agreement.

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action up to and including termination of employment.

Training Time- Any meetings, lectures, and training programs that an employee is required to attend will be considered compensable time.

Timekeeping

Accurately recording time worked is the responsibility of every employee. Federal and state laws require us to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually 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. 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. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes.

Overtime

Our policy is that work shall be completed, whenever possible, within one shift.
The immediate supervisor, building administrator or Superintendent must approve all overtime requests. Overtime will be paid to hourly and salaried nonexempt payroll employees for those hours worked over and above forty hours in a workweek at the rate of 1-1/2 times regular base rate.

No other absence will be counted as time worked. Sunday will be considered as a regular workday.

MISCELLANEOUS:

Any hourly or salaried non exempt employee found on the premises at other than normal work hours without an approved overtime authorization request will be asked to clock out but will, of course, be paid for the full time worked.

Unauthorized overtime will result in disciplinary action, up to and including termination.

Salary Administration-GCA

The salary administration program helps us have consistent pay practices, comply with federal and state laws, support our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market.

We are committed to paying equitable wages that are based on the requirements and responsibilities of each job and that are comparable to the wages paid to employees in similar

jobs in other organizations in the area. Classified and certified wages are paid in accordance with salary schedules approved by the Board of Education.

If you have a question about compensation in your area or for your job, talk with the Human Resource Director. If you have a question about our salary administration, contact your Supervisor.

Pay Days

All staff are paid monthly on or around the 15th of every month. If a holiday falls on a regular scheduled payday, employees will be paid on the last working day prior to the holiday.

A complete payroll schedule, including when time verification records are due can be found on our employee website: www.eudoraschools.org, Our District>Departments>Human Resources>Salary Documents.

Deductions-GAOF

We are required by law to deduct Federal and State Withholding Tax (where applicable) from your paycheck. Your earnings and the number of dependents you claim determine the amount of tax. At year-end you will receive a W-2 form showing your total earnings and the amount of taxes withheld. Deductions for Social Security at the rate established by law are deducted from your paycheck. We match your contributions to the Social Security tax. Other deductions may include premiums for insurance, savings plan, garnishments, personal retirement accounts, etc. If an employee believes that there has been an error in pay, he/she should contact the Payroll Clerk or Human Resources Director.

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or as required or authorized by law. The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA).

The superintendent or his/her designee shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent or his/her designee during enrollment periods established by the board.

Direct Deposit

We encourage direct deposit of your paycheck to your bank account(s). You can choose to have your check deposited in more than one account. For example, you may elect to have some money put into checking as well as a savings account.

Please submit a voided check or bank deposit slip with the bank's routing number to the Payroll

Clerk or Human Resources Director to initiate direct deposit electronically. It may take one or two pay periods before the transaction can be completed. In the meantime, you will receive a regular check.

Remember to notify payroll before you change the financial institutions where your checks are being sent. It takes a week or two to retrieve a check that has been sent via electronic mail!

Kansas's employers must offer an alternative method of payment to employees who don't designate a bank account for direct deposit.

Garnishment

A court-ordered legal claim against the wages of an employee by a creditor for non-payment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by the organization. When a garnishment is received, we will advise the employee that a garnishment has been served.

Final Paycheck

We follow the state regulations regarding deadlines for employees to receive their final paycheck. If an employee is terminated with or without cause, or an employee resigns, that employee will be paid on the next scheduled payday. (K.S.A. 44-315).

Return of Property

Eudora School District may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If you terminate your employment at Eudora School District, you must return all organization property immediately.

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

*Not all employees will receive each and every item.

Benefit Continuation - COBRA

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents could continue their health insurance once they are no longer eligible under our health plan.

There are strict rules about when you are eligible for COBRA benefits. COBRA allows an

eligible employee and/or dependents to choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under your health insurance.

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents.

If you have any questions regarding COBRA, please contact the Benefits Clerk or Human Resources Director.

Employee Safety

Safety

The Occupational Safety and Health Act (OSHA) requires all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Our organization will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of organization rules and regulations will result in disciplinary action. The organization believes that a meaningful program can best ensure the safety of employees and physical property.

Employee---Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected.

Supervisors---Supervisors are responsible for the working conditions within their department. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

Supervisors will be responsible for holding monthly safety meetings for employees.

Drug Free Workplace-GAOA

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 thereto, 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, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action up to and 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 a program. Each employee in the district shall be given a copy of this policy.

The policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions, which may be taken under board policies or the negotiated agreement.

Smoking-GAOC

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. (Any use of tobacco products or nicotine delivery devices on district property shall be only in areas designated for such purpose). For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

Because we are concerned about the health of our employees, we also encourage smokers to quit smoking. Any questions regarding our non-smoking policy, please contact the Human Resources Director.

Fire drills-EBBE

In case of fire, the main concern is for the safety of all students, faculty, and staff. Teachers are responsible for posting fire drill directions above or next to the exits from all classrooms. These signs are not to be removed and, if lost, are to be replaced immediately. Teachers must take their grade books or class rosters with them and account for every student immediately upon exiting the building.

You must familiarize yourself and your students with exits from all rooms that you use, not only the primary exit, but a secondary exit in case your first exit is blocked. All teachers must locate the nearest fire alarm box and know how to use it. Also, you need to know where a fire extinguisher is in your area and understand how it functions.

State law requires fire drills. Teachers must accompany students and stay with them at all times; you are legally responsible for students' safety. All students must follow the following rules:

- Students will leave their classrooms by the designated route in a single file formation.
- The last person out should close the door.
- Books and coats should be left in school during fire drills.
- Walk rapidly. Do not push or run. No talking.

The administrative and educational assistants will check for students in their areas of the building (e.g., rest rooms, sick room).

Grade books are the legal record of student presence or absence, and teachers are required by law to take their grade books and take attendance as soon as they are outside the building. Counting the number of students present is not sufficient.

In the case of a real fire, the principal and/or school secretary will check with all teachers to account for all pupils. School personnel will meet the fire truck in front of the school and direct the fire department to the fire location. Refer to building handbooks for procedures specific to your building, as well as the district's crisis handbook.

Fire Safety

All school buildings are subject to inspection by local fire officials to ensure that they remain up to code to provide a safe environment for all who learn and work in them. Included among the items that are prohibited in classrooms are:

- Extension cords.
- Light strings (they are technically extension cords.)
- Permanent mounting of power strips.
- Stringing power strips together.
- Mounting of temporary lighting for a permanent purpose.

In the event the fire inspector finds the district in violation of the codes, it may result in fines for each and every day until the violation is corrected. If you have questions about this, please see your building principal, or call the district administrator.

Clean and Safe Classroom/Work Space-EBE

A safe, clean, attractive, and educational classroom environment/workspace needs to be maintained at all times.

To ensure this environment, please notify the custodial staff of unsafe conditions or items that need to be repaired. Any spills need to be reported immediately in order to prevent tracking of the material or a permanent stain on carpet.

Classroom materials must be placed in a manner that promotes health and safety. Cords must be covered in a safe manner that prevents tripping. Boxes on high shelves must not protrude over the shelf or be stacked on top of other boxes in an unsafe manner. Staff care in monitoring the safety of students, equipment, and materials is vital and appreciated.

Maintenance or Custodial Assistance

A custodian is normally available during the school day to assist in the case of an emergency. Please call or email the office to request to have a custodian paged, or utilize the district's help-desk system.

Please encourage good housekeeping on the part of the students. Students need to be encouraged to recycle and place waste materials in the appropriate receptacle. Staff monitoring of building and classroom care will promote student pride and care of the school building and property. It is imperative that you take care of your room and office. Please keep it professionally presentable.

Each teacher is responsible for the condition of the furniture and equipment in the classroom.

Please be sensitive to ventilation, light, heat, and concerns for general tidiness in each classroom. Turn off lights when leaving a room; report heating irregularities to the custodian or through the use of the help desk system. At the end of each day, please be sure to have students help restore your classroom and return all equipment used during a class period to its appointed place. CLOSE and lock all windows when you leave the room at the end of the day.

Teachers, who are involved with special activities such as athletics, clubs, band, etc., are responsible for the inventory of equipment and any equipment issued to students. Return and storage of equipment is also a responsibility of the coach or advisor.

The importance of keeping your room neat, organized, and professionally presented must be emphasized. Your classroom and office space should always be well kept! Note that your primary office and teaching space will be checked throughout the year and at the end of the year for checkout. Teachers are responsible for securing their room and all the contents within.

Reporting a Workplace Injury

Eudora School District pays 100% of the premium on the workers compensation insurance policy as required by the Workers Compensation Act. This law was designed to provide you with benefits for any injury, which you receive arising out of your employment with the district.

Under the provisions of the law, if you are injured while at work for the organization, this injury must be reported immediately to your supervisor, no matter how slight it might seem. Failure to do so could result in your claim for workers compensation benefits to be denied by the insurer.

For further information, please refer to the district's workers compensation policy.

Workers Compensation Benefits-GAOE

The district will participate in worker's compensation as required by current statute. The combined worker's compensation benefits and salary received under allowed paid leave shall not exceed one full day's pay.

All employees of the district shall be covered by workers compensation. Workers compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within either orally or in writing within 30 days of the injury or of repetitive trauma in order to be eligible for benefits. If the inbdividual

no lonbger works for the district, the former employee has 20 calendar days after the indiidual's last day of employment with the district to report an injury suffered during a work-related accident or repetitive trauma.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. An employee using paid leave in combination with workers compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the negotiated agreement for each day of absence until the employee's paid leave is exhausted.

Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated worker's compensation coordinator with a written doctor's release before the employee is allowed to return to work, which may include the results of a recent physical capacity test demonstrating ability to perform essential functions of the employee's job with or without reasonable accommodations. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate, and those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work related injury or is receiving disability insurance payments, the employee may use available paid leave to supplement the workers compensation or disability insurance payments. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a pro rata amount equal to the percentage of salary paid by the district.

Testing

The board, through its designated worker's compensation coordinator, may require employees who claim or are involved in an accident on the course of employment to submit to a post-injury chemical test. This includes instances where the district administration or workers compensation coordinator has actual knowledge of an accident whether the employee has or has not 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 provided in K.S.A. 44-501(b)(1)(E). Testing and the procedures shall confirm to all relevant Kansas statutes.

Choice of Physician

The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to $800.00.

Additionally, a copy of this claim must be forwarded to the Human Resources Director, who will forward it to the insurance company. Employees are not authorized to go to a physician without first advising their supervisor or manager.

Employee Benefits

Eligible employees at Eudora School District receive many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers compensation, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See your HR Representative to determine which benefit programs you are eligible.

This employee handbook contains policies describing some of the benefit programs, or you may find more information elsewhere, such as the Summary Plan Document.

The district provides the following benefit programs to eligible employees:

- Cafeteria/125 Plan
- Deferred Compensation Plan
- Dental Insurance
- Health Insurance
- Life Insurance
- Recreational Discounts
- Short Term Disability
- Tax Sheltered Annuities (TSA)
- Vision Plan
- Wellness Program
- Holidays
- Jury Duty Leave
- Sick Leave
- Vacation Leave
- Bereavement Leave
- Paid Parental Leave

More information on all of these benefits are available on our website, or you may contact the Human Resources Director or Benefits Clerk

Employee-Optional Benefits

Medical

The medical insurance plan at Eudora School District offers employees and dependents access to medical care insurance benefits. Employees who are employed at least 20 hours per week are eligible to participate in the health insurance program. Eligibility begins the first day of the month following the date of hire.

Eligible employees may participate in the medical insurance plan subject to the terms and conditions of the agreement between Eudora School District and the insurance carrier.

You will find details of the medical insurance plan in the Summary Plan Description (SPD), or on the Eudora Schools Website. When you become eligible, you will receive your SPD and rate information prior to the enrollment date. For questions about medical insurance, contact the benefits clerk for additional information.

Dental

Eudora School District offers dental coverage, which is employee, paid. It is an optional program offered to the employees of Eudora School District.

Vision

Eudora School District offers vision coverage, which is employee, paid. It is an optional program offered to the employees of Eudora School District.

Life Insurance

Eudora School District offers a basic life insurance plan for eligible employees that is employee paid. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Eudora School District and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Benefits Clerk or Human Resources Director for more information.

KPERS also offer an optional group life insurance to eligible employees

Retirement Plan

Eudora School District has a retirement plan to provide eligible employees (those who have completed sufficient service) with a monthly pension benefit upon retirement. All regular full-time employees and part-time employees who work at least six hundred seventy (630) hours per year are eligible to participate in the retirement plan. Contributions to the plan begin immediately.

The details regarding Eudora School District and employee contributions, vesting, administration, and investments are provided in the Summary Plan Description, which is available from Human Resoures.

Flexible Spending Accounts (FSAs)

Flexible spending accounts allow you to pay for certain health care and dependent day care expenses on a pre-tax basis. You make an annual election of an amount to contribute through a salary reduction agreement. This amount is then deducted over the course or the plan year, divided on a per pay period basis, and deposited into your account. These funds are not subject to federal, state or Medicare taxes, or PERA deductions. However, you may not deduct any expenses on your tax return that were reimbursed with pre-tax funds from a flexible spending account.

Wellness Program

In accordance with Eudora School District's commitment to health and safety, we have established a Wellness Program for the following purposes:

1. To maintain and enhance employee interest in health, wellness and safety issues
2. To ensure that managers, supervisors and employees are aware through training activities that they are responsible for the prevention of workplace accidents
3. To help make health, wellness and safety activities an integral part of the organization's operating procedures, culture and programs
4. To provide an opportunity for discussion of health and safety problems and possible solutions
5. To inform and educate employees and supervisors about health and safety issues and research findings, etc.
6. To help reduce the risk of workplace injuries and illnesses
7. To help ensure compliance with federal and state health and safety standards

The Wellness Committee is a cross-section of the organization's employee roster. Employees interested in participating on the Committee should contact the Human Resources Director or Wellness Coordinator.

To accomplish the above objectives, the Wellness Committee will:

- Develop a written mission statement in accordance with the organization's overall requirements
- Define duties and responsibilities of committee members
- Identify and prioritize goals and establish action plans to achieve each goal
- Include representation from different levels and areas of the organization element
- Meet at least monthly
- Record and disseminate minutes of meetings, documenting attendance, problems, and issues, as well as corrective action proposed and actions taken to address each issue
- Develop methods to increase and maintain ~~safety~~ awareness, and
- Organize special subcommittees to address specific issues, projects or programs.

Salary Reduction (125) Plan (Pre-tax Deductions)

Salary reduction under Section 125 of Internal Revenue Code (Pre-tax deductions) is a voluntary program that allows you to pay the premiums for medical and dental benefits with pre-tax dollars. Under Section 125 of the Internal Revenue Code, you may annually elect to reduce your taxable salary by the amount you pay towards medical and dental premiums. Participation in the salary reduction plan can result in you paying less federal, state and Medicare taxes, as well as reducing your contributions to your retirement plan.

Because of the tax savings you receive, the federal government places certain restrictions on what you can and cannot do under this plan. This is an irrevocable choice, meaning changing your decision to have your premiums deducted pre-tax, as well as canceling or changing the benefits associated with these deductions, is not allowed until the next open enrollment period unless you experience a qualifying event as defined in federal law.

Leave

Holidays

The district provides the following holidays to all full time employees that work at least 6 hours per day.

- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day

- Thanksgiving Day
- Day After Thanksgiving (12 month employees only)
- Christmas Day
- Day before or after Christmas (12 month employees only)
- New Years Day

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. Certain holidays, such as Christmas Eve, shall be observed on the day on which it falls.

Nonexempt employees working on a designated holiday will be paid for the holiday their regular hourly rate for those hours worked. Exempt employees will be allowed a different day off with pay.

Building Closure Leave

- *Up to two (2) building closure related compensation days will be allowed each school year for eligible employees. An eligible employee shall be defined as a non-essential employee who is not eligible for vacation leave. A building closure related day is defined as a day the work location has been closed due to the weather (snow, flooding, rain, ice, wind-chill, earthquake, etc).*
- *If the assigned worksite location is closed due to weather on a day that an employee is scheduled to work, the employee shall receive compensation for their scheduled hours.*
- *Building closure days cannot be accumulated nor can they be cashed in for any compensation if they aren't used. They can only be used IF the worksite location is closed, not in situations where the employee is unable to get to the worksite that is open (even if inability is due to weather).*
- *If there are more than two (2) work-site closures in a given fiscal year, eligible employees may choose to use sick hours, personal hours, vacation hours or take a pay reduction for missed work days beyond the two allowed.*
- *The superintendent or their designee may elect to offer more than two (2) building closure days in extraordinary circumstances to prevent hardship to employees and maintain employee morale.*

Leave Days

All classified exempt and nonexempt employees are eligible for leave.

The conditions for classified, non-exempt hourly employees is as follows:

- Leave shall be earned at the rate of one day per month of service per year (based on the employee's hour per day as stated on the work agreement).

- Unused leave may be accumulated up to 60 days in a pool, which may be used after any present year's earned leave is used
- Each classified employee who has 35 or more days in his/her leave pool may receive payment for unused current leave days. Payment for unused current leave days shall be $20.00 per day and will be paid at the conclusion of each school year.
- Classified employees are required to submit a leave request to their supervisor as soon as they are aware they will need to be absent from work, if possible.
- Employees may use their leave days for any purpose that they deem appropriate to meet their health and personal needs, so long as adequate advance notice is given and as long as the timing does not cause an unusual hardship on the school district. For a death in the immediate family (defined as spouse, parent, grandchild, child, or sibling), the Board will allow up to five days in addition to the twelve leave days and three days for grandparents.
- Leave shall not normally be granted the first two weeks or the last five student contact days of the year or to extend holidays. In extraordinary circumstances, the superintendent shall have the right to waive this. Extraordinary could include, but not be limited to events such as weddings, graduations or other significant family events. First two weeks would start on the first contracted day for all staff. The policy excludes vacation days.
- Unified School District No. 491 employees, not covered by a collective bargaining agreement, when terminating their employment in the U.S.D. No. 491, will be paid, based on their ending daily rate, for each day of adjusted accumulated leave, but only to the limit of accumulation their job allows
- A day for leave, vacation, and holiday is calculated according to the number of hours an employee works a day according to the Employee At-Will Work Agreement.
- The first 15 (fifteen) days of any request for parental leave (birth or adoption of a child) shall be provided by the Board of Education. Additional days shall be deducted from the requesting employees leave and/or vacation account. Days and hours in excess of the employee's available leave and/or vacation amounts shall be taken with no pay. All paid or unpaid parental leave shall run concurrently and shall be in compliance with the Family Medical Leave Act (FMLA), All employees who meet the eligibility requirements to participate in The Eudora School District 125 Plan are eligible for paid family leave.

Except in emergency situations, *leave* shall not be granted for more than three (3) consecutive days without the approval of the employee's immediate supervisor, and must be requested, whenever possible, at least one week in advance. This policy excludes vacation days.

Emergencies shall be defined as illness or injury to the employee or one of their dependents, or serious illness, injury, or death within the immediate family. Serious illness or injury within the

immediate family shall be defined as illness or injury, which requires supervision or assistance, which can only be logically performed by the employee.

*Certified employees should refer to the negotiated agreement for conditions relating to leave. Administrative employees should check the terms of their individual contracts for terms relating to leave.

Sick Leave Bank (Non-Licensed Staff)

- Non-licensed staff may choose to participate annually in the emergency leave bank by contributing one (1) day of available leave to the bank after their first year of employment. The employee shall notify Human Resources during the Open Enrollment period of their decision to participate in the leave bank.
- An employee must have contributed to the bank in order to request and be eligible to receive days from the bank.
- After all accumulated sick leave and personal leave have been exhausted; the maximum withdrawal from the bank is twenty (20) days per incident.
- The Superintendent shall consider granting emergency leave from the bank for catastrophic or chronic conditions affecting the employee. Pregnancy is excluded unless there are complications falling under the catastrophic and chronic definitions.
- In order to remain in the bank, a member must contribute one additional day when the bank total falls below twenty (20) days, except within the last thirty (30) calendar days of the contract year.
- Unused emergency leave bank days will carry into the next year. Carryover amounts do not preclude the annual contribution requirement.

Vacation Policy

ELIGIBILITY: Full time 12-month employees are eligible for vacation days.

Eligible employees earn paid vacation based on length of continuous service, starting with their first year and increasing throughout their service in a predetermined accrual formula. Please contact your immediate supervisor for more details.

Regular, full-time employees are eligible to earn a paid vacation based on the following requirements:

Vacation shall be earned at the following rate:

- First five years- 1.0 day per month
- 6-10 years-1.25 days per month
- 11-15 years-1.50 days per month
- 16 or more years-1.75 days per month

Vacation days may be accumulated, but an employee cannot carry more than 10 days into a new school year.

Employees that are eligible for vacation shall not request more than 10 consecutive days of vacation. All vacation days must be approved by the employees' immediate supervisor prior to scheduled days. Vacation days in addition to the 10 allowable days would have to be authorized by the superintendent or their designee.

Beginning with the 2019-2020 school year, eligible 12-month employees may sell any vacation days in excess of 10 days to the school district at the rate of $50.00 per day. This designation must be made prior to June 30th with the compensation being received in the regularly scheduled July Payroll.

Classified employees may use their leave or vacation days on days when school is closed due to an emergency (i.e., snow day, broken water line). You may not use your leave or vacation for days that you are not scheduled to work (i.e., Teacher work days, Thanksgiving Break, Winter Break, or Spring Break).

When terminating their employment with the district, USD 491 employees, not covered by a collective bargaining agreement, will be paid, based on their ending daily rate, for each day of adjusted accumulated leave, but only to the limit of accumulation their job allows.

Bereavement

An eligible employee will be granted bereavement leave In the event of the death of an employee's:

- Father
- Mother
- Brother
- Sister
- Spouse
- Child
- Grandparent (3 days)

Bereavement leave is paid time off and an employee will be given up to a maximum of up to a maximum of five leave days in addition to the accumulated leave days for that employee, or three days for an employee's grandparent.

If more than five leave days in addition to the accumulated leave days for that employee are needed, the employee is permitted to take personal days, vacation days, or leave without pay, with the approval of your immediate supervisor.

Employees must work at least 6 hours per day to be eligible to take bereavement leave.

Unpaid Personal Leave

Under normal circumstances, unpaid leave shall not be granted. Employees are encouraged to use accumulated leave and/or vacation leave to prevent prolonged periods or instances of absenteeism. If extraordinary circumstances exist requiring an employee to utilize unpaid leave, the following will apply:

We will give each request individual consideration. The decision to approve a personal leave request will be based on a number of business factors such as anticipated workload needs and staffing considerations during the proposed absence.

When unpaid personal leave ends, we will make every reasonable effort to return you to the same position if it is available or to an available similar position for which you are qualified. However, Eudora School District cannot guarantee reinstatement in all cases.

If you do not report to work promptly at the end of unpaid personal leave, we will assume that you have resigned.

Each employee should refer to his or her contract or the negotiated agreement to determine what leave is available to him or her. If you do not know what is available, please ask your supervisor.

Family Medical Leave Act (FMLA)-GARI

District employees shall be provided family and medical leave as provided by the plan approved by the board. The plan for providing leave under this policy shall be filed with the Clerk of the Board and made available to all staff at the beginning of each school year.

Family and medical leave is required by federal law and shall be granted for a period of not more than 12 weeks during a 12 month period. For purposes of this policy, a 12 month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave during any 12-month period if the leave is taken to care for the employee's parent with a serious health condition, for the birth of the employee's son or daughter or to care for the child after the birth, or for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement.

Leave is available for the following:

1. The birth of a son or daughter of the employee and to care for the newborn child;
2. The placement of a son or daughter with the employee for adoption or foster care and to care for newly placed child;
3. To allow the employee to care for the employee's spouse, son, daughter or parent with a serious health condition;
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. The need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

Leave for reason 1 or 2 must be taken within 12 months of birth or placement.

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

ELIGIBILITY:

To be eligible for leave, an employee must have been employed for at least twelve months and have worked for at least 1,250 hours during the twelve month period immediately preceding the commencement of leave.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. The employee shall pay any employee portion of the cost on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received 30 days after the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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

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

1) whether or not the employee is eligible for FMLA leave
2) the reasons that the leave will count as family and medical leave
3) any requirements for medical certification
4) employer requirement of substituting paid leave
5) requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share
6) right to be restored to same or equivalent job,
7) any employer required fitness for duty certifications.

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

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

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

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

Employees may be eligible for additional leave if he/she is a spouse, son, daughter, parent or next of kin of a current member of the Armed Forces, including members of the National Guard or Reserves, with a serious injury or illness. Employees may take up to twenty-six weeks of leave in a single twelve-month period to care for the service member. This leave is not in addition to the twelve weeks available for other FMLA reasons.

SERIOUS HEALTH CONDITION:

Serious health condition means 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 which prevents an employee or family member from performing the functions of their job. Please contact your immediate supervisor if you have any questions regarding what qualifies as a serious health condition.

NOTICE REQUIREMENTS

Anyone requesting a leave of absence under this policy should see Human Resources and/or his/her supervisor and complete the proper leave request form. Where the need for leave is

known in advance, the request must be submitted at least thirty days prior to the desired beginning of the leave of absence. Failure to give at least thirty days' notice of foreseeable need for a leave of absence may delay the start of such leave until thirty days after the date the notice is received by the organization. If the request is less than thirty days, the employee may be required to give an explanation of why advance notice was not feasible. If timely notice is not given, the period of delay counts as a non-FMLA absence.

If the need for leave is not foreseeable or is an emergency situation, the employee must provide at least verbal notification to their immediate supervisor as soon as possible and must follow district call-in procedures. Employees must supply sufficient information to enable Eudora School District to determine if the leave qualifies for FMLA and the duration and timing of the leave.

CERTIFICATION OF THE NEED FOR LEAVE:

Any employee who needs to have an FMLA-covered medical leave of absence must present certification of the need for a leave of absence along with the leave request form. This certification must be provided within fifteen days of the request unless it is not feasible under the circumstances. Your representative has forms available for an employee to have completed by their health-care provider. Failure to provide certification may result in the employee's leave being delayed, denied, or revoked.

Note: The district reserves the right to a second or third medical certification at its expense.

The district reserves the right to require recertification of the continuance of a serious health condition every six months. Recertification may also be required if:

1. An employee requests an extension of leave;
2. Circumstances described by the original certification have changed significantly;
3. The district receives information that casts doubt upon the continuing validity of the certification; or
4. An employee is unable to return to work because of the continuation, recurrence, or on-set of a serious health condition.

INTERMITTENT LEAVE

Generally, FMLA leave must be taken in a single block. Under certain circumstances, however, FMLA leave may be taken on an intermittent or reduced work schedule basis. A parental leave of absence may be taken intermittently or on a reduced work schedule basis if the employee and the organization can agree on the schedule requested by the employee.

A medical leave of absence may be taken intermittently or on a reduced work schedule basis if the requesting employee produces the required certification that there is a medical need for a leave of absence and that the medical need is best accommodated through an intermittent leave or reduced work schedule. NOTE: Eudora School District reserves the right to require a second or third medical opinion in appropriate cases where authorized to do so by the FMLA.

If medical leave is requested on an intermittent or reduced work schedule basis, the organization may, at the discretion of management, transfer the employee temporarily to an available alternative position for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position. Any such transfer will be to a job that offers pay and benefits that are equivalent to those available in the employee's regular job. Employees on unforeseeable intermittent leave will not be required to transfer to an alternative job.

A fitness for duty certification can be required every thirty days in the case of intermittent or reduced schedule leaves if reasonable safety concerns exist. The employee has fifteen days to provide this certification.

Military Leave-GARID

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. The Act only applies to commissioned officer corps of the National Oceanic and Atmospheric Administration whose service began on or after December 23, 2020, or were actively engaged in service on December 23, 2020.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

TYPE OF UNIFORM SERVICE SYPE OF DUTY	**TYPE OF DUTY**
United States Army, Navy, Marine Corps, Air Force, Space Force and Coast Guart	Active duty, active duty for training, initial active duty for training, inactive duty training, a period of employment for the purpose of an examination to determine the fitness of the person to perform any such duty.
Reserves of the Unitied States Army, Navy,	Active duty, active duty for training, initial

Marine Corps, Air Force, Space Force and Coast Guard	active duty for training, inactive duty training, a period of employment for the purpose of an examination to determine the fitness of the person to perform any such duty, performing funeral honors duty.
Army National Guard or National Guard	Active duty, active duty for training, initial active duty for training, inactive duty training, full-time National Guard duty, state active duty for a period of 14 days or more, state active duty in response to a national emergency or major disaster declared by the President, state active duty in response to a major disaster, absence from work for an examination to determine a person's fitness for any of the above types of duty, performing funeral honors duty.
Commissioned Corps of the Public Health Service	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which a person is absent from a position of employment for the purpose of an examination to determine the fitness of ther person to perform any such duty
Commissioned Officer Corps of the National Oceanic and Atmospheric Administration	Active duty, active duty for training, initial active duty for training, inactive duty training, a period for which the person is absent from a position of employment for the purpose of an examination to determine the fitness of the person to perform any such duty
System Members of the National Urban Search and Rescue Responce Team	Participation of the System member in exercises, per-incident stating, major disaster and emergency response activites, and training events sponsored or sanctioned by the Administrator
Intermittent Personnel Appointed to the Federal Emergency Management Agency	Service to the Federal Emergency Management Agency or to train for such service.
Any Other Category of Persons Designated by the President in a Time of War or National Emergency	Active duty, active duty for training, initial active duty for training, inactive duty for training, a period for which a person is absent from a position of employment for the

	purpose of an examination to determine the fitness of the person to perform any such duty.

The employee may be absent for up to five (5) years for uniformed service and retain reemployment rights. There are, however, exceptions, which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for uniformed service, with the same seniority, status and pay, as well as other rights and benefits determined by law. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing uniformed service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non -USERR leaves of absences. Individuals performing uniformed service of more than 30 days may elect to continue employer sponsored health care for up to 24 months at a cost of up to 102 percent of the full premium. For uniformed service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions, which are a reward for length of service, are protected.

Individuals must provide advance written or verbal notice to their employer for all uniformed service. Notice may be provided by the employee or by the branch of the uniformed service in which the individual will be serving.

Notice is not required if uniformed service necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing uniformed service. The individual's timeframe for returning to work is based upon the time spent in uniformed service.

Time Spent on Military duty	Return to Work or Application for Reemployment
Less than 31 Days	Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30, but less than 181 Days	Must submit an application for reemployment within 14 days of release of service.
More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request than an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five year service limitation has not been exceeded; and,
- separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be re-employed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions regarding military leave should be directed to Veterans Employment and Training Service, U.S. Department of Labor.

Kansas Law also requires reemployment if an individual is called to active duty by the state.

Jury Duty Leave-GCRG

Eudora School District encourages you to fulfill your civic responsibilities by serving jury duty when required. If you receive a jury duty summons, show it to your immediate supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work.

Employees that are going to be absent from work due to serving jury duty will be required to secure a substitute teacher, if necessary, and complete the required leave request form. The employee will be granted paid leave, and the leave will not be deducted from the employee's credited paid leave.

Employees must forfeit any compensation received for jury duty to USD 491. Employees may retain any compensation received for the purpose of mileage.

Employers in Kansas may not threaten to discharge or discharge an employee because of their service on a jury.

Emergency School Closing

Notice of closing is done through the local media. Eudora School District will notify staff members of school closings or delays, utilizing the automated calling system and social media. The District Administrator will make closing decisions as early as possible, preferably the evening before if it is at all feasible.

In-Service

The purpose of our in-district professional development (i.e., in-service) is to provide opportunities for teachers to increase and enhance their own teaching skills through activities such as networking with colleagues, reflecting on their own professional practice and creating instructional and assessment materials.

The Director of Curriculum, in collaboration with the Professional Development Committee, and the administrative team, is responsible for the direction, development, implementation and evaluation of all in-service activities. Interested faculty members are urged to contact any team member to discuss ways to get involved or to strengthen the district's efforts in this area.

Absence Procedures for Staff

If you are a staff member that requires a substitute for your leave, you must call the Morgan Hunter substitute line at 913-491-3434, or log into the Subfinder website. The substitute line is available 24 hours a day.

It is essential to request a substitute as early as possible. The best thing to do is to request your substitute the evening before your anticipated absence. If you are not certain that you will be out and decide to wait until morning, request your substitute before 6 AM. Be prepared to give the date and time of your call, your name, the school at which you work, the grade or subject that you teach, the reason for your absence (illness, sick child, emergency, etc.) and how many days you expect to be gone. If you wish to request a specific substitute, please feel free to do so. The substitute caller will attempt to honor your request.

Do not dictate your lesson plans to the substitute caller. Make arrangements to have plans picked up by another staff member, fax or email them to your school or call your building secretary. Note that in the section (Substitute Teacher Information) you are asked to keep an emergency plan in your desk drawer in case you are not able to prepare one.

When you know you are going to be absent ahead of time (conferences, medical appointments, etc.), complete a leave form as soon as possible.

Please do not make your own arrangements for a substitute. Always let the substitute caller make the arrangements.

If you do not require a substitute for your absence, you must still complete a leave request form. Please refer to the negotiated agreement for further information on the leave policy.

Attendance/Punctuality Policy

We expect Eudora School District employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate supervisor or building administrator as soon as possible.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. If you have a poor attendance record or excessive lateness, you may be subject to disciplinary action, up to and including termination of employment.

Workplace Expectations

Confidentiality

Information regarded as confidential, including payroll, financial statements, price lists and other information, should be handled carefully. Managers should educate their staff coming in contact with this information as to what is confidential and should require that staff write "PERSONAL AND CONFIDENTIAL" on such materials on the outside of any envelopes and correspondence.

Employees should be instructed that upon receipt of materials marked Personal and Confidential, these materials should be left sealed, only to be opened by the individual to whom they are addressed.

Confidential information regarding the organization or the students we serve should in no way be divulged verbally, in written correspondence or e-mail. Failure to abide by this policy will result in disciplinary action, up to and including termination.

HIPAA Policy-ECA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

Staff Training Required

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

Compliance Required

All staff must 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.

Computer Policy, Including Internet Usage and Email-IIBG

District issued computer systems and electronic devices are for educational and professional use only. All information created by staff or stored thereon shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) are also prohibited. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

Copyright

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

Installation

No software, including freeware or shareware, or other applications may be installed on any district computer or electronic device until cleared by the technology director. The administrator will verify the compatibility of the software with existing software and hardware, and applications, and prescribe installation and de-installation procedures.

Hardware

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

Audits

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

Email Privacy Rights

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

Ownership of Employee Computer Materials

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

Lost, Stolen, or Damaged Computers and/or Equipment

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

Cell Phone Use

We provide cell phones stipends to some employees who use their cell phones to conduct district business. These phones may be utilized for business purposes while the employee is at work. These phones may also be utilized for personal use.

Eudora School District prohibits employees using cell phones for business while they are

driving. If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone.

Use of personal cell phones is discouraged during the workday, as it is disruptive to the workflow of the office.

Social Networking Policy-KBB

The Board expects all employees, even off duty and off premises, to exercise professionalism and good judgment in any social media activities, as outlined in the Social Media Guidelines for District Employees.

Employees shall be required to review the document Social Media Guidelines for District Employees annually. If you have any questions regarding the proper use of social networking/blogging, please refer to the district's website section titled Using Social Media in Your Job.

Communications

Communication Expectations and Responsibilities

1. All employees are required to understand and use the district email system.
2. Upon arrival at school, or as soon thereafter as work duties allow, all employees are required to check their voicemail, email and mailbox.
3. Before leaving at the end of the day, all employees are required to check their voicemail, email, and mailbox.
    a. Note: if the nature of your responsibilities does not allow you to do items 2 and 3 above, you must check your voicemail, email and mailbox at least once per day.

4. When leaving voicemail or email messages, do not expect them to be heard or read until the next "check" time, i.e., the beginning or end of the day.

Personnel Records and Access - GAK

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. The custodian of records should screen all records and files maintained by the district periodically.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request, district officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided includes:

- Employment date(s);
- Job description and duties while in the district's employ;
- Last salary or wage;
- Wage history;
- Whether the employee was voluntarily or involuntary released from service and the reasons for the separation;
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted earlier in this policy to which an employee may have access.

Prohibition on Aiding and Abetting Sexual Abuse

Pursuant to the federal Every Student Succeeds Act, the board prohibits the board, individual board members, and any individual or entity who is a district employee, contractor, or agent from assisting a district employee, contractor, or agent in obtaining a new job if the board, individual, or entity knows, or has probable cause to believe that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law. For the purposes of this policy, it shall not be deemed assisting in obtaining a new job if the aforementioned individuals or individuals or entities participate in the routine transmission of administrative and personnel files in accordance with law and this policy.

Request to Release Personnel Records

(Re: USD 491 Policy GAK)

To: _____: (Superintendent/records custodian: USD 491)

From: _____ (Employee or former employee)

I hereby request that my personnel records be copied and released to:

_____

(Name of Organization/Official to who records is to be sent)

Signed: _____

Date: _____

By requesting this release of my personnel records, I understand the administration may release the following information pertaining to my employment:

- Employment date(s):
- Job description and duties while in the district's employ;
- Last salary or wage
- Wage history;
- Whether I was voluntarily or involuntarily released from service and the reasons for the separation;
- Written employee evaluations, which were conducted prior to my separation from USD 491

In addition to the general personnel file, the organization maintains a separate file for:

1. Form I-9, Employment Eligibility Verification.
2. All medical information is kept in a separate file and its availability is strictly limited to personnel on a need-to-know basis.

An employee's personal information is to be carefully guarded and disclosure to any unauthorized person will result in disciplinary action, up to and including termination.

Personal Data Changes

It is important that Eudora School District maintain certain personal information about you in our records. You are responsible to inform us whenever there is a change to your mailing address, telephone numbers, dependents' information, educational accomplishments, and other possibly related information.

We also need to have information about who to contact in case of an emergency. If you need to

change your personal information or if you have questions about what information is required, contact the HR Department.

Dress Code/Casual Days-GAM

Appropriate dress and personal appearance is essential for all district employees.

Employees engaged in work that puts them in a position where they meet the public are expected to present a professional appearance. This means good personal grooming habits and the proper attire for their position with the Eudora School District.

Appropriate footwear shall be worn to perform essential functions of an employee's job.

Those employees engaged in working around machinery with moving parts must have the cuffs of their shirts buttoned if wearing long-sleeve shirts and also have their shirts tucked in. Care must be given not to be wearing anything that could be caught in moving machinery.

Managers and supervisors should monitor their employees' appearances to ensure appropriate, safe dress. If your dress is determined to be inappropriate, you will be sent home to change and will be off the clock if you are a non-exempt employee.

Note: Exceptions to our policy regarding the dress code for office personnel may be made for casual days.

*Certified Employees should also refer to the negotiated agreement for terms related to dress code.

Solicitation-JK

The board shall discourage all solicitations of and by staff members during regular school hours and at school-sponsored activities.

Agents, solicitors and salesmen shall not be permitted to take time of teachers or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services.

This rule applies to those activities, promotions and sales originating outside the school. Exceptions to this rule may be made as outlined below.

Materials and projects submitted for consideration under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be on the basis of unreasonably added work for staff members.

The superintendent shall report any individuals or organizations violating the policy on solicitations to the board. Violators may be denied further access to school premises by board action.

Nepotism-GACCA

The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board.

Supervision Limitations

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, stepson, stepdaughter, son-in-law, or daughter-in-law.

Inclement Weather-EBBD

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. In the event of any disaster conditions, Eudora School District will operate under conditions that will require only certain personnel to report to work.

Blood borne Pathogens Policy-GARA

The board shall adopt an exposure control plan. The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

All employees shall review and adhere to the District's Blood borne Pathogen Plan.

Emergency Safety Intervention-GAAF

All employees shall comply with district policy in regards to Emergency Safety Intervention (ESI) procedures. All employees shall participate in ESI training on a yearly basis.

To view the complete policy, refer to Board Policy GAAF.

Child Abuse and Neglect – Mandatory Reporting -GAAD

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials.

District employees shall 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 school employees to prove the child has been abused or neglected.

DCF or Law Enforcement Access to Students on School Premises

The building principal shall allow a student to be interviewed by DCF or law enforcement representatives on school premises to investigate suspected child abuse or neglect and shall act as appropriate to facilitate the agency's access to the child and to protect the student's interests during the process. State law grants the investigating agency the authority to determine whether a school employee may be present while the interview is being conducted, taking into account the child's best interests. If asked to sit in on the interview by the agency representative conducting it, the building principal or designee thereof shall oblige such request in order to provide comfort to the child throughout the process and to facilitate the investigation.

Cooperation Between School and Agencies

Principals shall work with DCF and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property should not be in uniform.

Reporting Procedure

The employee shall promptly report to the local DCF office or law enforcement if DCF is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to DCF has been made. If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a suspected child abuse report.

If available, the following information shall be given by the person making the initial report: name, address, and age of the student; name and address of the parents or guardians; nature and

extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

State law provides that anyone making a report in good faith and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Miscellaneous

Fundraising

Under no circumstances should school money be kept in your personal possession overnight. Turn it into the office daily.

Teachers must check with their principal to get prior approval for all fundraising activities. All money collected during fundraisers must be counted and given to the school secretary either the same day or, at the latest, the following school day after the fundraising event.

Activity Fund Management (JH)

All employees must adhere to School Activity Fund Guuidelines when handling district funds. The following should apply, whether the funds are student activity funds, or district activity funds:

The building principals shall maintain an accurate record of all student activity funds in the respective attendance centers. A monthly report to the board of the revenue and expenditures of the activity fund shall be made. No funds shall be expended from these accounts except in the support of the student activity program.

Receipts shall be issued for all revenue taken into the activity fund of each attendance center. All payments from the activity fund shall be by checks provided for that purpose.

Establishment & Operation

- All activity funds should be approved by the board of education or its designee. Application for creation of a student organization should be accompanied by a statement of the organization’s purpose and proposed fund-raising activities. The name of the student organization should, insofar as possible, indicate its purpose. Acronyms should be avoided as much as possible in naming an organization.
- All activity funds should be operated in accordance with sound internal control procedures and forms prescribed by the district treasurer.
- All fund-raising activities for activity funds should be approved in advance by the superintendent or designee.
- Activity fund moneys should, insofar as possible be expended in such a way as to benefit those students who have contributed to the accumulation of such moneys.

- Each activity fund must comply with cash-basis law. That is, no commitments or indebtedness should be incurred unless there is available cash in the fund.
- All activity funds must be audited along with other funds of the district.
- The superintendent should designate one or more activity fund supervisors. Generally, there should be no more than one activity fund supervisor at each building or attendance center. More or less supervisors can be designated, depending on the needs of the district.
- Each activity fund supervisor should maintain a checking account and/or petty cash account at the attendance center, depending on the needs of the center. using more than one checking account per attendance center should be discouraged.
- Activity fund moneys should not be used for any purpose that represents an accommodation, loan, or credit to school employees or other persons.

Internal Accounting Controls over Cash Collections

- All moneys collected should be substantiated by pre-numberd receipts, cash register receipts that show cumulative readings, pre-numbered tickets or other auditable, checkable records.
- A perpetual inventory should be maintained on pre-numbered forms, receipts, and tickets.
- The student organization sponsor should keep records of cash collection by source.
- The person who collects cash should be changed frequently. For example, you should rotate persons used as cash collection agents for sporting events, concessions, and vending machines.
- No collections should be turned over to a cashier, such as the activity fund bookkeeper without receiving a pre-numbered receipt.

Disbursement Procedures for Student Activity Funds

- Disbursement of student activity funds requires approval of the student organization's sponsor and activity fund supervisor (principal).
- Certain "small-dollar" purchases may not require the formal use of a purchase order or voucher. However, a form similar to the voucher should be completed at the time the activity fund bookkeeper writes a check for the disbursement. The alternative voucher form should show:
    - who requested the purchase
    - what the purchase was for
    - which activity fund is to be charged
    - amount
    - check number

*For additional information, contact the Finance Director for complete guidelines.

Crisis Communication and Steps to Support and Ensure Safe Schools - EBBF

The superintendent, in cooperation with each building principal, shall develop a plan to deal with crises in an attendance center. The board shall approve each plan before it is implemented.

- A copy of the plan shall be on file in each building and with the clerk;
- Building principals shall train staff to implement the building plan. As necessary, students and parents will be informed about details of the plan;
- Crisis plans shall be subject to regular review by the administration. If a plan is implemented, the board shall receive a report on how well the plan worked. If necessary, the report shall include recommended changes.

Visitors-KM

It is your responsibility to know who is in and around your building. Please pay attention to people who may be visiting the building, ask for their nametag and escort them to the office to obtain one if they do not have one. Unknown visitors should not be permitted to walk around unaccompanied. Alert the office if you feel uncomfortable with anyone you see in or around the school.

Parents and Community Members

The board encourages patrons and parents to visit district facilities. Patron visits shall be scheduled with the teacher and the building principal. Notices shall be posted in school buildings to require visitors to check in with the office before proceeding to contact any other person in the building or on the grounds. Any person who visits a building and/or grounds of the district will be under the jurisdiction of the building principal who shall be responsible for developing rules and regulations governing the presence of visitors in the buildings.

The principal has the authority to request assistance from law enforcement if any visitor to the district's buildings or grounds refuses to leave or creates 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 board policy may be subject to the state trespass law.

SCHOOL PROPERTY

Requisition Process-DJEF

You may complete requisitions using the Skyward system. The requisition must be submitted through the appropriate workflow for approval. Once it is approved, the order is submitted. Please allow two to four weeks for an average order. You will be notified that your requisition has been approved and will have the ability to approve the order for payment once it has been received.

Receipts from all purchases made must be submitted to the district office immediately after purchase. If you need to retain the receipt in the event of needing to make a return, you may submit a photocopy to the business office.

GIFTS-KH

Any organization or individual making a gift to the district shall have the prior approval of the board. All gifts will be regarded as district property. Persons or organizations desiring to make gifts to the schools should contact the superintendent.

Sale or Disposal of District Property-KK

The board may dispose of property in a manner the board deems to be in the district's best interest. Whenever excess district property is to be sold at auction, all sales shall be to the highest bidder. No credit shall be extended.

Service Animals in the Schools-ING

Service animals may be permitted in the schools and on school property in accordance with board-approved guidelines and may be used by employees, patrons, and students. In order for the district to accommodate the health and safety of our students and staff while maintaining our educational services, programs, and activities, employees and students are encouraged to notify their building administrator prior to bringing a service animal to school for the first time. Patrons or individuals attending functions or having short-term business on school property are not required to provide advance notice to school staff in order to be accompanied by a service animal on school property.

Access to school buildings will not be denied to a service animal as long as the animal is individually trained and required to do work or perform tasks for the benefit of an individual with a disability. Such work or tasks must be directly related to the individual's disability. District staff shall not be responsible to provide care or control of a service animal, and any service animal, which is out of control or is not housebroken, may be excluded by district staff.

Longevity Defined Benefit

Longevity Defined Benefit - The Longevity Defined Benefit is a benefit extended to all employees with a minimum of 15 years of full time experience in the district and at least 70 KPERS accrued points.

During any school year before September 15th, an employee may elect to initiate the four-year Longevity Defined Benefit by requesting the Longevity Stipend Request Form from Human Resources.

Human Resources will provide the Longevity Stipend Request Form to the employee upon request, and Human Resources ~~Clerk of the Board~~ will provide a copy of the completed form to the employee indicating the date on which the form was received.

When the employee files the Longevity Stipend Request Form with Human Resources, the following conditions are brought into effect:

1. The employee has notified the District that he or she will retire or resign his or her position with the U.S.D. No. 491 within the next four years.
2. Following the employee's filing of the Longevity Benefit Request Form, the Board and the employee enter into a four-year benefit period. During this benefit period, the Board will pay the employee a Longevity Stipend on an annual basis for four consecutive years. The Longevity Stipend will be paid on each regularly scheduled January pay period. The Longevity Stipend will be equal to 15% of the employee's current yearly salary.
3. Overtime, supplemental pay, and extra duty pay will not be included in calculating the employee's Longevity Stipend.

If an employee resigns, dies, or becomes disabled during the year, the employee will retain any Longevity Stipend that he or she has received without penalty. However, the employee's participation in the Longevity Stipend will be concluded and not available to the employee unless the employee is rehired.

If an employee resigns at the conclusion of a year but prior to the completion of the four-year benefit period, the employee does not receive the Longevity Stipend for the year(s) during which the employee has resigned. The employee would become eligible to obtain the remaining stipends due under the conditions of the original agreement should the employee be reemployed by the district.

An employee who has entered into the Longevity Defined Benefit agreement and subsequently wishes to discontinue the original terms of the agreement must notify the Board of Education in writing by November 30th of the current school term or by May 31st for the next school term.

Any requests made by an individual employee to discontinue or alter the original terms of the agreement are granted at the discretion of the Board of Education. However, unless the Board decides otherwise, no employee will be allowed to continue his or her employment with the district for a period exceeding six years after the date on which the employee signed the Longevity Stipend Request Form.

The Longevity Stipend is a reward to all U.S.D. No. 491 employees in the last four years of employment for their long-term service. This stipend will not be used to replace or substitute for the usual yearly raises.

Acknowledgement of Receipt of Handbook

This handbook has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time.

When changes are necessary, we will provide you with amended pages for your handbook.

I acknowledge receipt of the Eudora School District handbook:

Employee Name (Please Print) _____

Employee Signature _____

Date _____

*To be kept in employees' personnel file

Appendix

KN Complaint Form

KN COMPLAINTS

U.S.D. No. 491
Complaint of Discrimination Form

The policies of Board of Education of U.S.D. No. 491 prohibit discrimination on the basis of race, color, national origin, disability, religion and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited.
Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name: Amy Shanks Address: 1310 Winchester Road Phone: 788-842-4910
Building Discrimination Coordinators: Name: _____ Address: _____ Phone: _____
Name: _____ Address: _____ Phone: _____

Name of Complainant: Address: Telephone Number:	_____ _____ _____
Nature of the Complaint:	I believe that I have been subjected to discrimination on the basis of: ☐ Race ☐ Color ☐ National Origin ☐ Racial Harassment ☐ Sex ☐ Sexual Harassment ☐ Disability ☐ Religion ☐ Age ☐ Harassment on the basis of _____
Please describe the incident or act complained of: Please include information about: • Who was the person engaging in the conduct? • What was the nature of the conduct? • When did it occur? • Where did it occur? • What effect did the incident have on you?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Attach additional sheets if necessary.
Were there any witnesses to this incident?	☐ Yes ☐ No If yes, please indicate who the witnesses were: _____ _____ _____
What action do you believe the school should take with regard to this incident?	_____ _____ _____

If this matter proceeds to a formal or informal hearing, will you appear and testify as to your knowledge of the matter? ☐ Yes ☐ No

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