



Classified Staff Handbook

Mission Statement

To ensure all students learn and thrive in safe, healthy, and supportive learning environments.

Vision Statement

To be an inclusive learning community that empowers all students to foster their dreams, explore their possibilities through multiple learning experiences, and create their future.

Policy Disclaimer

Board of Education policies are regularly reviewed and revised. Therefore, any policy reference contained in this handbook is accurate as of the approval date. Should policies change, the most recently adopted policy of the Board of Education will be followed regardless of what is printed in this handbook. Should any language in this handbook conflict with adopted policy, board policy retains authority.

Notice of Non-Discrimination

Arkansas City USD 470 will provide equal employment opportunity without regard to race, color, religion, sex, age, national origin, marital status, sexual orientation, ancestry, political belief or activity, or status as a veteran. This policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, social and recreational programs, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

USD 470 complies with all relevant and applicable provisions of the Americans with Disabilities Act (ADA) and will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. If you have a disability which affects your ability to perform the essential functions of your job, a reasonable accommodation may be available. If you desire an accommodation, please notify your supervisor or the Director of Human Resources.

Equal Employment Opportunity

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and list the names and addresses of the various government agencies that may be contacted if any person believes he or she has been discriminated against.

Any persons having inquiries concerning USD 470's compliance with regulations implementing Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990, may contact the Director of Human Resources, 2545 Greenway, Arkansas City, KS 67005, (620.441.2000), who has been designated to coordinate the district's efforts to comply with these laws.

Onboarding

Every new employee to USD 470 must complete the onboarding process with the Personnel and/or Payroll Clerks on or prior to their first day of duty. During this process, new employees will be required to complete the following: Form I-9 (with appropriate documentation), W-4, K-4, direct deposit form with verification of account, and other forms as required.

USD 470 Locations

Gene Snyder
Administrative Center
2545 Greenway Rd
620.441.2000

Maintenance
715 S. 1st St
620.441.2080

Adams Elementary
1201 N. 10th St
620.441.2040

Frances Willard Elementary
201 N. 4th St
620.441.2050

Jefferson Elementary
131 Osage
620.441.2060

Arkansas City Middle School
400 E. Kansas Ave
620.441.2030

Avery Learning Center
2500 N. 15th St
620.441.2078

Transportation / Warehouse
420 S. 5th St
620.441.2084 (Transportation)
620.441.2082 (Warehouse)

Technology
2207 N. 8th St
620.441.2088

C-4 Elementary
11945 292nd Rd
620.441.2045

IXL Elementary
6758 322nd Rd
620.441.2055

Roosevelt Elementary
300 N. B St
620.441.2070

Arkansas City High School
1200 W. Radio Ln
620.441.2010

Community Day School
1325 N 7th St
620.441.2092

General Information

At Will Employment

All employment and compensation with USD 470 are “at will”. “At will” means that employment can be terminated with or without cause, and with or without notice, at any time at the option of either USD 470 or the employee, except as otherwise provided by law.

Confidential Information

It is essential that all employees fully understand how to treat confidential information. Each employee should hold the confidential information (be it related to a students’ academic record, behavior, or family information, etc.) in strict confidence and shall exercise a reasonable degree of care to prevent disclosure to others. The Family Education Rights Privacy Act (FERPA) is a federal law that protects the privacy of an individual’s information. No information should be disclosed unless an employee has been given express permission to do otherwise.

Outside Employment

It is the expectation of USD 470 that any individual hired on a full-time basis will consider the employment by USD 470 as their primary occupation. Any outside activity must not interfere with the employee’s attendance and/or job efficiency. If an employee has questions regarding the secondary job, they should contact their immediate supervisor and/or district administration.

Harassment

All employees have the right to a work environment free from intimidation and harassment. USD 470 does not tolerate discrimination on any of the protected grounds of sex, race, age, color, religion and ethnic origin, or disability. An employee shall report any complaints to their immediate supervisor, building principal or the district compliance coordinator. Sexual harassment training will be provided annually. See policies GAACA and GAAC online at usd470.com > District > BOE > BOE Policies.

Employment Process

Employees are selected through application, personal interview, and reference checks. After all available information is carefully considered and evaluated, an individual is selected to become a member of our team.

Former Employees

Former employees of USD 470 may be considered for reemployment and subject to USD 470’s usual pre-employment procedures. To be eligible, an employee must have been in good standing at the time of previous termination.

Nepotism

Except in an emergency, the board will not employ anyone who is the close relative of any board member. This shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Two or more members of a family may be employed by the school district. However, no district employee shall be in a position where the employee supervises or evaluates a closely related family member.

A closely related family member is defined as a father, mother, brother, sister, spouse, son, daughter, father-in-law, mother-in-law, son-in-law, or daughter-in-law.

Loyalty Oath

All employees, by state law, must have a loyalty oath on file in the employee's personnel record.

Health Certificate

All employees, by state law (K.S.A. 72-6266), must have a current health certificate on file in the Personnel Office. Certificates must be renewed every three (3) years (two (2) years for bus drivers).

Personnel Records

Personnel files required by the district shall be confidential and in the custody of the Human Resources Department. Employees have the right to inspect their files upon proper notice under the supervision of an appropriate supervisor. All records and files maintained by the district should be screened periodically by the custodian of records. All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Dress Code

Although uniforms may be required for specific positions or groups of employees, the general dress code for all employees shall be in accordance with accepted social and business standards. Each supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job performed. Footwear must comply with safe work standards as specified by supervisors. Flip flops are not permitted. Refer to BOE policy [GAM - Personal Appearance](#).

Personal Cell Phone Usage

Usage of cell phones and other personal electronic devices during working hours is limited to job related duties. Employees may not access social media sites or take photographs/videos during duty hours without administrative approval to protect student privacy. Employees in violation may be subject to disciplinary action.

Employment Classifications

At the time of hire or reclassification, the employee will be classified in one of the following categories:

- 12 Month Employee
 - Full Time – An employee who is scheduled to work between 30 and 40 hours per week per 12-month period
 - Part Time – An employee who is scheduled to work less than 30 hours per week for a 12-month period
- 10.5 Month Employee
 - Full Time – an employee who is scheduled to work between 30 and 40 hours per week during a 10.5-month period bracketing the school year
 - Part Time – An employee who is scheduled to work less than 30 hours per week during a 10.5-month period bracketing the school year
- 9 Month Employee
 - Full Time – An employee who is scheduled to work between 30 and 40 hours per week during the school calendar year
 - Part Time – An employee who is scheduled to work less than 30 hours per week during the school calendar year
- Temporary – An employee who is scheduled any quantity of weekly hours on an as needed temporary basis. Normally, a temporary position will not exceed six (6) months in duration. Summer employees are considered temporary employees.

Benefits are given based on employment classifications.

Benefits

12 Month Full and Part Time employees may be eligible to receive:

- Medical Insurance
 - Full time employees are eligible to receive a health insurance allowance to be paid toward a district health insurance plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages (Dental, Vision, etc.) are available to the employee, but the full premium is the employee's responsibility.
 - Part time employees who work at least 20 hours a week will receive one half of the health insurance allowance to be paid toward a health plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages are available to the employee, but the full premium is the employee's responsibility.
- Short-term Disability and Life Insurance policies that are paid by the district for non-temporary employees working at least 20 hours per week.

- Kansas Public Employee Retirement System (KPERs) for covered positions per KPERs regulations.
- Vacation
 - Employees shall receive vacation based on years of service which are outlined below.
 - Employees hired during the year will not be granted vacation time until the following July 1st.
 - Vacation time will be based on a prorated amount from the hire date. (Under “Vacations” on page 8) Hours are calculated at scheduled hours per week.
- Paid Leave – 12 days per year calculated at scheduled hours per day with a maximum accumulation of 90 days.
- Compensatory (COMP) time – Upon supervisor approval and notification to the payroll office, staff may accumulate compensatory time for over 40 hours worked per week.
- Jury Duty Leave
- Holiday Pay – 12 paid holidays per year based on scheduled days per week and calculated at scheduled hours per day. These days shall be designated by the district administration. If this day falls on a regular working day, the employee will not be required to work but will receive pay for that day. If the day falls on a Saturday or Sunday, the employee will be given one additional day off with pay. This day will be designated by the district administration.
 - Independence Day
 - Labor Day
 - Thanksgiving (3 days – Wednesday before, Thanksgiving, Friday after)
 - Winter Break (2 days)
 - New Year’s Day
 - Spring Break (2 days)
 - Good Friday
 - Memorial Day
 - Juneteenth

10.5 Month Full and Part Time employees may be eligible to receive:

- Medical Insurance
 - Full time employees are eligible to receive a health insurance allowance to be paid toward a district health insurance plan. The employee is responsible for the difference between the cost of the premium and the district’s contribution. Additional coverages (Dental, Vision, etc.) are available to the employee, but the full premium is the employee’s responsibility.
 - Part time employees who work at least 20 hours a week will receive one half of the health insurance allowance to be paid toward a health plan. The employee is responsible for the difference between the cost of the premium and the district’s contribution. Additional coverages are available to the employee, but the full premium is the employee’s responsibility.
- Short-term Disability and Life Insurance policies that are paid by the district for non-temporary employees working at least 20 hours per week.
- Kansas Public Employee Retirement System (KPERs) for covered positions per KPERs regulations.
- Paid Leave – 9 days per year calculated at scheduled hours per day. A maximum accumulation of 60 days.

- Compensatory (COMP) time – Upon supervisor approval and notification to the payroll office, staff may accumulate compensatory time for over 40 hours worked per week.
- Jury Duty Leave
- Holiday Pay – 4 paid holidays per year based on scheduled days per week and calculated at scheduled hours per day. These days shall be designated by the district administration. If this day falls on a regular working day, the employee will not be required to work but will receive pay for that day. If the day falls on a Saturday or Sunday, the employee will be given one additional day off with pay. This day will be designated by the district administration.
 - Labor Day
 - Thanksgiving Day
 - Winter Break (1 day)
 - Good Friday

9 Month Full and Part Time employees may be eligible to receive:

- Medical Insurance
 - Full time employees are eligible to receive a health insurance allowance to be paid toward a district health insurance plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages (Dental, Vision, etc.) are available to the employee, but the full premium is the employee's responsibility.
 - Part time employees who work at least 20 hours a week will receive one half of the health insurance allowance to be paid toward a health plan. The employee is responsible for the difference between the cost of the premium and the district's contribution. Additional coverages are available to the employee, but the full premium is the employee's responsibility.
- Short-term Disability and Life Insurance policies that are paid by the district for non-temporary employees working at least 20 hours per week.
- Kansas Public Employee Retirement System (KPERs) for covered positions per KPERs regulations.
- Paid Leave – 9 days per year calculated at scheduled hours per day. A maximum accumulation of 60 days.
- Compensatory (COMP) time – Upon supervisor approval and notification to the payroll office, staff may accumulate compensatory time for over 40 hours worked per week.
- Jury Duty Leave

Health Insurance Allowance

The Board of Education determines the amount of the allowance. The allowance will only be provided to eligible employees who enroll in a district offered health insurance plan.

Insurance Coverage

For 10.5- and 9-month employees who take district insurance, owed insurance premiums for the summer months will be divided equally by the number of checks received during the year and that additional amount will be deducted throughout the year and held in an insurance account. The district will then use these insurance prepayments to cover the employee's portion of their insurance premium for July, August, and September. Insurance benefits are reviewed annually. In the event of termination of employment, coverage will end the last day of the month in which separation occurred. Employees and their eligible dependents may have the right to continued coverage under COBRA in the event of termination of employment with USD 470 or loss of eligibility to remain covered under the district insurance programs. Any unused insurance premium prepayments will be returned to the employee. In the event an employee enrolls in coverage(s) in excess of earnings, the employee will be required to submit payment to the district office by the end of the month.

Vacations

12-month employees shall accrue two weeks paid vacation during the first year of employment. Employees hired during the year will not be granted vacation time until the following July 1st. Vacation time will be based on a prorated amount from the hire date (see table below). Hours are calculated at scheduled hours per week.

Month of Hire	Number of Days Granted as of July 1st following date of employment
July	10
August	10
September	9
October	8
November	7
December	6
January	5
February	4
March	3
April	2
May	1
June	0

Vacation pay will be figured on a 40-hour week, unless the employee's work week is less than 40 hours, in which case, it will be figured on the average hours worked. During an employee's eighth consecutive year of employment with USD 470, an extra week of vacation will be accrued. This extra accrued vacation will be available on July 1 after the completion of their eighth year. Thereafter, vacation days will continue to accrue at the rate of fifteen (15) days per year. (NOTE: A 9-month position and a different 3-month summer position is not considered a 12-month position.) First year employees are granted vacation time according to a prorated amount on July 1. No vacation days will be carried forward beyond June 30 of the year following the one in

which the vacation days were accrued unless approved by the Director or Assistant Superintendent of Business & Operations.

Paid Leave

Paid leave days are credited to the employee on July 1. New employees are credited with a pro-rated number of days awarded to date of employment. New employees are not granted paid leave until they have been employed by the district for 20 working days. Absences covered by paid leave are as follows:

- Sick leave (SICK)
 - Illness of employee
 - Family illness - Spouse, children, mother, father, and anyone living in the residence of employee
 - Employee doctor/dentist appointments
 - Family doctor/dentist appointments - Spouse, children, mother, father, and anyone living in the residence of employee
- Bereavement (BRV)
 - Bereavement leave must be submitted in advance
 - Bereavement for the loss of an immediate family member (defined as a parent, spouse, or child) does not require the use of Paid Leave. The district will provide employees with up to five (5) consecutive paid work days of bereavement leave.
 - Maximum of one (1) day for a local funeral and three (3) days for nonlocal funerals for those who are not defined as immediate family members as stated above.
 - Days may be extended with prior approval of Assistant Superintendent of Business & Operations
- Personal leave (PRS)
 - Leave must be submitted at least two (2) working days in advance otherwise it may be denied.

Leave time must be entered in the software the employee has been designated to use. All absences, excluding illness, should be requested and approved prior to the leave being taken. In the event that an employee submits a request for leave without the required advanced notice, leave may be denied by the Administrator/Director. For an absence due to illness, leave requests must be completed on the day the employee returns to work.

For an employee who is leaving employment with the district for all reasons other than retirement, unused paid leave is not additional compensation. At the time of separation, the number of days will be prorated, and any days used in excess of this will be deducted from the employee's final paycheck. Employees whose employment is terminated are not subject to receive any remaining Paid Leave or Vacation time.

Compensatory Time

Compensatory (comp) time for additional hours over 40 worked per week may be eligible pending immediate supervisor / district administrator approval. Comp time is encouraged to be used within the pay period accumulated.

Jury Duty / Legal Leave

Employees will be paid for the number of hours they are regularly scheduled to work when they are absent for jury duty or are subpoenaed to appear as a witness. Any jury fees or witness fees paid to the employee will be given to USD 470.

Leave Without Pay

Unless it is FMLA leave, all leave without pay absences must be approved by an employee's supervisor prior to any unpaid leave being used. Such absences not pre-approved will be considered unexcused absences. In the event of an emergency, unpaid leave may be requested. All Paid Leave and Vacation time must be exhausted prior to utilizing Leave Without Pay.

Wage and Salary

Notice of Employment

The Notice of Employment is not a contract. It is an estimate of the hours an employee will work and indicates the hourly rate and other information. There is no guarantee an employee will receive the total estimated hours indicated.

Pay Period and Pay Cycle

The "Notice of Employment" form indicates the normal number of hours to be worked each day for each position. The supervisor will inform each employee of the starting and ending time for the position and building to which he or she is assigned.

The workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday with the regular workweek being five days, Monday through Friday. Some positions may call for other days of work or the workweek may vary if school is not in session.

Unless the "Notice of Employment" indicates the workweek consists of Saturday or Sunday working days employees will normally not be expected to work on weekends. However, the Director or Assistant Superintendent of Business & Operations may declare an emergency and assign any employee to work on one or more days of the weekend.

Paycheck Distribution

All employees will receive their pay through direct deposit on or before the 20th of each month. No person may be paid directly by check, out of petty cash, or any other such fund for work performed. All employees will be notified of their direct deposit and given a link to their pay stub through their Web Link.

If an employee would like to change account information, they must complete the Direct Deposit information via their Web Link portal at least ten days prior to payday for those changes to become effective. NO CHANGES TO DIRECT DEPOSIT ACCOUNTS WILL BE MADE BASED ON EMAIL OR PHONE REQUESTS. When a pay date falls on a day when banks are closed, staff will be paid on the last previous banking day.

Time Sheets/Time Clock

Most classified employees, other than salaried supervisors, will clock in and out on a time clock located in each building or department. Hours recorded in the time clock system must be verified and approved by the immediate supervisor. If submitting a paper timesheet, supervisor verification and approval is required. All hours for payroll periods must be submitted by a date designated by the district administration.

In the event of a missed punch (in or out) or if a timeclock adjustment is required, the employee should report any necessary changes to the building or department designee within a timely manner. Additional paperwork may be required based on building/department procedures.

Overtime Pay

Unless stated on the "Notice of Employment" no position shall consist of more than 8 hours per day, 5 days per week or a total of 40 hours per week.

Overtime work is not encouraged; however occasional overtime may be necessary. Employees must have permission from the immediate supervisor to work overtime. To receive overtime pay it must be shown on the time clock system and/or on a timesheet. Non-exempt employees (including temporary employees) performing overtime work will be paid one and one-half (1-1/2) times their regular hourly wage for any time over forty hours worked per week. Paid leave and vacation time will only be approved up to a combined total of 40 hours with worked hours per week.

In lieu of paying actual overtime wages, employees may take compensatory time off pending immediate supervisor / district administrator approval.

Before an employee qualifies for overtime hours, 40 regular hours must be worked. (An employee who is absent one day for any reason, including a holiday, is not eligible for overtime until 40 hours are actually worked. A four-hour employee is not eligible for overtime for working five hours.)

Mandatory Deductions from Pay

USD 470 is required by law to make certain deductions from paychecks. Among these deductions are federal and state income taxes, KPERS, and employee Social Security and Medicare contributions. These deductions will be shown on the check stub. The amount of the deduction depends on earnings and the information the employee provided on their W-4 and K-4 forms.

Error in Pay

Every effort is made to avoid errors in pay. If an employee believes an error has been made, contact the Payroll Clerk immediately. The necessary steps to research the problem will be taken and any necessary corrections will be made properly and promptly.

K.P.E.R.S.

Membership in the Kansas Public Educators Retirement System (KPERS) is mandatory for all state employees, including those employees of USD 470. The district will adhere to KPERS regulations applicable to your employment. The law requires that all employees who work in a position that requires 630+ hours per year or if the employee works in two or more positions totaling at least 630 hours per year (180 days and 3.5 hours/day) to contribute to KPERS.

Employees working in a covered position will contribute a specified percent of gross earnings to KPERS. The specified percent of contribution is determined by state legislation and is subject to change when legislative action specifies.

An employee is also covered under a basic group life insurance equal to 150 percent of their annual salary under KPERS.

Working after retirement (WAR) KPERS is determined by state legislature and has specific guidelines for employers who hire staff receiving KPERS retirement benefits. An employer is required to pay a statutory rate established by KPERS and an employee's hourly rate may be reduced by this statutory rate. KPERS contributions will not be withheld from an employee who is receiving retirement benefits.

Voluntary Retirement Accounts

Classified employees are eligible to participate in voluntary retirement accounts in the form of either Annuities or Mutual Funds. Contributions may be made on a pre-tax or after-tax (Roth) basis as allowed by the investment provider. Payroll deductions for these shall be limited to only those providers approved by the Board of Education and that have an Investment Provider Agreement included in the district's 403(b) Plan Document. Requests for changes can be made anytime and will become effective on the first available payroll cycle after notification that the account has been opened and appropriate Salary Reduction Agreement (SRA) has been received.

Pay Increases, Promotion

Any change in salary schedules will be effective July 1 of each year as determined by Board of Education action. Advancing on the salary schedule is not automatic and no increase will be given for employees on job probation.

Pay increases as a result of a change of position will become effective on the date of the new assignment.

The policy of USD 470 is to employ the best-suited individual for each position. If an employee wishes to be considered for a possible vacancy which might occur during the year, a letter indicating this should be sent to the Director or Assistant Superintendent of Business & Operations.

Work Procedures

Attendance, Punctuality

Attendance and punctuality are important to the successful operation of a school district. Each administrator or department head is responsible for holding staff accountable to the attendance policy. To maintain high quality support services in the school district, the following guidelines are established:

An employee who has two (2) unexcused absences, tardies, or fails to provide at least one (1) hour advance notice will receive a coaching discussion from their supervisor.

Following the coaching discussion, the employee's attendance record will be monitored using a six (6) week rolling review period. If an employee incurs two (2) additional attendance occurrences during a six-week period, a verbal disciplinary warning will be issued.

After the verbal warning, attendance will continue to be monitored under a new six (6) week rolling review period. If the employee incurs two (2) additional attendance occurrences during that period, a formal written disciplinary action will be issued.

Following the written warning, attendance will again be monitored under a six (6) week rolling review period. If the employee incurs two (2) additional attendance occurrences during that period, the employee's employment will be terminated.

An attendance occurrence includes:

- An unexcused absence
 - Any absence from a scheduled workday or work assignment that is not approved in advance, does not qualify under an approved leave policy, or is not properly reported in accordance with District procedures.
- A tardy arrival or early departure without prior approval; or

- Failure to provide at least one (1) hour notice prior to the start of the scheduled workday when reporting an absence.

The District reserves the right to accelerate disciplinary action when attendance issues are excessive, demonstrate a pattern of abuse, or significantly impact district operations. Approved leave protected by law or district policy, including approved FMLA leave, workers' compensation leave, and other authorized absences, will not be counted as attendance occurrences.

Unexcused absences, a pattern of excessive excused absences, and extended absences are causes for progressive corrective action and/or termination. Absences resulting from jury duty, approved participation in staff development, family medical leave and military leave are exceptions to this.

Job Evaluation

A written evaluation will be made on each employee at least once during the school year. Completion of evaluations, no later than the second Friday in May, is the responsibility of the immediate supervisor. The primary reason for evaluations is to identify strengths and weaknesses to reinforce good habits and develop ways to improve weaker areas. This review also serves to make the employee aware of and to document how their job performance compares to the goals and description of their job. The employee will sign the evaluation indicating it has been discussed with the employee. A copy will be given to the employee.

Rest Periods

When possible, two 15-minute breaks may be scheduled for employees working 8 hours or more in one day. Breaks may be given to employees, but breaks are not mandated by state law or the U.S. Department of Labor and are given only when they do not interfere with the completion of assigned duties. Unused breaks may not be accumulated to count toward comp time or overtime.

Annual Training

Staff are required to complete annual mandatory training through Vector Solutions. Human Resources will assign all required training modules to employee profiles, and all training must be completed by September 1 each year. Employees will be compensated for the time spent completing approved training through the next regularly scheduled payroll following completion.

Drug Free Workplace

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace. USD 470 reserves the right to randomly drug test any employee at any time. Any employee who tests positive for the use of illegal drugs or is found in possession of illegal drugs on district property may be subject to immediate termination of employment.

Tobacco Free School Campus

The use, possession, or promotion of any tobacco product by any employee is prohibited in any district facility, in school vehicles, at school-sponsored activities, programs, or events and on school owned or operated property at all times. "Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled, or ingested by any other means.

Grievance Procedure

Most grievances can be solved by talking to a supervisor. If not satisfied, a meeting may be scheduled with the Director of Human Resources. If still not satisfied, employees may put the grievance in writing and submit it to the Assistant Superintendent of Business & Operations.

Discipline Procedures

When any breach of discipline occurs, the immediate supervisor will have a conference with the employee. The results of the conference will, in most cases, be recorded and signed by the employee and the supervisor. This signed record of the conference will be filed in the employee's personnel folder.

Suspensions, probations, and terminations will be recommended by the immediate supervisor. If the Director of Human Resources concurs with the recommendation, the suspension, probation, or termination will be approved.

For alleged serious breach of discipline, the immediate supervisor may suspend an employee with pay pending further investigation of the problem. The Assistant Superintendent of Business/Operations or Superintendent of Schools may suspend an employee without pay for any alleged serious breach of discipline pending investigation of the incident. If the employee is cleared of charges of breach of discipline and the employee is not terminated or does not resign, then back pay will be given to the employee as if the suspension had not occurred.

Termination

An employee who is terminated will be given the opportunity to meet with the immediate supervisor and the Director of Human Resources before written notice of termination is given. The Director of Human Resources will consult with the Assistant Superintendent of Business & Operations to make the final decision regarding terminating an employee.

Resignation

Employees who voluntarily resign must give two (2) weeks notice and fulfill their regular work requirements during that time to be considered eligible for rehire. Employees will submit a signed and dated letter of resignation or sign a voluntary separation form. In the event a written letter is unable to be provided, the employee will email the resignation to their immediate supervisor using their USD 470 email account.

Leave of Absences

Unpaid Leave of Absence

Occasionally, for medical, personal, or other reasons, an employee may need to be temporarily released from the duties of their job but not want to resign. Under certain circumstances, the employee may be eligible for an unpaid leave of absence. The Personnel Clerk must be informed of any unpaid leaves of absence prior to the absence beginning or as soon as possible after the leave has begun to appropriately record such absences.

Family Medical Leave of Absence (FMLA)

The FMLA allows employees to balance their work and family life by taking reasonable paid or unpaid leave for qualifying family and medical reasons. Employees are eligible if they have been actively employed for 12 months and worked at least 1,250 hours (an average of 25 hours per week) during those 12 months.

Employees shall be required to give 30 days advance notice in the event of a foreseeable medical treatment. To assist the district in arranging work assignments during an absence, employees are asked to give prior notice, to the extent possible, as well as the expected return date. Eligible employees may take up to 12 work weeks, or 144 hours, of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active-duty status.

An eligible employee may also take up to 26 work weeks of leave during a single 12-month period to care for a covered servicemember with a serious injury or illness, when the employee is the spouse, son, daughter, parent, or next of kin of the servicemember.

Under some circumstances, employees may take FMLA leave on an intermittent or reduced schedule basis. That means an employee may take leave in separate blocks of time or by reducing the time he or she works each day or week for a single qualifying reason.

When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations. If FMLA leave is for the birth, adoption, or foster placement of a child, use of intermittent or reduced schedule leave requires the employer's approval.

It is the employee's responsibility to inform the district of the need for paid leave. If the FMLA leave is needed, please submit your request via the Web Link portal. If you have additional questions please contact Human Resources.

Retirement

Retirement from the District

USD 470 participates in the Kansas Public Employees Retirement System (KPERs). Information about retirement can be found on the KPERs website. Additional information can also be obtained by contacting the Payroll Clerk.

Paid Leave Compensation Upon Retirement

For employees retiring from USD 470 who have 20 or more years of service with the district, unused paid leave will be compensated at the following rate:

- 12 Month Classified Staff
 - 30+ years of service - \$100 per day
 - 20-29 years of service - \$75 per day
- 10.5 Month Classified Staff
 - 30+ years of service - \$50 per day
 - 20-29 years of service - \$25 per day
- 9 Month Classified Staff
 - 30+ years of service - \$50 per day
 - 20-29 years of service - \$25 per day

Retirement Insurance

An employee taking early retirement shall have the option to maintain the district's health insurance coverage until the time they qualify for Medicare. The retiree will be responsible for making the entire monthly premium to the Payroll Clerk by the monthly payroll date. Failure to do so will result in the cancellation of coverage effective the last day of the month that a full premium payment was made.

Safety Procedures

Accidents

All accidents sustained or observed will be reported immediately to the supervisor or building principal. An Accident Report Form will be completed within 24 hours of the accident. If injured on the job and medical attention is needed, the employee will report to the Personnel or Director of Human Resources within 24 hours so an appointment can be scheduled with the designated medical professional.

Social and recreational injuries arising out of and in the course of employment are no longer compensable under workers' compensation law. Examples of this type of situation are sports activities where faculty challenges a specific group, games before school, at lunch, or after school, basketball benefit games, etc. The

words “arising out of and in the course of employment” as used in the workers compensation act shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee’s normal job duties or as specifically instructed to be performed by the employer.

Procedure to be followed:

1. Report the accident to the immediate supervisor.
2. If medical attention is needed, contact Human Resources so an appointment can be made at the district’s designated provider.
3. Return the "Report of Accident" form to the District Office. Workers Compensation claims must be filed within 10 days of the accident.
4. Use the form provided by the Human Resources Department to obtain prescriptions at a local pharmacy.
5. File any doctor's statements, prescription bills, etc. with the District Office.

Workers Compensation

The Kansas Workers’ Compensation Law is a no-fault insurance plan, which is supervised by the state, and paid for by USD 470. This law was designed to provide the employee with benefits for any injury suffered in connection with their employment. Under the provisions of the law, if the employee is injured while at work, they are eligible to apply for Workers’ Compensation.

Who is covered?

Every USD 470 employee is protected by Workers’ Compensation.

What is covered?

Any injury is covered if it is caused by an employee’s job – not just serious accidents, but even first-aid type injuries. Illness may also be covered, if related to the employee’s job. For example, common colds and flu are not covered but if the employee caught tuberculosis while working at a TB hospital, that would be covered. The main question is if the injury or illness is the result of the performance of the employee’s job.

When is an employee covered?

Coverage begins the first minute the employee is on the job and continues anytime that the employee is working for USD 470. There is not a wait period for workers’ compensation.

How does the employee get the benefits?

All injuries, no matter how slight, must be reported immediately to the supervisor and a completed accident report must be sent to the Personnel Clerk.

Safety

All employees will observe all safety rules and regulations. They will immediately report to their supervisor or building principal any condition that in their opinion constitutes a safety hazard. No disciplinary action will be taken against any employee who refuses to perform an assignment when in the employee's judgment the assignment or task cannot be performed without danger to the employee, or the assignment violates safety procedures.

Miscellaneous

Use of School Equipment

The personal use of district-owned equipment, materials, supplies, or other resources is prohibited unless expressly authorized by the district. Equipment belonging to USD 470 will not be loaned or removed from a building for non-school use without the approval of the Assistant Superintendent of Business & Operations. (See Board Policy KG.)

Use of School Facilities

No employee will use school facilities for personal use or allow the use of school facilities by any individual or group unless a Facility Rental Agreement has been obtained and approved. Form available from the District Office. (See Board Policy KG).

Visitors During Time Employee is on Duty

Friends, relatives, children, spouses are not to visit with or remain on the premises when an employee is on duty. They may deliver messages or wait to pick up the employee at the end of a shift, but during working hours it is expected that the employee's undivided attention will be given to his or her job duties. Exceptions may be granted by the immediate supervisor with prior approval.

Acceptable Use of Technology

Each employee is expected to adhere to the Acceptable Use of Technology policy. Prior to use of district technologies, the employee shall submit a signed Employee Access Contract to the Human Resources Department. The employee will acknowledge that the use of computers, networks, internet, electronic mail, and other online services provided by USD 470 are subject to and shall be conducted in compliance with Board policies.

Staff-Student Communication

District technology, email, and online communication tools are to be used for school-related purposes that support student learning and communication with families.

- Use district-approved tools, including TalkingPoints, USD 470 email, and Google Classroom/Workspace, for school-related two-way communication with students and families.
- Do not use social media for private, direct, or two-way school-related communication with students. Use a district-approved tool, such as TalkingPoints.
- Do not require students to use a social media platform for any assignment or extracurricular activity.
- School social media accounts may only be created with prior district approval and must be used for official school communications.
- Maintain professional boundaries with students in all electronic communications. Employees shall not establish or maintain personal social media connections with currently enrolled students unless a familial or similarly close personal relationship exists independent of the school setting.
- Protect student privacy and confidentiality at all times and comply with all district policies regarding technology use.
- Inappropriate use of technology or social media may result in disciplinary action, up to and including termination of employment.

For additional information, please refer to [Policy IIBGC](#) and the [USD 470 Communication Guide](#).

Inclement Weather Days

If an employee cannot report to work because of inclement weather the following procedure will be followed:

1. Employee must notify supervisor upon determining an inability to report for work because of adverse weather.
2. Supervisor must approve absence before employee's reporting time.
3. If absence is approved:

12-month employees

- a) Hours missed will be deducted from paid leave.
- b) If employee has no available paid leave, hours will be deducted from vacation days or considered a pay deduction.
- c) If late less than two (2) hours, time may be made up with approval of supervisor.
- d) If late two to four (2-4) hours, hours will be deducted from paid leave or vacation.
- e) Leave request forms will specify absence and reason.

9- and 10.5-month employees

- a) Absence deducted from paid leave if position entitles employee to paid leave. Otherwise, it will be an unpaid day. Employees wanting to request paid leave for inclement weather days will need to enter the time in the time management system upon returning to work.

If an inclement weather day is called by the Superintendent, or a designated alternate in district administration, these days will not be paid by the district. Employees may submit, if available, vacation or paid leave in lieu of taking an unpaid day.

ID Badge

The district shall provide each classified employee with an ID badge. A current ID badge will allow the employee and their immediate family members living in the home (spouse and children – excluding college aged students) to gain access to Arkansas City Middle School and Arkansas City High School athletic events. ID badges will not gain entrance to Arkansas City High School musicals or play performances. Neither would they allow access for KSHSAA sponsored events such as regional or sub-state tournaments. The ID badge can also be used for the open swim time at the Family Aquatic Center (High School pool).

Violation of Policies

Employees are expected to abide by the policies set forth by the Board of Education. Failure to do so will lead to appropriate disciplinary action. All board policies may be found on the district website under Our District > Board of Education > Board Policies.

Employee Handbook

Every employee shall sign an Employee Handbook Acknowledgement form at the time of employment stating that they understand how to access the electronic Employee Handbook and agreeing to the district expectations in which it covers. Policies and regulations in the handbook may be changed at any time at the discretion of the Board of Education. No change shall become effective until employees have been notified of the change and no change shall be retroactive.



Procedures for USD 470 Workers' Compensation Claim

If you are injured at work during school hours you must:

1. Immediately report the incident to your supervisor. The supervisor/nurse will evaluate your condition and determine if you need to be seen by a doctor. An accident report must be sent to the Personnel Clerk that day.
2. If non-emergency medical treatment is required, the supervisor/nurse will contact the Personnel Clerk who will make an appointment at one of the district's designated health care providers.
 - a. Occupational Health Services, 6401 Patterson Pkwy, Arkansas City, KS 67005, 620.441.5899
 - b. William Newton Fast Track Urgent Care, 1300 E 5th Ave, Winfield, KS 67156, 620.221.2300 (Mon-Sat 11:30 am - 9:00 pm, Sunday 12:00 pm - 7:30 pm)
 - c. South Central Kansas Medical Center, 6401 Patterson Pkwy, Arkansas City, KS 67005, 620.442.2500
3. If you choose to go to a Physician of your choice, Workers' Compensation will only cover up to \$800.

If you are injured at work after school hours you must:

1. Call your supervisor and report the accident immediately.
2. If non-emergency treatment is required, report to South Central Kansas Medical Center, 6401 Patterson Pkwy, Arkansas City, KS, 67005, 620.442.2500 or William Newton Fast Track Urgent Care, 1300 E 5th Ave, Winfield, KS 67156, 620.221.2300.
3. When checking in, you will need to advise them that this is Worker's Compensation for USD 470.
4. The next day you or, if you are unable to call, someone you have authorized, needs to report the accident to the Personnel Clerk or Director of Human Resources at 620.441.2000.

If you are injured after 9:00 P.M. you must:

1. Report to South Central Kansas Medical Center, 6401 Patterson Parkway, Arkansas City, KS 67005, 620.442.2500.
2. When checking in, tell them that this is Workers' Compensation for USD 470.
3. The next day you or, if you are unable to call, someone you have authorized, needs to report the accident to the Personnel Clerk or Director of Human Resources at 620.441.2000.

Arkansas City
Unified School District 470

VOLUNTARY SEPARATION

Date of Notice _____

Employee Name _____

Effective Date _____

Position/Dept. _____

This is my official notice of resignation from Unified School District 470.

My reason for resigning: (attach letter if given)

I have no claims or grounds for claims against my employer during my employment. My resignation is voluntary and is not a forced leaving.

Employee's Signature / Date

Date

Supervisor's Signature

Date

Witness's Signature

Date

REPORT OF ACCIDENT

Name (Accident Victim) _____

School/Building _____

Student ()

)

Employee ()

Other ()

Date of accident: _____ Time of accident: _____ a.m. /
p.m.

FOR EMPLOYEES ONLY

Social Security #: _____ Home Phone
#: _____

Date of Birth: _____

Was the employee wearing required safety equipment? Yes No N/A
Describe: _____

How did the accident occur, according to the victim? (describe persons, actions, equipment, conditions)

Names of any witnesses:

What injuries did the victim say he/she incurred? (Be specific - right arm, left arm, etc.)

Was first aid given and if so, by whom?

Did the injured person go to a physician? Yes No

If yes, what treatment was prescribed ?

Signature Accident Victim

Date

Person Reporting Accident

Date

Copies to:

Principal or Supervisor

Business Mgr. or Safety Coordinator

Reviewed by: _____

Reviewed by: _____