CLASSIFIED EMPLOYEE HANDBOOK
HAYSVILLE USD 261

This handbook includes only a brief description of the benefits offered by the district and an overview of its policies and procedures. It is designed to be a reference to guide current classified employees, as well as to provide initial information to new employees.

Nothing in the handbook in any way creates an expressed or implied contract of employment.

"Haysville Unified School District 261 does not discriminate on the basis of race, color, national origin, sex, disability, military status or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Jordan Funk, Assistant Superintendent for Human Resources
Address: 1745 West Grand, Haysville, Kansas 67060
Office Phone: (316) 554-2200
Email Address: jfunk@usd261.com

STATEMENT OF COMMITMENT TO PROFESSIONALISM

USD 261 Haysville is committed to holding the highest standards of excellence.

A major component of achieving excellence is an emphasis on the recognition and development of professional behaviors that reflect a commitment to excellence in the profession.

USD 261 believes all staff will demonstrate the following professional behaviors:

- consistent attendance
- active participation
- promptness in completion of all work assignments
- sensitivity to diversity and exceptionality
- collegiality and contribution to group tasks
- involvement in professional growth

TABLE OF CONTENTS

I. GENERAL EMPLOYMENT PROVISIONS……..Page 4

A. Application for Employment and Interview……Page 4

B. Employment Procedures…….Page 4

1. Process New Employee…….Page 4
2. Physical Examination Requirement……..……Page 5
3. Placement on Classified Employee Pay Schedule……...…….Page 6
4. New Employee Orientation Period……Page 6
5. Designated Work Day……..……..Page 6
6. Timekeeping and Pay Procedures……Page 7
7. Evaluations……...Page 8
8. Transfers……...Page 9

C. Discipline…….Page 9

1. Suspension…….……...Page 10
2. Terminations……...Page 11

II. BENEFITS……Page 11

A. Group Insurance Benefits – KPERS……...Page 11

B. Section 125 Cafeteria Plan……Page 11

C. Longevity Pay……...Page 12

D. Paraeducator Career Ladder……Page 13

E. Liability Insurance……...Page 13

F. Retirement Plans…….Page 14

1. Kansas Public Employees Retirement System……Page 14
2. Early Retirement Program……...Page 14
3. Tax-Sheltered Annuity……..Page 18

G. Continuation of Group Health Coverage……...Page 18

H. Leaves and Absences……Page 18

1. General Provisions……Page 18
2. Attendance……Page 19
3. Annual Leave……Page 19
4. Sick Leave Bank……..……..Page 21
5. Professional Development Leave……...Page 22
6. Student Teaching Leave of Absence……Page 22
7. Military Leave……Page 25
8. Judicial Leave……Page 25
9. Family Medical Leave……...Page 26
10.Leave for Other Reasons…….....Page 26
11. Vacation……..Page 26
12. Paid Holidays……Page 27

I. Workers Compensation……Page 27

III. GRIEVANCE PROCEDURES……..Page 30

IV. BOARD POLICIES……Page 31

A. Sexual Harassment…….Page 31 B.

Racial Harassment……..Page 31 V.

Bloodborne Pathogens……..Page 32 VI.

Computer Use……..…...Page 32 VII.

FERPA……Page 33

I. GENERAL EMPLOYMENT PROVISIONS

Haysville USD 261 classified employees are "at-will" employees. Employer can discharge an employee, for any reason or no reason at all, with or without notice, and the employee can leave the employer's employment at any time, for any or no reason at all, with or without notice.

Haysville USD 261 shall be an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to compensation, terms, conditions, or privileges of employment because of such individual's race, color, religion, sex, national origin, age, or disability.

A. Application for Employment and Interview

1. An on-line application form must be filed with the Human Resource Department.
2. An interview will be held with a member of the administrative staff and/or the Director/Supervisor of the department where the position exists.

   When an applicant is interviewed for a specific position, a job description will be presented for review, and related duties will be explained by the person conducting the interview. Different qualifications apply to various positions.

3. If selected for employment, the applicant will be notified by the Human Resource Department.

B. Employment Procedures

1. Process New Employee

a. All new employees will be required to furnish the Human Resource Department with the following:
(1) Certificate of Health for School Personnel
(2) Employee's Withholding Allowance Certificate Form W-4
(3) Employee's Withholding Allowance Certificate Form K-4
(4) I-9 Immigration and Naturalization Service Form
(5) Mandatory Direct Deposit Form.
(6) Copy of documents that establish both identity and employment authorization.
(7) Oath of Affirmation of Office or Employee Form
(8) KPERS Application (if applicable)

b. The Classified Staff Handbook will be reviewed with all new employees, and a digital copy of the handbook will be available to them.

c. Training may be provided with appropriate orientation and continued supervision.

d. Opportunity will be provided to all employees to develop their assigned functions. Employees are encouraged to develop and submit, through normal supervisory channels, plans or proposals for the improvement of skills, knowledge, and technical performance capabilities.

e. A working environment is to be maintained which is free from discriminatory insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

f. A district email will be issued to employees and is a prime source of communication throughout the district. District email login is also the sign-in information for the Skyward Employee Access.

g. A district ID card will be issued to all employees. If an ID card is lost or damaged, there will be a $20.00 replacement fee.

2. Physical Examination Requirement

a. K.S.A. 72-5213 Certificate of Health for School Personnel:

"Every Board of Education shall require all persons, whether employees of the school district or under the supervision thereof, who come in regular contact with the pupils of the school district, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the Secretary of Health and Environment. The certification shall include a statement that there is no evidence of physical condition that conflict with the health, safety, or welfare of pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the School Board of Education may require a new certification of health."

b. The expense of obtaining Certification of Health will be borne by the school employee and shall be dated no more than one (1)

year prior to the date of employment.

c. A pre-employment physical may be required for the assigned position. If a physical examination is required. instructions will be given.

3. Placement on Classified Employee Pay Schedule

a. Classified employees will be paid in accordance with the pay ranges recommended by the superintendent and approved by the Board of Education. Consideration of the ability, performance, responsibility, and experience of employees will be taken into account in establishment of individual pay within the ranges approved by the Board of Education.

4. New Employee Orientation Period

a. A ninety (90) day orientation period for new employees has been established to allow the employee time to demonstrate ability to fill the position before being placed on regular employee status.

b. When the new employee ninety (90) day orientation period is ended, with the recommendation of the immediate supervisor, the employee will be placed on regular status. Regular status is not a contract or guarantee of permanent employment.

c. Employees are not eligible for annual leave benefits until they have completed a ninety (90) day orientation period and have been recommended to be placed on regular employment status.

5. Designated Work Day

a. The work day will be determined by the employee's immediate supervisor.

b. Immediate Supervisor:

All classified employees shall be assigned an immediate supervisor. The school principal is the immediate supervisor for most clerical, paraeducators, and playground/lunchroom supervisors assigned to specific schools. The principal may delegate a portion of the supervisory responsibilities to teachers or others working directly with the employee, but the ultimate authority remains with the principal. In areas where specific directors/supervisors are designated, such as food service,

transportation, maintenance, custodial, the supervision may be coordinated with the principal involved.

6. Timekeeping and Pay Procedures

a. Time Clock:

Employees paid by the hour shall clock in and out on a time clock. The Human Resource Department will assign each employee their badge/proximity card number and enroll them on the timekeeping system.

All employees except food service, health service, and specific paraeducator positions working six (6) hours or more per day must take a thirty (30) minute duty-free lunch break. The thirty (30) minute duty free lunch period will not be counted as time worked. The employee is expected to remain on the premises during the duty-free lunch period unless prior arrangements have been made with the employee's immediate supervisor.

Employee time cards must be submitted weekly, each Monday by 9:00 a.m., for time worked the previous week.

If any changes are made to a time card, notes must be included

to explain the reason for the change.

b. Overtime:

Overtime will be scheduled by the employee's immediate supervisor and will follow procedures as defined in the Fair Labor Standards Act. All overtime will be paid.

Flexibility within the regular forty (40) hour work week is allowed with prior approval of the immediate supervisor. Approval must be noted on the time card prior to the time card being submitted.

c. Pay Periods:

Payment of wages will be paid bi-weekly. The pay schedule for the current school year is attached below.

d. Personnel Data Changes:

(1) Classified staff must notify their supervisor and the Payroll Department, in writing, of any name changes. Address and phone number changes should be completed by the employee through Skyward. Please ensure the HR Department is notified if changes are made.

(2) Any changes in deductions or cancellation of deductions must be submitted, in writing, to the Payroll Department prior to the cut-off date for any specific pay period.

7. Evaluations

The Haysville School District attempts to employ and retain the best employees possible. To maintain a high standard of performance, an evaluation system has been established.

Employees will be evaluated by their immediate supervisors or a designee.

The first evaluation is conducted after the ninety (90) calendar day orientation period. The second evaluation is conducted by May 1st, of the same school year.

During the second and third years of employment, all regular employees will be evaluated once per year by May 1st, of the current school year.

All other regular employees shall be evaluated at least once every three years thereafter.

Evaluations may be made on any employee more often than is stipulated, if deemed necessary by their supervisor.

All employees are required to sign and date their evaluations. A copy of the evaluation will be given to the employee and another copy will be placed in the employee's personnel file.

Employees may review their personnel file upon request.

8. Transfers

a. Administrative Transfers:

Transfers of employees may be made by the Human Resource Department or the employee's supervisor whenever the best interest of the school or the department is served by the transfer.

b. Employee Requested Transfer:

An employee requesting a transfer must submit an internal online application through the district's website.

After the application has been received by the Human Resource Department, the employee may be interviewed for a position vacancy.

The application only gives the employee the right to be considered for an interview. When more than one employee requests to be transferred to a vacant position, the vacancy will be filled by the best qualified applicant. An employee must meet the requirements for the position to which transfer is requested before consideration may be given to the request.

c. Vacancy Posted:

Vacancies for classified employee positions will be posted on the district's website.

C. Discipline

"Employer may, but is not required to, follow the progressive disciplinary procedures set out below…"

All classified employees must realize that the steps in a progressive discipline system serve as general guidelines and are not mandatory. There are varying degrees of seriousness that pertain to performance and/or infractions of policies. There are certain instances where conduct and/or performance is of such a serious nature that immediate termination, without prior warning or consultation, may be the justified course of action. Nothing in the district's progressive disciplinary policies shall change the fact that employment at the Haysville School District is on an "at-will" basis and is for no definite period and may,

regardless of the date or method of payment of wages or salary, be terminated at any time with or without cause.

1. Suspension

Classified employees may be suspended with pay or without pay by the superintendent or his/her designated representative for a term to be determined by the superintendent.

a. Minor infractions shall normally follow the steps below prior to suspension:

(1) Any breach of Board of Education policy or other problem the immediate supervisor views as possible cause for suspension shall be reviewed verbally with the employee.

The supervisor should make written notice to the file of such verbal review and the employee will receive a copy

of this notice.

(2) *Should the employee again breach Board of Education policy or have any other problems,* the immediate supervisor shall hold a conference with the employee and give the employee a written report relative to the deficiencies in the employee's action and what is expected of the employee to correct the problem. A copy of the written report shall be filed in the employee's personnel file *and a copy given to the employee* after it has been reviewed by the superintendent or designee.

(3) If problems with the employee continue, the Human Resource Department shall suspend the employee with or without pay, and report such action to the superintendent of schools, who shall place the consideration of such suspension on the next Board of Education agenda for final action by the Board of Education.

b. Major infractions may result in immediate suspension and/or termination. These shall include but not be limited to: certain violations of law; serious job-related safety violations; and personal behaviors that reflect negatively upon the district.

2. Termination

The superintendent or his/her designated representative shall have the right to recommend termination of any classified employee to the Board of Education. **Reasons for termination include, but are not limited to:**

a. Insubordination
b. Violation of Board of Education policies
c. Inability to perform on the job in a satisfactory manner
d. Misrepresentation of skills or qualifications
e. Inability to work with other employees in a manner beneficial to the district
f. Other reasons which may normally be considered in employee termination by an employer

II. BENEFITS

A. Group Insurance Benefits - KPERS

1. Employees who have established membership in KPERS have Group Life Insurance and Long Term Disability Coverage. The life insurance provides an insured death benefit which is currently 150% of the member's annual rate of compensation.

2. Disability income benefits provide a monthly benefit on a percentage of the member's annual rate of compensation. To qualify for a disability benefit, a member must be totally disabled for 180 continuous days.

3. Employees should refer to the "KPERS Employee Information Manual" for additional information, or call KPERS at 1-888-275-5737.

B. Section 125 Cafeteria Plan

1. Eligible employees may participate in the Section 125 Cafeteria Fringe Benefit Program. The major advantage of the IRS approved cafeteria plan is that payroll deduction amounts for insurance premiums are not subject to income taxes. However, the IRS requires the plan to follow certain rules to qualify for the tax advantage. Details pertaining to the cafeteria plan are available from the Business Department. Ten (10) month employees who participate in the cafeteria plan will have their July and August premium held out over the ten (10) months of employment.

C. Longevity Pay for Classified Personnel

1. The Board of Education recognizes years of service with the Haysville Public Schools and provides longevity pay established from school district records as an additional compensation to classified employees.

Employees accruing years of service must be considered full time (30 or more hours per week, or a transportation employee) to be eligible.

Longevity pay will be made in one lump sum to the employee in November following accrued years of service.

2. Longevity Guidelines:

a. Employee must meet all the following guidelines:

(1) After three (3) consecutive years with USD 261, an employee will be eligible to receive longevity pay of $500, to increase by $25 per year for each year of service thereafter.

(2) Must be a current employee.

(3) Begin work prior to January 1st of year ending June 30th one year service credit.

(4) Must have consecutive years of service.

(5) An employee who has left the district as an employee and returned to employment within five (5) years is eligible for longevity pay at the full number of total years employed in the district. An employee returning to employment in USD 261 after a five (5) year or more absence will not receive credit for longevity pay for previous years of employment.

(6) Employees scheduled to work thirty (30) or more hours per week, or a transportation employee.

(7) Qualify under the Kansas Public Employees Retirement System (KPERS) Plan.

D. Paraeducator Career Ladder

1. The Board of Education has adopted a career ladder for instructional paraeducators. The following level definitions have been established to encourage professional development through inservice and college level instruction.

a. Paraeducator 1:

High school diploma or equivalent. Must participate in at least four inservice sessions totaling at least 20 hours of inservice training per school year.

b. Paraeducator 2:

Completion of 30 semester college hours of approved academic work related to instruction or the completion of 600 clock hours

of approved inservice training. (Includes instructional paraeducators in categorical programs for the Hearing Impaired & Blind who meet experience criteria. Paraeducators for the Hearing Impaired must know sign language fluently and be able to readily translate. Paraeducators for the visually impaired must be able to read and write Braille.) Official transcripts confirming credit hours must be filed in the Personnel Office on or before September 15th to qualify for a higher salary classification to be paid during the current school year.

c. Paraeducators 3:

Completion of 60 semester college hours of approved academic work related to instruction or an associate degree, or from an approved paraeducator training program the equivalent of 900 clock hours of approved inservice training. Official transcripts confirming credit hours must be filed in the Personnel Office on or before September 15th to qualify for a higher salary classification to be paid during the current school year.

E. Liability Insurance

1. The Board of Education shall provide liability insurance coverage for all employees while acting within the scope of their duties.

F. Retirement Plans

1. Kansas Public Employees Retirement System (KPERS)

Staff employed by the Haysville Public Schools who have established eligibility, are required by law to participate in the Kansas Public Employees Retirement System, beginning with the employee's first day of employment.

Tier 1: Employees hired prior to July 1, 2009:

Earlier retirement may be taken in accordance with Kansas Law. Employees who have ten (10) or more years of service, may choose to take early retirement from KPERS whenever the total of age and service equals 85.

Full benefits for retirement from KPERS will be paid:

a. at age 65.
b. at age 62 with 10 years of credited service.
c. when age and credited years of service equals 85.

An employee may retire with reduced benefits as early as age 55 with ten (10) years of credited service.

Tier 2: Employees hired after July 1, 2009:

Full benefits for retirement from KPERS will be paid:

a. at age 65 with five (5) years of credited service.
b. at age 60 with 30 years of credited service.

2. Early Retirement Program

Eligibility:

To be eligible for the USD 261 Early Retirement Program an employee:

a. must be hired/rehired before the 2012-2013 school year.

b. must have completed not less than ten (10) years of continuous employment in the district.

c. must be currently employed by USD 261.

d. must qualify under the KPERS plan of 85 and Out or at age 62 with ten (10) years of KPERS service credit. There is no minimum age requirement on the 85 and Out Plan.

Program Requirements:

The Board of Education may alter the program at any time with notification to terminate, suspend, or amend the program given to staff with a thirty (30) day written notice of intent. Staff members already retired and participating in the program will not be affected by any alternation of the program they originally opted to activate. Should a retired classified employee reapply for a position with USD 261 and be offered such, they become ineligible for any future involvement in any form of district sponsored retirement.

Classified employees electing to participate in the district program

must do so within the first year that they:

a. become eligible under the state KPERS plan of 85 and Out

b. meet the KPERS eligibility requirement of retirement at age 62 with ten (10) years of KPERS service whichever occurs first. Those employees electing to take advantage of the early retirement program at a date on or beyond when they are first eligible do so under the following scale:

First Year Eligible Full Benefits
Second Year Eligible 90% of Base Early Retirement Third Year Eligible 30% of Base Early Retirement Fourth Year Eligible 10% of Base Early Retirement

c. should a retired employee reapply for a position in the district and be offered a contract with USD 261, all conditions of the Early Retirement Program shall become void. Said employee will not be eligible for or have the option to participate in the district retirement program in the future.

Activation of Program:

For a classified employee to activate early retirement benefits, forms for such as provided by the district office must be completed and filed with the Human Resource Department no later than ninety (90) days prior to retirement.

Benefits:

Retirees shall be entitled to the following:

a. Thirty percent of the retiree's final yearly hourly salary.

b. Overtime payments made during the final year. All supplemental salaries are excluded from the final salary figure used to calculate the retirement benefit.

c. One percent of the final calculated base benefit for each year of service with the district in excess of ten (10) years.

d. An amount equal to one (1) day of sick leave for every three (3) days that have been accumulated at the time of retirement at the employee's current daily rate of pay, up to the amount of 130 accumulated sick days.

e. Retirees may remain enrolled in the district sponsored health insurance program if they so desire, with billing and scheduled payment premiums established by the Business Department. Said employee must be covered under USD 261 group health care benefits at the time of retirement and meet the following guidelines:

(1) Haysville USD 261 Retiree who qualifies for KPERS retirement is eligible to continue their group health care benefits. Retiree must make a written application within thirty (30) days with notification.

(2) KPERS Retiree who has retired from another district and is employed by Haysville USD 261 for at least one (1) year is also eligible to continue their group health care benefits. KPERS Retiree must make a written application within thirty (30) days with notification.

(3) Coverage under the employee group health care benefits plan will cease to be made available upon any of the following:

- the retired employee attaining age 65.
- the retired employee failing to make required premium payments on a timely basis.

- the retired employee becoming covered under a plan of another employer.

(4) Retiree health insurance premiums will be paid by automatic debit to the employee's financial institution.

(5) If the employee returns the Retiree Health Insurance Continuation Application within thirty (30) days of mailing, materials will be sent so the employee can make his/her health care election and authorization for automatic payment.

(6) Current law (COBRA) allows employees to continue group healthcare coverage for 18, 29, or 36 months, dependent upon the reason for loss of eligibility. Discovery Benefits will also notify the employee automatically with instructions on how to enroll for COBRA coverage if the employee chooses COBRA over

the Retiree plan.

(7) Service Requirement
Retirees must have completed a minimum of ten (10) consecutive years of service with USD 261 immediately prior to retirement to be eligible to continue participation in the district-sponsored health insurance program.

(8) Spousal Eligibility Limitation
In the event that both spouses are employed by USD 261, retire simultaneously, and qualify for retiree health insurance coverage, coverage shall be tied to the primary subscriber. When the primary subscriber attains age 65 and coverage terminates, the spouse shall not be eligible to continue or enroll independently in the district-sponsored retiree health insurance plan.

Should the district not sponsor a group health insurance plan, the Board of Education is under no obligation to create such for retirees.

f. Retirees will receive the Early Retirement Incentive in the form of a tax-sheltered account (TSA) in July of their retirement year. That TSA may be accessed immediately, left as is, or rolled over to another TSA.

g. The total early retirement amount to any classified employee shall not exceed 75 percent of the first step of the salary

schedule for certified teacher staff.

Other Considerations

Those employees that feel that they have unusual or unique circumstances may refer such to the superintendent or designee for research, review, and consideration.

3. Tax Sheltered Annuity

A non-transferable, tax-sheltered annuity program is available to all employees.

Employees wishing to participate shall complete all forms necessary to implement the contribution or deduction. Such forms must be

completed and submitted to the Business Department on or before the payroll cutoff day of the month such contract is to become effective.

G. Continuation of Group Health Coverage

1. An employee or their qualified beneficiary who would otherwise lose coverage under the district's group health insurance plan as a result of a qualifying event (termination, resignation, etc.) has the right to elect continuing coverage. This continuing coverage is in accordance with the requirements of Federal Law, and is commonly referred to as COBRA (Consolidated Omnibus Budget Reconciliation Act PL-99-272).

2. Employees who are vested members, and who choose to take early retirement from KPERS have the right to elect continuing coverage under applicable state law.

3. Details pertaining to continuing coverage of your health plan and your obligations are available from the Business Department.

H. Leaves and Absences

1. General Provisions have been made by the Board of Education for absence from duty in the following categories by classified employees:

a. Emergency and Legal Leaves
b. Annual and Sick Leave
c. Professional Development Leave
d. Military Leave
e. Student Teaching
f. Family Medical Leave Act (FMLA)

g. Vacation
h. Paid Holidays
i. Leave for Other Reasons (with Salary Deductions)

FMLA (Family Medical Leave Act) will run concurrently with annual/sick leave.

2. Attendance

a. All employees are expected to be regular in attendance and to be at their assigned workstations through the duty day. When it is necessary for an employee to be absent, the employee is expected to notify his/her supervisor at least thirty (30) minutes prior to the employee's report time. Failure to notify his/her

supervisor of an absence on three (3) or more occasions could result in forfeiture of the job.

b. Absences which are without pre-approved leave and absences which extend beyond the leave balance, are subject to review by the immediate supervisor and/or the Human Resource Department.

c. The district may require, following prior written notification to the employee, that further use of sick or annual leave days may require verification by a licensed physician.

d. Once annual and/or accumulated sick leave is exhausted, the district may require, following prior written notification to the employee, that further absences may require verification by a licensed physician within 24 hours of the absence. Up to five (5) medical excusals will be accepted per school year.

3. Annual Leave

Annual leave is a benefit granted to employees who must be absent from their employment duties.

All classified employees who work a minimum of six (6) hours per day on a regular basis shall be credited with annual leave. All benefit employees, shall be credited with twelve (12) days annual leave and shall have added to the sick leave amount any accumulated, unused days of leave from the previous years to a maximum of 130 days.

Employees working six (6) to seven (7) hours per day shall be credited with leave in proportion to their work schedule.

Part-time employees who work less than six (6) hours per day will receive prorated annual leave days.

Employees may use any of the current year's allocation for sick, personal, or bereavement. These days are used first and any accumulated leave beyond the current year's allocation can be used for sick leave only.

Sick leave may accumulate from year to year for consecutive service only. If an employee is off the payroll at any time during the normal working year, his/her leave accumulation is lost.

Upon separation (retirement or resignation) with the district, an employee will be paid one third (1/3) of up to the amount of 130 accumulation days of leave.

No salary will be allowed under the provision of this policy for days missed in excess of those accumulated or for reasons other than those specified. Following an employee's ninety (90) day orientation period, the employee will receive four (4) annual leave days, or prorated days for part-time employees who work less than six (6) hours per day. The employee will receive one (1) annual leave day, or prorated day for part-time employees who work less than six (6) hours per day, per month of employment following that time period, to be rendered on the first working day of each month. The maximum number of annual leave days an employee can accumulate in one (1) fiscal school year is twelve (12) days.

Classified staff returning to the district will receive twelve (12) annual leave days, or prorated days for part-time employees who work less than six (6) hours per day, per month of employment, to be rendered on the first working day of the fiscal year. The maximum number of annual leave days an employee can accumulate in one (1) fiscal school year is twelve (12) days.

Employees shall notify their immediate supervisor as soon as prudently possible when annual or sick leave is to be taken. The daily rate of pay granted for annual or sick leave will be based on the number of hours the employee works during a normal day.

Classified employees shall use available leave when absent from duty. A day without pay will be taken only when all leave has been used.

Sick Leave Bank

There shall be a sick leave bank jointly established for classified, as well as administrative staff and certified staff who are not covered by the Negotiated Agreement. The bank shall have the following qualifications:

1. To participate, the employee must contribute one (1) day of their annual leave annually or at their open enrollment. That qualifies the employee for use of the bank, if needed, for the entire fiscal

school year, from July 1st through June 30th. If an employee utilized the Sick Leave Bank the previous school year, they will be required to contribute two (2) days of their annual leave at their open enrollment.

2. Unused days at the end of a plan year will be carried over to the succeeding year.

3. The employee must have used all of his/her accumulated annual and sick leave (including vacation leave) to be able to apply for use of the Sick Leave Bank.

4. An application requesting withdrawal of days from the sick leave bank must be filed with a governing committee. That committee will be appointed annually by the superintendent or designee to include representatives of both classified staff and administrative staff.

5. The days drawn from the bank shall be used for the personal prolonged illness of the employee or the extended illness of a member of the immediate family. Elective procedures, including pregnancy and cosmetic procedures, are not eligible for use of the Sick Leave Bank.

6. The maximum number of days an employee may draw from the bank will be determined by the governing committee. In no case will that number of days overlap the beginning date of KPERS disability benefits for the employee.

7. The governing committee will set guidelines for staff to follow regarding the Sick Leave Bank.

8. *Classified/Administrative Employee Sick Leave Bank members will need to donate one (1) additional day to remain a member of the Sick Leave Bank if/when the balance of hours in the bank drops below 120 hours in a given year.*

Denial of the application to withdraw days from the Sick Leave Bank may be appealed to an appeal committee. The appeal committee shall consist of one person appointed by the governing committee of the bank, one person appointed by the Board of Education, and one person appointed by the two members of the appeal committee. It is understood that the Board of Education may appoint one of themselves as its committee member or appoint a classified staff or administrative staff. The decision

of the appeal committee will be final.

Note: Immediate family is defined as employee's spouse, children, sibling, spouse's sibling, grandchildren, parents, spouse's parents, grandparents, or other person whose residence has been or is the home of the employee.

4. Professional Development Leave

The superintendent or his/her designated representative may grant leave for any classified employee to attend conferences, meetings, workshops, and school visitations. All such requests must be submitted to the superintendent on the appropriate form. Provisions will be made for authorized travel and/or expenses for attendance at such meetings.

5. Student Teaching Leave of Absence

a. Purpose

In order to provide opportunities for professional improvement, Student Teaching Leaves of Absence are available to classified employees to complete Student Teaching requirements at a college or university for earning teaching licensure in the State of Kansas.

b. Eligibility

(1) Years of Service:

An applicant must have performed two (2) years of continuous service in Haysville USD 261 immediately prior to the commencement of the Student Teaching Leave of Absence.

(2) Return to Service:

Each applicant must sign a statement of intent to return to service in Haysville USD 261 immediately upon completion of Student Teaching Leave of Absence.

(3) Commitment to Repay:

Each applicant must sign a commitment to repay the amount paid during the Student Teaching Leave of Absence of a prorated basis in the event the employee

fails to return to Haysville USD 261 and perform assigned services, including a contract of employment for a period of two (2) years after return from Student Teaching Leave of Absence.

c. Application

(1) Deadline:

Applications for Student Teaching Leave of Absence shall be made to the Assistant Superintendent of Human Resources by March 1st to student teach in the fall semester and by October 1st to student teach in the spring semester.

(2) Proposed Plans:

The application shall present the applicant's plans for Student Teaching Leave of Absence and such other information as the committee deems advisable.

d. Selection

(1) Selection Committee:

The committee for Student Teaching Leave of Absence shall consist of certified and classified members appointed by the superintendent or designee and the Assistant Superintendent of Human Resources or designee, who will chair the committee.

(2) Judgment/Priorities:

The committee will recommend employees for Student Teaching Leave of Absence appointments. The committee shall judge the quality of the applications and recommend no more than two (2) employees per semester. Exceptions may be made by the Board of Education if they determine to fund additional positions.

(3) Considerations shall be given to:

- Assured eligibility
- The potential contribution to the applicant's

professional growth
- The applicant's prior contribution to the school district and potential for future contributions
- Evidence of professional growth
- Priority will be given to applicants seeking certification in a high need area
- Any other pertinent factors as established by the committee

(4) Final Approval:

Recommendations for Student Teaching Leave of Absence shall be made by the committee no later than May 1st for the fall semester and no later than December 1st for the spring semester.

e. Compensation

While on Student Teaching Leave of Absence, the employee shall be paid according to the base salary which would have been earned had the employee not been on leave.

f. General Provisions

An employee shall:

(1) Receive full credit for system experience as a classified employee while on Student Teaching Leave of Absence.

(2) Be subject upon return from Student Teaching Leave of Absence to any general salary reductions which may be ordered by the Board Of Education.

(3) Retain accumulated temporary leave and vacation days, if applicable. Additional temporary leave and vacation days shall not accumulate during the Student Teaching Leave of Absence.

(4) Maintain all rights accruing under Kansas Public Employees Retirement system (KPERS), if any.

(5) Be permitted to retain the health coverage benefit as set forth in the Classified Employee Handbook.

(6) Upon completion of Student Teaching Leave of Absence, be assigned in a position which is at least comparable to the one held when assuming Student Teaching Leave of Absence status.

(7) Be eligible for Student Teaching Leave of Absence for one (1) semester only.

(8) Not deviate while on Student Teaching Leave of Absence from his/her approved plan except with the written approval of the Committee for Student Teaching Leave of Absence.

6. Military Leave

Any employee, upon written request to the Assistant Superintendent for Human Resources, shall be granted leave to cover the length of his/her required service in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent or designee of his/her availability and possible date of return to employment.

7. Judicial Leave (with salary adjustment)

An employee shall be granted leave for jury duty or to appear in a court of law as a school related subpoenaed witness. The employee will be paid his/her salary for a normal working day provided that the employee endorses over to the school district his/her witness or juror's compensation not including travel or subsistence reimbursements. The employee must notify the Business Department as soon as the employee is made aware of jury duty or to appear in a court of law as a school related subpoenaed witness.

Staff are not required to use their annual days if called upon to be part of Jury Duty, if they provide the district with their Jury Duty stipend. If staff choose to keep their Jury Duty stipend, they will be required to use an annual day for this absence.

8. Family Medical Leave

District employees shall be provided family and medical leave as provided by a plan approved by the Board of Education and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the Human Resource Department and made available to all staff.

9. Leave for Other Reasons (with salary deductions)

Application for leave may be made when it is necessary for an employee to be absent for reasons not included in the Board of Education provisions listed above. Application for leave, with salary deduction, shall be made in advance of each absence, and if approved by the employee's immediate supervisor, will become effective upon approval by the superintendent or designee.

10. Vacation

Vacation allowance is provided only for full-time, twelve (12) month employees. Employees serving terms of less than twelve (12) months are not granted vacation with pay.

Vacation allowance is determined on the basis of two weeks (10 work days) per year for the first five (5) years of continuous service. After five years of continuous service, an employee shall be granted one additional day of vacation per year for each year above five (5) until a total of four weeks (20 work days) of vacation is allowed.

For new classified employees to the district, the employee will receive vacation days after completing ten (10) months of employment.

Classified staff returning to the district will receive all vacation leave upon their first day of employment for the fiscal year.

Vacations must be approved by the employee's immediate supervisor. Disruptions in the services to the school district should be considered before approving vacation schedules. Payment for vacation time will be based on the regular earnings of the employee.

Unused vacation days must be down to twenty (20) days by August 30th each year. Any days above twenty (20) will be lost.

11. Paid Holidays

The district department calendars determine the paid holidays for classified employees. Any time missed in addition to these days, authorized leave day, and/or scheduled vacation time will be without pay.

For a classified employee to be eligible for Holiday Pay, three components must occur:

a. The employee must work at least one day **prior to** the holiday. *(Otherwise, the employee's "start date" would be his/her first work day, which would be following the holiday.)*

b. The employee must work at least one day **after** the holiday. *(Otherwise, the employee's "separation date" would be the last day he/she worked, which would be before the holiday.)*

c. The employee must clock time and be paid during the same pay period as that holiday. This may include using annual leave, sick leave, vacation leave, or days from the Sick Leave Bank.

I. Workers Compensation

1. All employees are covered by Workers Compensation Benefits as paid for by the Haysville School District. If an employee should have an "on-the-job accident," the employee must report it immediately to his/her immediate supervisor. An *"Employee Accident Report"* form and a *"Supervisor's Accident Report"* form must be sent to the Human Resource Department within two (2) days of such accident.

2. The first seven (7) days off of work for a Workers Compensation injury or illness are not paid by Workers Compensation. The employee may take sick leave, vacation, or may take the days without pay, if leave has been exhausted.

3. Workers Compensation starts paying employees on the eighth (8th) day off of work.

4. If the employee is off of work due to a Workers Compensation injury or

illness for twenty-one (21) consecutive days, Workers Compensation will go back and pay the employee for the first seven (7) days off of work.

NOTICE: YOUR EMPLOYER IS SUBJECT TO THE KANSAS WORKERS COMPENSATION LAW WHICH PROVIDES COMPENSATION FOR JOB-RELATED INJURIES

What to do if an accident occurs on the job:

Notify your immediate supervisor immediately.

If the employee does not report the injury within ten (10) days, the claim may be denied.

The designated health care providers for USD 261 are as follows:

Treatment Locations:

Via Christi Occupational & Environmental Medicine
2535 East Lincoln (Near Lincoln and I-135)
Phone: (316) 687-9794
Fax: (316) 689-6957
Hours: 7:30 a.m. - 5:00 p.m. (Monday - Friday)

Via Christi Occupational & Environmental Medicine
501 N. Maize Road (South of Central on Maize Road)
Phone: (316) 721-5000
Fax: (316) 721-6604
Hours: 8:00 a.m. - 5:00 p.m. (Monday - Friday)

After-Hours Treatment Locations:

Via Christi - St. Francis
929 N. St. Francis
Phone: (316) 268-5050

Via Christi - St. Francis
3600 E. Harry Street
Phone: (316) 689-5000

Via Christi - St. Teresa
14800 W. St. Teresa
Phone: (316) 796-7000

Medical Benefits:

USD 261 is required to furnish all necessary medical treatment and has the right to designate the treating physician.

If the employee seeks treatment from a doctor not authorized by USD 261, the district is only liable up to $500.

Weekly Benefits:

Injured workers are not entitled to compensation for the first week they are off work, unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66 2/3% of their average weekly wage up to a maximum of 75% of the state's average weekly wage. These benefits are subject to legislative change.

Injuries Occurring When an Employee is "Under the Influence":

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician.

Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities:

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer

beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work:

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An

employee who is injured while deviating from the course of his/her employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay:

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Any questions or requests for additional information should be directed to the Assistant Superintendent for Human Resources, at the Administration Building.

III. GRIEVANCE PROCEDURE

The communication between all employees of the Haysville USD 261, their supervisors, and the administrative staff is a mutually important objective. Should any action be taken which would cause an employee to feel that his/her rights under Board of Education policies have been violated, the employee may have his/her concerns heard. The following is a procedure outline for quick, amicable solutions to any problem or complaints.

A. A written grievance shall be filed with the employee's immediate supervisor. The supervisor will provide a written response to the employee within seven (7) calendar days.

B. Should the employee not be satisfied with such a review and believe he/she needs to pursue the grievance further, the employee shall appeal within seven (7) calendar days to the Assistant Superintendent for Human Resources.

Again, a written response will be provided to the employee within seven (7)

calendar days.

C. Should the employee not be satisfied with the Assistant Superintendent for Human Resources' ruling, the employee may request in writing to the Board Clerk, that the matter be placed on the Board of Education agenda.

Should such a request be made, the Board of Education shall hear the grievance within thirty (30) calendar days. The Board of Education shall then make a ruling within fifteen (15) calendar days and notify the employee in writing as to the decision.

The employee may have representation at either the meeting with the Assistant Superintendent for Human Resources or the Board of Education.

The Board of Education will not hear or consider any grievance or complaint that is filed or requested by a third party.

IV. BOARD POLICIES

For more information concerning these policies, the employee may contact his/her immediate supervisor, the Assistant Superintendent for Human Resources, or the Board Clerk.

A. GAAC - Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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 principal or the Assistant Superintendent for Human Resources. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

B. GAACA – Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas

Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

Employees who believe they have been subjected to racial 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 principal or the Assistant Superintendent for Human Resource. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

V. Bloodborne Pathogen Exposure Control Plan

The Board of Education shall adopt an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR). All staff shall view the Bloodborne Pathogen video and sign the necessary documentation annually.

VI. Computer Use

Computer systems and networks are for educational and professional use only. Violation of this policy would include, but not be limited to: sending or displaying offensive messages or pictures; using obscene language; damaging computers, computer systems or networks, including creating, uploading, or downloading computer viruses; violating copyright laws, or loading personal software on district computers; harassing, insulting, or attacking others via computer networks; using others' usernames and passwords; trespassing in others' folders, work, files, or networks; intentionally wasting limited resources; employing district computers and networks for commercial purposes; and giving out personal information over the Internet, such as full name and address. The district retains the right to discipline any employee, up to and including termination, for violations of this policy.

Employees shall have no expectation of privacy when using district email, instant messaging, Internet access, or other official communication systems. Haysville USD 261 retains the right to duplicate any information on district computer systems or on any hard drive. Any email, instant messaging, Internet access, computer application, or information in district computers or computer systems is subject to monitoring by the administration.

Email, instant messaging, and internet access shall be used primarily to conduct approved district business, educational research, and educational purposes. Employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

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

The Haysville USD 261 complies with federal and state Children's Internet Protection Act (CIPA) laws and promotes Internet safety for all students through a curriculum that addresses cyber bullying and appropriate interaction with other individuals on social networking websites and chat rooms. It is the responsibility of all members of the Haysville USD 261 school staff to educate, supervise, and monitor appropriate usage of the online computer network and access to the Internet in accordance with the CIPA laws.

VII. FERPA

CONFIDENTIALITY: This is an extremely important component of the law. There are many Federal laws and state statutes that protect the privacy of educational records.

The main Federal law pertaining to student records is the Family Educational Rights and Privacy Act (FERPA). Information or records falling under this law must remain confidential. Significant penalties can occur from failure to comply with the privacy act. Many school staff fail to realize that even conversations with non-school personnel or school personnel without educational involvement with a specific child can be a violation of this act. Information and records covered under this act may include but are not limited to:

- Personal and family data
- Evaluation and test data
- Psychological, medical, and anecdotal reports
- Records of school achievement and progress reports

- Disability information
- Copies of correspondence concerning student
- Records of conferences with students and/or parents
- Other personal data discussing specific facts about the students with whom staff work is a violation of the students' confidentiality rights.