Derby Public Schools

Special Services Handbook

Adopted: 1997, Updated: July 2026

Derby Public Schools is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, national origin, religion, sex, age, disability, or genetic information. Inquiries regarding compliance may be directed to the Assistant Superintendent of Human Resources, 1550 E. Walnut Grove Rd., Derby, KS 67037, (316) 788-8415. This position has been designated to coordinate compliance with non-discrimination requirements contained in 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. See Board Policies GAAA and GAAB for more information.

Table of Contents

MISSION 5
VISION 5
BELIEFS 5
PURPOSE 5
ORGANIZATIONAL CHART 5
BOARD OF EDUCATION POLICIES 5
SITE-BASED MANAGEMENT 5
SPECIAL SERVICES PERSONNEL 5
Personnel 5
Recruitment 6
Assignment or Transfer 6
Orientation 6
Supervision 6
Time Schedule 6
Contracts 6
Calendar 6
EMPLOYMENT CONDITIONS 6
Assault and/or Battery 6
Coaching 7
Consulting 7
Drug Free Schools and Communities Act 7
Gifts 7
Grievance 7
Hiring 7
Holidays 7
Legal Action 7
Out-of-School Employment 8
Property Damage 8
Vacancy Notices within District 8
COMPENSATION 8
Compensation Guides and Contracts 8
Salary Placement and Benefits 8
Insufficient Funds 8
Payroll and Human Resource Information 8
Method of Payment 8
Payroll Direct Deposit 9
Complimentary Admission 9
Addendum Contracts 9
COMPENSATION AND BENEFITS 9
Kansas Public Employees Retirement System (KPERS) 10
Professional Development Opportunities 10
Payment for District-Directed Courses 10
Employee Authorized Deductions 10
Annuity Deduction 11
Employer Tax Sheltered Annuity 11
Disability Income Protection 11
General Liability Insurance 11
Life Insurance 11
Health Wellness Program 12
Longevity Pay 12
CAREER SPECIAL SERVICES PERSONNEL 13

Longevity Bonus....13
TRAVEL....13
Travel & Attendance at Conferences/Conventions....13
Special Services Personnel....13
LEAVE....13
General....13
Application for Leave....14
Immediate Family....14
Disability....14
Family Medical Leave (FMLA) Information....14
Vacation....14
Accumulation of Paid Time Off (PTO)....15
Reimbursement for Unused PTO....15
Salary Docking....15
Jury Duty....15
Legal Leave (Leave for Legal Matters)....16
Funerals/Bereavement....16
Professional Activity....16
Other Leave Provisions....16
Sabbatical Leave....16
Extended Leave....16
Special Services Personnel Leave Bank....17
EVALUATION....17
Evaluation Process....17
Access to Evaluation Documents....17
Response to Evaluations....18
Record Keeping....18
Evaluations Related to Reassignment....18
Suspension....18
RESIGNATION AND TERMINATION....18
Resignation and Unilateral Termination of Employment....18
Special Services Personnel Disciplinary/Termination Procedure....18
RETIREMENT....19
Kansas Public Employees Retirement System (KPERS)....19
Early Retirement Policy....19
Retirement Incentive....21
ACCIDENTS....21
Reporting....21
Workers' Compensation....21
EMERGENCY PROCEDURES....21
Crisis Plan....21
Emergency Preparedness Drills....21
DISTRICT GUIDELINES FOR ACTIVITY FUNDS....22
Introduction....22
Sales by Nonprofit Educational Institutions....24

DERBY PUBLIC SCHOOLS

MISSION
Derby Public Schools strives to create a safe and inclusive culture and a comprehensive educational experience that propels students toward their fullest potential so they can positively impact their community.

VISION
Every student, every day, preparing for the future.

BELIEFS
We believe integrity and transparency are the foundation of trust.
We believe each student deserves high quality instruction.
We believe in meeting the individual needs of students.
We believe in embracing our diversity and including everyone to unify our culture.
We believe positive relationships are essential to student growth.
We believe in prioritizing the safety and mental health of every student and staff member.

PURPOSE
This handbook was prepared to provide, in written form, Derby Public Schools policies, procedures, and practices pertaining to special service employees. The handbook has been written in order that uniform conditions of employment and the benefits received by special service employees, which have been accumulated over the years, might be more clearly defined and understood by Board of Education members, special service employees, staff, and patrons of the district.

The board shall adopt new policies and delete or modify existing policies. All rules and regulations found in student handbooks and supplements are to be approved by the board and will be considered a part of these policies and rules by reference.

ORGANIZATIONAL CHART
Refer to the chart in the Derby Public Schools policy CC.

BOARD OF EDUCATION POLICIES
To view the complete Board of Education Policies, go to www.derbyschools.com. Click on "District" through the top navigation link, choose "Board of Education" link.

SITE-BASED MANAGEMENT
Each attendance center is responsible for developing shared decision-making procedures. Federal, state, and local rules shall be followed. Responsibility for making a decision also includes the accountability for the results of those actions.

SPECIAL SERVICES PERSONNEL

Personnel
The board will employ such special services personnel as the needs of the district require. The superintendent will develop appropriate job descriptions for each special services position in the district. When adopted by the board, such documents shall be filed in the central office and made available online.

The board will solicit the recommendations of the superintendent in the appointment, assignment, transfer, demotion, termination, or non-renewal of any special services personnel. The board may take actions on any of these matters.

Recruitment
The board delegates to the superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant special services positions. All applicants will be screened initially by the superintendent/designee who may use other staff members to assist, and who shall then make recommendations to the board. The board reserves the right to reject any and all recommendations and to proceed on its own initiative.

Assignment or Transfer
Assignment of special services personnel shall be recommended by the superintendent/designee subject to approval of the board.

Orientation
The supervising administrator will conduct an appropriate orientation program designed to acquaint such personnel with the district, board policies, duties and responsibilities, and other such activities as time and the needs of the district require.

Supervision
The supervising administrator shall be responsible for the supervision of all assigned special services personnel.

Time Schedule
Special services personnel time schedules and workloads will be dictated by the terms of the employment contract and by assigned responsibilities.

Contracts
Special service employees' contracts will be reviewed annually. The term of each contract will be determined by the board.

Calendar
The board shall establish a school calendar for each school year.

EMPLOYMENT CONDITIONS

Assault and/or Battery
Reporting - An employee who has suffered an assault and/or battery in connection with his/her employment--where such event occurs in school, on school grounds, or while the employee engaged in duties at a scheduled school event--shall, within 24 hours, make a written report of the circumstances to their supervisor. The report will be forwarded by the supervisor to the superintendent.

Injury Benefits - Whenever an employee is absent as a result of personal injury caused by the assault and/or battery reported under paragraph 1, and the board finds that the employee has used reasonable judgment, he/she shall be paid his/her full salary, less any other board provided benefits, without having such absence charged to Paid Time Off (PTO). Such payments shall not extend beyond the end of the employee’s current contract year. The board may require medical reports in verification of the disability.

Coaching
No special services personnel shall serve as coach of any extracurricular activity.

Consulting
Special services personnel may be excused by the board to perform technical or special services as consultants to other districts, government agencies, or private industry. Anyone receiving payment for consulting services shall use person or vacation leave days to cover absences for this purpose. Requests for approval to serve as a consultant will be submitted in writing to the superintendent.

Drug Free Schools and Communities Act
The unlawful possession, use, sale or distribution of illicit drugs, and the possession, use, sale or distribution of alcohol by students or school employees at school on or in school property or at a school sponsored activities or events is prohibited.

Gifts
Special services personnel are prohibited from receiving gifts from vendors, salesmen, or other such representatives.

Grievance
A grievance is a complaint by a special service employee based on an alleged violation, misinterpretation, or misapplication of the Special Services Handbook. Any employee who believes that any part of the Special Services Handbook has not been followed correctly may submit a complaint either orally or in writing to their immediate supervisor. If the complaint is against the employee's supervisor, the complaint should be submitted to the supervisor's supervisor.

Hiring
Derby Public Schools is an affirmative action/equal opportunity employer. The district does not discriminate on the basis of race, religion, color, national origin, gender, age, or disability in the hiring or treatment of any employees.

Holidays
During the professional year, the school district shall observe the following holidays and recesses:

- Labor Day
- Veteran's Day
- Thanksgiving
- Winter Break
- Martin Luther King Jr. Day
- President's Day
- Spring Break
- Memorial Day

There will be one additional paid holiday for all 12 month employees placed at either the fall break, winter break or spring break, to be determined each year when the school calendar is approved and finalized. The length and placement of days for the holidays and recesses shall be recommended to the Board of Education by the Superintendent of Schools after input from the calendar committee.

Legal Action
In the event of legal action against special services personnel of the district, the provisions of the Kansas Tort Claims Act (K.S.A. Article 61) will prevail.

Out-of-School Employment
Special services employees shall not be permitted to engage in outside employment, which impairs their effectiveness.

Property Damage
If special services personnel clothing or personal effects worn or on his/her person are damaged or destroyed as a result of a physical attack or willful malice which arises out of and occurs in the course of his/her employment, the district shall reimburse the employee for the cost of repair or reasonable replacement value in an amount not to exceed $500, provided that:

a. The superintendent or designee shall determine whether or not the special services personnel has used reasonable judgment in the incident;
b. Any property damage covered by insurance will be excluded from the amount paid by the board;
c. The special services personnel shall furnish the district with a signed statement that he/she has either no insurance to cover the loss or that a claim had been denied by his/her insurance company; and
d. A police report shall be filed at the time of the incident.

Vacancy Notices within District
The superintendent, or designee, shall post electronically any special services vacancies for at least three teaching days during which district administrative offices are open, excluding winter break, before filling said vacancies. District personnel shall be given consideration for the position upon receipt of their request to transfer positions.

COMPENSATION

Compensation Guides and Contracts
All special services personnel will be compensated for their services in conformity with a special services salary as determined by the board.

Salary Placement and Benefits
Contact the Assistant Superintendent of Human Resources for current information.

Insufficient Funds
Should funds available to the board be insufficient to meet the salary schedule, the salary of each employee in Derby Public Schools will be reduced on a pro rata basis.

Payroll and Human Resource Information
Special services personnel must file with the payroll office forms W-4 and K-4 Special services personnel must file with the Assistant Superintendent of Human Resources form I-9 with appropriate identification documents, transcript(s), loyalty oath, certification of health and verification of valid and appropriate certificate.

Method of Payment
The Board of Education shall pay personnel who work under a contract in 12 equal monthly installments. Payment will begin on either July 15 or August 15 and continue on the 15th day of each month thereafter. If the 15th falls on a weekend, payday will be on the preceding Friday. If the 15th falls on a holiday, payday will be the day preceding the holiday period.

If a special service employee resigns or is terminated for any cause (including illness) before serving a full year, his or her salary shall be adjusted and paid on a daily basis for the total number of contract days his/her contract has been fulfilled. For example, an employee under contract for 215 days whose employment ended after 85 days would be paid 85/215th of the contract salary.

Payroll Direct Deposit
Derby Public Schools provides a payroll direct deposit program to its employees at no charge. All current special services personnel are required to participate in the payroll direct deposit program. For those employees that fail to designate a financial institution for deposit, a payroll debit card will be used. Employees are responsible for the replacement cost of any lost card. The employee is required to reapply and pay any applicable fees for lost debit cards.

Complimentary Admission
Full-time and half-time special services personnel will be issued one non-transferable identification card. Identification cards may be used by employee, spouse, and minor children only. Family members must be accompanied by the employee. One guest pass will be issued per district employee to be used by an immediate family member only. The immediate family member will be subject to providing a drivers license or student ID in order to gain complimentary entry to applicable district events. All identification cards must be returned upon termination of employment.

Addendum Contracts
The term "addendum contract" shall refer to a special class of payments received by special services personnel as payment for certain specially assigned and accepted services. These may be special services given as a supplemental part of a regular contract(s) or extended services beyond the regular contract period.

All addendum contract assignments are for a single year with subsequent reassignment made on the superintendent's recommendations and board approval.

Addendum contract salary details shall be offered to the special services personnel prior to the time the employee begins to perform the responsibilities of the assignments. Contracts shall be issued as soon as possible after approval is given for the same.

COMPENSATION AND BENEFITS

1. The following mutually agreed upon benefits are available under the Derby Public Schools cafeteria plan:
    - district health insurance
    - district dental insurance
    - accident insurance
    - critical illness insurance
    - dependent care expenses
    - out-of-pocket medical expenses
    - pre-paid legal
    - short-term disability insurance
    - supplemental vision insurance

2. The board shall ask the district carrier to provide each employee a description of the benefit coverage provided herein, which shall include a clear description of conditions and limits of coverage as provided above. When requested by the employee, the board shall provide applications and, when necessary, information about the program.

3. Public Law 99-27-2, Title X, and Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) will be complied with.

4. The board contribution for special services personnel who participate in the health insurance plan will be determined annually.

5. During non-enrollment period times, a special services personnel may elect to terminate his/her payroll reduction agreement or change the benefits elected only if his/her family status has changed. A special service employee has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, termination or commencement of employment of a spouse, or from full-time to part-time status (or from part-time to full-time status) by the participant or the participant's spouse, or the taking of an unpaid leave of absence by the participant or the participant's spouse, or significant change in the spouse's employer's health insurance. The special services employee shall supply written verification to the district of such change and must make any termination, election, or change within 30 days of the date such change in family status occurs. An employee desiring to make such change may discontinue participation or reduce benefits, but an election of new or increased benefits shall be subject to the requirements of the particular nontaxable benefit selected.

Kansas Public Employees Retirement System (KPERS)
Personnel who work for the district 630 hours per year or 3.5 hours per day for at least 180 days shall be required to be a member of the Kansas Public Employees Retirement System.

Professional Development Opportunities
Membership in professional organizations is the decision and responsibility of the individual employee. Requests for professional leave and expenses for attending and participating in the conferences and conventions of the professional organizations must be approved by the superintendent/designee in advance.

Payment for District-Directed Courses
If and when the administration directs special services personnel to take course work to fulfill required assignments or to meet district goals, it is understood that the district will pay the tuition costs of said courses required.

Employee Authorized Deductions
In addition to statutory deductions, the BOE will permit payroll deductions to be made and paid into the following accounts provided authorization is received on the appropriate forms: (a) annuity, (b) dues for professional organization (c) IRC 125 “Cafeteria” Fringe Benefit Plan, (d) other approved nonprofit organization 501(c)3, (e) U.S. Savings Bonds, and (f) Learning Quest.

Derby Public Schools employees may participate in a salary reduction plan (IRC 125 'Cafeteria' Fringe Benefit Plan). One or more of the following options may be designated: (1) apply toward qualified dependent/child care; (2) apply toward a group health/dental/cancer insurance plan; (3) apply toward medical out-of-pocket expense; or (4) apply toward salary protection.

Individuals concerned shall indemnify and hold harmless the board from any and all claims, demands, suits, or other forms of liability (including cost and attorney fees) that shall arise out of any action taken or not taken by the board for the purpose of complying with the above provisions or the authorization form.

Annuity Deduction
All special services personnel are eligible to participate in a voluntary "tax sheltered" annuity plan. Only annuity companies designated by the district will be eligible for contributions. These companies will be determined by the Benefits Study Committee and a list will be maintained by the Derby Public Schools payroll office. Changes and/or additions in annuity plans are allowed only within the following guidelines:
Special services personnel are responsible for informing their annuity companies and the Derby Public Schools Payroll Office of changes in their annuity plans. Derby Public Schools will not notify the companies of such changes.

Employer Tax Sheltered Annuity
The district will make an annual contribution to a “tax sheltered” annuity plan (also referred to as a 403b plan) on behalf of each qualifying full-time (0.5 FTE or above) special service personnel. The amount of contribution is based on the number of consecutive years employed in a special service contract role at Derby Public Schools. The amounts are as follows:

1 – 10 years of service in eligible position	$1,200
11 – 14 years of service in eligible position	$1,500
15+ years of service in eligible position	$1,750

The special service employee will have ownership rights to the money based on the following vestment schedule:

20% vestment after 6 years in eligible position with Derby Public Schools
40% vestment after 7 years in eligible position with Derby Public Schools
60% vestment after 8 years in eligible position with Derby Public Schools
80% vestment after 9 years in eligible position with Derby Public Schools
100% vestment after 10 years in eligible position with Derby Public Schools

Withdrawals of vested funds are subject to federal taxation laws. Balances left in accounts after a non-vested employee leaves the district revert back to the district. An employee that leaves the district and then returns at a later time reverts back to year one on the vesting schedule. Upon death of the employee, any remaining vested amounts will go to the named beneficiary. Early withdrawals (prior to age 59 ½) may be subject to tax penalty.

Special service personnel may make personal contributions to the plan. The fund administrator will track these funds separately.

Disability Income Protection
Long term disability is covered under KPERS. Short-term disability is offered under the Derby Public Schools cafeteria plan.

General Liability Insurance
Special service employees shall be covered by an errors and omission policy in the amount of $1,000,000 with $2,500 deductible.

Life Insurance
The board will enter into an agreement for $20,000 of group term life and accidental death insurance for each full-time special services personnel. The board will enter an agreement for $10,000 of group term life and accident insurance for half time or more (but less than full time) special services personnel. All special service personnel will have the option of purchasing additional group term life and accidental life insurance for themselves, spouse, and children subject to insurance company approval.

Health Wellness Program
The district shall pay the cost of the employee membership as offered by the Derby Recreation Commission corporate plan. This benefit will begin on September 1 of each year for employees who have properly declared their intention to participate.

Longevity Pay
An special service employee will be eligible for longevity pay as outlined below:

1. Will have completed 20 years in the employment of public education in USD 260 at the end of the current contract year; and
2. Is currently employed by the board as of May 1.

All special service employees who meet the above requirements 1 and 2 shall be paid a one-time longevity payment of $2,000

3. will have completed 25 years in the employment of public education in USD 260 at the end of the current contract year; and
4. is currently employed by the board as of May 1.

All special service employees who meet the above requirements *3 and 4* shall be paid a one-time longevity payment of $2,500.

5. will have completed 30 years in the employment of public education in USD 260 at the end of the current contract year; and
6. is currently employed by the board as of May 1.

All special service employees who meet the above requirements 5 and 6 shall be paid a one-time longevity payment of $3,000.

7. will have completed 35 years in the employment of public education in USD 260 at the end of the current contract year; and
8. is currently employed by the board as of May 1.

All special service employees who meet the above requirements 7 and 8 shall be paid a one-time longevity payment of $3,500.

9. will have completed 40 years in the employment of public education in USD 260 at the end of the current contract year; and
10. is currently employed by the board as of May 1.

All special service employees who meet the above requirements 9 and 10 shall be paid a one-time longevity payment of $4,000.

11. will have completed 45 years in the employment of public education in USD 260 at the end of the current contract year; and
12. is currently employed by the board as of May 1.

All special service employees who meet the above requirements 11 and 12 shall be paid a one-time longevity payment of $4,500.

All longevity payments are separate from all salary contracts of the special service employee and are not to be considered to be any part of the base salary of the special service employee. All longevity payments shall be made as a lump sum included in the May paycheck of the current contract year and shall be subject to all applicable deductions.

CAREER SPECIAL SERVICES PERSONNEL
A career special services personnel is an employee who:

a. Will have completed 25 years in the employment of state accredited K-12 public or private education;
b. Will have completed 10 years in the employment of Derby Public Schools on or before July 1 of the current contract year; and
c. Is currently employed by the board as of May 1.

All career special services personnel who meet the above requirements shall be paid a one-time longevity amount of $2,500. All longevity payments are separate from all salary contracts of the career special services personnel and are not to be considered to be any part of the base salary of the career special services personnel. All longevity payments shall be made in the remaining checks of the current contract year and shall be subject to all applicable deductions.

Longevity Bonus
A longevity bonus of $1,500 will be paid at the end of the contract year when the special service employee completes 15 years of special service contract experience in Derby Public Schools.

TRAVEL

Travel & Attendance at Conferences/Conventions
The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent/designee according to the district Travel and Business Expense Guide.

Special Services Personnel
Expectations: It is recognized that special services personnel have the following expectations for travel:

a. daily in-district travels;
b. various area, state, and national meetings; and
c. constant consultation with local, area, state, and national officials.

Vehicles: The district shall maintain vehicles for special services personnel travel. Vehicles may be checked out and used for out-of-district travel and for special purposes for in-district travel. Allocation of vehicles will be made on an "as available" basis.

In-District Individual Staff Travel Policy and Procedures: All travel must conform to the Travel and Business Expense Guide. Special services personnel are to keep a record on the appropriate form of their in-district travel. This form is to be signed by the supervising administrator and turned into payroll on a monthly basis. Travel reimbursement occurs at a rate consistent with the State of Kansas.

In-District Travel Reimbursement: per contract, if applicable.

Communication Allowance: per contract, if applicable.

LEAVE

General
Leave is a time when any special service employee covered by this contract is absent from duty for personal reasons or illness or as otherwise authorized.

Application for Leave
Application for leave must be submitted electronically on the district approved system to the supervising administrator at least three (3) days in advance. In the event of emergency situations, the minimum of three (3) days advance request may be waived by the superintendent or designee.

Immediate Family
Immediate family shall include spouse, children, parents, grandchildren, grandparents, uncles, aunts, brothers or sisters, nephews or nieces, counterparts thereof of the spouse, and members of the immediate household.

Disability
Special service personnel may be entitled to extended leaves for reason of personal disability. Prior to return from disability leave, the employee shall present to their supervisor a statement from their physician that they are able to resume normal duties.

Family Medical Leave (FMLA) Information
Eligible employees are entitled to Family and Medical Leave according to district policy GARI and Military Leave according to district policy GARID. To learn more visit www.derbyschools.com click on "District" and then "Human Resources" where a link with additional details is provided or call Human Resources at (316)788-8415.

Vacation
(All full-time 12-month special services personnel)
Vacation is defined as paid non-working days granted to 12-month special services personnel. It shall be taken at a time mutually agreed upon by the special services personnel and their supervisor. Special services personnel will accrue vacation at the rate of 1.83 per month, accrued on the 15th day of each month. Vacation days to be earned under current contract can be advanced by the approval of the superintendent.

A maximum of 25 vacation days may be carried over after June 30 of each year, and annually, any balance over 25 vacation days as of June 30 will be rolled into the special service contract employee's general accumulated PTO balance. Vacation days over 25 days as of June 30 will not be eligible for reimbursement. More than 25 vacation days may be accumulated during the fiscal year. Vacation will not be accumulated during each period of absence of twenty consecutive days for which the employee is to be compensated. Upon resignation or retirement special service personnel will be reimbursed for any unused vacation days at their full daily rate, if annual contract terms are met.

Paid Parental Leave
Special Service personnel will be provided up to five days of paid parental leave following the birth of an employee's child or the placement of a child, age 17 or younger, with an employee in connection with adoption or foster care. The purpose of this paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Any leave days taken pursuant to this provision, will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable.

A Special Service personnel is not eligible for more than 5 days of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.
Special Service personnel who adopt a spouse's child are not eligible for paid parental leave as outlined in this provision.

The employee will provide his or her superintendent and the human resource department with notice of the request for paid parental leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible). The employee must complete the necessary HR forms and provide all documentation as required by the HR department to substantiate the request.

This policy will be in effect for births, adoptions or placements of foster children occurring on or after July 1, 2023.

Accumulation of Paid Time Off (PTO)
Accumulated PTO will be awarded to all 12 month special services personnel who are employed a minimum of one-half time. Special services personnel working at least one-half time, but less than full-time, will receive PTO benefits in proportion to their percentage of full-time employment.

The following formulas will be used to determine total leave earned for any special services personnel: .065 x contracted days employed.

Limitation of Use: Paid Time Off (PTO) during the first five (5) or last five (5) days of the professional year, parent teacher conference time, on the day before or after an authorized school holiday, or as limited by the Superintendent or designee, will be restricted to personal or family affairs but shall not be used for recreational or vacation purposes. Reasons for requesting PTO during these days will be stated on the anticipated absence management system at the time the PTO is requested. In the event of emergency situations, PTO limitations may be waived by the superintendent or designee.

Reimbursement for Unused PTO
Reimbursement of unused PTO will be paid for all days accumulated over 180 at three/fourths (3/4) of the daily rate. This reimbursement will be made annually with the final check. To be eligible for reimbursement under this paragraph the employee must complete the full contract year. Reimbursement upon retirement, timely resignation, or death will be paid on the first 180 days of accumulated PTO, with the rate per day at one-third (1/3) of the respective special service employee's pay at the time of termination. If requested before May 15 the special service employee reimbursement can be divided to the advantage of the individual within the rules and regulations of KPERS.

Salary Docking
During the contract period, a special service employee will not be docked until all PTO days that are to be earned during the current year, plus those previously accumulated, are used. If it becomes necessary for an employee to resign because of an extended illness, the employee must reimburse the district for any PTO days that were taken but not earned because of his/her abbreviated period of employment. PTO shall not be accumulated during each period of absence of 20 consecutive days for which a special service employee is to be compensated. PTO shall be taken in increments of 1/2 day minimum.

When PTO is taken for circumstances other than those authorized above, the PTO shall be classified as "unauthorized" and will result in full salary deduction for the days absent.

Jury Duty
Special service employees shall receive their regular pay while serving on jury duty.

Legal Leave (Leave for Legal Matters)
Special service employees may use PTO for legal matters that are not school related. In the absence of PTO, the superintendent or authorized representative will grant legal leave, without pay, to attend the following legal matters: subpoena, personal lawsuits, tax issues, divorce actions, or such other legal matters which the employee cannot reasonably conclude other than during the working day.

When a special service employee is served a court subpoena not related to his/her special services duties and he/she has no PTO days available, said administrator may apply to the superintendent, or his designated representative, for the use of accumulated PTO days for this purpose.

Funerals/Bereavement
Special services personnel will be allowed bereavement leave up to a maximum of five (5) days for funeral services for members of the immediate family. Extended leave provisions may be granted for very close relatives to include: spouse, parents, children, brothers and sister, grandparents, grandchildren and counterparts thereof of the spouse, and members of the immediate household. Special service employees may use sick leave for funeral services of friends.

Special requests for bereavement leave that does not meet the above guidelines may be submitted directly to the central administration office for consideration. All bereavement leave will be deducted from accumulated PTO and must be approved by the supervising administrator.

Professional Activity
Special services personnel may receive their regular pay while serving in elected or appointed leadership positions. Prior approval of the superintendent is required.

Other Leave Provisions
Absences from duty other than the above will require the prior approval of the supervising administrator.

Sabbatical Leave
In order to provide opportunities for maximum professional improvement, sabbatical leaves are available to special services personnel. Special services personnel must have performed seven school years of continuous service in Derby Public Schools to be eligible. Application for selection shall be made to the Assistant Superintendent of Human Resources.

Extended Leave
Special services personnel may apply for, subject to approval of the board, extended leaves for study, health, illness of spouse, child or parent, maternity, paternity, adoption or military service. Typical leave for maternity, paternity, and adoption at the time of birth or adoption is six weeks and may be approved by the superintendent. Such leaves beyond this limit will follow the provisions of the Family and Medical Leave Act. Other extended leaves shall normally be for one semester or one school year. No extended leave shall be considered a termination of employment. The superintendent may authorize, subject to the approval of the board, an extended leave for any other purpose not expressly identified above.

A special service employee shall:

a. Receive no salary or benefits from Derby Public Schools when on extended leave.

b. Be subject upon return from extended leave to the salary schedule of the current school year.
c. Retain accumulated leave days, but additional leave days shall not accumulate during the term of extended leave.
d. Be permitted to retain membership, during extended leave, in the district's health insurance group for the period of time allowable by the insurance company. However, it is the employee's responsibility to make arrangements for payment of premiums in advance with the business office, and the board shall make no contribution.
e. Be reassigned in a position, which is at least comparable to the one which was held when the extended leave commenced. If the date of return from extended leave is other than the beginning of a school year, the effective date of return shall be subject to a vacancy for which the special service employee on leave is qualified. If the date of return from extended leave is the beginning of a school year, the assignment shall be assured, provided the special service employee notifies the personnel office on or before March 1 of their intention to return. On or before February 1 the personnel office shall make reasonable attempts to notify each special service employee on leave of this provision.
f. Special service employees prior to resuming duties on return from an extended leave for maternity or health, shall present to the personnel office a statement from a physician that the special service employee is physically able to resume normal duties required of his/her assignment. If requested by the personnel office, confirmation of the physician's statement by another physician selected by the board may be required at the expense of the board. Maternity, as used herein, includes pregnancy, childbirth, false pregnancy, and termination of pregnancy and recovery there from. Maternity leave without pay shall extend for a reasonable period of time subject to (e).

Special Services Personnel Leave Bank
The purpose of the leave bank is to assist administrative and special services personnel who suffer prolonged illness or disability. Guidelines for enrollment can be obtained from the leave bank committee.

EVALUATION
Special service employees shall be evaluated in writing by the supervising administrator in accordance with the minimum statutory requirement for the first four years of employment and at least annually thereafter. The board's procedures concerning evaluation of district special services personnel shall be on file in the central office.

The special services personnel evaluation process is intended to achieve one or more of the following purposes:
1. To foster school improvement and completion of school and district goals and objectives.
2. To encourage self-improvement.
3. To provide a vehicle for recognition of outstanding service.
4. To determine if adequate performance levels are being maintained, and to serve as a guide toward summative judgment regarding renewal, non-renewal, or termination.

Evaluation Process
A timeline will be available to special services personnel. Evaluations will be completed by the immediate supervisor employing a written evaluation instrument approved through the office of Human Resources.

Access to Evaluation Documents
Except by order of a court of competent jurisdiction, the evaluation document and responses shall be available only to the following: 1) the employee, 2) BOE, 3) special services staff

designated by the BOE, 4) legal counsel for the BOE, 5) State Board of Education (as provided in K.S.A. 72-258), 6) the BOE and administration of any school where the employee is applying for employment, and 7) other persons specified in writing by the employee.

Response to Evaluations
After receiving a copy of any written evaluation, the employee has ten working days in which to respond in writing. Such response will become a permanent part of the evaluation document.

Record Keeping
A copy of all employee records, including written evaluations, shall be kept in the Derby Public Schools Human Resources Office at least three years.

Evaluations Related to Reassignment
At any time when a special service employee is reassigned to a different building, whether the reassignment was initiated by the special service employee or the district administration, the employee may be evaluated, at the option of the superintendent, in accordance with standard evaluation procedures established in this section.

Suspension
The superintendent may suspend any special service employee with or without loss of pay or benefits for any one or more of the following reasons:

1. Violation of board policy, rules, or regulation;
2. A clear and present danger to the welfare of the students, professional educators, or school property and equipment exists as a result of the continued service of the special services employee;
3. The overall performance of a special services personnel is of such quality as to render the employee not capable of fulfilling assigned responsibilities of the educational program;
4. Other just cause, which is not arbitrary, irrational, unreasonable or irrelevant, is evident and continued supervision would not be helpful or appropriate.

RESIGNATION AND TERMINATION

Resignation and Unilateral Termination of Employment
The board will consider a resignation, submitted in writing, of a contract which is in force, although acceptance may be contingent upon the hiring of a suitable replacement or other suitable options. Additionally, the Board of Education's acceptance of an early resignation will be contingent on the employee's waiver, in writing, of reimbursement of any unused PTO.

Special Services Personnel Disciplinary/Termination Procedure
Failure of any special service employee to implement board policies may result in suspension, demotion, probation, salary freeze, non-renewal or termination of employment in accordance with procedures set forth in the policies and rules of Derby Public Schools Board Policies.

Subject to the provisions of K.S.A. 72-2281et seq., the following acts shall be considered grounds for suspension, demotion, salary freeze, non-renewal or termination of a special services personnel:

1. Conviction of a felony;
2. Any act which causes or results in any disruption of the operation of a school building or the school district;
3. Unauthorized conversion of the district property for personal or non-district purposes;
4. Violation of board policies, rules, or regulations;

5. Insubordination;
6. Incompetence;
7. Immoral conduct which results in a special services personnel being unable to work effectively;
8. Inefficiency;
9. Other just causes which are not arbitrary, irrational, unreasonable, or irrelevant to the board's task of building up and maintaining an efficient school system.

RETIREMENT

The central office Administrative Staff will provide information to all special services personnel concerning retirement.

Kansas Public Employees Retirement System (KPERS)

Special services personnel qualify for state retirement under the Kansas Public Employees Retirement System (KPERS).

Although there is no mandatory retirement age under KPERS, the board retains the right to retire its employees if the board has doubt in good faith the employee can fulfill the essential functions of their job description and/or board policies and rules due to a mental or physical infirmity.

<u>All special services personnel under contract for the 2004-2005 year are grandfathered into the early retirement policy as described below.</u>

No early retirement plan will be offered to Special Services employees who start after June 30, 2005.

Early Retirement Policy

For the purpose of this policy, early retirement shall be defined as retirement in or after the school year that the special services personnel reaches the age of 55, but before the school year the employee reaches the age of 67. To qualify for early retirement, a special services personnel has to meet each of the following criteria:

a. Be at least 55 years old within the next school year; and
b. Have a minimum of 10 years of employment with Derby Public Schools and KPERS.
c. Employees are required to retire under KPERS to receive this benefit. This is a requirement under KSA 72-2291.

Any special services personnel who meets these criteria and wishes to apply for early retirement must submit written notice containing the following information no later than May 15:

a. A statement of the applicant's desire to take early retirement;
b. The anticipated date of retirement;
c. The applicant’s birth date and age on the date of retirement;
d. The applicant's current mailing address and telephone number;
e. The number of years the applicant has been employed by the district;
f. The total number of years of service credit recognized by KPERS;
g. Whether the applicant wishes federal and state taxes withheld;
h. Employee's financial institution and account number, since all retirement benefits will be made by direct deposit on the last day of each month following retirement date or a lump sum payment at the end of the fiscal year following the retirement date;
i. Whether the applicant wishes to continue health insurance coverage through the school district's health insurance program, up to age 65, by deduction of monthly premium from

early retirement benefits; you may remain on our health insurance plan until the age of 65.

j. The signature of special services personnel.

The retiree may continue the same voluntary life insurance deductions in effect at retirement date by porting the policy directly through the carrier.

The formula will be used in the calculation of annual early retirement benefits:

School year in which the employees:

Applies	Retires	Factor
54	55	.0085
55	56	.0085
56	57	.0085
57	58	.0085
58	59	.0085
59	60	.008
60	61	.0075
61	62	.007
62	63	.0065
63	64	.006
64	65	.006
65	66	.006

Special services personnel whose 67th birthday comes after June 30 will receive retirement benefits at the same rate as provided in the 65-66 age group, (.0060 factor) on a pro rata basis, for the number of months up to and including the month before their 67th birthday.

The calculation of early retirement benefits will be determined by the salary of the highest year of the last four years' salaries, multiplied by the number of years' experience in KPERS, times the decimal of the age in which the special services personnel makes application. Each year thereafter, the early retirement benefit will be recalculated based on the appropriate factor for the individual's age for that year.

If the special services employee has worked both part-time and full-time, the method for calculating the base salary upon which retirement benefits will be calculated will be as follows:

1. If the special services personnel has been a full-time employee for 60% or more of the last four years, the special services personnel will be considered to have been a full-time employee and the guidelines for a full-time employee will apply; but
2. If the special services personnel has worked less than 60% of the last four years as a full-time employee, the salary for retirement purposes will be determined by dividing the total salary for the last four years by four to establish the average annual salary.

The school year in which the individual reaches age 66 will be the last year an employee may participate in the early retirement program, except as otherwise provided. A special services employee taking early retirement benefits shall have no claim to re-employment in Derby Public Schools once retirement goes into effect. All early retirement benefits will terminate should the individual become deceased.

Retirement Incentive
Special service personnel will be paid $100 per year of certified service within the Derby Public Schools with written notification of retirement filed with the Human Resource Office by November 15 and board acceptance at next possible board meeting; or certified employees will be paid $50 per year of certified service within the Derby Public Schools upon written notification of retirement filed with the Human Resource office by January 15th and Board acceptance at next possible board meeting. Payment of retirement incentive will be in the employee's last check. Eligibility for retirement incentive is based upon and employee meeting all of the following criteria:

- Be at least 55 years old within the next school year;
- Have a minimum of 10 years of employment with Derby Public Schools and KPERS;
- Completion of school year in which certified employee resigned.

ACCIDENTS

Reporting
Accidents which occur in school, on school grounds, or at a regularly scheduled school event shall be reported as soon as possible. Notify the superintendent if an ambulance is called.

Workers' Compensation
Derby Public Schools provides workers' compensation insurance for all employees. When an employee is injured on the job they are encouraged to contact the district's Work Comp Specialist to coordinate an appointment with the following physician services in order to be assured of receiving full coverage of the costs of such services:

Derby Family Medical Center 316-788-6963
1101 North Rock Road

Derby Public Schools employees may choose to see their own physician in case of an on the job injury. In such case the workers' compensation insurance carrier will cover the costs of service only up to a maximum benefit of $800.

Within 24 hours of the accident, the workers' compensation accident form must be completed and given to the work comp specialist in the Payroll Office.

PTO pay will be reduced by the amount of the workers' compensation salary benefit received.

EMERGENCY PROCEDURES

Crisis Plan
Crisis folders should be available in each classroom. Special service employees should be familiar with the plan in their building.

Emergency Preparedness Drills
Tornado, earthquake, fire, lockdown, and building evacuation drills are held on a regular basis for students' safety. The district follows established procedures from the state fire marshal's office and the district's crisis plan for these drills. In the event of an actual emergency, parents or guardians may pick up their students at the school or the designated evacuation site outlined in your school's information packet. We will not release students to other adults or by phone calls from parents or guardians. Students will only be released to those identified as emergency contacts. During a "shelter in place" emergency, students will not be released in keeping with district policy.

During a weather emergency when city sirens are sounding, office phones will not be answered or doors opened, as personnel will be in shelter.

DISTRICT GUIDELINES FOR ACTIVITY FUNDS

Introduction
The nature of activity funds makes them particularly vulnerable to misuse and fraud. This document focuses on policies and procedures to improve controls over these funds. Activity funds are accounting funds similar to the general fund and special revenue funds. They are created to account for moneys related to co-curricular activities such as student organizations and athletics. Activity funds can be divided into two categories based on whom the money belongs to: student activity funds (money belongs to the students) and district activity funds (money belongs to the school district).

The collection, disbursement, and accounting for activity fund moneys are usually centralized at the building level with the building principal designated as the activity fund supervisor. The principal's secretary acts as activity fund bookkeeper. In addition to handling activity fund moneys, the activity fund supervisor and bookkeeper may also account for non-activity fund moneys such as fee collection and sales tax.

<u>What are Activity Funds:</u> Activity funds are unique to school districts. They are created to account for moneys related to co-curricular activities. Co-curricular activities are those activities outside the classroom which complement the curriculum. These include student clubs and organizations as well as district-administered activities such as sports events, drama productions, and music concerts.

<u>Student Activity Funds:</u> Student activity funds consist of those student activities that revolve around a student organization. The students in the organization not only participate in the activities of the organization, but also are involved in the management of the organizations' activities. Further, disbursement of the organizations' moneys is subject to the approval of the student organization (and its sponsor), and not the board of education. Disbursement requests are made with a district purchase requisition.

<u>District Activity Funds:</u> District activity funds consist of co-curricular activities that have student participation in the activity, but are administered by the district. The most important factor, which distinguishes this type of activity fund from student activity funds, is that approval for disbursement of district activity fund moneys rests with the board of education, not the students. In other words, the district controls how district activity fund moneys are spent. Except for those district activity funds created under 1994 House Bill 2802 these funds must be treated like any other district fund. That is, they should be deposited in the district's bank account and expended in accordance with the Uniform Payment of Claims Act. Disbursement requests are made with a district purchase requisition.

<u>All Activity Funds Must Be Reported in the School District's Financial Statements:</u> This includes student activity funds, even though such funds do not "belong" to the district.

- The board of education or its designee should approve all activity funds. A statement of the organization’s purpose and proposed fund raising activities should accompany application for creation of a student organization. The name of the student organization should indicate its purpose. Acronyms should be avoided in naming the organization.

- The building principal should approve all fundraising activities for activity funds in advance. By law we must pay sales tax on all fundraising activities. The types of sales involved are listed on the last page of this document.

- Activity fund moneys should be expended in such a way as to benefit those students who have contributed to the accumulation of such moneys.
- Each activity fund must comply with the cash-basis law. That is, no commitments or indebtedness shall be incurred unless there is available cash in the fund.
- The activity funds will be audited along with other funds of the district.
- Activity fund moneys should not be used for any purpose that represents an accommodation, loan, or credit to school employees or other persons.

Segregation of Duties Related to Activity Funds: The activity fund bookkeeper will have the most time consuming tasks related to activity funds. These tasks include collection of activity fund moneys, preparation of the deposit slip and deposit of moneys, maintenance of the accounting records, and preparation of activity purchase orders for disbursement. Three signatures are required on each purchase order, the building principal, the club sponsor, and the bookkeeper. The bookkeeper will reconcile the fund accounting records. The principal will review the activity monthly ledger. Sponsors will receive a detailed copy of their activity account at the end of each month.

Emphasis of Internal Accounting Controls over Activity Fund Cash Collections:
Because substantial amounts of receipts are collected in the form of currency, as opposed to checks, particular emphasis should be placed on internal control procedures designed to safeguard the moneys collected. Particularly important is providing an audit trail that documents physical evidence for each step in the flow of transactions. Pre-numbered receipts based on the computer software should substantiate all money collected.

- Procedures will be in writing and distributed to all activity fund supervisors and sponsors.
- All forms, receipts, and tickets should be pre-numbered with an inventory maintained.
- The person who collects cash for an event should be changed frequently. To the extent possible, DO NOT ALLOW the same person to collect for the same event or purpose continuously.
- For gate receipts such as cash collected at sporting events, the cashier should sell tickets which are then collected by a second person. Ticket reports and unsold tickets will be available for audit.
- For concession stands, it is preferable to use one cashier. This arrangement may not be feasible depending on the volume of activity and physical arrangement of the stand.

*No collections should be turned into the activity fund bookkeeper for deposit without being counted and having memo stating how much money is being turned in with the staff member's name and the account name and number at which time you will receive a pre-numbered receipt. This receipt should be kept to check against your ledger at the end of the month for verification that the money was deposited in the proper account.

*The bookkeeper will deposit all receipts intact. This means that all receipts shall be deposited in the form they are collected. They will not be used for making change for staff members, students, parents, or disbursements of any kind.

*No more than $50.00 in change may be left in the building under lock and key overnight or on weekends for the elementary schools and $100 for the middle school, and high school.

Deposits shall be made daily. The bank is open until 6:00 p.m. M-F and 9-12 on Saturday. After school activity receipts should deposited at the night deposit box. If you have not counted or made up the deposit slip, a special locked bag may be obtained from the financial office along with a key for the night deposit box. Any additional change for after school activities must be deposited nightly in the special lock bags furnished by the financial office. You may pick this bag of change up at the drive through window the next business day. You will need to show your school ID that will be checked against a list furnished to the bank by the financial office. Please advise your teachers that any funds collected during the school day must be turned into the office in time for you to make your daily deposit. This policy shall be strictly enforced.

Disbursement Procedures for Student Activity Funds: Disbursement procedures for student activity fund moneys will differ somewhat from the procedures followed by the district treasurer for expending district moneys because of the strict laws that must be followed for disbursement of district funds. Disbursement of student activity funds requires approval of the student organization's sponsor and the building principal. Disbursement of the district funds requires the approval of the board of education. The following procedures are specifically for student activity funds:

- Student activity fund disbursements should be sustained by an electronic activity purchase order requested by the organization's sponsor and approved by a building administrator. This system is similar to that used at the district level.
- All disbursements will be made by a pre-numbered check. The checks will be prepared by accounts payable in the district's business office and signed by the president of the board, clerk, and district treasurer.
- The bookkeeper should verify each month a report showing the financial activity for each fund the bookkeeper is responsible for. This report should be titled "Activity Fund Monthly Report of Cash Receipts and Disbursements" and has the following column headings: 1) beginning cash balance (should agree with the ending cash balance in the prior month's report), 2) cash receipts, 3) cash disbursements, and 4) ending cash balance. If the report shows a negative ending cash balance for any fund, a cash basis law violation has occurred.
- The bookkeeper should print a financial report of the Activity Accounts' Ledger for each student organization showing the cash receipts and disbursements. These reports should be printed monthly. The reports should be reviewed by the building principal and submitted to the student organization's sponsor. Each student organization sponsor should compare the report prepared by the activity fund bookkeeper with the sponsor's records. Any discrepancies should be resolved immediately.

Sales by Nonprofit Educational Institutions
Refer to Board of Education Policy *DK: Student Activity Fund Management*.