

U.S.D. 480

Liberal, Kansas

2023-2024



## Employee Handbook

Revised: September 2023

## TABLE OF CONTENTS

| Page                         | Topics  |
|------------------------------|---|
| <a href="#"><u>3</u></a>     | <a href="#"><u>Welcome</u></a><br><a href="#"><u>USD 480 Expectations</u></a><br><a href="#"><u>Board of Education Information</u></a>  |
| <a href="#"><u>4</u></a>     | <a href="#"><u>Statement of Non-Discrimination</u></a><br><a href="#"><u>Confidentiality</u></a><br><a href="#"><u>Equal Opportunity Employment</u></a>   |
| <a href="#"><u>5-6</u></a>   | <a href="#"><u>Policy Against Workplace Violence</u></a><br><a href="#"><u>Policy Against Workplace Harassment</u></a><br><a href="#"><u>Policy Against Sexual Harassment</u></a><br><a href="#"><u>Reporting Discrimination and Harassment</u></a>   |
| <a href="#"><u>7</u></a>     | <a href="#"><u>Conflict of Interest/Personal Business/Solicitation</u></a><br><a href="#"><u>Political Activities</u></a><br><a href="#"><u>Drug Free Statement</u></a>   |
| <a href="#"><u>8-10</u></a>  | <a href="#"><u>Distribution of Information,</u></a><br><a href="#"><u>Child Abuse</u></a><br><a href="#"><u>General Employment Information</u></a><br><a href="#"><u>Employment Authorization Verification</u></a><br><a href="#"><u>Employee Classifications</u></a><br><a href="#"><u>FLSA</u></a><br><a href="#"><u>Employment Procedures/TB SKin Test/Onboarding</u></a>  |
| <a href="#"><u>11</u></a>    | <a href="#"><u>New Hires and Introductory Periods</u></a><br><a href="#"><u>Badges</u></a><br><a href="#"><u>Compensation Guidelines/Positions/Duties</u></a>   |
| <a href="#"><u>12</u></a>    | <a href="#"><u>Professional Learning</u></a><br><a href="#"><u>TalentEd/Loyalty Oath</u></a><br><a href="#"><u>Supervision, Assignment and Transfer</u></a><br><a href="#"><u>Open Door/Conflict Resolution Process</u></a>   |
| <a href="#"><u>13-15</u></a> | <a href="#"><u>Access to Personnel and Medical Record Files</u></a><br><a href="#"><u>Outside Employment</u></a><br><a href="#"><u>Performance Management/Disciplinary Process</u></a><br><a href="#"><u>Resignations</u></a><br><a href="#"><u>Attendance Standards</u></a><br><a href="#"><u>Working Conditions</u></a><br><a href="#"><u>Para's as Substitutes</u></a><br><a href="#"><u>Travel Expenses</u></a><br><a href="#"><u>Safety and Security</u></a> |
| <a href="#"><u>16</u></a>    | <a href="#"><u>Time Schedules/Workload/Dress Code/Employee Valuables</u></a>  |

|                       |   |
|-----------------------|---|
|                       | <a href="#">Meal Charging</a>   |
| <a href="#">17-18</a> | <a href="#">Personal Communication Device</a><br><a href="#">Social Media</a>   |
| <a href="#">19-20</a> | <a href="#">Third Party Disclosures</a><br><a href="#">Workplace Privacy and Right to Inspect</a><br><a href="#">Criminal Activity/Arrests</a><br><a href="#">Drivers License and Record/MVR Release Consent</a> <a href="#">Use of District Vehicles</a> |
| <a href="#">21-23</a> | <a href="#">Inclement Weather</a>   |
| <a href="#">24-25</a> | <a href="#">Payroll Benefits Information</a><br><a href="#">Overtime</a><br><a href="#">Travel Time Pay and Travel Expenses</a><br><a href="#">Benefits</a><br><a href="#">Employee Assistance Program (EAP)</a>  |
| <a href="#">26</a>    | <a href="#">FLSA Lactation Breaks</a><br><a href="#">Meal and Rest Breaks</a><br><a href="#">Tobacco Use/Workplace Smoking</a>  |
| <a href="#">27-29</a> | <a href="#">Current/Accumulated Leave/Bereavement Leave/Civic or Required Duty</a><br><a href="#">Vacations/Paid Holidays</a><br><a href="#">Voting Leave</a><br><a href="#">Temporary Leave of Absence</a>   |
| <a href="#">30-31</a> | <a href="#">Benefits</a><br><a href="#">Employee Assistance Program (EAP)</a>   |
| <a href="#">32</a>    | <a href="#">ALIO Timekeeping</a><br><a href="#">Workers Compensation</a><br><a href="#">Reporting Work Injury</a>   |
| <a href="#">33-38</a> | <a href="#">FMLA/Long Term Disability/ADA Accommodations</a><br><a href="#">Leave for Victims of Domestic Violence/Sexual Assault</a>   |
| <a href="#">39</a>    | <a href="#">Religious Accommodation</a><br><a href="#">Insurance Premium Payments during Leaves of Absence</a><br><a href="#">Retirement Benefit</a>  |
|                       |   |

## **Welcome**

Welcome to the Liberal Unified School District No. 480 (USD 480)! We are delighted that you have chosen to join our organization and hope that you will enjoy a long and successful career with us. As you become familiar with our culture and mission, we hope you will take advantage of opportunities to enhance your career and further USD 480's goals. With your active involvement, creativity, and support, we will achieve success in serving the students and families of this District.

Please take time to review the guidelines contained in this handbook. If you have questions, feel free to ask your supervisor or to contact the Human Resources Department.

## **U.S.D. 480 Expectations**

Your first responsibility is to know your own duties and how to perform them promptly, correctly, and pleasantly. Secondly, you are expected to cooperate with management and your employees and maintain a good team attitude. How you interact with fellow employees and those whom USD 480 serves, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire organization. Consequently, whatever your position, you have an important assignment: perform every task to the very best of your ability. The result will be greater success for USD 480 overall and personal satisfaction for you.

You are encouraged to grasp opportunities for personal development that are offered to you. This handbook offers insight on how you can positively perform to the best of your ability to meet and exceed USD 480 expectations.

We believe in direct access to management. We are dedicated to making USD 480 a place where you can follow the chain of command to discuss any problems or ask questions. We expect you to voice your opinions and contribute your suggestions to improve the quality of USD 480.

Remember, you help create the healthy, pleasant and safe working conditions that USD 480 intends for you. Your dignity and that of fellow employees, as well as that of our patrons, is important. USD 480 needs your help in making each working day enjoyable and rewarding.

## **Board of Education Members**

- Naomi Vargas, President
- Kathy Fitzgerald, Vice President
- Mike Brack, Member
- Alan Brown, Member
- Nick Hatcher, Member
- Stewart Cauble, Member
- Sarah Thompson, Member

## **Statement of Non-Discrimination**

In compliance with state and federal law and regulations and District policies, USD 480 is committed to ensuring an environment that is free of discrimination, insult, intimidation or harassment and to fostering a climate in which all employees and students may participate, contribute and grow to their fullest potential.

Harassment and disparate treatment will not be permitted or condoned in the USD 480 Public Schools. USD 480 does not discriminate on the basis of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status

protected by federal, state, or local laws.. All USD 480 employees have the responsibility to support this statement.

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, and/or the Director of Human Resources for investigation. The District prohibits retaliation against any person for opposing discrimination, including harassment; for participating in the complaint process, or hearing. Retaliation against any individual for participating in the making of a complaint, in investigation of a complaint, or in providing information relevant to a complaint investigation is prohibited.

### **Confidentiality**

Student and employee information, whether written or verbal, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate District personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Personnel information, whether written or verbal, shall be handled in a confidential manner and be discussed only with the appropriate District personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

The confidentiality of personally identifiable data relating to children with exceptionalities and their parents and families shall be protected during collection, storage, disclosure, and destruction, and the Superintendent shall have the responsibility for ensuring procedures are in place to protect the confidentiality of personally identifiable data. USD 480 follows all federal regulations and state standards related to the confidentiality of student records. (Policy JQB)

### **Equal Opportunity Employment**

USD 480 is committed to the principles of equal employment. We are committed to complying with all federal, state, and local laws providing equal employment opportunities, and all other employment laws and regulations. It is our intent to maintain a work environment that is free of harassment, discrimination, or retaliation because of age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed service member status, or any other status protected by federal, state, or local laws. The District is dedicated to the fulfillment of this policy in regard to all aspects of employment, including but not limited to recruiting, hiring, placement, transfer, training, promotion, rates of pay, and other compensation, termination, and all other terms, conditions, and privileges of employment.

The District will conduct a prompt and thorough investigation of all allegations of discrimination, harassment, or retaliation, or any violation of the Equal Employment Opportunity Policy in a confidential manner. The District will take appropriate corrective action, if and where warranted. The District prohibits retaliation against employees who provide information about, complain about, or assist in the investigation of any complaint of discrimination or violation of the Equal Employment Opportunity Policy.

We are all responsible for upholding this policy. You may discuss questions regarding equal employment opportunity with your supervisor or any other designated member of administration.

### **Policy Against Workplace Violence**

The safety and security of our employees, students, parents and the general public is in the best interests of USD 480, and we are committed to working with all parties to provide a work environment free from

violence, intimidation, and other disruptive behavior. The District has a zero tolerance policy regarding workplace violence and will not tolerate acts or threats of violence, harassment, intimidation, and other disruptive behavior, either physical or verbal, that occurs in the workplace or other areas. Workplace violence can include oral or written statements, gestures, or expressions that communicate a direct or indirect threat of physical harm, damage to property, or any intentional behavior that may cause a person to feel threatened. In accordance with this policy, report any behavior that compromises our ability to maintain a safe work environment to your supervisor. All reports will be investigated and kept confidential, except where there is a legitimate need to know. You are expected to cooperate in any investigation of workplace violence.

### **Policy Against Workplace Harassment**

USD 480 has a strict policy against all types of workplace harassment, including sexual harassment and other forms of workplace harassment that is verbal or physical in nature and that insults or shows hostility or aversion toward an individual based upon an individual's age (40 and older), race, color, national origin, ancestry, religion, sex, sexual orientation (including transgender status, gender identity or expression), pregnancy (including childbirth, lactation, and related medical conditions), physical or mental disability, genetic information (including testing and characteristics), veteran status, uniformed servicemember status, or any other status protected by federal, state, or local laws.

Again, while it is not possible to list all the circumstances that may constitute other forms of workplace harassment, the following are some examples of conduct that may constitute workplace harassment:

- The use of disparaging or abusive words or phrases, slurs, negative stereotyping, or threatening, intimidating, or hostile acts that relate to the above protected categories;
- Written or graphic material that insults, stereotypes, or shows aversion or hostility toward an individual or group because of one of the above protected categories and that is placed on walls, bulletin boards, email, voicemail, or elsewhere on our premises, or circulated in the workplace; and
- A display of symbols, slogans, or items that are associated with hate or intolerance toward any select group.

All forms of harassment of, or by, employees, vendors, visitors, customers, and clients are strictly prohibited and will not be tolerated.

### **Policy Against Sexual Harassment**

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when (1) submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment; (2) submission to, or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. While it is not possible to identify every act that constitutes or may constitute sexual harassment, the following are some examples of sexual harassment:

- Unwelcome requests for sexual favors;
- Lewd or derogatory comments or jokes;
- Comments regarding sexual behavior or the body of another;
- Sexual innuendo and other vocal activity such as catcalls or whistles;
- Obscene letters, notes, emails, invitations, photographs, cartoons, articles, or other written or pictorial materials of a sexual nature;
- Repeated requests for dates after being informed that interest is unwelcome;
- Retaliating against another for refusing a sexual advance or reporting an incident of possible sexual

- harassment to the District or any government agency;
- Offering or providing favors or employment benefits such as promotions, favorable evaluations, favorable assigned duties or shifts, etc., in exchange for sexual favors; and
- Any unwanted physical touching or assaults or blocking or impeding movements.

### **Reporting Discrimination and Harassment**

If you feel that you have witnessed or have been subjected to any form of discrimination or harassment, immediately notify the Director of Human Resources at (620) 604-1037, or any member of administration.

Victims and witnesses of workplace discrimination, harassment, or violence will not be retaliated against in any manner. In addition, you will not be subject to discipline for, based on a reasonable belief, reporting a threat or cooperating with an investigation. If you believe you have been wrongfully retaliated against, immediately report the matter to the Human Resources Department.

We will promptly and thoroughly investigate any claim and take appropriate action where we find a claim has merit. To the extent possible, we will retain the confidentiality of those who report suspected or alleged violations of the harassment policy.

Discipline for violation of this policy may include, but is not limited to, reprimand, suspension, demotion, transfer, and discharge. If the District determines that harassment, discrimination or violence occurred, corrective action will be taken. As necessary, the District may monitor any incident of harassment or discrimination to assure the inappropriate behavior has stopped. In all cases, the District will follow up as necessary to ensure that no individual is retaliated against for making a complaint or cooperating with an investigation.

Inquiries regarding compliance may be directed to the Director of Human Resources, at 7W Parkway, Liberal, Kansas, (620) 604-1037, or to any of the following agencies:

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| <b>Equal Employment Opportunity Commission</b><br>Gateway Tower II 400 State Ave.,<br>Suite 905<br>Kansas City, KS 66101<br>(913) 551-5655<br>kansascityintake@eeoc.gov | <b>Kansas Human Rights Commission</b><br>900 SW Jackson, Suite 568-South<br>Landon Office Building<br>Topeka, KS 66612<br>(785) 296-3206<br>khrc@ks.gov | <b>United States Department of Education Office for Civil Rights</b><br>One Petticoat Lane<br>1010 Walnut Street Suite 320<br>Kansas City, Missouri 64106<br>(816) 268-0550<br>OCR.KansasCity@ed.gov |
|---|---|--|

### **Conflict of Interest/Personal Business/Solicitation**

USD 480 is concerned with conflicts of interest that create actual or potential job-related concerns, especially in the areas of confidentiality, student and parent relations, safety, security, and morale. District employees are prohibited from engaging in any activity that may be defined as a conflict of interest and detract from the effective performance of their duties. During the school day or on school property, no employee will attempt to sell or influence any student or staff member to buy any product or service which would directly or indirectly benefit the employee.

No school employee will enter into a contract with the District other than for employment unless the contract is awarded on the basis of competitive bidding.

Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, school District employee, or patron during normal duty hours is prohibited.

Any agent or business representative calling on school staff about school matters, such as textbooks, publications of the school, class insignia, athletic equipment, music instruments, school equipment, school supplies, building and custodial supplies, etc., will be required to first obtain permission from the Superintendent, Director of Business or Principal to conduct business. It is the duty of the school employee to determine if the representative has such permission. In general, an employee shall not provide information or purchase anything for the school without expressed authorization from the Superintendent, Director of Business or Principal and may be held personally liable for payment of any invoice for materials so ordered if prior approval has not been provided.

**Employment of Relatives and Friends:** We will not employ friends or relatives in circumstances where actual or potential conflicts may arise that could compromise supervision, safety, confidentiality, security, and morale at USD 480. It is your obligation to inform the District of any such potential conflict so the District can determine how best to respond to the particular situation.

### **Political Activities**

District employees shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue. District employees elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the Superintendent or may be terminated. Employees holding a public office, which in the judgment of the Superintendent is less than full-time, shall request unpaid leave from the Superintendent at least one week in advance. An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

### **Drug-Free Statement**

USD 480 is committed to providing a safe, healthy, and productive work environment. Consistent with this commitment, it is the intent of the District to maintain a drug and alcohol-free workplace. The unlawful manufacture, sale, distribution, dispensing, possession or use of alcohol, illicit drugs, controlled substances, and any drug paraphernalia is prohibited on or in school district property; and at school sponsored activities, programs, and events. While marijuana has been legalized in some states' laws for medicinal and/or recreational uses, it remains an illegal drug under federal law. Employees are not to report to work under the influence of alcohol or illegal drugs. Violations of this policy by staff members will result in disciplinary action up to, and including, suspension and/or termination from employment. Suspected violation of criminal law will be reported to law enforcement. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. For additional information, please see Board Policy GAOA and LDD.



Nothing in this policy is meant to prohibit your appropriate use of over-the-counter medication or other medication that can legally be prescribed under both federal and state law, if it does not impair your job performance or safety or the safety of others. If you take over-the-counter medication or other medication that can legally be prescribed under both federal and state law to treat a disability, inform your supervisor if you believe the medication may impair your job performance, safety, or the safety of others or if you believe you need a reasonable accommodation before reporting to work while under the influence of that medication.

### **Distribution of Information**

Materials from sources outside of the District may not be distributed on school grounds without prior permission from the superintendent or his/her designee. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements.

### **Child Abuse**

Every school employee is a mandated reporter of suspected child abuse. Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office by calling the hotline or reported on-line (K.S.A.30-717) or to the local law enforcement agency if the DCF office is not open and the child is in immediate danger. Staff will participate in mandated reporter training annually. The Code for Care of children also provides civil immunity from prosecution if the report is made in good faith.

### **General Employment Information**

#### **Employment Authorization Verification**

New hires will be required to complete Section 1 of federal Form I-9 on the first day of paid employment and must present acceptable documents authorized by the U.S. Citizenship and Immigration Services providing identity and employment authorization **no later than the third business day** following the start of employment with USD 480. If you are currently employed and have not complied with this requirement or if your status has changed, inform your supervisor. If you are authorized to work in this country for a limited period of time, you will be required to submit proof of renewed employment eligibility prior to expiration of that period to remain employed by the District.

#### **Employee Classifications**

USD 480 has the following general classifications of employees:

1. Permanent or Temporary/Sub employees,
2. Full-time, flex, or part-time employees,
3. Certified staff (staff covered by the Negotiated Agreement), Interim Instructors, Administration (DO and Building), Support Administration, and Classified Employees (9, 10, 11, and 12 month).

Full time and Flex employees are those employees who work an average of 30 or more **regularly scheduled hours per week** and are eligible for leave and employee benefits.

Part time employees are those employees who work 29 hours or less regularly scheduled hours per work week. Part time employees are not eligible for paid holidays, employee benefits (health and supplemental insurance) or leave benefits. At 17.5 average hours a week the part time employee will be entered into the Kansas Employees Retirement System (KPRS) whether they have a regular schedule/assigned location, or

not. Part time employees do not receive leave benefits.

Temporary employees are those employees who are employed on a day to day basis, or for specific time limited tasks and are not eligible for paid holidays, employee benefits or leave benefits.

Administration: Administrative employees are defined as, “any person employed by the Board on the Administrators Salary Schedule.” Administrators are paid once a month, on or before the 22nd of the month, with the pay period running from the 1st through the 30th. Administration may earn current leave (10, 11 and 12 month contracts only) each year per policy.

This may include, but is not exclusive, to the following:

- Superintendent
- Director
- Assistant Superintendent
- Principal/Assistant Principal/Athletic Director

Support Administration: Support Administration includes supervisors, the assistant to the athletics director and coordinators. Support administrators are paid once a month, on or before the 22nd of the month, with the pay period running from the 1st through the 30th. Support administration may earn current leave and vacation each year per policy.

Certified: Certified Employees are those employees covered by the negotiated agreement and defined as, “any employee of Unified School District 480 who is regularly assigned, on a part-time or full-time basis, to the instructional staff of the school system in a position which requires a certificate issued by the State Department of Education or is employed by the Unified School District 480 in a professional capacity.” Certified employees are paid once a month for 12 months (unless the Lump Sum option is chosen), on or before the 22nd of the month, with pay periods running from the 11th of one month through the 10th of the next month. This group includes:

- Teachers (classroom, instructional coaches, technology coaches, etc.)
- Social Workers
- Nurses
- Speech therapists, audiologists, psychologists, vision specialists
- Librarians
- School Counselors
- Athletic trainers
- Occupational/Physical therapists

Interim Instructors: Interim Instructors must hold a valid Kansas substitute teaching license and are paid according to the BOE approved Interim Salary Scale and are not considered part of the Negotiated Agreement. Interim Instructors are paid once a month for 11 months (Aug-June), on or before the 22nd of the month, with pay periods running from the 11th of one month through the 10th of the next month. Interim instructors earn 1 day of leave per month worked (Aug-May), for a total of 10 days and are qualified to enroll in USD 480 benefit plans.

Classified: Classified personnel are defined as employees who are not required to have a valid teaching or administrative certificate issued by the Kansas State Department of Education. This includes; but is not limited to; bus drivers, clerical staff, custodial staff, maintenance staff, food service staff, aides, paraprofessionals and technology staff. Classified employees are paid twice a month, on or before the 7th and 22nd day of the month, with pay periods running from the 1st - 15th (paid on the 22nd) and the 16th - 30/31st (paid on the 7th of the next month).

Nine (9) Month Classified staff work August - May and include paraprofessionals and food service staff. They may earn and use leave in hourly increments according to their assigned work schedule (i.e. 6, 7.5 or 8

hours) and full-time 9-month employees may enroll in USD 480 benefit plans.

Ten (10), Eleven (11) and Twelve (12) Month full-time Classified staff earn and use leave in hourly increments according to their assigned work schedule (i.e. 6, 7.5 or 8 hours), earn annual vacation and are entitled to enroll in USD 480 benefit plans.

### **Fair Labor Standards Act (FLSA)**

Each position in the district has been analyzed to determine if the position, under the Fair Labor Standards Act, is considered to be a non-exempt (classified) or exempt (certified and administrative) position. A non-exempt employee is paid on an hourly basis and is eligible to be compensated for actual hours worked over 40 hours. All overtime hours worked should be authorized in advance by the employee's supervisor.

Exempt employees are paid a monthly salary and work the hours necessary to get their work completed with no overtime pay for hours worked over 40 hours in a week as otherwise required by federal, state, or local laws. If you have a question regarding whether you are exempt or nonexempt, contact your supervisor for clarification.

### **Employment Procedures Hiring and Selection**

Job Postings: All vacancies will be posted, except in emergency situations, for a minimum of 5 days.

Application Process: Applicants must complete an online application and meet the qualifications of the job, state and federal law requirements, and additional requirements established by Human Resources in order to be considered for vacant positions. Internal applicants will be given preference only if they meet the requirements of the job description.

Offers of Employment: All offers of employment are contingent upon successful completion of the pre employment screening process, established by Human Resources. The screening processes are based upon the requirements of the position. The Human Resources Department is responsible for all offers of employment to include compensation. Discussions of wage rates are non binding unless they are included in an offer of employment by the Human Resources Department.

General Requirements: Most USD 480 positions require a minimum of a High School diploma or GED. A background check and drug screening will be conducted on all individuals considered for employment.

Principals and supervisors should be familiar with HR procedures concerning hiring and staff adjustment. The principal and supervisor must assume responsibility for determining need and initiating the HR request.

### **TB Skin Test**

Every employee is required to submit a "Certification of Health for School Personnel" upon hire with recorded results to prove, "there is no evidence of [a] physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test" per K.S.A. 72-6266.

Forms should be completed by a person licensed to practice medicine, or by a licensed physician assistant and/or advanced registered nurse practitioner when working at the direction of or in collaboration with a physician. Certain positions may require additional screening, as determined by the hiring department or Human Resources.

### **New Employee Onboarding**

New and rehired employees are required to attend a New Employee Onboarding session prior to beginning work. This session will be scheduled with Human Resources upon completion of all other pre-employment requirements. The in-person session will be used to complete any remaining new hire paperwork and issuance of an employee badge. In addition to the in-person session, employees will review orientation

information online. Information provided will include, but is not exclusive to, expectations and boundaries, codes of conduct, customer service, employee benefits, payroll, communication and information tools, use of the time clock, and badges.

### **New Hires and Introductory Periods**

The first 60 days of your employment is considered an introductory period. During this period, you will become familiar with USD 480 and your job responsibilities, and we will have the opportunity to monitor the quality and value of your performance and make any necessary adjustments in your job description or responsibilities. Completion of this introductory period does not imply guaranteed or continued employment. Nothing that occurs during or after this period should be construed to change the nature of the “at-will” employment relationship.

### **Employee Badges**

All staff will be issued a picture identification badge that is to be worn while at work. Badges will also serve as a key card for all staff assigned to a building equipped with a card reader access system, and keys may be provided to access areas without a card reader.

The badge or key will give the employee access to their assigned building during the hours associated with their position. The initial badge is paid for by the District. Lost or stolen badges (or keys) must be reported immediately to the Security and Sustainability Monitor @ 620-604-1009 so measures may be taken to maintain safety and security and to protect District property. Should a badge need to be replaced, the employee will be charged a replacement fee of \$10.00. Badges that have become worn out or damaged in the normal course of an employee's duties will be replaced at no charge.

Badges and keys for USD 480 buildings are the property of the district. District and/or building administrators will request badges for staff needing access to buildings and/or rooms. Keys and badges are the individual's responsibility until termination of employment, or when access to an area is no longer needed. Badges and keys are not to be given or loaned to another individual, regardless of the reason, they are for the sole use of the assigned individual.

### **Access Control**

Access Control is divided into two categories: exterior and interior.

- **Exterior doors**: Each building achieves perimeter access through any door that opens to the outside through an online system of card readers. External perimeter access control is maintained via building time schedules.
- **Interior doors**: Interior access control is determined by the needs of the individual schools, departments, and staff on a building by building basis.

Best practice is to have the **interior doors closed at all times** if there are students in the rooms. In order for the students to freely access classrooms, the doors may be placed in “Office Mode.” However, if there are extenuating circumstances (such as climate control problems, or a teacher supervising students in two places at the same time) a door *may* be propped open with clear communication to the principal.

If an Exterior Door has security gates, the gates must be locked in order to leave the exterior door open.

### **Compensation Guidelines**

Administration, support administration, interim instructors and classified employees shall be paid according to pay rates and compensation guides established by the administration and approved by the board.

No public funds will be spent by the board in the form of wages or salary for any school employee to sponsor any religious activity. No public funds will be spent by the board to pay any expenses of any student

or school employee to attend any religious activity or conference.

All full-time and regular part-time personnel are employees at will, subject to termination at any time with or without cause. All full-time and regular part-time personnel shall sign a Position and Salary Acknowledgment in which the job assignment and hourly rate will be noted.

### **Positions**

The board delegates to the administration the hiring of classified employees as the needs of the district dictate. All hires shall be approved by the board.

### **Qualifications and Duties**

A comprehensive job description for each classification of classified employees will be developed by the district's administration and is available from the Human Resources Department. Job descriptions prepared by USD 480 serve as an outline only. Due to business needs, you may be required to perform job duties that are not within your written job description. Furthermore, the district may have to revise, add to, or delete from your job duties per business needs. On occasion, the district may need to revise job descriptions with or without advance notice to the employee. If you have any questions regarding your job description or scope of duties, please speak with your supervisor.

### **Professional Learning**

Classified employees are required to attend district organized professional learning opportunities when designated by administration.

### **Using TalentEd**

#### **[TalentEd Login Page](#)**

Employee onboarding, personnel file, and wage agreements will all be located on TalentEd. Direct deposit changes, tax form change requests, and FMLA requests will also be done through TalentEd.

### **Loyalty Oath**

By State law, all employees must have a loyalty oath in their electronic file through TalentEd.

### **Supervision, Assignment and Transfer**

The superintendent or designated supervisor has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all instructional, custodial and office classified employees who are assigned to the building. Building/Grounds, Transportation, Technology, and Food Service Staff will be supervised by designated district support administration personnel.

Administration reserves the right to assign, reassign or transfer all classified employees. Vacancies occurring in positions throughout the district will be posted on the district website. Any district employee may apply and will be considered.

### **Open Door/Conflict Resolution Process**

USD 480 strives to provide a comfortable, productive, legal, and ethical work environment. To this end, we want you to bring any problems, concerns, or grievances you have about the workplace to the attention of your supervisor and, if necessary, to Human Resources or upper level administration. To help manage conflict resolution we have instituted the following problem solving procedure:

If you believe there is inappropriate conduct or activity on the part of the District, administration, its employees, vendors, customers, or any other persons or entities related to the District, bring your concerns to the attention of your supervisor at a time and place that will allow the person to properly listen to your

concern. If you have already brought this matter to the attention of your supervisor before and do not believe you have received a sufficient response, or if you believe that person is the source of the problem, present your concerns to Human Resources or upper level administration.

#### **Access to Personnel and Medical Record Files**

USD 480 maintains separate medical records files and personnel files for all employees. Files containing medical records are stored electronically and any paper files are stored separate and apart from any business-related records in a safe, locked, inaccessible location. The medical file is the repository for sensitive and confidential information related to an individual's health, health benefits, health-related leave and/or accommodations, and benefits selections and coverage. Medical records are kept confidential in compliance with applicable laws and access is on a "need-to-know" basis only.

Supervisors and others in management may have access to your personnel file data for possible employment-related decisions. If you wish to review your personnel or medical records file, you must give the District reasonable notice. Inspection must occur in the presence of a District representative.

All requests by an outside party for information contained in your personnel file will be directed to the Human Resources or the Business Department, which are the only departments authorized to give out such information.

#### **Outside Employment**

Outside employment that creates a conflict of interest or that affects the quality or value of your work performance or availability at USD 480 is prohibited. Employees shall not be excused during their regularly assigned time schedule to perform outside work. The District recognizes that you may seek additional employment during off hours, but in all cases expects that any outside employment will not affect your attendance, job performance, productivity, work hours, or scheduling, or would otherwise adversely affect your ability to effectively perform your duties or in any way create a conflict of interest.

Any outside employment that will conflict with your duties and obligations to the District should be reported to Human Resources and your supervisor. Failure to adhere to this policy may result in discipline up to and including termination. Any exceptions to this policy are to be authorized in writing by the Superintendent.

#### **Performance Management/Disciplinary and Probationary Process**

Violation of USD 480 policies or procedures may result in disciplinary action including demotion, transfer, leave without pay, or termination of employment. The District encourages a system of progressive discipline depending on the type of prohibited conduct. However, the District is not required to engage in progressive discipline and may discipline or terminate any employee who violates the rules of conduct, or where the quality or value of their work fails to meet expectations at any time. Again, any attempt at progressive discipline does not imply that your employment is anything other than on an "at-will" basis.

In appropriate circumstances, administration will first provide you with a verbal warning, then with one or more written warnings, and if the conduct is not sufficiently altered, eventual demotion, transfer, forced leave, or termination of employment. Your supervisor will make every effort possible to allow you to respond to any disciplinary action taken. Understand that while the District is concerned with consistent enforcement of our policies, we are not obligated to follow any disciplinary or grievance procedure and that depending on the circumstances, you may be disciplined or terminated without any prior warning or procedure.

If an employee's work performance is not satisfactory, the immediate supervisor must inform the employee. If the employee's work performance does not improve, a performance improvement plan may be developed with the guidance of the Human Resources Department and the employee's immediate supervisor to maintain or achieve an acceptable level of performance.

If the employee's work performance remains under par, termination should occur.

Administrators/Supervisors may give verbal/written warnings following misconduct. Misconduct could lead to probation, suspension as well as immediate termination. Examples of misconduct include but are not limited to:

- No call, no show,
- Frequent absences and tardies,
- Inappropriate cell phone/social media use,
- Inappropriate use of district equipment/software,
- Theft of district time (inaccurate reporting of hours worked), money, or property,
- Insubordination, and disrespectful attitudes towards fellow staff and administrators,
- Failure to follow procedures and or District policy,
- Possessing, using, distributing, selling, or negotiating the sale of illegal drugs or other controlled substances,
- Being under the influence of alcohol during working hours on USD 480 property (including in District vehicles), or on District business,
- Inaccurate reporting of the hours worked by you or any other employee,
- Providing knowingly inaccurate, incomplete, or misleading information when speaking on behalf of the District or in the preparation of any employment-related documents including, but not limited to, job applications, personnel files, employment review documents, intra-company communications, or expense records,
- Destroying USD 480 property,
- Possession of potentially hazardous or dangerous property (where not permitted) such as firearms, weapons, chemicals, etc., without prior authorization,
- Fighting with, or harassment of (as defined in our EEO policy), any fellow employee, vendor, or customer,
- Refusal or failure to follow directions or to perform a requested or required job task,
- Refusal or failure to follow safety rules and procedures,
- Using tobacco products and nicotine delivery products at any district facility, school-sponsored activity, program or event, in district vehicles or on district-owned or operated property,
- Working unauthorized overtime,
- Use of obscene or harassing (as defined by our EEO policy) language in the workplace,
- Engaging in outside employment that interferes with your ability to perform your job at this District,
- Gambling on USD 480 premises, and
- Lending keys or keycards to District property to unauthorized persons.

The Superintendent or his designee may suspend employees for cause with pay or without pay pending results of an investigation. The Director of Human Resources will oversee personnel investigations and make appropriate recommendations to the Superintendent. Nothing in this policy is intended to limit your rights under the National Labor Relations Act, or to modify the at-will employment status.

### **Resignations**

Employees wishing to resign from the district in good standing may resign from their jobs in accordance with the Position and Salary Acknowledgement Agreement and/or the rules of the board. Employees should submit a written letter of resignation to their supervisor, who will immediately forward the letter to the Director of Human Resources, at least two weeks in advance of the last day on the job. This letter should include the effective date of the resignation.

An unauthorized absence from work for a period of 3 consecutive working days without notification may be considered a presumed resignation.

Health insurance shall terminate at the end of the last month worked. The Consolidated Omnibus Budget Reconciliation Act (COBRA) provides the opportunity for eligible USD 480 employees and their beneficiaries to continue health insurance coverage under the District health plan when a “qualifying event” could result in the loss of eligibility. Qualifying events include resignation, termination of employment, death of an employee, reduction in hours, a leave of absence, divorce or legal separation, entitlement to Medicare, or where a dependent child no longer meets eligibility requirements. Covered employees will be contacted for COBRA continuation of benefits options. Contact the Employee Benefits Coordinator for assistance (620) 604-1018.

As applicable, employees should return their badges, computers, and any other miscellaneous district property before departure.

Please notify the Human Resources Department if you have a change of address after departure to ensure receipt of W-2 and other correspondence.

### **Attendance Standards**

All employees are expected to be regular in attendance and to be at their assigned workstations throughout the duty day. If you know ahead of time that you will be absent or late, provide 48 hour advance notice to your supervisor. You may be required to provide documentation of any medical or other excuse for being absent or late where permitted by applicable law. *If you fail to show up for work or fail to call in with an acceptable reason for the absence for a period of three (3) consecutive days, you will be considered to have abandoned your job and voluntarily resigned from USD 480.*

It is the responsibility of the employee to be aware of how many hours of current and accumulated leave she/he has used, and has remaining. USD 480 reserves the right to apply unused vacation, current leave or accumulated leave to unauthorized absences where permitted by applicable law. Absences resulting from approved leave, vacation, or legal requirements are exceptions to this policy. Disciplinary action may be taken based on attendance standards.

### **Working Conditions**

The board will make every effort to establish and maintain adequate working conditions.

### **Paraprofessionals as Substitute Teachers**

The district will pay licensure and background check fees for paraprofessionals with 60+ college hours. Upon receiving emergency licensure, paras can be put into the rotation to cover classes at the secondary level. Elementary paraprofessionals with an emergency substitute license will be able to substitute in a classroom with principal approval. *Paraprofessionals can only be used when a regular substitute teacher cannot be secured.*

### **Safety and Security Measures**

The USD 480 Board of Education and administration have developed policies and procedures to ensure the safety and security of students, faculty, and staff. The safety and security of the district’s physical space, assets, and student well being is a shared responsibility of all members of the district.

Per Board Policy KGD, it shall be illegal for any person, other than law enforcement officer, to possess a weapon in or on any school property, school grounds, or any district building or structure used for student instruction, attendance or extracurricular activities of pupils, or at any regularly scheduled school sponsored activity or event. Refusal to surrender or immediately remove from school property or grounds, or any regularly scheduled school sponsored activity or event, any firearm in the possession of any person, when so



directed by an authorized school employee or any law enforcement officer, shall be reported to law enforcement.

### **Time Schedules**

The board delegates to the designated supervisor the authority to develop time schedules for all classified employees, subject to approval by the board. Time schedules for classified employees will be assigned at the beginning of the employment term by the designated supervisor. All classified employees are required to use the timekeeping system to record their hours worked (clocking in or out).

Employees are required to clock in and out for their designated lunch periods. The length of the lunch period has been established as a minimum of 30 minutes, and may be more dependent on the employee's position. Alteration or waiver of the lunch period should be approved by the employee's supervisor. Lunch periods are unpaid time when employees are relieved of all duties.

Accurate timekeeping is a federal and state wage and hour requirement, and employees are required to comply. Failing to enter time into the timekeeping system in an accurate and timely manner is unacceptable job performance.

### **Workload**

Workload assignments for personnel shall be made by the designated supervisor after careful deliberation and evaluation of personnel positions.

### **Dress Code**

USD 480 employees serve as role models for the students and as representatives of our schools. Consistent with these roles, employees, volunteers and substitutes shall dress professionally and appropriately. Teachers, volunteers, and support personnel (including secretaries, building aides, and paraprofessionals) are expected to project a professional image that sets positive dress and grooming examples for students and shall adhere to standards of dress and appearance that are compatible with an effective learning environment.

The dress code for USD 480 is established to create a positive and respectful learning environment that promotes safety, professionalism, and fairness for all students, staff, and visitors. Administrators and administrative support employees are expected to project a professional image and should dress appropriately for an office/business environment. USD 480 requires Business Casual Attire to be worn by all staff with the following clarifications:

- Jeans are only allowed on days designated by the Superintendent and/or Principal. Fundraisers (Jeans Weeks) are limited to once per semester per school. Any exceptions must have prior approval from the superintendent.
- T-shirts worn in the education environment should be clean, neat, and in good repair.
  - Logos or designs on t-shirts should be appropriate for a school setting and should not promote violence, drugs, alcohol, or any other inappropriate content. T-shirts with offensive language, images, or symbols are strictly prohibited.
  - Sleeveless t-shirts and tank tops are permitted; however, they should have straps of at least three fingers width (approximately 1.5 inches) and/or be worn with a cover (button shirt, cardigan, etc) to ensure modesty and professionalism. Shirts should fully cover the torso of the body and should not expose undergarments or excessive cleavage.
  - Spaghetti straps, single shoulder straps, and strapless tops are not permitted.
- Leggings may be worn as part of an outfit if they are worn under a skirt or dress or are paired with a top whose length extends to mid-thigh and meets the dress code requirements. Leggings should not be worn as pants.

Business Casual Attire in USD 480 is defined as casual slacks or khakis, collared shirts, blouses, capri pants, and skirts that are knee length or longer .

- PE Teachers and athletic personnel shall wear appropriate athletic attire. Athletic coaches will follow the Business Casual Attire policy when instructing full days in the classroom.
- Industrial Arts and art teachers will wear appropriate attire for the shop/studio. During professional learning days and parent teacher conferences, these specific staff shall refer to the definition for business casual attire.

Clothing must be neat, clean, in good repair, and appropriate for on the job appearances at all times. Employees shall not wear on the outside of their clothing any jewelry or similar artifacts that are obscene, distracting, or may cause disruptions to the educational environment.

Principals may also determine the appropriate dress to be worn on workdays when students are not in attendance. All other personnel shall follow the policy on all work days unless directed differently by their supervisor.

Principals may designate when reasonable modifications to this Policy may be made and must notify the superintendent's office when implementing any modifications to this policy.

Fragrant products, including but not limited to perfumes, colognes, and scented body lotions or hair products, should be used in moderation out of concern for others with sensitivities or allergies.

The district, in accordance with applicable law, will reasonably accommodate employees with disabilities or religious beliefs that make it difficult for them to comply fully with the personal appearance policy unless doing so would impose an undue hardship on USD 480. Contact your supervisor to request a reasonable accommodation.

Failure to comply with the personal appearance standards may result in being sent home to groom or change clothes. Frequent violations may result in disciplinary action, up to and including termination of employment.

### **Employee Valuables and Personal Property**

U.S.D. 480 does not provide insurance on employees' personal property and, therefore, does not assume any liability. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, repair or replacement is the employee's responsibility. Examples are stolen purses, radios, coats, damaged vehicles in parking lots, broken glasses, torn or ruined clothing, etc. Take precautions to protect personal property at all times.

### **Food Service Meal Charging**

All meals must be paid for in advance; therefore, no staff member can charge meals in the school cafeteria.

### **Personal Communication Devices**

The following restrictions concerning the use and possession of communication devices shall be observed by all instructional classified staff (certified teachers, substitute teachers, paraprofessionals, building aides and any staff responsible for the instruction of students) per Board Policy GAT "Staff Use of Communication Devices":

1. Communication devices shall be turned off while monitoring testing, during staff meetings, assemblies and at such other times and events as directed by the building principal, Superintendent or his/her designee. Instructional staff shall not wear or use any earpiece or other device which allows a communication device to be used as a 'hands free' unit during class time, student assemblies and staff meetings.

2. Communication devices shall not be used for personal conversations or personal business, except during any authorized break in the work day.
3. Communication devices shall not be used when:
  - a. Driving district owned vehicles
  - b. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job or
  - c. Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Consequences for violation of this policy may include, but are not limited to verbal warning, written reprimand, suspension, etc. Consequences shall be at the discretion of the administrator.

USD 480 recognizes that in certain instances use of communication devices can pose a hazard to the work environment or to the safety of students. The following restrictions concerning the use and possession of communication devices shall be observed by all non-instructional staff (custodial, food service, grounds, maintenance, technology):

1. Communication devices shall not be used for personal conversations or personal business, except during any authorized break in the work day.
2. Communication devices shall not be used when:
  - a. Driving district owned vehicles
  - b. Operating any vehicle in which a student is being transported when the transportation is provided as part of the employee's job or
  - c. Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Consequences for violation of this policy may include, but are not limited to verbal warning, written reprimand, suspension or termination. Consequences shall be at the discretion of the administrator.

USD 480 recognizes it will be necessary to contact administrators/supervisors/technology staff at times other than during school or school sponsored activities. The availability of an administrator/supervisor/technology staff by a communication device is important and may even at times be a critical necessity.

USD 480 shall provide certain staff with a stipend for the employee to retain a personal communication device per Board Policy CQ. The device shall remain on and be kept with the staff at all times.

### **Social Media**

At USD 480, we recognize the Internet provides unique opportunities to participate in interactive discussions and share information using a wide variety of social media. However, use of social media also presents certain risks and carries with it certain responsibilities. To minimize risks to the district, you are expected to follow our guidelines for appropriate use of social media. This policy applies to all employees who work for the District.

For purposes of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking or affinity website, web bulletin board or a chat room, whether associated or affiliated with the District, as well as any other form of electronic communication.

USD 480 guidelines and policies apply to online activities just as they apply to other areas of work. Ultimately, you are solely responsible for what you communicate in social media. You may be personally

responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any employee of the District.

Ensure your postings are consistent with these guidelines. Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

The District cannot force or mandate respectful and courteous activity by employees on social media during non working time. If you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment. Examples of such conduct might include defamatory or slanderous posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, age, national origin, religion, veteran status, or any other status or class protected by law or District policy. Your personal posts and social media activity should not reflect upon or refer to the District.

Maintain the confidentiality of student information, employee information and other confidential information related to the District. Do not create a link from your personal blog, website, or other social networking site to a USD 480 website that identifies you as speaking on behalf of the District.

Never represent yourself as a spokesperson for the District. If the District is a subject of the content you are creating, do not represent yourself as speaking on behalf of USD 480. Make it clear in your social media activity that you are speaking on your own behalf. Respect copyright, trademark, third-party rights, and similar laws and use such protected information in compliance with applicable legal standards.

Do not use social media while on your work time, unless it is work related as authorized by your supervisor.

If you are not authorized to speak on behalf of the District, do not speak to the media on behalf of USD 480. Direct all media inquiries for official District responses to the District's public relations representative.

Retaliation or any other negative action is prohibited against anyone who, based on a reasonable belief, reports a possible deviation from this policy or cooperates in an investigation. Those who retaliate against others for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Nothing in this policy is designed to interfere with, restrain, or prevent employees from communications regarding wages, hours, or other terms and conditions of employment, or to restrain employees in exercising any other right protected by law. All employees have the right to engage in or refrain from such activities.

### **Third Party Disclosures**

From time to time, USD 480 may become involved in news stories or potential or actual legal proceedings of various kinds. When that happens, lawyers, former employees, newspapers, law enforcement agencies, and other outside persons may contact our current employees to obtain information about the incident or the actual or potential lawsuit.

If you receive such a contact, you should **not** speak on behalf of USD 480 and should refer any call requesting the position of the District to the Public Information Officer/Director of Public Relations. If you have any questions about this policy or are not certain what to do when such a contact is made, contact Human Resources.

### **Workplace Privacy and Right to Inspect**

USD 480 property, including but not limited to lockers, phones, computers, tablets, desks, workplace areas, vehicles, or machinery, remains under the control of the District and is subject to inspection at any time, without notice to any employee, and without their presence. You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on District premises including that kept in lockers and desks.

### **Criminal Activity/Arrests**

USD 480 will report all criminal activity in accordance with applicable law. Involvement in criminal activity while employed by the District, whether on or off USD 480 property, may result in disciplinary action including suspension or termination of employment.

### **Driver's License and Driving Record**

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You must complete a permission form, shown below, authorizing periodic driving record and license checks. A driver's license check must be on file before an employee can drive a district vehicle. Any changes in records must be reported to the direct supervisor immediately. Failure to do so may result in disciplinary action, including possible dismissal.

### **MVR Release Consent**

[MVR Consent Form](#)

### **Use of District Vehicles**

The Superintendent or designee may assign vehicles to certain employees, either solely for use during normal working hours or as a take home vehicle, consistent with the criteria as provided herein;

- 1) District-owned vehicles shall be used exclusively for the conduct of official school business, and the use of such vehicles for personal purposes such as attending to personal affairs, social engagements or unapproved commuting is prohibited.
- 2) If an employee is assigned a take home vehicle, this shall be an employment condition. Any use of the take home vehicle other than driving between the employee's residence and approved work center during non-duty hours is not allowed.
- 3) Only employees may drive or operate district-owned vehicles. Occupants of district-owned vehicles shall be limited to personnel employed by the district or individuals whose business is directly related to district business.
- 4) Use of Seat Belts. Employees, as drivers or passengers, and any other approved passengers shall use seat belts.

Employees using any district-owned vehicle are responsible for its care and return in good condition. All employees assigned district-owned vehicles are responsible for meeting established vehicle maintenance schedules as set by the Transportation Department. Preventive maintenance inspection of each vehicle will be made as scheduled by the Supervisor of Transportation and Board policies.

### **GPS Monitoring of Employer Vehicles**

USD 480 desires to strike the appropriate balance between today's technologies, your desire for privacy, and our interests in protecting District vehicles, equipment, and drivers. Due to safety, efficiency, and other

business purposes, the District uses GPS technology to monitor the whereabouts of our vehicles at all times. Questions concerning vehicle monitoring should be directed to the Transportation Supervisor or Director of Operations. Questions concerning the proper use of any vehicles should be directed to your supervisor.

If you abuse the privilege of driving district vehicles, you will be subject to corrective action, up to and including termination of employment. If necessary, the District will also advise law enforcement officials of any illegal conduct.

### Inclement Weather Protocol

#### NO SCHOOL - DISTRICT-WIDE CLOSURE

The decision to cancel school will be made by 5:45 a.m.

| NOTIFICATIONS  | Responsible Party                             |
|--|---|
| Directors, Assistant Superintendents, Principals                 | Superintendent                                |
| Grounds/Maintenance, Custodians, Transportation and Food Service | Director of Operations                        |
| Public at Large and Media Outlets                                | Public Relations / Communications Coordinator |
| Electronic Building Signs Website - Parent Texts Phone Messages  | Tech Department                               |
| Building Staff   | Principals                                    |

#### **Attendance Expectations**

| Employee Group  | Attendance Expectation   |
|---|--|
| All Building Staff (except custodians) and All Students (includes staff tied to the negotiated agreement, paraprofessionals, secretaries) | Stay home<br><br>No Extracurricular events or practices unless approved by the Superintendent.   |
| Principals  | Stay home<br>*The head principal is responsible for making certain all custodial staff report to work on inclement weather days. THE DIRECTOR OF OPERATIONS WILL LET YOU KNOW WHAT TIME CUSTODIANS NEED TO REPORT. Each head building principal is responsible to make certain *NO SCHOOL TODAY (in English and Spanish) signs for each major entrance have been posted. (A custodian can be designated to complete this task.). |
| Grounds and Maintenance Custodians  | Report to work as directed by the Director of Operations. *See above for custodians.<br>Building parking lots and sidewalks will need attention so that when employees and students return to school, they can do so safely.   |
| District Office (including administration), Technology, Transportation, Food Service  | Stay home  |

### The Day after a Snow Day

|                     |  |
|---------------------|--|
| Building Custodians | Report to buildings at 6 am to make certain walkways are not icy/slick. Apply salt/ice melt as needed to provide a safe walkway into the buildings |
| Grounds/Maintenance | Check parking lots and walkways district wide to ensure safe entry and access. Apply salt/ice melt as needed.                                      |

### Inclement Weather Protocol

#### Delayed Start

The decision to delay school will be made by 5:45 a.m.

| NOTIFICATIONS   | Responsible Party       |
|---|-------------------------|
| Directors, Assistant Superintendents, Principals  | Superintendent          |
| Grounds/Maintenance, Custodians, Transportation and Food Service  | Director of Operations  |
| Public at Large and Media Outlets   | Public Relations        |
| Electronic Building Signs Website Phone Messages  | Tech Department         |
| Building Essential Personnel <ul style="list-style-type: none"> <li>KITCHEN STAFF ARE ESSENTIAL PERSONNEL.</li> <li>AT LEAST ONE SPED STAFF MEMBER SHOULD BE PART OF ESSENTIAL PERSONNEL LIST IN THE EVENT A HIGH NEEDS CHILD COMES EARLY.</li> </ul> | Principal, Food Service |

### Starting Times

|   |  |
|---|--|
| Arrival time of grounds/maintenance and custodians                            | Determined by the Director of Operations and Grounds/Maintenance Supervisor  |
| Arrival time for building essential staff and district office essential staff | Normal starting time<br><b>Essential staff for DO: receptionist, superintendent and at least one other director</b>  |
| Arrival Time for All Other Staff  | 9:30 or other time determined by the Superintendent  |
| Start Time for Students   | 10:00 am NO AM PreKindergarten or other time as determined by the Superintendent   |
| Bus Route Starting Time and arrival of other transportation staff             | A route may be run to pick up children whose parents dropped them off at bus stops at the regular time. Students will be taken to the bus barn. Routes will be delayed 2 hours from normal pickup time. The delayed start time will be noted on the bus rider forms handed out at the beginning of the year. |



**Breakfast Information/Inclement Weather**

Non perishable foods shall be maintained and served if appropriate during District delays or shut downs

**Wages/Salary for Delayed Start Days and "Snow" Days**

When the District is shut down due to inclement weather, employees scheduled to work will be fully compensated. Employees directed to stay home will be paid for the hours of the delay if they were normally scheduled to work during those hours.

Employees directed to report to work during District delays or shut downs will be paid for the hours they reported to work in addition to the hours of the delay or shut down.

**Leave/Vacation During "Snow" Days**

When an employee has requested leave or vacation on a day that is designated as an "inclement weather day" and the District has a late start or shuts down, the employee will not be charged for the vacation or leave for the period of time the District is not operational

Current leave will NOT be charged when school is delayed for the hours of delay. If the delay is 4 hours, employees taking a full or half day will not be charged for the half day, however, they will be charged as normal if the delay is less than 4 hours.

### **Payroll/Benefits Information**

The standard work-week for district employees begins at 12:00 am Sunday and ends the following Saturday at 11:59 pm. USD 480 is required by applicable federal, state, and local laws to keep accurate records of hours worked by certain employees. All applicable (nonexempt and sometimes exempt) employees will utilize the time clock system to record their time. Falsifying time entries is strictly prohibited. Falsifying time entries includes working "off the clock." If you falsify your own time records, or the time records of co-workers, or if you work off the clock, you will be subject to discipline up to and including termination. Immediately report to the Director of Human Resources any employee, supervisor, or manager who falsifies your time entries or encourages or requires you to falsify your time entries or work off the clock..

Payroll dates are the 7<sup>th</sup> and 22<sup>nd</sup> of each month unless the pay day falls on a weekend or a holiday, in which case pay day will be the last working day before the pay date.

USD 480 is required by law to make certain deductions from your pay each pay period, including deductions for federal income tax, state income tax, KPERS, Social Security and Medicare (FICA) taxes, and any other deductions required under law or by court order for wage garnishments. The amount of your tax deductions will depend on your earnings and the information you list on your federal Form W-4 and applicable state withholding form. Permissible deductions for exempt employees may also include, but are not limited to, deductions for full-day absences for reasons other than sickness or disability and certain disciplinary suspensions. You may also authorize certain voluntary deductions from your paycheck where permissible under state law. Your deductions will be reflected in your wage statement. If you have any questions about deductions from your pay, contact your supervisor.

The District will not make deductions to your pay that are prohibited by federal, state, or local law. Review your paycheck for errors each pay period and immediately report any discrepancies to your supervisor and the Payroll Coordinator.

You will be reimbursed in full for any isolated, inadvertent, or improper deductions, as defined by law. If an error is found, you will receive an immediate adjustment, which will be paid no later than your next regular payday. The District will not retaliate against employees who report erroneous deductions in accordance with this policy.

In most instances, payroll will post to the Employee Portal the day before a pay date. Employees are responsible for reviewing the accuracy of their paychecks when payroll is posted. Missing wages or overpayments should be immediately reported to the Payroll Department (604) 620-1035 or [payroll@usd480.net](mailto:payroll@usd480.net). Failure to report missing wages before noon (12:00 pm) on the last work day before a payroll date will result in corrections being included on the next payroll. If an error is reported and is due to changes being made to employee job duties that were not communicated to Human Resources, an employee turning in a timecard with misinformation, or failing to turn in time, the correction will be made on the following payroll.

It is your obligation to provide USD 480 with your current contact information, including current mailing address and telephone number. Inform the District of any changes to your marital or tax withholding status. Failure to do so may result in loss of benefits or delayed receipt of W-2 and other mailings. To make changes to this information, contact Human Resources.

Employment Verifications need a signed consent for payroll to release information. Once an employment verification is received it will be processed within five business days. Requests for employment verification should be sent to [payroll@usd480.net](mailto:payroll@usd480.net) include the employee name, date of birth, and the intended recipient of the verification letter. Please specify what information is needed in the verification.

### **Overtime Policy**

At certain times USD 480 may require you to work overtime. If you are nonexempt, you may qualify for overtime pay. We will attempt to give as much notice as possible in this instance. However, advance notice may not always be possible. Failure to work overtime when requested or working unauthorized overtime may result in discipline, up to and including discharge.

Unless otherwise required or exempted by law, overtime pay of one and one-half times your regular rate of pay is paid for any hours worked in excess of 40 hours in a workweek. Holidays, vacation days, and sick leave days do not count as time worked for computing overtime.

See your supervisor for overtime eligibility verification. Supervisors are responsible for planning work assignments and when possible, will inform the employee at least one (1) day in advance when overtime is required, unless an emergency situation occurs, and in the emergency situation an attempt should be made to inform the employee as soon as possible. The immediate supervisor will also monitor overtime hours on ALIO Time. If it appears that an employee is working more overtime hours than is appropriate, the employee, and where appropriate the employee's immediate supervisor, shall be appropriately counseled.

### **Travel Time Pay and Travel Expenses**

The District follows board policy GAN for the reimbursement of expenses incurred in travel related to the performance and duties of employees when approved in advance by the superintendent or designated representative.

Approved travel will be reimbursed at the mileage rate established by the board. All other expenses such as lodging and subsistence must be approved prior to payment by the superintendent or designated representative.

Some nonexempt positions within USD 480 require travel. The District pays nonexempt employees for travel time in accordance with federal and state law. For purposes of this policy, the regular workday is 7:30 – 4:30 (Monday – Friday). Authorized time spent traveling outside of normal business hours will be compensated per supervisory approval.

#### **Home to Work Travel**

If you travel from home before the regular workday and return to your home at the end of the workday, you are engaged in ordinary home to work travel, which is not work time.

#### **Home to Work on a Special One Day Assignment in Another City**

If you regularly work at a fixed location in one city and you are given a special one day assignment in another city, but return home the same day, the time spent in traveling to and returning from the other city is work time, except that the District may deduct/not count that time you would normally spend commuting to the regular work site.

### **Travel That Is All in a Day's Work**

Your time spent in travel as part of your principal activity, such as travel from job site to job site during the workday, is work time and must be counted as hours worked.

### **Travel Away from Home Community**

Travel that keeps you away from home overnight is travel away from home. Travel away from home is clearly work time when it cuts across your workday. The time is not only hours worked on regular working days during normal working hours but also during corresponding hours on non working days.

### **Work Performed While Traveling**

Any work you perform while traveling must be counted as hours worked.

### **Calculating and Reporting Travel Time**

You are responsible for accurately tracking, calculating, and reporting your travel time. Travel time should be calculated by rounding up to the nearest quarter hour.

### **FLSA Lactation Breaks**

USD 480 will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth. If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public. Expressed milk can be stored in District refrigerators, refrigerators provided in any lactation room or other location, or in a personal cooler. Sufficiently mark or label your milk to avoid confusion for other employees who may share the refrigerator.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods. You must make reasonable efforts to not disrupt USD 480 operations. You are encouraged to discuss the length and frequency of these breaks with your supervisor. This policy applies only to employees classified as nonexempt under the Fair Labor Standards Act.

### **Meal and Rest Breaks**

USD 480 strives to provide a safe and healthy work environment and complies with all federal and state regulations regarding meal and rest periods. Check with your supervisor regarding procedures and schedules for rest and meal breaks. The District requests that employees accurately observe and record meal and rest periods. If you know in advance that you may not be able to take your scheduled break or meal period, let your supervisor know; in addition, notify your administrator or the Director of Human Resources as soon as possible if you were unable to or prohibited from taking a meal or rest period.

### **Tobacco Use/Workplace Smoking**

USD 480 is concerned about the effect that smoking and secondhand smoke inhalation can have on its employees. Smoking in all enclosed areas in the office, client areas, restrooms, and access points to the facility is prohibited. Per Board Policy GAOC and JCDA, the use, possession, or promotion of any tobacco or nicotine delivery devices are prohibited at all times at the following locations:

1. On any property owned by USD 480, including, but not limited to, buildings, parking lots, playing fields, roadways and bleachers.
2. On any property leased by USD 480.
3. In any vehicle owned or leased by USD 480.
4. Upon any vehicles, machinery, or equipment owned or leased by USD 480.
5. At district/school-sponsored activities, programs, or events.

While Kansas law does not define the use of e-cigarettes as “smoking”, USD 480 Board Policy prohibits the use of “electronic nicotine delivery systems” which includes any device that delivers a vaporized solution by means of cartridges or other chemical delivery systems.

Use of tobacco products is prohibited on all district property at all times. Use or possession of alcoholic beverages, controlled substances, and firearms is prohibited on all district property at all times. Drugs taken under a doctor's care are permitted. (See Policies GAOA, GAOB, JCDA, and GAOC)

### **Current Leave (CLHR) (CLDY) and Accumulated Leave (SKHR) (SKDY)**

Full-time employees receive current leave that may be used for sick and/or personal reasons. Current leave is available for use from the first day of employment and earned during the employee's work contract, i.e. for those who earn it by day it is 1 full day for each month worked either 10, 11 or 12 months and for those who earn it by hour it is earned when the monthly FTE hours are met (8 hour employee works 160 hours as an example). **Part-time classified personnel and temporary workers will not receive any paid leave time.**

In the event an employee uses all of their leave and their employment is terminated before the end of their contract or work parameters, their final check will be reduced by unearned leave.

Leave requests should be entered into the self-service portal in advance. **EMPLOYEES MUST OBTAIN PRIOR APPROVAL FROM THE SUPERINTENDENT FOR USE OF LEAVE IMMEDIATELY BEFORE OR AFTER A HOLIDAY.** In addition, the use of more than three (3) consecutive days of leave must be approved by the Superintendent.

In addition, approval from the building principal will be required if you are requesting leave on a Professional Development (PD) or Parent Teacher Conference (PTC) day.

Employees who are hired late in a year will have their leave prorated. For example, a paraprofessional hired at the end of December and begins work in January will only receive five (5) days of current leave for the partial year.

Unused current leave will roll over to the next school year as **accumulated leave**. The maximum amount of accumulated leave that can be accrued is the FTE hourly equivalent of 90 days (for example: 8 hour employees may accumulate 720 hours), amounts in excess of this limit will be removed from the leave bank. Certain employees have grandfathered amounts in excess of 90 days.

***Ten days of accumulated leave may be used each school year at the employee's discretion. After ten days of accumulated leave have been used in a school year, the remaining accumulated balance may only be used for medical purposes.***

The balance of current leave has to be **exhausted first** before an employee can request time off using their balance in accumulated leave for medical purposes beyond the 10 discretionary days.

### **Classified Employees:**

Classified employees earn current leave based on the number of hours they are assigned to work, i.e. their scheduled hours (5.5, 6, 6.5, 7, 7.5, 8). Twelve month classified personnel will accumulate 12 days/eight (8) hours of current leave (CLHR) a month with a total of ninety-six (96) hours a year.

Classified personnel who work the months August - May are categorized as “9 month” employees. They will receive ten (10) days of current leave (CLHR) a contract year with a “day” the equivalent to that of a regularly scheduled work day. Leave may be used within the period of the classified employee's full-time August - May contract. Within this category, current leave may not be used over the unpaid breaks, such as Thanksgiving, Christmas, Spring Break or the Summer Break.

### **\*9 Month Employee Accumulated Leave Board Addendum - Use of Accumulated Leave to Supplement Breaks\***

On January 9, 2023, the USD 480 Board approved allowing 9 month employees the use of accumulated leave to supplement the following unpaid breaks: Thanksgiving (3 days), Christmas (5 days) and Spring (5 days). These days will count towards the employees 10 discretionary days use of accumulated leave. Leave must be requested in advance of the break and approved by the employee's supervisor. Leave must be used in full day increments in accordance with the employee's assigned scheduled hours (5.5, 6, 6.5, 7, 7.5, 8).

#### **Administration and Leadership :**

Twelve month administrators, such as directors, coordinators, and supervisors, receive 12 days of current leave (CLHA) at 8 hours a day for a total of ninety-six (96) hours a year.

#### **Interim Teachers:**

Interim teachers receive 10 days of current leave in accordance with the "Interim Teacher Parameters". Leave is earned each month worked from August - May. Current leave may not be used over the unpaid breaks, such as Thanksgiving, Christmas, Spring Break or the Summer Break.

On ALIO – Time Clock Program – please select current leave (CLHR) for sick or personal reasons until the balance of current leave is zero. After the current leave has been used, select sick leave (C-Sick) which accesses accumulated leave.

### **Bereavement Leave**

Employees shall be granted two (2) days of non-accumulative leave annually to be used for a funeral if the current leave approval process is followed; PROVIDED FURTHER, any bereavement leave not used will be forfeited. Employees desiring an extension may request such an extension from the Superintendent.

### **Civic or Required Duty**

USD 480 encourages employees to fulfill their civic duties related to jury duty. If you are summoned for jury duty, notify your supervisor as soon as possible to make scheduling arrangements.

If you are classified as exempt, you will not incur any deduction in pay for a partial week's absence due to jury duty. If you are classified as nonexempt, you will be compensated for time spent on jury duty. The District reserves the right to require employees to provide proof of jury duty service to the extent authorized by law.

The District will not retaliate against employees who request or take leave in accordance with this policy.

### **Voting Leave**

If your work schedule prevents you from voting on Election Day, USD 480 will allow you a reasonable time off to vote (at least two consecutive hours, not including your lunch period). The time when you can go to vote will be at the discretion of your supervisor, consistent with applicable legal requirements.

### **Vacations**

Full-time employees of the board may be granted a paid vacation each year. Prior approval must be

obtained from an employee's direct supervisor for the use of vacation days.

Support Administration and Full-time (12) twelve-month classified personnel shall earn (2) two weeks paid vacation per fiscal year. After (10) ten or more consecutive years of employment by U.S.D. #480, (3) three weeks paid vacation will be granted. After 20 or more consecutive years of employment, (4) four weeks of paid vacation will be granted.

Administration shall earn (3) three weeks paid vacation per fiscal year. After (10) ten or more consecutive years of employment by U.S.D. #480, (4) four weeks paid vacation will be granted. After 20 or more consecutive years of employment, (5) five weeks of paid vacation will be granted.

July 1 is the beginning date of the fiscal year. Vacation days may be scheduled from July 1 of the fiscal year in which it was earned to October 31 of the following fiscal year. Days unused at the end of this period will not be carried over. An employee may not take more than two weeks' vacation at any given time. Supervisors, with superintendent approval, may designate "Vacation Blackout Days" as needed to assure operations are not impeded or disrupted.

Employees will be paid their balance of unused vacation when resigning from the District at the end of the fiscal year, **in good standing.**

#### **Paid Holidays (Full Time 12 Month Employees)**

The official Holiday Calendar (full time classified employees) will be published at the beginning of each school year.

Holiday pay will be paid to full time (12 month) employees only. **To receive the Holiday pay, employees must work both the day prior to and immediately after the holiday, unless vacation leave has been used.**

Employees are not permitted to use Current leave or Accumulated leave the day prior to or immediately after a holiday unless approved by the Superintendent. Payroll will not process holiday pay for employees who have taken current or accumulated leave on the day before or after a holiday without the approval of the Superintendent.

#### **Temporary Leave, Legal, Emergency and Other Leaves of Absence**

Emergency and legal leaves without pay may be granted by the superintendent. Emergency leaves with pay shall be granted at the discretion of the board. No legal leaves shall be granted with pay unless authorized by the board (Board Policy GBRI).

All leave requests need to be submitted through Alio Time by the last day of the pay period, which is the 15<sup>th</sup> (for 22<sup>nd</sup> payroll) and the last day of the month (for 7<sup>th</sup> payroll). Make sure your leave has been submitted and that it is available to your supervisor for approval. Employees should contact the Payroll Department if they do not know their ALIO Time user name or password.

Employees may be granted temporary leave with or without pay at the discretion of the Superintendent and in accordance with Board Policy. The primary considerations in granting such leave shall be the reason for the leave and the impact of the employee's absence on the welfare of the District.

When an employee intends to take a Leave of Absence, they should notify their supervisor and complete the leave of absence form. **Employees must use their existing banked leave while on a Leave of Absence.** Arrangements should be made with the Employee Benefits Department at (620) 604-1018 to cover insurances and other deductions while on leave.

## **Benefits**

Information about USD 480 benefits may be accessed online through the “Benefits Portal”.

Benefits Portal Link: <https://account.mybenefitsportal.com>

### Group Health Insurance

Complete descriptions of health benefits, limitations, exclusions and other provisions are provided included as a separate Benefits Handbook. The district currently offers Blue Cross and Blue Shield of Kansas as its health insurance administrator. Open enrollment takes place in April and the policy takes effect on July 1. If an employee chooses not to enroll at time of employment, they will have the opportunity to enroll during the next open enrollment.

The Board of Education approved a “Board Benefit” whereby the District contributes \$6,660 annually towards the cost of health insurance for eligible employees. Employees who opt for the Basic High Deductible Health Plan (HDHP) will have \$6,294 contributed toward plan premiums and \$366 contributed towards the Health Savings Account (HSA). Employees pay the remaining monthly premium for health insurance after district contributions.

Employees typically can not make changes to their health insurance and section 125 Cafeteria Plan elections during the year outside of open enrollment unless they have a qualifying event. A change of election must be related to the reason for the change, for example a spouse loses group health coverage (event) and the employee wants to add their spouse to their group health plan (change). The employee must request a change of election within 31 calendar days of the date of the qualifying event. Changes requested after this time frame will not be permitted until the next annual enrollment period. An approved change of election will be effective the first day of the month following the qualifying event date as long as all required documents are submitted within that time frame. Qualifying events include:

- Change in employee’s legal marital status
- Change in the number of employee’s dependents (birth, adoption, death)
- Change in employment status of employee, spouse, or dependent affecting eligibility
- Employee’s dependent satisfies or ceases to satisfy eligibility Requirements
- Gain of other coverage under another employer’s plan (e.g., open enrollment of spouse’s employer)
- Loss of coverage
- COBRA qualifying events
- Judgment, decree, or order
- Medicare or Medicaid eligibility

### Prescription Drug Coverage

All participants in the group health insurance program also have outpatient prescription drug coverage from Blue Cross and Blue Shield of Kansas.

### Dental and Vision

Employees who are classified as permanent full-time or flex are eligible to enroll in dental and vision coverage after the plan’s defined waiting period. Additional details are included in the Benefits Handbook.

### Pre Tax Premium Option

This option allows the employee to pay for the cost of health insurance and other Section 125 Cafeteria Plans with pre tax dollars. Payment on a pre tax basis means the employee enters into an agreement with the



District to reduce their salary by the cost of the qualifying plan. The employee does not pay Federal or State income tax, nor are they assessed social security taxes on these amounts. As a result, an employee's take home pay will increase by the amount they don't pay in taxes for the pre tax benefits selected.

### Supplemental Insurance

Employees who are classified as full-time are eligible to enroll in the voluntary plans offered by our third party carrier. Additional details are included in the Benefits Handbook for the following:

- Supplemental plan coverage available through Benefits Direct
  - Cancer Insurance
  - Accident Insurance
  - Life Insurance
  - Short Term Disability
  - Hospital Indemnity Insurance
  - Critical Care Insurance
  - Medical Gap Insurance
  - MASA Medical Transport Solutions
  - Health Flexible Spending Accounts
  - Dependent Day Care Flexible Spending Accounts

### Additional Retirement Options

- 403(b)
- 457

### Fitness Centers

- Southwest Fitness and Racquetball -Allows payroll deduct
- Rapid Fit -Allows payroll deduct
- Liberal Crossfit - Allows payroll deduct

To enroll in a fitness center deduction, please go to the fitness center of your choice. They will get the appropriate paperwork and forward it to the district.

### **Employee Assistance Program (EAP)**

USD 480 provides confidential assistance through its employee assistance program (EAP) to all eligible employees and their family members/dependents. The EAP provides confidential access to professional counseling services for help with personal concerns that may impact job performance. These concerns may include, but are not limited to, health, marital, family, financial, legal, emotional, alcohol abuse, and drug use. The EAP can help assess the problem, offer guidance, and provide a referral to quality care.

Voluntary participation in the EAP will not jeopardize your opportunities for promotion or employment. You can contact the EAP directly. Any information about your contact, participation, or any recommended treatment is confidential and will not be disclosed to the District.

In certain circumstances, you may be referred to the EAP by your supervisor and/or the Director of Human Resources based on issues identified during your time at work. Continued employment with USD 480 may be contingent upon your cooperation with administration.

EAP services are available to eligible participants without charge; however, the cost of referrals to treatment or rehabilitation is your responsibility if it is not completely covered by insurance.

EAP services can be initiated by contacting the EAP service provider.

### ALIO Timekeeping System

By law, the district is obligated to keep accurate records of the time worked by “nonexempt” employees. This is done by the ALIO Timekeeping System and must reflect the time actually worked to the minute, including in and out time for lunch, NOT the time that you are scheduled to work.

Employee time records indicate when employees begin and end work shifts. Employees are to clock in at the beginning and out at the end of their shifts, not earlier or later. Employees are to clock out and in for lunch and for brief absences such as a doctor or dentist’s appointment. All employees are required to keep the supervisor advised of their departures from and returns to the premises during the workday.

Remember; all employees are required to obtain permission from their immediate supervisor before working hours beyond the normal duty day. Clocking in early and out late without supervisor's permission violates this rule

### Workers’ Compensation

Workers’ Compensation is a no-fault system designed to provide benefits to all employees for work-related injuries. Worker’s compensation insurance coverage is paid for by USD 480 as the employer and governed by state law. The workers’ compensation system provides for coverage of medical treatment and expenses, occupational disability leave, and rehabilitation services, as well as payment for lost wages due to work related injuries. If you are injured on the job while working at USD 480, no matter how slightly, you are to report the incident immediately to your supervisor. Consistent with applicable state law, failure to report an injury within a reasonable period of time could jeopardize your claim for benefits.

#### **\*REPORTING A WORK RELATED ILLNESS OR INJURY**

##### [WORKERS' COMPENSATION PROCESS AND FORMS](#)

**Notice to Employees:** A safe working environment is our number one priority. Should you become injured or ill as a result of your job or your work as a volunteer with the District, we want you to receive quality medical treatment. To receive workers’ compensation benefits, notify your supervisor and/or the Human Resources Department immediately of your claim (no more than 24 hours after the occurrence). The steps below should be followed when reporting a work related injury or illness:

1. **Report your injury to your immediate supervisor.** An Employee Report of Incident form must be completed (see link above), along with the supervisor’s report and with witness statements, if applicable. **Obtain treatment.** The District will coordinate any medical appointments. Unless you have a **Pre-designation of Personal Physician Form** on file with the District prior to your illness or injury, you will be directed to report to one of the District’s approved facilities. You **must** be treated by a physician within the District's Medical Provider Network. You are required to inform the doctor or hospital that you are covered by the district worker’s compensation plan before treatment. You should keep copies of all related doctor’s orders. All bills will need to be submitted to the Director of Human Resources so they can be sent to the claims adjuster.
2. **Work status.** After each doctor’s visit, the physician will provide you with a work status report. Please provide a copy to your supervisor. You will be required to submit a medical release before you can return to work and if the physician determines you may return to work with restrictions, you will need approval from the Director of Human Resources.
3. **Supervisor's role.** Your supervisor will call the on-call nurse with you present, and the claim will be submitted. Claim documents will be sent to the Director of Human Resources. .

4. **A claims examiner** will contact you regarding your claim.

### FMLA

**[FMLA Digital Link](#)- Login to TalentEd and find FMLA Request under available forms.**

In accordance with the Family and Medical Leave Act of 1993 (FMLA), USD 480 provides up to 26 weeks of unpaid, job-protected leave in a 12-month period to covered employees in certain circumstances.

To qualify for FMLA leave, you must:

- Have worked for the District for at least 12 months, although it need not be consecutive; and
- Worked at least 1,250 hours in the last 12 months.

You may take up to 12 weeks of unpaid FMLA leave in a 12-month period for any of the following reasons:

- The birth of a child and in order to care for that child (leave must be completed within one year of the child's birth);
- The placement of a child with you for adoption or foster care and in order to care for the newly placed child (leave must be completed within one year of the child's placement);
- To care for a spouse, child, or parent with a serious health condition;
- To care for your own serious health condition, which makes you unable to perform any of the essential functions of your position; or
- A qualifying exigency of a spouse, child, or parent who is a military member on covered active duty or called to covered active duty status (or has been notified of an impending call or order to covered active duty).

The "period" considered is a rolling 12-month period measured backward from the date an employee uses any FMLA leave. Under the "rolling" 12-month period, each time an employee takes FMLA leave, the remaining leave entitlement will be the balance of the 12 weeks which has not been used during the immediately preceding 12 months

The 12 months of employment do not have to be consecutive. That means any time previously worked for USD 480 (including seasonal work) could, in most cases, be used to meet the 12-month requirement. If the employee has a break in service that lasted seven years or more, the time worked prior to the break will not count unless the break is due to service covered by the Uniformed Services Employment and Reemployment Rights Act (USERRA)

When an employee seeks leave for a FMLA-qualifying reason for the first time, the employee need not expressly assert FMLA rights or even mention the FMLA. If an employee later requests additional leave for the same qualifying condition, the employee must specifically reference either the qualifying reason for leave or the need for FMLA leave. When an employee requests FMLA leave or USD 480 acquires knowledge that leave may be for a FMLA-qualifying reason, the employee shall be provided with notice concerning his or her eligibility for FMLA leave and his or her rights and responsibilities under the FMLA.

You may take up to 26 weeks of unpaid FMLA leave in a single 12-month period, beginning on the first day that you take FMLA leave to care for a spouse, child, or next of kin who is a covered service member and who has a serious injury or illness related to active duty service.

As used in the policy:

- Spouse means a husband or wife as recognized under state law for the purposes of marriage in the state or other territory or country where the marriage took place.

- Child means a biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is either under age 18 or age 18 or older and incapable of self-care because of a mental or physical disability at the time FMLA leave is to commence. A child for the purposes of military exigency or military care leave can be of any age.
- Parent means a biological, adoptive, step, or foster parent or any other individual who stood in loco parentis to you when you were a child.
- Next of kin for the purposes of military care leave is a blood relative other than a spouse, parent, or child in the following order: brothers and sisters, grandparents, aunts and uncles, and first cousins. If a military service member designates in writing another blood relative as his or her caregiver, that individual will be the only next of kin. In appropriate circumstances, you may be required to provide documentation of next of kin status.
- Serious health condition means an illness, injury, impairment, or physical or mental condition that involves either inpatient care or continuing treatment by a health care provider. Ordinarily, unless complications arise, cosmetic treatments and minor conditions such as the cold, flu, ear aches, upset stomach, minor ulcers, headaches (other than migraines), and routine dental problems are examples of conditions that are not serious health conditions under this policy. If you have any questions about the types of conditions that may qualify, contact Human Resources.
- Health care provider means a medical doctor or doctor of osteopathy, physician assistant, podiatrist, dentist, clinical psychologist, optometrist, nurse practitioner, nurse-midwife, clinical social worker, or Christian Science practitioner licensed by the First Church of Christ. Under limited circumstances, a chiropractor or other provider recognized by our group health plan for the purposes of certifying a claim for benefits may also be considered a health care provider.
- Qualifying exigencies for military exigency leave include:
  - Short-notice call-ups/deployments of seven days or less (Note: Leave for this exigency is available for up to seven days beginning the date of call-up notice);
  - Attending official ceremonies, programs, or military events;
  - Special childcare needs created by a military call-up including making alternative childcare arrangements, handling urgent and non routine child care situations, arranging for school transfers, or attending school or daycare meetings;
  - Making financial and legal arrangements;
  - Attending counseling sessions for yourself, the military service member, or the military service members' son or daughter who is under 18 years of age or is 18 or older but incapable of self-care because of a mental or physical disability;
  - Rest and recuperation (Note: Fifteen days of leave is available for this exigency per event);
  - Post-deployment activities such as arrival ceremonies, reintegration briefings, and other official ceremonies sponsored by the military (Note: Leave for these events are available for 90 days following the termination of active duty status). This type of leave may also be taken to address circumstances arising from the death of a covered military member while on active duty;
  - Parental care when the military family member is needed to care for a parent who is incapable of self-care (such as arranging for alternative care or transfer to a care facility); and
  - Other exigencies that arise that are agreed to by both the District and you.

#### **Notice and FMLA Covered Leave Request Process**

The application process can be initiated by contacting Employee Benefits or accessing the appropriate forms through TalentEd and submitting to the Employee Benefits Coordinator. All documentation must be completed and returned by the specified deadlines. Failure to complete documentation in the allotted time may result in the denial of a request.

If the need for leave is foreseeable because of an expected birth/adoption or planned medical treatment,

you must give at least 30 days' notice. If 30 days' notice is not possible, give notice as soon as practicable (within one or two business days of learning of your need for leave). Failure to provide appropriate notice may result in the delay or denial of leave.

In addition, if you are seeking intermittent or reduced schedule leave that is foreseeable due to planned medical treatment or a series of treatments for yourself, a family member, or covered service member, you must consult with the District first regarding the dates of this treatment to work out a schedule that best suits your needs or the needs of the covered military member, if applicable, and the District.

If the need for leave is unforeseeable, provide notice as soon as possible. Normal call-in procedures apply to all absences from work, including those for which leave under this policy may be requested. Failure to provide appropriate notice may result in the delay or denial of leave.

#### **Certification of Need for FMLA Covered Leave**

If you are requesting leave because of your own or a covered relative's serious health condition, you and the relevant health care provider must supply appropriate medical certification. You may obtain Medical Certification forms from the Benefits Department. When you request leave, the District will notify you of the requirement for medical certification and when it is due (at least 15 days after you request leave). If you provide at least 30 days' notice of medical leave, you should also provide the medical certification before leave begins. **Failure to provide requested medical certification in a timely manner may result in denial of FMLA-covered leave until it is provided.**

At our expense, the District may require an examination by a second health care provider designated by us. If the second health care provider's opinion conflicts with the original medical certification, we, at our expense, may require a third, mutually agreeable, health care provider to conduct an examination and provide a final and binding opinion. Subsequent medical recertification may also be required. Failure to provide requested certification within 15 days, when practicable, may result in delay of further leave until it is provided. The District also reserves the right to require certification from a covered military member's health care provider if you are requesting military caregiver leave and certification in connection with military exigency leave.

#### **Call-In Procedures**

In all instances of absence, the call-in procedures and standards established for giving notice of absence from work must be followed.

#### **Leave Increments**

##### **Intermittent Leave**

If medically necessary, FMLA leave for a serious health condition may be taken intermittently (in separate blocks of time due to a serious health condition) or on a reduced leave schedule (reducing the usual number of hours you work per workweek or workday). FMLA leave may also be taken intermittently or on a reduced leave schedule for a qualifying exigency relating to covered military service.

As FMLA leave is unpaid, the District will reduce your salary based on the amount of time actually worked. In addition, while you are on an intermittent or reduced schedule leave that is foreseeable due to planned medical treatments, the District may temporarily transfer you to an available alternative position that better accommodates your leave schedule and has equivalent pay and benefits.

#### **Parental Leave**

Leave for the birth or placement of a child must be taken in a single block and cannot be taken on an intermittent or reduced schedule basis. Parental leave must be completed within 12 months of the birth or

placement of the child; however, you may use parental leave before the placement of an adopted or foster child to consult with attorneys, appear in court, attend counseling sessions, etc.

#### **Family Care, Personal Medical, Military Exigency, and Military Care Leave**

Leave taken for these reasons may be taken in a block or blocks of time. In addition, if a health care provider deems it necessary or if the nature of a qualifying exigency requires, leave for these reasons can be taken on an intermittent or reduced-schedule basis.

#### **Paid Leave Utilization During FMLA Leave**

FMLA leave is unpaid. If you are taking parental, family care, military exigency, and/or military care leave, you must utilize available vacation or leave days during this period. If you are taking personal medical leave, you must utilize current leave, accumulated leave, then any vacation during this period. If you are receiving short- or long-term disability or workers' compensation benefits during a personal medical leave, you will not be required to utilize these benefits.

#### **Holiday Pay During FMLA Leave**

If you are on leave without pay for any amount of time either on the last working day before a holiday or the first working day following a holiday, you shall not receive holiday pay. If you have used approved current leave, accumulated leave or vacation on the last working day before a holiday or the first working day following a holiday, and you are eligible for holiday pay, you will receive paid holidays.

#### **Fitness for Duty Requirements**

If you take leave because of your own serious health condition (except if you are taking intermittent leave), you are required, as are all employees returning from other types of medical leave, to provide medical certification that you are fit to resume work. You will not be permitted to resume work until it is provided.

#### **Health Insurance**

Your health insurance coverage will be maintained by the District during leave on the same basis as if you were still working. You must continue to make timely payments of your share of the premiums for such coverage. Failure to pay premiums within 30 days of when they are due may result in a lapse of coverage. If this occurs, you will be notified 15 days before the date coverage will lapse that coverage will terminate unless payments are promptly made.

Alternatively, at our option, the District may pay your share of the premiums during the leave and recover the costs of this insurance upon your return to work. Coverage that lapses due to nonpayment of premiums will be reinstated immediately upon return to work without a waiting period. Under most circumstances, if you do not return to work at the end of leave, the District may require reimbursement for the health insurance premiums paid during the leave.

#### **Reinstatement**

Upon returning to work at the end of leave, you will generally be placed in your original job or an equivalent job with equivalent pay and benefits. You will not lose any benefits that accrued before leave was taken.

#### **Spouse Aggregation**

If you and your spouse are both employed by the District, the total number of weeks to which you are both entitled in the aggregate because of the birth or placement of a child or to care for a parent with a serious health condition will be limited to 12 weeks per leave year. Similarly, spouses employed by the District will be limited to a combined total of 26 weeks of leave to care for a military service member. This 26-week leave period will be reduced, however, by the amount of leave taken for other qualifying FMLA events. This type of

leave aggregation does not apply to leave needed for your own serious health condition, to care for a spouse or child with a serious health condition, or because of a qualifying exigency.

#### **Failure to Return**

If you fail to return to work or fail to make a request for an extension of leave prior to the expiration of the leave, you will be deemed to have voluntarily terminated your employment. The District is not required to grant requests for open-ended leaves with no reasonable return date under these policies or as disability accommodations.

#### **Alternative Employment**

While on leave of absence, you may not work or be gainfully employed either for yourself or others unless express, written permission to perform such outside work has been granted by the District. If you are on a leave of absence and are found to be working elsewhere without permission, you will be subject to disciplinary action up to and including termination.

#### **Interaction with State and Local Laws**

Where state or local family and medical leave laws offer more protections or benefits to employees, the protections or benefits that are more favorable to the employee, as provided by these laws, will apply.

#### **Abuse of Leave**

If you are found to have provided a false reason for a leave, you will be subject to disciplinary action up to and including termination.

#### **Designation of Leave**

If the District becomes aware of any qualifying reason for FMLA leave, the District will designate it as such. An employee may not refuse FMLA designation under this policy.

#### **Retaliation**

The District will not retaliate against employees who request or take leave in accordance with this policy.

#### **Long-Term Disability**

(LTD) Long-Term Disability (LTD) is covered under Kansas Public Employment Retirement System (KPERS) and administered by a third party. KPERS members (benefitted employees with a .41 FTE or above) may be eligible for a disability benefit beginning the 181st day of total and continuous disability. Employee Benefits will guide employees through this process as their 180th day of absence approaches.

#### **ADA Accommodations**

USD 480 complies with the Americans with Disabilities Act (ADA), the Pregnancy Discrimination Act, the Pregnant Workers Fairness Act (PWFA) and all applicable state and local fair employment practices laws, and is committed to providing equal employment opportunities to qualified individuals with disabilities, including disabilities related to pregnancy, childbirth, and related conditions. Consistent with this commitment, the District will provide reasonable accommodation to otherwise qualified individuals where appropriate to allow the individual to perform the essential functions of the job, unless doing so would create an undue hardship on the business.

If you require accommodation because of a disability, pregnancy, childbirth, or other related medical condition, it is your responsibility to notify your supervisor or the Director of Human Resources. If the need for a particular accommodation is not obvious, you may be asked to include relevant information such as:

- A description of the proposed accommodation.

- The reason you need accommodation.
- How the accommodation will help you perform the essential functions of your job.

After receiving your request, the USD 480 will engage in an interactive dialogue with you to determine the precise limitations of your disability and explore potential reasonable accommodations that could overcome those limitations. Where appropriate, we may need your permission to obtain additional information from your medical provider. All medical information received by the District in connection with a request for accommodation will be treated as confidential.

The District will not require you to accept any accommodation without engaging in the interactive process to accurately understand your limitations and explore potential accommodations. The District encourages you to suggest specific reasonable accommodations that you believe would allow you to perform your job. However, the District is not required to make the specific accommodation requested by you and may provide an alternative accommodation, to the extent any reasonable accommodation can be made without imposing an undue hardship on USD 480.

If leave is provided as a reasonable accommodation, such leave may run concurrently with leave under the federal Family and Medical Leave Act and/or any other leave where permitted by state and federal law.

The District will not discriminate or retaliate against any employee for requesting an accommodation. The Americans with Disability Act-Amendments Act (ADAAA) prohibits discrimination on the basis of disability. For questions or to make a request to the Director of Human Resources for accommodation, call (620) 604-1037.

#### **Leave for Victims of Domestic Violence/Sexual Assault**

USD 480 will provide employees who are victims of domestic violence or sexual assault up to eight days of unpaid leave per year to:

- Obtain or attempt to obtain any relief, including, but not limited to, a temporary restraining order, restraining order, or other injunctive relief to help ensure the health, safety, or welfare of the victim or the victim's children.
- Seek medical attention for injuries caused by domestic violence or sexual assault.
- Obtain services from a domestic violence shelter, domestic violence program, or rape crisis center due to domestic violence or sexual assault.
- Settle matters, including, but not limited to, court appearances in the aftermath of domestic violence or sexual assault.

In order to obtain leave under this policy, you must provide reasonable advance notice of your intention to take leave, unless such advance notice is not feasible. Within 48 hours after returning from the requested time off, you must provide documentation to support the necessity for leave. Appropriate forms of documentation include:

- A police report indicating that you were a victim of domestic violence or sexual assault.
- A court order protecting or separating you from the perpetrator of an act of domestic violence or sexual assault, or other evidence from the court or prosecuting attorney that you have appeared in court.
- Documentation from a medical professional, domestic violence advocate, or advocate for victims of sexual assault, health care provider, or counselor that you were undergoing treatment for physical or mental injuries or abuse resulting in victimization from an act of domestic violence or sexual assault.



If an unscheduled absence occurs, the District will not take action against you if, within 48 hours after the beginning of the unscheduled absence, you provide certification to the District as described above.

Any information provided by you regarding a request for leave will be kept confidential to the extent allowed by law.

Leave under this policy is unpaid; however, exempt employees may receive pay as required by law. You may opt to use vacation or current leave in place of unpaid leave.

The District will not retaliate against employees who request or take leave in accordance with this policy.

### **Religious Accommodation**

USD 480 is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the District dress code or the individual's schedule, basic job duties, or other aspects of employment. The District will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the District question the validity of a person's belief.

If you require religious accommodation, speak with your Supervisor.

### **Insurance Premium Payment during Leaves of Absence**

USD 480 will continue to pay our share of insurance premiums for employee group health insurance coverage and dependent coverage for a maximum of six (6) months while you are on a disability leave of absence. While you are on any other type of unpaid leave of absence from USD 480, you will be responsible for paying the total premium for your group health coverage and that of your dependents while on leave, meaning the District will not contribute the Board Benefit. Employees will be responsible for making payments towards their voluntary plans while on leave. Failure to make timely payments may result in loss of coverage and possible refusal by the insurance carrier to allow your coverage to be reinstated.

### **Retirement Benefit**

Wishing to recognize long and dedicated service to the school district, the Board of Education will provide a bonus to retiring personnel as follows:

- For 5-9 years of service at USD 480: \$1,500
- For 10-14 years of service at USD 480: \$2,000
- For 15-19 years of service at USD 480: \$2,500
- For 20+ years of service at USD 480: \$3,000

The retirement benefit will also be awarded under the following circumstances:

1. Resignation due to a disabling injury or illness rendering the individual unable to continue employment.
2. Upon death, payable to the employee's beneficiary or beneficiaries as designated by KPERS.