

Welcome!

On behalf of Pretty Prairie USD 311, we welcome you to our school district and wish you every success here.

We believe that each employee contributes directly to Pretty Prairie USD 311's growth and success, and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Pretty Prairie USD 311. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No employee handbook can anticipate every circumstance or question about policy. As Pretty Prairie USD 311 continues to grow, the need may arise and Pretty Prairie USD 311 reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, at its sole and absolute discretion. The only exception to any changes is our employment- at-will policy permitting you or Pretty Prairie USD 311 to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

USD 311

Board of Education and Administration

Table of Contents	Page
Equal Opportunity Statement	3
Definitions	3
Employee Relations/Hierarchy of Supervision	3-4
Benefits & Compensation	
Health Insurance	5
Leave & Absences	5-6
Pay Day	6
Pay Deductions	6-7
Worker's Compensation Insurance	7
COBRA Insurance	7-8
Schedules	
Work Schedules	8
Overtime for Classified Staff	8
Timekeeping	8
Calendar	8
Professional Conduct	
Attendance & Punctuality	8
Confidentiality	9
Drug/Alcohol Use	9
Tobacco Use	9
Sexual Harassment	9-10
Racial Harassment	10
Bullying by Staff	10
Child Abuse/Neglect	10-11
Solicitations	11
Conflict of Interest	11
Outside Employment	11
Two-way Radio Protocol	12
District Procedures	
Job Descriptions	12
Nepotism	12
Minimum Standards for Employment	12
Disability Accommodation	12-13
Drug & Alcohol Testing	13
Offers of Employment	13
Evaluations	13
Suspensions	14
Employee Termination	14
Key Cards/Keys	15
Personal Property	15
Safety	15
Purchasing Procedures	15
Life-threatening Illnesses	15
Lactation accommodations	15
Records	
Personnel Records	16
Required Records	16
Personnel Data Changes	16

EQUAL OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions of Pretty Prairie USD 311 will be based on a salary schedule established annually by the Board of Education. Pretty Prairie USD 311 does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

Pretty Prairie USD 311 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Superintendent. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

DEFINITIONS

Administration: Those holding a position in the district including, but not limited to, Building Principals, Superintendent or Board Members.

Board: Board of Education of Unified School District 311, Pretty Prairie, Kansas.

Classified Employee: All employees of the district who are not certified and are not required to hold certification to work in their particular area.

Day: A day is equal to the basic work day as defined in the employee's Classified Job Information Letter.

Full-Time – 10 month: Employees who work at least 30 hours per week during a 10 month period (generally August-May) as designated in the employee's Classified Job Information Letter.

Full Time – 12 month: Employees who work at least 30 hours per week for 12 months (July-June) as designated in the employee's Classified Job Information Letter.

Immediate Family: Employee's spouse, children, father, mother, brother, sister, grandparents, grandchildren, father-in-law, mother-in-law, brother-in-law, sister-in-law.

KPERS: Kansas Public Employee Retirement System

Part Time: Employees who work less than 30 hours per week

Plan Year: The 12-month period for benefits as set forth by the District Section 125 plan (October 1 – September 30)

School District or School System: Unified School District 311, Pretty Prairie, Kansas.

School Year: The Fiscal school year begins July 1 and runs through June 30 each year. The academic year begins when students return in the fall and finish on their last day in May each year, as per the approved School Calendar.

Superintendent: The Superintendent of Schools of Unified School District 311, Pretty Prairie, Kansas.

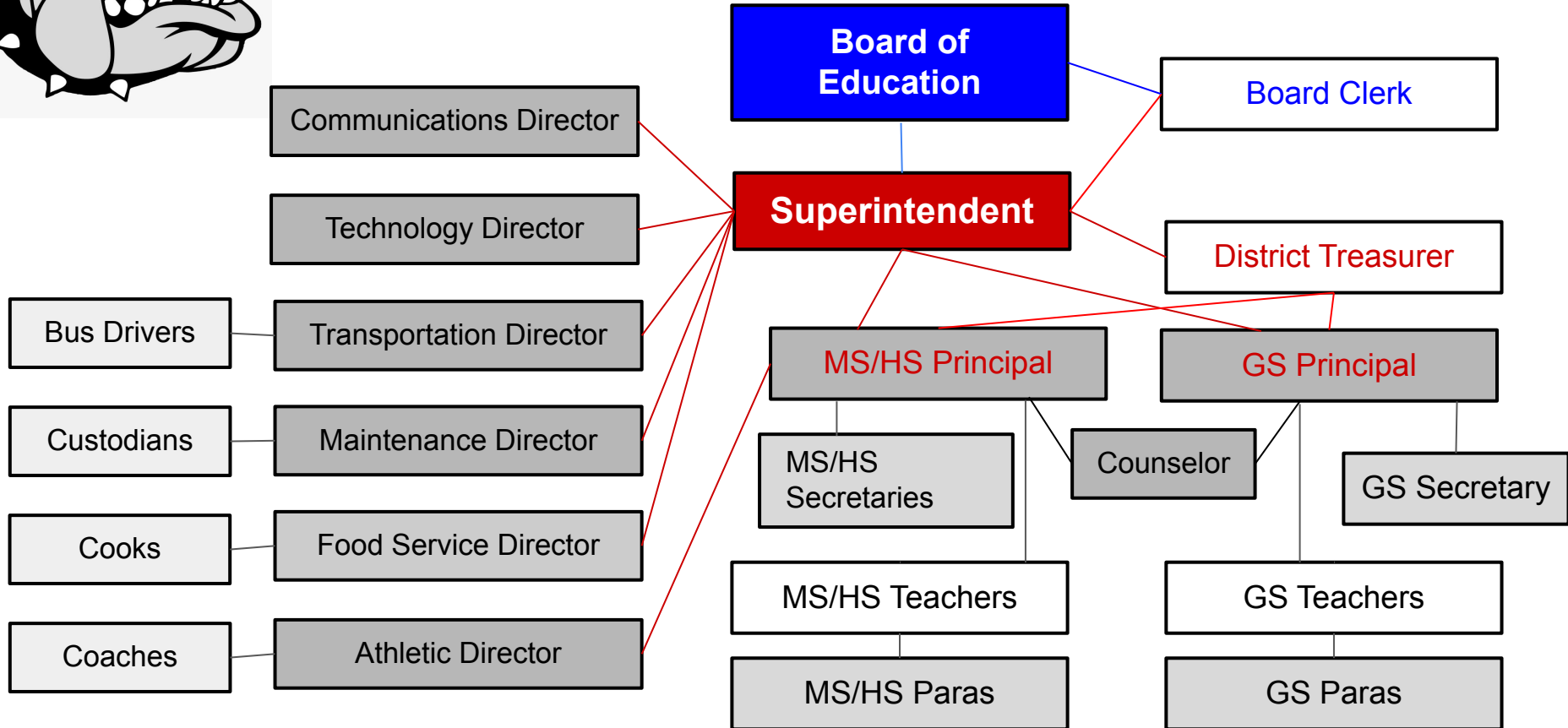
EMPLOYEE RELATIONS/HIERARCHY of SUPERVISION

Pretty Prairie USD 311 believes that the work conditions, wages, and benefits it offers to employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions, leave or compensation, they are encouraged to voice these concerns openly and directly to their supervisors. Topics pertaining to private employee information, including but not limited to employee benefits or payroll deductions, may be discussed directly with the District Treasurer.

Following is an illustration showing the Hierarchy of Supervision as approved by the USD 311 Board of Education:



USD 311 Hierarchy of Supervision



BENEFITS AND COMPENSATION

Health Insurance – Fixed Benefit

The District will pay 79% of the cost of a single premium, at the \$700 deductible level, per month for all full-time employees participating in the Board-approved District health insurance plan. Employees are required to update their enrollment in the plan on an annual basis.

Leave and Absences

Paid Vacation

Vacation time off with pay is available to full-time employees. Full-time employees designated as 10-month employees will receive 80 hours (10 days) of vacation annually. Full-time employees designated as 12-month employees will receive 120 hours (15 days) of vacation annually. Unused hours may be carried over to the following year. A maximum of 240 hours (30 days) may be accumulated.

Ten-month employees will earn paid vacation at the rate of 8 hours per month August-May. Twelve-month employees will earn paid vacation at the rate of 10 hours per month July-June. Employee vacation hours will be updated on a monthly basis.

Employees wishing to use available vacation days will submit their request through the District AptaFund ESS portal. Employees are encouraged to submit their request as soon as possible. Employees are not allowed to take more than 40 consecutive hours of vacation without preapproval.

All adjustments to paid vacation will be tracked in AptaFund and can be accessed by the employee through the ESS portal.

An employee who is discharged will forfeit any unused vacation hours.

Paid Time Off (PTO)

Paid Time Off (PTO) days will be given to full-time employees in the event that school is cancelled on a regularly scheduled contract day, *with less than two weeks' notice* (i.e. for inclement weather). Employees scheduled to work said day will receive pay for the number of hours they were scheduled to work. Employees who are required to work, **per their supervisor**, on a cancelled school day will be paid time and a half -- no additional leave will be given. If school is cancelled and it is determined that the day will have to be made up at a later date, then PTO will not be paid out.

Holiday Pay

Full-time -- 10-month employees will receive pay equal to their average daily rate/hours for the following holidays:

New Year's Day	Good Friday	Easter Monday
Labor Day	Thanksgiving Day	Friday after Thanksgiving
Christmas Eve	Christmas Day	

Full-time -- 12-month employees will receive pay as listed above as well as for the following additional holidays:

Memorial Day	4th of July
--------------	-------------

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday.

Employees who are required to work on a designated Holiday or observation of, **per their supervisor**, will be paid time and a half -- no additional leave will be given.

FMLA

The Family Medical Leave Act (FMLA) entitles eligible employees to take up to 26 weeks of job-protected leave in a

single 12-month period to care for a covered service member with a serious illness or injury. Employees needing more information on FMLA eligibility requirements, government regulations and District policies should see the USD 311 District Treasurer for a more detailed explanation of benefits.

Jury Duty

Pretty Prairie USD 311 encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor has ample time to accommodate for their absence.

Jury duty will be calculated on the employee's base pay rate time the number of hours the employee would otherwise have worked on the day of absence. Under this arrangement, **any compensation** (other than mileage or expenses) received by an employee for jury or witness duty performed during time when he/she would normally have been on duty for the district **shall be delivered to the district office.**

Military Leave

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. An employee needing to take military leave should notify their supervisor immediately and see the USD 311 District Treasurer for a more detailed explanation of benefits.

Pay Day

Hourly employees shall be paid monthly. The pay period will run from the 1st day of the month to the last day of the month, with pay being on the 15th of the following month. In the event a pay day falls on Saturday, on Sunday or on a Federal holiday, the checks will be distributed on the last preceding work day. Payroll checks will be distributed to the employees designated building on pay day. Employees utilizing direct deposit can access their paystub information through their AptaFund ESS account.

There will be no pay checks issued to employees before the scheduled pay day.

Pretty Prairie USD 311 takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled pay day.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the District Treasurer so that corrections can be made.

Pay Deductions

Standard Deductions

The law requires that Pretty Prairie USD 311 make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Pretty Prairie USD 311 also must deduct FICA taxes on each employee's earning up to a specified limit that is called the FICA "wage base." The District matches the amount of FICA taxes paid by each employee.

Salary Reduction / Section 125 Plan

An employee may reduce their salary by an amount up to the statutory limit on non-taxable benefits as set forth in the District established Section 125 Plan. Items by which an employee may reduce their salary include only those benefits set forth in said plan and include the following:

- Health Insurance
- Dental Insurance

Vision Insurance

Optional Insurance benefits offered through American Fidelity (cancer, disability, accident, ect)

Flex medical reimbursement account

KPER's Optional Life Insurance

403(b) approved plan contributions

Once the annual allocation for each selected benefit is made, the deduction shall remain in effect through the course of the plan year. Allowable changes require a qualifying event and are dependent upon agreement with the benefit provider. **Employees needing to make a change to their salary reductions must notify the USD 311 District Treasurer by the 1st day of the month in which they are making said change.**

Kansas Public Employees Retirement System (KPERs)

Pretty Prairie USD 311 is a member of the Kansas Public Employees Retirement System (KPERs). KPERs administer a retirement and insurance program for public employees in Kansas. The Retirement System provides an orderly means whereby employees may retire and also extends life insurance coverage, disability and service-connected death benefits to employees and their beneficiaries. Coverage is mandatory for all public employees of participating employers provided they meet certain criteria. An employee eligible for KPERs participation must be working in a non-seasonal, non-temporary position, whose employment requires at least 630 hours of work per year or 3.5 hours of work per day for at least 180 days. All KPERs members contribute six percent (6%) of compensation toward retirement.

Compensation is defined as all salaries, wages and fees, as well as compensation subject to any tax- sheltered annuity, but does not include reimbursement for travel and moving expenses.

Workers Compensation Insurance

Pretty Prairie USD 311 provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

Employees who sustain work-related injuries or illnesses should inform their supervisor and their supervisor should inform the District Treasurer immediately. The District Treasurer will submit the claim and provide the employee with additional information including any forms to be completed. No matter how minor an on-the- job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

If at all possible the employee should notify the District Treasurer of a possible claim prior to seeking treatment, exception being a case requiring emergency medical treatment. The employee must keep copies of all doctor's orders and provide a copy to the district office for their files. The employee must inform the doctor or hospital that he/she is covered by the district workers' compensation plan.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Pretty Prairie USD 311's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Pretty Prairie USD 311's group rates. Pretty Prairie USD 311 provides each eligible employee with a written notice describing rights granted under COBRA

when the employee becomes eligible for coverage under Pretty Prairie USD 311's health insurance plan. The notice contains important information about the employee's rights and obligations. Contact the District Treasurer for more information concerning COBRA.

SCHEDULES

Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their standard work schedules. Staffing needs and operational demands may necessitate variations in starting and ending time, as well as variations in the total hours that may be scheduled each day and week. An employee wishing to deviate from their standard schedule, for any reason, must obtain preapproval from their supervisor.

Overtime for Classified Staff

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the supervisor's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all full-time employees in accordance with federal and state wage requirements. Overtime pay is based on actual hours worked, during the workweek. As per the Fair Labor Standards Act, the workweek shall run from 12:00 am Sunday until 11:59 pm Saturday. Time off or any leave of absence will not be considered hours worked for purposes of performing overtime calculations.

Overtime worked without prior authorization from the supervisor may result in disciplinary action, up to and including possible termination of employment.

Timekeeping

All hourly employees must use the District-approved Time Clock System. Paper time sheets are not permitted. System login information and instructions will be provided to the employee by the District Treasurer. If an adjustment to an employee's time card is needed, the employee should contact the District Treasurer. If needed, the District Treasurer will obtain verification/approval of the adjustment from the employee's supervisor. Failure to use the Time Clock System and/or excessive adjustments may result in disciplinary action.

Calendar

Employees should be fully aware of the district calendar and follow work days as appropriate. The District approved calendar is available online. Access to other district calendars (i.e. facilities, transportation) will be granted to employees as deemed necessary according to work duties.

PROFESSIONAL CONDUCT

Attendance and Punctuality

To maintain a safe and productive work environment, Pretty Prairie USD 311 expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Pretty Prairie USD 311. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or

absence. Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Confidentiality

All information and material, whether written or oral, at school is to be handled in a confidential manner and should not be discussed with anyone other than the appropriate school personnel. This includes any written or oral student information. If questioned about district policies or practices, employees should refer a member of the public to the appropriate school personnel. **Documented violations of this rule could result in disciplinary action being taken against the employee, including termination.**

Drug and Alcohol Use

The board of education believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of Pretty Prairie USD 311. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Pretty Prairie USD 311 system. As a condition of employment in USD 311, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the work place.

Any employee who is convicted under a criminal drug statute for a violation occurring at the work place must notify the superintendent of the conviction within five days after conviction. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

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

Tobacco Use

In keeping with Pretty Prairie USD 311's intent to provide a safe and healthful work environment, smoking and/or use of any tobacco product in the workplace at any time is prohibited. The workplace is defined as anywhere on District property ***including all outdoor areas as well as District vehicles.***

Sexual Harassment

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, 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 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 unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent. **To see the complete district policy, refer to GAAC in the policy manual.** Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Racial Harassment

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, program or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No district employee should discourage an employer or student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy. Any violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Racial Harassment can be physical or verbal or written or graphic. Any employee that has been harassed or has witnessed it should report it to the principal. No employee should discourage a fellow employee or student from reporting such claims. Retaliation against an employee or student reporting such claims will not be tolerated. **To see the complete district policy, refer to GAACA in the policy manual.**

Bullying by Staff

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law.

The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. **To see the complete district policy, refer to GAAC in the policy manual.** The plan shall include provisions for the training and education of staff members.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Child Abuse/Neglect

Any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this as mandated by state law. District employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect.

The report should be made to the employee's supervisor. A designated district employee will be responsible for contacting the necessary authorities – employees should not attempt to contact DCF or other agencies on their own. In some circumstances, the employee may be required to communicate and/or make a report to the Kansas Department for Children and Families (DCF).

Employees should bear in mind that it is not the responsibility of the school employee or the District to prove that the child has been abused or neglected, and therefore should report any suspicious activity to their supervisor immediately.

Solicitations

In an effort to assure a productive and harmonious work environment, persons not employed by USD 311 may not solicit or distribute literature in the workplace which does not contribute to the educational mission.

Pretty Prairie USD 311 recognizes that employees have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time or without prior approval through the District Office.

Conflict of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Pretty Prairie USD 311 wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation. Contact the Superintendent for more information or questions about conflicts of interest.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in a personal gain for that employee or for a relative as a result of Pretty Prairie USD 311's business dealings. For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if employees have any influence on transactions involving purchases, contracts, or leases, it is imperative that they disclose to supervisory personnel as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Pretty Prairie USD 311 does business, but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving Pretty Prairie USD 311.

Outside Employment

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Pretty Prairie USD 311. All employees will be judged by the same performance standards and will be subject to Pretty Prairie USD 311's scheduling demands, regardless of any existing outside work requirements.

An exception to this shall be employees employed by Reno County Educational Coop. Per agreement between RCEC and USD 311 an employee shall not be dually employed by both organizations.

Two-way Radio Protocol

Proper two-way radio protocol should be used at all times as prescribed by FCC rules and regulations. Employees using the system should use no slang. (ex. got your ears on.) The two-way radios should be used for official school business only. To ensure that all of your conversation will be heard, hold down the button on the microphone for a moment before you begin talking. The user should start by identifying themselves and then ask for the party they wish to talk to.

DISTRICT PROCEDURES

Job Descriptions

A job description for each category of classified employee will be developed by the superintendent. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.

Nepotism

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Pretty Prairie USD 311 may be hired if they will not be working directly for or supervising a relative. Pretty Prairie USD 311 employees cannot be transferred into such a reporting relationship. If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, administration will decide.

In other cases, where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

Minimum Standards for Employment

All new employees are subject to the following standards for employment:

- They must be legally qualified to work in the United States as evidenced by submitting appropriate identity and employment authorization documents.
- They must possess a valid driver's license appropriate for any vehicle which may be operated in the course of performing duties.
- They must be physically and mentally fit to perform assigned job duties, as per the specific job description. For some positions this may require a certified health examination.
- They must be certified in their appropriate work area if required by the board.

Disability Accommodation

Pretty Prairie USD 311 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provided persons with disabilities meaningful employment opportunities. Upon request, job applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodations are available to all disabled employees, where their disability affects the performance

of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression and seniority lists. Employment leave will be available to all employees on an equal basis.

Pretty Prairie USD 311 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. Pretty Prairie USD 311 will follow any state or local law that provides individuals with disabilities greater protection than the ADA.

This policy is neither exhaustive nor exclusive. Pretty Prairie USD 311 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Drug and Alcohol Testing

Pretty Prairie USD 311 is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks.

To help ensure a safe and healthful working environment, job applicants and employees working in safety sensitive positions will be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and alcohol. If Pretty Prairie USD 311 reasonably suspects that an employee is under the influence of drugs or alcohol while on the job, the employee may be asked to submit to testing for use of drugs or alcohol. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment. The Board of Education of Pretty Prairie USD 311 has established the following factors in designating specific positions as safety sensitive:

- Any employee hired to transport or monitor students being transported.

Offers of Employment/Classified Job Information Letter

When possible, employees will be notified of the board's intent to re-employ for the upcoming academic year on or before June 30 each year.

The District will make use of the Classified Job Information Letter to notify employees of their job name, part or full-time designation, hourly rate and other pertinent information. Changes to this information will be communicated by issuing an updated letter. All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time.

Evaluations

All classified employees will be evaluated on their job performance within the first 90 days of employment and annually thereafter. Employees will be given a copy of the district-approved evaluation form. The Superintendent will designate who will conduct the evaluation based on the Hierarchy of Supervision, employee job description and terms of employment. Concerns with employee job performance will result in additional evaluations. All evaluations become part of an employee's permanent personnel file. Employee's may request a copy of their evaluation from the Board Clerk.

Suspension

The superintendent has the authority to suspend with or without pay any employee of the district, when, in the judgment of the superintendent, said employee violates his conditions of employment with the district, or said employee is exhibiting conduct detrimental to the purposes of the district, or exhibiting conduct detrimental to the education of the students of the district.

Any employee who is suspended by the superintendent is to be advised that they will have the right of a hearing before the board concerning the suspension, within twenty (20) days of the receipt of notice of suspension.

Employee Termination

Termination of employment is an inevitable part of personnel activity with any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

Resignation

Resignation is the voluntary employment termination initiated by an employee. The employee should submit a letter of resignation to his/her supervisor for their personnel file and may be requested to give a reason for their resignation. Although advance notice is not required, Pretty Prairie USD 311 requests at least two weeks' written notice of resignation. Upon submitting their resignation, employees may be asked to participate in an exit interview with their supervisor and/or district administration.

Discharge

Discharge is the *involuntary* employment termination initiated by the organization, normally for disciplinary reasons. Should termination of employment become necessary, it shall be recommended by the superintendent to the board. Notices of termination to the employee shall be in writing by the employer. A reason for discharge is not normally provided.

Reduction in Force

Reduction in Force is the involuntary employment termination initiated by the organization for non-disciplinary reasons. This is generally a result of the Superintendent and/or the Board determining a need to reduce the number of classified positions. The board shall have the responsibility for determining the number of classified positions to be reduced in the district.

Retirement

Retirement is the voluntary employment termination initiated by the employee meeting, age, length of service, and any other criteria for retirement from the district. Employees wishing to retire should follow the steps as set forth under Resignation.

Return of Property

Upon termination, employees are responsible for returning all property, materials, or written information issued to them or in their possession or control. Employees will be notified of the deadline to return all Pretty Prairie USD 311 property. In some instances, the deadline may be immediate. Pretty Prairie USD 311 may also take all action deemed appropriate to recover or protect its property.

Distribution of Final Pay/Benefits

All terminated Employees will receive their final pay in accordance with applicable state law. Employee benefits will be affected by employment termination in the following manner: all accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Key Cards / Keys

The Board Clerk will issue key cards with the necessary door access and/or necessary keys to employees. If additional access is needed, employees should complete the Security Access Request Form and submit it to the Board Clerk.

No keys shall be duplicated without permission. Staff members shall not loan key cards/keys to students or anyone not employed by the district. Any loss of keycard/keys shall be reported immediately to the Board Clerk.

Personal Property

The district does not provide insurance on employees' personal property and, therefore, does not assume any liabilities. 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.

Safety

To assist in providing a safe and healthful work environment for employees, students, and visitors, Pretty Prairie USD 311 has established a workplace safety program. The superintendent has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all. Detailed information on employee safety rules will be distributed to employees by their supervisor and/or at employee orientation.

Purchasing Procedures

Supervisors are responsible for obtaining the necessary supplies/equipment needed for day to day operations. If an item is needed employees should report this need to their supervisor. Supervisors will submit purchase requisitions through AptaFund. Access to the AptaFund purchasing module, training on the use of said module and specifics on ordering/purchasing procedures will be given to supervisors by the District Treasurer. With a few exceptions (i.e. gas, food supplies), all purchases require pre-approval. Orders placed and/or purchases made without prior approval may result in disciplinary action.

Life-threatening Illnesses

Employees with life-threatening illnesses, such as cancer, heart disease, and AIDS, often wish to continue their normal pursuits, including work, to the extent allowed by their condition. Pretty Prairie USD 311 supports these endeavors as long as employees are able to meet acceptable performance standards. As in the case of other disabilities, Pretty Prairie USD 311 will make reasonable accommodations in accordance with all legal requirements, to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Lactation Accommodations

The board recognizes that it is important for mothers to have the option and ability to express in the workplace and that Kansas and federal law encourages this practice. Employees needing to utilize this accommodation should communicate with their supervisor and the Central Office to make specific arrangements.

RECORDS

Personnel Records

Pretty Prairie USD 311 maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance evaluations, salary increases, and other employment records.

Personnel files are maintained by Pretty Prairie USD 311, and access to the information they contain is restricted. Generally, only administration and supervisors of Pretty Prairie USD 311 who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice, employees may review their own personnel files in the Pretty Prairie USD 311 District Office and in the presence of an individual appointed by the district to maintain the files. Employees who wish to review their own file should contact the Board Clerk.

Records relating to drug/alcohol testing will be maintained as confidential, available only on a strict "need to know" basis. Information regarding an individual's drug and alcohol testing results or rehabilitation may be released only upon written consent of the individual EXCEPT:

- Such information must be released regardless of consent to a government agency as part of an accident investigation.
- Such information may be disclosed regardless of consent in a lawsuit, grievance or other proceeding initiated by or on behalf of the individual and arising from a verified positive drug/alcohol test.
- In response to a subpoena or court order.

Records will be maintained according to mandated requirements.

Required Records

Each employee must have the following records/forms on file at the district office before their first day of employment:

- Application of Employment
- W-4 Withholding
- K-4 State Withholding
- I-9
- Health Form
- Employee Handbook Acknowledgement Form
- Acceptable Use Policy

Personnel Data Changes

It is the responsibility of each employee to promptly notify Pretty Prairie USD 311 of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, required certifications and other such status reports should be accurate and current at all times. If any personnel data has changed, notify the District Treasurer.