

CLASSIFIED HANDBOOK – USD 416

TABLE OF CONTENTS

<u>PURPOSE</u>	3
<u>AVAILABILITY</u>	3
<u>UPDATING OF HANDBOOK</u>	3
<u>DEFINITION</u>	3
<u>JOB DESCRIPTION</u>	3
<u>SUPERVISION</u>	3
<u>MANAGEMENT</u>	4
<u>ADMINISTRATIVE RESPONSIBILITY</u>	4
<u>ORGANIZATIONAL STRUCTURE</u>	4
<u>EQUAL OPPORTUNITY EMPLOYER</u>	4
<u>OUTSIDE EMPLOYMENT</u>	4
<u>CONFIDENTIALITY</u>	4
<u>CONFLICT OF INTEREST</u>	4
<u>COMPLAINTS</u>	5
<u>CLASSIFIED EMPLOYEE EVALUATION</u>	5
<u>ATTENDANCE AND PUNCTUALITY</u>	5
<u>NEPOTISM</u>	5
<u>LEAVES, ABSENCES, AND VACATIONS</u>	6
Procedure for Requesting Leave	
<u>LEAVE DAYS</u>	6
<u>BEREAVEMENT LEAVE</u>	6
<u>PERSONAL LEAVE</u>	7
<u>FAMILY LEAVE</u>	7
<u>JURY DUTY LEAVE</u>	8
<u>MILITARY LEAVE</u>	9
<u>SICK LEAVE</u>	9
<u>LEAVE WITHOUT PAY</u>	10
<u>UNAUTHORIZED LEAVE</u>	10
<u>PAID HOLIDAYS</u>	10
<u>VACATION</u>	10
<u>EMERGENCY SCHOOL CLOSINGS</u>	11
<u>DUAL EMPLOYMENT/TWO SEPARATE JOBS IN DISTRICT</u>	11
<u>EMPLOYMENT BENEFITS, PAYROLL PROCEDURES</u>	12
<u>FRINGE BENEFITS</u>	12
<u>IRS SECTION 125 CAFETERIA PLAN</u>	12
<u>PAY RECORDS</u>	12
<ul style="list-style-type: none"> • I-9 Form • Oath or Affirmation of Office or Employment Form (Loyalty Oath) Health Certification 	
<u>PAYROLL DEDUCTIONS</u>	13
<ul style="list-style-type: none"> • Kansas Public Employees Retirement System (KPERs) • Membership and Enrollment • Tax Sheltered Annuities 	

• Salary Protection Insurance, Cancer Insurance, Group Term Life Insurance Optional Group Life - KPERS	
PAYROLL PROCEDURES	15
<u>PAY DAY</u>	15
Time Records	16
<u>WORK CONDITIONS</u>	15
• Time Schedule	
• Work Load	
• Meetings/Training	
• Out-of-Town Meetings	
• Overtime Pay	
<u>WORKERS' COMPENSATION</u>	16
<u>UNEMPLOYMENT COMPENSATION</u>	17
<u>ASSIGNMENT and TRANSFER</u>	17
<u>REDUCTION IN FORCE</u>	17
<u>RECRUITMENT</u>	17
<u>RESIGNATION</u>	18
<u>RETIREMENT</u>	18
<u>SUSPENSION</u>	18
<u>TERMINATION</u>	18
<u>PHYSICAL EXAMINATION</u>	18
<u>ACCIDENTS</u>	18
<u>GIFTS</u>	19
<u>SOLICITATIONS</u>	19
<u>PURCHASING THROUGH THE SCHOOL DISTRICT</u>	19
<u>KEYS</u>	19
<u>SAFETY</u>	19
<u>PERSONAL PROPERTY</u>	20
<u>USE OF SCHOOL EQUIPMENT</u>	20
<u>USE OF SCHOOL FACILITIES</u>	20
<u>USE OF SCHOOL VEHICLES</u>	20
<u>USE OF PRIVATE VEHICLE</u>	20
<u>TELEPHONE CALLS</u>	20
<u>DRESS CODE</u>	20
<u>VISITORS DURING TIME EMPLOYEE ON DUTY</u>	21
<u>REQUESTS FOR SUPPLIES AND EQUIPMENT</u>	21
<u>USE OF TOBACCO PRODUCTS IN SCHOOL BUILDINGS</u>	21
<u>DRUG FREE WORKPLACE</u>	21
<u>DRUG FREE SCHOOLS</u>	21
<u>SEXUAL HARASSMENT</u>	22
<u>COMMUNICABLE DISEASES</u>	23
<u>ARC/SERO POSITIVE POLICY</u>	24
<u>BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN & REGULATIONS</u>	26

**CLASSIFIED HANDBOOK
POLICIES AND REGULATIONS
UNIFIED SCHOOL DISTRICT NO. 416**

PURPOSE

This handbook has been compiled to provide an informational source and guideline for classified personnel regarding school district policies and regulations.

It has been designed to be a reference guide to present employees as well as to provide initial information to new personnel.

Nothing in the handbook in any way creates an express or implied contract of employment. All classified employees are employed on an "at-will" basis regardless of their length of service and may be dismissed at any time unless they are contracted employees. In this case, terms of the contract will be followed.

AVAILABILITY

A copy of this handbook shall be posted on the website.

UPDATING OF HANDBOOK

This handbook will be reviewed as needed and if revisions, additions, or deletions are approved by the Board, updated copies of the changes will be made available to all appropriate employees.

DEFINITION

Classified personnel are those staff members who perform services which do not require teacher, administrative or other license granted by the Kansas State Department of Education. Classified personnel include, but are not limited, to the following classifications: Aides, Clerical, Custodial, Food Service, Maintenance, Paraprofessionals, Secretarial, and Student Employees.

JOB DESCRIPTION

A comprehensive job description for each classified position shall be developed by the district. The job description shall be filed with the clerk of the board of education and will be available to all employees for inspection during regular office hours.

SUPERVISION

The Superintendent or designated representative has the responsibility to supervise all classified employees not directly under the supervision of an immediate supervisor. A building principal has the responsibility to supervise all classified employees who are assigned to his/her building.

MANAGEMENT

Management (supervisory personnel) is defined as those persons to whom classified employees are responsible and work under the supervision of on a daily basis. For the most part management is intended to include the Superintendent, Building Principals and Directors.

ADMINISTRATIVE RESPONSIBILITY

The policies and regulations of the Board of Education shall be administered by the immediate supervisor under the direction of the Superintendent.

ORGANIZATIONAL STRUCTURE

Hourly staff members have a building-level supervisor and/or a director/building principal supervisor. Hourly staff members should know the organizational structure of their position in the school district.

EQUAL OPPORTUNITY EMPLOYER

Unified School District No. 416 does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any question regarding the District's compliance with Title VI, Title IX, or Section 504 may be directed to Brian Biermann, 29020 Mission Belleview, Louisburg, Kansas 66053, Telephone (913) 837-1700.

OUTSIDE EMPLOYMENT

Classified employees shall not be excused during work time to perform outside work. Classified employees shall engage in no outside employment which, by nature or duration, will impair the effectiveness of their assigned duties.

CONFIDENTIALITY

Information learned at school or related to the school district should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of specific individuals could result in disciplinary action being taken against the employee, including termination.

CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity which may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence the student or school employee to buy any product, article, instrument, services or other items which would directly or indirectly benefit the school employee.

Any district employee shall report alleged violations of the conflict of interest policy to the Superintendent. The Superintendent shall make an initial investigation to determine whether the policy has been violated. If a district employee has been found to have violated the conflict of interest policy, the employee shall be notified to cease and desist from all such activities.

COMPLAINTS

Any classified employee who believes that any part of this handbook has not been followed correctly may submit a complaint in writing to his/her immediate supervisor. If the

complaint is not settled within ten (10) working days after submission, the classified employee may submit the complaint to the superintendent.

The superintendent shall review the complaint with the classified employee and make a recommendation to the building principal/appropriate supervisor concerning possible resolution(s). The superintendent will make a determination for resolution of the complaint and inform the classified employee within ten (10) working days of his decision.

90-DAY PROBATION

Each new 12-month classified employee is placed on a 90-day probation period. During this time, the staff member is paid his/her hourly rate and may begin receiving health insurance benefits. All other benefits (sick, vacation, voluntary benefits, etc.) will not begin until after the 90-day probationary period and the employee is hired as a full-time, 12-month employee.

CLASSIFIED EMPLOYEE EVALUATION

All classified employees shall be evaluated yearly. Evaluation documents will be on file with the Human Resources/Treasurer of the Board of Education.

Classified employees shall be evaluated by the principal of the building or supervisor to which they are assigned. District level classified employees shall be evaluated by the Superintendent.

Classified employees shall be evaluated on their personal qualities, responsibilities, and their commitment to duty and specified work-related skills which are directly related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and evaluator. A copy will also be placed in the employee's personnel file at the district office.

ATTENDANCE AND PUNCTUALITY

Attendance and punctuality are of extreme importance in the operation of a school district. When an employee is absent, late to work, or late returning to work, it may be necessary to assign another employee or substitute to perform the duties which are necessary for the day-to-day operation of the district. It is realized that there are times when personal or health problems may cause the absence of an employee; however, the orderly operation of the support services of the school district is a necessity.

NEPOTISM

The Board will not employ in a full-time position anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any member of the Board.

This provision shall not apply to any person who has been regularly employed by the Board in a full-time position prior to the election of a new board member to whom the person is related.

LEAVES, ABSENCES, AND VACATIONS

Procedure for Requesting Leave:

An employee of the district who finds it necessary to be away from his/her job of employment, should follow the procedure listed below:

- a) The immediate supervisor is notified of the need for leave and the reasons prior to the beginning of each work day. Earlier notification is desired if possible.
- b) If sick leave is being used, the employee may be requested, after three working days, to provide the superintendent a certificate from a licensed physician verifying the employee's illness or physical disability.
- c) For accounting purposes, the leave must be communicated accurately and at the appropriate time. It is the employee's responsibility to communicate this information.
- d) When any classified staff member finds that he/she is unable to be on the job, he/she shall call or have some other person call his/her supervisor at the earliest convenient time. If the supervisor cannot be reached, a designated representative shall be called. The supervisor or designee shall be responsible for securing a substitute.

LEAVE DAYS

BEREAVEMENT LEAVE

Each classified employee, who qualifies for KPERS, is granted three **(3)** leave days to be used for bereavement leave with leave being charged to individual's sick leave.

This leave may be used for a death in the family. The family is understood to include: husband, wife, father, mother, sons, daughters, brothers, sisters, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, aunts, and uncles. Employees will notify their immediate supervisor as soon as possible about the need to use bereavement leave.

One of the days of bereavement leave can be used to attend funerals of other people. This leave will be deducted from sick leave.

Where there have been multiple deaths in a classified employee's family during the employment year, the Superintendent, upon request of the classified employee, may grant additional days of bereavement leave at full salary if sick leave is available.

PERSONAL LEAVE

Each classified staff employee, who qualifies for KPERS, may use a maximum of **4 SICK Days annually** for personal leave.). Request for the personal leave shall be made three (3) days in advance, and shall be made with the building principal or designated supervisor/director approval. Requests for personal leave during critical times of the year may be denied in order to maintain quality working conditions for everyone.

FAMILY LEAVE

Family and medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a twelve (12) month period. For purposes of this policy, a twelve (12) month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. If both Spouses are employed by the district they may only take an aggregate of twelve (12) weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available for reasons defined at the Department of Labor Website:
dol.gov/agencies/whd/fmla

Leave for reasons of adoption or birth of a child must be taken within twelve (12) months of birth or placement.

The family leave shall normally be unpaid leave. However, if the employee has any paid vacation or sick leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of twelve (12) months of service in the district and employed at least 1,250 hours during the preceding year.

During the period of any unpaid family and medical leave, the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the Board on the payroll date or other time as the employee and superintendent may agree. The Board may terminate group health coverage, if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice thirty (30) days in advance. If leave is not foreseeable, notice will be given as soon as practical.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a) the reason that a leave will count as family and medical leave,
- b) any requirements for medical certification,
- c) employer requirement of substituting paid leave,
- d) requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e) right to be restored to same or equivalent job,
- f) any employer required fitness-for-duty certifications.

Family leave may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester, if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

- 1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
- 2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

JURY DUTY LEAVE

Employees of the district shall be excused for jury duty with no jeopardy to their employment. Sick leave will be deducted for time necessary to be away from the job unless a copy of the jury notice is submitted to the business office after serving.

MILITARY LEAVE

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

Service veterans returning to active duty have a four (4) year duty period which may be extended to five (5) years at the option of the military service. Such employees have a ninety (90) day period following release to report for employment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have thirty-one (31) days after release to report for re-employment with the district. This type of military leave shall be without pay.

Guardsmen or reservists taking annual training, special school or special duty, will report for re-employment with the district immediately following release plus any necessary travel time.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the National Guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he/she makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a ten (10) day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational disservice to the education program the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he/she shall seek further assistance by calling to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, Arlington, VA.

SICK LEAVE

Each classified employee, who qualifies for KPERS, will be granted sick leave each year. The classified staff member, who is contracted for 12 months per year, will receive **15** days of sick leave per year with pay, to a maximum total accumulation not to exceed ninety (**90**) days. The classified staff member, who is contracted for 10 months per year, will receive **12** days of sick leave per year with pay, to a maximum total accumulation not to exceed ninety (**90**) days. Sick leave is defined as: Illness of employee or a member of the immediate family. The term "immediate family" shall be understood to include only husband, wife, sons, daughters, father, mother, father or mother of employee's spouse, brother, sister, or a person who makes his or her home permanently in the household of the employee.

After ten (10) years of service with the district, unused sick leave is paid at the rate of \$35 per day, either when an employee leaves the district, or exceeds 90 days of sick days in a contracted year.

When a classified employee is absent due to illness beyond three (3) consecutive days may be required to present a statement from a licensed physician indicating the nature of the illness and/or the readiness of the staff member to resume his/her duties. Additional sick leave will be granted if necessary upon doctor's written recommendation. In no event can sick leave be granted beyond that which has been accumulated for the employee. If the employee does not return to work after the doctor's release, his/her salary will be deducted at full pay.

LEAVE WITHOUT PAY

Each classified employee wishing to use leave without pay shall make this request in writing. The request should be submitted to the immediate supervisor who shall determine whether approval of each request is for the good of the service and will indicate approval or denial and, if approved, will forward the request to the Superintendent of Schools. The superintendent, or designee, will approve or deny the request and communicate the decision to the employee and immediate supervisor. The superintendent may require use of accumulated vacation before approval of leave without pay. Any classified employee may be granted leave without pay for a reasonable period of time consistent with the effective fulfillment of the employee's duties. Any leave that exceeds thirty (30) calendar days shall be reported to the Superintendent. Upon return from a leave without pay, there will be no guarantee of the same job or rate of pay.

Family and medical leave which is available to employees is included as unpaid leave.

UNAUTHORIZED LEAVE

Use of unauthorized leave shall be entered into the classified employee's personnel record. Use of unauthorized leave shall be grounds for disciplinary action, including dismissal.

PAID HOLIDAYS

The following paid holidays are authorized by the district for secretaries, custodial/maintenance staff, maintenance, grounds and transportation supervisors who are on a twelve (12) month work schedule:

Martin Luther King, Jr. Day
Juneteenth Day
Labor Day

Memorial Day
July 4th
Thanksgiving Day

Christmas Day
New Year's Day

Christmas Eve Day

In general, when a holiday falls on Saturday or Sunday, it is observed on the following Monday, provided school is not in session. In some cases, observance can be on Friday instead of Monday.

VACATION

Full-time classified employees, who work twelve months per year, shall be granted a paid vacation each year. After one year of continuous service, full-time classified staff members shall receive ten (10) days of vacation with pay.

No paid vacation is granted to classified employees who work less than forty (40) hours per week or less than twelve months per fiscal year.

The classified staff members shall be governed by the following vacation policy:

Secretaries, custodial/maintenance staff, maintenance, and grounds, who work twelve (12) months per year will be eligible for ten (10) days of vacation per year **after one year of employment.**

Full-time classified employees shall be entitled to fifteen (15) days of vacation with pay after their 10th year of continuous service.

Vacation cannot be accumulated.

Vacations for custodial staff should be scheduled with special approval by the direct supervisor, subject to final approval by the director of facilities.

Emergency School Closing:

At times, emergencies such as severe weather, fires, or power failures, can disrupt school district operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing. Electronic postings of closings will be made on the district website. In the rare event that the superintendent determines that non-emergency employees will not report to work, they will receive their normal daily rate. Emergency employees (custodial, maintenance, grounds), will be informed by their immediate supervisor when they are expected to report to work that day. In addition to receiving their normal daily rate for the hours worked, they will be entitled to paid time-off equal to the actual hours worked that day not to exceed eight hours. Their immediate supervisor will inform them of the manner in which they are to take those earned hours. If the district has more school closings than are allowed, a day may need to be made up during the school year. In this situation, all other classified (aides, cooks, bus drivers, etc.) staff will report to work and not be paid for this additional day as they were paid for days during the year when school was closed.

DUAL EMPLOYMENT/TWO SEPARATE JOBS IN DISTRICT

When a classified employee is scheduled to work two different jobs during the regular work day, these responsibilities must be met as scheduled unless prior approval has been granted by direct supervisor for each position.

EMPLOYMENT BENEFITS, PAYROLL PROCEDURES FRINGE BENEFITS

Classified employees who qualify, by working a minimum of 30 hours per week and are full-time employees, are eligible for the group health insurance plan. The district will pay a portion of the individual monthly premium toward a health insurance policy.

IRS SECTION 125 CAFETERIA PLAN

The Board of Education will provide each classified employee who qualifies for KPERS during the school year a salary reduction cafeteria fringe benefit program which complies with Section 125 of the Internal Revenue Service Code. An employee is eligible to participate in the Section 125 Cafeteria Plan on the first day of the month following his/her employment date in the district. Classified employees may reduce their salary and wages by an annual amount up to the maximum allowed by law for a pre-tax allocation toward the following fringe benefits:

- a) Group Health and Hospitalization Insurance
- b) Supplemental Health Care Insurance (Cancer)
- c) Salary Protection Insurance
- d) Unreimbursed Medical Expense
- e) Dependent Care
- f) Health Savings Account

Any unexpended money committed by the employee for one of these benefits remaining at the end of the contract year shall revert to the school district. Each employee may execute the salary reduction agreement once each year during the open enrollment period. The deductions will become effective with the first payroll check of the new plan year. After this annual allocation is made for each selected benefit, the only change which will be made is one that is allowed by the Internal Revenue Service Code.

The amount of premium for the Group Health and Hospitalization Insurance, Supplemental Health Care Insurance, and Salary Protection Insurance will be payroll deducted.

The actual monthly premium will be deducted each month from the employee's earnings. Employees enrolling in any plan will be required to take their payments in (12) twelve equal monthly payments.

Employees that have worked for the district for 10 or more years, that retire, may remain on the district's plans until 65 years of age. Retirees will pay the entire premium of each plan.

PAY RECORDS

The Central Office shall be responsible for keeping adequate records of all classified employees. "Adequate Records" include: a copy of the employee's application, INS form, copy of social security card, loyalty oath, certification of health, federal W-4 withholding form, KPERS enrollment form (if applicable), salary schedule placement, building placement, time worked, accrued leave, all absences for annual leave and vacation leave, and leave without pay. Such records can be made available for inspection upon request.

I-9 Form

All employees, citizens and non-citizens, hired after November 6, 1986, must complete Form I-9 at the time of hire, which is the actual beginning of employment. Two original documents (from an acceptable list) must be provided for verification. The most common are your driver's license and your social security card.

Oath or Affirmation of Office or Employment Form (Loyalty Oath)

K.S.A. 75-4308 requires that, upon employment, each district employee subscribe to the oath as per statute. K.S.A. 75-4311 prohibits the district from distributing any payment for services to any employee until that employee has completed and filed the oath with the board clerk.

Health Certification

The board requires all persons who come in regular contact with students to submit a certification of health signed by a Licensed Physician, Registered Physician's Assistant or Advanced Registered Nurse Practitioner on a form prescribed by the Secretary of Health and Environment. The certification shall include a statement that there is no evidence of physical conditions that would conflict with the health, safety, or welfare of the students; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin test. The expense of obtaining certification of health will be borne by the employee.

A person who is of an adherent religious denomination whose religious teachings are opposed to physical examinations shall be permitted to submit a signed statement to this effect and this will serve as an alternative to the certification of health.

PAYROLL DEDUCTIONS

There are two types of payroll deductions, mandatory and voluntary. The mandatory deductions will be taken out automatically. The voluntary deductions must be authorized by the employee.

Mandatory:

- a) State and Federal income tax
- b) FICA (social security) FICM (Medicare)
- c) KPERS Retirement - employees who qualify only
- d) Garnishments by court orders

Voluntary:

- a) Health Insurance
- b) Tax Shelter Annuities
- c) Salary Protection Insurance
- d) Cancer Insurance
- e) Term Life Insurance
- f) Others as approved

Kansas Public Employees Retirement System (KPERS)

The Kansas Public Employees Retirement System (KPERS) was created by an act of the 1961 Kansas Legislature. The purpose of the retirement system is, "To provide an orderly means whereby employees of participating employers who obtain retirement age may be retired from active service without prejudice and without inflicting a hardship upon the employees retired and to enable such employees to accumulate reserve for themselves and their dependents to provide for old age, death, and termination of employment and for the purpose of effecting economy and efficiency in the administration of governmental affairs". The Kansas School Retirement System (KSRS) was merged with the Kansas Public Employees Retirement System (KPERS) effective for administrative purposes July 1, 1970, and for coverage purposes January 1, 1971.

Under KPERS, members contribute a state determined percent of their compensation. Employer contribution rates are set annually by the board of trustees, upon recommendation of the actuary, based on amounts required to establish and maintain the system on an actuarial reserve basis.

The school district has named a "designated agent" to handle retirement matters. The designated agent for the district is the Treasurer of the Board of Education. Any questions concerning the retirement system should be addressed to this person during normal office hours (8:00 a.m. to 4:00 p.m., Monday through Friday), at the Central Office located at 29020 Mission Belleview Road, telephone number 913-837-1700.

Membership and Enrollment:

KPERS school membership is mandatory by state law for employees who meet the membership requirements. To become a KPERS school member every employee must meet these membership requirements:

- a) The office, job, or position is covered by the old age, survivors, and disability insurance section of the Federal Social Security Act.
- b) The office, job, or position is not seasonal.
- c) The office, job, or position is not temporary.
- d) The office, job, or position requires at least 630 hours of work per year or 3.5 hours of work per day for at least 180 days.

Tax Sheltered Annuities

Pursuant to K.S.A. 72-8603 and Internal Revenue Service Code Section 403(b), any classified employee may voluntarily reduce their individual salary and contribute to a tax sheltered annuity up to the maximum allowed by law. Classified employees will be allowed to initiate and/or change **their contribution amounts on September 1st and January 1st of each year.**

Classified employees are responsible for informing the annuity companies and the payroll office of changes in their annuity plans. The district will notify our plan's third party administrator of any changes.

Salary Protection Insurance, Cancer Insurance, Group Term Life Insurance

The Board of Education has approved selected companies for payroll deduction for salary protection insurance, cancer insurance, and group term life insurance. If you are interested in participation in any of the above mentioned insurance coverage, please indicate this to the Unified School District No. 416 Treasurer, and a list of eligible companies and representatives will be made available to you.

Optional Group Life - KPERS

If you are covered by the KPERS group life plan, you are eligible for Optional Group Life coverage. For information on the details of this option please contact the district's designated KPERS agent.

PAYROLL PROCEDURES Pay Day

Direct deposit/payroll of salary for classified employees will be issued on the 20th of each month. If the 20th falls on a weekend or a Monday holiday, the payroll will be deposited the previous Friday.

Time Records

Time records are required for all hourly positions. Accurate work times are key to accurate paychecks. All employees covered by this agreement will clock in and out electronically each workday. Employees are expected to work the times assigned by the supervisor. The supervisor is responsible for reviewing the time worked and approving time records at the end of each pay period.

Work Conditions

Time Schedule

Time schedules for classified employees will be assigned at the beginning of the employment term by the superintendent or designated representative.

Work Load

The normal work load for twelve month classified personnel shall consist of forty (40) hours per week. The normal work week will be Sunday through Saturday.

Classified staff on less than a twelve-month schedule will work only when school is in session or as assigned by their direct supervisor, and will be paid for hours actually worked.

Meetings/Training

All Classified personnel are required to complete the mandatory trainings on Skyward, annually, by the end of September.

Classified personnel may be required to attend in-service programs as directed by the superintendent. If the required attendance requires an employee's presence outside the normal assigned work period, the district shall compensate the employee at that employee's hourly rate of pay. If an employee is required to attend training sessions which extend the work week beyond forty (40) hours, the overtime rate of pay will be time and a-half.

Out-of-Town Meetings

Regular pay as per job assignment: No additional pay will be granted to classified personnel for out-of-town meetings, trips, etc. without approval of Superintendent of Schools and/or Director of the Special Education Cooperative.

Overtime Pay

Classified employees working more than forty (40) hours per week shall be paid time and one-half of their regular rate. Classified employees must be physically on the job over forty (40) hours before overtime will be paid. **Each of the paid holidays will be considered as eight (8) 'on the job' hours.** Classified employees using sick leave or vacation during a week in which overtime is worked will be paid at their regular rate until actual hours worked exceed forty (40) hours.

Overtime work and/or any changes of hours worked must be approved in advance (exceptions will be made in case of an emergency) by the classified employee's supervisor. All approved overtime shall be recorded on the classified employee's time card.

WORKERS' COMPENSATION

All classified employees of the district shall be covered by workers' compensation. Workers' compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers'

compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers' compensation shall be required to provide the clerk of the board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute.

Compensation will not be allowed for social or recreational injuries where there is no duty required by the employer that the employee is required to attend the event which results in the injury.

When a job-related injury or illness occurs which is covered by worker's compensation, the following procedure is to be followed:

- a) Notify the Payroll Clerk (office 913-837-1700) immediately (or as soon as possible).
- b) Employee must complete the "Employee Report of Accident" and return to the Payroll Clerk as soon as possible.
- c) Supervisor will complete and return their report to the Payroll Clerk immediately.
- d) Do not file a job-related accident on your individual health insurance program--indicate it is a workers' compensation claim and all bills should be forwarded to the Central Office.

Statute requires that the report of injury be made within ten (10) days of the accident or workers' compensation claim is barred.

UNEMPLOYMENT COMPENSATION

The Board of Education, as provided by current law, shall provide unemployment insurance for all eligible employees.

ASSIGNMENT AND TRANSFER

Classified personnel assignments shall be made by the supervisor/superintendent after consideration of the personnel and positions involved. Any employee may be transferred at any time to a new location or position at the discretion of the superintendent.

Recommendations of principals and directors will be given consideration in assignment of classified staff.

REDUCTION IN FORCE

If the superintendent determines the need to reduce the number of classified positions, the superintendent shall recommend a reduction in force to the Board of Education. The superintendent shall have the responsibility for determining the number of classified positions to be reduced in the district and the specific employees to be released.

RECRUITMENT

The superintendent or designated representative will recruit classified personnel to fill existing or proposed vacancies. The district may choose to hire an individual for a specific position when a vacancy occurs, or to recruit classified personnel to fill positions approved by the board. Candidates for positions shall be interviewed by the supervisor and/or the superintendent. Following the interviews, the superintendent shall make a recommendation to the Board.

Vacancies involving promotion or lateral moves within the system will be announced so that present employees may apply for the position. If a current employee applying for the position is qualified, he/she will be given consideration.

Any current classified staff member who would like to be considered for a vacancy or transfer shall apply on the district electronic system. All such requests will be handled in the same manner as outside applicants.

RESIGNATION

Classified employees may resign from their jobs in accordance with policies of the Board of Education. All resignations must be submitted in writing to the Superintendent of Schools.

RETIREMENT

Retirement of any classified staff member shall be in accordance with current law.

The Board of Education reserves the right to terminate the employment of any staff member if the Board has a good faith doubt that the employee cannot fulfill the employment obligation and/or policies of the Board because of a mental or physical infirmity.

SUSPENSION

Classified personnel may be suspended for cause with pay by the superintendent until the next regular or special board meeting. An employee will be subject to immediate suspension and/or discharge if it is determined that a deliberate false statement has been made or included in the employment application, or for other reasons deemed appropriate by the administration or Board of Education.

TERMINATION

Should termination of employment become necessary, it shall be recommended by the superintendent to the Board of Education.

PHYSICAL EXAMINATION

The Board of Education reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is mentally and/or physically able to fulfill the obligations of employment and/or the policies and rules of the Board of Education. The cost for any examination referred to in this regulation shall be borne by the employer.

ACCIDENTS

If an accidental injury to a classified employee arises out of and in the course of employment, the supervisor/director/building principal must be contacted immediately. The supervisor will advise if it is necessary to make a claim on worker's compensation insurance. If it is determined a worker's compensation claim is needed, please refer to that section in this handbook.

GIFTS

Classified staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives.

SOLICITATIONS

All persons seeking to sell, solicit or display an item relating directly to expenditures of the district funds to any school employee on school premises must first secure permission from the building principal or superintendent, before any appointment is made with the vendor. All such appointments thus made will be held at a time as approved by the employee's supervisor. All other solicitations of or by district employees are prohibited.

Solicitations by Staff Members: Solicitation of students or other school employees by staff members during regular school hours for any reason other than school-sponsored activities are prohibited.

Solicitations of Staff Members: Solicitations of staff members by any vendor, student, other district employee or patron during normal school hours are prohibited unless permission is granted by the Superintendent or Building Administrator.

PURCHASING THROUGH THE SCHOOL DISTRICT

No purchase is to be made for personal use when the order or billing is made to the school district and then paid by a personal check or cash. This is in violation of school district policy, circumvents state sales tax regulations and may result in termination.

KEYS

Building principals or supervisors will be responsible for issuing interior door keys and maintaining an accurate up-to-date list in the school office of all people who have been issued keys. Building principals are responsible for retrieving all keys provided to any employee under

their authority when the employee is no longer a district employee or is assigned to another building.

The principal shall submit a written request for additional keys. No keys shall be duplicated without permission.

Classified staff members shall not loan keys to students. A complete inventory of all keys shall be made at least once each year. Any loss of keys shall be reported immediately to the principal so that measures may be taken to protect district property.

Electronic card access will be made available to those employees who need to have access to exterior doors. Replacement costs will be the responsibility of the employee.

SAFETY

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

PERSONAL PROPERTY

The district does not provide insurance on employee's 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.

USE OF SCHOOL EQUIPMENT

No classified employee will use equipment or supplies belonging to the school district for personal gain. Equipment belonging to the school district will not be loaned or removed from the building for non-school use.

USE OF SCHOOL FACILITIES

No employee will use school facilities for personal use or allow the use of school facilities by any individual or group unless permission has been obtained from appropriate district officials.

USE OF SCHOOL VEHICLES

School vehicles are to be used for school purposes only. School busses will be used for transporting only students, sponsors, and employees to meetings for educational purposes. Parents or other adult sponsors may ride the bus upon the permission of the appropriate administrator.

USE OF PRIVATE VEHICLE

Classified employees who use their private vehicle on a regular basis and who are entitled to mileage reimbursement shall file a report showing dates, designation, number of miles traveled, signed by employee and building principal or direct supervisor with the district office at the end of each month for reimbursement following board approval.

TELEPHONE CALLS

District telephones are for school business. Use of phones for personal business or social calls should be avoided except in case of an emergency. Long distance bills will be reviewed periodically for misuse.

DRESS CODE

Appropriate dress and personal grooming are an individual responsibility. The impression given to others through personal appearance is important to the employee and to the district. Employees are asked to be responsible and use good judgment concerning appearance. Clothing shall be in good repair, clean, and appropriate for the job.

Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the school district is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be conferred with by their supervisor.

VISITORS DURING TIME EMPLOYEE IS ON DUTY

Family and friends are discouraged from visiting during working hours. During working hours, it is expected the classified employee will give their undivided attention to their job.

REQUESTS FOR SUPPLIES AND EQUIPMENT

All classified staff are to make their request for supplies and equipment directly to their direct supervisor. In the matter of a new source for purchasing of materials or for securing equipment, the supervisor is to confer with the superintendent.

USE OF TOBACCO PRODUCTS IN SCHOOL BUILDINGS

The use of tobacco products in any form is prohibited in any school building or vehicle, owned, leased, or rented by the district,

DRUG FREE WORKPLACE

The Board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace. 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 (5) days after the conviction.

Within thirty (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 Workplace 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.

As a condition of employment in the district, classified employees shall abide by the terms of this policy.

DRUG FREE SCHOOLS

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activities. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to the following sanctions:

- a) Short term suspension with pay;
- b) Short term suspension without pay;
- c) Long term suspension without pay;
- d) Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; and/or
- e) Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee.

Employees are responsible for contacting the directors of the programs to determining the cost and length of the program, and for enrolling in the programs.

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, certificated and support 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, unwelcomed sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- c) such conduct has the purpose or effect of unreasonably 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.

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, the superintendent, or Board of Education.

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.

COMMUNICABLE DISEASES

Whenever an employee or school volunteer has been diagnosed by a physician as having a communicable disease, such employee or volunteer shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by statute.

An employee or volunteer afflicted with a severe communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district or school employees and to students.

The employee or school volunteer shall be allowed to return to his/her duties upon written medical recommendation by the employee's or volunteer's physician and/or authorization by a health assessment team.

Communicable disease as defined in this policy shall refer to any infectious or contagious disease as determined by the State Department of Health and Environment or the United States Center of Disease Control.

In the event that a district employee or volunteer has been diagnosed as having a communicable disease and the superintendent has been notified as such by the employee, the superintendent shall obtain a release from the employee's or volunteer's physician and/or health assessment team before the employee or volunteer returns to his/her duties.

Decisions regarding the type of employment setting for an employee or volunteer with a severe communicable disease of long duration shall be based upon the physical condition of the employee or volunteer and the expected type of interaction with other employees and students.

These decisions are best made using the team approach including the employees or volunteer's physician, public health personnel, superintendent and personnel associated with the proposed employment setting.

In each case involving an employee with a severe communicable disease, the Board shall reserve the right to make a final decision regarding placement of the employee or volunteer after taking into account the recommendations of the health assessment team, risk and benefits to both the infected employee or volunteer and to the others in the proposed employment setting. The Board shall also take into account recommendations of legal counsel.

No information regarding employees or volunteers with severe communicable diseases shall be released by district personnel without the employee's or volunteer's permission in accordance with state and federal statutes, or as required by state and federal statutes.

Before releasing any information regarding employees or volunteers with severe communicable diseases, the Board shall consult legal counsel.

All Board discussion on issues relating to employees or volunteers with severe communicable diseases shall be in executive session in order to preserve employee/volunteer confidentiality.

ARC/SERO POSITIVE POLICY

This policy applies to all persons known to be inflicted Human Immunodeficiency Virus (HIV):

- a) who are asymptomatic but have virologic or serologic evidence of infection with HIV;
- b) diagnosed as having an illness due to infection with HIV but who do not meet the case definition (e.g. generalized lymphadenopathy, or splenomegaly) which has been called AIDS Related Complex (ARC).

These regulations are to be reviewed periodically and revised so as to reflect new medical information.

The issue of continued employment based upon an infected employee's ability to perform required work is not addressed in these regulations but rather in federal and Kansas law.

The final determination of whether an infected employee/volunteer shall be permitted to remain at the work place, because of the risk of transmission of the virus to others, shall be made on a case-by-case basis by the Board. In making the determination, the Board shall take into account the recommendations of a health assessment team, risks and benefits, to both the infected individual and to the others in the educational/employment setting and recommendations of legal counsel.

A school employee shall not be required to teach or provide other personal contact services to an infected student, or to work with an infected school employee/volunteer, unless a determination has been made by the Board to permit said individual to remain in the school setting.

The Health Assessment Team shall consist of the infected individual's physician, the infected employee/volunteer, and/or the employee's representative, public health personnel, and appropriate school and medical personnel as determined by the superintendent. The school nurse will serve as chairperson of the Health Assessment Team and will be the contact source for all referred. A written report of findings and recommendations based upon the most current medical information shall be forwarded to the Board within a reasonable time frame.

The Health Assessment Team shall recommend to the Board the appropriate employment/volunteer setting for the infected individual. In making their recommendations, the team shall consider:

- a) the physical and mental condition of the school employee/volunteer;
- b) the expected type of interaction with others in the school system; and
- c) the impact on both the infected school employee/volunteer and others in that setting.

Before infected individuals attend work in the district, they will participate in a conference with appropriate school personnel at which time reasonable expectations regarding the individual's responsibilities in the school setting will be discussed.

Procedures to regularly assess an infected individual's condition in relation to continuing work will be developed and coordinated by the school nurse and the employee's/volunteer's physician.

If a communicable disease (e.g. measles or chicken pox) occurs in a school or classroom which could be threatening to an infected individual, that individual and his/her physician will be notified by the school nurse so that a decision can be made as to whether the infected individual should be excluded from work during the outbreak.

If the employment of an infected school employee is discontinued, the school employee shall be entitled to use any medical leave and receive any available medical disability benefits.

If the school employer has reasonable cause to believe that an employee is an infected individual, the individual may be required to provide a certificate of health according to state law (K.S.A. 72-5213).

Specific procedures regarding the care of an HIV infected individual and proper maintenance of the school facility shall be developed by the school nurse with the assistance, advice and consultation of public health care officials with expertise in AIDS case management. School personnel responsible for carrying out these procedures will receive in-service training.

If an infected individual is permitted to remain in the school setting after a determination has been made, the district may assign the employee/volunteer to a position appropriate to their medical condition.

No information regarding an infected individual will be released without the individual's permission in accordance with state and federal laws and with the Board of Education policy.

The number of school personnel who are aware of an infected individual's condition shall maintain confidentiality respecting the individual's right to privacy.

BLOODBORNE PATHOGEN EXPOSURE CONTROL PLAN AND REGULATIONS

The Board of Education has adopted a Bloodborne Pathogen Exposure Control Plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training equipment necessary to implement the plan.

A copy of the approved Bloodborne Pathogen Exposure Control Plan is accessible to all employees of the district in the office of each building in the district and is available on our website