

# U.S.D. 108

## Classified Employee

# Personnel Handbook



## 2023-2024

Reviewed by USD 108 BOE June 2023



**WASHINGTON COUNTY SCHOOLS USD 108  
CLASSIFIED HANDBOOK**

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# HANDBOOK FOR CLASSIFIED EMPLOYEES OF USD 108

## ARTICLE A GENERAL

**A-1. HANDBOOK ESTABLISHED.** The following handbook with guidelines and other provisions for classified employees of USD 108 is adopted to:

- (a) Promote and increase the efficiency and effectiveness of the operation of USD 108.
- (b) Develop a program of recruitment, advancement and tenure which will make employment with USD 108 attractive as a career.
- (c) Establish and maintain a uniform plan of performance evaluation and compensation based upon the relative duties and responsibilities of each position to assure a fair and equitable wage or salary to all employees.
- (d) Establish and promote high morale among USD 108 employees by providing good working relationships, uniform personnel guidelines, and an opportunity for advancement without regard to race, color, sex, disability, religion, age, national origin or ancestry.
- (e) Establish USD 108 employment guidelines. This handbook and guidelines do not create contractual employment rights. All employees are considered to be at-will employees for the purpose of employment with USD 108.

**A-2. APPLICATION OF HANDBOOK.** This handbook and guidelines shall apply to all classified employees employed by USD 108. Classified personnel are employees who are paid by the hour and are not teachers; including, but not limited to, secretaries, bus drivers, school nurses, custodians, paraprofessionals, library aides, recess and lunchroom supervisors, food service employees, maintenance, and transportation personnel.

**A-3. DEPARTMENTAL GUIDELINES.** The head of any department or the person in charge of any employee in any school building or otherwise may formulate in writing reasonable guidelines for the conduct of the operations of his/her department, such as those relating to safety or operational procedures, which shall be available to all departmental employees. Such department guidelines shall not be less stringent than, in violation of, or in conflict with any personnel guidelines adopted by the Board of Education.

**A-4. PERSONNEL RECORDS.** The Board Clerk shall keep adequate records of all persons employed, their pay scale, time worked, accrued vacation and sick leave, all absences for vacation, sick or other leave, accrued overtime, and all other records directed to be made and maintained under these policies and guidelines or under applicable state or federal law. An employee's personnel file shall be available during office hours for inspection by that employee. Each employee shall have the following records on file with the Clerk of the Board of Education before the first day of employment:

1. Employment application
2. KPERS enrollment form – if employee is eligible.
3. W-4 and K-4 withholding certificates.
4. Social security card – copy.
5. Loyalty oath or affirmation.
6. Health certificate.
7. Driver's license – copy.
8. I-9 Employment Eligibility Form.
9. Ethnicity / Race Form.
10. ACH Direct Deposit Form.

**A-5. AMENDMENT OF HANDBOOK.** This handbook and guidelines may be amended from time-to-time in the same manner as they were adopted by the Board of Education.

**ARTICLE B  
POSITION CLASSIFICATIONS**

**B-1. OBJECTIVES AND PURPOSES.** Position classification is a system of identifying and describing different kinds of work in the organization in order to permit equal treatment in employment practices and compensation. Each classified position shall, on the basis of the duties, responsibilities, skills, experience, education and training required of the position, be allocated to an appropriate class, which may include either a single position or two or more positions.

**B-2. JOB DESCRIPTIONS.** Each position shall have a concise descriptive title, a description of the essential and marginal functions (tasks) of the position and a statement of the qualifications for filling such positions. Such descriptions shall be approved by the Board of Education and shall be kept on file in the office of the Board Clerk and shall be open to inspection during regular office hours. See Appendix 1.

**B-3. PAY RANGE.** The Board of Education shall adopt an amount of payment for each classified position and may adopt a plan of pay with minimum and maximum amounts of pay for each class of positions which plan shall be periodically reviewed and revised by the Board of Education. See Appendix 2.

**B-4. MAINTENANCE OF THE CLASSIFICATION PLAN.** It shall be the duty of each department head, principal, or other designated supervisor to recommend to the Board of Education any and all organizational changes, which will significantly alter or affect changes in existing positions or proposed positions. The Board of Education shall approve all new or revised job descriptions and/or pay ranges for such positions.

**ARTICLE C  
DEFINITIONS**

**C-1. TYPE OF EMPLOYEES.**

- (a) A full-time employee is one employed to work a normal work week of at least forty (40) hours on a regular and continuing basis. The work week is any consecutive seven (7) day period.
- (b) A part-time employee is one employed to work less than a normal work week on a regular and continuing basis.
- (c) Seasonal employee is one employed to work on a regular and/or recurring basis during the specific season or portion of a year.
- (d) Volunteer is a non-paid individual in the position he/she holds. When acting as a volunteer an individual is not an employee regardless of other school district employment.

**C-2. RECRUITMENT.** It shall be the intent of USD 108 to provide fair and equal opportunity to all qualified persons to enter employment with USD 108 on the basis of demonstrated merit and fitness determined by fair and practical methods of selection, without regard to race, color, sex, disability, religion, age, national origin or ancestry. When a vacancy exists, it shall be filled in the following manner:

- 1. Post the vacancy;
- 2. screen applicants;
- 3. interview selected applicants;
- 4. notify candidate to be recommended to board;
- 5. acceptance of position by candidate;
- 6. recommendation of candidate to board for approval; and
- 7. the notification of other candidates.

The Board of Education may waive the above hiring procedure for any position or any part thereof at any time and from time to time.

Job vacancies involving promotion within the system will be announced to allow current employees to apply for the position. If a current employee is qualified, he/she will be given consideration.

All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the Superintendent.

**C-3. QUALIFICATIONS OF EMPLOYMENT.** All applicants for any position with classified personnel of USD 108 shall meet the minimum qualifications established for that position. Each applicant shall complete a job application form. A medical examination or other testing, including drug testing, may be required only after an offer of employment has been made, provided that, such exams or testing are required of all such applicants who are offered employment in similar positions or position classifications. The offer of employment is contingent upon applicant passing required tests. Any classified employee who comes into direct contact with students is required to complete a physical examination at the time of employment with the District at his/her own expense. Results of such examinations shall be filed with the USD 108 Clerk.

**C-4. PROMOTIONS.** All employees seeking promotion shall be expected to meet the minimum qualifications for the class to which they seek promotion. A medical examination or other testing, including drug testing, may be required only after an offer of promotion has been made, provided that, such exams or testing are required of all such employees who are offered promotions in similar positions or position classifications. The offer of promotion is contingent upon applicant passing required tests.

**C-5. CITIZENSHIP VERIFICATION.** All employees initially hired after November 7, 1986, for any position with USD 108 shall complete an employment eligibility verification statement in compliance with the Federal Immigration Reform and Control Act of 1986.

## **ARTICLE D COMPENSATION**

### **D-1. PAY PLAN.**

- a. The salary of each classified employee of USD 108 shall, at least annually, be set at an amount within the pay range of the position class the employee is assigned if such has been established by the Board of Education. Such determination shall be made by the Board of Education with the advice of the employee's immediate supervisor and the Superintendent.
- b. If the Board of Education does not adopt a pay plan with salary ranges for each position, compensation of each employee shall be set at such an amount as determined by the Board of Education. Salary increases, when granted, will normally be on a yearly basis.
- c. Salary increases, however adopted, shall be based on the results of the most recent evaluation of the employee and the employee's skills, growth, and performance of job. Salary increases will not be granted solely on the basis of longevity.

**D-2. EVALUATIONS.** USD 108 shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based upon individual job descriptions and shall be performed by the employee's immediate supervisor.

An evaluation shall be completed after six (6) months of employment and all classified employees shall be evaluated at least annually thereafter. Upon the completion of an evaluation, the evaluation is to be signed by the evaluator and acknowledged by the employee, placed in the employee's personnel file with a copy given to the employee. Completion of evaluations is the responsibility of each employee's immediate supervisor. **See Appendix 3.**

### **D-3. OVERTIME.**

- a. Compensation for authorized overtime work shall be at the rate of one and one-half (1 ½) times the employee's regular rate of pay. Overtime compensation shall be paid no later than the first pay day following the pay period in which it was earned.
- b. No person employed in an administrative, executive or professional position, as defined by the Federal Fair Labor Standards Act, shall be eligible for overtime compensation.

- c. All overtime work must have prior authorization by the Superintendent of schools or in his/her absence, the employee's supervisor; provided, employees who have a contract to work more than forty (40) hours per week shall not need approval to work the number of hours provided for in their contract.

**D-4. TIME AND METHOD OF PAY.** Employees shall be paid on a monthly basis by the tenth day of the month following the month in which the work was performed and shall be paid by direct deposit to the employee's bank account as he/she designates.

**D-5. TIME SHEETS.** All employees employed on an hourly basis shall maintain time sheets showing the hours of work performed by the employee. *Time sheets shall be signed by the employee and the employee's supervisor then timely submitted to the Clerk of the Board of Education.* The Clerk of the Board shall keep all time sheets submitted.

**D-6. EXTRA-CURRICULAR EVENT WORK.** Extra-curricular event work will only be available to classified employees if no certified teachers are able to fill the assignment. Classified employees may then volunteer to help at extra-curricular event. By volunteering you are agreeing to do so without any compensation. Extra duties for pay can only occur with prior permission from the employee's supervisor. The time worked must be recorded on the employee's timecard and the hours worked should not cause the employee to exceed 40 hours.

**D-7. NON-SCHOOL EMPLOYMENT.** Classified employees shall not engage in other paid employment while on duty with USD 108. See board policy GCRF.

**D-8. BUS DRIVER DEPARTMENT OF TRANSPORTATION (DOT) PHYSICALS.** Bus drivers will be reimbursed the amount paid by the employee for the DOT Physical or \$75, whichever is less, after it has been passed, the results are on file with the Transportation Director, and a bill from a physician's office for the DOT physical is submitted to the Clerk of the Board of Education.

**D-9. CDL LICENSURE.** USD 108 bus drivers are responsible for securing and paying the cost of obtaining a CDL.

## ARTICLE E ATTENDANCE AND LEAVE

**E-1. HOURS OF WORK.** The normal work week for full-time classified employees shall be forty (40) hours except those employees who have contracts to work in excess of forty hours. For the purposes of Fair Labor Standards Act (FLSA) compliance, the work week will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. The hours of work for each employee shall be assigned by the Superintendent of Schools or the employee's supervisor.

**E-2. REST BREAKS.** All classified employees are allowed a break if their regular daily schedule calls for four (4) hours or more of continuous work. Breaks are limited to fifteen (15) minutes in length and may not be accumulated or added to lunch or dinner hours.

**E-3. HOLIDAYS.**

- a. Full-time classified employees shall receive the following paid holidays: Labor Day, Thanksgiving Day, the afternoon of December 24<sup>th</sup>, Christmas Day, New Year's Day, Good Friday afternoon, Memorial Day and Independence Day; provided, classified employees responsible for maintaining heat in the school district building shall be responsible for seeing that heat is maintained during holidays. The amount of compensation for any holiday for full-time employees shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day.
- b. Regular part-time employees shall receive the following paid holidays: Labor Day, Thanksgiving Day, Christmas Day, and New Year's Day. The amount of compensation for any holiday for regular part-time employees shall be equal to the wages they would have earned for the number of hours they would have been scheduled to work on that day.

- c. When any holiday for which an employee is to be paid falls on Saturday or Sunday, the preceding Friday or the following Monday or such other day as is designated by the Superintendent shall be observed as the holiday by classified employees.
- d. To be eligible to receive pay for a holiday, an employee must not have been absent without leave either on the work day before or the work day after the holiday.

**E-4. VACATION.**

- a. Except as otherwise herein provided, only full-time classified employees shall be eligible for vacation. For the purpose of determining vacation eligibility, a full-time classified employee shall be an employee who regularly works at least (40) hours per week for fifty-two (52) weeks each year.
- b. Each full-time classified employee who is entitled to vacation shall receive twenty-five (25) days per year or 2.08 days for each full month of employment of paid vacation. An employee shall only be eligible to use vacation which has been earned as a result of his employment.
- c. The dates for taking vacation leave shall be scheduled in consultation with and approved by the employee's supervisor or the Superintendent of Schools.
- d. An employee entitled to a paid holiday, which occurs during the time of the employee's authorized vacation leave will not be counted as a day of vacation.
- e. Employees may use vacation leave in units of not less than two (2) hours.
- f. Upon termination, an employee shall be compensated for all earned but unused vacation leave.
- g. Full-time employees for at least nine (9) months each year (employees who do not work during the months of June, July and August) shall be entitled to the same vacation rights as full-time employees as above set forth except that such employees shall receive earned vacation for only the months in which they work each year or three-fourths (3/4) of twenty-five (25) days per year vacation accrued at the rate of 2.08 days per month of work and such vacation may only be taken when school is not in session or upon approval by their supervisor and/or the superintendent.
- h. Nine (9) month employees must use all vacation time by the last day of the school year.
- i. The amount of compensation an employee shall receive for vacation pay shall be equal to the wages he/she would have earned for the number of hours he/she would have been scheduled to work during his/her vacation time.
- j. All vacation earned by any classified employee by June 30<sup>th</sup> in any year shall be taken and used by the employee by August 31<sup>st</sup> of the same year and any vacation not so taken or used shall be lost and shall not accumulate.
- k. If possible and within reason (based on needed workload), earned vacation needs to be taken on planned breaks within the yearly calendar (Christmas break, spring break, etc.)
- l. A leave request shall be submitted through Aptafund, approved by the employee's immediate supervisor and approved by the superintendent before vacation time is used.

**E-5. SICK LEAVE.** Except as hereinafter provided, full-time classified employees shall be entitled to sick leave with pay for absences resulting from illness, injuries, accidents, doctor appointments or physical incapacity occurring either on or off the job of the employee and the employee's spouse, child, parent, grandchild, grandparent, mother-in-law and father-in-law, sibling, or any other dependent person making his/her home with the employee.

- a. Amount of Sick Leave. Each full-time classified employee eligible for sick leave shall earn .83 days of sick leave for each full month of employment.
- b. Accumulation of Sick Leave. No employee may accrue more than eighty (80) days of sick leave.
- c. Pay for Sick Leave. Any employee taking a day of sick leave shall be paid for the normal amount of time the employee would have been scheduled to work during the time sick leave is taken.
- d. Doctor's Certificate. The Superintendent may require a signed statement from a health care provider verifying the employee's inability to perform his/her assigned duties because of illness.
- e. Notification. To be eligible for paid sick leave, an employee, or his/her representative, shall notify his/her immediate supervisor before the beginning of the work day or as soon as practical but no later than two (2) hours after the beginning of the first work day for which sick leave is taken.
- f. Sick Leave for Other Than Full-Time Employees. Employees of USD 108 who are not employed full-time or who are employed full-time for only part of the year, shall earn sick leave in a pro-rata amount based upon the number of hours such employees work compared to an employee who works forty (40) hours per week.



- g. Sick Leave Bank. A sick leave bank will be established to aid classified employees in the event of an extraordinarily lengthy illness. The bank shall operate as follows:
  - 1. At the beginning of each school year, a sick leave bank of thirty-five (35) days shall be established which is not assigned to any individual. The sick leave provided by this bank shall be exclusive of any other sick leave provision and shall be limited to emergency situations such as prolonged illness or serious injury.
  - 2. These days (35) will be the only days in the bank in any one year. At the beginning of each school year thereafter, the Board will fill the bank to the original level of thirty-five (35) days. Any days remaining in the pool at the end of the school year will not be cumulative.
  - 3. Any employee may apply in writing to draw upon the bank in the event that an employee has used all earned sick leave otherwise provided for in this agreement. Such application shall be made to the Superintendent along with an explanation of reasons for the request. In extreme situations, application can be made after the lost time for illness and the request can be considered retroactive.
- h. Family and Medical Leave. Classified employees shall be provided family and medical leave as provided by a family and medical leave plan adopted by USD 108 and employees will need to use any paid leave first.
- i. A leave request shall be submitted through Aptafund, approved by the employee's immediate supervisor and approved by the superintendent before scheduled sick time is used or within 2 days after coming back to work in the case of illness or unexpected leave.

**E-5a. BEREAVEMENT LEAVE.** Each employee will be granted up to 3 days of bereavement leave to be used at the employee's discretion to attend any funeral deemed necessary. Additional sick leave days may be used for bereavement leave, if approved by the administration. There will be no accumulation of bereavement leave days from year to year.

- a. A leave request shall be submitted through Aptafund, approved by the employee's immediate supervisor and approved by the superintendent before bereavement time is used if possible or within 2 days after coming back to work in the case of unexpected leave.

**E-6. JURY DUTY.** Employees shall be excused for jury duty with no jeopardy to their employment. Employees being called will be reimbursed at their regular rate of pay for the first five (5) days of jury duty per year. Beyond the five (5) day limit, they will be reimbursed at their regular rate of pay minus payment received for serving on the jury with mileage and other expense money retained by the employee.

Notice of jury duty shall be given to the employee's supervisor immediately upon receipt of the jury duty notification by the employee.

**E-7. LEAVE OF ABSENCE.** An employee upon written request and with the recommendation of his/her supervisor may be granted a leave of absence without pay for up to one (1) year subject to the approval of the Board of Education.

## **ARTICLE F OTHER EMPLOYEE BENEFITS**

**F-1. ACTIVITY PASSES.** The Board shall provide each classified employee with a pass to district-sponsored/home activities with exception of specified fine arts programs and Kansas State High School Activities Association events. The pass will be valid for only the employee and his/her family, including spouse and any children who have not graduated from high school.

**F-2. KPERS.** Each employee who works at least six hundred thirty (630) hours per year or an equivalent of three and one-half (3 ½) hours per day for one hundred eighty (180) days must become a member of KPERS. An employee contribution of six percent (6%) of the gross pay as determined by current statute will be made each payroll period and deducted from the employee's paycheck.

**F-3. SECTION 125 CAFETERIA PLAN.** Eligible classified employees shall be included in USD 108 Section 125 Cafeteria Plan under which the employee may choose from the following options:

- a. Group Term Life

- b. Disability Income Insurance
- c. Cancer Insurance
- d. Dependent Care Expense Reimbursement
- e. Medical Reimbursement
- f. Vision Insurance
- g. Dental Insurance
- h. Dependent Life Insurance
- i. Heart and Stroke Insurance

**F-4. 403(b) PLAN:** All USD 108 employees are eligible to participate in the 403(b) Plan administered by TSA Consultants

**F-5. WORKER’S COMPENSATION BENEFITS.** All classified employees of the school district receive the benefits of the Kansas Workers Compensation Act in accordance with such law and guidelines. The cost of this benefit is paid entirely by USD 108.

**F-6. HEALTH CARE.** USD 108 will participate in a district sponsored health insurance program. The board will purchase for each classified employee that is considered full-time by Blue Cross/Blue Shield of Kansas who enrolls in the district-sponsored health insurance program a single plan of health insurance. Any classified employee that is considered part-time eligible by Blue Cross/Blue Shield of Kansas who enrolls in the district-sponsored health insurance program will receive a pro-rated amount. The Board will contribute 55% towards the dependent care plans. No cash in lieu of insurance is permitted.

Each employee enrolled in the district-offered health insurance program shall participate in any cost savings programs offered by the plan. Any employee choosing to not successfully participate will be responsible for payment of any additional cost to the plan.

A Health Insurance Committee consisting of three certified staff members, two classified staff members, the superintendent and one BOE member will meet annually to make recommendations on the health insurance as provided by the district. The certified staff committee members will be appointed by the WCTA.

## **ARTICLE G HARASSMENT POLICIES**

**G-1. SEXUAL HARASSMENT.** Refer to Board Policy GAAC.

**G-2. RACIAL AND DISABILITY HARASSMENT.** Refer to Board Policy GAACA.

## **ARTICLE H WORKER’S SAFETY AND ACCIDENTS**

**H-1. GENERAL SAFETY.** Washington County Schools USD #108 is firmly committed to the safety of our employees. We will do everything possible to prevent workplace accidents and we are committed to providing a safe working environment for all employees.

We value our employees not only as employees but also as human beings critical to the success of their family, the local community and Washington County Schools USD #108.

Employees are encouraged to report any unsafe work practices or safety hazards encountered on the job. All accidents/incidents (no matter how slight) are to be immediately reported to the supervisor.

A key factor in implementing this policy will be the strict compliance to all applicable federal, state, local and Washington County Schools USD #108 policies and procedures. Failure to comply with these policies may result in disciplinary actions.

When retrieving objects from a high place, please use the provided step ladders. Do NOT stand on a chair, table, desk, or any other object to reach items at a high level. The only appropriate method to retrieving items from a high place is a step ladder. Step ladders are located in the custodian closet at West Elementary; in the upstairs hallway closet of East Elementary; and in the custodian closet by the boy's restroom in the high school.

All classified employees are required to wear appropriate safety equipment according to school policy at all times. Failure to comply with safety policies may result in disciplinary action up to and including termination.

**H-2. INJURY FROM SOCIAL OR RECREATIONAL EVENTS.** Workers compensation does not cover injuries to employees engaged in recreational or social events unless the employee was required to attend and the injury results from performing normal duties or as specifically instructed by a supervisors or administrator to be performed during the social or recreational time.

**H-3. ACCIDENTS – REPORTING.** If an employee is injured on the job, his/her supervisor must be contacted immediately. The supervisor will then be responsible for contacting the Clerk of the Board who shall supply the injured employee with appropriate forms to complete.

The employee must maintain copies of all doctor's orders and provide the same to the Clerk of the Board.

An employee, not at work but receiving workers compensation, shall be required to provide the Clerk of the Board with a written doctor's release before being 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 end and those benefits under worker's compensation shall be restricted as provided by current statute.

## **ARTICLE I MISCELLANEOUS CONDITIONS OF EMPLOYMENT**

**I-1. COMMUNICABLE DISEASE REGULATIONS.** All classified employees shall be subject to USD 108's communicable disease regulations as set forth in Section GAR of the District Policy Manual and each classified employee is directed to know the contents of said policy and to follow the terms and provisions thereof.

**I-2. TRANSFERS.** Any classified employee may be transferred at any time to a new location or to a new position for which he/she is qualified at the discretion of the Superintendent.

**I-3. CHILD ABUSE.** Refer to Board Policy GAAD.

**I-4. CONFIDENTIALITY.** All student information and records are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel. Repeated, documented violations of this procedure could result in disciplinary action being taken against the employee up to and including termination.

**I-5. CONFLICT OF INTEREST.** Classified employees are prohibited from engaging in any activity which conflicts with or detracts from the effective performance of their duties.

**I-6. DRESS CODE.** Appropriate dress and personal grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the employee and district. Employees are asked to use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair and clean. Any method of dress that may attract undue attention, disrupt or interfere with the mission of the district is not permitted.

**I-7. DRUG FREE SCHOOL'S POLICY.** As a condition of employment by USD 108, all classified employees shall abide by and be subject to the terms of the drug free school's policy set forth of the Washington County School's Policy

Manual. Each classified employee is expected to read, be familiar with, and abide by all terms and provisions of said drug free school's policy.

**I-8. WORKSHOPS.** Classified employees may be permitted to attend workshop sessions relating to areas of their employment and the school district may pay for such workshops if attending the same are approved and payment of expenses are approved prior to attending the workshop.

**I-9. PERSONAL PROPERTY.** USD 108 does not provide insurance for employee's personal property and does not assume any liability therefore. Classified employees shall be responsible for any personal property which they have or leave on school premises.

## **ARTICLE J DISCIPLINE**

**J-1. AUTHORITY TO DISCIPLINE.** The Superintendent and supervisors are responsible for the conduct and effective performance of all employees under their jurisdiction and shall have the authority and the responsibility to discipline employees for violations of the school's personnel guidelines and any departmental guidelines.

**J-2. GENERAL GUIDELINE.** The purpose of discipline is to ensure a high standard of performance and efficiency, to maintain good working relationships among employees, and to provide the citizens of the school district with the highest possible level of courteous and professional service. Discipline in the school organization is for the most part "self" discipline. It is the duty of employees to make a conscientious effort to work and behave in accordance with the values, service standards, policies and guidelines of the school and the department in which they work. Each employee is expected to exercise self-discipline and work hard at being the best at what he/she does, helping the school provide a high level of public service. When an employee does not exercise adequate self-discipline or is not successful in meeting the requirements of his/her job, it may be necessary for the Superintendent or his/her supervisor to consider disciplinary actions up to and including termination to correct the problem.

An employee is subject to disciplinary action if:

- a. The employee violates these personnel guidelines, or any other written guidelines or procedures applicable to the department in which the employee works;
- b. The employee's conduct reflects discredit to the school or hinders the effectiveness or efficiency of the school operations.
- c. The employee has performed an act of misconduct, or has failed to perform an act which results in misconduct.

**J-3. PROCEDURE OF DISCIPLINARY ACTION.** Whenever misconduct of an employee occurs that in the judgment of the Superintendent or supervisor justifies the application of disciplinary actions, other than a verbal warning, the Superintendent or supervisor shall:

- a. Document the misconduct in writing.
- b. Determine the appropriate disciplinary action to correct the problem.
- c. Meet with the employee to review the problem and the proposed disciplinary action. The meeting should be private and include only the employee, Superintendent, supervisor, or other persons requested to be present by the Superintendent or supervisor.
- d. Give the employee an opportunity to refute the facts or argue against the proposed disciplinary action. The employee may submit comments in writing to be attached to the record of the disciplinary action.
- e. Make a final decision as to the disciplinary action.
- f. Notify the employee of the action in writing, except for verbal warnings. A copy of the documentation of misconduct and a note as to the form of disciplinary action taken shall be provided to the Clerk for insertion in the employee's personal file.

**J-4. TERMINATION.** Classified employees are employees at will and may be terminated for any reason or no reason at all.

**ARTICLE K  
POLITICAL ACTIVITY**

**K-1. POLITICAL ACTIVITY.** It is the right of every employee to register and vote on all political issues. Employees are permitted to join political organizations, civic associations or groups and to become involved in political activities subject to the restrictions of this article:

- a. As private citizens, employees may participate in all political activities, including holding district office. However, school employees can not be an employee and a board member at the same time.
- b. Any employee desiring to become a candidate for a school elective officer shall first take leave of absence without pay or resign. Should an employee on leave of absence without pay be unsuccessful in seeking such elective office, he/she shall be returned to employment on the same terms and conditions as any other employee who has taken leave of absence without pay. An employee is considered to be a candidate for elective office once all statutory requirements have been met to qualify as a candidate.
- c. Political activity must not interfere with job attendance or performance. Employees are not permitted to solicit or handle political contributions in school elections. They are not permitted to solicit or handle political contributions in school elections while on school time or at worksite. They are not permitted to wear or display political badges, buttons, or signs on their person or on school property to support a candidate for elective office or to engage in any political activity.
- d. No supervisor or other person in authority shall solicit any employee or contributions of money or labor for any candidate for elective office, or otherwise compel, any employee to support a candidate for elective office or to engage in any political activity.
- e. The purpose of this guideline is to prevent and avoid the appearance of impropriety on the part of any employee. Employees are neither appointed to, nor retained in, the school's service on the basis of their political affiliations or activities.

**ARTICLE L  
NEW BUS DRIVER POLICY**

Driver Responsibility

- Cost of CDL license and testing
- All time practice driving and studying for CDL

USD 108 Responsibility

- Defensive Driving course and hours
- CPR first aid course and hours
- Reimburse up to \$75.00 toward DOT physical
- Provide bus for test and practice
- Provide CDL holder to ride with permit holder during practice and test
- Provide a pre-employment drug test

1. New bus drivers shall not begin employment until appropriate Commercial Driver's License and all required endorsements are acquired.
2. New bus driver candidates will be responsible for all expenses concerning Commercial Driver's license, permits, and driver exams.
3. New bus driver candidates will not be paid for practice driving hours or drive test time.
4. USD 108 will provide:
  - a. The registration fee for a state approved Defensive Driving course. The director of transportation will schedule and register the new driver for the course. If the course is not held at USD 108 facilities, transportation to the course will be provided. The new driver will receive a wage for the training at the activity trip rate.
  - b. The registration fee for a state approved CPR/first aid course. The director of transportation will schedule and register the new driver for the course. If the course is not held at USD 108 facilities,

transportation to the course will be provided. The new driver will receive a wage for the training at the activity trip rate.

- c. Reimbursement of the cost the employee paid for the physical up to the amount of \$75.00, whichever is greater, for a DOT physical performed to complete requirements of driving a school bus.
  - d. A bus for the candidate to drive in preparation to complete the Kansas Commercial Driver's License drive test. USD 108 will provide a bus for the candidate to perform the Kansas Commercial Driver's License drive test.
  - e. A licensed CDL holder to accompany candidate with learners permit while practice driving and completing Commercial Driver's License drive test.
5. New bus drivers will be required to pass a pre-employment drug test at the expense of USD 108.
  6. It is required that bus drivers of USD 108 have the following on file at the bus barn.
    - a. Copy of current CDL class A, B, or C with the minimum endorsements S and P.
    - b. Copy of current DOT physical
    - c. Copy of current First Aid/CPR certification
    - d. Copy of current Defensive Driving class Certification
  7. All bus drivers will be enrolled in a drug testing pool.
  8. All bus drivers will be expected to attend required safety meetings.

## CLASSIFIED PERSONNEL EVALUATION

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_  
 EVALUATOR: \_\_\_\_\_ BUILDING: \_\_\_\_\_

		Commendable Performance	Acceptable	Improvement Needed	N/A
<b>I PERSONAL QUALITIES</b>					
1	Punctual	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Uses time wisely	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Neat and well groomed	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Gets along with other personnel	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Relations with public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Relations with students	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	General attitude	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Supportive of administrative decisions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Self-motivated	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>II WORK-RELATED SKILLS</b>					
1	Able to cope with stressful situations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Communicates effectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Cooperative with others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Quality of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Quantity of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Organization of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Understanding of work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8	Follows directions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9	Adaptability	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10	Promptness in completing tasks	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11	Care of equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12	Able to direct and supervise others	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13	Capable of setting up equipment and operating it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>III COMMITMENT TO DUTY</b>					
1	Loyalty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	Strives for self-improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	Trustworthy	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4	Dependable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5	Uses wise judgment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6	Accepts criticism	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7	Keeps information confidential concerning school records and school operations as it pertains to students, parents, and school personnel.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**EVALUATOR'S COMMENTS ON STRENGTHS AND WEAKNESSES**

1. Personal Qualities:

2. Work Related Skills:

3. Commitment to Duty:

4. Employee's Comments:

Employee \_\_\_\_\_ Evaluator \_\_\_\_\_

Date \_\_\_\_\_ Date \_\_\_\_\_