

***USD 362***  
***Prairie View***

***Employee***  
***Handbook***

# TABLE OF CONTENTS

<b>ACKNOWLEDGMENT OF RECEIPT OF HANDBOOK</b> .....	<b>iv</b>
<b>MISSION STATEMENT</b> .....	<b>v</b>
<b>DEFINITIONS</b> .....	<b>v</b>
<b>EQUAL OPPORTUNITY EMPLOYER</b> .....	<b>v</b>
<b>COMMUNICATON</b> .....	<b>1</b>
<b>COMPENSATION</b> .....	<b>1</b>
SKYWARD EMPLOYEE ACCESS .....	1
PAY DAY .....	2
HOLIDAYS.....	3
VACATIONS.....	4
LEAVES AND ABSENCES.....	4
FAMILY MEDICAL LEAVE ACT .....	9
REIMBURSEMENT/TRAVEL EXPENSES .....	10
<b>SCHEDULES</b> .....	<b>11</b>
TIME CLOCKS .....	11
EXTRA DUTY.....	11
BREAKS .....	11
CALENDAR .....	12
ATTENDANCE.....	12
WORK SCHEDULE.....	12
OVERTIME .....	12
SNOW DAYS .....	12
<b>BENEFITS</b> .....	<b>13</b>
HEALTH INSURANCE .....	13
HEALTH WAVE.....	13
BUS DRIVER TRAINING EXPENSES .....	13
ACTIVITY PASSES.....	13
SALARY REDUCTION/DEDUCTION PLAN (125) .....	13
403B ROTH PROGRAM.....	14
KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS).....	15
WORKERS COMPENSATION .....	15
UNEMPLOYMENT COMPENSATION .....	16
<b>CONDUCT</b> .....	<b>16</b>
BACKGROUND CHECK .....	16
LOYALTY OATH.....	16
PROHIBITED SUBSTANCES.....	16
RELATIONS WITH STUDENTS .....	17
EMPLOYEE PROTECTION.....	17
CONFIDENTIALITY .....	17

SEXUAL HARASSMENT .....	18
RACIAL HARASSMENT .....	18
GIFTS .....	18
SOLICITATIONS .....	19
DRESS CODE.....	19
FALSIFICATION .....	19
CONFLICT OF INTEREST .....	19
OUTSIDE EMPLOYMENT .....	19
CRIMINAL CONVICTIONS .....	19
SUSPENSION.....	19
TERMINATION .....	20
TOBACCO USE .....	20

**DISTRICT PROCEDURES .....** **20**

ADDRESS CHANGES .....	20
ASSIGNMENT AND TRANSFER .....	20
AT-WILL AGREEMENT .....	20
BOARD POLICY.....	20
COMPLAINTS/GRIEVANCES .....	20
DATABASE LEARNING SYSTEMS (IE MOODLE).....	21
DISCRIMINATION COMPLAINTS .....	21
DISTRIBUTION OF MATERIALS .....	21
DISTRICT WEBSITE.....	22
DRUG AND ALCOHOL TESTING .....	22
DRUG FREE SCHOOLS.....	22
EMAIL INFORMATION .....	22
EMPLOYMENT STATUS .....	22
EVALUATIONS.....	23
EXIT INTERVIEWS .....	23
FACEBOOK/SOCIAL MEDIA.....	23
HELP DESK.....	23
INTERROGATION AND INVESTIGATION OF STUDENTS .....	24
JURYDUTY .....	24
LATE START EXPECTATION.....	24
LICENSE RENEWAL .....	24
PERSONAL PROPERTY .....	24
PERSONNEL RECORDS .....	24
RECRUITMENT.....	25
REQUIRED RECORDS .....	25
RESIGNATION .....	25
SCHOOL CLOSURES.....	26
SEARCHES OF STUDENT’S PROPERTY .....	26
STAFF DEVELOPMENT/PDP TOOLBOX.....	26
SUPERVISION .....	27
TELEPHONE USE .....	27
THEFT.....	27
TRANSPORTATION POLICY.....	27
TUITION REIMBURSEMENT.....	28
USE OF PERSONAL/SCHOOL VEHICLE .....	28
WEAPONS.....	29

<b>REPORTS.....</b>	<b>29</b>
ACCIDENTS.....	29
CHILD ABUSE.....	29
VANDALISM.....	30
<b>HEALTH.....</b>	<b>30</b>
ASBESTOS.....	30
BLOODBORNE PATHOGENS.....	30
COMMUNICABLE DISEASES.....	30
MEDICATIONS, ADMINISTERING.....	30
HAZARDOUS WASTE.....	31
PEST CONTROL.....	31
<b>SAFETY AND SECURITY.....</b>	<b>31</b>
DRILLS.....	31
EMERGENCY CLOSINGS.....	31
SAFETY PRACTICES.....	32
SECURITY.....	32
SECURITY/ WORK AREA.....	32
KEYS.....	32
<b>EQUIPMENT AND SUPPLIES.....</b>	<b>33</b>
APPROPRIATE USE OF EQUIPMENT AND SUPPLIES.....	33
COMPUTERS.....	33
COPYING AND DUPLICATING.....	34
INTERNET.....	34
INVENTORY.....	34
ORDERING PROCEDURES.....	34
VEHICLE REQUEST.....	34
<b>APPENDICES.....</b>	<b>35</b>
CLASSIFIED SALARY SCHEDULE.....	APPENDIX A
CLASSIFIED EVALUATION FORM.....	APPENDIX B
BUS DRIVER SALARY SCHEDULE.....	APPENDIX C
BENEFITS TABLE.....	APPENDIX D
LICENSED SALARY SCHEDULE.....	NEGOTIATED AGREEMENT
LICENSED EVALUATION FORM.....	NEGOTIATED AGREEMENT

# **Acknowledgment of Receipt**

## **USD 362 Employee Handbook**

*(Employees will be required to electronically sign a copy of this statement annually acknowledging that the handbook is available on the website.)*

I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board. Employees will be notified of changes.**
- **Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.**
- **Licensed staff (excluding KPERS retirees) employment is governed by the Negotiated Agreement.**
- **Administrative staff and KPERS retirees employment are governed by individual contracts.**

# Mission Statement

The mission of USD 362 Prairie View is to enable, educate and empower those we serve.

## *Definitions*

### **FULL-TIME CLASSIFIED EMPLOYEES:**

District office personnel, custodians, and maintenance personnel who work forty (40) hours a week, 12 months a year.

### **SCHOOL SEASON CLASSIFIED EMPLOYEES:**

Building secretaries, aides, bus drivers and food service personnel who work less than forty (40) hours a week and /or less than 12 months a year.

### **TEMPORARY/SUMMER HELP:**

An employee whose work is non-recurring and not more than 90 days in duration.

### **SPECIAL ED COOPERATIVE STAFF**

An employee that is employed through USD 368 for Special Education but works in the USD 362. These employees will follow the handbook that is issued by USD 368 with general references in this handbook.

### **TEACHERS**

An employee whose position requires a teaching license.

### **ADMINISTRATORS**

An employee whose position requires an administrative license.

## *Equal Opportunity Employer*

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See GAAA.

The board shall hire employees on the basis of ability and the district's needs.

## **COMMUNICATION**

Official forms of information are sent via district email including but not limited to schedule changes, required actions that have deadlines, human resource information, etc. Check your email often to stay informed.

## **COMPENSATION**

Classified employees are paid according to salary schedules (Appendix A). Pay is determined by job classification and years of experience which will be determined at the time of initial employment.

The Board of Education has the right to set pay for employees that do not fit salary schedules.

Employees who have exhausted steps on the schedule will continue to receive the following increases if movement is granted to all other staff by the board: aide \$.22, cook \$.23, custodial/secretary \$.25, maintenance \$.30

Bus drivers will be paid according to the salary schedule for bus drivers. (Appendix C)

Night time custodians will be paid an additional \$ .35 per hour while scheduled for night time duty. This does not include summer schedules.

Accrued leave time will be used to complete the scheduled work week. Example – an employee works 4 days and in those 4 days has 32 hours and 15 minutes timed in and uses a sick day for the 5<sup>th</sup> day of the work week. Payroll will use 7 hours and 45 minutes of sick time and employee is paid for 40 hours for that week.

Licensed teaching staff (excluding KPERS Retirees) are paid according to the Negotiated Agreement. (Negotiated Agreement including the salary schedule is found on the district website. Licensed staff must maintain licensure to be paid.

Administrators and KPERS Retirees are paid according to their contract.

### **Skyward Employee Access**

Use the Skyward Employee Access to conveniently view your paychecks, W-2's, and leave information online. You can also view your tax information (W-4) and edit your personal information. The link to Skyward Employee Access can be found on the district website. Employees may request leave time under the Time Off tab.

### **PAY DAY**

Payroll for employees will be issued on the 10th day of each month. In

the event a pay day falls on Saturday, on Sunday or on a bank holiday, the direct deposits will be distributed on the banking business day prior.

**Pay periods end on the last day of each month for classified, teachers, and administrative staff.**

**Time clock reports will be run the day following the end of the pay period. It is the employee's responsibility to ensure all punches and leave days have been properly recorded by the last day of the pay period. Bus drivers will sign off on their time sheet (route sheet) with the transportation director.**

Payroll will be by direct deposit. It will be the employee's responsibility to notify the district office of any changes to bank account information. Direct Deposit forms can be found on the district website. Please fill out this form and return to the district office if you have any changes to your banking information.

In the event of a "special" payroll Skyward does **not** hold out extra deductions for example: deposits to more than one bank account, additional withholding on taxes, or extra deductions to 403B accts, etc. The district office will notify staff of special payrolls by email and it will be your responsibility to contact the district office if you want to withhold additional items for that special payroll.

All employees, except bus drivers/bus aides, are paid in 12 equal monthly installments, except for Full Time employees hired after June 1, 2008. Full time classified employees hired after June 1, 2008 are paid monthly from each timesheet.

- The classified employee's payment method divides their yearly pay into 12 equal installments. Overtime or extra pay would be paid after each timesheet.
- Licensed and Administrative payment method divides their yearly pay into 12 equal installments.
- Teachers new to the profession who begin employment at the beginning of the school year will have their salary paid over 13 installments beginning in August (for that first year only, then payroll will revert to 12 installments the next school year). Such individuals may opt out of this by providing a written request to the business office 30 days or more prior to their assignment starting.
- Bus drivers/bus aides are paid monthly from driving schedule time sheet.



- USD 368 para-professionals are paid from USD 368's salary schedule. Please check the USD 368 handbook for details.

## **HOLIDAYS GCRI**

### **CUSTODIAL/MAINTENANCE PERSONNEL**

All Custodian and Maintenance Personnel shall be entitled to the following holidays with pay:

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Day  
Day following Christmas Day or Christmas Eve Day (to be determined by supervisor)

### **DISTRICT OFFICE PERSONNEL**

All district office personnel shall be entitled to the following holidays with pay:

New Year's Day  
Good Friday  
Memorial Day  
Independence Day  
Labor Day  
Day before Thanksgiving Day  
Thanksgiving Day  
Day after Thanksgiving  
Christmas Break\*  
Spring Break\*

\*District office employees will report to work as necessary during breaks.

Licensed teachers and administrative staff will work days as designated by the board approved calendar unless otherwise noted in their contract.

## **VACATIONS**

## GCRH

**Vacation time must be requested in advance through the Skyward Employee Access – under the Time Off Tab employee self-service program.**

Full-time, twelve-month employees will receive vacation time by the following schedule:

**Full-Time Classified Employees** - (35) hours or more per week 12 months a year)

Years 1 - 10	- Two Weeks (10 days)
Years 10 +	- Three Weeks (15 days)

If an employee does not complete a full year of service in any given year, the district reserves the right to prorate vacation time allotted.

Part-time and temporary employees are not eligible for vacation pay.

Employees leaving the district on good employment terms shall be paid for accrued vacation time at the employee's regular daily rate of pay.

Employees may carry forward up to a total of 20 days' vacation (including new days allotted).

Employees may cash in vacation days in exchange for not using them. A written notice indicating the number of days to cash out must be submitted to the district office no later than 2 days before the last working day of June for the previous fiscal year. The amounts paid will be based on annual income amounts:

- Annual income equal to or less than \$25,000 per year: \$40 per day.
- Annual income greater than \$25,000 but less than \$35,000 per year: \$60 per day.
- Annual income greater than \$35,000 per year: \$80 per day

## LEAVES AND ABSENCES

### **Procedure for Requesting Leave**

An employee on paid leave during the year may be compensated at his/her regular rate of pay while absent from work, if the following conditions are met:

1. Appropriate leave has been accumulated
2. **Request For Leave is made through the Skyward Employee Access – under the Time Off Tab.**
3. Supervisor has approved leave

Contact the district office for your login information for Skyward Employee Access.

### **Classified Sick/Personal Leave**

Each Classified employee will receive 10 sick days per year along with 4 personal days. The maximum number of sick leave days available for use for staff shall be 72. Those who end employment prior to their hiring anniversary will have leave pro-rated.

Sick leave is defined as days of absence from duty because of personal or immediate family illness, maternity leave, injury or death for which no deduction is made in regular monthly or annual compensation of the employee. The term days as used herein is defined as days on which the employee drawing sick leave would normally have reported for duty. Immediate family is defined as anyone living in the same household, spouse, children, parents, and siblings.

Employees may not “make-up” time to save their sick leave time. For example: If Jane Doe takes two hours of sick time on Tuesday and then works an extra hour on Thursday the district will use two hours of sick time and then Jane will receive an extra hour of pay for Thursday. Please remember that extra time or overtime needs to be **pre-approved** by your administrator. Administrators remember that extra time and overtime needs to be **pre-approved** by the superintendent.

Personal leave can be taken for any personal reason given if it is previously approved by an administrator. Of the four (4) personal days, two (2) days shall be allowed each semester (Semester 1- July 1<sup>st</sup> through December 31<sup>st</sup>, Semester 2- Jan 1<sup>st</sup> through June 30<sup>th</sup>). Personal days shall not be used immediately before or after extended breaks. Personal days must be approved at least 2 weeks in advance by a school administrator. At the end of the school year, all remaining unused personal leave will be cashed-out at a rate of \$50 per day unless the employee elects to convert some or all unused personal days into accumulated sick leave by completing the Classified Leave Incentive Pay Form (found under Employee Tools) prior to the last week of June.

In bereavement cases not defined by the district, a staff member may submit a written request for bereavement (sick leave) to their building principal. If such request is denied, it can be appealed to the superintendent. No grievances shall be filed regarding final decisions.

Documentation from appropriate personnel may be required when sick leave is used.

Accumulated sick leave days over 60 may be sold back to the district at the rate of \$50 per day.

Unused sick leave shall be reimbursed at a daily rate of \$50 per day for employees who give at least 2 weeks’ notice and are in good standing with the school district.

The district reserves the right to make adjustment or deny sick leave reimbursements if the employee is released, not in good standing or fails to give adequate notice.

### **Leave Policy for Bus Drivers/Aides**

Drivers and Aides are encouraged to schedule appointments between routes or on days off whenever possible. When this is not possible, the supervisor should be contacted to see if the absence can be accommodated. If possible, the supervisor will allow the absence if a suitable substitute can be found or other arrangements can be made.

Excessive leave, including docked leave not covered under personal/sick leave, is discouraged. This includes extended leave during the school year. In the event that extended time off is needed, the supervisor should be notified at least 1 week in advance to see if the absence is able to be granted. If it is determined that the absence will cause undue stress on the department, it will not be allowed. Abuse of the leave policy, extended leave, or excessive leave can affect employment status with the school district.

### **Leave Incentives**

Classified staff who use fewer than 6 sick days can be reimbursed for up to \$50 per day. The incentive that can be cashed out is the difference between 6 and actual sick days used that year. Staff who do not use more than 2 leave days within an academic year will receive a \$500 bonus. For purposes of the attendance bonus, leave days are defined as the combined total of sick days (10 days) and personal days (4 days). The donation of sick days, on the behalf of an individual who utilizes the sick leave pool, will be counted as sick days used. The normal donation of days to the sick leave pool will not count against any incentives.

Leave incentives do not apply to vacation leave. The Leave Report will be used to determine sick days used. The bonus incentive is intended for those employees that don't miss work. Exceptions would be work related events, for example attending a seminar the district approves. An employee may not take dock days to remain eligible for the incentive. Bus drivers/aides that take activity routes instead of regular routes will not be considered as dock time for leave purposes.

### **Licensed Staff (Excluding KPERS Retirees) Leave**

Licensed staff (excluding KPERS Retirees) leave is governed by the Negotiated Agreement.

### **Administrative staff and KPERS Retirees Leave**

Administrative staff and KPERS Retirees leave are governed by individual contracts.

### **Bereavement Leave**

Employees are permitted to use accumulated sick leave days to attend funerals for family. See “Sick/Personal Leave” .

### **Classified/Administrative Sick Leave Pool**

Every employee in good standing except a licensed teacher, whom is eligible for the teacher sick leave pool, is eligible to participate in the sick leave pool pending committee approval. The sick leave pool shall be administered by a sick leave pool committee consisting of 4 employees of the pool designated by the administration and the superintendent or his/her designee. The pool will only be activated when need arises. All classified/administrative staff will be included in the sick leave pool.

At the end of a contract year, the unused days in the sick leave pool shall be distributed as follows:

- If the number of days is less or equal to the number of classified/administrative staff who contributed, those days shall be carried in the sick leave pool for the next contract year.
- If the number of days is more than the number of classified/administrative staff, each contributor shall be credited with 1 day of sick leave and the remainder carried in the sick leave pool for the next contract year.
- Classified/administrative staff leaving the district shall have their contributed day credited back to them and new classified/administrative staff shall contribute a day to the pool upon initial employment.

The initial grant of sick leave by the sick leave pool committee to an eligible employee shall be from 1 to 20 days. Upon completion of the 20 day period, additional entitlement may be extended by the sick leave pool committee upon demonstration of need by the applicant. An employee may not exceed borrowing 60 days of sick leave pool within a 365 day period. Of these 60 days, 20 days may be granted for the same conditions of a spouse, parent, in-law, child or legal dependent of the employee with the intention that the employee must administer constant care of such individual. In the event that workers compensation benefits are activated, sick leave pool benefits will not apply.

To be eligible for sick leave pool days, the classified/administrative staff, must, because of accident or illness, be prevented from performing his/her regular employment and have a disability which requires an absence in excess of 5 school days and the participant must have exhausted all accrued vacation, sick and personal leave days. In the case of a spouse, parent, in-law or child, the need for constant care due to accident or illness will need to be demonstrated. The sick leave pool days will be retroactive to the 5 school days prior to receiving sick leave days.

The superintendent or his/her designee may require a statement from the staff member's physician certifying that he/she is incapable of performing their duties as a result of the accident or illness. The physician may be asked to certify in writing the number of days absence the given illness or disability requires. Such requirements may also be required in regards to eligible family member situations.

Subject to foregoing requirements, the sick leave pool committee will determine eligibility for the use of the pool and the amount of leave to be granted. The following general criteria shall be considered by the committee in administering the pool and in determining the amount of leave:

- Medical evidence of serious illness
- Prior utilization of sick leave
- Length of service in the system

The decision of the sick leave pool committee with respect to eligibility entitlement shall be final and binding and not subject to appeal, to grievance or to arbitration.

The sick leave pool committee shall design a repayment/replenishment plan with the employee who receives days from the sick leave pool.

- The requirements of repayment from the affected individual shall not exceed 3 days per year.
- If the employee does not complete years of service to the district to repay the number of days received, the employee must reimburse the district for the appropriate wage per day at the time the employee was absent. If, at the time of resignation, the employee has other accrued sick leave (beyond the 3 days repaid per year), that leave may be used to cancel the remaining days due.
- A third way of repayment would be allowing all classified/administrative staff to donate the days the affected staff member has borrowed. Staff members willing to donate must indicate within 30 calendar days upon the affected individual returning to school, in writing to the payroll clerk, the number of days they would like to donate. Days donated in this fashion will be counted against sick leave incentives, including perfect attendance. Any days not repaid by the staff are then subject to other payback provisions listed herein.
- If the number of days in the pool is extinguished, the committee shall ask for a donation of days to the pool and report such donation within 5 calendar days. The number of days donated shall not exceed the number of staff members on this contract.

The sick leave pool committee has the right to waive payment to the sick leave pool from the affected individual if the employee suffers a permanently disabling illness or a terminal condition that causes them not to return to school.

**Licensed (Excluding KPERS Retirees) Sick Leave Pool**

Licensed staff (excluding KPERS Retirees) will follow the sick leave pool according to the negotiated agreement.

## **FAMILY MEDICAL LEAVE GARI**

### **Family Medical Leave**

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be determined **to be the same as the school fiscal year July 1 through June 30 of each year**. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. For incapacity due to pregnancy, prenatal medical care or child birth;
2. To care for the employee's child after birth or placement for adoption or foster care;
3. To care for the employee's spouse, son or daughter, or parent of the employee who has a serious health condition; or
4. For a serious health condition that makes the employee unable to perform the employee's job.

*(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)*

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal 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 or designee 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 12 months of service in the district and employed at least 1250 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 leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another 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 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave (forms are located in the district office) the employer will notify the employee of:

1. The reasons that leave will count as family and medical leave;
2. Any requirements for medical certification;
3. Employer requirement of substituting paid leave;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and
6. Any employer required fitness-for-duty certification.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

### **Military Leave**

See District Policy - GARID

## **REIMBURSEMENT/TRAVEL EXPENSES GAN**

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent. Reimbursement for mileage for a personal vehicle will only be paid if a school vehicle was requested but not available and approval is granted. Reimbursement must be requested within the same fiscal year. The fiscal year runs from July 1st through June 30<sup>th</sup>.

Classified staff will be paid for the actual time of conference/workshop participation and for driving a vehicle. Those who are passengers only will not be compensated for their passenger time. If all such time, along with all other work time in such a week exceeds 40 hours, overtime will be paid. Any employee upon their return from the conference/workshop who may approach overtime must notify their supervisor.

Requests for reimbursements while attending conference/workshops shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. Meals will be reimbursed up to the following costs when an overnight stay is required: **Breakfast - \$7, Lunch - \$12, Dinner - \$17.** Overnight stays must be approved in advance by the district office. Hotels and meals will only be reimbursed when an overnight stay is required. Generally such stays will occur with an 8:00 am registration at a location that is 2 or more hours away.

For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at mileage rate established by the board.

Form is located on the district website.



**Mileage Chart** – Use the following chart when filling out reimbursement for mileage.

	Fontana	Parker	La Cygne	MS/HS	Paola	Louisburg
Fontana	XXX	15	12	7	14	27
Parker	15	XXX	14	9	27	40
La Cygne	12	14	XXX	5	23	25
MS/HS	7	9	5	XXX	19	30
Paola	14	27	23	19	XXX	XXX
Louisburg	27	40	25	30	XXX	XXX

## SCHEDULES

### TIME CLOCKS

All classified employees shall clock in at the beginning of each workday and clock out at the end of each workday. Employees must notify their supervisor to correct any missed punch. If the supervisor is not available the employee should contact the District Office. Excessive missed punches shall be considered a violation of policy and may result in disciplinary action including termination.

Employees hired prior to June 1, 2008 will be paid thru the last business day of the month on the 10<sup>th</sup> of the same month.

Employees hired after June 1, 2008 will be paid thru the last day of each month on the 10<sup>th</sup> of the following month.

**Time clock reports will be run on the first day of each month and run thru the last day of each month for classified staff.** Time clock reports are used to track leave time and overtime.

Bus drivers will not use time clocks. They will be paid per route driven.

Licensed, administrative, and salaried individuals will not use the time clocks.

### EXTRA DUTY

Time sheets are required for all extra duty pay. It shall be considered a violation of this policy for an employee to falsify data on time sheets. Such violations may result in disciplinary action including termination

### BREAKS

Per Department of Labor breaks are not required under state or federal law. Any breaks that are taken must be approved by your supervisor.

### CALENDAR

The district calendar is approved by the Board of Education each year and can be accessed on the home page of the district website. **This calendar is not an employee contract. Furthermore, this calendar is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create**

**an employee contract by modification of this document.**

## ATTENDANCE

Employees are expected to be at work and on time. If an employee is unable to come to work, he/she shall utilize the Skyward Employee Access – Time Off system immediately. Food Service staff is expected to contact their direct supervisor.

## WORK SCHEDULE GBR

Time schedules for classified employees will be assigned by their direct supervisor.

The normal work week for full-time classified personnel shall consist of 40 hours per week, 12 months per year. See “Overtime,” below.

The normal workweek for School Season Employees consists of less than 40 hours a week.

## OVERTIME

There shall be no overtime worked unless approved in advance by the superintendent or his/her designee. All overtime will be paid at the rate required by law.

Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

Example 1: If an employee works 9 hours on Wednesday (this alone is not considered overtime until the employee has worked 40 hours), they should leave early Thursday and/or Friday to alleviate the overtime.

Example 2: If an employee worked 30 hours the week of Thanksgiving (3 day work week) but was only scheduled for 24 hours of that week 6 hours would be extra time at per diem and not overtime. This extra time would need prior approval by an administrator and the superintendent.

Prairie View USD 362 overtime pay period is from Monday through Sunday.

## SNOW DAYS

In the event the district closes due to inclement weather, the following policies will apply. If snow days have to be made up, employees will not receive duplicate pay.

### **Custodial and Maintenance Personnel**

All employees shall report to work unless otherwise instructed. Custodial and maintenance staff that work on snow days will have another day added to their accumulated sick leave.

**Twelve Month Employees (Not including Custodial Maintenance),  
School Season Employees, Bus Drivers, Licensed Staff,  
Administrative Staff**

Employees are not required to report to work unless otherwise instructed.  
Employees will continue to be paid.

**BENEFITS**

**HEALTH INSURANCE**

All employees who work at least 30 hours per week may participate in the district insurance programs. An employee must utilize the district health insurance to be eligible for this benefit. This benefit will begin on the first day of the month following their first day of service.

The board shall set a fringe insurance benefit amount as indicated in the health enrollment information. If the health insurance premium is less than the fringe insurance benefit amount set by the board, the difference shall be contributed to the district sponsored employee's HSA account. Please consult your tax person for information on IRS forms concerning HSA accounts.

The health insurance plan and deductible year is from October 1<sup>st</sup> through September 30<sup>th</sup>.

**HEALTH WAVE**

Health, Dental and Mental Health Insurance for uninsured children (Call 1.800.792.4884). Forms are also available in the Health Offices.

**BUS DRIVER TRAINING EXPENSES**

In the event that an employee fails to fulfill 90 days of service, the expenses paid by the district for training may be deducted from the employee's last paycheck. See Appendix G.

**ACTIVITY PASSES**

The board shall provide each employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and family. Employee annual staff ID cards will be used as activity passes.

**SALARY REDUCTION/DEDUCTION 125 PLAN  
GAL**

All personnel working 17.5 hours per week or more may participate in a district cafeteria 125 plan. A reduction (pre-tax) reduces your income listed on your W-2; a deduction (after-tax) does not reduce your income. Plan options include:

- Health Insurance (pre-tax)
- Life Insurance (after-tax)
- KPERS (optional group life) (after-tax)
- Disability Income Protection (after-tax)
- Medical Reimbursement (pre-tax)
- Dependent Care Reimbursement (pre-tax)
- Dental Insurance (pre-tax)
- Vision Insurance (pre-tax)
- Cancer Insurance (pre and post-tax)

The board may change, add or delete benefit options included in the plan.

A participant may elect to terminate his/her Payroll Reduction/Deduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse.

The participant shall supply written verification to the district of such changes and must make any termination or election changes within thirty (30) days of the date of such changes in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular non-taxable benefit selected and consistent with the change in family status.

- (1) The employee's disability income protection benefits shall be reduced by any workers compensation disability payment..

The Cancel Payroll Reduction/Deduction form is on the website. Click on the "For Employees" tab, and then click on the Cancel Payroll Reduction/Deduction form.

Coop employees are not offered the 125 plan thru Prairie View USD362, their benefits if available will be offered thru the Coop.

#### 403B/ROTH PROGRAM

USD 362 uses one vendor to administer all investments: ESSDACK Consortium by Ameritime.

All personnel normally working 17.5 or more hours per week may be eligible to participate in a 403B (pre-tax) or a 403B Roth (after tax). The minimum level of participation is \$25.00 per month.

Upon employment, newly hired personnel will be given the opportunity to participate in the 403B/Roth program.

Employees may make changes and/or additions to their 403B/Roth program at any time. All changes need to be made in writing through the district office.

## **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs)**

KPERs membership is mandatory for all regular employees working at least 630 hours per year. Employee contributions to the system are fixed by statute. Go to [www.kpers.org](http://www.kpers.org) for additional KPERs information.

### **KPERs Retirement/Employment after KPERs Retirement.**

At retirement from USD 362, all accumulated leaves, vacation days, compensatory time, etc. will be brought to “zero” in accordance with policy.

The law removes retired teachers retiring after July 1, 2006, who return to work from tenure rights and the collective bargaining agreements (Negotiated Agreement). This means they become “at-will” employees or are employed only for the term of the contracts they sign and for wages, benefits and conditions of work as outlined by the district or in the contract. Unless stated otherwise in a contract, there would be no expectation or guarantee of employment in the future or due process procedures currently tied to tenure status.

All KPERs retired employees (new and those returning to work for USD #362):

1. In accordance with policies for their classification, are considered a “new” employee for eligibility for personal leave, sick leave, bereavement, health insurance and other benefits.
2. Vacation days are initially set and earned as a new employee.

## **WORKERS COMPENSATION GAOE**

### **Notice of Accidents**

Employees must notify the employer immediately of an accident. If the notice is not within 10 days of the accident, the claim may be barred. The district has approved physicians for workers comp cases. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office.

The district has approved physicians for workers compensation claims. Employees will be sent to LaCygne Family Care, 1017 E Market St, LaCygne KS 66040.

See “Accidents”.

### **Coverage**

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstance where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

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, including any restricted duties. The district does have light duties and can accommodate for 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.

### **Coordination With Leave Benefits**

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. The district has light duties readily available so that employees are able to return to light duty before being released for full duty. The sick leave pool does not apply to employees receiving workers compensation benefits.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until **1)** available paid sick leave benefits are exhausted; **2)** the employee returns to work; or **3)** employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

### **UNEMPLOYMENT COMPENSATION**

For answers to questions regarding unemployment insurance policies, benefits and claims contact the district office or the nearest **Unemployment Office.**

### **CONDUCT**

#### **BACKGROUND CHECKS**

Background checks will be done on all new employees. The District pays charges for the background checks.

#### **LOYALTY OATH**

As required by current law, all employees must sign a loyalty oath and

file the oath with the clerk before beginning employment and to be eligible for a paycheck. The form is located on the website under the “For Employees” tab under Loyalty Oath.

## PROHIBITED SUBSTANCES

### **Drug Free Schools and Communities Act/ Drug Free Workplace**

GAOA, GAOB

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.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. 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 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 personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

## RELATIONS WITH STUDENTS

Employees shall maintain relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student’s age or status.

## EMPLOYEE PROTECTION GAO

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance, which threatens physical injury to others.

## CONFIDENTIALITY

### **Student Information**

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

### **Personnel Information**

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

## SEXUAL HARASSMENT GAAC

Policy GAAC Sexual Harassment is found on the district website at the following website:

[www.pv362.org](http://www.pv362.org)

District policy is posted on the district website.

## RACIAL HARASSMENT GAACA

Policy GAACA Racial Harassment is found on the district website at the following website:

[www.pv362.org](http://www.pv362.org)

District policy is posted on the district website.

## GIFTS GAJ

Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-



related activity. Gifts do not include items which hold little or no resale value.

## STANDARD OF CONDUCT

Employees, board members (owners), and their immediate families shall neither ask nor accept gratuities, favors, or anything of monetary value (over \$100 per person) from vendors, contractors, or parties to subcontracts including: Entertainment, Hotel Rooms, Transportation, Gifts, or Meals. At all times, employees and board members (owners) should be aware of how their actions appear to members of the community. Any employee or board member (owner) who violates any of these standards of conduct shall: Employees found in violation could face disciplinary action up to and including termination.

## SOLICITATIONS

KDC

### **Solicitation of Employees**

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

## DRESS CODE

GAM

The board encourages appropriate dress for all district employees.

## FALSIFICATION

Falsification of records shall be cause for termination.

## CONFLICT OF INTEREST

GAG

District employees are prohibited from engaging in any activity, which may conflict with or detract 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 any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

## OUTSIDE EMPLOYMENT

Classified employees shall not engage in outside employment which impairs the effectiveness of their service.

## CRIMINAL CONVICTIONS

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

## SUSPENSION

The superintendent shall have the authority to suspend employees with pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board.

## TERMINATION

The board may terminate a classified employee at any time, with or without cause.

## TOBACCO USE GAOC

The use of tobacco products by any persons, in any form, is prohibited in any school building, owned, leased or rented by the district that is used for pupil attendance purposes, or in any school vehicle.

## **DISTRICT PROCEDURES**

### ADDRESS CHANGES

All address changes must be made with the payroll office before the end of the pay period in which the changes took place. Address changes can be made online using Skyward Employee Access. You can find the link located on the district website.

### ASSIGNMENT AND TRANSFER

The Board retains the right to assign, reassign and transfer personnel. The district reserves the right to adjust wages based upon the position as identified by pay grade.

### AT-WILL AGREEMENT

The offer of employment agreement or renewal of employment shall be presented in duplicate. The classified employee shall sign and return both copies within the time period designated by the superintendent.

Any written agreement shall contain a reference that the agreement is an employment-at-will contract, which may be terminated by either party by giving two (2) weeks written notice to the other. There are no rights of continuing employment.

## BOARD POLICY

Employees shall follow and be familiar with all policies and regulations established by the board of education. The board constantly reviews and changes policy. Board policy can be found on the district website [www.pv362.org](http://www.pv362.org).

District policy is posted on the district website.

## COMPLAINTS/GRIEVANCES

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee.

The complaint shall be in writing; filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

## DATABASE LEARNING SYSTEMS – ie MOODLE

Moodle is supported by the district. If you choose to use a system other than Moodle, for example My Big Campus you **must** give your administrator your passwords in case of any unforeseen incident.

## DISCRIMINATION COMPLAINTS

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent has been designated to coordinate compliance with nondiscrimination requirements contained in Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education or compliance coordinator.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

The form can be found on the district website.

## DISTRIBUTION OF MATERIALS

Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements.

The principal shall determine the time, place and manner for materials distribution.

## DISTRICT WEBSITE

[www.pv362.org](http://www.pv362.org)

## DRUG AND ALCOHOL TESTING GAOD

*(The following serves as the required annual notification to employees regarding the board policy on drug and alcohol testing.)*

All district employees performing job functions, which require the employee to drive a regular route, shall be tested for alcohol and drugs. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

## DRUG FREE SCHOOLS GAOB

Policy GAOB Drug Free Schools is found on the district website at the following website:

[www.pv362.org](http://www.pv362.org)

District policy is posted on the district website.

## EMAIL INFORMATION

District Office will notify the IT Department of new employees in need of a district email account. Upon set up of the email account, the IT Department will email the user name and password to the new employee's administrator and the District Office. The administrator will advise the employee of the information. If initial set up assistance is needed, contact the District Office.

## EMPLOYMENT STATUS

All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time.

Licensed employees (excluding KPERS Retirees) are governed by the negotiated agreement.

Administration and KPERS Retirees are governed by their contracts.

## EVALUATIONS GCI

All school season classified employees shall be evaluated at least once a year by May 1<sup>st</sup> and full time classified employees by June 30<sup>th</sup>. Evaluation documents will be on file with in the district office.

Licensed staff evaluation deadlines are dictated by Kansas State Statute K.S.A. 72-9001-6

## EXIT INTERVIEWS

An exit interview may be conducted prior to an employee leaving the district.

## FACEBOOK / SOCIAL MEDIA

Communication with social media is strongly encouraged. School business should be conducted on school approved sites. The district shall be the custodian of all usernames and passwords to district affiliated sites in the event that an employee becomes incapacitated. Please see your building administrator with regard to using district approved social media sites or to consider activating a new one.

Employees should use caution when using personal social media accounts for school business (including communication with anyone who has a connection at school). Please refer to the district website.

USD 362 currently maintains a district Facebook page <http://www.facebook.com/PrairieViewUSD362> for student activity for all buildings and a Twitter feed [http://twitter.com/PV\\_Activities](http://twitter.com/PV_Activities) for the timely outcome of school activities. Facebook announcements should be directed to your building principal. Timely activity announcements for Twitter should be sent the Athletic/Activities Director.

We encourage responsible participation in social networking sites, subject to existing policies concerning the use of social media during work hours. We ask that you carefully consider the very public forum you are participating in and act in a way that properly represents both your professional reputation and the Prairie View USD 362. Express your ideas and opinions in a respectful manner. Seek to build trust and responsibility in your relationships. Avoid insulting others, including students, staff, parents, our extended school community, or other school districts. Do not use racial slurs, innuendos, obscenity or other inappropriate content. Avoid engaging in or commenting on rumors or unsupported information. Represent the District and the students and parents you serve in the best light. Your posts and comments should help build and support the school community. You are responsible for what you post and communications that would be deemed inappropriate or actionable if they occurred inside or outside of the classroom do not become acceptable merely because they are made online. Always bear in mind that once posted, you cannot take it back. The full Social Media guidelines can be found on the district website under Staff Resources/Useful Forms.

## HELP DESK

Locate and open the Help Desk Icon on your desk top. Click on “New User”. Complete “Registration for New Users” and submit.

Help Desk tickets are required when you need to notify the IT Department or the Grounds and Maintenance Department of a problem.

## INTERROGATION/ INVESTIGATION OF STUDENTS JCAC

No one may interrogate or investigate a student on school ground without the permission of the principal.

## JURY DUTY/PROFESSIONAL LEAVE

The Board shall grant each employee paid professional leave to perform jury duty or other professionally summoned leave if approved by an administrator. Any compensation, excluding mileage, during such leave shall be turned over to the district.

## LATE START EXPECTATION

Employees are encouraged not to take time off during late start periods and are expected to participate in all activities are required by their building principal or designee.

Employees who bring their own children to school facilities during late

start periods, or any other period during which the school is not open to the general public, assume all responsibility for their unsupervised children. If the child/children create a disruption, it should be addressed with the building principal in a timely manner. The building principal or their designee has the right to refuse admittance of employee children during this time in which case children will then be admitted when schools are open to the general public.

## LICENSE RENEWAL

Teacher license renewal information can be found on the district website.

## PERSONAL PROPERTY

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. 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.

## PERSONNEL RECORDS CN, GAK

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

## RECRUITMENT

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate. Vacancies will be posted in all buildings.

## REQUIRED RECORDS GACD

Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Driver's license and driving record (if required for position);
- Employment Eligibility Verification (I-9)
- Background check report
- Initial & Random Drug Tests –Regular Route Drivers

- USD 362 Staff Acceptable Use Policy
- Certificate of Health – Tuberculin Test Results

Each Licensed/Administrative employee must have the above records/forms on file with the district office before the first day of employment along with the following records:

- License
- Official Transcripts

Applicable forms can be found on the district website.

## RESIGNATION

Classified employees may resign from their jobs in accordance with the employment agreement and board policies.

Licensed employees (excluding KPERS Retirees) are governed by the negotiated agreement.

Administration and KPERS Retirees are governed by their contracts.

## SCHOOL CLOSURES

School Closings are posted on the [www.pv362.org](http://www.pv362.org) web site.

Staff and parents who supply phone numbers to the district will be contacted directly by School Reach.

Additionally, the following media outlets receive notification of delays and cancellations for Prairie View USD 362:

Television:

[FOX Channel 4 \(WDAF\)](#)

[CBS Channel 5 \(KCTV\)](#)

[ABC Channel 9 \(KMBC\)](#)

[NBC Channel 41 \(KSHB\)](#)

Radio:

89.3 FM KCUR

710 AM KCMO

980 AM KMBZ

## SEARCHES OF STUDENTS AND PROPERTY JCAB/JCABB

If a staff member believes there is a need to search a student or property,



he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

## STAFF DEVELOPMENT / PDP TOOLBOX

### GAD

All plans for staff development involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

District Office staff will enroll all Licensed Staff in the PDP Toolbox. Classified staff will be enrolled as needed. Licensed Staff will update and maintain their own information in the toolbox. Please complete all information including the **preference** tab. For additional information on points, point tracking, etc... contact your designated PDC Request Manager, PDC Chair, or Principal.

Staff members wishing to attend professional development conferences/classes will be required to enter all pertinent information (including hotel and transportation request) in to the PDP toolbox. Once the required approvals have been made, the request will route to the district office. The district office will process all registrations. Meals will only be reimbursed with an overnight stay. See also REIMBURSEMENT/TRAVEL EXPENSES.

### SUPERVISION

The superintendent has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff assigned to the building. 12 month custodial staff will report to the maintenance director during the summer months.

### TELEPHONE USE

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be documented and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

### THEFT

Any district employee who knows or has reason to believe any of the

following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to a school administrator who in turn will investigate and may contact local law enforcement: an act which constitutes the commission of a felony or a misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. It is recommended the building administrator also be notified.

## TRANSPORTATION POLICY

Students that may qualify for transportation are:

1. Students that qualify for district funded transportation by state statute.
2. Students that live outside the city limits of Fontana, LaCygne, and Parker but inside the boundaries of USD 362 and inside the boundaries of their attendance area.
3. Students will be transported from LaCygne Elementary to Fontana Elementary at the beginning of the school day and from Fontana Elementary to LaCygne Elementary at the end of the school day.
4. Out of district students **and students attending a school outside their attendance area** will be allowed to ride the bus provided they meet the bus on its regular route and do not cause crowding or other issues on the bus.
5. Regular preschool students will be allowed to ride the regular bus in the morning or afternoon, but no mid-day transportation will be provided.
6. Students that attend the developmental preschool program at Parker.

In addition, the following will apply:

- 1a. School buses may travel only on roadways that are maintained by city, county, or state crews. **Determination will be made by the superintendent or his designee whether the use of a private roadway is necessary for safe operation of the bus or school vehicle.**
- 2a. If an area is determined to have a large number of stops in a small area, bus stops may be incorporated.
- 3a. Students that live on streets inside the city limits of Fontana, LaCygne, or Parker may not be transported.

## TUITION REIMBURSEMENT

Licensed Staff per the negotiated agreement may request tuition reimbursement. The negotiated agreement and forms for tuition reimbursement are found under the "District" tab, and then click on the District Policy, Documents and Forms, and then click on the Negotiated Agreement.

## SCHOOL/PERSONAL VEHICLE USE

Employees are expected to use school vehicles whenever possible.

Employees driving school vehicles must have everyone in the vehicle wear a seatbelt. Students need to exit the vehicle while refueling. Cell phone use (including texting) is prohibited while operating a district vehicle. The vehicle must be parked anytime cell phones are in use.

Employees may use their private vehicle to perform district business with prior approval from a school administrator. To receive mileage reimbursement, the employee must have first requested a fleet vehicle and none was available to the employee.

The employee shall then file a report showing dates, number of miles traveled and signature of the employee with the district office. Reimbursement shall be made following board approval. The Travel Reimbursement form can be found on the district website.

Any employee whose job description calls for randomly transporting students or to drive themselves on a daily basis will be required to hold a current driver's license and will hold a current certification for driver's safety as determined and provided by the district.

## WEAPONS

Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.

## **REPORTS**

### ACCIDENTS JGFG

Any school employee who discovers a medical emergency on school property shall report the incident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved first aid program or the school nurse.

If an employee is injured on the job, the supervisor should be contacted immediately and the supervisor will call the Accident Fund TeleComp Care program to report the incident. That number is 866-323-4227.

The district has approved physicians for workers compensation claims. Employees will be sent to LaCygne Family Care, 1017 E Market St, LaCygne KS 66040.

The employee must keep copies of all doctor's orders and provide a file copy to the district office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

## MANDATORY REPORTING

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department for Children and Families office or to the local law enforcement agency if the DCF office is not open. The phone number is 1-800-922-5330.

It is recommended that the building administration also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

## VANDALISM EBCA

Employees shall report any vandalism to their immediate supervisor.

## HEALTH

### ASBESTOS

An asbestos management plan has been developed for the district. A copy of the management plan is available from the district office.

### BLOODBORNE PATHOGENS GARA

The exposure control plan for blood borne pathogens is available for review at the district office. All staff shall receive the training and equipment necessary to implement the plan. Plans are in all Nurses Offices.

## COMMUNICABLE

## DISEASES

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper report may be made as required by statute.

An employee afflicted with a 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 employees and to students.

The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

## MEDICATIONS/ ADMINISTERING JGFGB

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as explained in the board policy.

## HAZARDOUS WASTE

When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents.

Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately

until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

## PEST CONTROL

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from Director of Building & Grounds.

## **SAFETY AND SECURITY**

### DRILLS

#### EBBE

Each building has a plan for emergency drills.

### EMERGENCY CLOSINGS

#### EBBD

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the media listed on the website under the district tab. It will be announced through the School Reach program.

Maintenance and custodian employees will be asked to report to their assigned buildings in case of school closing.

### SAFETY PRACTICES

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed. USD 362, as the employer, expects that all employees will use any safety devices, or safety equipment that the district has purchased for their safety. Equipment and devices include, but are not limited to: ladders, desk and chair lifts, eye protection, etc.

### SECURITY

#### EBC

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to the building administrator.

- an act which constitutes the commission of a felony or a misdemeanor; or
- an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

## SECURITY/WORK AREA

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

## KEYS

The building principal is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission from the district office.

Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

## **EQUIPMENT AND SUPPLIES**

### APPROPRIATE USE OF EQUIPMENT AND SUPPLIES

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.

### COMPUTERS SEE POLICY IIBG ON DISTRICT WEBSITE

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only.

Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

### **No Right to Privacy**

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer systems(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications are monitored by the employer to ensure the systems are only being used for official purposes.

### **Ownership**

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the district office and are available upon request.

### **Secure Files**

All employees must secure files containing confidential student information.

## COPYING AND DUPLICATING ECH

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use" as set forth in board policy.

Specific regulations concerning "fair use" are posted near district copy machines.

## INTERNET

Inappropriate use and/or transmission of any material in violation of any United States or state regulations, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret.

## INVENTORY



The district shall maintain a current inventory.

## ORDERING/PURCHASING PROCEDURES

All purchases shall have authorization from the superintendent or building principal. All requests will be thru the Skyward system. Find instructions for Skyward Purchasing Instructions on the “Staff Resources” tab and look under Websites.

## VEHICLE REQUEST

To request the use of a district vehicle, an employee must obtain approval from the supervisor and arrange for the vehicle through the district office. No mileage will be reimbursed unless no district vehicles are available and approval is made prior to travel.

# **APPENDICES**

## APPENDIX A

Classified Schedule				2020-21				
Step	Cook	Custodial	Secretary	Dist Office Admin Asst II	Aide	Piano Accomp	Mechanic	Maint/Tech
0	11.01	11.58	11.74	15.75	10.90	13.02	17.41	14.63
1	11.24	11.83	11.99	16.00	11.12	13.27	17.71	14.93
2	11.47	12.08	12.24	16.25	11.34	13.52	18.01	15.23
3	11.70	12.33	12.49	16.50	11.56	13.77	18.31	15.53
4	11.93	12.58	12.74	16.75	11.78	14.02	18.61	15.83
5	12.16	12.83	12.99	17.00	12.00	14.27	18.91	16.13
6	12.39	13.08	13.24	17.25	12.22	14.52	19.21	16.43
7	12.62	13.33	13.49	17.50	12.44	14.77	19.51	16.73
8	12.85	13.58	13.74	17.75	12.66	15.02	19.81	17.03
9	13.08	13.83	13.99	18.00	12.88	15.27	20.11	17.33
10	13.31	14.08	14.24	18.25	13.10	15.52	20.41	17.63
11	13.54	14.33	14.49	18.50	13.32	15.77	20.71	17.93
12	13.77	14.58	14.74	18.75	13.54	16.02	21.01	18.23
13	14.00	14.83	14.99	19.00	13.76	16.27	21.31	18.53
14	14.23	15.08	15.24	19.25	13.98	16.52	21.61	18.83
15	14.46	15.33	15.49	19.50	14.20	16.77	21.91	19.13
16	14.69	15.58	15.74	19.75	14.42	17.02	22.21	19.43
17	14.92	15.83	15.99	20.00	14.64	17.27	22.51	19.73
18	15.15	16.08	16.24	20.25	14.86	17.52	22.81	20.03
19	15.38	16.33	16.49	20.50	15.08	17.77	23.11	20.33
20	15.61	16.58	16.74	20.75	15.30	18.02	23.41	20.63

All employees receive 10 sick days and 4 personal days

12 month employees also receive 10 vacation days and then an additional 5 vacation days after 10 years of service.

Employees who have exhausted steps on the schedule will continue to receive the following increases if movement is granted to all other staff by the board: aide \$ .22, cook \$ .23, custodial/secretary \$ .25, maintenance \$ .30

Substitute Hourly pay \$10.00

Substitute teacher pay – Full day \$95 – Half day \$50

Long term teacher sub (definition – subbing for the same teacher for more than 10 consecutive teaching days) \$85.00 per day for the first 10 days, \$150 per day for day eleven and the remaining days of the long term subbing job. Retired teachers may be paid differently depending upon KPERS required tax fee.

## APPENDIX B

**USD 362 CLASSIFIED STAFF EVALUATION FORM**

**Name** \_\_\_\_\_

S-Satisfactory

U-Unsatisfactory

NA-Not observed or does not apply

Criteria	S	U	Remarks
Punctual	<input type="checkbox"/>	<input type="checkbox"/>	
Appearance Conducive to job performance	<input type="checkbox"/>	<input type="checkbox"/>	
Has physical qualities to perform job assignments	<input type="checkbox"/>	<input type="checkbox"/>	
Communications skills with supervisor, other staff, students, public	<input type="checkbox"/>	<input type="checkbox"/>	
Interpersonal skills with supervisor, other staff, students, public	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates adequate safety procedures	<input type="checkbox"/>	<input type="checkbox"/>	
Dependable job performance	<input type="checkbox"/>	<input type="checkbox"/>	
Demonstrates interest in and a desirable attitude in job performance	<input type="checkbox"/>	<input type="checkbox"/>	
Takes care of equipment and supplies	<input type="checkbox"/>	<input type="checkbox"/>	
Abides by established rules, regulations, policies and practices	<input type="checkbox"/>	<input type="checkbox"/>	
Performs duties and responsibilities to the satisfaction of all concerned	<input type="checkbox"/>	<input type="checkbox"/>	
Keeps information confidential concerning school records and school operations as it pertains to students, parents, and school personnel	<input type="checkbox"/>	<input type="checkbox"/>	
Comments	<input type="checkbox"/>	<input type="checkbox"/>	

The signature below affirms that the contents of this evaluation have been discussed with the staff member by the evaluator.

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Staff Member

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Evaluator

## APPENDIX C

### Transportation Schedule 2020-21

<b>Step</b>	<b>Driver</b>	<b>Bus Aide</b>
0	17.12	16.03
1	17.46	13.34
2	17.94	16.78
3	18.36	17.18
4	18.80	17.59
5	19.24	18.00
6	19.69	18.43
7	20.16	18.86
8	20.63	19.31
9	21.12	19.76
10	21.61	20.23
11	22.14	20.71
12	22.66	21.20
13	23.18	21.69
14	23.73	22.21
15	24.30	22.74
16	24.87	23.26
17	25.46	23.81
18	26.05	24.38
19	26.66	24.96
20	27.29	25.55

Each regular route will pay minimum 1.5 hrs per route(3 hrs per day)

Each regular route and shuttle will pay minimum 2 hrs per route(4 hrs per day)

Each Special Ed Route will pay minimum 1.5 hrs per route(3 or 4.5 hrs per day)

Sub Driver pay is \$15.00 per hr.

Sub Aide pay is \$14.00

In district activities pay minimum 2 hrs.

Out of district activities pay minimum 4 hrs.

## APPENDIX D

### USD 362 Prairie View

### Contact

#### Benefits

#### Information

<p><b>Health Insurance</b> Employees are eligible for health insurance on the 1st day of the month following their hire date.</p>	<p>Teresa Doty 913-757-2677 <a href="mailto:teresad@pv362.org">teresad@pv362.org</a></p>
<p><b>Life Insurance</b> Texas Life - Optional group life insurance</p>	<p>Steve Schwartz 785-232-8100 <a href="mailto:Steve.Schwartz@americanfidelity.com">Steve.Schwartz@americanfidelity.com</a></p>
<p><b>KPERS Life (optional)</b> Minnesota Life insurance - Optional group life insurance</p>	<p>Teresa Doty 913-757-2677 <a href="mailto:teresad@pv362.org">teresad@pv362.org</a></p>
<p><b>Disability Income Protection</b> The disability plan is designed to provide a disability income to those employees who have to be off work because of sickness or injury. The Plan will provide disability income payments equal to 66 2/3% of the employee's base salary less Workers Compensation benefits.</p>	<p>Steve Schwartz 785-232-8100 <a href="mailto:Steve.Schwartz@americanfidelity.com">Steve.Schwartz@americanfidelity.com</a></p>
<p><b>Health Care Reimbursement</b> HCRA offers you the ability to pay for eligible out-of-pocket health care expenses with pre-tax dollars. Employees are eligible for HCRA on the first day of the calendar month after completing one month of service. Plan runs Oct 1st through September 30th.</p>	<p>Steve Schwartz 785-232-8100 <a href="mailto:Steve.Schwartz@americanfidelity.com">Steve.Schwartz@americanfidelity.com</a></p>
<p><b>Dependent Care Reimbursement</b> DCRA offers you the ability to pay for eligible daycare expenses with pre-tax dollars. Employees are eligible for DCRA on the first day of the calendar month after completing one month of service. Plan runs October 1st through September 30th.</p>	<p>Steve Schwartz 785-232-8100 <a href="mailto:Steve.Schwartz@americanfidelity.com">Steve.Schwartz@americanfidelity.com</a></p>
<p><b>403B ESSDACK Consortium</b> Ameritime, LLC Employees are eligible to enroll in this investment at any time. Increases and decreases may be made at any time.</p>	<p>Todd Adrian 913-747-2000 <a href="mailto:todd@compassfr.us">todd@compassfr.us</a></p>
<p><b>Dental Insurance</b> Employees are eligible for Dental insurance on the 1st day of the month following 30 days after their hire date.</p>	<p>Teresa Doty 913-757-2677 <a href="mailto:teresad@pv362.org">teresad@pv362.org</a></p>
<p><b>Vision Insurance</b> Employees are eligible for Vision insurance on the 1st day of the month following their hire date.</p>	<p>Teresa Doty 913-757-2677 <a href="mailto:teresad@pv362.org">teresad@pv362.org</a></p>
<p><b>H S A - Health Savings Account</b> Employee must have a qualified High Deductible Health Plan. Employees may sign up at any time.</p>	<p>Teresa Doty 913-757-2677 <a href="mailto:teresad@pv362.org">teresad@pv362.org</a></p>
<p><b>Prepaid Legal</b> Employee can enroll at any time. Provides legal service at discounted pricing.</p>	<p>Teresa Doty 913-757-2677 <a href="mailto:teresad@pv362.org">teresad@pv362.org</a></p>

## **APPENDIX E**

### **CHANGES TO CLASSIFIED HANDBOOK For school year 2010-2011**

The pages referenced to other sections of the handbook have been corrected. Also, the page numbers in Appendix G and the Table of Contents have been corrected.

- Pg. iv Added “and/or changes to the handbook”  
Deleted “I have read, and I understand the contents.”  
Need to change “2009-2010” to “2010-2011”
- Pg. 1 Added verbiage about night time custodial pay. Added verbiage to clear up how sick time is used to figure payroll.
- Pg. 2 Added “USD 368’s salary schedule” to reflect the Special Ed Coop pay change.
- Pg. 3 Added “School Season employees that work more than 9 months will have their leave days prorated.”
- Pg. 4 Changed the number of days in the Accumulated Sick leave paragraph to 60 to help clear up the wording and changed the pay to \$38 to match the table on the next page.  
Added verbiage for Bus Drivers/Aides about leave policy.
- Pg. 5 Added verbiage to the \$300 bonus section to reflect that the bonus is an incentive for those employees that don’t miss work.
- Pg. 6 Added “accrued vacation” to paragraph 2.
- Pg. 10 Deleted “at 7 am” from Custodial and Maintenance Personnel
- Pg. 11 Added “Employee annual staff ID cards will be used as activity passes” to the Activity Passes paragraph.
- Pg. 17 Added “Gifts do not include items which hold little or no resale value” to the Gifts paragraph.
- Pg. 23 Added the same verbiage (paragraph 4) that is currently on our “School Vehicle Use Form”
- Pg. 26 Added “the media listed on the website under the district tab” instead of listing all the media that we alert.

Added the following Appendices:

- Appendix C – Report by Injured Employee”
- Appendix D – Travel Reimbursement Request
- Appendix F – Benefits Table

This form will be added to the document (as Appendix H) to record yearly changes to the handbook.

### **Changes to Handbook for all Staff For School Year 2012-13**

Changes have been made to the handbook to incorporate all staff. Instead of a Classified Handbook the handbook is now an Employee Handbook. All changes are in blue ink throughout the handbook.

- Page iv – added terminology to include all staff.
- Page v – added definitions to include all staff.
- Page 1 – Communication – communication with staff is sent via email – check email regularly.  
Verbiage about BOE setting pay for employees not on salary schedules.

- Verbiage about licensed and administrative compensation.  
Added Employee Services Portal information.
- Page 2 – Verbiage added about where to find direct deposit forms on website.  
Verbiage added about “special” payrolls.  
Verbiage about licensed and administrative payment method.
- Page 3 – Verbiage about April 19<sup>th</sup> replacing Good Friday.  
Verbiage about licensed and administrative staff working days as designated by board.
- Page 4 – Added info on where to find Aesop guides on the website.  
Added Classified to Sick/Personal Leave  
Changed the number of sick and personal days.
- Page 6 – Added information on leave incentive for all employees.  
Added the word Administrative to the Sick Leave Pool.
- Page 7 – Added the word administrative throughout the sick leave pool language.
- Page 8 – Verbiage about licensed sick leave pool.
- Page 9 – Added info on where to find forms for FMLA.
- Page 10 – Highlighted information on meal reimbursement for conference/workshops.  
Added information on where to find reimbursement form on website.
- Page 11 – Verbiage about licensed, administrative, and salaried staff concerning time clocks.
- Page 12 – Verbiage added about not receiving duplicate pay for snow days.  
Added licensed and administrative language concerning snow days report to work.  
Verbiage concerning Bus Driver Training Expenses.
- Page 13 – Verbiage concerning the Salary Reduction/Deduction 125 Plan.  
Added a section for 403B Roth Program information.
- Page 16 – Added information on where to find the Loyalty Oath form on the website.
- Page 17 – Added information on where to find Policy on the website.
- Page 19 – Added information on address changes that can be made using the ESP Payroll link.
- Page 20 – Added information on where to find Policy on the website.  
Added information on using Database Learning Systems, i.e. Moodle.  
Added information on where to find the discrimination complaint forms on the website.
- Page 21 – Added District Website as a heading and listed the website address.  
Added information on where to find Policy on the website.  
Added Email Information.
- Page 22 – Added licensed and administrative info to Employment Status.  
Added Facebook/Social Media as a heading and information concerning social media.
- Page 23 – Added Help Desk heading and info on using the help desk.  
Added Late Start Expectation information.  
Added License Renewal information.
- Page 24 – Added USD 362 Staff Acceptable Use Policy to required records and added  
Licensed/administrative language, plus info on where to find forms.
- Page 25 – Added licensed and administration information to Resignation heading.  
Updated information under School Closures.
- Page 26 - Added information under Staff Development/PDP Toolbox.  
Added Theft heading and information concerning theft.  
Added Transportation Policy.
- Page 27 – Added Tuition Reimbursement information.
- Page 28 – Added information under School/Personal Vehicle use.
- Page 31 – Added information under the Safety Practices heading.
- Page 32 – Added information under the Ordering/Purchasing Procedures.

**CHANGES TO EMPLOYEE HANDBOOK  
For school year 2013-2014**



Page iv – changed year from 2012-13 to 2013-14 – added language to indicate where the handbook can be found on the website

Page 2 – added information for new teachers about payroll being paid in 13 installments instead of 12.

Page 5 – added info on personal days being used 2 days per semester – also added information for personal days being sold or rolled into accumulated sick at year end.

Page 6 – added language under leave incentive to indicate that if no more than 2 **leave days (sick or personal)** are used staff will receive bonus.

Page 12 – added language that will give custodial or maintenance staff a sick day when they work a snow day.

## **CHANGES TO EMPLOYEE HANDBOOK For school year 2014-2015**

**Changed dates to reflect the 2014-15 school year.**

**Page 1 – Changed ESP information to Skyward Employee Access.**

**Page 2 – PayDay - Special Payroll Change to fit Skyward Payroll Process**

**Old language:** In the event of a “special” payroll existing deposit guidelines (the order in which you set up your original direct deposit request) as well as extra amounts you withhold for Federal or State taxes will be followed unless you notify the district office. The district office will notify staff of special payrolls by email and it will be your responsibility to contact the district office if you want to change tax information for that special payroll.

**New Language:** In the event of a “special” payroll Skyward does not hold out extra deductions for example: deposits to more than one bank account, additional withholding on taxes, or extra deductions to 403B accts, etc. The district office will notify staff of special payrolls by email and it will be your responsibility to contact the district office if you want to withhold additional items for that special payroll.

**Page 5 – Added language to Sick Leave** - Employees may not “make-up” time to save their sick leave time. For example: If Jane Doe takes two hours of sick time on Tuesday and then works an extra hour on Thursday the district will use two hours of sick time and then Jane will receive an extra hour of pay for Thursday. Please remember that extra time or overtime needs to be pre-approved by your administrator. Administrators remember that extra time and overtime needs to be pre-approved by the superintendent.

**Page 5 - The sentence about the days not being used before or after an extended break needs to be split because then it sounds like if it is approved 2wks in advance it's ok.**

Revised sentence: Personal days shall not be used immediately before or after extended breaks. Personal days must be approved at least 2 weeks in advance by a school administrator.

**Page 10 - Added language to Reimbursement** - Reimbursement must be requested within the same fiscal year. The fiscal year runs from July 1st through June 30<sup>th</sup>.

**Page 12 – Added language to Overtime** - Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

Example 1: If an employee works 9 hours on Wednesday (this alone is not considered overtime until the employee has worked 40 hours), they should leave early Thursday and/or Friday to alleviate the overtime.

Example 2: If an employee worked 30 hours the week of Thanksgiving (3 day work week) but was only scheduled for 24 hours of that week 6 hours would be extra time at per diem and not overtime. This extra time would need prior approval by an administrator and the superintendent. Prairie View USD 362 overtime pay period is from Monday through Sunday.

**Replaced Aesop information with Skyward Employee Access Time Off**

**Page 13 – Remove amount of fringe benefit because of the yearly timing of the insurance changes:**  
The board shall set a fringe amount for the insurance benefit. Also add language that indicates the plan year and the deductible year. The health insurance plan year is from October 1<sup>st</sup> through September 30<sup>th</sup>. The deductible year is January 1<sup>st</sup> through December 31<sup>st</sup>.

## **CHANGES TO EMPLOYEE HANDBOOK For school year 2015-2016**

**Page 15** - Update the KPERS section to the following:

KPERS (Kansas Public Employees Retirement System)

KPERS membership is mandatory for all regular employees working at least 630 hours per year. Employee contributions to the system are fixed by statute. Go to [www.kpers.org](http://www.kpers.org) for additional KPERS information.

KPERS Retirement/Employment after KPERS Retirement.

At retirement from USD 362, all accumulated leaves, vacation days, compensatory time, etc. will be brought to “zero” in accordance with policy.

The law removes retired teachers retiring after July 1, 2006, who return to work from tenure rights and the collective bargaining agreements (Negotiated Agreement). This means they become “at-will” employees or are employed only for the term of the contracts they sign and for wages, benefits and conditions of work as outlined by the district or in the contract. Unless stated otherwise in a contract, there would be no expectation or guarantee of employment in the future or due process procedures currently tied to tenure status.

All KPERS retired employees (new and those returning to work for USD #362):

3. In accordance with policies for their classification, are considered a “new” employee for eligibility for personal leave, sick leave, bereavement, health insurance and other benefits.
4. Vacation days are initially set and earned as a new employee.

### **Page 2 - Under Pay Day**

Added “except bus driver/bus aides”

All employees, except bus drivers/bus aides, are paid in 12 equal monthly installments, except for Full Time employees hired after June 1, 2008. Full time classified employees hired after June 1, 2008 are paid monthly from each timesheet.

Added the following language about bus driver/bus aide pay:

Bus drivers/bus aides are paid monthly from driving schedule time sheet.

### **Page 5 - Under Classified Sick/Personal Leave**

Each Classified employee will receive 10 sick days per year of service along with 4 personal days.

Removed the words “of service” for clarity.

#### **Page 7 -Under Classified/Administrative Sick Leave Pool**

- Classified/administrative staff leaving the district shall have their contributed day credited back to them and new classified/administrative staff shall contribute a day to the pool upon initial employment.

The language for classified/administrative sick leave pool was incorrect for last year, but this year it will stay the same as above and all classified/administrative staff will be in the sick leave pool.

### **Page 15 and 29 -** Added under Worker’s Compensation and Accidents

The district has approved physicians for workers compensation claims. Employees will be sent to LaCygne Family Care, 1017 E Market St,

## **Changes for the 2016-17 employee hand book:**

Pg 7. Take out the following language : **All employees who want to participate shall contribute one day to the sick leave pool shall do so during a window prescribed by the district at the beginning of each school year.**

Add the following language: **All classified/administrative staff will be included in the sick leave pool.**

Pg 19. Added Standard of Conduct language

Pg 30. Changed the heading from Child Abuse to **Mandatory Reporting** – changed the former name from SRS to **DCF** and added the **800** number. Changed the following sentence: “The building administrator shall be notified if a report is made.” To match board policy: **“It is recommended that the building administration also be notified after the report is made.”**

Pg iv. Acknowledgement page changed to reflect that this will be “electronically” signed by staff each year.

## **No Changes for the 2017-18 employee handbook**

## **Changes for the 2018-2019 Employee Handbook**

Appendix A and C will be updated to reflect any pay increase approved by the board.

Changes to language on page 16 under Worker’s Compensation include the added language **“including any restricted duties. The district does have light duties and can accommodate for return to work”**. Also added the following language to Accidents on page 29 **“the supervisor will call the EMC OnCall Nurse program to report the incident”**

Changes to Appendix reference to remove the Worker’s Compensation form and the mileage form as the mileage form is on the website.

## **Changes for the 2019-2020 Employee Handbook**

On page 27 under staff development delete the language in parenthesis in the 3<sup>rd</sup> paragraph (exception: Greenbush activities).

Updated the perfect attendance bonus on page 6 from \$400 to \$500.

## **Changes for the 2021-2022 Employee Handbook**

Change FMLA language to adopt the fiscal school year for the 12 month period of the FMLA.

Added a paragraph from the Social Media Guidelines and where to find the full document on the website.