

# **CLASSIFIED EMPLOYEE HANDBOOK**

**U.S.D. #289  
WELLSVILLE**

# Table of Contents

Equal Opportunity Employer	1
Definition of Employer	1
Glossary of Terms for Classified Personnel	1
Compensation...	1-2
Overtime.....	2
Overtime Pre-approval Authorization Form.....	3
Payroll Deductions	4
Employee Benefits Plan 125, An Employee	
Salary Reduction Plan	4
Health Insurance	4
Other Paid Benefits.....	4-5
Background Checks	5
Workmen's Compensation	5
District Activity Passes	5
Paid Holidays	5
Leaves	
Vacation	6
Leave.....	6
Accumulated Leave Compensation	7
Leave Without Pay	7
Jury Duty Leave	7
Maternity Leave	7
Family and Medical Leave	7-8
Classified/Admin Sick Leave Bank .....	8
Loyalty Oath...	8
Reimbursement/Travel Expenses	8
Personnel Decisions	9
Breaks.....	9
Employee Conduct	
Employee Relations	9
Personnel Information	9
Suspension	9
Code of Conduct.....	9-10
Prohibited Substances	10
Tobacco Use	10
Relations with Students	10
Employee Protection	11
Confidential Student Information	11
Personnel Information	11
Sexual Harassment	11
Criminal Convictions	11
Suspension	11
Termination	11
Gifts	12
Solicitations	
Solicitation of Employees	12
Dress Code	12
Conflict of Interest	12
Outside Employment	12
District Procedures	
Board Policy	12
Complaints/Grievances	12
Contract Procedure	13
Discrimination Complaints	13
Drug and Alcohol Testing	13
Evaluations	13
Supervision	14
Job Descriptions	14
Employment Status	14
Distribution of Materials	14
Orientation	14

Weapons	14
Recruitment	14
Interrogation and Investigation of Students	14
Searches of Students and Property	14
Resignation	14
Staff Development	14
Telephone Use	15
Records	
Personnel Records	15
Required Records	15
Driving Records	15
Reports	
Accidents	15
Child Abuse	16
Vandalism	16
Health	
Asbestos	16
Bloodborne Pathogens	16
Communicable Diseases	16
Health Examinations	16
Employee Health Policy & Physicals	17
Medications, Administering	17
Hazardous Waste	17
Pest Control	17
Safety and Security	
Drills	17
Emergency Closings	17
Safety Practices	17
Security	18
Securing Work Area	18
Keys	18
Crisis Plan	18
Equipment and Supplies	
Appropriate Use of Equipment and Supplies	18
Computers	18
No Right to Privacy	18
Ownership	19
Secure Files	19
Internet	19
Copying and Duplicating	19
Ordering Procedures/Requisitions	19
Retirement	19
Leave Application Form.....	20
Complaint Form.....	21

## CLASSIFIED STAFF HANDBOOK AGREEMENT

I, \_\_\_\_\_, do hereby acknowledge receipt of the classified staff handbook. I have read, and I understand the contents. Further, I understand:

This handbook is not an employee contract. Further, this handbook is not to be considered as either an express 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 comply with 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.

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.

DATE \_\_\_\_\_

SIGNATURE OF EMPLOYEE \_\_\_\_\_

## **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.

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

## **Definition of Personnel**

The classified personnel of Unified School District No. 289 shall include all maintenance, custodial, transportation, food service, technology, secretarial, and teacher aide personnel.

## **Glossary of Terms for Classified Personnel**

A classified employee's time shall be calculated in relation to an eight-hour day.

**Full time position:** A full time classified employee works eight (8) hours per day, forty (40) hours per week, two thousand eighty (2080) hours per year. A 30 minute lunch is required by the US Department of Labor. This is an unpaid lunch break.

**Half time position:** A half time classified employee works four (4) hours or less per day, twenty (20) hours per week, one thousand forty (1040) hours per year, or less.

**Overtime:** Overtime hours are those hours worked in excess of forty (40) hours per week.

**Part time:** A part time classified employee works more than four (4) hours per day, but less than two thousand eighty (2080) hours per year, or less than eight (8) hours per day, regardless of the number of days.

**Contracted position:** A contracted employee is one who has been issued a written contract for at will of employment, whether it is for full time or part time.

**Temporary position:** A temporary position may be full time or part time and is a non-recurring position of not more than ninety (90) days duration. This position is a substitute or temporary replacement position for another employee.

**Seasonal position:** A seasonal position is a position of less than six (6) months' continuous duration, which may recur on a regular basis.

## **Compensation**

USD #289 does not maintain a formal salary schedule for classified personnel.

Salary increases, when granted, will begin July 1 of each year. Salary increases may be based on evaluation received skills, growth and demands of the position. Employees are paid on the 11th of each month.

Each non-exempt classified employee shall maintain a time card, which provides a record of the employee's duty hours. The time card shall accurately reflect the actual hours worked as well as all compensated hours for holidays, vacations, and leaves. All time cards shall be approved by the employee's immediate supervisor and/or building principal prior to submitting the time card for payment to the board clerk no later than the first day of the month. Falsifying information on any time card may result in termination for the employee(s) involved.

Each classified category has a BASE salary amount per hour. All new hires start at base wage, previous work experience may be considered.

Building secretaries

10 month position

BASE - \$11.00

Building aides

9 month position

BASE – \$10.00

Food Service workers

9 month position

BASE - \$10.00

Custodians

12 month position

BASE - \$11.00

Maintenance

12 month position

BASE - \$12.00

Transportation workers

9 month position

BUS- \$18.00

VAN- \$11.50

ACTIVITY DRIVE- \$15.00

ACTIVITY WAIT- \$10.25

**Overtime**

Non-exempt employees are paid overtime in accordance with applicable law. Overtime will be paid at a rate of one and one-half (1.5) times the employee's regular rate of pay for all hours worked in excess of 40 hours in a workweek. The 7 day workweek is Sunday to Saturday.

All overtime work must be authorized in advance by the employee's immediate supervisor and superintendent.

Holidays, leave, and vacation days shall not be considered time worked for the purposes of computing overtime. This will be paid at the employee's contract hourly wage.

# USD 289 Pre-approval Overtime Authorization Form

All overtime must have prior approval.

## **Directions.**

This form must be completed if working greater than 40 hours in a standard week (Monday – Friday)

1. Complete and submit this form to your supervision for approval prior to working overtime.
2. Once your supervisor has approve, the Superintendent must then approve.
3. Your Supervisor must authorize and indicate the need for overtime.
4. Completed forms must be attached to the time sheet for current pay period.

Staff will not be compensated for unapproved (unauthorized) overtime.

( ) If an emergency overtime was necessary please mark this and explain the reason.

---

## **Employee Information**

Name: \_\_\_\_\_

Payroll Week Ending: \_\_\_\_\_

Date(s) to work requested for overtime: \_\_\_\_\_

Amount of overtime requested: \_\_\_\_\_ Hrs.

Reason for overtime:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## **Authorization for Overtime.**

( ) Approved      ( ) Disapproved

( ) Approved      ( ) Disapproved

Supervisor \_\_\_\_\_ Date \_\_\_\_\_

Superintendent \_\_\_\_\_ Date \_\_\_\_\_

## **Payroll Deductions**

The Board of Education will provide that, whenever duly authorized by any classified employee on appropriate forms, the Central Office will make the necessary deductions from the employee's pay:

- A. Retirement\*
- B. Withholding Taxes - Federal and State
- C. Social Security
- D. Tax-sheltered Annuities
- E. Authorized employee deductions
  - 1. Approved Plan 125 deductions

\*In order to qualify for participation in the Kansas Employees' Retirement System (KPERs), the employee must work at least six hundred thirty (630) hours annually or 3.5 hours per day for at least 180 days, and must have a permanent, rather than temporary, job.

## **Employee Benefits**

### **1. Plan 125, An Employee Salary Reduction Plan**

USD #289 has approved participation by employees in Plan 125, a salary reduction plan. Optional benefits may include, but not be limited, to:

- Health Insurance
- Cancer Insurance
- Dental Insurance
- Dependent Care Reimbursement
- Disability Income Insurance
- Life Insurance
- Heart and Stroke Insurance
- Medical reimbursement
- Vision Insurance

The open enrollment period in USD #289 in this plan each calendar year is from September 1 thru August 31.

### **2. Health Insurance**

Classified employees must work an average of 30 hours per week to be eligible to participate in the district health insurance program. Those currently employed who work less than 30 hours per week and currently participate in the district health insurance plan will be grandfathered in.

If an eligible employee enrolls in district health insurance plans, the district will contribute \$494 per month for that employee's coverage. Any remaining premium costs not met by the district's contribution, shall be paid by the employee.

For the 2019-2020 contract year, if an eligible employee wishes to opt into an insurance plan the district shall make an additional monthly contribution of \$50. Those that choose option 4 the \$50 will be deposited into the employee's HSA. Those that choose any other option the \$50 will go towards the monthly premium.

If the employee wishes additional coverage beyond a single plan, the additional dollar amount will be deducted from the employees' paycheck.

If USD #289 is unable to secure and maintain proper health insurance coverage at a reasonable cost, as determined by the Board of Education, this part of the classified handbook becomes null and void.

### **3. Other Paid Benefits**

A contracted classified employee is eligible for employee benefits during term of employment, if employee is eligible for KPERs benefits and has an approved at-will employment agreement.

A paid group life insurance policy is provided by USD 289 to all eligible employees under the BCBS of KS requirement.

Contracted classified employees are also eligible to participate in the **EMPLOYER SPONSORED 403(b) RETIREMENT ACCOUNT.** Effective January 1, 2001, all KPERS-eligible employees will be eligible to participate in an Employer sponsored 403(b) Plan through OFG Financial Services. Employees must contribute a minimum of \$15 per month to guarantee the District's \$15 monthly matching contribution. The District will only contribute \$15 a month to each participating employee's account. All 403(b) rules and provisions will apply to each account.

### **Background Checks**

All new employees will be subject to a criminal background check.

### **Workmen's Compensation**

All school employees shall be under the Workmen's Compensation program governed by regulations of the State of Kansas.

All injuries must be reported to the immediate supervisor or the building administrator, who is responsible for notifying the District Office. Determination by the District Office of the proper insurance coverage is essential before medical attention is administered by a physician, other than emergency care.

For any day that a classified employee receives compensation for a disability under the workmen's compensation law for compensable illness or accident arising out of or in the course of his/her employment, the employee's salary shall be reduced 100 percent of the amount of the workmen's compensation disability payment received.

When an employee is approved for WC, they should be provided PTO until the Dr., or district, reassigns/ releases them for light/regular duty. If they choose to take time after that it should be applied to their own personal leave.

### **District Activity Passes**

District activity passes (non-transferable) are the district ID cards with employee picture. All employees should have his/her picture taken at the beginning of the school year for use on the district ID card. The district ID card will only be valid for the employee issued the card and CANNOT be used for employees' immediate family members, unless the employee and the employee's family members enter the event at the same time.

### **Paid Holidays**

An employee must work or be approved for paid leave both the day before or the day after the paid holiday, in order to receive the following paid holidays listed below.

Twelve (12) month full time (2080 hours) classified employees shall receive the following paid holidays:

- July 4: The day off if it falls during the week. If it falls on Saturday, Friday will be allowed. If it falls on Sunday, Monday will be allowed.
- Labor Day: First Monday in September
- Thanksgiving Day and the Friday after Thanksgiving Christmas Day and Christmas Eve Day. If either of these days fall on a weekend day, the employee will be paid a normal shift day, *and received the Friday or Monday preceding or prior off.* *Holiday pay is NOT included in overtime pay.*
- New Year's Day: New Years Day off. If it falls on Saturday or Sunday, allow Friday off. Allow New Year's Eve off if it falls during the workweek. The employee will be paid a normal shift day and the Monday or Friday preceding or following will be giving off. Holiday pay is NOT included in overtime pay.
- Martin Luther King Day
- Memorial Day: Last Monday in May
- Other holidays designated on the school calendar shall be worked as directed by the superintendent.

Less-than-twelve (12) month employees shall receive the following paid holidays:

- Labor Day: First Monday in September
- Thanksgiving Day and the Friday after Thanksgiving
- Christmas Day and Christmas Eve Day
- New Year's Day
- Martin Luther King Day
- Memorial Day: Last Monday in May, for 10 month Secretaries

## ]Leave

Unless an emergency, all leave needs prior approval from the immediate supervisor. In the case of an emergency, and if the immediate supervisor cannot be personally notified, notify the central office of the intended leave.

### **Vacation – 12 month employees**

1. After two months of continuous employment, 12 month classified employees may accumulate one (1) vacation day per month up to a total of ten (10) vacation days per year. 12-month employees earn vacation days at the rate of 8/10ths (.8) per month
3. The ten (10) days of annual allocation shall be granted at the start of each school year. If the employee is terminated during the contract year, the unearned amount of vacation days used will be deducted from the ending salary.
4. After five (5) years of consecutive service with the district, one (1) additional day of vacation per year may accrue to a maximum of twenty (20) days per year.
5. Vacation days shall not accumulate from one year to the next and must be used by June 30 of any given year. Upon approval of department heads/supervisor and superintendent employees may be granted an extension through July 31st of the following fiscal year
6. If, in the sole discretion of the immediate supervisor and/or the superintendent, the employee has abused the use of leave or has a history of abuse of leave, all leave requests will necessitate prior and special approval by the immediate supervisor.

### **Leave**

1. Leave for twelve (12) month classified employees will be earned at the rate of 1.25 days per month of service completed. Maximum leave per year for 12 month employees is fifteen (15) days.
2. Less than 12-month classified employees shall earn leave at the rate of 1.25 days per month of their normal contracted day. Maximum leave per year for less than 12 month employees is eleven (11) days.
3. The annual leave shall be granted at the start of each school year.
4. If the employee is terminated, for whatever reason, during the contract year, one day of leave will be deducted from the total number of days accrued during that contract year for each twenty (20) days remaining on the contract.
5. If the employee has used in excess of the total number of days accrued during the present contract year, less the deducted days, the employee will have deducted from the earned salary an amount equivalent to one day's pay for each day of leave used beyond the total entitlement.
6. The employee shall be expected to provide 48 hours written notice before taking a leave day. If 48 hours has not been given, the employer does not have to grant the leave request.
7. Leave days requested during the two days prior to or following any holiday, or during the first five (5) days or the last five (5) days of the school year, need administrator/supervisor approval.
8. In the case of an emergency as defined by a combination of circumstance that require immediate attention and/or action that may interrupt or interfere with the employee's duties at school, all restrictions as to when leave may be taken will be waived.
9. Leave may accumulate to 90 days.
10. Bereavement leave will consist of no more than 3 days paid. Leave may be used for any more time needed. Bereavement leave can be used for only immediate family. Immediate family consists of: spouse, parents, siblings, children, grandparents, grandchildren, step-family and spouse's grandparents, parents and siblings.
11. An employee will be compensated for two snow days.

12. If, in the sole discretion of the immediate supervisor and/or the superintendent, the employee has abused the use of leave or has a history of abuse of leave, all leave requests will necessitate prior and special approval by the immediate supervisor.

### **Accumulated Leave Compensation**

Eleven (11) discretionary leave days each year for nine and ten month full-time employees and fifteen (15) discretionary leave days each year for twelve month employees.

### **Accumulated Leave Compensation**

Upon retiring from the district, payment of thirty dollars (\$30.00) per day of accumulated leave days will be paid, dependent upon employment of at least 5 years in the district.

If an employee leaves after 9 years of employment, with proper resignation from their position in accordance with the employment agreement and board policy; or dies during employment, said employee will be compensated \$30 for earned number of leave days. Once an employee is at their maximum leave days of 90, the employee will be able to accumulate up to their respective maximum of leave days for the next year. At the conclusion of that year, any days over 90 will be compensated at a rate of \$30 per day bringing the employee back to 90 leave days.

### **Leave Without Pay**

1. The board may grant a period of unpaid leave as determined by the board.
2. The period of leave and reason for unpaid leave shall be determined by the board.
3. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

### **Jury Duty Leave**

1. Any employee called to jury duty shall be free to do so without loss of regular compensation or leave. Classified staff serving on jury duty shall contribute to the board all compensation received for jury duty except that received in payment for mileage.

### **Maternity Leave**

1. See Family and Medical Leave below.

### **Family and 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 defined as a 12 month period measured forward from the first date an employee takes FMLA leave. Spouses employed by the district may only take a combined 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) the birth of a son or daughter of the employee and to care for the son or daughter;
- 2) the placement of a son or daughter with the employee for adoption or foster care;
- 3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
- 4) a serious health condition of the employee that prevents the employee from performing the job functions. 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, or other leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 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 practical. Upon the employee providing notice of need for leave, the employer will notify the employee of: the reasons that leave will count as family and medical leave; any requirements for medical certification; employer requirement of substituting paid leave; requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share; right to be restored to same or equivalent job; and 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. Immediate family consists of spouse, parents, siblings, children, grandparents, grandchildren, step-family and spouse's grandparents, parents and siblings.

### **Wellsville Classified/Administrative Leave Bank**

The Wellsville Classified/Administrative Leave Bank has been created to provide additional leave to persons who, due to illness, injury, extended medical treatment of the employee or of an immediate family member, has used all accumulated leave. The bank is maintained by donation of leave days from classified employees or administrators. Persons who are granted days from this bank will be expected to comply with the rules established.

The Leave Bank Committee will consist of a USD #289 Board of Education member, the Superintendent of Schools, and a classified employee as voted on by other classified employees. The Committee will meet as often as needed to process any requests for sick bank usage. (Form Appendix 24)

#### **Rules for use of the Leave Bank:**

1. An application for Leave Bank days must be made in writing by the classified employee or administrator using the Leave Bank form. Form is attached and must be completed in full.
2. The classified employee or administrator shall upon request provide written verification from the employee's/immediate family member's physician identifying the need for the employee's absence from work.
3. Upon request, persons who apply for Leave Bank days shall provide an accounting for used leave days.
4. Leave days shall be granted to persons who have not abused their accumulated leave; and have demonstrated a medical necessity for additional days.
5. Leave can be denied for persons who have not used their accumulated days in a reasonable and professional manner or who have not provided requested information.
6. An applicant may apply for additional Leave Bank days if the health condition persists or is followed by another medically justified need.
7. The use of the Leave Bank days will be limited to persons who have donated at least one day in the current school year.

### **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.

### **Reimbursement/Travel Expenses**

District owned transportation is to be used for authorized travel. If an employee uses a privately owned vehicle when not authorized to do so, reimbursement for such travel will be denied. If an employee is authorized to use a privately owned vehicle, the employee will be reimbursed for actual miles traveled at a rate established by the Board of Education. All travel must receive prior approval from the department supervisor and superintendent.

District employees who receive prior permission from their department supervisor and use their own vehicle to conduct school business between the elementary school and the middle school/high school complex will receive mileage at the district paid rate. The mileage from the elementary to the middle school/high school is .7 miles. Employees are to keep track of the number of trips per month and submit reimbursement requests on a monthly basis. Claims must be submitted on a monthly basis.

## **Personnel Decisions**

Recommendations for hiring classified personnel will be made by the immediate supervisor. Final decisions concerning hiring will be made by the USD #289 Board of Education.

The salary for classified personnel will be established by the USD #289 Board of Education.

Recommendations for re-employment will be made by the classified staff member's immediate supervisor. Each classified staff member will be evaluated by their immediate supervisor before May 1 of each year. All newly hired classified employees are subject to a 60-day probationary period.

Workload assignments for classified personnel shall be made by the department supervisor. The Board reserves the right to transfer classified employees to other buildings or job assignments.

## **Breaks**

All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours. Two fifteen (15) minute breaks per day with a 30 minute unpaid meal period are allowed.

Breaks for meal times, if allowed, shall be scheduled by the supervisor. If an employee works at least an 8-hour shift, a meal break must be taken.

## **Employee Conduct**

### **Employee to Employee Relations**

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment for any reason. Any incidents involving these behaviors in any form shall promptly be reported to an employee's immediate supervisor, the building administrator or the superintendent for investigation and corrective action by appropriate officials. Any employee who engages in prohibited conduct shall be subject to disciplinary action, up to and 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 this rule that violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination.

### **Suspension**

The superintendent shall have the authority to suspend classified 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.

## **USD #289 EMPLOYEE CODE of CONDUCT**

USD #289 employees, special education staff, and board members shall comply with standard practices and ethical conduct toward students, professional colleagues, school officials, parents, and members of the community and shall safeguard academic freedom.

**Code of Conduct:**

- Shall not knowingly misappropriate, divert, or use monies, personnel, property or equipment committed to his or her charge for personal gain or advantage.
- Shall not submit fraudulent requests for reimbursement, expenses or pay.
- Shall not use institutional or professional privileges for personal or partisan advantage.
- Shall neither accept nor offer gratuities, gifts, or favors that impair professional judgment or to obtain special advantage. This shall not restrict the acceptance of gifts or tokens offered and accepted openly from students, parents, or other persons or organizations in recognition or appreciation of service.
- Shall not falsify records, or direct or coerce others to do so.
- Shall comply with written local school board policies and other applicable state and federal laws and regulations.
- Shall not reveal confidential health, academic or personal information unless disclosure serves lawful professional purposes or is required by law.
- Shall not harm others by knowingly making false statements, treating them in a manner that adversely affects their learning, physical health, mental health, or safety.
- Shall not use coercive means or promise of special treatment in order to influence professional decisions or colleagues.

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

***The following will serve as the required annual notification to employees regarding the board policy on drug free schools/workplace.***

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 manufacture, distribute, dispense, sell, possess, or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five 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.

**Tobacco Use**

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

## **Relations with Students**

Employees shall maintain relationships with students, which 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**

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 or yourself.

## **Confidential 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 this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

## **Sexual Harassment**

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;

submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or

such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor.

If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the building administrator or the superintendent.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district's discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

## **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 classified 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.

## **Gifts**

Unless approved by the building administrator, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity. Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

## **Solicitations**

### **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.

### **Solicitations By Employees**

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 employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the building administrator.

## **Dress Code**

Appropriate dress and personal appearance is essential for all district employees (see GAM in BOE policy book).

Clean, neat appropriate clothing is expected to be worn. Staff who work in special areas and/or times will work with the administrator to decide particular dress. Staff will be allowed to wear blue jeans on Friday. USD 289 will reimburse each full time maintenance/custodial worker up to 25 dollars per shirt (5 max) and up to 25 dollars per pair of pants/jeans (5 max) for a max total of 250 dollars every three years

## **Conflict of Interest**

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.

## **Outside Employment**

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

## **District Procedures**

### **Board Policy**

Employees shall follow and be familiar with all policies and regulations established by the board of education.

### **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. (Form Appendix C)

### **Contract Procedure**

The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The classified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

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

### **Discrimination Complaints**

***The following will serve as annual notification to employees regarding the board's policy on non-discrimination.***

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. USD 289 Superintendent, 602 Walnut Street, Wellsville, KS 66092, 785-883-2388 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI 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.

### **Drug and Alcohol Testing**

***The following will serve as annual notification to employees regarding the board's policy on drug and alcohol testing for those required to maintain a commercial driver's license.***

All district employees performing job functions, which require the employee to maintain a commercial driver's license, shall be tested for alcohol and drugs as required by current federal law. 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.

## **Supervision**

The technology director has the responsibility to supervise and evaluate all computer aides/technology assistants.

The transportation director has the responsibility to supervise and evaluate all drivers.

The director of buildings and grounds has the responsibility to supervise and evaluate all custodians and maintenance staff.

The food service director has the responsibility to supervise and evaluate all food service staff.

The building administrator has the authority to supervise all staff who are assigned with the exception of those noted under the Superintendent.

The Superintendent has the responsibility to supervise the transportation director, the director of buildings and grounds, the food service director and the technology director.

## **Job Descriptions**

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

## **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.

## **Distribution of Materials**

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

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

## **Orientation**

All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.

## **Weapons**

All laws will be followed in regards to weapons allowed on school property.

## **Recruitment and Appointment**

All vacancies for classified staff positions shall be posted on the district website. For some positions, advertisements may be placed in local newspapers. Application for any vacancy must be made online through the district website, and should be submitted electronically on or before the deadline stated. This policy may be waived by the superintendent in incidences where positions must be filled in an expedient manner.

All newly hired classified employees shall be appointed to a position by the superintendent, pending final approval by the board of education. The superintendent shall recommend the employment at the next regular board of education meeting. Criminal background investigations will be performed before recommending employment to the board of education.

## **Interrogation and Investigation of Students**

No one may interrogate or investigate a student on school grounds without the permission of the building administrator.

## **Searches of Students and Property**

Classified personnel shall not search students or property. If a classified staff member believes there is a need to search a student or property, he/she shall contact the building administrator.

## **Resignation**

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

## **Staff Development**

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.

## **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. Cell phone usage during the work day is at the discretion of the department supervisor or superintendent.

## **Records**

### **Personnel Records**

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.

### **Required Records**

Each classified employee must have the following records/forms on file with the board clerk by the first day of employment:

- employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- social security card;
- loyalty oath or affirmation;
- health form (if working directly with students)
- driver's license and driving record (if required for position), see "Driving Records", below;
- background check

## **Driving Records**

***The following will serve as notification to bus drivers that they must document the validity of their license certification each year.***

It shall be the responsibility of all school bus drivers to provide documentation to the superintendent of the validity of license certification by the Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, such suspension or revocation shall be immediately reported to the superintendent and the driver shall cease driving a school bus until the license is restored.

## **Reports**

### **Accidents**

Any school employee who discovers an accident on school property shall report the accident to the building administrator 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 building administrator or designated representative.

If an employee is injured on the job, the supervisor should be contacted immediately and an accident report shall be made within 3 days and turned into supervisor. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete. IN the event of an emergency the supervisor will appoint another staff member or personally transport the injured employee to an urgent care or physician.

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

### **Child Abuse**

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. It is recommended the building administrator 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**

Employees shall report any vandalism to their immediate supervisor.

## **Health**

### **Asbestos**

***The following will serve as the required annual notification to employees regarding the asbestos management plan if asbestos is present in district facilities.***

An asbestos management plan has been developed for the district. A copy of the management plan is available from the director of buildings and grounds.

### **Bloodborne Pathogens**

***The following will serve as the required annual notification to employees regarding the board policy on bloodborne pathogens.***

The exposure control plan for bloodborne pathogens is available for review from the district health nurse. All staff shall receive the training and equipment necessary to implement the plan.

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

## **Health Examinations**

Classified personnel who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional, to the clerk, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213)

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

## **Employee Health Policy - Physicals**

All employees of USD 289 who have contact with students shall present a certificate of health prior to employment.

Food service employees and bus drivers shall submit a health certificate at the beginning of employment and at least every two (2) years thereafter.

Bus driver physicals will be paid by the Board of Education. For the bus driver physical to be paid by the BOE, the bus driver is required to receive their DOT mandated physical from a physician designated by the Board of Education. The district will be billed directly for the bus driver physical.

## **Medications, Administering**

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 outlined in 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 the director of buildings and grounds.

## **Safety and Security**

### **Drills**

*See District Crisis Plan*

### **Emergency Closings**

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV, Twitter, website, facebook and other media stations to broadcast a school closing and an announcement with alert solutions.

### **Safety Practices**

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed.

### **Security**

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 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 shall be notified.

### **Securing 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 work day and other appropriate times.

### **Keys**

The Building Administrators are responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated. Directors and Department Supervisors will request keys from the Building Administrators

Keys should be turned in to the appropriate building administrators/director when an employee is no longer employed by the district or is assigned to another building. Upon employee termination, the last paycheck due the employee will be held until the assigned keys have been turned in.

Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the building administrator or director of buildings and grounds. If lost the employee will be responsible for the cost of replacement up to \$500.00.

Employees who permit the unauthorized access to the USD 289 facilities or who permit the access but do not closely supervise the person will be subject to disciplinary action by the administrator in charge.

**Crisis Plan - *See District Crisis Plan***

## **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 and required to fill out equipment check out list.

### **Computers**

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 system(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 clerk and are available upon request.

### **Secure Files**

All employees must secure files containing confidential student information.

### **Internet**

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

### **Copying and Duplicating**

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.

### **Ordering Procedures/Requisitions**

Purchases shall not be made without a purchase order approved and signed by the administrator/supervisor responsible for those funds. All orders need to be written on a requisition form (available on the computer or see the immediate supervisor).

## RETIREMENT

The employee, at his or her own cost, may maintain health insurance with the District until the age of 65 years, provided that:

- A. this provision does not violate state or federal law, and
- B. compliance with this provision does not void the District's health insurance policy.

### Leave Bank Application Form

NAME\_\_\_\_\_

Address\_\_\_\_\_

Phone\_\_\_\_\_

Area of assignment\_\_\_\_\_

Number of Leave Bank days requested\_\_\_\_\_

Date of usage of last accumulated leave\_\_\_\_\_

Date of last donation to leave bank\_\_\_\_\_

Provide a brief description of the reason you are requesting Leave Bank days.

Upon request of Committee, provide an accounting of your use of your accumulated leave.

Upon request of Committee, provide a statement from your physician indicated his/her recommendation for additional leave from your duties.

I understand that this document will be kept as a record of my application for Leave Bank usage and will be used to demonstrate how the Committee disposed of my request for additional leave. I understand this form and requested documentation could be viewed by persons other than the Committee.

Signature of Application \_\_\_\_\_ date \_\_\_\_\_

Approved \_\_\_\_\_ Denied \_\_\_\_\_ # of days granted \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

### UNIFIED SCHOOL DISTRICT #289 COMPLAINT FORM

I, the undersigned, do hereby make complaint and advise the administration and/or board of education that I understand and believe that

a teacher, employee, or policy of said district, on or about the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, at \_\_\_\_\_ did:

(Please describe the incident or act complained of)

---

---

---

Please describe how you believe the action complained of has an adverse effect.

---

---

Prior to signing this complaint, I have taken the following action to verify the occurrence and remedy or clarify the problem complained of: (This must include discussing the incident with: 1-the teacher, 2-the building administrator, and/or 3-the superintendent,)

---

---

---

If this matter proceeds to a formal or informal hearing, I will appear and testify as to my knowledge of the matter.

Complainant signature: \_\_\_\_\_

Date:\_\_\_\_\_

Administrator signature:\_\_\_\_\_

Date:\_\_\_\_\_