

Classified Employee Handbook

**Manhattan-Ogden USD 383
2025-2026**



This handbook is an abbreviated version of
Manhattan-Ogden USD 383 policies, rules, and regulations.
Board of Education policies supersede this handbook.

Introduction

USD 383 classified personnel make a valuable contribution to the successful operation of our school district. Thank you for choosing to share your time and talents with our students, staff, and schools!

The Classified Employee Handbook contains the policies and regulations which details employee relations, payroll, benefits and working conditions for the classified employee in USD 383.

- This handbook is not an employee contract. No employee has the authority to create any employee contract rights 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 adopted by the Board of Education.
- Please review the [district website](#) for the most current information or call the Human Resources Office at 785-587-2000.
- 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 of Education. The most current Board policies in their entirety are available on the [USD 383 website](#).
- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause.

Each employee should assume responsibility for becoming familiar with this handbook's contents annually. Clarifying questions should be directed to the immediate supervisor or an appropriate administrator.

All policies included in the handbook have been adopted by the Manhattan-Ogden USD 383 Board of Education. This handbook remains in effect until revisions are approved and adopted by the Board of Education.

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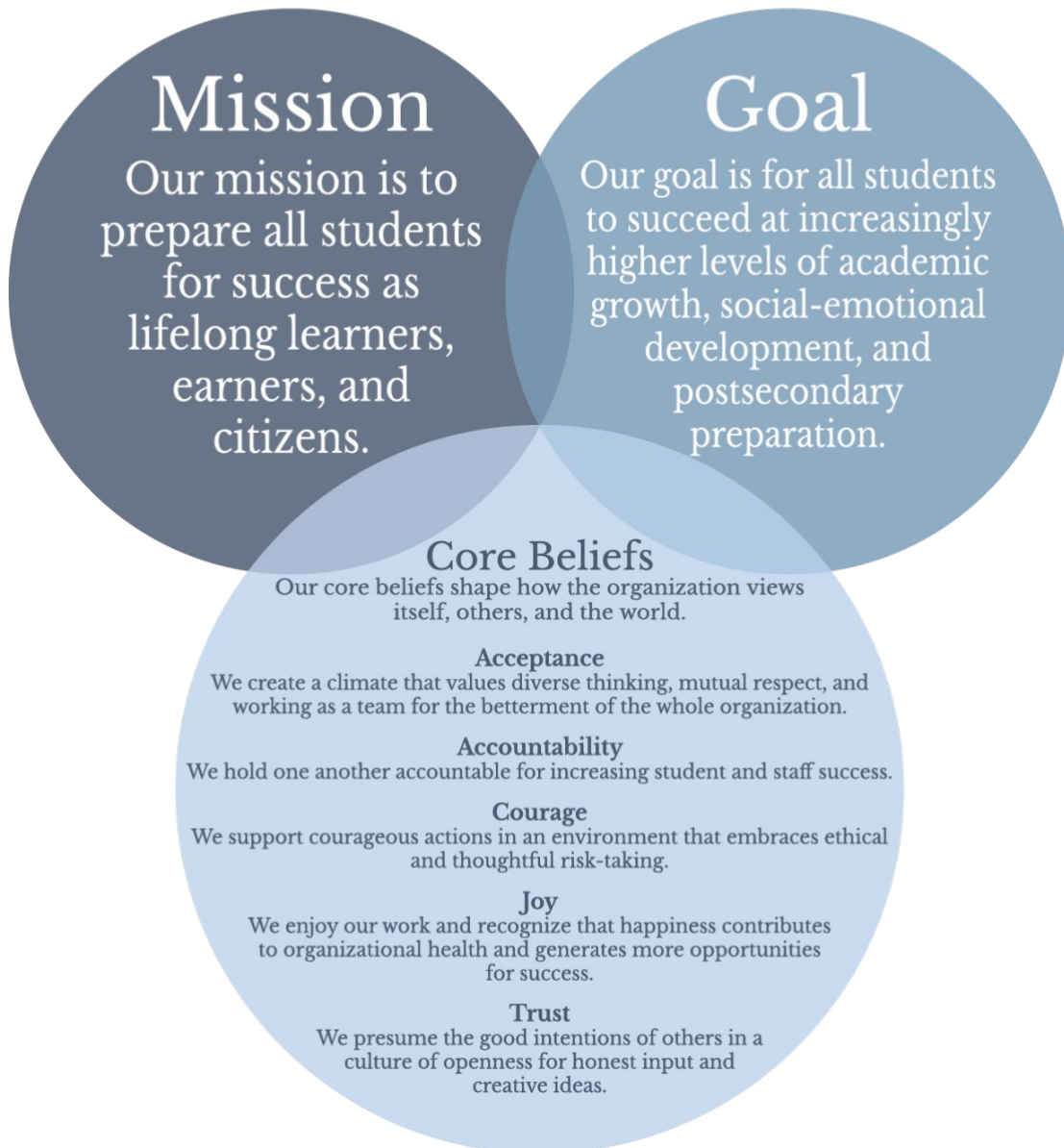
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Strategic Framework



Manhattan-Ogden Public Schools



Adopted by the BOE, 5-4-22; Reaffirmed 7-2-25

Manhattan-Ogden USD 383

Notice of Non-Discrimination

The district does not discriminate on the basis of race, color, national origin, sex, sexual orientation, gender identity, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Director of Special Education, Lincoln Education Center, 901 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000 has been designated to coordinate compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990.

Director of Human Resources, Lincoln Education Center, 901 Poyntz Avenue, Manhattan, Kansas 66502, 785-587-2000 has been designated to coordinate compliance with all other non-discrimination policies.

Inquires may also be directed to:

Equal Employment Opportunity Commission
Gateway Tower
400 State Avenue, Suite 905
Kansas City, KS 66101
913-551-5655

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
785-296-3206

United State Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, MO 64106
816-268-0550

Revised 7-2-2014; Reaffirmed 7-2-25

USD 383 Building Directory

Early Learning Centers (Birth – Age 5)

- College Hill – 2600 Kimball Avenue – 785-587-2830
- Eugene Field – 1700 Leavenworth – 785-587-2045

Elementary Schools (Grades K-5)

- Amanda Arnold – 1435 Hudson Avenue – 785-587-2020
- Bluemont – 714 Bluemont – 785-587-2030
- Frank V. Bergman – 3430 Lombard – 785-587-2865
- Lee – 701 Lee Street – 785-587-2050
- Marlatt – 2715 Hobbs Drive – 785-587-2060
- Northview – 300 Griffith Drive – 785-587-2070
- Ogden – 210 Elm Street, Ogden – 785-587-2080
- Oliver Brown – 4787 Jackies Way – 785-587-2823
- Theodore Roosevelt – 1401 Houston Street – 785-587-2090
- Woodrow Wilson – 312 N. Juliette Avenue – 785-587-2170

Middle Schools (Grades 6-8)

- Susan B. Anthony – 2501 Browning Avenue – 785-587-2890
- Dwight D. Eisenhower – 800 Walters Drive – 785-587-2880

High School (Grades 9-12)

- Manhattan High – 2100 Poyntz Avenue – 785-587-2100

Support Buildings

- Child Nutrition – 1112 Hayes Drive – 785-587-2851
- Keith Noll Maintenance Center – 2031 Casement Road – 785-587-2180
- Transportation – 1120 Hayes Drive – 785-587-2190
- Lincoln Education Center – 901 Poyntz Avenue – 785-587-2000
- Warehouse – 810 Levee Drive

USD 383 Employment, 101

Overview and Definition

Classified employee roles would include all hourly staff and salaried staff who do not have final supervisory/oversight responsibilities. Individuals in these roles perform specific tasks or roles as part of a department.

All classified employees are employees-at-will and employment may be terminated at any time, with or without cause.

Classified

- Works a regular schedule week-to-week throughout the year
- Eligible for benefits and leaves if working 17.5 hours per week or more (see Benefits)
- Eligible for paid leave based on work schedule (see Absences and Leaves)
- Sick leave
- Holidays (for 12-month employees as referenced on the 12-month calendar and as established by the Board of Education – see page 10)
- Vacation (for 12-month employees)

Non-Contracted

- Work less than 17.5 hours per week
- Work hours vary week-to-week throughout the year but do not exceed 17.5 hours in one week
- Not eligible for benefits or paid leave

Seasonal/Temporary

- Works three (3) months or less in duration, which may recur on an annual cycle
- Not eligible for benefits or paid leave
- Cannot use leaves earned from primary job code

Remote

- Working remotely is not an option for the majority of classified employees. Any remote working opportunities must be pre-approved by the superintendent.

Substitutes

- Provides coverage for an employee upon absence.
- Not eligible for benefits or paid leave, unless assigned as a year-long substitute.

Assignments

Subject to Board of Education approval, the superintendent shall develop time schedules for all classified employees.

- 12-month – A 12-month work assignment is a regular schedule during the 12 months of the fiscal year.
- Less than 12-month – A less than 12-month work assignment is a regular schedule during the school year. Duties are performed during the school day when students are in attendance and/or professional development assigned by supervisor.
- Summer – Less than 12-month staff are not guaranteed work hours during the summer. Summer hours are dependent on other programs operating during the summer which may require summer staff.

Work Week

For Fair Labor Standards Act (FLSA) compliance, the work week will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

Holidays

USD 383 recognizes the following as paid holidays for 12-month staff:

- New Year's Day
- MLK Jr. Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Day

Twelve-month employees will be paid for holidays providing their contract is in effect at the time of the holiday and they are on duty the day before and after the holiday or on approved leave.

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Beginning Employment

Before beginning work in USD 383, each new hire must complete a series of checklist items:

- I-9 Employment Verification with two forms of identification
- Certificate of Health including a TB test and a signed physician's statement of health
- Social security card for tax documentation
- Completed tax documents
- Direct deposit information
- Background check
- Infinitec Trainings

These items must be completed before scheduling the orientation with the Human Resources office. During orientation, employees will receive a district ID badge. Giving false information on an employment application and/or false information related to beginning employment documents will be considered causes for immediate dismissal.

Introductory Period

All new classified employees will go through a 45-day introductory period. At the conclusion of this period, the administrator or supervisor will conduct an evaluation and either recommend or not recommend continued employment in the hired position. Following the introductory period, enrolled benefits will begin the first of the month following the 45-day period. Leave will begin to accrue upon hire; however, leave cannot be utilized or be paid out upon employment ending until after the introductory period ends. This would include holiday pay.

Example #1: Employee is hired with a start date of September 18th, 2025. The 45-day introductory timeline would end on November 1st, 2025. If employee is recommended to continue in the position, leaves would accrue beginning on September 18th, but accrued leave could not be utilized until after November 1st. Insurance and benefits (if selected) would begin December 1st, 2025 (first of the month following 60 days). Any pay increase for applicable certifications would occur at the beginning of the pay cycle following completion of the introductory period which would be November 9th, 2025.

Example #2: Employee is hired with a start date of December 1st, 2025: The 45-day introductory timeline would end on January 14th, 2026. If the employee is recommended to continue in the position, leave would accrue beginning on December 1st, 2025, but accrued leave could not be utilized until after January 14th. The employee would not receive holiday pay for any recognized holidays over this time. Insurance and benefits (if selected) would begin on February 1st, 2026 (first of the month following 60 days). Any pay

increase for applicable certifications would occur at the beginning of the pay cycle following completion of the introductory period which would be February 8th, 2026.

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Ending Employment

When employment with USD 383 ends, employees must:

- Turn in keys (if employee has a district key/keys) to their building office professional and/or supervisor.
- Turn in the district ID badge to supervisor or the Human Resources Department.
- Turn in district provided uniform(s).

Resignation/Termination

- Resignation or termination is done directly with the employee's supervisor.
- Resignation form is available on the HR webpage. The resignation form should be filled out completely.
- Turn in keys to the building office professional and/or supervisor.
- Turn in the district ID badge to supervisor or the Human Resources Department.

Retirement

- Retirement notice is given directly to the supervisor.
- Set up a retirement meeting with the Benefits Coordinator in the Human Resources Department.
- Turn in KPERS (Kansas Public Employees Retirement System) retirement application to Benefits Coordinator or directly to KPERS.
- Turn in keys to the building office professional and/or supervisor.
- Turn in the district ID badge to supervisor or the Human Resources Department.

Employment ends upon the actual last day worked. Leaves cannot be used to extend the end date of employment. Vacation days are paid out at the assigned hourly rate of pay. Personal and sick days are not eligible for payout.

Example: Employee's last day worked is November 15th and wishes to use sick leave and consider December 1st the end date of employment. This is not allowable. Employment ends on the last day worked.

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Payroll and Benefits

Payroll

Wage and Salary

Classified employees shall be paid according to pay rates established by the Board of Education. Payment shall be made at the established pay date following the end of each pay period. Payment of wage and/or salary will be made to the employee's designated direct deposit account or by paper check.

[Link to the Hourly Pay Rates.](#)

Payroll Dates

All USD 383 employees are paid on the third (3rd) Friday of each month. Payroll cutoff is the Saturday after the first Friday of every month.

Example: The pay period starts on Sunday, January 5th. The pay period ends on Saturday, February 8th. Payday is Friday, February 21st.

[Link to the payroll cut off dates and pay dates.](#)

Direct Deposit

Direct Deposit into the employee's banking account is preferred. Direct deposit should be set up during an employee's orientation appointment. If an employee needs to update their direct deposit information, the employee must visit the Human Resources office in person. The employee will be asked to provide proper identification. This is for the protection of the employee.

Paper checks mailed to the employee's address on file is the other method to receive salary/wages. Paper checks are mailed the day prior to payday, so the employee will not receive it on the actual pay date. If the check is not received in the mail, check is lost in the mail, etc., we require a week before reissuing a check.

Payroll Exemptions

Any change in exemptions requires the completion of a new W-4 form. Forms can be accessed in the Human Resources office and on the Human Resources department page on the website. The new form should be turned into Human Resources. Advice on completing these forms will not be provided by district staff. [There is a Federal Tax Withholding tool on the IRS website](#) which may assist individuals seeking guidance.

Improper Deductions from Paycheck

When an employee finds his/her pay has been improperly reduced or there is an error on the paycheck, they should notify their supervisor and the payroll specialists. If USD 383 finds that a mistake has been made, USD 383 will correct the action in a timely manner.

Improper Payment

If an employee receives a payment from the district that is in error (example: payment more than the number of hours worked or payment for a job that the employee does not work), immediately contact your direct supervisor. Also contact the following:

- Notify Payroll if you were paid for more hours than you worked
- Notify Human Resources if you were paid at an incorrect amount per hour

USD 383 has a **legal right of recovery** to collect salary/wages that have not been earned.

Time Clock Plus

Classified employees are paid by the hour and shall clock in and out on a time clock/web clock. The Human Resources office will assign each employee an ID badge during orientation and that badge must be used for clocking in/out. The employee is responsible for clocking in/out each day they work. It is the responsibility of the employee to submit absence and modification logs in a timely manner. Repeated failure could be considered cause for dismissal.

It is illegal to falsify time entries and/or work records. This could be considered cause for immediate dismissal.

Late Time Sheet Modifications and Absence Logs

Modification sheets and absence logs must be turned into the payroll office by the payroll period cut off. Failure to turn in modification sheets and absence logs by the deadline may result in hours not being recorded or paid until the following pay period.

Employee Service Portal

The Employee Service Portal is available for all USD 383 employees on the USD 383 website home page by selecting "Employees". Links to the service portal are also available on the Business Operations and the Human Resources pages. The Employee Service Portal can be utilized to view and/or print information such as payroll check detail, leave and benefits information, and employee deductions. Tax/W2/ACA 1095-C information is available for print/download. Also, an employee can view and request to change employee demographic and emergency contact information.

The guide document is available on the district website, which includes instructions to set up an account.

[Link to the Employee Service Portal Setup Guide.](#)

Fair Labor Standards Act Pay Deductions Policy

Nonexempt Employees will be paid only for actual hours worked unless they receive benefits under USD 383's vacation, sickness, disability, or other leave policies.

Exempt Employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work.

Overtime

Overtime **MUST** be preapproved by the employee's supervisor and will follow procedures as defined in the Fair Labor Standards Act. All overtime will be paid. Flexibility within the regular 40-hour work week is allowed with the immediate supervisor's approval.

Overtime is not at the discretion of the employee.

Overtime is emergency in nature and is at the request of the supervisor. When required to work beyond the 40 hours per week, overtime will be compensated at time and a half. Time and a half for hours worked over 40 hours a week applies only to the time the employee spends working.

Retirement (KPERS)

All school personnel, whose employment is considered a covered position, must participate in the Kansas Public Employee Retirement System. Membership requires at least 630 hours per year, which means working at least 3.5 hours per day for 180 days. The Benefits Director in Human Resources is the District Designated Agent for KPERS. The employee contribution rate is 6% of your gross monthly salary.

The individual must also communicate with the payroll specialists concerning insurance payments.

Social Security Deduction

The rate withheld for old age, survivors and disability insurance is 6.2%. The rate withheld for Medicare is 1.45% with no maximum. Total combined rate of social security tax is 7.65%.

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Benefits

Employees who do not maintain working an average of the required number of hours for benefits during the designated work calendar, could/will lose their benefits.

Please make sure that you are working the required number of hours that you are assigned.

Health Insurance

The Board of Education will determine the amount it will pay towards the monthly premium for a single District provided health insurance plan. Eligibility for membership in the health insurance plan will be determined by the regulations of the Affordable Care Act. This requires working an average of 30 hours per week. The Board of Education will not pay the health fringe to the employee's salary instead of the insurance.

Monthly benefits deduction may vary for new, ten-month employees dependent on the date of hire to ensure continuous coverage.

Evergreen

The district has a health insurance feature called Evergreen. Evergreen allows individuals who do not re-enroll (online or in-person) in a health plan by an established cut-off date to have the enrollment rollover from the previous year. Those with current Flex Savings Health Plans, HSA accounts, and Dependent Childcare Reimbursement with the intent to continue will still need to re-enroll in these specifics plans as Evergreen will not re-enroll individuals in these plans without authorized consent.

Health Savings Accounts

Employees are responsible for establishing their HSA at a financial institution before the account can be funded and the benefit is activated. There are local banks that provide a direct deposit option for HSA accounts.

IRC Section 125 Cafeteria Fringe Benefit Plan

The Board of Education participates in an approved IRC Section 125 Cafeteria Fringe Benefit plan. The District IRC Section 125 Cafeteria Fringe Benefit plan is a salary reduction plan. The benefit plan year is October 1st to September 30th.

All eligible employees are required to complete an enrollment form each plan year. Eligible employees must work 17.5 hours per week.

All employees are eligible to participate in the individual contribution portion of the district's 403b program.

Flex Savings Account Card

A Flex Savings Account (FSA) card is available as part of the Section 125 Cafeteria plan. This card will deactivate at the end of the month in which the employee ends employment. Employees have 90 days after the end of employment to submit a claim to be reimbursed for an expense that incurred during employment.

Disability Income Protection and Short-Term Disability

The Board of Education shall provide a policy of Disability Income Protection. In substance, the policy ensures that employees meeting criteria for FMLA eligibility (one year of employment with 1,250+ hours worked) shall be compensated in accordance with the terms, condition, and exclusion of such policy for hereinafter specified periods of disability resulting from occupational or non-occupational illness or injury at a rate of 66 2/3% of the employee's regular monthly salary. The periods of disability for which payments are paid hereunder shall commence on the days following the expiration of the last of the employee's accumulated sick leave days and shall continue to the date, which is 180 days after the date of the commencement of the disability for which benefits are being paid.

All claims and determinations of eligibility are between the employee, their doctor, and the insurance company. The district only provides this insurance as an employee benefit and has no control or influence over the determination of the disability payments. All information supporting the claim is the responsibility of the employee.

Contact USD 383 Human Resources to obtain an application for disability income protection. Disability will be paid by a 3rd party vendor, not the school district.

Human Resources must be notified when you return to work. This will prevent overpayment by the insurance company and the employee having to reimburse the insurance company. Employees may be required to submit a fitness-for-duty certification upon return and, when applicable, will be responsible for repaying the employee portion of elected insurance premiums.

Please contact Human Resources for more information.

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Attendance and Leave

Attendance

Attendance Required

Regular attendance is required of all USD 383 employees subject to the leave provisions in district policy, employee handbooks or other documents approved by the Board of Education. Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action including termination of employment. All classified employees shall utilize applicable available leave for absences.

Excused vs Unexcused Absence

A planned absence is considered excused when all the following conditions are met:

- The employee gives their supervisor notice of at least 48 hours before the absence and submits an [Absence Request Form](#).
- The absence request is approved in advance by the employee's supervisor.
- The employee has sufficient accrued leave to cover the absence.
 - If the employee does not have sufficient leave, the absence may be deemed an unexcused absence.

An absence is considered unexcused when any of the above conditions are not met.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, a communication (phone call, text, email) must be made by the employee to their immediate supervisor with **confirmation of receipt back from the supervisor**. This communication is expected a minimum of 60 minutes prior to the start of a work shift.

Departments may have specific health criteria relevant to the assigned work area.

Excessive Absenteeism

Employees are expected to report to work as scheduled, on time and prepared to start working. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure or other absences from scheduled hours are disruptive and must be avoided.

- First offense – verbal warning
- Second offense – written counseling and warning that continued excessive absenteeism will lead to subsequent disciplinary action/plan of improvement implemented
- Third offense – written counseling and warning that continued excessive absenteeism will lead to termination
- Fourth offense – termination

Excessive Tardiness

Excessive tardiness is defined as being late or leaving early for your assigned shift.

- First offense – verbal warning
- Second offense – written counseling session and warning that continued excessive tardiness will lead to subsequent disciplinary action/plan of improvement implemented
- Third offense – written counseling and warning that continued excessive tardiness will lead to termination
- Fourth offense – termination

Each instance of an unexcused absence counts as one occurrence for discipline under the above attendance guidelines. Employees with three or more consecutive days of excused absences because of illness or injury may be asked to provide proof of physician's care and a fitness for duty release prior to returning to work. Failure to provide documentation may result in the absences being classified as unexcused.

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Leave

Family and Medical Leave

Family and medical leave (FMLA) as required by Federal law shall be granted for a period of no more than 12 weeks during a 12-month period. For this policy's purposes, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for the birth or adoption of a child or to care for a child with a serious health condition.

Leave is available for the following:

- The birth of a child of the employee and to care for the child
- The placement of a child with the employee for adoption or foster care
- The need for care for a spouse, child, or parent of the employee because of a serious health condition
- A serious health condition of the employee that prevents the employee from performing the job function

Leave for birth or placement of a child must be taken within 12 months of the 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 his/her designee will notify the employee of the beginning date of family

and medical leave and the amount of the employee's accrued paid leave designated as 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 1,250 hours during the preceding year.

During the period of any unpaid family and medical leave, the Board of Education shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. The employee shall pay an employee portion of the cost on the payroll date. Group health coverage will be terminated 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. Written notice shall be sent to the Human Resources office and immediate supervisor. Upon the employee providing notice of need for leave, a representative from Human Resources will notify the employee of the following:

- The reasons that leave will count as family and medical leave
- Any requirement for medical certification
- Employer requirement of substituting paid leave
- Requirements for premium payments for health benefits
- Responsibility for repayment if employer pays employee share
- Right to be restored to same or equivalent job
- Any employer required fitness-for-duty certifications

Family leave may not be used intermittently or part-time without the Superintendent's written approval.

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

If the leave is for a reason other than the employee's serious health condition, the Superintendent or his/her designee may require an instructional employee to continue leave until the end of the semester if:

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

Jury Duty

Classified employees receiving a notice to serve on jury duty and who request to be relieved from their USD 383 job duties and who do serve on jury duty will receive their full salary or daily rate of pay in addition to any compensation from the court during the period of such service. Documentation may be required as proof that the employee had jury duty. Documentation should be turned into supervisor.

Military Family Leave

An eligible employee who is the spouse, son, daughter, parent, or next of kin of a covered service member who is recovering from a serious illness or injury sustained in the line of duty or active duty is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member. This military caregiver leave is available during a single 12-month period during which an eligible employee is entitled to a combined total of 26 weeks of all types of FMLA leave.

Leave Guide for Classified Staff

Less than 12-Month

- Personal leave
 - 16 hours per year (not to exceed 40 hours)
- Sick Leave
 - 8 hours per month
- Vacation Leave
 - None

12-Month

- Personal Leave
 - 8 hours per year (not to exceed 40 hours)
- Sick Leave
 - 8 hours per month
- Vacation Leave
 - 1 to 3 years of service
 - 8 hrs. per month (96 annual)
 - After 3 years of service
 - 9.33 hrs. per month (112 annual)
 - After 6 years of service
 - 10.67 hrs. per month (128 annual)
 - After 10 years of service
 - 13.33 hrs. per month (160 annual)

Additional Information on leaves

- Employees working less than 8 hours per day shall be entitled to an equivalent amount of personal/sick leave equal to the percentage of time worked per day.
- Applicable available leave shall be utilized for all instances of employee absence.

- Further Clarification: Employees may not utilize unpaid time-off in lieu of utilizing available leave. Employees shall utilize available leave in the category of leave being used. If an employee is sick, they shall utilize sick leave. If an employee is taking personal time off, they shall utilize personal leave or vacation leave. In some instances, an employee may choose to apply available personal or vacation leave in instances when they are sick and no longer have sick leave available; however, this will be at the discretion of the employee and must be communicated to human resources and payroll.
- Leaves cannot be used in summer jobs when different than primary job.
- Sick, vacation, and personal leave shall not be utilized on scheduled dates when the employee is not expected to report to work, excluding weather, emergencies, or other calamities.
- Example: Friday after parent-teacher conferences is not a scheduled workday for classified instructional support staff.

Leave Guide for Transportation Staff

Less than 4 hours per day

- Personal Leave
 - 4 hours per year
- Sick Leave
 - 4 hours per month
- Vacation Leave
 - None

More than 4 hours per day

- Personal Leave
 - 8 hours per year
- Sick Leave
 - 8 hours per month
- Vacation Leave
 - None

Personal Leave

Personal leave days not used will accumulate to five (5) days. Personal leave is subject to the following limitations:

- To ensure adequate staffing, requests for personal days will be considered based on school and departmental needs. If a significant number of employees request a personal day for the same date, approval may be limited. Employees are encouraged to submit their requests as early as possible, as approvals will be granted on a first-come, first-served basis. Management reserves the right to deny requests if granting them would significantly impact operations.
- Accrued personal leave is not payable to an employee at termination or resignation.

- Leave for personal reasons may not be taken one week prior to or during the first or last week of school without prior approval. Employees will need to use Leave Without Pay.
- Employees who have unused personal leave days over and above their maximum accumulation of five (5) days, as of the last day of school, will be reimbursed \$100 per day for each day above the maximum accumulation. Payment will be made in June.

Sick Leave

Sick leave with pay will be granted to employees unable to render services because of personal illness or injury, whether incurred in performance of duty or otherwise. Unused sick leave days may accumulate to 816 hours.

- Accrued sick leave is not payable to an employee at termination or resignation.
- If any employee is absent for any period of time because of accident or injury irrespective of whether that injury was suffered within or outside the scope of his/her employment, or for a period of three (3) working days due to illness, the employee may be required to submit a written statement from his/her physician stating he/she is physically able to return to duty in order that the present state of his/her convalescence can be discussed.
- The Superintendent, with the approval of the Board of Education, may postpone the return to duty if he/she should conclude that the employee is physically unable to perform his/her duties or if the employee's condition is such that there would be a hazard of further injury.
- The Board of Education may require a physical examination by a physician, designated by the employer, if such is deemed necessary to make a proper conclusion as to the employee's fitness to return to duty. The cost shall be borne by the employer.
- Absences other than for personal illness or injury, chargeable to sick leave, may be for the following reasons:
 - Illness or injury of a member of the employee's immediate family as defined by Federal Statute and State Laws (i.e., spouse, parents, children – FMLA)
 - Established holidays of recognized religious denominations or sects
 - Bereavement leave for family; defined as follows: mother, father, brother, sister, spouse, child(ren), mother-in-law, father-in-law, grandparent, grandchild(ren), and person having "loco parentis" relationship with the employee, that is whomever the employee believes "reared" them as a child
 - Adoptive leave
 - Maternity leave: Disabilities caused or contributed to by pregnancy, miscarriage, abortion, childbirth, and recovery there from are, for all job-related purposes, temporary disabilities and will be treated as such under USD 383 employee sick leave plan

- The Superintendent or his/her designee at his/her discretion grant extra leave without loss of pay if the circumstances so warrant. If such leave is granted, it may be charged against sick leave or vacation leave at his/her discretion

Vacation Leave

12-month employees working less than eight hours per day shall be entitled to an equivalent amount of vacation leave pro-rated on the percentage of time worked per day for the assignment. Vacation leave must be approved in advance by the Director of the Department/Supervisor via an absence request form submitted within the defined time frame. This form is available on the HR webpage or through your department office professional or department director. Vacation leave is non-accumulative and must be used within 6 months of the end of the fiscal year in which it was earned. Vacation leave may not be taken one week prior to or during the first or last week of school without prior approval. Vacation leave is paid out upon ending employment at the average daily rate.

[Absence Request Form](#)

Example: It is July 1, 2022. Edgar is a 12-month maintenance employee. He has worked for USD 383 for 5 years. He earns 9.33 hours of vacation each month, 112 hours from July 1 – June 30. He used 40 hours of vacation in October 2022 and 40 hours of vacation in February 2023. That leaves him with 32 hours of vacation left for this school year. Edgar must use the remaining 32 hours of vacation no later than December 31, 2023. If he does not use those 32 hours of vacation by the first Friday in January, he will lose those hours.

- Vacation leave is accrued monthly and cannot be granted up front.
- Vacation leave is paid out and not transferrable when shifting from a 12-month job to a less than 12-month job.
- The employee must email the Superintendent to carry over unused vacation hours.
- Carried over vacation leave must be used by the first Friday in May.
- Unused vacation leave cannot be extended.

Classified employees must work the day before and after a holiday, or use approved leave, to be eligible for holiday pay. A classified employee may be absent if the department director has given prior approval. An employee who utilized leave to be eligible for holiday pay must use leave equal to their normal scheduled work shift to earn a full amount of holiday pay. An employee who utilizes a leave amount less than their normal work schedule would have their holiday pay based on the lower amount of leave taken, on either the day before or after the scheduled holiday. If an employee normally eligible for holiday pay fails to meet the day before and after criterion, they would not be eligible for holiday pay for that holiday. If inclement weather results in the district being closed on the day before or after a holiday, the classified employee would be required to use available leave for the day of the closure to be eligible for holiday pay.

- If the employee works 40 hours in four days, they do not need to use any leave on the day before or after the holiday.
- If the employee works 36 hours for the week (5 days) then 4 hours would need to be used in order to get the full 8 hours of holiday pay.
- If the employee works less than 40 hours a week, if they have worked what they are designated for the week, they will not need to use any leave on the day before or after the holiday.

Inclement Weather Leave

- [see Weather/Calamities section](#) beginning on page 29.

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Evaluation and Transfer

Evaluation

USD 383 values the contributions of all employees and strives to provide an environment where those contributions can be acknowledged. To that end, regular and open communication between employees and supervisors is necessary to provide the information and tools to ensure that each employee has the opportunity for success on the job.

USD 383 attempts to employ and retain the best personnel possible. To maintain a high standard of performance, an evaluation system has been established.

- Employees will be evaluated by their immediate supervisor or designee.
- Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description.
- All classified employees shall be evaluated twice during their first year of employment (one of these being the introductory period evaluation) and at least once a year during the following years.
- Evaluations may be made on any employee more often than is stipulated if deemed necessary by their supervisor.
- All employees are required to sign and date their evaluation. A copy will be given to the employee and placed in the employee's personnel file.
- Employees may review their personnel file upon request in the Human Resources office.

Performance Expectations

USD 383 expects a high level of performance, professionalism, and accountability from employees. Communication between a supervisor and employee regarding performance-related issues should occur regularly and a formal performance review, including a plan for employee development, should be conducted annually.

Coaching and Counseling

Employees are encouraged to ask questions and request guidance from their supervisors whenever needed, and, through coaching, supervisors are encouraged to provide regular feedback to employees on their performance and on their continued development.

When performance falls below expectations, supervisors may use a more formal counseling approach to address the performance issue. Counseling should be documented in writing and kept in the supervisor's files for future reference. The employee will also be given a copy for their records.

Corrective Action Process

When coaching, counseling, and development plans fail to assist an employee in achieving the expected level of performance, or when behavior or conduct is severe enough to require immediate corrective action, USD 383 follows a policy of progressive discipline for employees consisting of a four-step process:

- First Warning
 - The first warning is an informal method of informing an employee of a minor violation of organization policy or of failure to perform job duties in an acceptable manner.
- Second Warning
 - When performance and/or attendance problems persist or when the offense is so serious that a first level warning is not appropriate, the supervisor must draft a written document to share with the employee noting the violations and dates giving rise to the supervisor's concern.
 - The supervisor and employee will develop a written plan of improvement.
- Third Warning
 - The third warning is a verbal and written communication with the employee concerning the behavior. Continued concerning behavior will lead to termination.
- Termination
 - Termination of employment is the final action when all other appropriate steps have failed to achieve desired improvements.

Transfer

Administrative Transfer

- Transfers of classified employees may be made by the Human Resources office or the employee's supervisor whenever the best interest of the school or the department is served by the transfer.

Employee Requested Transfer

- An employee requesting a transfer to a different department must submit an internal online application through the district's website.
- After the application has been received, the employee may be interviewed for a position vacancy.
- The application only gives the employee the right to be considered for an interview. When more than one employee requests to be transferred to a vacant position, the vacancy will be filled by the best qualified applicant. An employee must meet the requirements for the position to which transfer is requested before consideration may be given to the request.
- Employees requesting a transfer within the same department must notify the department supervisor.

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Safety

Workers Compensation

Workplace Safety/Workers Compensation

All employees are expected to follow the safety policies and procedures established by the district and each department to contribute to a safe working environment.

Workers Compensation laws of the State of Kansas cover all employees of the school district. Any employee injured in the line of duty shall receive compensation as stated by the law's rules and regulations. Specifically excluded are injuries to employees while engaged in social and recreational events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of the tasks related to normal job duties or as specifically instructed to be performed by the employee. **The employee should notify USD 383 Human Resources on the day the accident occurs.** Failure to report the accident within 10 days may result in the claim being denied by the workers compensation carrier.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury, the employee may use available paid sick leave to supplement the workers compensation. In no event shall the employee be entitled to an amount more than his/her full salary. Available paid sick leave may be used for this purpose until one of the following events occur:

- Available sick leave benefits are exhausted
- The employee returns to work
- Employment is terminated

Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district. **Please make sure that the Human Resources office is informed regarding your injury status and when you return to work.**

Choice of Physician

The Board of Education shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing his/her job. Via Christi Occupational Health Clinic located at 315 Seth Child Road in Manhattan, Kansas, is the medical provider for Manhattan-Ogden USD 383.

Return to Work

It is expected that an injured employee will return to work with or without restrictions and/or accommodations as soon as the attending physician signs the required documentation. If the employee cannot return to his/her current position, efforts will be made to place the employee temporarily in another position that does not impact on the physical limitations.

Accidents

Employees must report all injuries or accidents at work to their supervisor and complete the required documentation. If the injury requires immediate medical attention, employees need to notify the HR office prior to seeking any medical treatment for a work-related injury. In the event of an extreme emergency, the priority will be immediate medical attention.

All referrals must be reviewed by our Worker's Compensation carrier. Worker's Compensation then authorizes care to be performed by an approved provider. Any care obtained prior to completing the necessary paperwork and receiving authorization from Worker's Compensation may result in non-coverage at the employee's expense.

The process for reporting a Worker's Compensation claim:

1. Communicate with your supervisor about any work-related injury at the time of injury.
2. Submit documentation regarding the injury.

3. Forms are available on the USD 383 website: Fillable PDF Form or Online Form.
4. If an employee feels the need to seek medical treatment, they should notify their immediate supervisor and utilize our designated physician at Via Christi Occupational Health Clinic.
5. If an employee is seeking a different medical provider, they need to communicate with their supervisor and USD 383 Human Resources. USD 383 is required to use providers outlined by Worker's Compensation making this communication essential prior to any care being provided for a work-related injury.

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ID Badges and Keys

ID Badge

All USD 383 employees, volunteers and substitutes are required to always wear an identification badge while present in a USD 383 location unless the organization determines that identification presents a safety risk to the employee, volunteer, or substitute. The identification badge must be worn on the person's clothing so that it is visible to other employees, volunteers, and security personnel.

When an employee or volunteer, whom the office staff/receptionist/security personnel does not recognize, arrives at the facility without an appropriate identification badge, the office staff/receptionist/security personnel will assist that person as provided below:

- A person without a badge shall present photo identification. The staff will check the name against the current employee or volunteer roster and, if the identification is verified, the staff will require the person to sign in and then issue a temporary "Employee" identification badge.
- If the staff is unable to verify employment or volunteerism, the staff will contact the person's department or office by phone to seek verification. If employee or volunteerism is verified, the staff will require the person to sign in and then issue a temporary identification badge. If employment or volunteerism cannot be verified, the person will be denied access.
- Employees or volunteers without badges, but who are known by the staff, will be required to sign in and then be issued a temporary badge, which they must return at the end of the workday.

Employees should never allow someone else to use their assigned badge. This action may be considered cause for immediate dismissal.

ID Badge – Activation

Each Classified District employee will receive a badge when they attend New Employee Orientation at Human Resources. This badge will be active to use District time clocks and identify the individual as a District employee. The badge WILL NOT be active to operate

District door access control systems on any doors within the district until completion of the following:

1. Activation Procedure

- a. The employee should notify the Building Administrator at the building they are assigned and provide the Administrator with the last six digits of the badge number on the back side of the badge.
- b. The Building Administrator will need to enter the employee's information into their building spreadsheet and submit a School Dude request to activate the employee's badge.
- c. If an employee works in more than one building, the employee will need to check in with each Building Administrator. Each Building Administrator submits a School Dude request for their respective building.

ID Badge – Broken Badge

In the event of a broken badge, the employee shall notify their building administrator of the event and take the broken badge to Human Resources for a replacement badge. When the employee has received a replacement badge, the employee shall notify their building administrator(s) to deactivate the broken badge and activate the new badge. Refer to ID Badge Activation above for steps to activate new badge.

ID Badge – Lost or Stolen Badge

In the event of a lost or stolen badge, the employee shall notify their building administrator of the event immediately so that the badge can be deactivated. The employee should schedule a time with their building administrator to visit Human Resources to obtain a new badge. A replacement fee of \$5.00 will be collected by Human Resources to replace a lost or stolen badge. When the employee has received a replacement badge, the employee shall notify their building administrator(s) to activate the new badge. Refer to ID Badge Activation above for steps to activate new badge.

ID Badge – End of Employment

The ID badge is considered district property and upon end of employment with USD 383, the employee shall return their ID badge to their building administrator or the Human Resources office for deactivation.

ID Badges – Substitute Badges

All USD 383 buildings will follow the procedures outlined below for substitute badges:

- Substitute is welcomed at the front desk of the school.
- Substitute will be issued a yellow lanyard with a key card and/or key.
- Substitute will be asked to leave car keys in the office during the day and can pick them up at the end of the day when they turn in the lanyard and key card and/or key.

- Substitute should wear the lanyard and key card and/or key around their neck and have it visible throughout the school day. The yellow lanyard with “USD 383 Substitute” is a visual clue for all in the school.
- If a substitute badge is broken, lost, or stolen, the substitute shall notify the building administrator immediately so that the badge can be deactivated.

Substitute badges are programmed as follows:

- Have the following set hours of activation Monday through Friday
 - College Hill and Eugene Field – 7:00 a.m. – 6:00 p.m.
 - Elementary Schools – 8:00 a.m. – 4:30 p.m.
 - Secondary Schools (AMS, EMS, and MHS) – 7:00 a.m. – 3:15 p.m.
- Allow the substitute to enter the building from an exterior door
- Allow the substitute access to common spaces within the building

ID Badges – Long Term Substitute Badges

All USD 383 buildings will follow the procedures outlined below for long term substitute badges:

- Substitute is welcomed at the front desk of the school.
- Substitute will be issued a green long-term substitute badge on a yellow lanyard.
- The Building Administrator will submit a School Dude request to have the long-term substitute badge activated.
- Substitutes should wear the lanyard and badge around their neck and have it visible throughout the school day. The yellow lanyard with “USD 383 Substitute” is a visual clue for all in the school.
- If a long-term substitute badge is broken, lost, or stolen, the substitute shall notify the building administrator immediately so that the badge can be deactivated.
- Long-term substitute badges will be programmed to have the same access levels as the teacher they are substituting for.

Keys

Most classified employees will not be given district keys. The employee’s ID badge will be used to enter the building where they work.

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Weather/Calamities

Inclement Weather – School Closure – No Students in Attendance

If on a school day, school cannot be held due to inclement weather, an announcement will be made on the district’s website, social media platforms, ParentSquare and other area media outlets no later than 6:00 a.m. If a staff member has not heard an announcement concerning the status of school closure, the employee should contact their supervisor.

Less than 12-month Staff

- Staff in positions less than 12 months will not be expected to report for duty.
- For the days that schools are closed for inclement weather or other calamities, the employee may select any leave category from which to apply the leave – which includes personal, sick leave or leave without pay.

12-month Staff

- If schools are closed, 12-month staff are responsible for deciding whether to report for duty based on the weather and road conditions for their safety. If in their best judgement they feel it is not safe to report for duty, they should notify their immediate supervisor of their decision to stay home.
- For the days that schools are closed for inclement weather or calamities, the employee may select any leave category from which to apply the leave – which includes vacation, personal, sick leave or leave without pay.

Essential 12-month Staff Positions

- Essential staff positions will be determined by department directors and will be communicated to those staff positions.
- Essential positions are expected to report to work whether school is in session. All such people would be expected to report for duty as soon as possible.
- Essential personnel required to work on non-holidays will receive additional personal leave hours based on the number of hours worked during the emergency day and the hours worked.
- If the day is a district designated holiday falling Monday – Friday, the employee will receive double time pay for the actual hours worked and holiday pay for the regularly scheduled workday. If a federal holiday falls on a weekend, the employee will receive double time pay for actual hours worked. They will not receive holiday pay or additional personal leave.

Full District Shut Down Due to Weather or Other Calamities

- If conditions are so bad that no one should report for work, the superintendent will notify staff that they should not report for duty. Employees would have the following alternatives:
 - For the days schools are closed for inclement weather or other calamities, the employee may select any leave category from which to apply the leave – which includes vacation (for 12-month employees), personal, sick leave or leave without pay.

Late Start

- In the event of an extreme weather event that constitutes delaying school, but not cancellation of the entire day, the school district has the option of a two-hour delay.

- When a late start is enacted, school will begin exactly two hours later than the normal starting time for each building (examples: MHS will begin at 9:40am instead of 7:40am; Lee will begin at 10:45am instead of 8:45am). Early learning morning sessions/classes will be cancelled.
- Classified staff that are non-instructional in nature (maintenance, child nutrition, transportation) shall report at the direction of their supervisor.
- Instructional classified staff will report at the adjusted start time in accordance with their typical schedule. Certified staff must be present for their assignment at the start of the school day. The clock in time would be two hours later than the normal clock in time.
- For the days that schools are delayed for inclement weather or calamities, the employee may select any leave category from which to apply the leave – which includes vacation (for 12-month employees), personal, sick leave or leave without pay.

Early Dismissal of School due to Weather

- Generally, once students are at school, school will not be dismissed early due to weather conditions, except in extreme emergencies. Parents may choose to pick up their children at any time if they feel it is appropriate.
- When school is to be dismissed at times other than regular dismissal times, the announcement will be made several ways – ParentSquare, USD 383 social media accounts, USD 383 website, and/or local media (radio and print).

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Emergency/Safety

Emergency Communications

If a crisis occurs at a building, updates will be available through ParentSquare, USD 383 social media accounts, USD 383 website, and/or local media (radio and print). Telephone calls to the school building slow down the notification and communication with emergency personnel by school officials.

Emergency Contact/Medical Information

An emergency contact/medical information card should be completed by each employee annually. This card supplies the staff with information needed in case of accident, injury, or medical emergency. Any change in the information requires the employee to update their information. Return this information to the Building/Department Director. This information will be kept confidential.

Emergency/Crisis Plan

- Every school (early learning to high school) in Manhattan-Ogden USD 383 designates a school safety week during the school year. Coordinated drills are an excellent way for staff and students to practice what they would do during a real emergency or crisis. Remaining calm can make a significant difference in safety and security, so we are making time to practice these drills with our community partners.
- When the severe weather siren is activated, all students, staff and visitors that are at the building will move to the severe weather shelter. Doors will remain locked, and phones will not be answered. The severe weather shelters are available for students, staff, and visitors in the building when the siren is activated. Our shelters are not public shelters. Parents/guardians should have their own severe weather plan and should not come to the school when the siren is activated.
- During school safety weeks, students and staff will practice the following drills:
 - **Drill 1 - Fire Drill** in partnership with Manhattan Fire Department. The fire department watches and evaluates a fire drill. Sometimes the fire department sets up their smoke machine and we block off an exit route. Students and staff practice exiting the building using their primary and secondary routes. We make sure that all students and staff are accounted for once they are in a safe zone. Fire personnel check to make sure that students and staff are far enough away from the building so that fire engines and other vehicles can easily get to the hydrants. Fire personnel also learn where all the controls for the building are located and tour the school at the end of the drill.
 - **Drill 2 - Tornado/Severe Weather Drill** in partnership with Riley County Emergency Management. All schools and support buildings have a designated storm shelter. Riley County Emergency Management observes a severe weather drill at each location. All students and staff are accounted for once they are in a secure location.
 - **Drill 3 - Evacuation Drill.** Each school will evacuate to their primary or secondary evacuation site. All students and adults in the building will evacuate. Once at the evacuation site, parent reunification will be set up and practiced. This is a great logistical drill – how to get all students and staff from point A to point B and back to point A – and make sure that everyone is accounted for.
 - **Drill 4 - Secure Campus Drill.** Secure Campus means that something is happening outside of our school building and we want to keep it outside. Students and staff that are outside are brought back into the building and all doors are locked and secured. No one leaves or enters the building until the situation is over. Activities inside the building remain normal.
 - **Drill 5 - Lock Down Drill** in partnership with the Riley County Police Department. Riley County Police Department will present education about lock down drills. RCPD will talk with students (age-appropriate) about why a

police officer might be in their school and that the most important thing that kids can do is listen to the instructions of their teacher. RCPD will also go around to each classroom and talk with teachers about the best location for students to be in the classroom and other things that teachers can do to increase safety for themselves and their students.

- **Drill 6 – Hold Drill.** Hold means that all students and staff should hold in their classroom or office until the situation is under control. Hold could be used for a medical emergency, student disturbance, etc. Something is happening inside the school and we need everyone to hold where they are at.

Employee Emergency

If an employee has an emergency (family issue, medical issue, etc.), it is the employee's responsibility to contact their supervisor before leaving their position whenever possible.

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District Procedures and Resources

Address Change

The employee is responsible for ensuring their home address is up to date. If an employee needs to update their home address, the employee can update a home address through the Employee Service Portal or visit the Human Resources office in person. If visiting in person, the employee will need to provide proper identification. This is for the protection of the employee.

Duty Free Break

All hourly employees working 6 hours or more per day must take a minimum of a 30-minute duty free break except with prior supervisor approval. The duty-free break will not be counted as time worked.

Emergency Safety Interventions

The Board of Education is committed to limiting the use of Emergency Safety Intervention (ESI), such as seclusion and restraint, with all students. Seclusion and restraint shall be used only when a student's conduct necessitates the use of an emergency safety intervention as defined below. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

[For more information on ESI, visit the USD 383 website.](#)

Employee Assistance Program

USD 383 provides an Employee Assistance Program (EAP) for employees and their families. The EAP is a confidential benefit in addition to the employee's health plan coverage. The EAP is available to help the employee and the employee's family deal with problems that may affect home life or work life, such as family concerns, marital difficulties, stress, financial difficulties, alcohol, and/or drug abuse, mental or emotional distress, or legal program.

More information can be found under [“Employee Resources” on the district website](#)

Employee Wellness Program

Employees enrolled in the district's health insurance plan will need to meet certain expectations annually to receive the full amount of the district's premium contribution.

- Provide documentation of a physical examination with a physician or physician's assistant.
- Provide documentation of completing a Health Risk Assessment
- Provide documentation of completing a Biometric blood screening
- Certify that you are tobacco free or provide documentation of completing a tobacco cessation program
- All forms need to be completed and submitted to Human Resources by the June 30th deadline each year.
- This applies to all employees in their 2nd year of employment and longer.

Health insurance participants who fail to meet these requirements by the established deadline will contribute \$25/month towards their health insurance premiums beginning with the new plan year and continuing throughout the plan year.

[Link to the USD 383 Employee Wellness Program](#)

Mileage Reimbursement

Mileage reimbursement for classified employees beyond the normal reporting to work will be reimbursed at the rate of the federally approved reimbursement rate. Information and the mileage form are available on the Business Operations webpage. All requests must be submitted to the employee's supervisor with the appropriate verification within 60 days.

[Link to the mileage reimbursement form.](#)

ParentSquare

Manhattan-Ogden USD will use ParentSquare as the school communication platform of the district. ParentSquare automatically generates an account for each parent in partnership with the district's Infinite Campus system and each employee in partnership with the district's Alio system. ParentSquare uses the parent's/employee's preferred email address and phone number.

ParentSquare connects employees and parents by simplifying the communication process. ParentSquare also works with Google Translate and has access to over 100+ languages. This will allow employees and parents to communicate in their preferred language.

All employees and parents will receive urgent alerts through ParentSquare – even if an employee or parent does not activate their account. An urgent alert would be sent for immediate notification of incidents like school safety events, inclement weather conditions, etc.

Required Annual Training

All classified employees are required to complete annual trainings. Department directors and/or supervisors will contact their employees to complete the required annual training. Failure to complete annual training may result in disciplinary action.

Securing Work Areas

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.

Solicitations – Board policy GAI

All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

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Conduct of Employees

- Our employees and volunteers will exhibit the highest ethical best practices and personal integrity.
- Our employees and volunteers will provide a professional work environment free from physical, psychological, written, or verbal intimidation or harassment.
- Our employees and volunteers will not physically, sexually, or emotionally abuse or neglect a student or adult.
- Our employees and volunteers will share concerns about suspicious or inappropriate behavior with their supervisor or administrator.
- Our employees and volunteers will report any suspected abuse or neglect of a student to the state authorities.
- Our employees and volunteers will accept their personal responsibility to protect students and adults from all forms of abuse.

The following is intended to help employees and volunteers make decisions about student interactions. For clarification of any guideline, or to inquire about behaviors not addressed here, contact your supervisor.

USD 383 provides our students with the highest quality services available. We are committed to creating an environment for students that is safe, nurturing, empowering, and that promotes growth and success.

Abuse of any kind will not be tolerated, and confirmed abuse will result in immediate dismissal from this organization. USD 383 will fully cooperate with authorities if allegations of abuse are made that require an investigation.

Conduct with Students

The Conduct with Students outlines specific expectations of employees and volunteers as we strive to accomplish our mission together.

1. Students will always be treated with respect.
2. Students will be treated fairly, regardless of race, sex, sexual orientation, age, gender, or religious preference (meal modifications for religious preference are excluded).
3. Employees and volunteers will adhere to appropriate boundaries governing physical affection as outlined by the organization.
4. Employees and volunteers will avoid physical affection with students that cannot be observed by others.
5. Employees and volunteers will adhere to appropriate and inappropriate verbal interactions as outlined by the organization.
6. Employees and volunteers will not stare at or comment on students' bodies.

7. Employees and volunteers will not date or become romantically involved with students.
8. Employees and volunteers will not use or be under the influence of alcohol, illegal drugs, and/or tobacco on school property.
9. Employees and volunteers will not have sexually oriented materials, including printed or online pornography, on our organization's property.
10. Employees and volunteers will not keep secrets with students and will only give gifts in accordance with organizational policies.
11. Employees and volunteers will comply with our organization's policies regarding interactions with students outside of our programs.
12. Employees and volunteers will comply with our organization's policies regarding electronic communication and social media with students.
13. Employees and volunteers will adhere to organizational policies regarding working one-on-one with students in a private setting.
14. Employees and volunteers will not abuse students in anyway including (but not limited to) the following:
 - a. Physical Abuse: hitting, spanking, shaking, slapping, unnecessary restraints
 - b. Verbal Abuse: degrading, threatening, cursing
 - c. Sexual Abuse: inappropriate touch, exposing oneself, sexually oriented conversations
 - d. Mental Abuse: shaming, humiliation, cruelty
 - e. Neglect: withholding food, water, shelter
15. The organization will not tolerate the mistreatment or abuse of one student by another student. In addition, our organization will not tolerate any behavior that is classified under the definition of bullying, and to the extent that such actions are disruptive, we will take steps needed to eliminate such behavior. Anyone who sees an act of bullying, and who then encourages it, is engaging in bullying. This policy applies to all students, employees, and volunteers. Bullying is aggressive behavior that is intentional, is repeated over time, and involves an imbalance of power or strength. Bullying can take on various forms including:
 - a. Physical bullying: when one person engages in physical force against another person, such as by hitting, punching, pushing, kicking, pinching, or restraining another.
 - b. Verbal bullying: when someone uses their words to hurt another, such as by belittling or calling another person a hurtful name.
 - c. Nonverbal or relational bullying: when one person manipulates a relationship or desired relationship to harm another person. This includes social exclusion, friendship manipulation, or gossip. This type of bullying also includes intimidating another person by using gestures.
 - d. Cyberbullying: the intentional and overt act of aggression toward another person by way of any technological tool, such as email, instant messages, text message, digital pictures or images, or website postings (including blogs). Cyberbullying can involve:

- i. Sending mean, vulgar, or threatening messages or images;
 - ii. Posting sensitive, private information about another person;
 - iii. Pretending to be someone else in order to make that person look bad;
 - iv. Intentionally excluding someone from an online group.
 - e. Hazing: an activity expected of someone joining or participating in a group that humiliates, degrades, abuses, or endangers that person regardless of that person's willingness to participate.
 - f. Sexualized bullying: when bullying involves behaviors that are sexual in nature. Examples of sexualized bullying behaviors include sexting, bullying that involves exposure of private body parts, and verbal bullying involving sexualized language or innuendos.
16. Employees and volunteers will report concerns or complaints about other employees and volunteers, other adults, or students to a supervisor.
17. Employees and volunteers will report allegations or incidents of abuse to the proper state authority.
18. Employees and volunteers may not have engaged in or been accused or convicted of student abuse, indecency with a student, or injury to a student.

Appropriate and Inappropriate Interactions with Students

USD 383 has zero tolerance for abuse and will not tolerate the mistreatment or abuse of students in its programs. Any mistreatment or abuse by an employee or volunteer will result in disciplinary action, up to and including termination of employment or volunteer service. Further, this organization will fully cooperate with law enforcement throughout the investigation and resolution of mistreatment or abuse incidents.

Appropriate and Inappropriate Physical Contact

- USD 383's physical contact guideline promotes a positive, nurturing environment while protecting students, employees, and volunteers. USD 383 encourages appropriate physical contact with students and prohibits inappropriate displays of physical contact. Any inappropriate physical contact by employees or volunteers towards students will result in disciplinary action, up to and including termination.
- The organization's policies for appropriate and inappropriate physical interactions include but no limited to:

Appropriate Physical Interactions with students	Inappropriate Physical Interactions with students
Contact initiated by the student such as: <ul style="list-style-type: none"> • Side hugs • Developmentally appropriate full-frontal hugs (ages Kindergarten and younger) • Pats on the shoulder or back 	<ul style="list-style-type: none"> • Full-frontal hugs (older than Kindergarten) • Kisses • Showing affection in isolated areas or while one-on-one • Piggyback rides

<ul style="list-style-type: none"> • Handshakes • High-fives and hand slapping • Pats on the head when culturally appropriate • Touching hands, shoulders, and arms • Arms around shoulders • Holding hands (with young children in escorting situations) 	<ul style="list-style-type: none"> • Tickling • Rough housing • Allowing a student to cling to an employee's or volunteer's leg • Allowing students to sit on an employee or volunteer's lap outside of accepted and documented intervention plans unless developmentally appropriate • Any type of massage given by or to a student outside of accepted and documented medical treatment • Any form of affection that is unwanted by the student or the employee or volunteer • Touching bottom, chest, or genital areas that is outside of authorized and documented personal care/safety assistance
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Appropriate and Inappropriate Verbal Interactions

- Employees and volunteers are prohibited from speaking to students in a way that is, or could be construed by any observer, as harsh, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating,
- Employees and volunteers shall not initiate sexually oriented conversations with students. Employees and volunteers are not permitted to discuss their own sexual activities with students.
- Our organization's policies for appropriate and inappropriate verbal interactions with students include but are not limited to:

Appropriate Verbal Interactions with students	Inappropriate Verbal Interactions with students
<ul style="list-style-type: none"> • Positive reinforcement • Appropriate jokes • Encouragement • Praise • Strength-based conversations • Supportive conversations between a student and a trusted adult 	<ul style="list-style-type: none"> • Name-calling • Discussion of sexual encounters or in any way involving students in the personal problems or issues of employees and volunteers • Secrets • Cursing • Off-color or sexual jokes • Shaming, belittling

	<ul style="list-style-type: none"> • Oversharing personal history • Derogatory remarks • Harsh language that may frighten, threaten, or humiliate students • Derogatory remarks about the student or their family • Compliments relating to the physique or body development
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One-on-One Interactions Between Employees/Volunteers and Students

One-on-one interactions with students should only occur during the programming under authorized circumstances. The purpose of this practice is to ensure the district clearly communicates expectations for employees and volunteers and gives examples of appropriate behavior when authorized one-on-one interactions occur. In those situations where one-on-one interactions are authorized, employees and volunteers should observe the following guidelines to limit the risk of abuse or false allegations of abuse:

- Meet students in a public place where you are in full view of others.
- Avoid physical interactions and/or affection during one-on-one interactions at all costs. If physical interactions occur, ensure appropriate physical and verbal interactions align with this district's established policies and are limited to the task at hand. Immediately share the nature and extent of physical interactions that occurred during the one-on-one interaction with your supervisor after the interaction has ended.
- If meeting in a room or office, leave the door open or move to an area that can be easily observed by others passing by.
- To the extent possible, ensure one-on-one interactions occurring behind closed doors are scheduled in advance, occurring in a room with windows or glass in the door, and/or are communicated to your supervisor.
- Ensure one-on-one interactions are documented, especially if behind closed doors.
- Keep documentation of these meetings (such as in shared calendar, case notes, etc.).
- Document and immediately report any unusual incidents, including physical interactions, disclosure of abuse or maltreatment, behavior problems and how they were handled, injuries, or any interactions that might be misinterpreted or that made you uncomfortable.
- When assisting students with toileting/personal care needs, staff must strive to protect the child's right to privacy, while promoting transparency to the greatest extent possible. Bathroom windows remain uncovered, and doors are cracked, rather than closed completely. These best practice recommendations provide a level of safety and security for both the child and staff member.

Managing Interactions between Employees/Volunteers and Students Outside the Organization

USD 383 strongly encourages employees and volunteers to refrain from outside contact with students with which they do not have a preexisting familial or social relationship (i.e., children are friends at school, families attend same religious institution, etc.).

Employee and Volunteer Response to Allegations or Incidents of Abuse

As required by mandated reporting laws, employees and volunteers must report any suspected abuse or neglect of a student – whether on or off USD 383 property or whether perpetrated by employees, volunteers, or others – to state authorities. Reports may be made confidentially or anonymously. A person who mistakenly reports suspected abuse is immune from civil or criminal liability if the report was made in good faith and without malice.

In addition to reporting to state authorities, employees and volunteers are required to report any suspected or known abuse of students perpetrated by employees or volunteers directly to leadership so that immediate and proper steps may be taken to ensure the safety of the alleged victims and other who may be at risk. Reports of suspected or known abuse may be made confidentially to the following:

1. Immediate supervisor
2. Directors
3. Administrators

Additional guidelines for employee and volunteer response to incidents or allegations of abuse:

- If you witness abuse, safely interrupt the behavior immediately.
- If abuse is disclosed to you, assure the individual disclosing that he or she was correct to tell you.
- Protect the alleged victim from intimidation, retribution, or further abuse to the extent possible.
- Immediately report the allegation or incident to the proper organization authorities (based on mandatory reporting requirements) and the designated authority.
- Be sure to document the incident, disclosure, or any circumstances causing your suspicion of abuse according to incident reporting and documentation requirements. State only the facts.
- It is not your job to investigate the incident, but it is your job to report the incident to your supervisor in a timely manner.
- Check back to make sure appropriate steps were taken. If not, report again to your supervisor or the designated organization authority.

Reporting Red-Flag or Inappropriate Behaviors

USD 383 has zero tolerance for abuse. Every employee or volunteer must actively participate in the protection of students.

If employees or volunteers observe red-flag or inappropriate behaviors and/or policy violations by other employees or volunteers, it is their professional and personal responsibility to immediately report their observations in accordance with USD 383's reporting procedures.

Remember, the policy applies to everyone.

The following are examples of red-flag or inappropriate behaviors that all employees and volunteers are required to report:

- Any violation of the organization's abuse prevention policies
- Seeking unauthorized private time or one-on-one time with students
- Seeing or visiting with a student outside of scheduled programming
- Buying gifts for individual students
- Sending unauthorized electronic communications through text messaging, social media, online gaming, etc. in violation of the organization's electronic communication policy
- Making suggestive comments to students
- Showing favoritism towards a student or type of student
- Students disclosing that an employee or volunteer makes them feel uncomfortable

All reports of suspicious or inappropriate behavior with students will be taken seriously. Our procedures will be carefully followed to ensure that the rights of all those involved are protected.

If employees or volunteers witness suspicious or inappropriate behaviors or policy violations from another employee or volunteer, the individual is instructed to do the following:

- Interrupt the behavior
- Report the behavior to a supervisor, director, or other authority
- If the report is about a supervisor or administrator, contact the next level of management
- Please refer **Addendum 2, Questions and Concerns Matrix.**

Cooperation with Investigations

USD 383 takes every allegation of abuse or misconduct seriously and will fully cooperate with authorities to investigate all cases of alleged abuse or misconduct. Employees and volunteers shall cooperate with any external investigation by outside authorities or internal investigation conducted by USD 383 or persons given investigative authority by USD 383.

Cooperation with investigations includes, but is not limited to:

- Promptly acknowledging and responding to requests for information;
- Making oneself available for meetings with investigating officials;
- Providing full, accurate, and truthful information;
- Keeping confidential information learned or transmitted during the investigation, unless directed by legal authorities, and
- Preserving relevant information and documents.

An employee's failure to cooperate with an investigation or providing false information will result in disciplinary action up to and including termination of employment or dismissal from the organization.

Suspension for Employee Misconduct

Organizations are often faced with the difficult decision of determining what action to take when an employee is the subject of allegations of misconduct and/or abuse that require an investigation. The employee's status during the investigation will depend upon the nature of the misconduct and the employee's position.

USD 383 will use the following question to determine the propriety of the employee's continued presence at our organization after an allegation of misconduct or abuse has been made and/or during an investigation for misconduct or abuse:

Is the continued presence of the employee likely to create a danger to students, volunteers, and/or employees or otherwise be disruptive, detrimental to morale or good order, or an embarrassment to the employer?

1. If the organization, using all evidence available to guide decision making, determines there is no risk, the employee should remain in the workplace.
2. If the organization, using all evidence available to guide decision making, determines risk does exist but can reasonably be avoided by temporarily reassigning the employee to an available position, the organization should make the effort to do so.
3. If the organization, using all evidence available to guide decision making, determines risk is present and cannot be avoided by reassignment, or where an appropriate position is not available, an indefinite suspension or administrative leave should be used until the resolution of the matter.

USD 383 will communicate any decision to suspend or place an employee on administrative leave in writing. The written document announcing suspension or administrative leave must be shared with the employee, consistent with the requirements set forth in the USD 383 progressive discipline policy for written discipline, and a copy must be placed in the employee's personnel file.

Procedure for an Employee to Report Concerns

USD 383 believes employees have valuable thoughts and insights to share regarding the workplace and our operations. Accordingly, this organization encourages employees to share opinions, suggestions, concerns, and/or questions about our policies, personnel issues, and/or other workplace matters and the organization.

In general, the best person initially to bring opinions, suggestions, concerns, and/or questions to is the employee's direct supervisor. However, to the extent the concerns relate to their direct supervisor, or to the extent an employee believes their direct supervisor did not fully address a matter, employees may direct their opinions, suggestions, concerns, and/or questions to the next level of management.

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Technology

Computer Best Practices

Computer and Monitor Best Practices:

- Staff should lock systems and not leave them logged in unattended
- Lock the screen of the computer when leaving the room or leaving the computer unattended.
- Shut down the computer in the evening or weekends.
- If the hard drive of a device contains sensitive PII (Personally Identifiable Information) of students or staff, then the device should be encrypted with BitLocker (or similar product).
- Windows Security Updates should be installed on machines within 60 days of release. The exception would be if any updates are found to have conflicts with district software.

Password Security Best Practices:

- Staff should use a password that is 12 characters and contains a number and symbol.
- Staff must use Multi Factor Authentication (MFA) for email and O365 account,
- Staff with sensitive PII (Personally Identifiable Information) in their account must ensure they do not share this information with others.
- Staff must change passwords twice per year (every 180 days). It is recommended that all staff change their password to start the school year. You should receive an email 14 days before it expires from caysosoft.user@usd383.org. Follow these instructions for resetting your password. The lead tech in your building can also assist with password changes.

- Do not share your district password.
- Staff should not tape passwords to monitors or leave them on desks where highly visible.
- Staff should not allow other staff to log into their district devices.
- Staff should not allow other staff to use their district devices.
- Staff should not allow students to log into their district devices.
- Staff should not allow students to use their district devices.

Electronic Communication and Social Media Policy

Electronic Communication and social media present the potential for inappropriate behavior, increased access to vulnerable students, and privacy violations. Employees, volunteers, and students participating in USD 383's programs, events and activities shall adhere to the following Social Media Code of Conduct:

1. Do not engage in behavior or comments that are, or could be construed by any observer to be, harsh, abusive, coercive, threatening, intimidating, shaming, derogatory, demeaning, or humiliating.
2. Do not engage in personal attacks, sexually oriented conversations, or discussions about sexual activity.
3. Be a positive role model by exhibiting professionalism in all interactions; portray an attitude of respect, loyalty, patience, courtesy, tact, and maturity.
4. Only program-related messaging may be communicated electronically between employees of the organization and students, and parents/guardians. Such communication should generally occur during standard business hours and using approved email or communications platforms (ParentSquare/StudentSquare).
5. Employees and volunteers are prohibited from sending private messages to students and/or replying to private messages from a student. If a student attempts to privately communicate with an employee or volunteer electronically, their supervisor must be notified immediately.
6. Personal social networking profiles and/or blogs of employees and volunteers shall be private and not shared with students. Employees and volunteers with profiles on social networking sites shall not request to be "friends" with or follow students or approve friend or follow requests from students.
Employees and volunteers may not engage in electronic communication or social media contact with other family members or friends of students except parents/guardians.
7. Never reveal sensitive or confidential information, including identifiable details or photos of a student without written consent from their parent/guardian.
8. Employees and volunteers may not post or share on their personal social media accounts any photographs or videos of students participating in USD 383 programs.
9. Employees and volunteers may not post or share inappropriate photos or comments on photos of students.
10. Employees and volunteers may not post or share inappropriate photos or comments on photos of students.

11. Do not make pornography in any form available to students participating in USD 383 programs, events, and activities or assist students in any way in gaining access to pornography.
12. Employees and volunteers may not create web pages on behalf of USD 383 unless they have prior approval to do so and may not misrepresent their work with USD 383 or the organization itself.
13. Employees and volunteers engaging in social media and online communication become a public figure associated with the organization and are responsible to help protect USD 383 and its students. Always act in a professional and constructive manner and use sound judgement before posting or sharing content.
14. Rather than personally defend the organization's reputation, employees and volunteers should notify their supervisor or an administrator of a negative comment or online representation or if any member of the media contacts them about any matter related to the organization.
15. Employees and volunteers must adhere to uniform standards of electronic communication and social media use as outlined in any applicable organizational policies and procedures.
16. This Code of Contact and associated policies and procedures shall be provided to parents/guardians of students. It shall also be available on the organization's website for the public to view.
17. Students and parents/guardians may request in writing that a student not be contacted through any form of electronic communication or social media by an employee or volunteer of the organization.

Email

Employees and/or students shall have no expectation of privacy when using district e-mail systems or other official district communication systems. Any district e-mail, computer application, information in district computers, or computer systems is subject to monitoring by the administration. Only district business shall be conducted on district e-mail systems.

Lost, Stolen, or Damaged Computers and/or Equipment

Students and staff members may be responsible for reimbursing the district for replacement of or repair to district issued computers or electronic devices which are lost, stolen, or damaged while in the students' or staff members' possession.

Telephone/Cell Phone Use

District telephones are for school business. Using phones, including cell phones, for personal business should be avoided except in emergencies. Use of phones for social calls is not permitted.

Photographs, Audio or Video Recordings

Staff are not allowed to take photographs or make audio or video recordings of students unless the parent/guardian has provided written permission, and it has been authorized by the building administrator. Photo, audio, and/or video must be used for official USD 383 purposes.

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Board of Education Policies

A comprehensive list of [Board of Education policies](#) is available on the district website. The contents of this handbook are approved annually by the Board of Education and, by extension, constitute official district policy.

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Guidelines for Employee Conduct

It is not the intention of USD 383 to restrict the privileges of any employee by posting these guidelines for conduct. Our purpose is to make clear what is expected of every employee so that all may enjoy consistent and equal treatment.

The Following Actions will be Cause to be Considered for Immediate Dismissal

- Giving false information on an employment application
- Unauthorized use of confidential information
- Refusal to perform required job duties
- Improper use of district funds
- Falsifying timecards or work records
- Sexual, Racial, and/or Disability Harassment
- Malicious damage to or gross negligence of USD 383 property
- Theft from fellow employees or of USD 383 property
- Reporting to work under the influence of alcohol or narcotics
- Insubordinate behavior toward supervisor
- Bringing any of the following items to work:
 - Firearms, knives (other than functional pocketknives), or weapons of any sort
 - Marijuana or any other drug except those prescribed by a doctor for the employee's personal use and so noted on the original drug container
 - Fireworks or any kind of explosives

- Alcoholic beverages

The Following Actions will be Considered Causes for Disciplinary Actions and/or Possible Dismissal

- Excessive absenteeism or tardiness
- Abuse of leave time or using Leave Without Pay without prior authorization
- Improper use of district vehicles.
- Repeated failure to submit absence and modification logs
- Working overtime without approval of supervisor
- Failure to work assigned hours as scheduled or modifying hours (setting own hours)
- Failure to report unexcused absences properly
- Leaving building during regular working hours without permission
- Use of obscene, abusive, or threatening language
- Creating unsafe or unsanitary working conditions
- Sleeping during assigned work schedule
- Failure to wear the work uniform if required as a part of the position
- Failing to maintain a professional appearance
- Using personal electronic devices while on duty
- Repeated failure to clock in or out
- Allowing someone else to use your district assigned ID badge and/or key
- Disrespectable behavior towards others
- Electronic communication between an employee and student for personal reasons
-

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Addendum 1, Substitutes

Substitute License

Current and appropriate licensure through KSDE is a requirement for all substitute teachers.

Wages

Substitutes shall be paid according to pay rates established by the Board of Education. Payment shall be made at the established pay date following the end of each pay period. Payment of wage and/or salary will be made to the employee's designated direct deposit account or by paper check. Short-term and long-term substitute teachers do not accrue leave and are not eligible for benefits.

Substitute Categories

- Emergency Substitutes: \$16.00/hour (\$120.00 for a 7.5-hour day)
- Certified Substitutes: \$18.00/hour (\$135.00 for a 7.5-hour day)
- Administrative/Principal Substitutes: \$18.00/hour (\$144 for an 8-hour day)

Length of Assignment for Licensed Positions

- Short Term: Same assignment with the same teacher and classroom for a consecutive number of days. An increase of \$5.00/hour will be effective after completion of 15 days in the assignment. The increase will be applied retroactively to the first day of the assignment. Once increased, the rate will be in effect until the completion of 45 days in the same assignment.
- Long Term: After completion of 45 days in the same assignment with the same teacher, the compensation will be determined by placement on the current salary schedule at a daily teacher rate.
- Year Long: Substitute teachers hired with the intent of teaching the length of the school year shall begin their employment compensated as a short-term assignment followed by a long-term assignment. Upon reaching status as a long-term substitute, substitute teachers will enter a classified work agreement for which they would be eligible for benefits and leave.

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Addendum 2, Questions and Concerns Matrix

Visit our website for an [accessible version of the Questions and Concerns Matrix](#).

Addressing Questions and Concerns

Families and patrons should use this matrix to address questions or concerns. Topics should be addressed beginning at Level 1. If the matter cannot be resolved, it is appropriate to move to the next level with the inquiry.

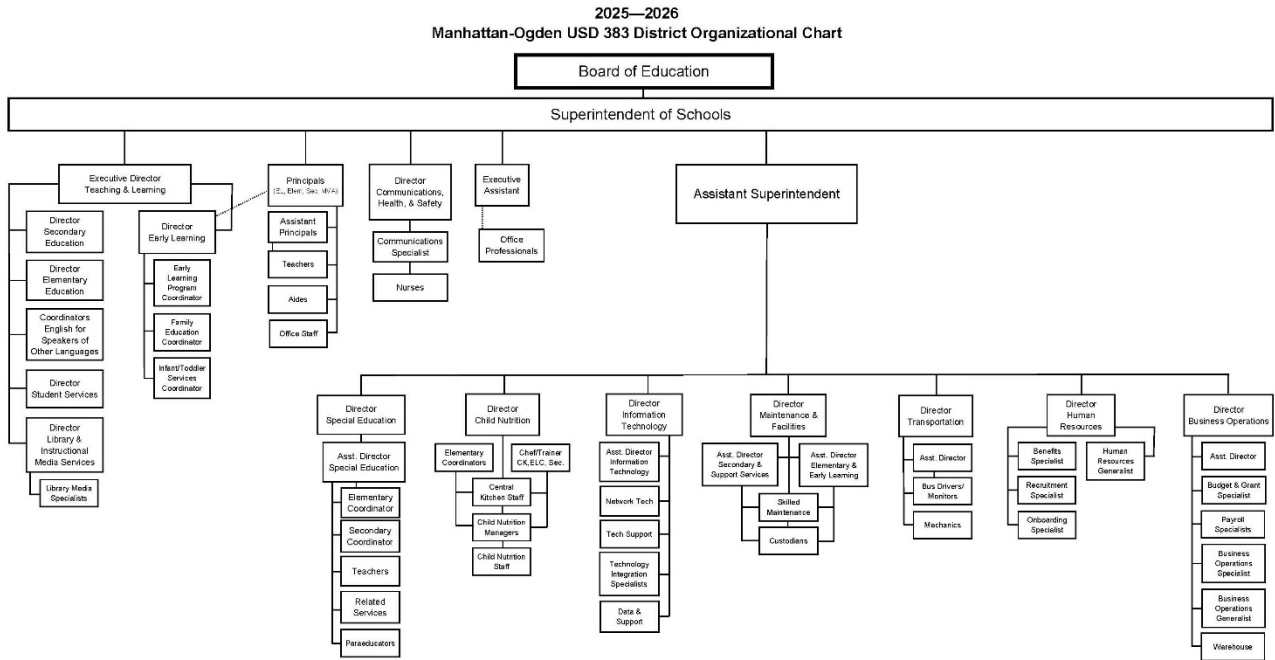
*USD 383 certified employees should refer to the Negotiated Agreement and classified/hourly employees should refer to the Classified Employee Handbook in addition to this matrix.



AREA OF CONCERN	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4	LEVEL 5	LEVEL 6
Academics, Curriculum, Instruction & Assessment	Teacher	Principal	Director of Early Learning, Elementary, or Secondary Education	Executive Director of Teaching & Learning	Superintendent	Board of Education
Activities & Athletics	Coach / Sponsor	Athletics Director	Principal	→	Superintendent	Board of Education
Discipline	Teacher	Assistant Principal (if applicable)	Principal	Assistant Superintendent	Superintendent	Board of Education
Facilities, Grounds, & Maintenance	Principal	Assistant Director of Maintenance & Facilities	→	Director of Maintenance & Facilities	Assistant Superintendent	Board of Education
Child Nutrition	School Kitchen Manager	Principal	Child Nutrition Coordinator	Director of Child Nutrition	Assistant Superintendent	Board of Education
General Concerns	Teacher	Principal	Relevant District Administrators	→	Assistant Superintendent	Board of Education
Social Emotional & Mental Health	Teacher	Psychologist, Social Worker, or Counselor	Principal	Executive Director of Teaching & Learning	Superintendent	Board of Education
Special Education	Teacher	Principal	Assistant Director of Special Education	Director of Special Education	Assistant Superintendent	Board of Education
Transportation	Principal	Assistant Director of Transportation	Director of Transportation	→	Assistant Superintendent	Board of Education

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Addendum 3, Organizational Chart



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Acknowledgement and Signature

This organization requires all employees and volunteers to sign a statement of acknowledgement and compliance with all organizational policies upon hire and repeated annually.

All employees and volunteers shall confirm that they have read and agree with the USD 383's abuse prevention policies, Code of Conduct, and student protection upon hire and annually thereafter by keeping signed acknowledgement forms in personnel files or in electronic personnel files.

I have received and read the 2025-2026 Classified Employee Handbook and understand it.

Name (please print):

Signature:

Date: