

# UNIFIED SCHOOL DISTRICT #431

# CLASSIFIED STAFF HANDBOOK

2024-2025

## MISSION STATEMENT

Will provide all students an education that provides necessary skills for lifetime learning and prepares them for their future. Each student will be provided an environment in which they can learn to their full potential.

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# CLASSIFIED PERSONNEL HANDBOOK

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## MISSION STATEMENT OF USD 431

Hoisington USD 431 will provide all students an education that provides necessary skills for lifetime learning and prepares them for their future. Each student will be provided an environment in which they can learn to their full potential.

### INTRODUCTION

The classified employees of Unified School District 431 provide vital services to the operation of the school district and to the effective education of students. Attainment of the USD 431 goals and objectives is possible only through cooperative efforts. The essential tasks which the classified employees complete and the positive professional relationships which they develop with co-workers and students are recognized as vital links in the overall growth of Unified School District 431.

The Board of Education, believing that open communication of employees is vital, encourages conversation from employees regarding work-related concerns.

The Classified Personnel Handbook is not an employee contract. Further, this handbook is not incorporated in or made a part of any employee contract. The policies within the Classified Personnel Handbook are not negotiable with the USD 431 administration or with the Board of Education.

### CLASSIFIED PERSONNEL

#### DEFINITION OF CLASSIFIED PERSONNEL POSITIONS

District classified personnel are employees who are not required to hold certification by the Kansas State Board of Education. The classified personnel of Unified School District 431 shall include but not limited to maintenance, custodial, transportation, food service, secretarial, classroom aides, library aides, and paraprofessional personnel. The classified personnel understand and agree to the following details.

Types of Classified Employees:

12 month Employees: This includes any classified personnel who work 12 months of the year. Including, District Office staff, Custodial Staff, Technology Staff,

Building Secretaries: This includes classified employees who typically work from the first working day of August through **May 31st**.

District Aides: This includes classified employees who work from the beginning of the school year to the end of the school year. (Approximately 9 Months) Includes, building and title aides.

Licensed Employees: This includes classified employees who possess a Professional License, but does not possess a Certified teaching License through Kansas State Department of Education. Including District Nurse, Social Workers

Additional information and policies may be implemented from time to time by USD 431.

The Classified Personnel Handbook is not an employment agreement or a guarantee of employment. The employee is an "at-will" employee, which means that either the employee or USD 431 may terminate the employment relationship, for any reason or for no reason.

The employee's status as an at-will employee can only be changed through a written agreement duly authorized and executed by the USD 431 Board of Education.

To the extent any policies herein conflict with the general policies of the Board of Education, the general policies shall control.

### GLOSSARY OF TERMS FOR CLASSIFIED PERSONNEL

A classified employee's time shall be calculated in relation to an eight-hour day, 2,080 hours per year. A part-time employee who works in two (2) or more areas should combine contracted working hours to determine classification. The combined total cannot exceed forty (40) hours per week or 2,080 hours per year.

**Full-Time Position:** A full-time classified employee works eight (8) hours per day, forty (40) hours per week, and two thousand eighty (2,080) hours per year.

**Part-Time Position:** A part-time classified employee works less than two thousand eighty (2,080) hours a year and for a period less than twelve (12) months.

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

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

## **PROFESSIONAL GROWTH**

### CONTINUING EDUCATION / PROFESSIONAL GROWTH

Unified School District 431 believes that professional growth (instruction and training) strengthens job skills; therefore, classified employees are encouraged to participate in professional growth.

In order for professional growth hours to be considered worthy of approval, the hours must pertain directly to the job assignment of the employee and must have approval of the employee's immediate supervisor and/or principal. Completion sheets, along with proper documentation when applicable, must then be submitted to the District Office for recording of professional growth for file purposes.

### REGISTRATION/EXPENSES/COMPENSATION/TRANSPORTATION

1. When the administration assigns a classified employee to attend a professional meeting, seminar, or convention, USD 431 will pay advance registration and lodging expenses.
2. Convention banquet prices, when appropriate, are paid in registration fees.
3. Arrangements for registration, lodging, and transportation will be made by administration, with cooperative efforts from the applicant in order to provide a cross check for accuracy and completeness.
4. A classified employee who incurs unexpected district-related expenses during approved travel may, upon completion of the travel, request reimbursement. The employee must complete and submit the form **WORKSHEET FOR APPROVED TRAVEL EXPENSES** in a timely manner, with receipts attached. The district will remit the documented amount, if approved by appropriate personnel as authorized by the Board of Education.

5. Classified personnel assigned by the administration to attend meetings/ seminars/conventions will receive compensation according to guidelines of the Fair Labor Standards Act.
6. Authorized travel time directly to and from an assigned seminar or meeting is compensable, although bona fide meal periods are not work time. Periods during which an employee is completely relieved from duty and which are long enough to enable the person to use the time effectively for his or her own purposes are not hours worked. The classified employee will record authorized time for travel and conference instruction, as explained in aforesaid sentences, on the district-approved timesheet for payment through the payroll process. Specific questions relating to travel assignments and arrangements may be directed to personnel at the District Office.
7. All travel must receive prior approval from the District Office. District-owned vehicles are to be used for authorized travel (see Item 3 above). If an employee uses a privately-owned vehicle when not authorized to do so, reimbursement for such travel will be denied. If an employee is authorized to use a privately-owned vehicle, the employee will be reimbursed for actual miles traveled at a rate established by the Board of Education.
8. With the approval from the Superintendent, classified personnel who wish to attend an approved meeting pertaining directly to the job assignment of the employee at their own expense may be allowed the necessary time without pay deduction.

## **EMPLOYMENT**

### EQUAL EMPLOYMENT OPPORTUNITY

Hoisington U.S.D. #431 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies: Patrick Crowdis, Superintendent, 165 West Third, Hoisington, Kansas. 620-653-4134.

### NEW EMPLOYEE PAYROLL SET-UP PROCEDURES

Each new employee must submit an Application for Employment, provide his/her Social Security card, driver's license and complete necessary paperwork at the District Office. Necessary forms include but may not be limited to the following: W-4 Withholding Certificate, K-4 State Withholding Certificate, KPERS Enrollment (if applicable); Oath (state regulation); Data Sheet (for personnel file); Tuberculin Health Certificate (Board of Education regulation); I-9 (federal regulation) as well as accompanying documents for I-9; Insurance Enrollment or Waiver and other forms as required by the USD 431 Central Office. For bus drivers, a driving record will be secured. No payroll check may be issued until the information has been properly submitted. It is the responsibility of the employee to notify the Clerk of subsequent changes in the details submitted on the employment forms, including address changes.

### ELECTRONIC TIME KEEPING

The District has an automated Timekeeping system for classified, non-exempt employees. Both employees and the appropriate supervisor(s) have responsibilities related to accurate and complete reporting of Time and Attendance. Accurately recording time worked is the responsibility of every nonexempt employee. Federal and state laws require USD 431 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

## Administrative Implemental Procedures:

### 1. Employee Time and Attendance Responsibilities:

- a. All classified, non-exempt (overtime eligible) employees are required to use the authorized time keeping devices to clock in and out of work.
- b. An employee who fails to do so must contact their supervisor/administrator immediately. Any time an employee fails to clock in or out, they must notify their supervisor/administrator by email. No changes will be made unless they are received electronically. If an employee finds that they did not clock in/out properly, they should immediately clock in or out and then notify their supervisor/administrator of the issue. Clocking in/out at this time documents that you did find the error so that it can be corrected. Excessive missed punches shall be considered a violation of policy and may result in disciplinary action as outlined in AIP 3.
- c. Employees must clock out anytime they leave the premises for non-District related reasons.
- d. Employees will clock out and in for all meal breaks. A lunch break will be for a minimum of 30 minutes per work day. On the rare occasion when a 30 minute lunch break is not possible, an employee will be compensated for the entire time worked.
- e. Employees are responsible for reviewing their time each pay period and noting any time not worked and indicating the category of leave the employee wishes to utilize. Actual hours to be used should be precisely noted. If more than one type is used on the same day, please note that information clearly. Time keeping violations, including repeated missed punches, could result in progressive disciplinary action as outlined in AIP 3.
- f. Employees should clock in as close to the start of their scheduled work day as possible, generally no earlier than three (3) minutes prior to the start of their scheduled work day. The system will round forward/back by three minute intervals. (Classified as a six minute swing round.) Three minutes and less will round up to the nearest one tenth of an hour interval prior to your start time or back three minutes to your scheduled start time if late. Employees clocking in any time after the scheduled start time will be considered tardy. The system will also use the six minute swing rounding when clocking out. Work should begin and end per the employees working calendar unless previously approved by an administrator. Deliberate, repeated manipulation rounding (clocking in late at the beginning of start time or clocking out early at the end of scheduled time clock) will lead to progressive discipline as outlined in AIP 3. The District reserves the right to change rounding rules at any time, but will provide adequate notice to employees of any changes.
- g. Employees must have overtime/comp hours approved by their supervisor or administrator prior to time being worked. Without the written approval of your immediate supervisor you are: 1) Not to work more hours per day than specified in your memorandum, overtime/comp hours are approved only for specific situations. 2) Employees are not to work on any non-contract days. 3) Employees are not to exceed the number of workdays for the contract year as specified in your memorandum.
- h. Employees with more than one job with the District must use the clock to change jobs, so that each job reflects the true and accurate hours worked in that job.
- i. All classified exempt employees are responsible for the complete and timely submission of absence information to their supervisor/administrator.

### 2. Supervisor, Manager, Director or Building Principal Responsibilities:

- a. Each supervisor or principal is responsible for reviewing and monitoring the Time and Attendance of assigned staff.
- b. Supervisors or principals are responsible for final review and approval of time for classified non-exempt staff following the end of a pay period.
- c. All additions, changes and deletions on any timekeeping record must be fully documented and approved by an administrator/supervisor for classified, non-exempt staff. Time Cards must be signed by both the employee and administrator.

- d. Supervisors or principals will be responsible for reviewing and approving absence information for classified exempt employees.
3. Progressive Discipline Action by Step
    - a. Verbal Warning – for first occurrence or a minor violation to encourage corrective action and avoid repetition of the violation. Any reasonable explanation for missed punches should be investigated and resolved. Additional training is also encouraged at this step. A copy of the policy will be given, and a written receipt of such policy will be obtained.
    - b. Written Warning – for significant violations, or for repeated minor violations. The warning will be placed in the employee’s personnel file.
    - c. Final Written Warning or Disciplinary Suspension – either action could be taken as a final step in the progressive disciplinary action prior to termination.
    - d. Termination of Employment – employee has failed to make improvement and continues to violate this policy. Superintendent must be consulted and circumstances and documentation will be thoroughly reviewed before a termination decision is made.

If you find that you have missed clocking into the timekeeping system or the timeclock is not working, you will need to immediately notify your supervisor by text or email from your phone. Paper documentation will no longer be accepted. If you find that you forgot to clock in or out, please go ahead and clock in and out right then to reset the system and then notify your supervisor. If you do not have your supervisor’s cell phone number, you can notify them by sending a text to their email account. All district email accounts are the first initial last name@usd431.net. If you open a text and type in their email address where you would enter a phone number, it will send the text to their email. They will then approve and forward it to the district office for corrections. Please list your name, time of trying to clock in and if necessary where the system is not working. **Notes on time cards and paper by the computer are not approved methods for the timekeeping system.**

### STAFF ABSENCE FORMS

Staff absence forms must also be completed through the **Skyward Employee Portal Frontline Absence Management** system and approved by direct supervisor either, prior to your absence - such as Doctor Appointments, personal leave, or bereavement, or following an illness. Any absence from your normal work day requires completion of a staff absence form. Time not documented by a staff absence form will not be added into the timekeeping system. When the day has more than one category of absence used, this information should be clearly provided on the absence form.

Salary compensation for classified employees is issued the twentieth (20th) day of the month. In the event pay day falls on Saturday, Sunday, or a holiday the checks will be issued on the work day immediately prior to the Saturday, Sunday, or holiday. Payroll will be issued by Direct Deposit and pay stub information will be e-mailed. **It is the responsibility of the employee to notify the Payroll Clerk of any changes to any and all payroll information, and to fill out associated paperwork.**

### COMPENSATION

Unified School District 431 classified employees will be compensated.

### OVERTIME/EXTRA WORK

Overtime compensation will be paid to employees who are requested or required to work more than forty (40) hours in a week. Under no circumstances may an employee work more than forty (40) hours a week without prior approval of the immediate supervisor and/or the Superintendent. All overtime will

be paid at the rate required by current statute. Extra work outside of the employee memorandum hours must have prior approval of the immediate supervisor and/or the superintendent.

### PAYROLL DEDUCTIONS/REDUCTIONS

The Board of Education will provide that, whenever duly authorized by any classified employee on appropriate forms, District Office personnel shall make the necessary payroll deductions for the following purposes.

- A. Retirement\*
- B. Withholding taxes -- federal and state
- C. Social Security
- D. Medicare
- E. 403b Plan
- F. Authorized employee deductions
  - F.1. Disability income protection
  - F.2. Life insurance
  - F.4. Term life insurance
- G. Approved Plan 125 deductions
  - G.1. District-approved health insurance
  - G.2. Child/dependent care expenses
  - G.3. Medical expense reimbursement
  - G.4. Group cancer insurance
  - G.5. Dental protection plan
  - G.6. Vision plan

\*School employees who work six hundred thirty (630) hours or more per year must participate in KPERS. Participation requires a deduction of six percent (6%) of gross salary for employees. After being enrolled in KPERS for five (5) years, an employee becomes vested, which allows eligibility for retirement benefits upon meeting KPERS retirement guidelines.

USD 431 participates in the ESSDACK 403b Plan with Ameritime and changes being allowed quarterly. Please contact the Central Office with any questions.

### PLAN 125

As noted above, Unified School District 431 has approved participation by employees in Plan 125, a salary reduction plan, with optional benefits, subject to change depending on participation. Categories are: group health insurance; child/dependent care expenses; medical expense reimbursement; dental protection plan; vision plan; and, group cancer insurance. The one enrollment date in Unified School District 431 in this plan each calendar year is prior to September 1. The employee must complete the Plan 125 election form and file it with the Clerk in a timely manner in order to receive payroll compensation. Other than at the September 1 date, the Plan 125 participant may elect to terminate his/her enrollment or change the elected benefits only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination, election, or change within thirty (30) days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits, but an election of new or increased benefits shall be subject to the requirements of the particular non-taxable benefit(s) selected.

## SUBSTITUTES FOR CLASSIFIED PERSONNEL

At the request of the supervisor, substitutes for classified personnel may be employed for absences.

## TRANSFERS/PROMOTIONS

Once a position is advertised, classified employees are encouraged to request in writing changes in job assignments which they feel are promotions within their profession. Current employees, like any other applicants, are subject to the interview process. A transferring employee should note that employment moves result in placement on the appropriate salary step for that position.

## CONFIDENTIALITY

All information learned at the workplace should be handled in a confidential manner and discussed only with the appropriate school personnel. If questioned about district policies or practices, the employee should refer the questioner to the appropriate school personnel. Violations of this rule on the privacy rights of individuals could result in disciplinary action against the employee, possibly including termination.

## COMPLAINTS/GRIEVANCE PROCEDURE

Any classified employee who has cause to do so may submit a complaint in writing to his/her immediate supervisor. If the complaint is not resolved within ten (10) working days after submission, the employee may submit the complaint to the Superintendent.

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

## SUSPENSIONS/TERMINATIONS

As a condition of employment, employees agree to follow rules and regulations which have been adopted by the Board of Education. Employment of classified personnel may be terminated by either party without notice; however, when the district deems it appropriate, it will provide an employee two weeks' notice. In exchange, the district asks its employees to provide two weeks' notice.

Any classified employee may be suspended from the work place by the Superintendent pending a complete investigation of alleged charges.

## HARASSMENT: SEXUAL

It shall be violation of district policy (see Board of Education Policy Manual) to sexually harass a student or another employee or to permit sexual harassment by an employee or non-employee. Sexual harassment may include, but not be limited to the following:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

- Subtle pressure or requests for sexual activity;

- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

- Creation of a hostile work environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, and repeated brushing against another person's body;

Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; and/or

Sexual assault or battery as defined by current law.

Sexual harassment is to be reported immediately to an employee's immediate supervisor or to the Superintendent.

#### HARASSMENT: GENERAL

It shall be a violation of district policy (see Board of Education Policy Manual) to harass another employee or student generally or to permit the general harassment of an employee by an employee or non-employee. Harassment may include, but not be limited to the following:

Continual verbal "kidding;"

Continual verbal abuse; and/or

Obstructions or attempted obstructions to prohibit another employee from performing assigned duties efficiently.

General harassment is to be reported immediately to an employee's supervisor or to the Superintendent.

#### BULLYING

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

The plan shall include provisions for the training and education of staff members. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

#### REPORTING CHILD ABUSE

Any classified employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Child and Protective Services office or to local law enforcement agency if the CPS office is not open.

It is recommended that the building administrator and superintendent also be notified after the report is made.

District employees will not contact the child's family or any other person(s) to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employee to prove that the child has been abused or neglected.

## WEAPONS

Unified School District 431 allows no employee to knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the school grounds at a school activity, function, or event.

## SOLICITATIONS

### Solicitations of Employees

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

### Solicitation by Employees

No employee may attempt during regular hours or on school property to sell or endeavor to sell or influence any student or school employee to buy any item or service which would directly or indirectly benefit the school employee.

### Solicitation by Supervisors

Solicitations of school employees by supervisors during regular school hours for any reason other than school-sponsored activities are prohibited.

## CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity which conflicts with or detracts from the effective performance of their duties. No supervisor/employee job combination may be filled by a husband and wife or a parent and child.

## OUTSIDE EMPLOYMENT

The classified employee shall not be excused during work times to perform outside work. The employee shall engage in no outside employment which, by nature or duration, will impair the effectiveness of assigned duties.

## PERSONAL APPEARANCE

Classified employees should use good judgment in dress for the workplace. Each person should realize that he or she represents the school district at all times. Since the school district is owned by the people, each employee represents the entire community of Hoisington.

Employees wearing shorts are subject to supervisor's approval. Shorts are not allowed while employees are performing tasks including but not limited to mowing, edging, trimming, welding, cutting or grinding metal, sharpening mower blades, and working with hazardous materials.

## GIFTS

Staff members are prohibited from accepting gifts from vendor(s) or sales company representative(s).

## KEY CARDS

The Building Principals are responsible for issuing door key cards and for maintaining current, accurate lists of persons who have been issued door card keys. They are also responsible for retrieving all such key cards when the employee is no longer a district employee or is assigned to another building. The principal shall submit a written request for additional key cards. No district card key(s) shall be duplicated without permission. The principal(s) shall instruct staff members that they may not loan door key card to students or other persons. A complete inventory of door key cards shall be made at least once a year. Any loss of door key cards by employee(s) shall be reported immediately to the Building Principal so measures may be taken to protect district property. Lost key cards can be reissued for a fee. The first replacement key card will cost \$10.00, the second card will cost \$20.00, etc.

## IDENTIFICATION BADGES

All staff will be required to wear an identification badge when in a school facility.

## USE OF TELEPHONES, COMPUTERS, AND NETWORKS

The district's telephones are for school business. Use of phones for personal business should be avoided except in cases of emergency.

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any email or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Anyone wishing to use a district portable device outside of a district building must sign a "Request to Use Portable Computer" form each year.

## USE OF DISTRICT PERSONAL PROPERTY & EQUIPMENT

Requests for use of district equipment by individuals or outside organizations shall be submitted to the superintendent. Any request shall be granted or denied pursuant to guidelines for using equipment developed by the administrator and approved by the board. The superintendent may establish a deposit or requirement for the purchase of insurance for use of school equipment before it is removed from the school grounds or other district property. The deposit will be paid to the district office and will be refunded when the equipment is returned in working order.

No request for use of school equipment shall be granted until the requestor executes a use agreement specifying such person will agree to pay the district fair market value for any equipment that has been lost, stolen, or has suffered irreparable damage while in the requestor's possession. For the purposes of this policy, "irreparable damage" shall include any damage severe enough that the cost to repair such equipment would be more than the fair market value of the equipment. If school equipment is returned damaged beyond normal wear and tear of acceptable use, the requester shall be responsible for the cost to repair such equipment. The district may also require the purchase of insurance. The form to request use of District Property is available on the District Website under the District Tab – Information and Forms – "School Equipment Use Form".

No district equipment shall be used by staff for personal reasons at school or away from its designated station without the prior approval of the superintendent.

### Social Media POLICY

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to Facebook, Twitter, Instagram, Snapchat.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes. Access of social networking websites for individual use during school hours is prohibited.

### TRANSPORTING STUDENTS

Any staff member that will be transporting students is required to complete a “Student Transportation Disclosure” form. Anytime a school vehicle is used to transport students, a Pre-trip Inspection must be completed and signed on the vehicle log sheet.

## **HEALTH-RELATED TOPICS**

### PHILOSOPHY OF HEALTH-RELATED TOPICS

The philosophy of the district is that all classified personnel are vitally involved in the education of children who attend the district’s schools. The personnel often are considered role models by children and should, therefore, exhibit a healthy lifestyle. The following policies address the district’s expectations of classified personnel in this regard.

### WELLNESS/SAFETY

Unified School District 431 considers of prime importance the optimal physical and mental wellness of employees. To this end the district encourages regular medical monitoring, adequate physical activity, self-responsibility for developing a healthy lifestyle, promotion of positive behavioral changes, and awareness of proper nutrition.

Employees must practice safe work procedures for their own protection as well as the safety of fellow workers.

## BLOODBORNE PATHOGENS

Unified School District 431 complies with the 1991 Occupational Safety and Health Administration's safety standard regulations for handling bloodborne pathogens. All employees are required to attend instruction regarding exposure, reporting, work practice controls, and post-exposure treatments. The information will assist employees in practicing safe work habits and being aware of risks as well as available protection.

## SUICIDE PREVENTION TRAINING

All staff will receive one hour of suicide prevention training.

## ASBESTOS NOTIFICATION

An asbestos management plan has been developed for the district. A copy may be obtained at the District Office.

## DRUG FREE SCHOOLS AND COMMUNITIES ACT/DRUG FREE WORKPLACE

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

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

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

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

## ASSIGNMENT LIMITATIONS: PERSONAL AND PHYSICAL

The classified employee is urged to discuss with the supervisor and to submit in writing specific information concerning physical limitations which should be considered in work assignments. The employee should follow the same notification procedure regarding potential work or activity assignments which would be unacceptable to personal or religious beliefs held by the employee.

## CONTAGIOUS OR INFECTIOUS ILLNESS

The Board of Education may require a classified employee's absence from work due to their contracting such illnesses as smallpox, cholera, scarlet fever, diphtheria, epidemic cerebrospinal meningitis, or any contagious or infectious disease dangerous to students and fellow district employees (Kansas Statute 65-120, 65-121, and 65-122). Return to active employment following recuperation from the aforesaid

conditions may require written permission from the attending physician and/or from a physician of the Board of Education's choice.

### TOBACCO USE / NICOTINE DELIVERY DEVICES

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any district facility; in school vehicles; at school sponsored activities, programs or events; and on school owned or operated property. The following definitions apply to this policy: "Nicotine delivery device" means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer. "Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff, or snus. "Tobacco product" also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine.

### PROFANITY

The use of profanity is a learned behavior that is not to be practiced in the school environment or in the workplace.

## **HEALTH-RELATED COMPENSATION PLANS**

### HEALTH INSURANCE/DISTRICT CONTRIBUTION

A classified employee receives ~~\$684.00~~ **the district contribution to be determined through negotiations** towards the district-sponsored health insurance premium. USD #431 is compliant with the Affordable Care Act. Staff must work an average of 30 hours/week as measured and defined by the Affordable Care Act to become eligible for district health defined fringe benefits except for those currently on our health plan.

### WORKERS' COMPENSATION

1. All employees are expected to immediately report any work related injuries or illness to their immediate supervisor and the district's designated workers compensation representative.

A claim may be denied if an employee fails to notify their employer within the earliest of the following dates:

- A. 20 days from the date of accident or the date of injury by repetitive trauma;
- B. If the employee is working for the employer against whom benefits are being sought and such employee seeks medical treatment for an injury or repetitive trauma, 20 calendar days from the date such medical treatment is sought; or
- C. If the employee no longer works for the employer against whom benefits are being sought, 10 calendar days after the employee's last day of actual work for the employer

2. If the injury or illness is immediately life threatening the employee should seek treatment at the closest emergency room. If the injury or illness is not life threatening and medical attention is necessary the employee shall seek treatment at the Designated Health Care Provider(s) listed below:

*Clara Barton Medical Clinic*  
252 West 9<sup>th</sup>  
Hoisington, KS 67544  
620-653-2386

or

*Clara Barton Hospital Emergency Care*  
250 West 9<sup>th</sup>  
Hoisington, KS 67544  
620-653-2114

If you are dissatisfied with the designated health care provider you are entitled to up to \$500.00 in unauthorized treatment at a provider of your choice. If you exceed the \$500.00 of unauthorized medical treatment the district is under no obligation to pay additional costs unless you return to treatment with an authorized provider.

3. All employees are expected to return to work or call immediately after seeing or being treated by the physician. We must have the physical assessment and release forms returned to the district's designated representative the day of the accident, if possible. Have the physician that you see complete these forms and return them to you before leaving the office or hospital. You will not be allowed to return to work without this form. (If necessary, every effort will be made to place you in a temporary position working within the restrictions the physician specified if modified work is recommended.)
4. It is your responsibility to keep your supervisor informed of your condition at least weekly when receiving medical care for a condition that keeps you from doing your regular job, including work related injuries and illness. This will assist your supervisor in scheduling the workload for the week. Time off will not be automatically extended. Your physician must verify your inability to work. This must be in writing and given to your supervisor.
5. A copy of the prescription must accompany all receipts for prescriptions or durable medical equipment. The receipts may be brought to the designated district representative for submission of reimbursement. We encourage you to use the first fill process and prescription program provided by the Kansas Association of School Boards Workers Compensation Fund, Inc.
6. Injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer may not be compensable.

Injuries occurring at work due to horseplay are not covered under this policy. The injury must be related to work.

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

#### Coordination With Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work

and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

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

#### REIMBURSEMENT FOR MEDICAL EXPENSES

Unified School District 431 funds the Hepatitis B vaccine and vaccination series for consenting district employees. The vaccine is also provided at district expense to those who, through exposure incidents, require post-exposure vaccinations. The district will not pay for completion of a series if the employee interrupts the schedule of vaccines; costs of the series completion, in such an incident, become the responsibility of the employee.

### **OTHER EMPLOYEE BENEFITS**

#### SUBSTITUTE PAY

**Aides and others filling in a classroom will be compensated at their regular rate of pay unless they obtain either the TEAL substitute license or an emergency substitute license. Both will be through KSDE. If there are questions regarding either license, employees may contact the district office. Aides substituting within the district will be eligible for substitute license reimbursement**

#### DISTRICT ACTIVITY PASSES

The district may provide each classified employee with an admissions pass for district-sponsored activities with the exception of specified athletic tournaments and Kansas State High School Activities Association (KSHSAA) events. The pass, which is non-transferable, will be valid only for the employee and spouse.

### **BREAKS**

#### EMPLOYEE BREAKS

All classified employees whose regular daily work schedule calls for four (4) or more hours of continuous work are allowed a break. The break, limited to fifteen (15) minutes in length each in mid-morning and mid-afternoon, is intended as a pause in the daily routine and should be taken if time and work load allow. They may not be accumulated or added to other breaks or lunch or dinner hours, and they should not be interpreted as an employee benefit to which the employee is entitled.

#### LUNCH AND DINNER BREAKS

All classified employees will be provided a break for lunch or dinner. The employee is not to be on duty or on call during this provided time period. If the classified employee is on duty or on call during this time, the time is to be added to the time sheet for that day's work, and the immediate supervisor should be informed of the incident / situation which brought about the inability to take the designated break. If a classified person is employed more than six (6) hours per day, the employee is expected to take a meal period of not less than thirty (30) minutes or more than sixty (60) minutes. The immediate supervisor will schedule lunch and dinner breaks.

## LEAVE

### HOLIDAYS

Board of Education-approved national holidays or other BOE-approved holidays will be observed by Unified School District 431 employees unless the nature of their work requires their regular attendance or unless an emergency situation requires their attendance.

Classified personnel employed full time on a twelve (12) month basis will receive compensation for the actual number of contracted hours per work day for Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, Memorial Day, Juneteenth and Independence Day when the holidays fall on a weekday. If the holiday falls on the weekend, the superintendent will set the date to be observed.

Classified personnel employed on a ten (10) month basis, including building secretaries, will receive compensation for the actual number of contracted hours per work day for Labor Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, Christmas Day, New Year's Eve, New Year's Day, Good Friday, and Memorial Day.

Classified personnel employed part time will receive compensation for the actual number of contracted hours per work day for Thanksgiving and Christmas. These employees include aides. These hours will be paid separately with the December and January payrolls.

### VACATION

12-month employees receive ten (10) days of vacation per year. First-year employees earn prorated vacation days which are to be taken after July 1 of the first year of employment. Employees must properly document on the timesheet their use of vacation leave and complete a staff absence form in advance. Vacation time is to be taken between July 1 and June 30 following the year the time is earned.

### SICK LEAVE / PERSONAL LEAVE

It is encouraged that all routine, non-emergency medical appointments be scheduled outside the work hours. When there is no other scheduling possibility, the employee, with a written approval on the staff absence form and by the immediate supervisor, may utilize sick leave.

An employee must call the immediate supervisor to report absences due to illness, giving an approximate date the employee will be returning to work. This action will facilitate securing a substitute, where appropriate. The employee must complete a staff absence form and properly document on the timesheet their use of sick leave.

Unified School District 431 administration may require the employee to submit a doctor's statement following two (5) consecutive days of illness or following a medical procedure requiring a release from restrictions.

### MISUSE OF SICK LEAVE

Misuse of sick leave days by an employee will cause forfeit of all remaining days of sick leave held by an employee. Misuse shall be interpreted as using sick leave days for reasons other than the allowance of this policy.

## ACCUMULATED SICK LEAVE / SICK LEAVE BANK

In the event that the accumulated sick leave is not sufficient to cover an extended illness, i.e. cancer treatment, surgeries, or disability, an employee may apply for extended sick leave from the Sick Leave Bank through the Superintendent. Contact the Central Office for information and application form.

Any employee who ends the school year with more than the maximum number of leave days (See leave below) shall be compensated at half the hourly rate of the employee for those days over the maximum, not to exceed 10 days. Payment shall be made in June. This will begin in June of the 2023-2024 school year. For those employees having over 10 days over the max of accumulated leave the employee will be compensated at 25% of the employees hourly rate for days exceeding 10 days over the max of accumulated leave.

In the event an employee leaves the district, all days of accumulated leave will be bought back at half of the employees hourly wage. This will only apply to employees who have served the district for a minimum of 1 year.

### Classified Employees Leave:

12 Month Employees will be granted 13 days of Universal Leave to be tracked as Hours. 13 Days of Universal time will be calculated as 8 hours per day 104 hours of universal leave total. Accumulated to 55 days or 440 Hours of accumulated leave hours. 2 Weeks of paid vacation to be added on July 1 of each year and to be used by the end of the September of the following year.

10 Month Employees will be granted 11 days of Universal Leave to be tracked as Hours. 11 Days of Universal Leave at 8 hours per day 88 hours of universal leave total. Accumulated to 45 days or 360 Hours of accumulated leave hours.

Aides will be granted 9 days of Universal Leave to be tracked as hours. 9 Universal days at 8 hours per day is 72 hours of universal leave. Accumulated to 45 days or 360 Hours of accumulated leave hours.

These days are to be scheduled through the employee's immediate supervisor.

In the event that the accumulated sick leave is not sufficient to cover an extended illness, i.e. cancer treatment, surgeries, or disability, an employee may apply for extended sick leave from the Sick Leave Bank through the Superintendent. Contact the Central Office for information and application form.

## MISUSE OF LEAVE

Misuse of leave days by an employee will cause forfeit of all remaining days of leave held by an employee. Misuse shall be interpreted as using leave days for reasons other than the allowance of this policy.

## MATERNITY LEAVE

Temporary disability due to pregnancy shall be considered as personal illness and will be dealt with in accordance with sick leave policy. The pregnant employee will normally be able to continue employment until the employee's physician certifies that the employee should temporarily cease employment. The employee will be considered as physically able to return to work when the employee's physician indicates that the employee is able to resume assigned duties.

## FAMILY AND MEDICAL LEAVE ACT OF 1993

Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as the twelve month period measured forward from the date any employee's first FMLA leave begins. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care; [Leave for Reason #1 or #2 must be taken within 12 months of birth or placement.]
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. the need to care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12-month period.

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

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

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

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

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

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

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

### MILITARY LEAVE

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. Additional information on Military Leave is available in Board Policy GARID.

### BEREAVEMENT LEAVE

A classified employee may be granted bereavement leave to attend funerals and must receive approval from the supervisor. Secretaries and custodians receive 5 days yearly; the remaining classified employees receive 3 days yearly.

Any bereavement leave beyond the allotted days and not approved will constitute loss of pay for days beyond the allotted days. Use of bereavement leave must be properly documented on the employee's timesheet and staff absence form.

### JURY DUTY

A classified employee will be granted temporary leave, with pay, for regularly scheduled work hours to appear in court to answer a jury summons issued by the Clerk of the Court. The classified employee has two (2) choices regarding compensation for day(s) served as juror: (1) retain the daily compensation from jury service and receive a salary dock per contracted day; or (2) submit juror compensation to USD 431 and receive district compensation per contracted day. In no instance will the combination of jury duty compensation and work compensation exceed the daily contracted compensation. Court-paid mileage would not be tendered to the district since it belongs to the employee.

## **DAMAGES AND PROPERTY LOSS**

### REIMBURSEMENT FOR PROPERTY LOSS FROM VANDALISM

The district does not provide insurance on employees' personal property and, therefore, does not assume any liabilities for loss of such property. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, the repair or replacement is the employee's responsibility.

## **ASSAULT AND BATTERY**

### REPORTING ASSAULT AND BATTERY

A classified employee, who has suffered an assault and/or battery in connection with employment, where such an event occurs in school, on school grounds, or while engaged in duties at a regularly scheduled school event, shall within a reasonable time thereafter make a written report of the circumstances to the immediate supervisor and building principal. The report will be forwarded by the immediate supervisor or principal to the Superintendent.

## INJURY BENEFITS FROM ASSAULT AND BATTERY

Whenever a classified employee is absent as a result of personal injury caused by the assault and/or battery reported as above and when, after investigation, the Board of Education finds that the employee has used reasonable judgment, he/she shall be paid full salary, less any other Board-provided compensation or disability benefits, for the period of such absence, without having such absence charged to sick leave. Such payments shall not extend beyond the end of the employee's current contract year. The Board may require periodic medical reports in verification of the disability. The employee should keep in mind that Workers' Compensation claims, according to statute, must be filed within ten (10) days of the incident in order to be considered for coverage.

## BOARD OF EDUCATION ASSISTANCE

If a classified employee is a victim of assault and/or battery as defined above or is involved as a defendant in legal action arising out of disciplinary action, the classified employee may request the assistance of the Board of Education in preparation of defense. If the Board finds that the classified employee used reasonable judgment and acted in accordance with Board policy, the Board of Education shall provide such assistance.

## LEGAL ACTION

As an outgrowth of the assault and/or battery referred to above, the classified employee's commencing of legal action is the prerogative of the classified employee alone, and no classified employee may be required either to do so or to refrain from doing so.

## **CONDITIONS OF EMPLOYMENT**

### VALID DRIVER LICENSE

Classified employees whose employment duties require driving vehicles must have current valid Kansas driver licenses. Persons whose positions require commercial driver licenses (CDL's) must have a CDL. All classified employees must submit to the District Office a copy of the current license.

### BACKGROUND CHECKS

USD 431, according to the Board of Education Policy GACC, conducts a criminal history records check through the Kansas Bureau of Investigation for all new employees.

### DRUG AND ALCOHOL TESTS

Classified personnel whose employment duties are safety sensitive must undergo pre-employment drug testing at district expense. In accordance with statutes, random drug and alcohol testing will be conducted.

Each district employee who experiences a vehicle accident (resulting in property damage and/or personal injury) while driving a district-owned vehicle may be required to undergo drug and alcohol testing within a specified time limit. Positive test results will result in employment measures, including, and not limited to, suspension or termination.

## OTHER INFORMATION

### SHREDDING/RECYCLING

Roosevelt, Lincoln, Middle School, High School and Central Office each have a Shredding Container in which to place your confidential paper that needs to be shredded. A company then collects the containers and shreds the paper. As the space in the containers is limited and there is a fee for this service, please only place "Confidential" items in these containers. Please remove paper items from file folders and if the folders cannot be reused then place in a recycling container. Most envelopes, cardboard and other paper items can be placed in recycling containers instead of the Shredding Container in order to have room in the containers for confidential items needing to be shredded.

### EMERGENCY CLOSINGS

We have an automated call system for school closings and other calls that may need to be made during the year, if school must be closed due to weather or any other emergency. It will call or text the phone number you list with us. You may also listen to KHOK radio in Great Bend, KVGB radio in Great Bend or KSNC TV in Great Bend. These stations will keep you informed as to whether school will be in session. On the internet, check **KWCH.com and KSN.com**.

### CRISIS PLAN

Each building has a copy of the District Crisis Plan and will distribute the plan along with training.

### ANONYMOUS KANSAS SCHOOL SAFETY HOTLINE NUMBER

The Anonymous Kansas School Safety Telephone Hotline Number is answered 24 hours a day. The number for the hotline is 877-626-8203. Usually someone in a school setting is aware of a bad situation before it occurs and the Kansas Highway encourages the use of this number so proper safety/emergency response officials can be informed and respond.