
USD 258 Mission Statement:
Cubs graduates have the knowledge and preparation to succeed and are actively pursuing a direction to achieve their goals.
CUBS NATION: WHERE ALL PEOPLE MATTER
HUMBOLDT Cubs
2024
BOARD GOALS
Academic Learning Experience: Create learning experiences and programming that focus on each student's academic needs for post-secondary student success.
Student, Staff, and Family Wellbeing: Prioritize and support student, staff, and family mental health.
Recruitment, Engagement, and Retention of Instructional and Support Staff: Promote a culture that values and supports high-quality staff.
Climate and Culture: Ensure a climate and culture of trust with stakeholders and enhance parent-school partnerships.
Communication: Enhance internal and external communication with all stakeholders.

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Definition of Personnel

USD 258 support services personnel shall include all maintenance, custodial, transportation, food service, secretarial, paraprofessional, virtual, and district office classified positions.

Glossary of Terms for Support Services Personnel

Note: A support service's employee's time shall be calculated in relation to an eight (8) hour day.

Full-Time Position (12 month): A full time support services employee works eight (8) hours a day, forty (40) hours a week, two thousand eighty (2,080) hours a year.

Overtime: Overtime hours are those worked in excess of forty (40) hours a week. All overtime must be approved in advance by the superintendent and the employee's immediate supervisor after the need has been justified.

According to the Fair Labor Standards Act, employees are eligible for overtime when duties are essentially the same as their job assignment.

In cases in which the additional time is substantially different from job assignment, overtime pay is not mandatory. An example is a school secretary who keeps time at a track meet.

Part-time Position (any job less than 12 months or less than 8 hours a day): A part-time support services employee works a designated number of hours a day, but less than two thousand eighty (2,080) hours a year.

Seasonal Position: A seasonal position is a job of less than six (6) months continuous duration that may recur on a regular time cycle.

Temporary Position: A temporary position may be full-time or part-time and is a nonrecurring position of not more than ninety (90) days duration. This position is a substitute or temporary replacement situation for another employee. Temporary positions are not eligible for unemployment compensation.

EMPLOYMENT:

The purpose of the employment procedures is twofold:

(1) To provide equal employment opportunity for all local education agency personnel; and

(2) To satisfy Civil Rights requirements which refer to Title VI, Title IX and Section 504

Hiring Practices

A formal announcement, search and interview mechanism is used equally for all candidates. Fair and equitable recruitment practices include appropriate channels for identifying promising candidates. Candidates with comparable experience and qualifications are hired at the same level.

Candidates hired at comparable levels receive equal salaries.
Recruitment and hiring decisions are not based on unverified assumptions about such matters as family obligations or willingness to relocate.
Contracts include leave policies which do not penalize women in status, pay or benefits for childbearing.
Fringe benefit programs are the same for all employees within an employee class.
Qualified disabled individuals are given an equal opportunity for competition.

Hiring Procedure

In order to be considered for employment at USD 258, each prospective employee must:

1. Fill out and have on file an application. Applications may be obtained online on the district website at usd258.net
2. Once the candidate's qualifications are determined to be appropriate for the position, an appointment will be made for the candidate to be interviewed by the department head or superintendent.
3. After the interview process, a prospective employee's name is submitted to the Board of Education for final approval of employment.

Upon employment and before beginning work for the school district, all persons must provide:

- TB Test
- Oath of Loyalty
- Employee's with holding allowance certificate (W-4 & K-4 form)
- Social security number
- Fringe benefit option designation
- KPERS enrollment forms
- Employment Eligibility Verification Form 1-9

At- Will Employment Status

All Classified employees are considered employees at-will**.** "At-will" means that neither you nor the District entered into a contract regarding the duration of your employment. You are free to terminate your employment with the District at any time, with or without reason. Likewise, the
District has the right to terminate your employment, or otherwise discipline, transfer, demote you, or change your job duties or responsibilities at any time, with or without reason, at the discretion of the District. The District does and will continue to comply with all applicable laws regarding termination of employment. Termination of classified employees may occur with one week's notice unless discharged for cause. .

Assignment and Transfer

Individuals of one gender are not restricted to certain job classifications, departments, grades or divisions. Job classifications with substantially the same duties and qualifications have the same title and salary. Candidates performing the same or similar duties with equal experience and qualifications receive equal salaries. The district reserves the right to assign, reassign, or transfer all support services employees. An effort will be made to honor transfer requests from school personnel. If a transfer request of a school employee cannot be honored during the current year, such request will remain current and be considered for the following year. A transfer request will be filed with the Central Office where it will be routed to the appropriate department. Any employee-originated request for transfer must be in writing.

Termination

An exit interview may be conducted with terminating employees. Each employee is given an opportunity to discuss the reasons for leaving which will enable the district/institution to identify and correct possible discrimination problems.
The district/institution has established and enforced a Grievance Procedure for its employees.

Resignation

An employee who desires to resign must submit a written notice through the employee's immediate supervisor to the Superintendent of Schools at least two weeks prior to the termination date. Failure may result in forfeiture of all accrued benefits.

Vacancy Notices

Classified vacancy notices are posted on the Humboldt School District website and posted by district e-mail. Typically, vacancies are posted for a period of three (3) days prior to each vacancy being filled. A position does not need to be posted if an employee within the same building and/or department has been identified to fill the vacancy. A vacancy may be filled prior to three (3) days, if the administration determines that the unfilled vacancy would adversely affect the operation of the District.

Fair Employment

USD 258 is an Affirmative Action/Equal Opportunity employer. We conform to all the laws, statutes, and regulations concerning equal employment opportunities and affirmative action. We strongly encourage women, minorities, individuals with disabilities and veterans to apply to all of our job openings. We are an equal opportunity employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, gender identity, or national origin, age, disability status, Genetic Information and Testing, Family and Medical Leave, protected veterans status, or any other characteristic

protected by law. We prohibit Retaliation against individuals who bring forth any complaint, orally or in writing, to the employer or the government, or against any individuals who assist or participate in the investigation of any complaint or otherwise oppose discrimination.

Conditions of Employment

The Board shall approve the employment of all employees. The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the Board.

Physical Examination

All new employees must present a health certificate indicating the successful completion of a physical examination and TB test before reporting to duty. The physical examination is to be reflected on the form provided by the school district office. **This examination shall be paid for by the employee.**

Bus drivers shall present a new health certificate bi- annually before the beginning of a new school term. Drivers will turn into their insurance company, and what is not paid for, the district will pay up to $150. The Board may request an employee to submit a new health certificate at any time that it may have just cause for such action.

Background Checks

The Board may offer conditional employment to an applicant pending receipt of the results of a criminal history record check. Any agreement for conditional employment shall specify that the employment is subject to termination by the Board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in law or information provided by employee on application is shown to have omissions or false information regarding criminal history, negative employment history, or other information that would have disqualified the employee in the hiring process.

Background checks will consist of a statewide and a nationwide criminal history records check. The check shall conform to applicable federal standards and include the taking of the applicant's fingerprints. The Board of Education shall pay the cost of the background check.

Employee Records

It is important that your employment records are kept up to date. Be sure to notify the Board of Education office if there are any changes in any of the following:

- Name
- Mailing address
- Home/cell phone number
- Phone number where you can be reached in case of an emergency
- Correction to your social security number
- Any change in the number of dependents you wish to claim on the W-4 & K-4 form.

Employment Cycle

The employment cycle for each employee is included in their contract. Duty days within that period will vary, based upon the position and as determined by the Superintendent.

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

Evaluation

Every effort will be made to evaluate classified employees in writing at least once a year for the first two (2) years. For employees with 3+ years of employment, evaluations will be provided once every third year. Additional evaluations may be conducted as necessary for job improvement or recognition. Such evaluation is to be submitted annually to the office of the Superintendent of Schools prior to May 15 for less than 12 month employees and June 30 for 12 month employees. Should an evaluation not be conducted as scheduled, it should be conducted as soon as possible in the following work year.

Both the evaluator and the employee are to sign the evaluation form. Signatures indicate that an evaluation conference was held and that the employee has read the evaluation. The employee may attach a written statement to the evaluation form within 10 working days of the evaluation signing.

Employees will be evaluated by supervisors as determined by the Superintendent or designee.

More frequent, and specific, evaluations may occur should deficiencies in performance warrant such action. The following procedure should be followed if deficiencies are present or arise: :

1. Verbal instruction of desired performance and/or verbal or written warning, or suspension depending on severity of infraction. Some infractions may be severe enough to warrant immediate termination.
2. Written warning, suspension, or if warranted a recommendation for termination.
3. Suspension of duties or recommendation for termination.

Suspension and Dismissal

A classified employee may be suspended for up to five days by the Superintendent for purposes of investigating an incident. At the end of the Suspension if the employee is cleared of allegations, the employee will be granted pay for the hours not worked during the suspension and the hours will be paid on the next regular payroll period the hours would have fallen in if worked. If the Superintendent determines the allegations to have occurred the suspension and loss of pay will remain in effect and either a) the employee returns to work after a conference during or upon return from the suspension; b) the superintendent makes a recommendation for termination and the BOE meets to determine whether the employee will be dismissed, allowed to return to work with pay from the suspension, or allowed to return to work with loss of pay and the infraction documented as disciplinary action in the employee's personnel file.

In the case of a suspension with a loss of pay, but employee allowed to return to work, the suspended employee may file a written request for a review by the Superintendent within five (5) days of the suspension ending date; the Superintendent shall render a decision within five (5) days after the review. If no such request is filed with the Superintendent within five (5) days, the suspension becomes final. If the employee is not satisfied with the decision of the Superintendent, he may request a review by the Board of Education within five (5) days of the date of the Superintendent's decision. The Board shall conduct a review at the next regular board meeting and it shall render a decision within five (5) days after the review. The decision is final and a grievance cannot be filed.

An employee who has been dismissed for cause shall be ineligible for reemployment.

STANDARDS OF CONDUCT FOR EMPLOYEES

Whenever people work together, certain basic guidelines and expectations of each other are required in order to establish a positive working environment for all employees. You should become aware of these responsibilities to the Humboldt School District and your co-workers.
Generally, we expect each person to act in a professional and responsible way at all times.
Although there is no way to identify every possible violation of standards of conduct, the following list describes examples which may lead to disciplinary action, up to and including termination of employment.
a) Falsification, alteration, or misrepresentation on work records, including but not limited to, applications and timecards.
b) Altering, falsifying, or destroying District records. Misusing, destroying, or damaging property of the District, fellow employee, and/or student.
c) Theft or unauthorized possession of District property or the property of fellow employees, and/or students, unauthorized possession or removal of any District, fellow employee, and/or student property from the premises without prior permission from Administration.
d) Use of District material, time, or equipment for the manufacture or production of an article for unauthorized purposes or for personal use.
e) Uncivil behavior with an employee, student, parent, patron, visitor, or anyone else having business with the District. Uncivil behavior is defined as any behavior that is physically or verbally threatening, either overtly or implicitly, as well as behavior that is coercive, intimidating, violent or harassing. Using profane or abusive language.
f) Inappropriate and/or unacceptable use of District communication technologies as outlined in BOE policy and the administrative guidelines.
g) Unauthorized possession of firearms, weapons or weapon-like devices, hazardous materials, or explosives on District property or while on duty.
h) Engaging in criminal conduct while on the District premises or while on duty.
i) Possession, use, sale, purchase, transfer or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time on the District premises whether or not the employee is on duty.
j) Negligence or any careless action which endangers the life, well-being, or safety of another person.
k) Giving or discussing confidential information to unauthorized persons.
l) Willful or repeated violation of safety rules.
m) Sleeping while on duty.
n) Insubordination or refusal to comply with instructions or failure to perform reasonable duties as assigned.
o) Performance which in the District's opinion does not meet the requirements of the position.
p) Excessive absenteeism, tardiness, leaving early, or leaving work without supervisor notification.
q) Entering an unauthorized area.
r) Using an unauthorized computer.
s) Using a school vehicle for personal use.
t) Consumption or transfer of fuel, oil, or other district property for purposes other than district use.
u) No employee shall participate in the selection, award or administration of a contract when any of the following persons have a financial or other interest in or tangible personal benefit from a firm considered for a contract: Employee, Officer, Agent, Any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ, any of the above.
v) Employees and their immediate families shall neither ask not accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts including: Entertainment, Hotel Rooms, Transportation, Gifts, or Meals.
w) At all times, employees should be aware of how their actions appear to members of the community.
x) Violation of any District policy, including any policy in this Handbook.

Harassment

The Board of Education cares about the human dignity and the protection of their employees. The Humboldt School District is committed to providing a work environment that is free of unlawful discrimination and harassment. The District strictly prohibits harassment of any kind, including harassment on the basis of sex, age, race, color, religion, genetic information, national origin, ethnic origin or disability.

If you believe that you have been a victim of harassment, or know of another employee who has, you are encouraged to report such action to an administrator, supervisor, or to the Superintendent.

Common Forms of Harassment including Sexual Harassment

Harassment may take many forms, but the most common forms include:

• Verbal conduct such as derogatory jokes or comments, slurs or unwanted sexual advances, invitations or comments;

• Visual conduct such as derogatory and/or sexually-oriented posters, e-mails, web sites, photography, cartoons, drawings or gestures;

• Physical conduct such as assault, unwanted touching, blocking normal movement or interfering with another person because of sex, race or any other protected basis;

• Retaliation for having reported or threatened to report harassment, or for opposing unlawful harassment, or for participating in an investigation.

Recognizing Sexual Harassment

Sexual harassment in any form is strictly prohibited. Sexual harassment is any sexual advance, request for sexual favor, or sex-based behavior that is not welcome and not requested. There are two types of sexual harassment:

- Quid pro quo harassment occurs if someone makes sexual conduct a condition of employment.

Unwelcome sexual advances, requests for sexual favor, and other verbal or physical conduct of a sexual nature constitute sexual harassment when submission to the conduct is made, either explicitly or implicitly, a term or condition of employment, or when submission to or rejection of such conduct is used as the basis for employment decisions.

- The second type of sexual harassment involves the general work environment. Sexual harassment occurs when such conduct has the purpose or effect of unreasonably interfering with an employee's work performance, or creating an intimidating, hostile, or offensive environment.

Reporting Harassment including Sexual Harassment

An employee who believes that he or she has suffered harassment may report such matter to his or her immediate supervisor. Claims by an employee regarding harassment may also be reported to Superintendent. The District will conduct a thorough and objective investigation of the incident(s), making an effort to keep the matter as confidential as possible. If it is determined that harassment has occurred, the harasser will be subject to disciplinary action up to and including termination consistent with the severity of the conduct.

The District will take steps as necessary to prevent further harassment. In addition, providing false information or making false charges during an investigation shall be grounds for disciplinary action, up to

and including termination of employment. Retaliation against a person who reports or testifies to a claim of harassment shall be prohibited.

Romantic relationships between students and employees are prohibited.

Dress

It is required by the Board of Education that appropriate dress for the job to be performed be worn by all personnel to be determined by the administration.

Civility of Employees

All employees shall behave with civility, fairness and respect in dealing with fellow employees, students, parents, patrons, visitors, and anyone else having business with the District. Uncivil behaviors are prohibited.

Uncivil behaviors shall be defined as any that are physically or verbally threatening, either overtly or implicitly, as well as behaviors that are coercive, intimidating, violent or harassing.
Examples of uncivil behavior include, but are not limited to, use of profanity, personally insulting remarks, attacks on a person's race, gender, nationality, religion, or behavior that is out of control. Such interactions could occur in telephone conversations, voice mail messages, face to-face conversations, written letters and/or email messages. Any uncivil behavior should be reported to the immediate supervisor or to the Superintendent. A record shall be made of the alleged incident and the action taken. Confidentiality shall be observed whenever possible to protect the complainant and the alleged offending person. Students and employees may be subject to additional action under building and/or District policy or guidelines. Retaliation against a person who reports a claim of uncivil behavior shall be prohibited.

Possession of a Weapon or Weapon-like Device by Employees

The District prohibits any employee from being in possession of a weapon or weapon-like device at a school attendance facility, on school property, at a school-supervised activity, or at a school-sponsored function. Any employee found to be in violation of this policy shall be subject to disciplinary action, up to and including termination of employment.

The Superintendent shall have discretionary authority to modify any disciplinary action on a case-by-case basis.
1. As used in this policy, the term "weapon" means an instrument or object used, or which may be used, as a means of attack, defense, or destruction, including, without limitation:
a. Any object which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or other means;
b. The frame or receiver of any object described in the preceding example;
c. Any firearm muffler or silencer;
d. Any explosive, incendiary or gas (a) bomb, (b) grenade, (c) rocket having a propellant charge of more than four ounces, (d) missile having an explosive or incendiary charge of more than one-quarter ounce, (e) mine, or similar device;
e. Any combination of parts either designed or intended for use in converting any device into a destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled;
f. Any bludgeon, sand club, metal knuckles, or throwing star;
g. Any switchblade knife or any knife having a blade that opens by the force of gravity or by an outward, downward or centrifugal force or movement; or mechanical action.
h. Any electronic device designed to discharge immobilizing levels of electricity, commonly known as a stun gun or Taser.

2. As used in this policy, the term "weapon-like device" means:
a. A "Facsimile Weapon" defined to mean any object which is designed to have the appearance of a weapon, but which otherwise fails to fall within the definition of weapon under Section 1 of this policy;
b. Any pocket knife, box-cutter or other like instrument not otherwise falling within this policy's definition of a "weapon," but which is capable of inflicting serious bodily harm; (exception, maintenance and grounds keeping personnel are permitted pocket knives with blades less than "four inches".
c. An antique firearm;
d. Any device, although originally designed for use as a weapon, which is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device; or
e. Class C common fireworks.
3. As used in this policy, the phrase "possession of a weapon" or a "weapon-like device" includes, without limitation, a weapon in an employee's personal possession, as well as in an employee's motor vehicle, desk, locker, backpack, or purse. Possession of mace or other similar chemical agents in quantity and/or concentration typically designed for individual personal defensive purposes shall not be considered as possession of a weapon. Possession of larger quantities and/or concentrations of mace or other similar chemical agents than is typically designed for individual personal defensive purposes will be considered as possession of a weapon. Usage of mace or other similar chemical agents will be considered as usage of a weapon if the usage is found to be for non-defensive purposes. Employees who are negligent in their possession of mace or other similar chemical agents will be subject to disciplinary action.
4. The provisions of this policy do not apply if possession of the weapon is specifically authorized in writing by the Superintendent or his/her designee.

Confidentiality

Maintaining confidential information is an extremely high priority in the District. Staff members have access to business systems, future plans, student records, personnel records, and other information that is considered confidential. Protecting this information by safeguarding it when in use, filing it properly when not being used, and discussing it only with those who have a legitimate need to know is an extremely high priority for all concerned parties.

Home phone numbers and addresses of staff and/or students that have opted out of directory information must not be provided to anyone unless approved by the appropriate administrator when requested by law enforcement or certain government agencies. Unlisted phone numbers should not be given out to anyone under any circumstances. The administration should be informed of any request of this nature.

Notification of Policies

All employees shall be notified of the foregoing policies and of those in subsequent sections. Employees can find information regarding policies at USD 258 District Office and on the district website at www.usd258.net.

~~Responsible Employee~~

~~The Superintendent of Schools is designated to coordinate efforts to comply with and carry out the Board's responsibilities including any investigation of any complaint communicated alleging non-compliance. The business address and telephone number are: District Office, 801 New York, Humboldt, Kansas 66748, 620-473-3121.~~

Grievance Procedure

The purpose of the grievance policy procedure is to provide avenues for employees to resolve disagreements. A grievance shall be defined as an alleged violation of the express terms of any written

policy of the Board. The spirit and intent of the policy is to protect the interests of both the employee and the District. During and notwithstanding the pending disposition of any grievance, the grievant shall continue to perform his or her employment duties and assignments.
Nothing in this policy shall preclude an employee from discussing a grievance with his or her immediate supervisor in an effort to resolve a grievance informally.
Any grievance shall be in writing and shall have these characteristics:
a. Be signed by the grievant.
b. Be specific as to the facts alleged and how such facts constitute a violation of the policy or policies in question.
c. Contain a synopsis of the facts giving rise to the alleged violation.
d. Cite the specific policy or portion thereof, which has allegedly been violated.
e. Contain the date of the alleged violation.
f. Specify the relief requested.

Receipt of Gifts by Employees

No employee of the Sponsor shall participate in the selection, award or administration of a contract when any of the following persons have a financial or other interest in or tangible personal benefit from a firm considered for the contract.

- Employee
- Officer
- Agent
- Any member of his/her immediate family
- His/her partner
- An organization which employ, or is about to employ, any of the above.

Employees, board members (owners), and their immediate families shall neither ask nor accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts including:

- Entertainment
- Hotel rooms
- Transportation
- Gifts
- Meals

At all times, employees and board members (owners) should be aware of how their actions appear to members of the community.

Any employee or board member (owner) who violates any of these standards of conduct shall:

- Face disciplinary action up to and/or including termination.

Postage and Supply Use

Postage meters and stamps are to be used for school business only. Supplies and equipment belonging to the District should be used only for school business.

Political Advocacy by Employees

It is the right and privilege of every District employee as a free citizen to participate in matters of a political nature, expect for these restrictions:

1. No District employee shall, during hours for which pay is received, use any time for the campaign solicitations or for the promotion, election, or defeat of any candidate for public office or for any ballot question.
2. No District employee shall use, in any way, District property, resources or students for the purpose of campaign solicitations or for the promotion, election, or defeat of any candidate for public office or for any ballot question.

Insubordination

Employees are expected to adhere to their immediate supervisor's requests and directions providing such requests are within the normal range of expectations for an employee's job function. Failure to adhere to directives of a supervisor will be reason for disciplinary action up to and including a recommendation for termination.

Keys

Building principals will be responsible for issuing door keys and maintaining an accurate up-to-date list of all people who have been issued keys. Building principals are responsible for retrieving all keys provided to any employee when the employee is no longer a district employee or is assigned to another building.

The principal shall submit a written request for additional keys to the superintendent. No keys shall be duplicated without superintendent permission.

Staff members shall not loan keys to students. A complete inventory of all keys shall be made at least once each year. Any loss of keys shall be reported immediately to the principal so that measures may be taken to protect district property.

Personal Property

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

Telephone Use

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

Transportation of Students

Students should only be transported in district vehicles. Employees are expected to follow all safety laws, including speed limits and seat belt laws, when transporting students in district vehicles.

Use of Communication Technologies by Employees

In the event that an employee uses communication technologies in an inappropriate or unacceptable manner, in violation of Board policies, or in violation of administrative guidelines, the employee shall be subject to disciplinary action. Such action may include, but shall not be limited to, reprimand, termination, or other action.
Communication technologies shall include technologies on District property or at District sponsored activities whether or not owned, operated, or provided by the District. Examples of communication technologies shall include, but shall not be limited to, voice mail, computer networks, the Internet, email and other applicable services or technologies either now in service or implemented in the future.

SOCIAL NETWORKING

Creation of sites or accounts using the district logo or name is not permitted without permission from the Superintendent. Employees must not use social media to participate in 2-way communications with students. Please see district policy for appropriate communication with students.

If you are going to maintain your own social networking sites or blogs, the following suggestions are encouraged strongly: Exercise options to restrict viewing and keep sites private. If you are not certain if your personal site is private, get help or close it down.

• Do not list students as "friends" giving them access to your personal site.

• Never place pictures of students on your personal site.

• If you maintain a blog, do not use intemperate comments, vulgar language, and other entries that can diminish your effectiveness as an employee or potentially impact your employment. Please recognize that the content of a blog can be accessible by many, either directly or through copying and pasting by others.

• If your friends have posted pictures of you or other personal content that would best be kept among close personal friends, you can avoid problems by asking them to remove that content. In short, ask yourself the question, "Would I want the contents of my social networking site or blog featured on the six o'clock news?" Please be cognizant of the fact that public employees are held to a "public standard" and it is important that social networking does not interfere with the work day or create work-related issues.

Communication Devices and Transporting Students

Regardless of other provisions of this policy, unless there is an emergency or the employee safely navigates to a stop off the roadway, employees shall not use communication devices when:

1. Operating a vehicle in which a student is being transported when the transportation is provided as part of the employees job; or
2. Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Salary and Benefits

Timecards

Timecards and extra duty (electronic or paper) represent legal documentation of the hours that you have worked. Each non-exempt employee is responsible for recording and/or reporting their actual hours worked, vacation hours, temporary leave hours, etc. on their individual timecard (electronic or paper). Unless otherwise instructed by your supervisor, superintendent, or payroll clerk, your official timesheet will be kept on the Red Rover system. Extra Duty time cards (electronic or paper) must reflect actual hours worked. All time cards must be verified and/or approved by your immediate administrator/supervisor before they are submitted to the payroll clerk. Your pay is based on the time recorded on your timecard (electronic or paper) and/or any other pay form (electronic or paper). In order to ensure accurate and timely pay, all time must be submitted to the payroll clerk based on the designated timelines, by the 15th of each month, or when the payroll clerk requires them early for an early pay date. All time worked should be recorded on a daily basis to ensure accuracy of entries. Falsification or improper alteration of the employee's actual hours worked by either the employee or the immediate supervisor is a violation of the Fair Labor Standards Act and District policy. Employees who violate these requirements will be subject to disciplinary action, including termination of employment. Questions should be directed to your immediate supervisor, or superintendent.

Employee Breaks

All classified personnel are allowed a break if their regular daily schedule calls for more than four (4) hours of continuous work. Breaks are limited to fifteen (15) minutes in length and may not be accumulated or added to lunch or dinner hours. A maximum of one break may be taken a day.

Activity Passes

All full-time and part-time employees assigned to Humboldt USD 258 will be provided an activity pass for admittance into district-sponsored activities with the exception of specified athletic tournaments, fine arts and KSHSAA events at home, except in cases of post-season play or tournaments. Minor children of an employee will be admitted free when accompanied by a parent.

Fringe Benefits

A. Group Health Insurance

All classified employees in the district must enroll in at least single health coverage in the group health to receive the insurance benefit. The benefit will be:
2025-26 Payment Amounts - This information is updated yearly when new amounts are posted.
Employee $618
Employee/children $643
Employee/spouse $668
Employee/dependents $718

Section 125- Cafeteria Plan: The board shall establish a program to comply with Section 125 of the Internal Revenue Code.

B. 403b: The board will match monthly contributions to the district-approved 403b plan up to $140 per month. The vesting schedule will be Less than 5 years - 0%, Year 6 - 20%, Year 7-40%, Year 8 - 60%, Year 9 - 80%, Year 10 - 100%

Retirement Pay for Unused Sick Leave:

Classified employees with 15 or more years of service in USD 258 who are retiring or terminating their employment with the district will be paid for one-half of their accumulated sick leave, not to exceed 30 days. They shall be paid at the current rate of their level one (1) group hourly salary. Upon death of classified employee meeting the above requirements (15 or more years of service in the district) the unused sick leave pay shall be computed and paid to the beneficiary (indicated in KPERS documents). This clause excludes classified staff allowed to work virtually.

Over Time Pay

There is no overtime pay allowed unless approved by the superintendent.

Other Salary Information

All classified substitutes with no experience in our district shall be paid at the current rate of their level one group hourly rate. Substitute bus drivers shall be paid at the base rate for bus drivers.

Cooks and custodian uniform allowance is $100 per year to be reimbursed upon receipt of proof of payment.

Custodians assigned to evening duty shifts will receive an additional .25 cents per hour.

Activity trips will be compensated at a rate of $16.00 per hour.
All new employees are automatically placed on 30-60 days probation period.

Direct Deposit

Direct Deposit payroll is provided for all employees.

Kansas Public Employees Retirement System (KPERS)

Classified employees who work for the district 630 hours or more per year will be required to be members of the Kansas Public Employees Retirement System (KPERS). Complete information concerning this program is available at the District Office. A portion of the employee's gross wage is withheld from each pay period for KPERS as defined in the KPERS Membership Guide.

Workers' Compensation

The Board shall provide workers' compensation coverage for all employees according to current statute and board policy (GAO-R). Employees must notify the employer within 10 days of an accident or the claim may be barred. Employees leaving work for follow-up appointments and/or physical therapy will be required to use leave for time lost. Additional information about your rights and responsibilities under workers' compensation may be obtained from the district office.

Attendance and Leave

All employees are expected to report to work every day and on time. If unable to report due to illness or emergency, a supervisor must be notified as soon as possible. An electronic message or voice mail should only be used for emergency, interim purposes.

Vacation Eligibility

All classified personnel who work twelve (12) months per year shall be allowed vacation time as follows:

- Employees with less than five years shall be allowed one day per month, accumulating to 18 working days.
- Employees with five years or more, but less than ten years of service, shall be allowed one day per month, accumulating up to 20 working days.
- Employees with ten years or more, but less than 15 years of service, shall be allowed 1 ¼ days per month, accumulating to 24 working days.
- Employees with 15 years or more of service shall be allowed 1 ½ days per month, accumulative to 24 working days.

The classified employee's most recent hire date will be used to determine the level of vacation accruals.
Vacation hours do not accrue while an employee is on an extended leave of absence.
No vacation leave shall be accumulated in excess of these limits without the approval of the Superintendent.

Request for Vacation

Any request for vacation time must be submitted at least five (5) days in advance of the anticipated vacation, except for an emergency or other special circumstances, and must be approved by the employee's supervisor and superintendent. Vacation hours do count as time worked for the purposes of computing overtime. Vacation hours cannot be used to extend an employee's length of service with the District. No custodial vacation may be taken during the month of August, and may not exceed 80 total hours during the months of May, June, and July, except for an emergency or other special circumstances, and must be approved by the employee's supervisor and/or superintendent.

Vacation days earned during a fiscal year, (July 1-June 30), must be taken before August 1 of the following year or be forfeited. The Superintendent may extend the vacation deadline upon request on a case by case basis not to exceed October 1.

Holidays

Paid holiday leave may be granted to classified employees.
12 month employees: Independence Day, Labor Day, Thanksgiving (2 days), Christmas (2 days),
New Year's Day, Good Friday,* Memorial Day
*When Good Friday is used as a make-up day for an emergency closure day, the Tuesday following Memorial Day will be a paid holiday.

Reporting an Absence from Work

At times it might be necessary for you to miss work due to illness or for some other unforeseen reason. When this occurs, you are responsible for contacting your supervisor. Since classified employees have such a wide range of jobs, hours of work, etc., each department/building will

have specific guidelines for their employees to follow. Your immediate supervisor will provide you with specific details to assist you in understanding your obligations for reporting absences, late arrival, leaving work early, school closings, etc. All absences from work must be reported via Red Rover.

Leaving Work before the End of the Scheduled Work Day

If it becomes necessary for you to leave work during the work day or before the end of the work day, it is your obligation to inform your supervisor immediately.

Absence without Notice

For the Humboldt School District to operate effectively, you are asked to keep your supervisor informed of your status when you are off work because of illness, accident, or any other reason. If you fail to notify your immediate supervisor of your absences for two days, the District will assume that you have voluntarily resigned from your position with the District. Failure to notify your supervisor of an absence for part or all of one day may result in disciplinary action.

Excessive Absenteeism

We understand that employees have situations that arise where there is a need to leave work early, come in late or be absent. Please note that uncovered absences occurring while an employee is on an approved leave of absence would not be considered excessive. When excessive absenteeism has been identified, the district will proceed with the progressive discipline process which may result in termination of employment if the employee continues to have excessive absenteeism.

Sick Leave

Classified employees may be provided with leaves of absence with pay for illness. Classified employees in USD 258 will receive 3 personal days and 1 sick day upon their first working day. They will receive 1 day per pay period at the beginning of each pay period they are contracted to work.
Example: Paraprofessional working from August - May
Start of the year: 3 personal, 1 sick
August 16: +1 sick day; September 16: +1 sick day; October 16: +1 sick day; etc.
When a classified worker has accumulated 20 days, all days that will be accrued that year will be given at the beginning of the year. Ex: Paraprofessional has 22 accumulated sick days beginning year 5. All 9 sick days will be granted in August. Sick days can accumulate to a maximum of not more than 90 days.

Sick leave benefits for part time classified employees are prorated according to the time involved.

Sick leave shall cover absences due to the employee's illness, or illness or death in the immediate family of the employee or the employee's spouse. This shall include father, mother, brother, sister, wife, husband, children, grandchildren, maternal and paternal grandparents or for other relatives or persons whose regular residence is in the home of the classified employee.

Sick Leave Pool

To assist ALL personnel who suffers illness or disability, a sick leave agreement shall be established as follows:

1. Such bank is to be administered by the sick leave bank committee pursuant to the guidelines that have been established. The sick leave bank will only be activated when the need arises. All USD 258 employees who are party to this agreement wishing to join the sick leave bank, upon voluntary written agreement and with twenty (20) or more accrued days of sick leave shall donate 2 days of chargeable leave to the sick leave bank by **September 30** of the current school year.
2. Said participating USD 258 members who have depleted their chargeable leave and accumulated sick leave may draw upon the bank as provided:
    - Any USD 258 employee who joins the bank for the current school year may make application for up to twenty (20) days. Upon the completion of the twenty (20) day period, additional entitlement may be extended by the sick leave committee upon demonstration of need by the applicant.
3. At the end of the contract year, the unused days in the sick leave bank shall be distributed as follows:
    - If the number of unused days is less than the number of participants', those days shall be carried in the sick leave bank for the next contract year.
    - If the number of unused days is more that the number of participants, each participant shall be credited with one (1) day of sick leave and the remainder carried in the sick leave bank for the next contract year.
    - Days carried from the previous contract year would be used first, only after those days are exhausted would current year contributions be activated.
4. The sick leave bank shall be administered by a sick leave bank committee consisting of one elementary, one middle, one high school teacher, chosen by HNEA, HNEA President, and the Superintendent.
5. The superintendent may require a statement from the staff member's physician certifying that he/she is incapable of performing his/her duties as a result of an accident or illness. The physician may be asked to certify in writing the number of days absence the given illness or disability requires.
6. Subject to the foregoing requirements, the sick leave bank committee will determine the eligibility for the use of the sick leave bank and the amount of leave to be granted. The following general criteria shall be considered by the committee in administering the bank and in determining the amount of leave:
    - Medical evidence of serious illness or disability
    - Maternity leave
    - Prior utilization of sick leave
    - Length of service in the bank
7. The decision of the sick leave bank committee with respect to eligibility entitlement shall be final and binding and not subject to appeal, or to grievance and arbitration.

Family Medical Leave

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12 month period. For purposes of this policy, a 12 month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) 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 of foster care, (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition, (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason #1 or #2 must be taken within 12 months of birth or placement.

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick, disability leave, or sick leave pool that is available for use because of the reason for the leave, the paid leave shall be used first and counted towards the annual family 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 classified employee is eligible for family medical leave upon completion of one school contract year of service to the district.

During the period of any unpaid family medical leave, the board shall continue to pay the board's share of the cost of group health insurance benefits in the same manner as paid immediately prior to leave. The employee shall pay any classified employee's portion of the cost to the clerk of the board on the payroll date or other 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 classified employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Return to Work

If an employee is absent for more than (3) days due to personal illness or was absent due to an injury, upon request from the superintendent or supervisor, he/she is **required** to obtain a written note from a physician stating employee is able to return to work without restrictions and forward it to the Humboldt District Office, prior to returning to work. The employee is responsible for paying any cost incurred in conjunction with the completion of this requirement. If work restrictions do apply, then the Superintendent will work with the appropriate supervisor to determine whether or not the work restrictions can be accommodated **before the employee may return to work**. If work restrictions cannot be accommodated, you will be notified and will not be able to return to work until such time as the physician releases you from the work restrictions in writing.

Personal Leave

Classified employee's personal leave with pay is in the amount of three (3) working days per school term for full time classified employees. Part-time employees will receive a prorated number of days. Notification should be given to the supervisor on the personal leave notification form at least two calendar days prior to the requested leave day according to current leave request procedures. Any personal days not utilized will convert to sick leave at the conclusion of each contract year and will accumulate as such.

Jury Duty

You are encouraged to fulfill your citizenship obligation of jury duty. The Board supports this commitment by providing no deduction from your accumulated leave or loss of salary while you are on jury duty.

Employees who receive notice of jury duty must provide a copy of the Jury Duty summons to their immediate supervisor at least five (5) business days prior to the commencement of jury duty.

While serving on jury duty, an employee shall receive full pay at their regular rate for assigned hours of employment. The employee must provide evidence of proof of service to the district' board clerk within 10 days of completion of the duty to avoid any deduction of pay. Employees must submit their jury duty pay to the district minus any mileage costs to travel for jury duty in order to be paid their daily salary.

Inclement Weather

When school is not in session because of the weather, all custodial and maintenance staff are expected to report to duty. All other classified staff are required to be in attendance at the request of their supervisor or the superintendent. When it is necessary to close schools due to inclement weather or other reasons, the day for **less than-12-month employees** becomes a "non-work, non-paid day." The decision as to whether the non-work, non-paid day will be added at a predetermined make-up day or at the end of the school year will be decided by the Board of Education. Should the board approve pay for classified staff for inclement weather days, those classified staff requested to be in attendance who do not comply will not be eligible for pay.

Board Policies

Administering Medications

The supervision of oral and injectable medications shall be in strict compliance with the rules and regulations of the board. School employees may not dispense or administer medications to students except as is outlined in board policy JGFGB.

Emergency Safety Interventions (ESI) (See JRB, JQ, JQA, and KN) GAAF

The board of education is committed to limiting the use of Emergency Safety Interventions ("ESI"), such as seclusion and restraint, with all students. The board of education encourages all employees to utilize other behavioral management tools, including prevention techniques, de-escalation techniques, and positive behavioral intervention strategies.

This policy shall be made available on the district website with links to the policy available on any individual school pages. In addition, this policy shall be included in at least one of the following: each school's code of conduct, school safety plan, or student handbook.

Definitions (See K.A.R. 91-42-1)

"Emergency Safety Intervention" is the use of seclusion or physical restraint when a student presents an immediate danger to self or others. Violent action that is destructive of property may necessitate the use of an emergency safety intervention.

"Seclusion" requires all three of the following conditions to be met: (1) the student is placed in an enclosed area by school personnel; (2) the student is purposefully isolated from adults and peers; and (3) the student is prevented from leaving, or reasonably believes that the student will be prevented from leaving, the enclosed area.

"Chemical Restraint" means the use of medication to control a student's violent physical behavior or restrict a student's freedom of movement.

"Mechanical Restraint" means any device or object used to limit a student's movement.

"Physical Restraint" means bodily force used to substantially limit a student's movement.

"Physical Escort" means the temporary touching or holding the hand, wrist, arm, shoulder, or back of a student who is acting out for the purpose of inducing the student to walk to a safe location.

"Time-out" means a behavioral intervention in which a student is temporarily removed from a learning activity without being confined.

Prohibited Types of Restraint

All staff members are prohibited from engaging in the following actions with all students:

1. Using face-down (prone) physical restraint;
2. Using physical restraint that obstructs the student's airway;
3. Using physical restraint that impacts a student's primary mode of communication;
4. Using chemical restraint, except as prescribed by a licensed healthcare professional for treatment of a medical or psychiatric condition; and
5. Use of mechanical restraint, except:

6. Protective or stabilizing devices required by law or used in accordance with an order from a licensed healthcare professional;
7. Any device used by law enforcement officers to carry out law enforcement duties; or
8. Seatbelts and other safety equipment used to secure students during transportation.

Training

All staff members shall be trained regarding the use of positive behavioral intervention strategies, de-escalation techniques, and prevention techniques. Such training shall be consistent with nationally recognized training programs on the use of emergency safety interventions. The intensity of the training provided will depend upon the employee's position. Those administrators, licensed staff members, and other staff deemed most likely to need to restrain a student will be provided more intense training than staff who do not work directly with students in the classroom. District and building administration shall make the determination of the intensity of training required by each position.
Each school building shall maintain documentation regarding the training that was provided and a list of participants. Documentation
The principal or designee shall provide written notification to the student's parents any time that ESI is used with a student. Such notification must be provided within two (2) school days.
In addition, each building shall maintain documentation any time ESI is used with a student. Such documentation must include all of the following:

- Date and time of the intervention,
- Type of intervention,
- Length of time the intervention was used, and
- School personnel who participated in or supervised the intervention.

All such documentation shall be provided to the building principal, who shall be responsible for providing copies of such documentation to the superintendent on at least a biannual basis. At least once per school year, each building principal or designee shall review the documentation of ESI incidents with appropriate staff members to consider the appropriateness of the use of ESI in those instances.

Reporting Data

District administration shall report ESI data to the state department of education as required.

Local Dispute Resolution Process

The board of education encourages parents to attempt to resolve issues relating to the use of ESI informally with the building principal and/or the superintendent before filing a formal complaint with the board. In the event that the complaint is resolved informally, the administrator must provide a written report of the informal resolution to the superintendent and the parents and retain a copy of the report at the school. The superintendent will share the informal resolution with the board of education and provide a copy to the state department of education.

If the issues are not resolved informally with the building principal and/or the superintendent, the parents may submit a formal written complaint to the board of education by providing a copy of the complaint to the clerk of the board and the superintendent.
Upon receipt of a formal written complaint, the district compliance officer will review the complaint and report findings to the board as a whole. Such investigator shall report the findings and recommended action to the board in executive session.
Any such investigation must be completed within thirty (30) days of receipt of the formal written complaint by the board clerk and superintendent. On or before the 30th day after receipt of the written complaint, the board shall adopt a report containing written findings of fact and, if necessary, appropriate corrective action. A copy of the report adopted by the board shall be provided to the parents, the school, and the state board of education.

Bloodbome Pathogens

(Reference Board policy GARA)

As mandated by law, USD #258 has a policy concerning Bloodborne Pathogens.

CDL-Drug and Alcohol Testing

(Reference Board Polity GAOD)

All employees who are performing safety-sensitive jobs for the district which require a commercial driver's license (CDL) shall be tested for drug and alcohol use. USD #258 Board of Education has a policy pertaining to drug and alcohol testing for employees who transport students or operate any district vehicle.

Communicable Diseases

(Reference Board Policy GAR)

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or designee so that a proper reporting may be made to the county or joint board of health as required by current law. An employee afflicted with a communicable disease, dangerous to the public health, shall be required to be absent from duty for the duration of the contagiousness in order to give maximum health protection to other district or school employees and students. The employee shall be allowed to return to duties upon recovery from the illness, as authorized by the employee's physician. The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a communicable disease. In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified as such by the employee, the superintendent or designee shall determine whether a release shall be obtained from the employee’s physician before the employee returns to duty. Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or designee based upon consideration of the physical condition of the employee and the following factors: the nature of the risk; the

duration of the risk; the severity of the risk; and the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting. No information regarding an employee with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal law.

Conflict of Interest

(Reference Board policy GAG)

District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. Classified employees shall not engage in outside employment which impairs the effectiveness of their service.

Drug Free Schools and Communities Act/Drug Free Workplace

(Reference Board Policy GAOB)

The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school, on or while using school property, or at school-sponsored activities or events are 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, use, and/or be under the influence of illicit drugs, controlled substances, or alcoholic beverages on, in, or while utilizing school property or at any school-sponsored activities, programs, or events. An 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 the conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings.

This is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish personnel disciplinary actions which may be taken under existing board policies or the negotiated agreement.

Gifts

(*Reference Board policy GAJ)*

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

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

Hazardous Waste

(Reference Board policy EBBA)

When hazardous waste material is produced in a class, or is otherwise located in the district, its disposal shall be in accordance with state and federal laws, rules and regulations. No employee shall bring hazardous material to school without the prior approval of the principal. Such material shall be in an appropriate container and properly labeled. If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately. Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic. Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents. Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers. All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

School Safety and Security

(Reference Board Policy EBC)

Employees are required to notify administrators and administrators are to notify all other school employees when they have knowledge of the following student behaviors:

1. the identity of any student who has been expelled for conduct which endangers the safety of others;
2. the identity of any student who has been expelled for commission of felony-type offenses;
3. the identity of any student who has been expelled for possession of a weapon;
4. the identity of any student who has been adjudged to be a juvenile offender and whose offense, if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life, and;
5. the identity of any student who has been tried and convicted as an adult of any felony, except theft involving no direct threat to human life.

Solicitation of Employees

(Reference Board Policy GAl)

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

No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Staff-Student Relations

(Reference Board Policy GAF)

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

Tobacco Use

(Reference Board Policy GBRAB)

The use of tobacco products in any form is prohibited in all district buildings owned, leased, or rented by the district. The use of tobacco products in any form is prohibited on all school property at all times. Smoking is prohibited while riding in or operating any school vehicle.

Child Abuse

State law requires that when any employee has reason to suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly as provided in board policy and state statute. Employees are encouraged to report such incidents to the building administrator as well. District employees will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of the school employees to prove that the child has been abused or neglected.

CLASSIFIED SALARY SCHEDULE

APPROVED 2024-25

Step	Experience in Related Field	Cook Para Custodian	Secretary/ Specialized Para	Bus Driver
1		14	15	17.65
2	1-3 years	14.25	15.25	17.90
3	4-5 years	14.50	15.50	18.15
4	5-9 years	14.75	15.75	18.40
5	10+ years	15.00	16.00	18.65
6		15.25	16.25	18.90
7		15.50	16.50	19.15
8		15.75	16.75	19.40
9		16.00	17.00	19.65
10		16.25	17.25	19.90
11		16.50	17.50	20.15
12		16.75	17.75	20.40
13		17.00	18.00	20.65
14		17.25	18.25	20.90
15		17.50	18.50	21.15

- Steps do not necessarily indicate years of experience. Board must approve step movement each year. In order to advance steps when board approved, the employee must have a satisfactory evaluation.
- Bus Drivers receive 2 hours per route (4 hours per day), 20 hours yearly for maintenance, and 15 hours yearly for safety meetings.
- Additional steps beyond the schedule and those working after KPERS retirement will be paid at 1% increase each year.
- Substitutes will be paid at Step 1.
- Increase the single health plan district portion to $618 per month.