

Holton USD 336

CLASSIFIED HANDBOOK

2025-2026



Approved: July 10, 2025
Salary Schedules Approved: July 10, 2025

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I. Introduction and General Information

Contact Information

USD 336 – HOLTON

District Office

364-3650 – Phone
364-3975 – FAX

Holton High School
364-5360 – FAX

364-2181 – Phone

Holton Middle School

364-2441 – Phone
364-5460 – FAX

Holton Elementary School

364-3251 – Phone
364-4844 – FAX

Special Education Coop

364-3463 – Phone
364-3975 – FAX

INTRODUCTION

This classified employee handbook has been prepared to help answer any questions you may have regarding employment with Unified School District No. 336. Please keep this handbook to refer to it when you have questions or problems.

The policies and procedures herein are those currently in effect in Holton School District No.336. They are subject to change through appropriate Board of Education action. The Board of Education has the legal authority to make decisions that establish policies for Holton Unified School District No.336. Official policies of Unified School District No.336 take precedence over any other practices and guidelines should any conflict arise.

The Board of Education, the administration and certified staff are proud to have you as part of the classified staff of Holton Unified School District No. 336. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

Classified Personnel – include all employees who are not required to hold a Kansas State Educational Certificate. Custodial, food service, office, instructional support staff, tutors, and transportation personnel are included in the group.

The classified employee is very important to the district and plays a major role in providing a safe, orderly, and healthy environment for students and staff. Never underestimate the importance of your position. Classified personnel are an important part of “**Effective Schools**” team.

USD 336 MISSION STATEMENT

Engage, Educate, and Empower Individuals to Develop a Community of Confident, Employable Learners.

EQUAL OPPORTUNITY EMPLOYER

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, national origin, religion, sex (*including gender identity and sexual orientation*), disability, or age.

II. Employment Basics

Glossary of Positions for Classified Personnel

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

Full-Time Position: A full-time classified employee works eight (8) hours a day, forty (40) hours a week, two-thousand eighty (2080) hours a year.

School-Time Position: A school time position is one that is consistent with the school year as opposed to full time. Examples include paraeducators, teacher aides, food service staff, library aides, and bus drivers. Generally, employees in this category do not work when school is not in session.

Part-Time Position: A part-time classified employee works less than eight (8) hours a day and/or less than two-thousand eighty (2080) hours a year.

Bldg Secretarial Position: A secretarial employee is one who has been issued a work agreement for a number of days that is greater than student contact days and/or less than two-thousand eighty (2080) hours a year.

Temporary/Substitute A temporary position may be full-time or part-time and is a nonrecurring position of not more than ninety (90) day duration. This position is employed on a day-to-day basis, or for a specific time limited task.

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

Hiring Procedure

In order to be considered for employment at USD 336, each prospective employee must:

1. Receive and fill out and have on file an application. Applications may be obtained at the Board of Education office at 515 Pennsylvania, Holton, Kansas 66436 or online at www.holtonks.net.
2. If the candidate's qualifications are determined to be appropriate for the job position, an appointment will be made for the candidates selected to be interviewed by the administrator and/or the director.

3. After the interview selection process, all qualified applicants for employment will be required to undergo a criminal background check. All offers of employment shall be conditioned upon the results of the criminal background check as determined by the board. Failure of an applicant to grant permission to complete a criminal background check will void any conditional offer of employment.
4. All school employees are required to have a physical examination at the time of their initial employment. The expense of obtaining the initial certificate of health will be the responsibility of the employee.
5. All school employees are required to have a tuberculin skin test at the time of their initial employment. Any additional examination services above the minimum required (such as chest x-ray instead of the skin test) will be the responsibility of the employee.
6. After receiving approved background check, TB test and physical exam, a prospective employee's name will be submitted to the Board of Education for final approval of employment.
7. The Board of Education approves the selection of the candidate at a future Board of Education meeting.

All USD 336 employees must have the following records/forms on file with the payroll clerk upon initial employment (**paperwork must be completed on the first day of employment and prior to the 10th of the month to be eligible to receive pay**):

1. Employment application
2. Background check
3. KPERS enrollment & beneficiary form – if employee is eligible
4. W-4 & K-4 withholding certificate
5. Social security or current ID with social security number on card – copy
6. Loyalty oath or affirmation
7. Ethnicity form
8. New Hire Report
9. Leave Accrual
10. Emergency Contact List
11. Student Transportation form
12. Health certificate, including Tb test (see Health Examinations)
13. Current Driver's license if applicable to position – copy
14. I-9 Employment Eligibility Verification Form
15. Transcripts/License
16. Technology Acceptable Use Policy
17. Confidentiality Policy
18. Vehicle Use Policy

When applicable, employees must also submit additional employment paperwork, which may include:

Health Insurance Application or Waiver (all employees working 30 or more hours per week)

KPERS Enrollment Form (Combined positions require at least 630 hours of work per year, or 3.5 hours per day for at least 180 days.)

Benefit Election Form – Section 125 Cafeteria Plan (all employees working 17.5 or more hours per week)

Initial and Annual Required Training

Blood Borne Pathogens, Bullying, Sexual Harassment, Child Abuse Reporting, Emergency Safety Interventions (ESI), FERPA/HIPPA, Mandated Reporting, McKinney-Vento Homeless Assistance Act and Suicide Awareness will be provided by the district at no cost to the employee. Superintendent and/or Special Education Directors have the authority to require other trainings as needed.

Health Certification

A certification of health is required from classified personnel upon their employment. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the school board may require a new certification of health. Employee's certificate of health must be signed by a licensed physician, or a designated representative of the physician, on a form prescribed by the Kansas State Department of Health. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils and that freedom from tuberculosis has been established by chest X-ray or negative tuberculin skin test. The employee may obtain the health examination and TB test from a doctor of their choice. The entire cost of the physical examination must be paid by the employee.

Kansas Public Employees Retirement System

All classified staff members who are employed for 630 hours per year or 3.5 hours per day for 180 days in school service in Kansas are required to participate in the Kansas Public Employees Retirement Systems (KPERS). Employees hired will have six percent of your salary deducted and submitted to the system. You may withdraw the funds you have contributed if you leave Kansas school service prior to five years. If you have five years you are considered vested and may leave your funds in KPERS until retirement, but you may not add to KPERS unless you are employed by a KPERS employer.

Bus Drivers

Bus drivers are required by the State Department of Transportation to submit a health certificate every other year, complete CPR training every two years, complete Defensive Driving course every three years and be enrolled annually in the Drug and Alcohol Clearinghouse portal. Any required training for bus driving shall be partially or fully

reimbursed by the district after initial employment of 90 days and at least 20 separate days of driving for the Holton School District.

All bus drivers will be randomly tested for alcohol and drugs as required by current federal laws. Compliance with the required elements of the testing program is a condition of employment.

All bus drivers will receive sensitivity training once each semester. All newly hired bus drivers will be required to attend sensitivity training within 10 working days of the beginning of their employment. Documentation of the completed training will be kept on file with the HR director. Each new employee will be required to attend to the same training requirements as all other employees.

While bus drivers are running activity routes, the driver can get reimbursed for their meal under the meal allowance plan (*the district pays \$10 for breakfast; \$15 for lunch; and \$15 for dinner*). Original receipts must be attached to the claim voucher in order to be reimbursed for the meal(s). These must be turned in to Accounts Payable within 30 days and/or by the 2nd of each month.

If a school bus driver's license is suspended or revoked at any time, such a suspension or revocation shall be immediately reported to the superintendent and the driver shall cease driving a school bus until the license is restored.

Bus drivers will be paid their regular wage to attend all required bus driver monthly meetings. Hours spent in required meetings are to be written on the timecard of the pay period the meeting was held. The district will reimburse the cost of the required CDL physical examination every two years and will reimburse the amount over and above the cost of a regular driver's license for the CDL license every four years including any required endorsements to drive a school bus. Receipts must be submitted to accounts payable along with the appropriate reimbursement forms.

Bus Drivers who show up and prepare for an activity that has been cancelled will receive two hours of activity pay. If they have not been notified at least one hour prior to departure.

Bus Drivers who are asked to run activities in/near district will be paid a minimum of 1.5 hours of activity pay for pick up/drop off. If required to stay longer than normal activity pay applies.

Assignments and Transfers

The district reserves the right to assign, reassign, or transfer any and all classified employees. Employees are welcome to request transfers; however, all transfers shall be based on qualifications and work performance, recommended by the superintendent and approved by the Board of Education. Special education paraprofessional transfer

requests shall be approved by the Director/Asst Director of Special Education. A transfer request may be requested but there is no guarantee that it will be approved.

III. Employee Records and Confidentiality

Employee Records

Your employment records must be kept up to date. Please be sure to notify the Board of Education office immediately if there are changes in any of the following:

1. Your name;
2. Your mailing address;
3. Your home telephone number;
4. The phone number where you can be reached in case of an emergency;
5. The person to be contacted in case of an emergency
6. Correction to your social security number;
7. Any change in the number of dependents you wish to claim on the W-4 form.

Employee Files

A master file of all materials relating to an employee shall exist at the district school board office. All materials placed in the employee's file and originating with the school district shall be available to the employee at their request for inspection in the presence of the person(s) responsible for keeping the files. All questions relating to classified personnel should be directed either to the immediate supervisor or the superintendent.

Confidentiality

Student Information

Student information, whether written or oral, and including but not limited to discipline, behavior, and progress in school shall be handled in a confidential manner and be discussed only with the student's parents/guardians and appropriate school personnel. Violations of the student privacy and confidentiality rights, whether at school or outside of the school day, may result in disciplinary actions up to and including termination.

Personnel Information

School employees have a right to confidentiality and privacy. Personnel information, whether written or oral, or at school or outside of the workplace shall be handled in a confidential manner and be discussed only with appropriate school personnel. Violations of an employee's confidentiality rights and privacy may result in disciplinary actions up to and including termination.

IV. Compensation and Benefits

Payroll Procedures

Each classified employee must keep a timecard(s) which is provided by the immediate supervisor. These timecards must be returned to the immediate supervisor the last working day of the month. The timecards will then be verified and signed by the supervisor and given to the building secretary and/or the payroll clerk. Timesheets are due and need to be submitted to payroll clerk by the 2nd day of each month.

Regular working hours vary from one department to another. The hours of your employment will be discussed with you by your immediate supervisor. Employees may not check in or out of their regularly scheduled working hours or leave without prior approval from the immediate supervisor. ***All full-time employees will be paid their calculated annual salary over 12 monthly checks.***

Overtime hours are those hours actually worked in excess of forty (40) hours a week. All overtime must be approved in advance by the appropriate administrator and the employee's immediate supervisor. Hours worked for overtime purposes do not include hours when paid holiday leave, funeral leave, vacation, or sick leave is used unless the employee actually works more than 40 hours excluding the leave and holiday hours.

Work Week: The work week for the district shall begin at 12:00 a.m. on Sunday and end at 11:59 p.m. on the following Saturday.

Salary

Classified employees shall be paid according to federal wage and hour laws at a rate established by the Board of Education. Pay rates of new employees is based on their previous work experience and professional training as well as the job responsibilities in their Holton USD 336 assigned job description.

The employment of part-time, seasonal, or temporary personnel will be approved in advance by the superintendent and/or Special Education Directors.

Salary increases, when granted, will begin July 1 of each year for full time employees and will begin on the first work agreement day of employment for the appropriate school year for other employees. In the event that the salaries for the upcoming year have not been established at the beginning of the school year, the new rate, once established, will be applied retroactively to the beginning of the work agreement year unless directed differently by the Board of Education.

Should the Board of Education designate a "length of service" raise, eligible employees must have worked at least one year prior to September 1 of the preceding school year.

Employees paid on an hourly basis are subject to the federal Fair Labor Standards Act. Under the provisions of this act, hours worked above forty (40) in a given work week (overtime) must be compensated at 1 ½ times the hourly rate.

In the event that an employee works more than one position, and the positions have different rates of pay, the overtime is based upon a blended overtime rate. A 'blended' overtime rate is established by computing the proportionate share of hours worked at each rate during the week. Since the actual hours worked at different rates may vary, there is no 'standard' overtime rate. Any employee who has a question as to how his/her overtime was calculated should contact the payroll clerk.

Payroll Checks

Payroll statements are delivered electronically via the employee self-serve portal on or before the twentieth (20) day of each month for those enrolled in direct deposit. If the 20th falls on a Saturday or Sunday or a bank holiday, then deposits will fall on the working day prior to the 20th.

Employees who choose not to do direct deposit and receive actual checks will be paid on the 25th day of each month. If the 25th falls on a Saturday or Sunday or a bank holiday, then deposits will fall on the working day prior to the 25th. If the employee is not housed in the district buildings, their checks will be mailed on the 24th of the month.

Payroll Deductions

Federal and state income taxes, social security payments, and KPERS (when applicable), and other voluntary insurance options such as dental, vision, and other Cafeteria 125 options are deducted from your monthly earnings. These deductions may vary as they are affected by changes in the amount you earn, by legislation and by the number of dependents you declare.

Extra Duty Assignments

Classified Employees working extra duty assignments (taking tickets, running the score clock, etc.), will be paid an hourly rate of \$15.00 per hour beginning at the conclusion of the regular workday. Extra-duty assignments are open to all classified staff members, if eligible.

Health Insurance Benefits

A health insurance benefit is granted to qualifying employees. Qualifying employees must work a minimum of 30 hours/week. A schedule of benefits is available through the Human Resources Department.

The eligible employee's health insurance benefit goes into effect on the first of the month following the employee's hire date or date of employment.

When a classified employee resigns before completing the working agreement, the health insurance benefit ends at the end of the following month.

Insurance cannot/will not be taken as cash or income.

Cafeteria IRS 125 Benefits

The cafeteria plan is a plan, which allows the employee to reduce their salary for the purpose of purchasing benefits without payment of taxes on these items. An eligible employee is an employee who is scheduled to work at least 10, 11, or 12 months and works at least 17.5 hours per week. An employee may protect the maximum limit set by the Section 125 Flexible Benefit Plan year. This amount may be found by contacting the payroll clerk. USD No. 336's cafeteria plan provides for the following:

1. Disability Insurance
2. Cancer Insurance
3. Life Insurance
4. *Dependent Care Reimbursement
5. *Medical Reimbursement (Flex & HSA)
6. Dental
7. Vision
8. Accident Insurance
9. Critical Illness
10. Hospital Indemnity
11. Identity Theft
12. MetLaw

*The limit for the medical and dependent care reimbursement will be a maximum set by the Section 125 Plan.

Classified Employee Leave Benefits

The District provides Paid Time Off (PTO) and Sick Leave to classified employees based on employment classification and years of service. Unused leave may contribute to an Emergency/Medical Leave bank, which serves as long-term support for qualifying health-related absences.

Annual Paid Time Off (PTO) Chart

Employee Type	Years of Service	Annual Paid/Personal Time Off
9-Month Classified	0–1 year	Earn-as-you-go (Prorated)
9-Month Classified	1–9 years	10 Days
9-Month Classified	10+ years	11 Days
10-Month Classified	0–1 year	Earn-as-you-go (Prorated)
10-Month Classified	1–9 years	11 Days
10-Month Classified	10+ years	12 Days
12-Month Classified	0–1 year	Earn-as-you-go (Prorated)
12-Month Classified	1+ years	13 days

Paid Time Off (PTO)

PTO provides flexible, paid time away from work for personal, medical, or other needs. All classified employees are eligible for PTO based on their classification and years of service.

PTO Usage and Guidelines

- **First-year employees** earn PTO monthly on a **prorated (earn-as-you-go)** basis.
- **Mid-year hires** receive a prorated amount based on their start date.
- PTO may be used for illness, personal needs, or family obligations.
- Must be used in **0.25-day increments**.
- **Request Process:**
 - Submit PTO requests at least **five (5) school days in advance** unless for emergencies or illness.
 - Requests are subject to supervisor approval.
 - Leave may be denied if adequate staffing coverage is not available.

PTO Carryover and Conversion

- **Unused PTO** at the end of the year will **automatically convert** into the employee's **Emergency/Medical Leave bank**.
- For **12-month employees**, up to **five (5)** unused PTO day may be carried over as PTO for the following year to be used by July 31 with Superintendent approval.

Earn-As-You-Go Accrual Schedule

For employees in their **first year of employment** or who have not yet reached the annual PTO threshold based on years of service, PTO is accrued monthly according to the following schedule:

Employee Type	Monthly Accrual Period	PTO Earned Per Month
9-Month Classified	August through May	1 day per month
10-Month Classified	July through May	1 day per month
12-Month Classified	July through June	1 day per month (July–May), 2 days in June

All prorated PTO will be **allocated on the first business day of each month**. PTO becomes available once credited and may not be used in advance.

Sick Leave (12-Month Classified Employees Only)

In addition to PTO, 12-month classified employees receive **10 days of Sick Leave annually** after the first year of employment.

- Sick Leave is intended solely for the employee's illness, injury, or medical appointments.
- Must be taken in **0.25-day increments**.
- **Absences exceeding three (3) consecutive days** may require a physician's note.
- Misuse of sick leave may result in disciplinary action.

Sick Leave Carryover

- **Unused Sick Leave** rolls into the employee's **Emergency/Medical Leave bank**.
- When a staff member experiences an unforeseen illness or medical issue, either personal or related to family as defined in **Bereavement/Funeral Leave**, that extends for five (5) or more consecutive days and is substantiated by a signed statement from a licensed physician, they may request to use their accumulated EML days instead of using PTO for the period of that medical event.

Emergency/Medical Leave Bank

The Emergency/Medical Leave bank is a reserve of leave time built from unused PTO (all classified staff) and unused sick leave (12-month classified staff only).

Purpose

Emergency/Medical Leave is intended for **extended absences** due to:

- Serious illness or injury
- Recovery from surgery or hospitalization
- Maternity or parental leave
- Other **FMLA-qualifying events**

Guidelines

- Emergency/Medical Leave is **not available for discretionary or short-term personal absences**.
- Leave must be coordinated with Human Resources and may require **medical documentation**.
- The maximum accumulation in the bank is **75 days** per employee.
- This leave is **non-transferrable** and **not eligible for payout** at termination or retirement.

Leave Without Pay (LWOP)

When all available leave (PTO, sick leave, Emergency/Medical Leave) is exhausted:

- Additional absences will be treated as **Leave Without Pay (LWOP)**.
- LWOP may be grounds for disciplinary action or separation from employment.
- Employees are strongly encouraged to manage leave balances and communicate proactively with supervisors regarding extended absences.

Bereavement/Funeral Leave

FAMILY - Days off (bereavement/funeral) shall be limited to three (3) days which shall include: father, mother, brother, sister, wife, husband, children, grandparents, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandchildren or other relative whose regular residence is in the home of the employee. Any additional time used, which falls into the above definition of family, will be deducted from sick days. All funeral leave must be used in .25 increments.

NON-FAMILY – Limit of one day per bereavement/funeral leave, totaling two (2) days per year, may be taken at the staff members discretion outside the definition of family above. All funeral leave must be used in .25 increments.

Paid bereavement is equivalent to the individual's workday and this leave is non-transferrable and non-accumulative.

Paid Holidays

12 month classified staff, minimum of 40 hours-per-week, shall have the following paid holidays, (providing such holidays are designated as holidays on the school calendar when students are not in attendance). Additional time off may be approved by the Board of Education.

Independence Day	1 Paid Day
Labor Day	1 Paid Day
Thanksgiving	2 Paid Days
Christmas	2 Paid Days
New Year's Day	1 Paid Day
Good Friday	1 Paid Day
Memorial Day	1 Paid Day

The number of hours of holiday pay will be equal to their regularly scheduled hourly day.

Sick Leave Donations

Classified employees may donate up to two (2) days per work year of their own sick days to any other classified employee. A signed form must be completed to allow the district office to deduct these days from an employee's sick leave and give them to the staff member whom you designate. These may only be donated in times when the employee receiving them is out of all their accumulated leave days and the donation of the leave days must be approved in advance by the superintendent and the employee's immediate supervisor.

FMLA

Family and medical leave as required by federal law shall be granted for a period of up to 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 who are eligible for FMLA leave and are both employed by the district may be

limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for birth of the employee's child or to care for the child after birth, for placement of a child with the employee for adoption or foster care or to care for the child after placement, or to care for the employee's parent with a serious health condition.

Leave is available for the following:

- (1) the birth of a son or daughter of the employee and to care for the newborn child;
- (2) the placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
- (3) to allow the employee to care for the employee's spouse, son, daughter, or parent with a serious health condition;
- (4) a serious health condition of the employee that makes the employee unable to perform the functions of his or her job;
- (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.

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used concurrently with the annual family and medical leave. Human Resources will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA leave.

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 the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date, so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

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 is practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

- a. whether or not the employee is eligible for FMLA leave, and
the reasons that leave will or will not count as family and medical leave;
- b. any requirements for medical certification;
- c. employer's requirement of substituting paid leave;
- d. requirements for premium payments for health benefits and employee
responsibility for repayment if employer pays employee share;
- e. right to be restored to same or equivalent job; and
- f. any employer required fitness-for-duty certifications.

Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child. Family leave for reasons 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

Other District Benefit

Passes for School District Activities – All employees of USD 336 along with their spouse/guest and employee school-aged children shall be admitted free of charge to all home athletic activities at which an admission charge is required. (Admission must be paid, however, at musicals, tournaments, and state competitions).

VI. Workplace Conduct and Procedures

Attendance and Tardiness

USD 336 expects regular and consistent attendance of all employees except when they are on approved leave. Excessive absences or tardiness, unauthorized leave use, or unexcused absences may result in disciplinary action up to and including termination.

If you are going to be late for work, or need extra time for lunch, please clear this matter with your supervisor and/or the building administrator prior to the occurrence. Please report directly to your supervisor to explain when you arrive at work. If your supervisor is not available, please report to the building administrator and/or building head secretary.

Absences

If you know you will be absent in advance, please contact your supervisor and the building administrator or the building administrator's designated representative. If this is not possible, please telephone your supervisor and the building administrator or the building administrator's designated representative as early as possible on the morning of your absence. After that, call your supervisor and the building administrator or the building administrator's designated representative daily to request additional leave until you are able to report for work again.

Lunch Breaks

An assigned lunch break may be built into an employee's daily schedule. If so, the break may be a thirty (30) minute duty free meal break. Staff are to eat away from their workstation to ensure they get their break. The lunch break shall not be counted as time worked.

Inclement Weather

If the Superintendent calls for a 2-hour delay at the start of the school day, and the employee does not come in at all, then the employee will only be charged personal time for the time school is in session.

If the Superintendent calls off school for snow/ice/heat or other emergency, the classified employee will be paid for a full day equivalent to the individual's normal workday. If this day must be made up at a later time, then the employee will not be paid for the makeup day as they were already paid on the actual snow/ice/heat day.

All 12-month custodial/maintenance staff are expected to report to work for at least 1/2 of their normal workday for snow, ice and other emergency school closing days; 12-month office staff are expected to report to work for at least 1/2 of their normal workday for snow, ice, and other energy school closing days or work remotely from

home if approved by the superintendent. If after that period of time, the building has been maintained and secured and the grounds are safe (*snow removed and/or ice treated with salt and sand*), their duties will then be considered completed and they may leave for the day. If an employee chooses not to report for work, they must either take a whole day of personal or vacation time. Pay will be adjusted if one of the above requirements are not met. All **custodians** must coordinate their attendance with the Maintenance Director for these days. This is also subject to changes made by the Superintendent.

Mileage

Classified personnel, whose job description requires in-district travel from one community to another community, will be given a mileage allowance for the number of miles traveled between locations. Mileage will be paid only when district transportation is not available. The rate paid per mile is based on the current State of Kansas reimbursement rate. Mileage reimbursement forms need to be received at the Board of Education office by the 25th of the month to be paid at the next regular Board of Education meeting.

Personal Vehicle

With prior approval of the administration, classified employees may use their private vehicle to perform district business. ***A school vehicle should be requested first; personal vehicles should only be used if a school vehicle is not available.*** To receive mileage reimbursement, the employee shall file a reimbursement form (*located at the district office*) within 30 days showing dates, number of miles traveled and signature of the employee with the district office. Reimbursement shall be made following board approval.

Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.

Jury Duty

Leave with full pay shall be granted in the following cases: jury duty in city, county, state, or federal courts, for witness in a case if subpoenaed, or for the giving of a deposition as long as the case does not involve the employee's own case as a plaintiff or defendant. Per diem for jury duty and witness fees (*excluding court paid travel allowance*) will be paid to USD 336. All reimbursed expenses paid by the court will be retained by the employee.

District Procedures

USD 336 prides itself on a clean, orderly, safe, and healthy learning and working environment. To continue this tradition, your cooperation is needed. Please read and follow these rules of conduct. Appropriate disciplinary action will be taken up to and including termination for violating these rules of conduct.

Fighting; abuse or destruction of property; possession of drugs, alcohol, weapons at school, on school property, or at school sponsored events; falsification of school district records; sexual, racial, or any form of disability discrimination or harassment or bullying; failure to follow board policy; illegal, immoral, or indecent conduct or language; and removal of school district property from the premises without permission is not permitted.

Permission must be received from your supervisor before any notices are posted.

Respect each other's rights and privacy.

Use of alcohol, or illegal drugs is not permitted in the buildings, while operating any district equipment, or on the grounds of USD 336.

Use of tobacco products, in any form, is prohibited in any school building, owned, leased or rented by the district, at any school sponsored events, vehicles, or on the grounds of USD 336.

Limit personal phone calls and computer use to emergencies or important matters.

Appropriate dress and personal grooming are an individual responsibility and a matter of personal pride. The impression given to others through personal appearance is important to the employee and district. Employees are asked to be reasonable and use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair, and clean. Any method of dress that may attract undue attention or disrupt or interfere with the mission of the district is not permitted.

Safety Regulations

Please follow the basic rules of safety which are appropriate to large work areas for the health and protection of yourself, your fellow workers, the students, and visitors to the buildings. A few policies to follow are:

1. Engage in safe lifting, climbing, and carrying practices and ask for assistance in carrying anything heavy.
2. Report any injury – large or small – to your supervisor. Should you have an injury or feel ill while at work, immediately contact your supervisor.

3. Should you notice something that appears to be a safety hazard or suspicious conduct, please report it immediately to your supervisor.

Worker's Compensation

If an accidental injury arises out of and in the course of employment, the claim based upon such injury may be compensable. If an employee is injured on the job, the employee's direct supervisor must be contacted immediately. Failure to notify the supervisor within twenty (20) calendar days of the accident/injury may prohibit payment of workers' compensation benefits. The employee, any witnesses and their supervisor will be responsible for completing the appropriate forms immediately, which must be returned to District Office, USD 336, P.O. Box 352, Holton, Kansas, 66436. The employee must maintain copies of all doctor's orders and provide a copy to the business office.

Prior to returning to work, an employee who is receiving worker's compensation shall be required to provide the District Office with a written doctor's release. Should the employee be released by a doctor to return to work and fail to do so, all benefits under sick leave shall end, and those benefits under workers' compensation shall be restricted as provided by current statute.

Hazardous Waste

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

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

If an employee discovers waste material, which is or may be hazardous, they should notify their supervisor immediately.

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

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

Technology/Internet

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

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

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

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

No Right to Privacy

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

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

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited.

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

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives where the intent of the gift, either expressed or implied, is to influence the employee or cause the employee to represent the vendor, salesman or other such representative in a favorable light to the employee's immediate supervisor, Superintendent of Schools or the Board of Education. Premiums resulting from sales projects sponsored by the district shall become property of the district. All other premiums, price reductions, prizes, and additional merchandise awarded based on district business shall become the property of the district.

Distribution of Materials/Solicitations

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

All persons seeking to sell, solicit, or display an item relating directly to expenditures of school district funds to any school employee on school premises must first secure permission from the building principal or superintendent. All other solicitations of or by school district employees are prohibited.

Reimbursement of Expenses

All reimbursement of expenses must be done on a requisition and must be approved by your supervisor. Requisitions are available from your building secretary. Fill out the requisition form, keep a copy, and submit the requisition to your supervisor. Any employee making unauthorized purchases will not be reimbursed for the purchases.

Handling a Problem or Filing a Complaint

Employees are encouraged to talk things over when they have problems or complaints about job conditions or colleagues. Bring these matters to your supervisor's attention first.

1. Make a written statement of the issue or grievance.
2. Discuss the issue or grievance with your immediate supervisor.
3. If you do not agree with supervisor's decision or it does not solve the issue or grievance, please file a formal written complaint pursuant to Board Policy KN with the superintendent of schools.

Evaluations

The job performance of each employee is formally evaluated once a year. Your immediate supervisor will complete the evaluation form and discuss your strengths and areas of improvement. Both the supervisor and the classified employee will sign the evaluation form and the employee will receive a copy of the form. Evaluation documents will be filed in your personnel file in the district office.

Classified employee evaluations will be completed on or before:

SE Paraeducators – first Friday in March

Bus Drivers/Mechanic – second Friday in March
Secretaries/Receptionists – second Friday in March
RE Paraeducators/X-walk – third Friday in March
Technology/Nurse – fourth Friday in March
Custodial/Maintenance/Grounds – fourth Friday in March
Food Service – fourth Friday in March

VII. Policies on Harassment and Investigations

Sexual Harassment

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, up to and including termination. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

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

Subtle pressure or request for sexual activity;

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

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

Unnecessary touching of an individual, e.g., patting, pinching, hugging, 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; or

Sexual assault or battery as defined by current law.

Any person who believes they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect their employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or

status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

Interrogation and Investigation of Students (Board Policy JCAB, JCABB)

No one may interrogate or investigate a student on school grounds without the permission of the principal. If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant. Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

Nepotism

The superintendent shall make every reasonable effort to determine whether candidates for employment in the district are related to a board member. If a candidate for employment is related to a board member, the superintendent will make this fact known to the board before any recommendation is made to fill a vacancy.

Outside Employment

Classified employees shall not be excused during their regularly assigned schedule to engage in outside employment, which, by nature or duration, will impair the effectiveness of their assigned duties.

Personal Property

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

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles, or other district equipment at the close of each workday and other appropriate times. ***No keys shall be duplicated without permission. Keys shall not be loaned to anyone.*** Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property. The employee is responsible for the cost of replacing any lost keys.

VIII. Discipline and Separation of Employment

EMPLOYEE DISCIPLINE POLICY

APPLICABILITY

All classified employees of USD 336, Holton.

PURPOSE

To standardize practices and procedures relating to administering progressive discipline in response to an employee's failure to meet the standards, objectives or rules of USD 336, Holton.

DEFINITIONS

Offenses warranting disciplinary action include but are not limited to the following:

1. Infractions calling for penalties aimed at correction, but which can lead to more severe progressive discipline if not corrected.
 - Tardiness
 - Unauthorized absence or early departure
 - Careless workmanship
 - Horseplay
 - Swearing/vulgar comments
 - Not working well or cooperating with others
 - Not completing work in a timely manner
 - Failure to be polite and pleasant while working with others
2. Infractions calling for more serious penalties, including discharge. The infractions include, but are not limited to:
 - Insubordination or refusal to obey a legitimate order or instruction.
 - Safety violations
 - Intentionally damaging district property
 - Stealing district property
 - Consuming alcohol, non-prescription drugs or illegal substances on the job, or arriving at work under the influence of alcohol, non-prescription drugs or illegal substances
 - Possession of weapons on the job when such possession is not an express job requirement
 - Illegal conduct on the job
 - Failure to follow board policies and building rules

GENERAL

Written documentation explaining the issues surrounding disciplinary action are to be signed by the employee and the individual providing the warning. *The signature does not indicate employee agreement but rather acknowledgement the meeting occurred; the signature of acknowledge is mandatory.* The documentation is to be dated.

ORAL WARNING

- a. Talk to the employee in private. Describe the situation and review any previous discussions. Discuss any policies that may be related to the issue.
- b. This type of discipline should be applied for infractions of a relatively minor degree. Supervisors should at all times inform the employee that he or she is administering an oral warning and that the employee is being given an opportunity to correct the condition. If the condition is not corrected, the person will be subject to more severe disciplinary measures up to and including termination.
- c. A notation that an oral warning was given should be made for the supervisor's records and notice sent to the Superintendent and/or Special Education Directors.

WRITTEN WARNING

- a. This notice will be issued by the supervising teacher and building principal in the event the employee continues to disregard an oral warning, or if the infraction is severe enough to warrant a written record.
- b. The supervising teacher and building principal will set forth the nature of the infraction in detail and will sign the notice. They will discuss the warning notice with the Superintendent and/or Special Education Directors, then with the employee, to be certain that the employee understands the reasons for the disciplinary action.
- c. The warning notice will state the next step in this disciplinary procedure, i.e., referral to the Superintendent and/or Special Education Directors for suspension, should there be a continuance or repetition of the infraction. All recommendations for suspension and/or discharge must be made to the Superintendent and/or Special Education Directors.
- d. An original of the warning notice is to be provided to the employee. Many times, this is given afterwards as there may not be sufficient time to get it in writing if the employee is being suspended pending an investigation. A copy is to be placed in the employee's personnel file.

SUSPENSION

- a. This form of discipline may be administered, but is not required, as a result of a more serious infraction of rules, standards, or for excessive violations after the employee has received a written warning and has made insufficient effort to improve performance. This is the most severe form of discipline, short of a termination. It should be imposed only after a thorough evaluation by the supervisor, and approval by the Superintendent and/or Special Education Directors after a determination that the employee is willing to and has the ability to make improvements. *Should it be determined that the infraction is severe enough or circumstances warrant, suspension is not necessary for termination to be imposed.*
- b. The Superintendent and/or Special Education Directors shall state the reason(s) for the disciplinary suspension, and the duration of the suspension in a disciplinary letter of suspension to the employee. Again, the next step, i.e., discharge, should be noted in the letter. A copy of the letter of suspension is to be placed in the employee's personnel file with original given to the employee.
- c. If the infraction is so severe as to necessitate immediate removal of the employee from the workplace, the Superintendent and/or Special Education Directors should commence action by placing the employee on unpaid leave until circumstances are reviewed as specified above. If the employee is under a work agreement for a specific time, the school year, then to do unpaid leave would require a meeting with the superintendent/board to provide the reasons to the employee and give them a chance to respond.

DISCHARGE

It is understood this employment is an employment at will position which can be terminated by either party and that no oral statements nor statements in the employee handbook are intended to create a right to continuing employment. Other terms of employment are specified in the employee handbook.

Resignations

Should an employee provide the district an advance resignation, an exit survey can be scheduled with the employee and a check out will occur with the building secretary to make sure all required documents are completed and district property returned before leaving our employment.

Acknowledgement of Receipt of Handbook

I, _____ do hereby acknowledge receipt of the classified staff handbook for 2021-2022. I have read, and I understand the contents. Further, I understand:

This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.

Anytime the superintendent is mentioned in this manual, his/her designee is implied.

As a condition of employment, employees agree to follow rules and regulations which the board has adopted.

This handbook may be changed or modified, and items added or deleted, at any time as recommended by the superintendent and approved by the board.

Classified employees are employees-at-will and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract and employment may be terminated as provided in the written contract.

Date: _____ Signature of Employee: _____