2026-2027

USD 363
Classified Staff Handbook

Approved:
04/13/2026

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Acknowledgment of Receipt of Handbook

I, _____ do hereby acknowledge receipt of the classified staff handbook for 2026-2027. I have read it, 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 expressed 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 that have been adopted by the board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**
- **Classified employees are employees-at-will, and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract, and employment may be terminated as provided in the written contract.**

The Handbook sign off will be utilized with a Google Form.

Introduction

This handbook will introduce you to USD 363 and will acquaint you with policies, rules, and benefits which apply to classified employees of the district. It is designed to prevent misunderstanding by the classified personnel about their duties and privileges. It is your responsibility to read and be familiar with the contents of this handbook. This information applies to all classified personnel and is presented as a matter of information only. Its contents should not be interpreted as a contract between USD 363 and any of its employees. This handbook does not constitute any sort of contract of employment, either expressed or implied.

USD 363 expressly reserves the right to change any or all of this handbook without prior notice at any time. Personnel will be notified of these changes by appropriate means. Amendments will be effective on dates determined by the board of education. Any change(s) to this handbook will require board adoption and approval.

If you are uncertain about any policy or procedure, please contact your supervisor or someone in the administration office.

Equal Employment Opportunity

(GAAA)

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints," p. 25.

The board shall hire employees on the basis of ability and the district's needs. See "Recruitment," p. 23.

Mission Statement

The mission of Holcomb Unified School District #363 is to provide an opportunity for all students to acquire skills needed to become productive and successful citizens.

Staff

Lucas Sullivan, Superintendent
Julie Nemechek, Technology Director
Garret Kathman, Director of Facilities
Garret Kathman, Director of Grounds
Sam Mesa, Director of Transportation
Monica Pena, Food Service Director
Kashae Crawford, Software Support Specialist - Food Service Clerk
Mike Davis, Treasurer/Business Manager
Robin Witzke, Board of Education Clerk

Definitions

Full-time Employees: work an average of thirty hours per week or more.

Part-Time Employees: Work an average of less than thirty hours per week.

Bus drivers with benefits: Are designated by the superintendent.

Temporary/Seasonal Employees: Work for a short period of time.

Benefits and Compensation

Insurance

The board shall provide certain employment benefits for full time classified employees and bus operators with benefits:

Health Insurance
The board shall pay a monthly fringe benefit amount, to be determined annually by the board of education, for each fulltime employee and bus operator with benefits as partial payment towards a group health plan. The fringe allocation must be applied to the enrollment premium in the district sponsored health insurance program. The benefit is lost if the employee chooses not to participate in the district sponsored health insurance plan.

The district will provide those full time employees who choose not to enroll in the district sponsored health insurance plan a monthly amount approved annually by the Board of Education to be used to purchase an annuity and/or other insurance product. This benefit must be chosen when employed and annually in August during the employee benefit/payroll enrollment. Contact the central office to determine the amount.

Leaves and Absences
GCRG

Leaves of absence may be granted to classified employees.

Part time employees have no paid leave.
Temporary employees have no paid leave.

Procedure for Requesting Leave

All employees requesting paid or unpaid leave are required to complete the request in the online leave and attendance system and have approval from their supervisor before they are allowed to take any kind of leave. If leave is unexpected (such as waking up sick) the employee is required to contact their supervisor to inform them of the unexpected incident. Once the employee returns to work they are required to request the leave in the online leave and attendance system and have their supervisor approve the leave.

All employees must provide notice to their supervisor to take time off from their position.
If this is not provided, the absence is considered a no call no show event.

- 3 Days of consecutive no call no show is considered job abandonment.
- 5 Days of no call no show in a semester is considered job abandonment.

- 7 Days of no call no show in a fiscal year is considered job abandonment.

An employee on paid leave during the year shall be compensated at his/her regular rate of pay while absent from work, if the following conditions are met

- The employee has requested the leave in the online leave and attendance system.
- The requested leave has been approved by their supervisor and or Superintendent.
- The employee meets the requirements for the leave
- The employee has the type of leave requested available to use.

Bereavement Leave

Employees are permitted to attend funerals for a relative or close friend. Employees may use up to two paid days from sick leave if available for a funeral, not to exceed six days for the year.

Other absences to attend funerals must be approved by the superintendent through the supervisor; however, absence for the day will be without pay or as arranged by the superintendent.

Personal Business or Emergency Leaves

Fulltime employees employed after January 1 of the current school year will receive 1 personal day. Bus drivers with benefits will receive 1 personal day. All other full time employees will receive 3 personal days. A new employee or a current part-time employee who is later employed full-time will not receive any personal leave days until they have worked 90 full-time days with the district. Personal leave days must be used by the last regularly scheduled work day or June 30th, whichever comes, first.

Sick Leave

Fulltime employees and bus drivers with benefits will accrue one sick day per month worked. (i.e., custodians receive 12 days per year, Para's and bus drivers with benefits receive 9 days per year.) Sick leave may be used for illness of the employee or person living in the employee's household. Sick leave may also be used for illness of the employee's immediate family. Immediate family includes spouse, father, mother, brother, sister, children, grandmother, grandfather, or grandchild.
Documentation may be required for extended sick leave and or excessive use of sick leave.

An employee may accumulate up to 100 days of sick leave.
Unused sick leave will be reimbursed at the rate of fifteen dollars

($15) per day after fifteen (15) years of service in the Holcomb School system. Additionally this rate will be increased one dollar ($1) per day for each additional year's service in the system. After twenty-five (25) years in the district, the rate for all years will be increased from $l.00 per day to $1.50 per day. As an example: $16.00 per day of unused sick leave after sixteen years. $37.50 per day of unused sick leave after twenty-five years. This amount will be paid upon resignation, retirement, or paid to the estate upon death. No payment will be made if employee is terminated.

Volunteer Sick Leave Donation Plan

Staff members will be allowed to voluntarily donate accumulated sick leave days to other classified staff based on the following guidelines:

To be eligible as a recipient or donor of the Volunteer Sick Leave Donation Plan:

1. The employee requesting the donation of volunteer sick leave days must have completed one year of employment with USD 363 and used all their available sick, vacation and personal leave days.
2. An employee may request volunteer sick leave days only in the event of a catastrophic or extended personal illness or injury; injury or death of an immediate family member (father, mother, husband, wife, grandfather, grandmother, children and grandchildren, brother, sister) requiring an extended absence from work that is not covered by the employee's accumulated sick leave. It is not the intent of the plan to be an extension of leave days, nor is it intended for ordinary illness including maternity leave (unless there are unforeseen complications.)
3. It must be determined if the medical leave absence would result in the loss of pay for a minimum of three days which will be credited through the volunteer sick leave donations. All correspondence will be from the superintendent's office. The employee will not solicit days from staff members.
4. The request must be made on the appropriate form and sent to the Clerk.
5. The employee is required to provide the specific reason for requesting leave from donors.
6. The Volunteer Sick Leave Donation Plan is not available for an employee receiving pay or eligible to receive pay from Worker's Compensation or KPERS

disability.

7. The decisions regarding the use of the Volunteer Sick Leave Donation Plan and the interpretation of these decisions shall not be the basis for any grievance.
8. A physician's documentation justifying the medical condition or other documentation relating to an immediate family member's injury or death is required, and this statement will be attached to the Donation for Sick Leave Days Request form.
9. An employee who has between twenty and forty-nine accumulated sick leave days may donate one day annually. An employee with fifty or more accumulated sick leave days may donate a maximum of three days per year.
10. Donated days will be posted and utilized by the date and time received. Any donated day(s) not utilized will be credited back to the donor's accumulated sick leave, and the donor will be notified through an email or inter-office mail of such transaction.

The superintendent will review the request. If approved, the clerk will notify district employees of the employee's request for donated days and the donated days received will be made available to the employee requesting the donated days.

Inclement Weather Leave

Sixteen hours of inclement weather leave-will be allowed per year for full time employees when the weather is such that school has been cancelled and the conditions are too hazardous for travel. In the case of an hourly delay the employee may use leave by the hour. For those fulltime employees who report to work on a inclement weather related day, the personal day may be taken in June.

Professional Leave

The district supports attendance in workshops/seminars to assist personnel in pursuing job related education training. Personnel must submit a written request to the supervisor containing information on the workshop/seminar.
If approved, the district will provide workshop/seminar fee, transportation, motel expense, and $15.00 per meal. For reimbursement see "Reimbursement/Travel Expenses" pg. 13

Family and Medical Leave

(GARI) Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30.

Leave is available because of:

1. The birth of a son or daughter of the employee and to care for the son or daughter;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.
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.

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

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

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave in either of the options described below:

1. The board shall continue to pay the employer's share

until the end of the twelve week family and medical leave.

2. If the employee cannot return to work following the family medical leave and the employee has applied for KPERS disability, the benefit will continue in the same manner until the one-hundred and eighty day waiting period has expired.

The board will continue to pay for the health insurance as detailed above according to whichever provision provides the longest benefit. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the first day of the month in which the premium is due or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

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

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

1. The beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family medical leave;
2. Any requirements for medical certification;
3. Employer requirement that paid leave be used first;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and
6. Notice being required from medical personnel indicating the release of the employee to resume duties (such statements shall be provided at the employee's expense).

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

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

If the leave is for a reason other than the employee's serious

health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if;

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

Military Leave

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

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.
- Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service. The law

enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's timeframe for returning to work is based upon the time spent on military duty.

Time Spent On Military Duty	Return to Work or Application for Reemployment
Less than 31 days:	Must return at the beginning of the next regularly scheduled work period on the first full day after release from services, taking into account safe travel home plus and eight (8) hour rest period.
More than 30 but less than 181 days:	Must submit an application for reemployment within 14 days of release from services.

More than 180 days:	Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

the application for reemployment is timely;
the five-year service limitation has not been exceeded;
and, separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state.

Holidays
GCRH

The following paid holidays will be observed:

- Independence Day 1 day
- Labor Day 1 day
- Thanksgiving 2 days
- Christmas 2 days
- New Year's Day 1 day
- Easter Monday 1 day
- Memorial Day 1 day

Total 9 days

When a holiday falls on a weekend, the Friday preceding or the Monday following the holiday will be observed.

Full-time employees will receive the benefit pay for those holidays which fall within their work period.

Part-time employees, drivers with benefits, and temporary employees are not eligible for holiday pay.

Vacations
GCRH

Full-time, twelve-month employees will accrue vacation time at a rate of 10 days per fiscal year. After five years with the district; an additional day will be added for the next five years until fifteen days have been earned.
Employees will be compensated for vacation time at the period it is taken. All vacation hours will be fully accrued by the end of June and must be taken by the end of the following June or it will be lost.

Approval for use of vacation must be arranged in advance with the immediate supervisor or principal.
Application for use of vacation time must be made on the online leave and attendance system. Vacations must be approved by both the immediate supervisor and the superintendent for approval if pay is to be expected. Vacation time must have prior approval, and non-authorized use of vacation time is grounds for termination.

Part-time employees, drivers with benefits and temporary employees are not eligible for vacation pay.

Employees leaving the district shall be paid for accrued vacation time at the employee's regular daily rate of pay.

Participation in Community Activities
GAH

Prior permission must be obtained from the superintendent for participation in any non-school community activity which takes place during duty hours.

Political Activities
GAHB

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration for the public office.

GCRK

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issues.

Activity Passes

The board may provide each classified employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and spouse.

Compensation

Classifications:
Employees are classified at different levels in each department with a starting rate and caps placed on the per hour rate per department. Verification of work experience and documented educational training may be considered to determine placement on the classified salary schedule. Bus operators will be paid an hourly route according to the respective salary schedule. The Board of Education reserves the right to retain an employee on the same salary based on an unsatisfactory evaluation by the immediate supervisor.

Pay Day

All time will be computed up to the last Friday of each month; remaining weekend hours will be computed with the hours from the last week of work. Payroll checks will be issued on the 15th of each month. If the15th falls on a weekend payroll checks will be issued on the Friday before the 15th.

Full-time, nine month employees may choose to prorate their annual hours to a 12-month payment method. Any or all such members that choose this option shall be paid their contractual compensation each school year in not less than 12 substantially equal installments.

New Classified employees will be offered the option of receiving an advance of their first paycheck once the employee has worked for us for ten days. This will lower the first paycheck by the equal amount of the advance. This is only to take place during the first year of employment with the district.

Loyalty Oath

As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

Reimbursement/Travel Expenses
GAN

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

The mode of travel will depend on the availability of transportation, distance and number of people traveling together.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available.

For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a

mileage rate established by the board.

Request for reimbursement is to be submitted within 30 days of purchase on a Requisition form See Requisitions pg. 39

GCA

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from Holcomb MINUS:

1. Eight hours for sleep when overnight:
2. Reasonable time for meals (normally one hour per meal)
3. Time used exclusively for pleasure or personal business.

Salary Reduction Plan
GAL, GAOF

Classified employees may participate in a district salary reduction plan. Plan options include:

- Health Insurance or comparable company
- Dental
- American Fidelity products
- United Way
- Holcomb Wellness Center
- Holcomb Association of Teachers
- Western Kansas Foundation
- Garden City Teachers Federal Credit Union
- Garden City Recreation

The board may change, add or delete benefit options included in the plan.

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

Annuity Plan

Fulltime classified personnel may be eligible to participate in a 403B/457 “tax-sheltered” or Roth annuity plan.

Upon employment, newly hired personnel will be given the opportunity to select an annuity from a board-approved list of companies.

The district will complete a dollar for dollar match up to $25.00 a month per a fulltime employee's contribution. An employee will be fully vested starting their sixth year of continued full time service in the district. Any full time employee employed by the district consecutively for six or more years is vested in the district 403B plan upon inception of the program, September,1 2023.
Current employees may make changes and/or additions in annuity plans within the following guidelines:

- Each August board-approved companies will be at the Central office during the annual employee Benefit/Payroll sign up. To help employees with any changes, or to start a new plan. These changes will become effective the next pay period.

- Participants may start, stop or change the amount of their contributions to the plan by turning in the proper paperwork to the payroll office at least 10 days before pay day.

- Classified personnel are responsible for informing their annuity companies and the payroll office of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change.

Kansas Public Employees Retirement System

Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the Central Office Staff.

Retirement

Employees enrolled in the district sponsored group health or dental insurance program will be allowed to continue in that program until they turn 65. The employee is responsible for paying the full premium cost and shall be paid to the clerk of the board on or before the first day of the month in which the premium is due or at another time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

Classified employees eligible for retirement who notifies the board by November 1st of their intention to retire at the end of

the school year will receive a seven-hundred fifty dollar compensation for early notification. Classified employees eligible for retirement who notify the board by December 31st of their intention to retire at the end of the school year will receive a five hundred dollar compensation for early notification.

Workers Compensation
EBAA, GAOE

Notice of Accidents

Employees must notify the supervisor/employer immediately of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See "Accidents," p. 30.

Coverage

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. Injuries that occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties, are not covered under workers compensation.

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

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

Coordination With Leave Benefits

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee will use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

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

equal to the percentage of salary paid by the district.

Unemployment Compensation

For answers to questions regarding unemployment insurance policies, benefits and claims see your personnel representative or contact the nearest Department of Human Resources, District Job Insurance Office.

Schedules

Work Schedule
GCA

Specific hours have been established for each department to provide the most efficient service possible. The regular workday is generally defined as an eight hour day with starting and ending time determined by the superintendent. Some part-time employees may work less than an eight hour day. Custodians who work the night shift, food services cooks, and part-time employees will not be subject to the lunch break deduction. Attendance is essential to all positions.

The normal workweek for classified personnel shall consist of 40 hours per week for full-time employment. See "Overtime," p.17

Workweek
For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00a.m Monday until 11:59 p.m. Sunday.

Overtime
GCA

There shall be no overtime worked unless approved in advance by the superintendent and /or designee, and all overtime will be held to a minimum. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time card.

There will be no overtime set for different job assignments. Staggered shifts will be employed as a method of minimizing overtime. In the event of absentees, fellow workers will work together to complete only the basic task within the regular work schedule. The district expects employees to complete their job assignments within the normal daily designated time frame. In the event of an emergency situation or special event, any overtime hours may be approved by the superintendent and or designee.

Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

Compensatory Time

Arrangements for compensation time can be found in Appendix A. Talk to your supervisor about the details. Prior authorization is required to use compensatory time.

Time Cards

Electronic time cards are required for all hourly employees using the online system. All hourly employees shall clock in under the position they are working in when the begin working. If the employee stops working in one position and begins working in a different position they are to clock out of the one position and clock in under the new position. Employees must clock in and out for lunch (unless approved by their supervisor) and when leaving the district for non-district reasons. Once the workday is complete the employee shall clock out. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to use the online system may also be considered a violation. Such violations may result in disciplinary action including termination. If an employee misses a punch or needs their hours corrected they are to contact their immediate supervisor for assistance in getting their hours recorded accurately.

Electronic time cards shall be reviewed and approved by the employee and supervisor no later than Tuesday following the last day of the pay period. After that date all hours are assumed correct and the employee will be paid for hours worked based on the hours in the system.

The timecard is a legal record of hours an employee has worked, and the paycheck is based on that recorded time. Therefore, it is imperative that the timecard is correct and recorded in a timely manner.

Breaks

All classified personnel may be given a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours.

Breaks for meal times, if allowed, shall be scheduled by the supervisor. Employees are required to clock out at the beginning of a meal break and then clock back in when returning to work.

Facility Use

Employees wanting to use the district facilities for personal use are required to submit and get approval by completing a Facilities Use form.

Conduct

Prohibited Substances
GAOA,GOAB, LLD

Drug Free Schools and Communities Act/
Drug Free Workplace

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

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

Employees shall not unlawfully manufacture, distribute, dispense, sell, possess or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. See "Criminal Convictions," p. 23.

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

GAOC

Tobacco Use

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. {Any use of tobacco products or nicotine delivery devices on district property shall be only in areas designated for such purpose.}

Relations with Students
GAF

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

Staff members shall not submit students to sexual harassment or racial harassment.

Sexual Harassment
GAAC

Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certified and classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

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

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the, Superintendent, or the principal.

See "Complaints," p. 24.

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

Racial Harassment
GAACA

Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, program or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.

No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No district employee should discourage an employer or student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy. Any violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Racial Harassment can be physical or verbal or written or graphic. Any employee that has been harassed or has witnessed it should report it to the principal. No employee should discourage a fellow employee or student from reporting such claims. Retaliation against an employee or student reporting such claims will not be tolerated.

Bullying By Staff
GAAE

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

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

Confidentiality

Student Information
Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule that violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Personnel Information
Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule that violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See "Personnel Records," p. 29.

Employee Protection
GAO

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance that threatens physical injury to others. Each

employee is responsible for maintaining proper control in the school.

Gifts
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.

Solicitations
KDC, GAG

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

Solicitations By Employees
No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items that 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.

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

Dress Code
GAM

Appropriate dress and personal appearance are essential for all district employees. USD 363's reputation of excellence is enhanced by the employee's professionalism, both in dress and manner. An employee's personal appearance contributes to the image of not only USD 363- but also that of the employee. The board advocates employees dress in a manner that is consistent with the image of professional competence, integrity and stability. Clothing too revealing such as low necklines, miniskirts, tank tops and clothing that is sheer/ transparent will not be considered appropriate attire. Shorts will be allowed during the summer months with the minimal length to be slightly above the knee.

Failure to comply with a favorable dress code may result in an individual being asked to return home to select more appropriate

attire.

Conflict of Interest
GAG

District employees are prohibited from engaging in any activity that 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.

No employee will attempt during the school or on school property to sell or endeavor to influence against or school employee to buy.

See "Solicitations By Employees," p. 22.

Outside Employment
GCRF

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

Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

Suspension
GCK

The superintendent shall have the authority to suspend classified employees with pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board.

Termination

The board may terminate a classified employee at any time, with or without cause.

District Procedures

Board Policy
GAA

Employees shall follow and be familiar with all policies and regulations established by the board of education. Handbooks are adopted by the board and are part of the policy and rules.

Recruitment
GACC

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.

As classified positions become available throughout the school term, the district will provide notice of these vacancies. The vacancy will be disseminated electronically from the district office.

Nepotism
GACCA

Except in an emergency, the board will not employ anyone who is the father mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member.

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Offers of Employment

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

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

Orientation

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

Organizational Chart

Located in appendix B.

Job Descriptions
GACB

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

Employment Status

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

See "Termination," p. 23.

Assignment and Transfer
GACE

The board reserves the right to assign, reassign or transfer classified personnel.

Complaints/Grievances
GAE

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that

affects the employee.

The complaint shall be in writing filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Discrimination Complaints
GAEA, KN

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Superintendent, P.O. Box 8, Holcomb, Kansas, (620) 277-2629 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of Discrimination GAAB

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints of discrimination against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

Chain of Command
Solving Problems

Employees are to follow the proper "chain of command" by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies applies, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution.

Drug and Alcohol Testing
GAOD

All district employees performing job functions, which require the employee to maintain a commercial driver's license, shall be tested for alcohol and drugs as required by current federal law. Board-approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

Evaluations
GCI

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

Supervision
GCH

The superintendent and other administrators designated by the superintendent have the right to supervise all classified employees not directly under the supervision of the building principal. A building principal has the immediate responsibility to supervise all classified staff assigned to the building.

Lounge

Rules regarding the lounge are available from the building principal or supervisor.

Staff Development
GAD

All plans for staff development involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent.

The district encourages attendance in workshops/seminars to assist personnel in pursuing job-related education training. Personnel must submit a written request to the supervisor containing information on the workshop/seminar. A copy of the request will be returned to the employee stating approval or denial of the request.
If approved, the district will provide workshop/seminar fee, transportation, motel expense, and $10.00 per meal. For reimbursement, receipts must be submitted to the central office along with district provided expense form. Personnel will be compensated regular or overtime pay as appropriate for time away from USD 363 minus:

1. Eight (8) hours for sleep when overnight;
2. Reasonable time for meals (normally one (1) hour); and
3. Time used exclusively for pleasure or personal business.

Jury Duty

An employee called to jury duty or subpoenaed as a witness by a court of law or administrative body shall be paid regular school wages if the employee endorses all jury duty pay or remuneration received, except reimbursement for mileage and subsistence, over to the district.

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 logged and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Cell Phones

Employees shall not use a personal electronic communications device while on work duty unless there is an emergency.

Distribution of Materials
KI

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

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

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.

Use of Personal Vehicle

With prior approval of the administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and signature of the employee with the district office. Reimbursement shall be made following board approval.

Private cars may not be used for transportation of students for school purposes.

Weapons

Employees are prohibited from carrying weapons on school property or at school-sponsored events, unless approved in advance and in writing by the superintendent.

Maintaining Proper Control
GAO

Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others.

Interrogation and Investigation of Students
JCAC

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

Searches of Students and Property
JCAB, JCABB

If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. 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.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS)intervention, social security number in-formation, and professional misconduct back-ground checks.

Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee's immediate supervisor shall be informed, immediately, of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge.

Resignation

Classified employees may resign from their jobs in accordance with the employment letter and board policies. Resignations must be provided in writing.

Exit Interviews

An exit interview may be conducted prior to an employee leaving the district.

Records

Personnel Records
CN, GAK

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator.

See "Confidentiality," p. 21.

Request for References
Unless otherwise allowed by law, a request by a third party for release of any person record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance current law.

Required Records
GACD

Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:

- Employment application;
- Authorization and Disclosure for Background check;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- K-4 withholding certificate;

- Social security number;
- Loyalty oath or affirmation;
- Acceptable Use Policy Agreement signed;
- Health form (if working directly with students). See "Health Examinations," p. 32;
- Driver's license and driving record (if required for position). See "Driving Records," below;
- INS form (proof of identity);
- Signed copy of Job Description;

Address Changes

All address changes must be made with the payroll office before the end of the pay period in which the changes took place.

Driving Records
EDAA

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

Reports

Accidents
JGFG

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

If the person requires medical treatment, the employee shall:

- Send for medical help;
- Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- Notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

On the Job Injuries
GAOE

If an employee is injured on the job, the supervisor should be contacted immediately, and the employee should meet with Mike Davis to complete a report with the Work Comp Insurance provider as soon as possible. An employee is only allowed to go straight to the Emergency room if the injury is of a nature requiring immediate attention.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See "Workers Compensation," p. 16.

Child Abuse
GAAD

Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department of Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

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

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

Vandalism
EBCA

Employees shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files records or other similar compartments.
See "Security," p. 35.

Violent Acts
EBC

Health

School Nurse

The School Nurse is in the district between 7:40 AM to 3:30 PM when students are in school. Services provided to Employees include

- First aid
- Blood Pressure checks & health assessment.
- Assess district environment for safety to prevent injury.
- Work closely with custodians relating to infection control/prevention issues.
- Provide training on blood - borne pathogens, infection control and safety related to health issues.

See "Medications, Administering," p. 34 and " Accidents p. 30".

HIPAA Policy
ECA

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information.

The district shall provide appropriate and timely professional development activities regarding HIPAA requirements.

All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information. The district shall provide notice to staff and students as required by law.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the Maintenance Director.

Blood borne Pathogens
GARA

The exposure control plan for blood borne pathogens is available for review from the School Nurse.

All staff shall receive the training and equipment necessary to implement the plan.

Communicable Diseases
GAR

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper report may be made as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.

The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.
No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.

Health Examinations

Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law. Bus drivers must complete the health physicals as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional, to the clerk, which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213) See "Required Records," p. 29.

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

Physicals for Bus Drivers

The district will allow up to $70 for the cost of a physical examination from a physician of the employee's choice. Bus drivers should take the appropriate health examination form for their service group with them to their physician. Any additional examination services above the minimum required (such as a chest x-ray instead of the skin test for tuberculosis screening,) will be at the expense of the individual employee.

First Aid
JGFG

See "Accidents," p. 30.

Automated External Defibrillators
JGCBA

The board has authorized the use of Automated External Defibrillators in school buildings. Qualified persons are allowed to use the devices when appropriate. A "qualified person" means an employee who has:

- completed a course in cardiopulmonary resuscitation or a basic first aid course of training that included cardiopulmonary resuscitation training;
- has completed a course of training in the use of automated external defibrillators and:
- demonstrated proficiency in the use of an automated external defibrillator.

Employees who wish to be trained in use of an automated external defibrillator, or who may have questions about these devices are urged to contact their supervisor.

Medications, Administering
JGFGB

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy. Employees are not to diagnose or treat.

Hazardous Waste
EBBA

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

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

If an employee discovers waste material that is, or may be, hazardous, he/she should notify his/her 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, which lists the specific contents.

Unlabeled containers, whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers.

All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

Pest Control

The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the Maintenance Director.

Safety and Security

Building Opening and Closing Time

All School Buildings are open from 7:30 AM to 4:30 PM when school is in session.

Keys

The building principal/superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys must be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to

another building.

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.

Accidents, Reporting of
JGFG

See "Accidents," p.30.

Drills
EBBE

An emergency drills plan has been developed for each building. A copy of the form is available from the Principal for that Building.

Emergency Closings
EBBD

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station to broadcast a school closing announcement and have a message sent out through an automated messaging system.

The board of education holds that the safety and the protection of lives should be the paramount consideration when any doubt exists concerning the act of reporting to work.
Classified personnel who are employed ten (10) or twelve (12) months will be able to make up the work at a later date with prior supervisor approval. Classified personnel who can safely report to work will do so in order to assist in preparing the school for the following day.

Safety Practices

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

Security
EBC

Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- An act which constitutes the commission of a felony or a misdemeanor; or
- An act, which involves the possession, use or disposal of explosives, firearms or other weapons as, defined in current law.

It is recommended the building administrator also be notified.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times. See "Personal Property," p. 27.

Violent Acts (Reporting of)
EBC

See "Security," p. 35.
Depending on the nature of the violent act, a report to law enforcement may be needed.

Bullying by Students
JDDC
GAAB

Bullying is prohibited in USD363. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
Harming a student or staff member, whether physically or mentally;

- Damaging a student's or staff member's property:
- Placing a student or staff member in reasonable fear of harm; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property.

Bullying also includes cyber bullying. "Cyber bullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.

Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 363 will not tolerate these actions by students or staff.

Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student's act of bullying, and to all staff members who engage in similar behaviors.

No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.

Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.

A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in

accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.

Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors.

Reporting to Law Enforcement
JDDB

Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:

- in possession of a weapon,
- in possession of controlled substance or illegal drug; or
- to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal/superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur.

Crisis Plan

A Crisis plan has been developed for each building. A copy of the form is available from the Principal for that Building

Equipment and Supplies

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.

Computers
IIBG

Use of or access to district technology devices and software is limited to district employees and students. Use of district technology devices is for the performance of official and approved assignments only. Use of district technology devices 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 technology devices. Software licensed to the district shall not be used on technology devices not owned by the district. District software shall not be copied for personal use. See "Copying and Duplicating," p. 38.

Employees shall not use e-mail, the Internet, or any other electronic communications to harass staff, students, or other individuals.

No Right to Privacy

Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district technology devices. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

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

Ownership

Technology materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced technology materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information. See "Confidentiality," p. 21.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret. See "Copying and Duplicating," p. 38.

Copying and Duplicating
ECH

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

Specific regulations concerning fair use are posted near district

copy machines.

Inventory

Inventories will be conducted annually as directed by your supervisor.

Requisitions
DJEF

1. The Employee requesting the expenditure will log into Skyward to complete a purchase order.
    a. They will choose the purchasing group.
    b. They will choose the Vendor from the Vendor list.
        i. If the vendor is not listed they will have to contact the district office to get any new vendors set up in the system.
    c. In the Description box they write in the information needed to know what is being purchased.
    d. They will save and add detail
    e. For each item they will complete the description box including the item number if applicable
    f. Enter the quantity, Unit cost.
    g. If the actual amount is not known they will make a close estimate.
    h. Any freight charges are to be included.
    i. The account code number to expense will be chosen.
    j. Central office will place the order, unless approved to do otherwise.
    k. They will submit the purchase order when finished.

2. The administrator will verify that the form is complete.
    a. If they agree with the expenditure they will approve the requisition.
    b. If they disagree with the request they will not approve.
3. The superintendent will review the request.
    a. If the superintendent agrees with the request it will be approved.
    b. If the superintendent disagrees with the request if will not be approved.
    c. All purchases made with district money must be approved by the Superintendent before anything is ordered. Any purchase not approved cannot be paid by the district and the payment is the responsibility of the person who actually made the purchase.
4. District Administrative Assistant will receive the

approved purchase orders.

i. The central office will make the order electronically (fax, online, etc.) or by mailing the PO unless approved otherwise.
ii. When the order is received the District Administrative Assistant should be notified and any packing slips should be signed by recipient and sent to the Central Office.

Vehicle Request

The Employee requesting the vehicle will contact the building representative two weeks before the vehicle is needed.

An employee will only be paid extra for driving when they are transporting students. In order to be paid extra for transporting students they must complete the vehicle driver inspection form and on the vehicle occupants line indicate they are transporting students. They must also only write down the actual driving time to and from the event, sign the form and turn it into Sam Mesa. If the form is not turned in or any of this information is missing they will not be paid extra for driving students.

Appendices

USD 363 Holcomb, KS

Agreement to Receive Compensatory Time Off

Pursuant to the Fair Labor Standards Act (FLSA), the USD 363 Board of Education has a policy of granting compensatory time off to non-exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek.

I understand that I must obtain my supervisor's express **written** authorization to work overtime prior to working in excess of 40 hours in any workweek. I understand that I will earn compensatory time at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked. I further understand that I will be allowed to use compensatory time within a reasonable period after requesting such use. However, I also understand that pursuant to the board policy and applicable FLSA regulations, the board may require me to use the compensatory time within a certain time period, may prohibit the use of compensatory time on certain days, may require that compensatory time be cashed out after a particular time period or may otherwise limit the use of compensatory time.

I hereby knowingly agree and consent to the use of compensatory time in lieu of overtime pay for time worked in excess of 40 hours in any workweek, and I accept this as a condition of my employment with the USD 363 Board of Education.

_____ _____

Employee Signature Date

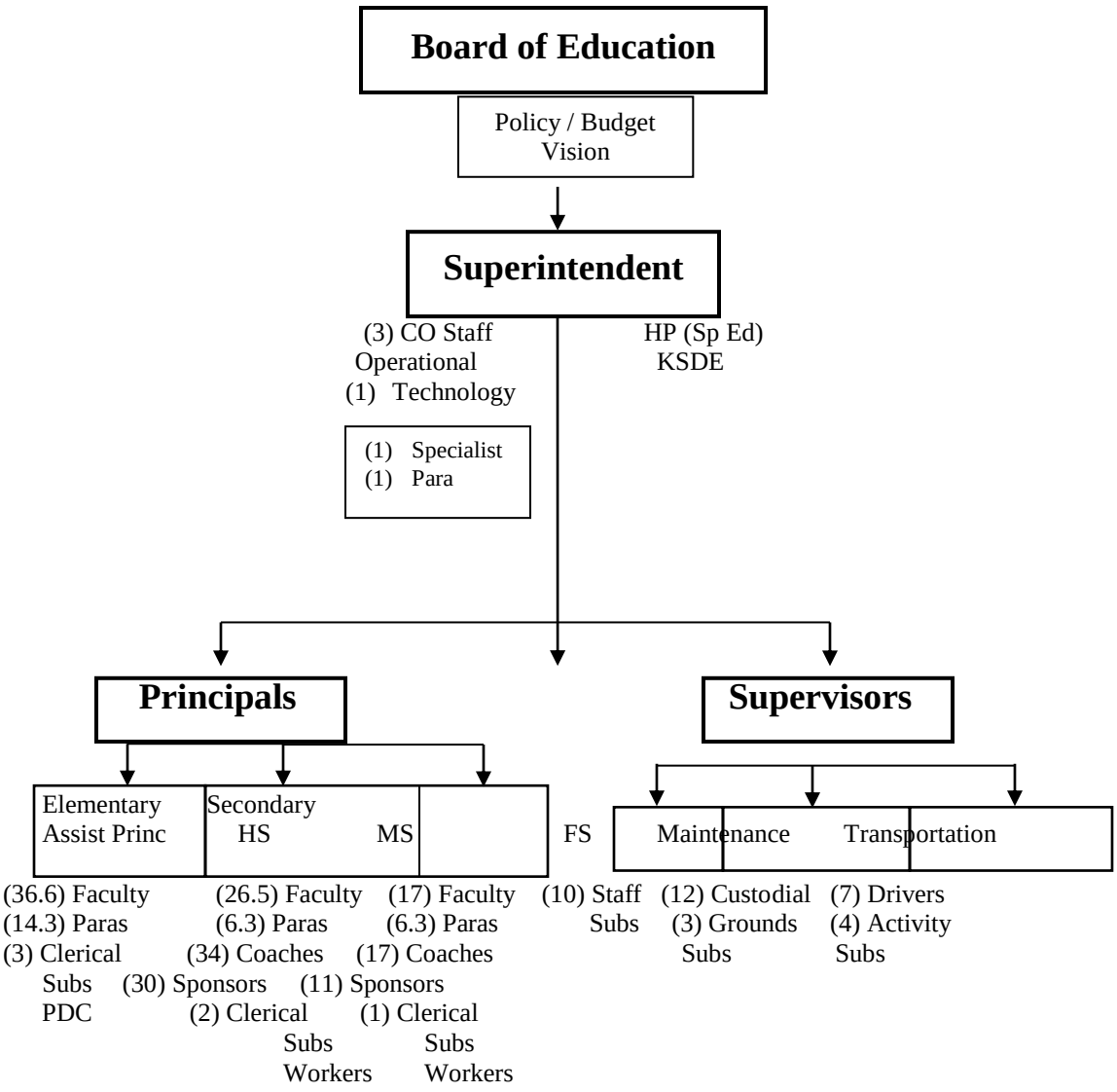
_____ _____

Supervisor* Signature Date

* (or designee)

Appendix B

USD 363 Organizational Chart



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