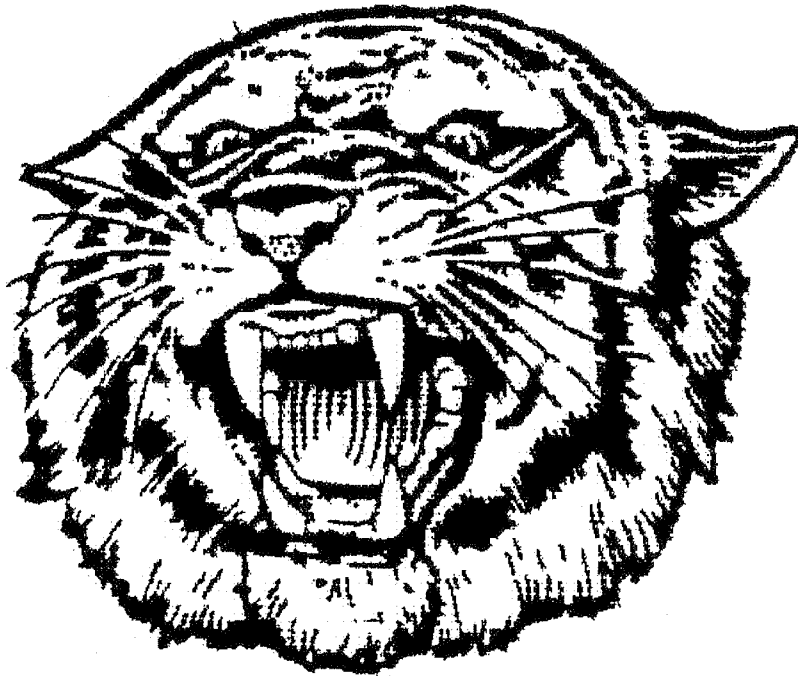


USD #263 Mulvane Support Staff Handbook



2007 - 2008

The mission of USD 263 Support Staff is to support the district mission & outcomes through positive communication, appropriate training, and productive service

SUPPORT STAFF HANDBOOK
U.S.D. #263

USD 263 Mulvane Support Staff Handbook

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Section I. Welcome to The Mulvane School District

Support Staff personnel are those employed in positions for which the Kansas State Board of Education does not require a certificate. This classification includes secretaries, clerks, aides, bus drivers, custodians, paraprofessionals, food service personnel, crosswalk guards, maintenance personnel, and Directors. Employees agree to follow the rules and regulations set forth by the Board of Education and are responsible for knowledge of these policies and employment expectations. This handbook is not part of the contractual agreement with employees and shall be returned to the district when an employee is no longer employed by the district.

BOE POLICY STATEMENT REGARDING SUPPORT STAFF AND GOVERNANCE PROCEDURES

All support staff personnel employed by U.S.D. #263 shall be employed under the terms and work agreements specified in the Support Staff Employee Handbook. This handbook will be regarded as policy, shall be binding as such and shall be reviewed annually by the Board of Education, Superintendent of Schools and representatives of the support staff of the district. Every attempt will be made to consider the needs of the support staff personnel while it is understood that terms shall not be negotiated.

This handbook includes only a brief description of the benefits offered by the district and an overview of its policies and procedures. It is designed to be a reference guide as well as to provide initial information to new personnel. Nothing in this handbook in any way creates an expressed or implied contract of employment. All work agreements issued to support staff employees are subject to the terms and provisions of the Kansas Cash Basis Law, K.S.A 10-1101 et seq., and the Kansas Budget Law, K.S.A. 79-2925 et. seq., and amendments thereof or supplements thereto, respectively.

SUPPORT STAFF MISSION STATEMENT

THE MISSION OF U.S.D. 263 SUPPORT STAFF
IS TO SUPPORT THE DISTRICT
MISSION AND OUTCOMES
THROUGH
POSITIVE COMMUNICATION,
APPROPRIATE TRAINING,
AND PRODUCTIVE SERVICE.

Section II. EMPLOYMENT

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, religion, gender, age, disability or national origin.

Supervisors will assure that positive steps are taken to comply with this policy. They are required to be aware of potential discrimination situations, quickly resolve any discrimination issues that arise, and refrain from retaliation or harassment against any employee involved in the filing, investigation, or resolution of a discrimination claim. All employees are required to cooperate fully with the investigation and resolution of all discrimination complaints. The District has a "Complaint Handling Procedure" designed to address and resolve complaints of discrimination, including retaliation and harassment, as quickly as possible.

Loyalty Oath

As required by K.S.A. 54-101-106 and K.S.A. 75-4308-4314, all employees shall sign a loyalty oath, and file the oath with the clerk of the board before beginning employment and to be eligible for a paycheck.

Assignment of Personnel

Support Staff shall be assigned to the various attendance centers, for the following year, at the time of their employment. This assignment shall be made cooperatively by the employee's supervisor/director, principal and Human Resources. These assignments shall be subject to change, if such change is deemed to be in the best interests of all concerned.

Employment Terms

The employment of all new hires must be approved by the Board of Education before the first day of work unless approved in an emergency situation by the Superintendent. Each support staff employee must have the following records/forms on file with the human resource department on or before the first day of employment:

1. Copy of Driver's License and Social Security Card
2. Loyalty Oath Form signed and notarized
3. Employee's Withholding Allowance Certificate Form W-4
4. Health Certificate
5. Section 125 Cafeteria Plan Enrollment Form (if eligible).
6. KPERS Enrollment Form and Designated Beneficiary Form (if eligible).
7. Application for employment
8. Confidentiality Agreement

Physical Examinations/Health Certificates

At the time of employment, new employees and substitute employees must submit to a physical examination as a condition of employment and be declared in good health and free from any contagious diseases by a qualified medical doctor. The Health Certificate, provided by the Human Resource Department Office, shall be completed and signed by a person licensed to practice medicine, to the clerk which states "that there is no evidence of a 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 reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the board may require a new certification of health" (KSA 72-5213). The TB test shall be renewed every three years.

Support Staff district employees and Support Staff substitute employees are allowed to go to their own doctor for the physical exam when required and the district will reimburse the employee up to \$75 (approved by BOE 6/28/04) when they provide a receipt (approved by BOE 6/29/98). All lunchroom employees shall be required to obtain a Food Handlers Card, as issued by the Sedgwick County Health Department and shall be kept on file in the office of Human Resources. The

district shall have the right to require that an employee submit to a medical examination at any time during employment should a question arise as to the ability of the employee to satisfactorily perform their assigned duties due to physical or mental incapacity. The expense of the medical examination shall be borne by the district.

All lunchroom aides shall be required to maintain CPR/choking certification.

Employment Classifications

A full-time employee is defined as an employee who works at least 32.5 hours per week.

A part-time employee is defined as an employee who works less than 32.5 hours per week.

A full-time bus driver is defined as an employee who drives an A.M. and P.M. route, but is not a full-time employee under the above definition.

12 month employees

1. Clerk of the Board / Superintendent Secretary
2. Treasurer of the Board
3. Deputy Clerk
4. Asst. Superintendent Secretary / Division Secretary
5. Building & Grounds Director
6. Transportation Director
7. Custodian (full time and part time)
8. Maintenance Personnel
9. Accounts Payable
10. Technology Director
11. Technology Assistant
12. Bus Mechanic
13. Director of Human Resources
14. Human Resource Secretary

11 month employees

1. Food Service Director
2. Building Secretary / Special Ed Secretary
3. MIS Data Clerk
4. Warehouse Assistants
5. District Software Support
6. District Computer Tech

10 month employees

1. Paraprofessional
2. Aide (Nurse, Title I, Library, At-Risk)
3. Cafeteria Aide
4. Cook
5. Bus Driver/Special Ed Bus Drivers
6. Crosswalk Guard
7. Technology Para

Special Categories

1. Parents as Teachers Educators

*Employees working in this special category are entitled to KPERS benefits if they work at least 630 hours per year. No other district-defined benefits apply to this position.

Training Period

Newly hired support staff shall be employed for a training period of 90 calendar days. During the training period, the employee demonstrates their ability to fill the position before being placed on regular status. Employment may be terminated at any time upon recommendation of the immediate supervisor. When the training period has ended, the immediate supervisor will conduct an evaluation to determine if the employee will be recommended for regular status. No reimbursements or district items (except reimbursement of health certificates) will be available until after the training period.

Definitions

A full-time employee is defined as an employee who works at least 32.5 hours per week. A part-time employee is defined as an employee who works less than 32.5 hours per week. Bus drivers are considered part-time employees under the above definition.

Rules and Regulations

Each employee shall be responsible for fulfilling their duties within the rules and regulations of the Board of Education, as well as contractual obligations and administrative directives. Employees shall not attempt to interpret policy or advice teachers and other employees in regard to administrative and curriculum areas of the school. Care should be taken that employees do not trespass in areas that are not their concern. It should be remembered that school matters are to be left at school.

Line of Authority

All support staff personnel shall be directly responsible to the immediate supervisor of the building to which they are assigned; Building Principal, Director, and ultimately, the Superintendent of Schools. They shall assume such duties as assigned by their supervisor and follow the directives of the Building Principal in situations where the children's welfare is at stake, in emergency situations, or in all matters pertaining to the safety of children.

Involuntary Transfers

Transfers of employees may be made by Department Directors in consultation with Human Resources whenever the best interest of the school or the department is served by the transfer.

Employee Requested Transfer

An employee requesting a transfer must submit the request in writing to the Director of Human Resources. This request must be signed by the employee and employee's immediate supervisor. After the transfer request has been received by Human Resources the employee may be interviewed for a posted vacancy. The transfer request only gives the employee the right to be considered for an interview. When more than one employee requests to be transferred to a vacant position, the vacancy will be filled by the best qualified applicant. An employee must meet the requirements for the position to which transfer is requested before consideration may be given to the request. The principal or immediate supervisor will determine the transferee or applicant best qualified to fill the vacancy.

Transfer Notification

Employees will provide a two week notice to their current supervisor when a transfer has been approved. Department Directors/Principals may modify the two week notification policy when a transfer serves the best interest of the District.

Vacancy Announcements

Vacancies for support personnel positions will be posted in all buildings and on the district's website.

Section III. ATTENDANCE AND TIME OFF

Work Schedule

Time schedules for support staff personnel will be assigned by the immediate supervisor in consultation with Human Resources. For 12 month employees a 6 week summer work schedule will be determined. Any alterations in 8 hour day/40 hour work week schedules shall be approved in advance by the Human Resource Department.

Attendance Standard

Regular attendance and punctuality are part of your job responsibility. You are expected to be present and on time for every scheduled workday. When unexpected illness or accident prevents you from doing this, notify your supervisor at least one hour before the start of your shift. If you are unable to successfully contact your supervisor, then contact their immediate supervisor. Failure to show up for a scheduled workday without prior approval may result in termination.

Definitions

“Lateness” is defined as reporting to work 15 minutes or more after normal starting time or leaving 15 minutes or more before regular closing time without prior authorization.

Absence is defined as failure to report to work on a regularly scheduled workday.

Scheduled or approved leave time or holidays are not considered and absence.

“Twelve-month period” is defined as the most recent 12 calendar months.

Procedure

- An employee incurring one incident of unauthorized absence or lateness in any twelve-month period will receive a verbal warning.
- Should an employee be absent or late on a second incident in any twelve-month period, the employee will receive a written warning detailing the absence or lateness.
- Approved absences will not be used for disciplinary purposes.
- Absence for more than three consecutive days without properly notifying your supervisor or district office will be considered as a voluntary resignation and you will be removed from the payroll.

Vacation

Full-time and part-time 12 month employees are eligible for paid vacation at their scheduled hourly work assignment. (EX: a 4 hour per day employee who has worked in the district 2 years would be eligible for 10 days of paid vacation leave at 4 hours per day.) Vacation shall be posted on July 1st of each budget year. Employees hired after July 1st will earn vacation at the rate of .83 (10/12) days per month to be posted the following July 1. Unused vacation time shall not accumulate and must be used by June 30 unless written approval is given by the Superintendent. Application for use of vacation time must be made on the Support Staff Leave Form. A maximum of 10 consecutive workdays can be taken at one time. Vacation leave must be approved by the immediate supervisor and/or superintendent and will be granted according to the following schedule.

Employees leaving the district /transferring divisions may be paid for accrued vacation at the regular rate of pay and upon approval of the superintendent. Past experience in the district shall be applied when an employee transfers to a 12 month full time position when assigning earned vacation. (Approved by BOE 6/29/98) (EX: If a bldg. secretary takes a 12 month position in the district, years of continuous service are figured as # of years in district x 10.5 months divided by 12 thus determining vacation time.) When moving between vacation leave increments, the leave shall be calculated by rounding up to the next year of continuous service. (EX: If an employee has 6.36 years of continuous service as of July 1, vacation leave would be awarded at a 7 year level and the employee would receive 15 days of vacation leave.) (Revised 7/01).

Any person called to active military duty would earn vacation leave according to the schedule set forth in this handbook. If the employee is required to report to duty before all vacation leave is taken, the employee will be paid for their unused days. (2/8/05)

1-6 years of continuous service	10 days
7-19 years of continuous service	15 days
20+ years of continuous service	20 days

Holidays

Full-time support staff shall receive paid holidays according to the following schedule. Holiday pay will not exceed the number of hours in the normal work day. Building Offices will be closed during holidays as designated by the school calendar. Part-time employees (less than 32.5 hours per week) do not receive any paid holidays. The 32.5 hours per week must be from one job and not a combination of jobs.

12 month employees (as defined previously)

1. Fourth of July
2. Labor Day
3. Thanksgiving Day + Day after Thanksgiving
4. Christmas Day + 2 days - to be determined by the Superintendent
5. New Year's Day
6. Spring Holiday - to be determined by Superintendent
7. Memorial Day

11 month employees (as defined previously)

1. Labor Day
2. Thanksgiving Day
3. Christmas Day +1 day to be determined by the Superintendent
4. New Year's Day
5. Spring Holiday - to be determined by Superintendent
6. Memorial Day - only when required to work through Memorial Day

10 month employees (as defined previously)

1. Labor Day
2. Thanksgiving Day
3. Christmas Day
4. New Year's Day
5. Memorial Day - only when required to work through Memorial Day

Sick Leave

Support staff personnel working at least 20 hours per week and full-time bus drivers shall receive paid sick leave. The 20 hours per week must be from one (1) job and not a combination of jobs. Sick leave is earned one (1) day per month worked. Sick leave shall be allowed for personal illness of an employee, or for illness or death in the immediate family of the employee. The immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandparents, grandchildren, mother-in-law, father-in-law, son-in-law, daughter-in-law, or any persons making his/her home permanently in the household of the staff member. After an absence of three (3) or more consecutive days due to personal illness, a written release from a doctor must be presented stating the employee is capable of returning to work. Unused sick leave accumulated over the maximum will be reimbursable at a rate of (\$1.25 per hour) payable on the September paycheck. The designated number of sick days for each support staff employee will be added first to his/her personal accumulation of sick days on July 1st and any excess days over the maximum accumulated will be paid at (\$1.25 per hour). (Approved by the BOE 6/29/98). Unused sick leave is not considered a form of compensation and not payable upon termination. Special circumstances shall be approved by the immediate supervisor (i.e., maternity leave for Grandparents) and shall not exceed 3 days of paid personal/sick leave. Leave beyond 3 days shall be unpaid unless vacation leave is available or the situation warrants the use of further sick leave.

Bereavement

In the case of a death in the immediate family as previously defined, a maximum of five (5) (approved by BOE 6/24/02) days of personal sick leave may be used in any one case. Approval of additional bereavement days shall be subject to the approval of the immediate supervisor and/or the superintendent and shall be taken from vacation leave if available or shall

be unpaid if all leave has been used. (Pending BOE Approval 9/25/06). Each employee may use two (2) days sick leave per year for the death of the person not previously defined as immediate family (approved by BOE 6/10/97).

12 month full-time (40-32.5 hrs/wk) 12 days/year (earned 1 per month) accumulative to (480 hours)
12 month part-time (32-20 hrs/wk) 12 days/year (earned 1 per month) accumulative to (120 hours)

11 month full-time (40-32.5 hrs/wk) 11 days/year (earned 1 per month) accumulative to (400 hours)
11 month part-time (32-20 hrs/wk) 11 days/year (earned 1 per month) accumulative to (100 hours)

10 month full-time (40-32.5 hrs/wk) 10 days/year (earned 1 per month) accumulative to (320 hours)
10 month part-time (32-20 hrs/wk) 10 days/year (earned 1 per month) accumulative to (80 hours)
Full-time bus driver 10 days/year (earned 1 per month) accumulative to (80 hours)

Family Medical Leave Act (FMLA)

See BOE Policy 10-052

Personal Leave

All full-time employees (40-32.5 hours/week) shall receive 2 days of personal leave. Part-time employees (under 32.5 hours per week) shall receive 1 day of personal leave. (Approved by the BOE 6/29/98). Personal leave shall be applied for by completing the Support Staff Leave Form one week in advance if possible and must be approved by the immediate supervisor and/or superintendent. Personal leave is not considered a form of compensation and not payable upon termination. It does not accrue and must be used by June 30. Personal Leave may not be taken until after the 90 day probation period.

Employees hired during the year will receive personal leave time as per the following schedule:

Hired between:	Full-Time receives	Part-Time receives
7/1 – 9/30	2.00 days	1.00 days
10/1 – 12-31	1.50 days	.75 days
1/1 – 3/31	1.00 days	.50 days
4/1 – 6/30	.50 days	.25 days

All personal leave must be taken before leave without pay will be allowed.

Jury Duty / Subpoena

Employees required to perform jury duty/work-related subpoena shall be paid regular wages for the time absent. A copy of the notification to serve should be sent to the payroll department. The employee shall reimburse the district for money received by the court for jury duty, except the amount allowed for meals and mileage.

Leave of Absence Allowance

Full time support staff (in good standing) may request a leave of absence from their present position not to exceed six months per school year with the approval of the Superintendent.

The request will be evaluated by the immediate supervisor then forwarded to the Superintendent with their approval or disapproval for final action by the Superintendent.

A suitable replacement must be available if this leave allowance is given.

All accumulated leave will be banked in that support staff member's account until they return to their position following the leave of absence time.

There will no additional benefits accumulated during the leave of absence for this said support staff member.

This leave of absence position is only temporary therefore, no benefits will be allowed this said temporary employee during this leave of absence.

There can be no more than two support staff positions granted per school year.

If the support staff member does not return to their assignment the next semester of the school year then they can be placed in another position of said department where there might be an open position or if no position is available then they will be placed on the substitute list. (Approved 12/03)

Inclement Weather

When inclement weather has led to the closing of the district a staff member may choose to take vacation or personal time or excused time without pay. Supervisors must normally approve such time off in advance, but under the terms of this policy, advance approval is not necessary. Staff members must, however, notify the immediate supervisor within 2 hour of the normal start time, of the inability to report to work.

For those staff members who can safely come to work, but are delayed by the weather, arrivals within one hour of the normal start time will be considered on-time. Although every attempt should be made to notify the department that the staff member is "on the way," this may not be possible, especially in the case of traffic delays. If weather improves, and a staff member arrives, vacation time or excused time without pay may be applied against the time the staff member has not been at work. In such cases, the supervisor must be notified.

All 12 month employees will be required to report to work at the discretion of their immediate supervisor.

SECTION IV COMPENSATION

Wage Schedule

All support staff employees shall be paid in accordance with the Support Staff Wage Schedule. New hires may receive one step of placement for every two years of applicable experience to be recommended by the immediate supervisor and approved by the Superintendent. Step movement shall be granted, when approved by the board of education, for all employees hired before March 1 of any budget year (or when an employee has substituted in the same employment category between July 1 and February 28 and remained employed through the end of that contract year). Step movement shall be effective the following July 1. An employee on training status will be frozen in their step for the school year.

Current employees transferring from one division to another shall receive year for year credit for continuous district experience.

Employees returning to the same division, after leaving the district in "good standing", will be placed on the step that had been earned as long as the employee returns to the division within five years. The school term of July 1 to June 30, shall be the "year" by definition. The termination date shall be the last date of actual work. (Approved by BOE 8/24/98).

Time Records

The district complies with all applicable laws that require records to be maintained of the hours worked by our employees. The timesheet used to record your time may vary, depending on your employment status. Non-exempt employees complete an electronic timesheet as the basis for tracking the hours worked for computing pay. Your supervisor will explain how to maintain your time records accurately.

All employees, working six (6) consecutive hours or more per day must take a thirty (30) minute duty-free lunch break. The thirty (30) minute duty free lunch period will not be counted as time worked.

Accuracy and Authenticity of Time and Attendance Reporting

It is your responsibility to report your time worked, meal periods, and/or leaves accurately and completely for each pay period. Any falsification or misrepresentation of time and attendance information may result in disciplinary action, up to and including immediate termination.

You are responsible for recording all time worked by using the time and attendance program at your computer or by utilizing a time clock and reporting the total number of hours worked during the pay period.

You are responsible for the accuracy of your own time records and are not to complete time records for another employee or allow another employee to complete your time records. Violation of this policy will result in disciplinary action up to and including termination.

Overtime

All overtime must be approved in advance by the immediate supervisor and the reason for the overtime should be explained on the back of the timecard. Overtime will be paid at the rate required by current law. *Overtime pay is paid for hours actually worked in excess of 40 hours per week.*

Unauthorized Overtime

Working unauthorized overtime is prohibited; employees must have their supervisor's prior approval.

Exceptions

Exceptions to the Employee Timekeeping Policy must be approved by the director in consultation with the director of human resources.

Payday

Paychecks for support staff employees will be issued monthly on or before the 24th day of each month. Should the 24th fall on a Saturday, Sunday, or legal holiday, employees will be paid the last working day prior to the 24th. If pay date falls on an in-service day or other non-working day for support staff, checks will still be picked up by the employee at the building location unless other arrangements are made with the payroll department.

Direct Deposit

All employees may sign up for direct deposit to have their paychecks automatically deposited into their bank account. Direct deposit forms are available at the Payroll Department.

Supplemental Stipends

A stipend approved by the Board of Education will be established for classified staff occupying positions on the certified activity/athletic supplemental salary schedules. This stipend will be based upon the number of years of experience verified by the sponsor/coach. Persons approved annually by the Board of Education and completing assignments as sponsors/coaches shall be eligible for the experience stipend according to the following guidelines:

<u>Out of District Experience</u>	1 year = 0.5
<u>In District Experience-current assignment</u>	1 year = 1.0
<u>In District Experience - prior assignment</u>	1 year = 0.5
0 – 5 years experience	\$150.00
6 – 10 years experience	\$200.00
11-15 years experience	\$250.00
16-20 years experience	\$350.00
21 + years experience	\$500.00

Verification of experience may include copies of contracts or a letter of endorsement from a district and must be received at Central Office by January 31st. Payment will be made in April.

One stipend will be awarded based upon these guidelines and determined by the highest number of combined years of experience. Years of experience will not be rounded. The stipend will not exceed the amount of the supplemental.

SECTION V BENEFITS

Section 125 Cafeteria Plan

Support Staff employees working 20 hours per week or more (from one job and not a combination of jobs) are eligible to participate in the district’s Section 125 Cafeteria Plan. Employees must complete an election form at the beginning of each plan year. New employees shall complete an election form within thirty (30) days of initial employment. Benefit elections made for the plan year cannot be changed during the plan year unless the employee meets the requirements of “change in family status”, as required under the proposed regulations of IRS Sec. 125. All benefit elections are paid by the employee on either a salary reduction (pre-tax) or salary deduction (after-tax) basis. The following benefits are available under the district’s Section 125 Plan.

- Health Insurance
- Dental Insurance
- Disability Insurance
- Cancer Insurance
- Flexible Spending Accounts

Tax Sheltered Annuities

Support Staff employees working at least 20 hours per week are eligible to participate in tax-sheltered annuities. An employee wanting to purchase an annuity, must file with the clerk a “Salary Reduction Agreement” provided by the annuity company. Employees shall be permitted to start an annuity or change the amount of their annuity only during the semi-annual enrollment periods as set forth below. Employees wanting to change their annuity must file with the clerk a new “Salary Reduction Agreement” provided by the annuity company. Employees may stop the annuity at any time during the school year by providing timely notice in writing to the clerk. The following enrollment periods have been established:

1. August 1 - September 1, with the annuity deduction to become effective with the September paycheck.
2. February 1 - March 1, with the annuity deduction to become effective with the March paycheck.

All annuity contracts shall be for an amount not less than \$200 per calendar year. Employees may not participate in annuity contracts with more than two (2) companies during the same period of time. The provisions as set forth above shall apply only to tax-sheltered annuities, and shall not apply to other payroll deduction programs effective in U.S.D. 263.

Health Insurance Pool

Full-time support staff who work at least 20 hours per week are eligible to participate in the Health Insurance Pool. The pool, currently \$8,000, will be divided equally among those support staff who are enrolled in the district health insurance plan on October 1, annually, and who remain in the plan during the entire year (ending September 30). The pool distribution will be paid on the June paycheck.

Award Credit Pool

Support staff shall be paid \$15.00 per approved credit hour according to the following guidelines:

- The class shall be approved in advance by the employee's supervisor and assistant superintendent or superintendent.
- The employee is eligible to apply for award credit after completing a satisfactory probationary period.
- The class shall be of an educational nature to improve the work assignment or improve employee- client relationships.
- The class shall be at the employee's expense and on their own time.
- Verification of satisfactory completion of the class shall be submitted and on file in the assistant superintendent or superintendent's office prior to approval for payment. Verification of completion could include instructor's signature, grade, or transcript.
- The pool shall be set at \$5,000 with a maximum of \$150.00 available to any one employee during the fiscal year.
- One credit hour shall be defined as 5 hours of attendance time for training/workshop classes.
- One college credit shall be equal to 1 award credit.

Request for payment shall be submitted to central office on or before January 10th for hours taken in the fall semester with payment in February, and or before September 10th for hours taken in the spring/summer semester with payment in October, provided the employee is under contract to U.S.D. #263. (Approved by BOE 6/25/01.)

KPERS (Kansas Public Employees Retirement System)

Support Staff personnel who work in a covered position as defined by KPERS, are required by law to be a member of KPERS beginning the first day of employment. An employee contribution as determined by law, currently four (4) percent, will be deducted each pay date. Requests for information or questions about procedures should be directed to the district's KPERS Designated Agent.

Early Retirement

The BOE of U.S.D. 263 will grant early retirement to all support staff employees who qualify. The primary purpose of the early retirement program is to reward employees for their service to the district, to enhance the benefits of employment in the district, and to facilitate the necessary and/or desirable early retirement of employees.

1. Eligibility – to be eligible for retirement, a support staff employee must meet each of the following requirements:
 - a. The employee must have completed a minimum of 15 years of continuous contracted employment in U.S.D. 263.
 - b. The employee must be currently employed by U.S.D. 263
 - c. The employee must have attained the age of 58 years.
2. Application – an employee may apply for early retirement by completing an application form provided by the Superintendent of Schools. Such application will be given no less than 60 days prior to the anticipated early retirement date. The Superintendent shall notify the applicant in writing of the final disposition of the application along with the amount of annual early retirement benefits within 15 days of the approval of the completed application.

3. Benefits – An eligible employee who takes early retirement shall be entitled to receive annually from the school district an early retirement benefits equal to the following:

Twenty percent (20%) of the retiree's final contracted salary (not including extra duty pay or activity driving) plus one percent (1%) of that total amount (1% of the 20%) for each year of continuous service in U.S.D. 263 in excess of 15 years.

4. Terms and Conditions – the following terms and conditions shall apply to the district early retirement plan:

- a. The BOE retains the right to adopt the early retirement program on a year to year basis. Should the BOE choose to suspend, amend, or terminate the program, notification shall be given to the staff in the period between July 1 and August 15, one year prior to discontinuing the program.
- b. Any applicant meeting the requirements shall be granted such benefits by the BOE if the program is adopted for the following year.
- c. Should the BOE decide to amend, suspend, or terminate the early retirement program in any given year, all staff member who were on the program prior to the non-adoption will continue on the program until the month of the contract year in which the employee reaches the age of 65.
- d. Early retirement benefits shall cease upon the death of the retired employee.
- e. Eligibility for the early retirement will be determined by the district office. An employee applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility. The application form shall be provided by the district office.
- f. Should the BOE increase or decrease the index percentage at any given year, employees already retired and having years remaining on retirement benefits shall not be affected by the newly approved index figure for the remaining years of eligibility.
- g. Early retirees shall have the opportunity to participate in the district health insurance program at the same premium rate paid by currently employed district employees. The retired employee will be responsible to pay the total cost of the insurance premium and shall have that amount deducted from their monthly retirement check. The retired employee is not entitled to any medical benefit contribution made by the BOE to district employees. If the current health insurance plan should change, the retiree will have the opportunity to continue with the new plan but will not be permitted to vote on any changes. Retirees shall be eligible to remain on the district health insurance plan only if they continue to reside within the enrollment area of the applicable district health insurance program. Retirees who move out of the enrollment area shall automatically forfeit their eligibility to continue on the district health insurance plan.
- h. To receive early retirement benefits, a classified employee must be retiring from employment and shall cease to continue to receive their retirement benefit if they accept another classified position in this district. (This condition does not apply to substituting.)
- i. The yearly retirement benefit will be paid in 12 equal monthly payments per year payable on the regular district payroll date in accordance with the following:

If an employee meets all requirements for early retirement and has applied for and been approved between September 1 and February 28 of the retirement year, the first check will be paid on the regular pay day in March and the last check will be paid in the month that the retiree reaches the age of 65.

If an employee meets all requirements for early retirement and has applied for and been approved between March 1 and August 31 of the retirement year, the first check will be paid on the regular pay day in September and the last check will be paid in the month that the retiree reaches the age of 65.

Sick Leave Bank

The Central Sick Leave Bank shall consist of a number of sick leave hours, to be contributed by the Support Staff for extending cumulative sick leave in cases of a prolonged medical illness of a classified staff member or a member of their immediate family, as defined in the leave policies.

Leave days drawn from the Central Sick Leave Bank shall not exceed 10% of the total maximum number of days contributed by the employees during any one year. Donations will occur at the regular enrollment period and the eligible number of days will be determined as of September 1. Only those members who contribute during the school year may draw out leave hours from the Central Sick Leave Bank and only after all personal sick leave, vacation leave and personal days have been used. Leave from the sick bank is available on a first-come first-serve basis and requests must be submitted in writing to the superintendent/assistant superintendent. When the Central Sick Leave Bank has been depleted in any one year, no additional leave may be drawn.

A SLB committee will oversee the operation of the SLB. This committee will include the Central Office staff member who works with leave provisions, the Superintendent or Assistant Superintendent and two representatives from the Support Staff. Days in the CSLB will carry over from one school year to the next but will not exceed 100 days.

SECTION VI SAFETY AND SECURITY

WORKERS' COMPENSATION

U.S.D. 263 provides workers' compensation for all employees. When an employee is injured on the job they will report to the following physician in order to be assured of receiving full coverage of the cost of such services:

**Mulvane Family Medical Center
1004 SE Louis Drive
777-0176**

**After 6pm
Family Med Centers, PA
1101 N Rock Rd
Derby, KS 67037
788-6963**

Sick leave pay will be reduced by the amount of the workers' compensation salary benefit received.

Safety and Security

Supervisor's Responsibility

Employee safety on the job is the primary responsibility of every supervisor or director. It is the supervisor's duty to see that there is complete safety in his or her area at all times. To make the policy effective, every member of management ensures that work assigned is not hazardous or located in a hazardous area until all steps have been taken to provide for employees safety.

Supervisors must ensure that all employees receive proper job instruction and training on safety and health guidelines and regulations. Work areas are frequently examined to ascertain that the work environment is safe and that employees are working in a safe manner. Any safety and health deficiencies will be corrected immediately. Accidents are investigated and corrective action is initiated where necessary.

Employee Responsibility

Every employee has a specific role in safety efforts. Each employee is expected to participate actively in working safely and observing all safety measures. Each employee is to report every accident and any safety hazard in his or her work area to his or her supervisor. Each employee is to wear the proper personal safety equipment.

Reporting Injuries

Injuries, no matter how minor, are to be reported to your supervisor immediately. If circumstances require first aid, qualified personnel should give the employee first aid treatment.

If the injury or illness is of the nature that the employee can continue to work, the district will assist in an effort to keep the employee from losing time and regular pay. When the injury or illness requires an employee to miss work for 3 or more days, he or she must provide a doctor's statement advising the district that he or she is under the doctor's care and is unable to work. When absent as such, the employee must stay in contact with the district daily or, if the absence is in excess of one week, he or she must report on the first working day of each week, unless other arrangements acceptable to the district are approved in advance. Before returning to work, the employee must present a statement from the district physician releasing him or her from the doctor's care and is able to resume work.

Employees who sustain an occupational injury or illness will be compensated in accordance with the Kansas Workers' Compensation Act. In order to receive such benefits, the appropriate notification and medical reports must be provided by the employee. Failure to report injuries or illnesses immediately may result in a delay or denial of workers' compensation benefits.

Correcting Deficiencies

The supervisor is responsible for correcting, or causing to be corrected, any hazard that is found as a result of his or her department inspections or investigation of an accident, or is brought to his or her attention by an employee. All corrective action must be followed up to ensure completion.

Accident Investigation

Upon receipt of an investigation form, it shall be completed as soon as possible and returned to the Human Resource Department. Instruction on the form should be followed explicitly.

Discipline

Violation of safety guidelines may result in discipline up to and including termination.

Physical Examination

Any required physical examinations or drug/alcohol testing will be given in strict compliance with the American with Disabilities Act. Medical records shall be maintained in confidence as required by applicable law.

SECTION VII EMPLOYEE DEVELOPMENT AND TRAINING

Job Performance Evaluation

All employees shall be evaluated annually (paraprofessional once per semester during the first year of employment). The evaluation shall be in writing and shall be performed by the immediate supervisor(s) to whom the employee is directly responsible. The building principal shall consult with the director and sign-off on the evaluation. The evaluation shall be signed by the employee, and the employee shall be given a copy of the evaluation. Evaluations shall be completed prior to April 1 of each school year, and a copy of the completed evaluation shall be forwarded to the Human Resource Department. The written evaluation shall be maintained in the personnel file of the employee for a minimum of three (3) years from the date of the evaluation. The prime objective of the evaluation procedure shall be the improvement of job performance.

Training

Employees requesting training shall complete the support staff leave form indicating a professional/training day is being requested and submit it to their immediate supervisor for approval. The district may also require training for employees. Employees will be reimbursed for approved expenses (registration, mileage, meals).

In-service Certification Permits

All expenditures of district funds necessary for achieving the permits shall be approved in advance by the Superintendent. Job specific requirements should be listed in position description.

All personnel transporting students shall be required to attend and satisfactorily complete a Red Cross Safety Course, First Aid Course, and Defensive Driving Course to be renewed every 3 years and a CPR course to be renewed annually.

SECTION VIII DISCIPLINE AND RULES

Disciplinary Action

The following procedures are generally utilized with respect to discipline. It is the policy of the district that any conduct in its view that interferes with or adversely affects employment is grounds for disciplinary action ranging from verbal warnings to immediate discharge.

Depending on the conduct, disciplinary steps may be enforced by the following methods in the listed order: verbal warnings, written warnings, suspension, or termination. Warning notices will be placed in the applicable employee's personnel file.

Factors that may be considered in ascertaining the appropriate steps include: (1) seriousness of conduct; (2) employment record; (3) employee's ability to correct conduct; (4) action taken with respect to similar conduct by other employees (5) effect on students and co-workers; and (6) surrounding circumstances. Some conduct may result in immediate dismissal. Examples of behavior that may result in immediate dismissal include: (1) rudeness; (2) theft; (3) coming to work under the influence of an intoxicant or possessing the same on district property; (4) arguing or fighting; (5) false statements (6) insubordination; (7) unauthorized disclosure of any confidential district information; (8) unlawful discrimination or harassment; (9) failure to cooperate with an investigation; and (10) violation of any district rules or regulations of which the employee has been notified. These are only examples of behavior and the list is not intended to be all-inclusive. There will be an investigation to ascertain what occurred and the presence or absence of the factors listed above. Employees are expected to cooperate with the investigation. When there is reason to believe that an employee has violated district policy, action will be taken that is consistent with this policy.

U.S.D. 263 is an "at-will" employer and nothing in this policy is intended to require management to implement or follow a progressive discipline program nor is it meant to alter the employee's at-will status. Further, the district continually updates and reviews policies and, accordingly, its disciplinary procedures are subject to change.

Grievances – BOE Policy 10-033

Sexual Harassment & Racial Harassment - See BOE Policy 10-040 and 10-041.

Resignations

Employees may request release from employment at their discretion provided they give two-week notice. A written notice of resignation shall be given to the immediate supervisor and forwarded to Human Resources. A resignation form is provided in the Appendix. An exit interview will be handled through the mail.

SECTION IX PROFESSIONAL CONDUCT

Line of Authority

All support staff personnel shall be directly responsible to the immediate supervisor of the building to which they are assigned; Building Principal, Director, and ultimately, the Superintendent of Schools. They shall assume such duties as assigned by their supervisor and follow the directives of the Building Principal in situations where the children's welfare is at stake, in emergency situations, or in all matters pertaining to the safety of children.

SECTION X MISCELLANEOUS

Personnel Records

Personnel files maintained by the district shall be confidential and in the custody of the Human Resource Department. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator or designated representative.

Address Changes

All address changes must be made with the human resource department before the end of the pay period in which the changes took place.

Merit Awards

Merit awards may range from salary steps awarded to a partial personal day. Recommendations for merit awards shall be made by the immediate supervisor and must be agreed upon by the Superintendent and the BOE (Approved by BOE 6/29/98). For example, if an employee uses his/her own time to attend a seminar that better his/her work skills OR if an employee develops a cost-saving or more effective method of accomplishing a task, a merit award might be recommended by the supervisor. There is a limit of one (1) merit award per year. A form is provided in the appendix.

Care of Facilities

It shall be the responsibility of the custodian to properly supervise the climate controls of their respective building, maintaining appropriate room temperature. Custodians shall remain in supervision of their buildings while school is in session and shall not leave without first consulting with the building principal. All requests for major items of repair/equipment shall be referred to the Superintendent.

Transportation

The Supervisor of Transportation shall be responsible for obtaining drivers for all buses used on special/activity trips. The rate of pay shall be on an hourly basis as set forth by the Board of Education. All bus drivers must hold a valid State of Kansas, Class B or Class C CDL license and shall observe all provisions set forth by the Vehicle Code, State Dept. of Public Instruction, State Highway Commission, and Kansas Highway Patrol. Bus drivers shall be reimbursed for their CDL license fee when they provide a receipt to the district office after 90 day probation period. All driving records of prospective bus drivers shall be investigated prior to employment. All drivers shall be required to attend and satisfactorily complete a Red Cross Safety, First Aid Course, and Defensive Driving Course to be renewed every three years. All drivers shall attend and satisfactorily complete a course in CPR to be renewed annually. Bus routes will be assigned by the Transportation Supervisor and Superintendent and changes in routes are not permissible without prior approval. Bus drivers shall arrive at each attendance center according to the time set by the administration.

Non-School Activities

At least one cook and/or custodian shall be on duty as needed for each non-school activity, which includes the use of the kitchen facilities, or activity on school property, respectively. Employees required to be on duty for non-school activities will be paid at their regular rate plus overtime if applicable. Requests and arrangements shall be handled through the office of the building principal, in conjunction with the Superintendent, in advance of such use.

Athletic Passes

The board shall provide each support staff employee with a pass to district-sponsored activities. The pass will be valid for the employee and guest.

School Lunches

All support staff employees MUST pay for their school lunch EXCEPT for individuals who work directly with the food service department (an approved list will be provided to each lunchroom) as approved by the Food Service Director. Federal regulations specifically exclude any other staff from receiving free meals. (approved by BOE 6/24/02)

Communicable Diseases

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

Breaks

Support Staff employees are allowed a break if their regular daily schedule calls for four (4) 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.

All leave must be applied for two weeks in advance by completing a Support Staff Leave Form. The completed leave form shall be given to the immediate supervisor for approval and sent to the Payroll Department. Unanticipated sick leave should be recorded on the leave form immediately upon returning to work and indicated on time card. Whenever an employee finds they are unable to report for work, they should notify their immediate supervisor two hours before the start of the shift. The immediate supervisor shall be responsible for securing a substitute, if one is deemed necessary. Leave allowance for Mulvane Old Settler's Day will be determined annually. All vacation, personal and sick leave must be taken in 15 minute increments. (Example: If an employee is gone 1 hour and 10 minutes, the leave form and timecard will reflect 1 hour 15 minutes utilized)
Decimal Equivalents: 15 minutes = .25, 30 minutes = .50 and 45 minutes = .75.

**SUPPORT STAFF WAGES
2007-08**

EMPLOYMENT CATEGORY	BEG GRADE	TOP GRADE	RANGE		
SPEECH ASSISTANT	30	43	13.10	to	19.25
PARENTS AS TEACHERS	29	42	12.75	to	18.70
DISTRICT COMPUTER TECH	22	38	10.45	to	16.60
BUILDING TECHNOLOGY PARAPROFESSIONAL	21	35	10.15	to	15.10
COMPUTER SPECIALIST (District Software Support, HR Assistant)	21	36	10.15	to	15.60
MIS DATA CLERK	21	36	10.15	to	15.60
ACCOUNTS PAYABLE	19	36	9.60	to	15.60
MAINTENANCE	19	41	9.60	to	18.15
BOE SECRETARY - CENTRAL OFFICE (Division Sec, Assessment Sec)	17	36	9.10	to	15.60
HEAD CUSTODIAN	15	41	8.60	to	18.15
SECRETARY - BUILDING / SPECIAL ED	14	31	8.40	to	13.50
PARAPROFESSIONAL - LEVEL 3	14	30	8.40	to	13.10
PARAPROFESSIONAL - LEVEL 2	13	29	8.20	to	12.75
PARAPROFESSIONAL - LEVEL 1	12	28	8.00	to	12.40
TITLE I AIDE	12	28	8.00	to	12.40
CUSTODIAN	13	36	8.20	to	15.60
HEAD COOK	12	28	8.00	to	12.40
COOK	10	26	7.60	to	11.70
AIDE (Nurse, Library, At-Risk, Warehouse Assistant)	10	26	7.60	to	11.70
CAFETERIA AIDE/PLAYGROUND AIDE	10	16	7.60	to	8.85
CROSSWALK GUARD	10	16	7.60	to	8.85
BUS DRIVER* & ** SPECIAL EDUCATION BUS DRIVERS	11	31	7.80	to	13.50
BUS MECHANIC	23	41	10.75	to	18.15
BUS DRIVER TRAINING	2		6.55		per hour
BUS DRIVER TRAINER			9.00		per hour
ACTIVITY DRIVING			8.50		per hour
SUMMER HELP	2	16	6.55	to	8.85

* Regular Route Drivers are guaranteed 4 hours per day; two hours for the AM route and two hours for the PM route. Specialized routes such as special education and/or kindergarten will be established as needed, recommended, and approved by the Board of Education.

**Bus drivers will be paid for activity trips while on active duty. Drivers will not be paid if/when they are free to leave an activity.

SUBSTITUTES

CAFETERIA AIDE, CROSSWALK GUARD	10	7.35
COOKS, AIDE	10	7.35
CUSTODIAN	13	7.95
PARAPROFESSIONAL	12	7.75
BUS DRIVER	11	7.55
SECRETARY	14	8.15

SALARIED POSITIONS

BOE TREASURER/FINANCIAL OFFICER

BUILDINGS & GROUNDS DIRECTOR

BOE CLERK/SUPERINTENDENT SECRETARY

DIRECTOR OF HUMAN RESOURCES

FOOD SERVICES DIRECTOR

TECHNOLOGY DIRECTOR

TECHNOLOGY ASSISTANT

TRANSPORTATION DIRECTOR

NEW HIRES

May receive one step on the wage schedule for every two (2) years applicable experience.

New hires will be on a 90 calendar day training period.

**USD 263 MULVANE
SUPPORT STAFF WAGE SCHEDULE
2007-08**

HOURLY STEP	RATE	INCREMENT
1	6.45	0.10
2	6.55	
3	6.65	
4	6.75	
5	6.85	
6	7.00	0.15
7	7.15	
8	7.30	
9	7.45	
10	7.60	
11	7.80	0.20
12	8.00	
13	8.20	
14	8.40	
15	8.60	
16	8.85	0.25
17	9.10	
18	9.35	
19	9.60	
20	9.85	
21	10.15	0.30
22	10.45	
23	10.75	
24	11.05	
25	11.35	
26	11.70	0.35
27	12.05	
28	12.40	
29	12.75	
30	13.10	
31	13.50	0.40
32	13.90	
33	14.30	
34	14.70	
35	15.10	
36	15.60	0.50
37	16.10	
38	16.60	
39	17.10	
40	17.60	
41	18.15	0.55
42	18.70	
43	19.25	
44	19.80	
45	20.35	