

**Mulvane Unified School
District 263**

**Administrator Guidelines
2010-2011**

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MISSION STATEMENT

The mission of the Mulvane Public Schools is to prepare all students with academic and life skills while respecting the diverse social, educational, and cultural characteristics of each individual student.

DISTRICT CORE VALUES

Based on a foundation of:

- *Respectful, positive relationships
- *Safe learning environments
- *Competent, knowledgeable staff
- *Appropriate social skills and citizenship
- *Professionalism with integrity
- *Open and honest communication

PURPOSE

This handbook was prepared to provide, in written form, USD 263 administrative policies, procedures, and practices pertaining to employees as defined in this handbook. The handbook has been written in order that uniform conditions of employment and the benefits received by building principals, directors and others as defined in this handbook, which have been accumulated over the years, might be more clearly defined and understood by Board of Education members, employees, staff, and patrons of the district.

The board may adopt new policies and delete or modify existing policies.

The provisions of this handbook apply to the positions of Superintendent, Assistant Superintendent, and Director of Special Education other than provisions of the contract that are independently negotiated with the Board of Education. These provisions could include salary, benefits, leave, and other items defined through that process listed on a separate Addendum.

ORGANIZATIONAL CHART

Refer to the chart in the USD 263 Policy Handbook.

ADMINISTRATIVE PERSONNEL

Personnel

The board will employ such administrative personnel as the needs of the district require. The superintendent will develop appropriate job descriptions for each administrative position in the district. When adopted by the board, such documents shall be filed in the central office.

The board will solicit the recommendations of the superintendent in the appointment, assignment, transfer, demotion, termination, or non-renewal of any administrative personnel. The board may take actions on any of these matters.

Recruitment

The board delegates to the superintendent the authority to identify and recommend the appointment of qualified individuals to fill vacant positions. All applicants will be screened

initially by the superintendent who may use other staff members to assist him/her, and who shall then make recommendations to the board. The board reserves the right to interview recommended candidates and may reject any and all recommendations.

Assignment or Transfer

Assignment of administrative personnel shall be recommended by the superintendent subject to approval of the board.

Orientation

The superintendent will conduct an appropriate administrative orientation program designed to acquaint such personnel with the district, board policies, duties and responsibilities, and other such activities as time and the needs of the district require.

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.

Supervision

The superintendent or designated representative shall be responsible for the supervision of all administrative personnel. The organizational leadership will communicate utilizing the districts chain of command.

Time Schedule

Administrative time schedules and workloads will be dictated by the terms of the employment contract or work agreement and by assigned responsibilities.

Part-Time Administrators

The board may employ part-time administrators as the needs of the district dictate.

Administrative Intern Program

The board may cooperate with any approved administrative training institution in the establishment and maintenance of an administrative intern program.

Contracts/Work Agreements

Building administrators contracts will be reviewed each February. Other employees' work agreements will be reviewed each March. The terms and length of each building administrator contract will be determined by the board. After the 2nd year the board may issue multiple year contracts.

Calendar

The board shall establish a school calendar for each school year.

Administrative Calendar

Principals will refer to the districts calendar for 12 and 10 ½ month contracts.
Directors will refer to the director calendar for 12 and 10 ½ month work calendar.

Holidays – shall be determined per board adopted calendar.

EMPLOYMENT CONDITIONS

Assault and/or Battery

Reporting - An administrator who has suffered an assault and/or battery in connection with his/her employment--where such event occurs in school, on school grounds, or while the administrator is engaged in duties at a regularly scheduled school event--shall, within two weeks thereafter, make a written report of the circumstances to the superintendent.

Coaching

No administrator shall serve as coach of any extra curricular activity.

Consulting

Administrative employees may be excused by the board to perform technical or administrative services as consultants to other districts, government agencies, or private industry. Requests for approval to serve as a consultant will be submitted in writing to the superintendent. If an employee receives payment for services or travel they may be required to take a salary deduction or leave day on the day they performed such services if during normal contracted time with the district.

Gifts

Administrators are prohibited from receiving gifts from vendors, salesman, or other such representatives.

Legal Action

In the event of legal action against an administrator of the district, the provisions of the Tort Claims Act (K.S.A. Article 61) will prevail.

Out-of-School Employment

Administrative employees shall not be permitted to engage in outside employment which impairs their effectiveness.

COMPENSATION

Compensation Guides and Contracts

All administrative personnel will be compensated for their services in conformity with an administrative salary as determined by the board.

Salary Placement and Formula

Contact the superintendent for current information.

Continuous Employment Stipend

The USD 263 Board of Education shall pay a \$200 yearly stipend to all classified staff members within the district that have twenty (20) years of service or more in the Mulvane School District. The stipend shall be part of the work agreement when the classified staff member has 20 years of service and will continue until retirement, resignation or termination. (Added 10/11)

Payroll Information

Administrators must file with the Payroll Office a Form W-4 and a Form I-9. They must also present their original social security card and their driver's license. Administrators must file with

the Human Resources Director an official transcript, credential file, loyalty oath, and administrative certificate.

Health Assessments

A health assessment and TB test are required upon initial employment and must be on file with the Human Resource Director. TB tests must be renewed every three years. The cost is the responsibility of the employee.

Method of Payment

The Board of Education shall pay administrative personnel in 12 equal monthly installments for each contract year. Payroll dates are on or before the 24th of each month.

If an administrator resigns or is terminated for any cause (including illness) before serving a full year, his or her salary shall be adjusted and paid on a daily basis for the total number of contract days his/her contract has been fulfilled. For example, an employee under contract for 215 days whose employment ended after 85 days would be paid 85/215th of the contract salary.

Payroll Direct Deposit

USD #263 provides a payroll direct deposit program to its employees at no charge. All current administrators are encouraged to participate in the payroll direct deposit program.

Complimentary Tickets

Full-time and half time administrators will be issued one nontransferable Activity Pass to attend high school and middle school events, excluding KSHSAA playoffs and middle school league events. Activity Passes may be used by employee, spouse, and minor children only. Family members must be accompanied by the employee. All Activity Passes must be returned to the Central Office at the time of termination or resignation.

Addendum Contracts

The term "addendum contract" shall refer to a special class of payments received by administrators as payment for certain specially assigned and accepted services. These may be special services given as a supplemental part of a regular contract(s) or extended services beyond the regular contract period. No additional benefits will accrue during the term of a contract addendum.

All addendum contract assignments are for a single year with subsequent reassignment made on the superintendent's recommendations and Board approval.

Addendum contract salary details shall be offered to the administrator prior to the time the administrator begins to perform the responsibilities of the assignments. Contracts shall be issued as soon as possible after approval is given for same.

BENEFITS & SERVICES

1. Benefits are available under the USD 263 Section 125 cafeteria plan:
2. The BOE shall ask the district carrier to provide each employee a description of the benefit coverage provided herein, which shall include a clear description of conditions

and limits of coverage as provided above. When requested by the employee, the BOE shall provide applications and, when necessary, information about the program.

3. Public Law 99-27-2, Title X, and Consolidated Omnibus Budget Reconciliation Act of 1986 (COBRA) will be complied with.
4. The BOE will provide a single health insurance plan. Cash payment instead of insurance is not provided.
5. An administrator may elect to terminate his/her payroll reduction agreement or change the benefits elected only if his/her family status has changed. An administrator has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, termination or commencement of employment of a spouse, or from full-time to part-time status (or from part-time to full-time status) by the participant or the participant's spouse, or the taking of an unpaid leave of absence by the participant or the participant's spouse, or significant change in the spouse's employer's health insurance. The administrator shall supply written verification to the district of such change and must make any termination, election, or change within 30 days of the date such change in family status occurs. An administrator desiring to make such change may discontinue participation or reduce benefits, but an election of new or increased benefits shall be subject to the requirements of the particular nontaxable benefit selected.

Kansas Public Employees Retirement System (KPERs)

Administrators qualify for state retirement under the Kansas Public Employees Retirement System (KPERs) and shall be required to be a member of the Kansas Public Employees Retirement System. A percentage of the employee's gross wage is withheld from each pay period for KPERs. The percentage is determined by KPERs. Salaries will be negotiated for administrators that have previously retired from KPERs.

Professional Development Opportunities

Membership in professional organizations is the decision and responsibility of the individual administrator. Requests for professional leave and expenses for attending and participating in the conferences and conventions of the professional organizations must be approved by the superintendent in advance. Membership fees to professional organizations will be paid by the district up to \$500.00. Membership in the national organization is required when attending the affiliation's national conference.

Payment for District-Directed Trainings

If and when the administration directs administrative personnel to take course work to fulfill required assignments or to meet district goals, it is understood that the district will pay the tuition costs of said courses required.

Award Credit

Award credit will be reimbursed at the rate of 25% of the average of the actual graduate credit hour tuition costs as of August 1st of the contract year for ESU, WSU, FHSU, KSU, and KU. The rate will be communicated to the staff through orientation paperwork. This will be based on per credit hour tuition. Certified staff members shall be paid within the following limitations:

1. 6 hours per regular semester
2. 12 hours per summer
3. Not to exceed 16 hours in any one school year

4. Graduate level classes (unless pre-approved by Superintendent/designee)

Request for credit will be made to the superintendent no later than the last business day in September for the fall classes, and by the last business day in January spring classes. Summer award credit will be submitted to the superintendent by the last business day in May. (approved by BOE 6/22/09)

Request for payment for hours taken can be submitted to the central office on or before January 10th, for hours taken in the Fall semester with payment in February, and on or before September 10th for hours taken in the Spring and Summer semester, with payment in October, provided the administrator is under contract to U.S.D. 263 for the ensuing school year. Official transcripts of all award credit hours must be on file in the human resource office prior to approval for payment. (approved by BOE 6/22/09)

Employee Authorized Deductions

In addition to statutory deductions, the BOE will permit payroll deductions to be made and paid into the following accounts provided authorization is received on the appropriate forms: (a) annuity, (b) health/dental/cancer/short-term disability insurance (IRC 125 "Cafeteria" Fringe Benefit Plan), (c) life insurance, (d) United Way, (e) disability income insurance, (f) districts scholarship fund.

USD 263 employees may participate in a salary reduction plan (IRC 125 'Cafeteria' Fringe Benefit Plan). One or more of the following options may be designated: (1) apply toward qualified dependent/child care; (2) apply toward a group health/dental/cancer insurance plan; (3) apply toward medical out-of-pocket expense; or (4) apply toward salary protection.

Individuals concerned shall indemnify and hold harmless the BOE from any and all claims, demands, suits, or other forms of liability (including cost and attorney fees) that shall arise out of any action taken or not taken by the BOE for the purpose of complying with the above provision or the authorization form.

Annuity Deduction

All employees are eligible to participate in a "tax sheltered" annuity plan. Selection of two annuity companies will be made by the BOE. Any person wanting to enroll will be required to select an annuity from the established list. Changes and/or additions in annuity plans are allowed only within the following guidelines:

- a. Employees are responsible for informing their annuity companies and the USD 263 Payroll Office of changes in their annuity plans. USD 263 will not notify the companies of such changes.

Disability Income Protection

Long term disability is covered under KPERS. Short-term disability is offered under the USD 263 cafeteria plan.

General Liability Insurance

Administrative employees shall be covered by an errors and omission policy in the amount of \$1,000,000.

Life Insurance

As a member of KPERS, employees are provided with life insurance at 1 ½ times their annual salary. Employees have the option of purchasing additional life insurance from a district sponsored carrier. Selection of a carrier will be made by the BOE.

TRAVEL

Travel & Attendance at Conferences/Conventions

The board shall provide reimbursement for expenses incurred in travel related to the performance and duties when a district vehicle is not available.

Central Office Administrators

Expectations: It is recognized that central office administrators have the following expectations for travel:

- a. daily in-district travels;
- b. various area, state, and national meetings; and
- c. constant consultation with local, area, state, and national officials.

Principals

Expectations: It is recognized that principals of the respective schools have the following expectations for travel to:

- a. Central office for meetings and school needs;
- b. School activities;
- c. Area sessions of league and school activities; and
- d. State, regional, and national school connected meetings.

Monthly mileage reimbursement shall be issued at the BOE approved reimbursement rate for out of district travel. Employees must submit a mileage log with purchase order.

All Administrators

Vehicles: The district shall maintain vehicles for administrator's travel. Vehicles may be checked out and used for out-of-district travel and for special purposes for in-district travel. Allocation of vehicles will be made on an "as available" basis. School vehicles should be used, if available, rather than personal vehicles unless specifically allowed by the Superintendent.

Out of State & National Trips: All requests for out-of-state or national trips, if known, shall be submitted to the superintendent for approval at the beginning of the respective school year. Out of District travel may require the Board of Education's approval prior to departure so plan accordingly. Requests may be made subsequent to the beginning of the school year as needs and opportunities arise.

PERSONAL TIME OFF (PTO)

12 Month Building Administrators will accrue 30 days of PTO each school calendar year, advanced in full to the administrator's PTO account when the annual contract begins; but earned at the rate of 7.5 days per quarter. 12 month building administrators do not receive credit for continuous service.

10 ½ Month Building Administrators will accrue 20 days of PTO each school calendar year, advanced in full to the administrator's PTO account when the annual contract begins; but earned at the rate of 6.25 days per quarter. 10 ½ month building administrators do not receive credit for continuous service.

12 Month Directors will accrue PTO each school calendar year according to the continuous years of service table, advanced in full to the director's PTO account when the annual contract begins; but earned at the rate of 25% per quarter.

Years of Continuous Service	12 Month Directors
0 – 6 years	20
7 – 13 years	24
14-19 years	28
20 + years	32

10 ½ Month Directors will accrue 15 days of PTO each school calendar year, advanced in full to the administrator's PTO account when the annual contract begins; but earned at the rate of 3.75 days per quarter. 10 ½ month directors do not receive credit for continuous service.

Effective Date

This policy is effective upon BOE approval and supersedes the vacation and sick leave policies previously in place in the District.

Eligibility

12 month building administrators, 10 1/2 month administrators, directors and others as determined appropriate for this policy.

PTO Scheduling

1. To the extent possible, PTO is to be requested and approved by the superintendent in advance. In most cases, one (1) week of advanced notice will be sufficient. Generally, 12 month administrators should schedule PTO when school is not in session. No more than five consecutive PTO days should be taken during a school year.
2. The superintendent reserves the right to deny PTO requests which may have an adverse affect on the operation of the school or cancel previously approved PTO requests if unexpected circumstances arise which require the administrator's attendance at work.
3. In the event of illness or emergency preventing the administrator from requesting PTO in advance, the administrator must notify the superintendent no later than the start of the school day and explain the need for unscheduled time off. In such cases, the superintendent will assess the need and urgency for unscheduled time off in relation to the needs and either approve the time off or direct the administrator to report for work. In the event of illness or emergency preventing the administrator from reporting to work for periods exceeding one (1) day, the administrator must contact the superintendent each subsequent day no later than the start of the school day unless the superintendent indicates there is no need to do so.
4. Regardless of the reason, should unscheduled absences occur with such frequency so as to adversely affect operations and prevent the administrator from meeting their employment obligation of regular and reasonable attendance, the District may take corrective action up to and including termination of employment.

PTO Tracking

The District will maintain a PTO account and track the beginning balance, current balance, accruals, and usage on a school year basis.

PTO Reporting

Administrators are responsible for reporting PTO usage. PTO taken will be charged against the member's PTO account following the monthly pay period in which it was taken. Administrator's taking time off in excess of their total available PTO balance shall have such time deducted from their pay for the pay period following the month in which it was taken.

Excused Absence Without Pay in Lieu of PTO

Administrators carrying PTO balances may not opt to take excused absences without pay in lieu of PTO for purposes of saving accrued PTO time. Administrators with insufficient PTO balances to cover requested periods of time off may be granted excused time off without pay at the discretion of the superintendent.

PTO Usage During Worker's Compensation Leave

Administrators will use PTO for absences from work due to a work related injury until payments under worker's compensation begin.

PTO Usage

Employees may draw against the entire balance credited to their account in July with the stipulation that any PTO taken but not earned prior to separation will be deducted from the employee's last paycheck.

Employee's hired after July will be advanced a pro-rated PTO balance at the time of hire based on the number of months remaining in the calendar year.

PTO Account Balance and Carry Forward Limits

As noted above, the District will maintain a PTO account and track the beginning balance, current balance, accruals, and usage on a school year basis. Limits are imposed on the amount of PTO that can be maintained as a balance and on the amount of PTO that can be carried forward from one school year to the next.

For 10 1/2 month administrators unused account balances at the conclusion of the annual contract up to 10 days may be carried forward to the next school year. Unused account balances up to 10 days can be sold back for \$100 per day.

For 12 month administrators / directors unused account balances at the conclusion of the annual contract up to 15 days may be carried forward to the next school year. Unused account balances up to 15 days can be sold back for \$100 per day

Funerals/Bereavement

Administrators are entitled to bereavement leave due to the death in the immediate family. For purposes of this policy, "immediate family member" is defined as a spouse, significant other (residing in the same household), child, parent, parent-in-law, brother, sister, son or daughter-in-law, grandparent (of either employee or spouse), aunt, uncle or cousin, or any relative residing in your household. Administrators may request use of SLR for use of bereavement.

Jury Duty

Full-time administrators shall receive their regular pay while serving jury duty. The employee shall reimburse USD #263 all money received for jury duty except the amount allowed for meals and mileage.

To be eligible for excused absence for jury duty, the employee must notify the superintendent immediately upon receipt of the notice to serve. Furthermore, he or she must report back to work if released by the court while a reasonable amount of time is left to the end of the day.

Professional Activity

Administrators may receive their regular pay while serving in elected or appointed leadership positions. Prior approval of the superintendent is required.

FMLA

The district complies with the mandates in the Family Medical Leave Act

EVALUATION

Administrative personnel shall be evaluated in writing by the superintendent in accordance with the minimum statutory requirement for the first four years of employment and at least annually thereafter. The board's procedures concerning evaluation of district administrators shall be on file in the central office.

1. To foster school improvement and completion of school and district goals and objectives.
2. To encourage self-improvement based on mutually defined professional goals.
3. To provide a vehicle for recognition of outstanding service
4. To determine if adequate performance levels are being maintained, and to serve as a guide toward summative judgment regarding renewal, non-renewal, or termination.

Access to Evaluation Documents

Except by order of a court of competent jurisdiction, the evaluation document and responses shall be available only to the following: 1) the employee, 2) BOE, 3) administrative staff designated by the BOE, 4) legal counsel for the BOE, 5) State Board of Education (as provided in K.S.A. 72-7515), 6) other persons specified in writing by the employee.

Response to Evaluations

After receiving a copy of any written evaluation, the employee has ten working days in which to respond in writing. Such response will become a permanent part of the evaluation document.

Record Keeping

A copy of all employee records, including written evaluations, shall be kept in the USD #263 Personnel Office at least three years.

Suspension

The superintendent may suspend any administrator with or without loss of pay or benefits for any one or more of the following reasons:

1. Violation of BOE policy, rules, or regulation;
2. A clear and present danger to the welfare of the students, professional educators, or school property and equipment exists as a result of the continued service of the administrator;

3. The overall performance of an administrator is of such quality as to render the employee not capable of fulfilling assigned responsibilities of the educational program;
4. Other just cause, which is not arbitrary, irrational, unreasonable or irrelevant, is evident and continued supervision would not be helpful or appropriate.

RESIGNATION AND TERMINATION

Resignation and Unilateral Termination of Employment

The BOE will consider a resignation, submitted in writing, of a contract which is in force, although acceptance may be contingent upon the hiring of a suitable replacement or other suitable options.

Either the district or the employee may terminate employment at any time, with or without cause. Employment may be terminated without notice during the first ninety (90) days of employment.

Final paychecks will be issued on the next regular scheduled payday.

Directors are requested to provide a three-week written notice. If you give more than a three week notice but are asked to leave earlier, you will be paid for two weeks at the discretion of the superintendent and BOE approval.

Administrative Disciplinary/Termination Procedure

Failure of any administrative employee to implement board policies may result in suspension, demotion, probation, salary freeze, nonrenewal or termination of employment in accordance with procedures set forth in the policies and rules of the USD 263 Policy Handbook.

Subject to the provisions of K.S.A. 72-5451 et seq., the following acts shall be considered grounds for termination of an administrator:

1. Conviction of a felony;
2. Any act which causes or results in any persistent disruption of the operation of a school building or the school district;
3. Unauthorized conversion of the district property for personal or non-district purposes;
4. Substantial or persistent violation of BOE policies, rules, or regulations;
5. Persistent or willful insubordination;
6. Incompetence;
7. Immoral conduct which results in an administrator being unable to work effectively;
8. Inefficiency;
9. Other just causes which are not arbitrary, irrational, unreasonable, or irrelevant to the BOE's task of building up and maintaining an efficient school system.

RETIREMENT

Early Retirement

Administrators will be eligible for early retirement benefits as outlined in the negotiated agreement approved by the Board of Education.

COUNCILS, CABINETS, & COMMITTEES (types and appointments)

Administrative participation on defined district committees and councils is expected. These could include representation on the District Improvement Team, Professional Development Council, IBB, Site Council, Policy or Curriculum review committees, etc.

ACCIDENTS

Reporting

Accidents which occur in school, on school grounds, or at a regularly scheduled school event shall be reported as soon as possible. An accident report shall be filed with the school nurse. Forms are available in each building. The superintendent shall be notified.

Workers' Compensation

Workers' compensation is available to employees. A workers' compensation form shall be filed for staff. Forms are available in each building.

EMERGENCY PROCEDURES

Crisis Plan

A crisis plan is available in each school. Administrators should be familiar with the plan in their building and are responsible for conducting drills and establishing safe procedures as defined below.

Fire & Tornado Drills

Fire drills shall be conducted monthly August through May in each building. Drills shall be recorded on the form provided by the Kansas State Fire Marshall. This report shall be submitted at the end of the school year to the Director of Operations who will submit it to the Kansas State Fire Marshall in June.

Tornado drills shall be conducted three times between August and May in each building. One drill shall be held in the fall, one in the spring, and one on the date set by the state. Drills shall be recorded on the form provided by the Kansas State Fire Marshall. This report shall be submitted at the end of the school year to the Director of Operations who will submit it to the Kansas State Fire Marshall in June.

Intruder in the Building/Lock Down Drills

The USD 263 Crisis Plan outlines the procedures to be followed in the event there is an intruder in the building with the possible intent to cause harm. The procedures are to be clearly disseminated to the building staff and any substitutes working in each building. The crisis plans are to be followed as written and each building must conduct an Intruder/Lock Down drill once per semester. Records of the date of each drill must be kept at the building and communicated to the superintendent in accordance with the plan.

Shelter in Place

The USD 263 Crisis Plan outlines procedures to be followed in the event there is a hazardous chemical spill or potential threat. The procedures are to be clearly disseminated to the building staff and any substitute working in each building. The crisis plans are to be followed as written and each building must conduct a Shelter in Place drill once per semester. Records of the date

of each drill must be kept at the building and communicated to the superintendent in accordance with the plan.

FINANCIAL RESPONSIBILITY

Administrators are responsible for applying correct accounting procedures for all financial activities and fundraisers conducted by their respective site.

PUBLIC RELATIONS

Each building administrator oversees the information and timely submission of articles and events to enhance public relations. All requests for information should be submitted in a timely manner.

BUILDING WEB SITES

The website is becoming a primary communication tool for parents and patrons. It is a job expectation of each building administrator that the building website is updated with accurate and current information. It is also expected that the use of the website as a communication tool is shared with your building patrons, staff and students. Technical assistance will be directed by the Director of Technology or their designee. Content assistance or review will be directed to the appropriate Central Office administrator.

APPENDIX

District Office

Superintendent of Schools

Mulvane High School

Principal

Assistant Principal

Assistant Principal/Athletic Director

Mulvane Academy

Assistant Principal

Mulvane Middle School

Principal

Assistant Principal/Athletic Director

Mulvane Grade School

Principal

Mulvane Primary School

Principal

Special Education

Director of Special Education

Directors

Director of Human Resources

Director of Transportation

Director of Food Service

Director of Technology

Director of Special Services

Assistant Director of Technology

Business Manager