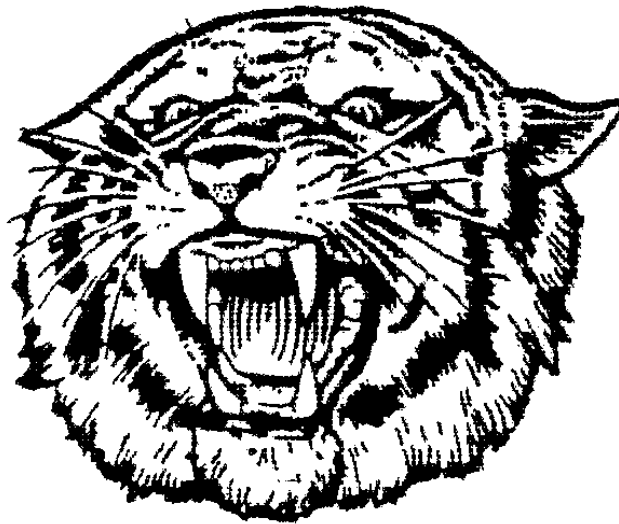


# **Mulvane USD 263**

## **Support Staff Handbook**



**2011 – 2012**

*The Mulvane School District is an equal opportunity employer.*

# USD 263 Mulvane Support Staff Handbook

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## **Section I. Welcome to the Mulvane School District**

### **Welcome**

Support Staff personnel are those employed in positions for which the Kansas State Board of Education does not require a certificate or license. This classification includes secretaries, clerks, aides, bus drivers, custodians, paraprofessionals, food service personnel, crosswalk guards and maintenance personnel. 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.

### **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 the USD 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. 54-106 and K.S.A. 75-4308, 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.

### **Nepotism Policy** (revised 6/22/09)

The district permits members of the same family to work in the district. The district will not however, consider individuals whose employment would result in a direct supervisor/subordinate relationship.

Relatives are defined as: parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, cousin, in-law or step relative.

### **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 conditional employment is approved 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. Social Security Number
2. Loyalty Oath Form signed and notarized
3. Employee's Withholding Allowance Certificate Form W-4 and K-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
9. Internet Use Policy

### **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 (revised 6/28/04) when they provide a receipt (revised 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**

- Clerk of the Board / Superintendent Secretary
- Deputy Clerk
- Asst. Superintendent Secretary / Division Secretary
- Custodian and Maintenance (full time and part time)
- Accounts Payable
- Bus Mechanic
- Human Resource Secretary
- MIS Data Clerk
- Warehouse Assistants

**11 month employees**

- Building Secretary

**10 month employees**

- Paraprofessional
- Aide (Nurse, Title I, Library, At-Risk)
- Cafeteria Aide
- Cook
- Bus Driver/Van Drivers
- Crosswalk Guard
- Technology Para
- District Software Support
- District Computer Tech

**Special Categories\***

- 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 when school is in session. 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.

**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 you 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 1<sup>st</sup> of each budget year. Employees hired after July 1<sup>st</sup> 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. Request for vacation time must be made on the “Time and Attendance” system. 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. (revised 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. (revised 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

Vacation will continue to accrue during absences for military reserve duty, approved paid leave of absence, illness and/or disability to a maximum of one year with documentation of the disability, or absences covered by workers’ compensation until benefits have been received up to a maximum of one year or until the date a permanent award is made, whichever occurs first. (revised 6/22/09)

**Holidays**

Full-time support staff that have completed the 90 day training period (revised 6/22/09) 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 may be from a combination of jobs as long as the jobs are permanent (not substitute) positions approved by the BOE and as long as they equal over 32.5 hours per week. (revised 6/22/09)

12 month employees (as defined previously)

- Fourth of July
- Labor Day
- Thanksgiving Day + day before and day after Thanksgiving (revised 10/11)
- Christmas Day + 2 days - to be determined by the Superintendent
- New Year's Day
- Spring Holiday - to be determined by Superintendent
- Memorial Day

11 month employees (as defined previously)

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

10 month employees (as defined previously)

- Labor Day
- Thanksgiving Day
- Christmas Day
- New Year's Day
- Memorial Day - only when required to work through Memorial Day

A full-time bus driver is defined as an employee who drives an A.M. and P.M. route. Bus Drivers will accrue Holiday pay on a 3 hour per day work schedule. (revised 6/22/09)

**Personal Time Off** (added 07/08)

The District maintains a Personal Time Off (PTO) Program for the purpose of providing employees with the opportunity to take time away from work without loss of compensation. The PTO Program is time off intended for use in connection with short-term illnesses, personal business, family care, and other needs which may require time off from work. Employees must work at least 20 hours per week to receive Paid Time Off. (revised 6/22/09)

<b>Years of Continuous Service</b>	<b>12 Month Employees</b>	<b>11 Month Employees</b>	<b>10.5 Month Employees</b>
0 – 6 years	8	7.5	7
7 – 19 years	9	8.5	8
20 + years	10	9.5	9

For non-exempt employees, a “personal day” is equal to the regular scheduled hours of the work day.

Paid Time Off will be advanced in full to the employee’s account when the budget year or annual work agreement begins each school year.

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 earned at a rate of 25% per quarter.

Employees may not use PTO or any other paid benefit if they do not report the absence before the scheduled work day without supervisor approval. (revised 6/22/09)

If you are showing a negative PTO balance upon termination, your final paycheck will be deducted to reflect the negative PTO time.

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. Employees are not eligible to use Paid-Time-Off until successfully completing the 90 day training program.

PTO may be earned from a combination of jobs as long as those jobs are permanent (not substitute) positions approved by the BOE and as long as they equal 20 or more hours per week. (revised 6/22/09)

PTO will continue to accrue during absences for military reserve duty, approved paid leave of absence, illness and/or disability to a maximum of one year with documentation of the disability, or absences covered by workers' compensation until benefits have been received up to a maximum of one year or until the date a permanent award is made, whichever occurs first. (revised 6/22/09)

A full-time bus driver is defined as an employee who drives an A.M. and P.M. route. Bus Drivers will accrue PTO pay on a 3 hour per day work schedule. (revised 6/22/09)

**Vacation - 12 Month Employees** - As of July 1, 2008, any employee granted full-time 12-month status will accrue Paid Time Off according to the rate table above in addition to vacation per district policy after 1 year of continuous service.

### **Scheduling**

1. To the extent possible, leave is to be requested and approved by the supervisor in advance. In most cases, two (2) week of advance notice will be sufficient. Generally personal leave should be scheduled when school is not in session for 12 month employees. Employees may not use PTO or any other paid benefit if they do not report the absence before the scheduled work day without supervisor approval. (revised 6/22/09)
2. The supervisor/director reserves the right to deny leave requests which may have an adverse affect on the operation of the school or cancel previously approved leave requests if unexpected circumstances arise which require the employees attendance at work.

### **PTO Account Balance and Carry Forward Limits**

Employees may carryover a maximum of five (5) days of unused PTO by June 30 or by the end of the annual work agreement unless written approval is given by the Department Director. Unused PTO up to 5 days can be sold back at an hourly rate of \$8.00 per hour.

### **Separation from the District**

Employees are required to provide notice of intent to resign per district support staff handbook. Notice of resignation must be provided in writing to the supervisor with a copy to the Human Resources Department.

Employees may not use PTO time in lieu of notice of resignation. The last day actually worked will be considered the date of separation from the District. Upon separation of employment, the employee shall be paid for any Paid Time Off earned during the school year but not taken at a rate of \$8.00 per hour.

### **Sick Leave Reserve**

May be used after all Paid Time Off (PTO) has been utilized except in the case of bereavement or 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. Sick Leave Reserve shall be allowed for

personal illnesses of a staff member or immediate family member. The immediate family is defined as father, mother, sister, brother, husband, wife, son, daughter, grandparents, grandchildren, mother-in-law, father-in-law, daughter-in-law, son-in-law, or any persons making his/her home permanently in the household of the staff member. Decisions concerning sick leave reserve will be made by the building Principals, with questionable situations to be referred to Human Resources with final approval of the Superintendent. Once Sick Leave Reserve hours are exhausted, they will not be replenished. Sick Leave Reserve is not a form of compensation upon resignation. (Rev 9-11)

**Bereavement**

In the case of a death in the immediate family, as defined under Sick Leave Reserve, a maximum of 5 days of sick leave reserve may be used for bereavement. If the staff member doesn't have any sick leave reserve then Paid Time Off may be utilized. Each employee may use two (2) days sick leave reserve per year for the death of the person not previously defined as immediate family. Decisions concerning bereavement applications will be made by the building Principals, with questionable situations to be referred to Human Resources with final approval of the Superintendent. (Rev 9-11)

**Family Medical Leave Act (FMLA)**

See BOE Policy GARI

**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.

**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 Placement**

All support staff employees shall be paid in accordance with the Support Staff Wage Range. New employees may receive one range of placement for every two years of applicable experience to be recommended by the immediate supervisor and approved by the Superintendent. Normally range movement will not be more that five steps. Range 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) (revised 07/08)

Employees returning to the same division, after leaving the district in “good standing”, will be placed at the same rate of pay 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.

### **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)

### **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 timesheet. 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** (revised 7/08)

Payroll checks for classified employees will be issued on or close to the 15<sup>th</sup> and last day of the month. Direct Deposit employees will be issued a paper check recap or may elect to receive a wage statement via email. Refer to the Payroll Date Calendar in the Appendices: Payroll checks will be issued to employees at their respective designated building work locations.

### **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 on the district website or by contacting the payroll or HR department.

### **Supplemental Stipends**

An annual stipend approved annually by the Board of Education will be established for the activity/athletic supplemental salary schedule. 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 as proposed in the supplemental schedule proposed for the 2009-2010 school year. The supplemental stipend is calculated by 1.5% per year of experience times the supplemental salary. The stipend is maxed out at 14 years of experience or 20% of the supplemental amount. Years of service would be counted for "like" experience at middle school, high school or college levels. Example: Football for football, volleyball for volleyball. Payment for supplemental will be equally distributed over 12 months (revised 6/30/09)

Verification of experience may include copies of contracts or a letter of endorsement from a district and must be received by the Building Athletic Director or designee, upon signing of initial supplemental contract. (revised 10/11)

## **SECTION V. Benefits**

### **Section 125 Cafeteria Plan**

Support Staff employees permanently working 20 hours per week or more 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
- Life Insurance
- Vision Insurance
- Flexible Spending Accounts

### **Tax Sheltered Annuities**

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 Business Manager a "Salary Reduction Agreement" provided by the annuity company. Employees wanting to change their annuity must file with the Business Manager a new "Salary Reduction Agreement" provided by the annuity company. Employees may start, stop or change the annuity at any time during the school year by providing timely notice in writing to the Business Manager.

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 10<sup>th</sup> for hours taken in the fall semester with payment in February, and or before September 10<sup>th</sup> for hours taken in the spring/summer semester with payment in October, provided the employee is under contract to U.S.D. #263. (revised 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, 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 following policy was revised and approved by the BOE in the 2008-2009 negotiated agreement. The revised policy was recommended by the district auditor and legal counsel. The policy should be adopted in the Classified and Special Services Handbooks.

#### **1. Early Retirement**

##### **A. Philosophy**

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.

## **B. Regulations and Guidelines for Early Retirement**

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.

**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.

**Benefits**– An Eligible Employee shall become a Participant beginning on September 1 of the year in which the Employees separates from service with USD 263 after attaining a minimum of 15 years of consecutive years of service with USD 263 which for purposes of the Plan shall include any years where the employee was employed at least half-time. Additionally, the employee must have been employed by USD 263 at the time of separation from service and must have accumulated 85 points under KPERS and be eligible for KPERS retirement benefits accordingly. In order to become a Participant, the employee must notify the Superintendent of Schools of their intent to sever employment and actually sever employment by reason of retirement prior to the beginning of the next Plan Year. For purposes of calculating year of service hereunder, up to 5 years of active duty military service may be substituted for years of certified employment. Each year prior to the beginning of a new Plan Year, USD 263 shall provide to one company selected by the district a list of each Participant, along with a schedule of the amount of non-elective employer contributions to be made to the account of such Participant and the applicable period of time over which such contributions shall be made.

The 12 Consecutive month period ending every August.

Eligible Employees who become Participants as set forth in Section 1.08 of the Plan shall receive an amount equal to 28% of the Participant's "Includible Compensation" during their last year of employment plus an additional 1% of such 28% amount for each year of service with the Employer in excess of 15 years, subject to the Annual Addition and other contribution limits as set forth under the Plan. Such yearly contribution amount shall be prorated and paid to the account of each Participant in a lump sum portion paid into his/her 403b plan each year in September of the year following the retirement, and shall receive payments each year for a maximum of 5 years. Such contributions shall cease upon the earlier of the Participant attaining Normal Retirement Age (65), as defined under the Plan, or the end of the 5<sup>th</sup> year which precedes the year in which the participant retired and separated from service with the Employer. For the purpose of this section of the Plan, the Employer hereby elects pursuant to Treasury Regulation 1.415-2(b), the "Limitation Year" of September 1 to August 31 for each year in which the Plan is in effect.

**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 members who were on the program prior to the non-adoption will continue on the program until all 5 payments under the Plan have been made.
- D. Early retirement benefits shall cease upon the death of the retired employee.
- E. The employee must reach their qualifying age prior to September 1 of their retirement year.
- F. Eligibility for 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 form for application will be provided by the district office.
- G. 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.
- H. Early retirees will have an 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. The retired employee is not entitled to any medical benefit contribution made by the BOE to district full time 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 as determined by the provider of the applicable district health insurance program. Retirees who move out of the enrollment area of the applicable district health insurance program shall automatically forfeit their eligibility to continue on the district health insurance plan.
- I. To receive early retirement benefits, a classified staff member must be retiring from employment and will cease to continue to receive their retirement benefit if they take another classified staff position in this district.

**Payment of Sick Leave Balance at Retirement** (added 4/2010)

Retiring classified employees who have unused sick leave on their normal or early retirement date, whichever the case may be, will be paid upon retirement at a rate of \$1.25 per hour. Sick payment shall be disbursed on the final paycheck.

**Reemployment KPERS Retiree** (added 4/25/11)

Classified employees who retire from the district under KPERS may be re-employed. Classified employees who retire from KPERS could be hired through the district's regular selection process and would be treated in all respects as a regular employee of the district. If re-employed in the identical position the KPERS retiree will receive wages at the individual's previous hourly rate of pay upon separation as long as the employee returns to the division within five years. When re-employed in a different position the rate of pay will be based on the current classified wage scale.

An employee who retired from the KPERS must follow all KPERS guidelines before he or she may be rehired. Classified staff members who retire from KPERS will not accrue additional KPERS service credit.

A classified staff member who is re-employed will cease to continue to receive their early retirement benefit if they take another classified position in the district. BOE Approved 4/25/11

**Sick Leave Bank** (revised7/08)

The Central Sick Leave Bank shall consist of sick leave days, 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.

The maximum number of days that an employee may draw from the bank is 10 days per school year.

Donations will occur at the regular enrollment period at the beginning of the school year. Total number of eligible days will be determined as of September 1.

Only those members who contribute may draw out leave days from the Central Sick Leave Bank and only after all vacation, Paid Time Off and/or sick leave reserve days have been used.

Request for leave from the sick bank is available upon request by submitting the appropriate FMLA paperwork to the Human Resource Department.

The Human Resource Department and Superintendent will oversee the operation of the SLB and will work within the FMLA requirements.

Days in the CSLB will carry over from one school year to the next. An annual review of days in the bank will be conducted.

**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 Lois Drive  
777-0176**

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

**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 is 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 must 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** (revised 7/08)

Classified employees may be permitted to attend various workshops and training sessions. All classified employees are expected to attend in-service programs and workshops that are scheduled at various times before school starts and through the year and will be paid for attending accordingly.

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

Regular or overtime pay as appropriate for the time away from USD 263 less:

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

Reimbursement for use of an automobile driven to and from the location of a professional activity will be paid for at a rate established by the Board. Personal vehicles should only be used when a district vehicle has been requested and not available.

### **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) theft; (2) coming to work under the influence of an intoxicant or possessing the same on district property; (3) arguing or fighting; (4) false statements (5) insubordination; (6) unauthorized disclosure of any confidential district information; (7) unlawful discrimination or harassment; (8) failure to cooperate with an investigation; and (9) 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.

**Chain of Command**

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 harassment.

The Human Resource Department will be an available resource for any employee upon request who believes a third party intervention is necessary between the building administrator or department director.

The process is an internal mechanism designed to ensure prompt and impartial consideration of concerns by any employee. The director or principal does not need to agree and be willing to actively participate in the process. The employee should contact Human Resources to initiate the process and HR will arrange the meeting.

Without formalizing the process it will be expected all participants agree that all matters disclosed and documents produced shall remain confidential. The HR department will prepare a written summary outlining the purpose and resolution of the meeting.

Regardless of the outcome of this process, an employee shall not be retaliated against for raising concerns of this nature brought forward with a good faith belief that a legitimate problem exists between the employee and director or administrator

**Grievances** – BOE Policy GAE

**Sexual Harassment & Racial Harassment** - See BOE Policy GAAC and GAACA.

**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. Resignation forms are available on the district website or by contacting the payroll or HR department. 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** (revised 07/08)

Merit awards may range from special recognition to a partial personal day. Recommendations for merit awards shall be made by the immediate supervisor and must be agreed upon by the department director and Human Resources with final approval from the Superintendent. 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. A form is available on the district website.

### **Wage Adjustments** (added 07/08)

Administrators and Director may recommend an increase in the current wage of an existing employee. Any recommendation for a wage increase must be first discussed with the Director of Human Resources and approval of the superintendent. The recommendation should be based on experience, licensure, formal education, certification, training and performance.

### **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 Maintenance Director.

### **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.

**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. (revised 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.