CLASSIFIED STAFF HANDBOOK 2020-2021

USD #262
Valley Center

INTRODUCTION

The purpose of this handbook is to provide both economic and non-economic information of interest to the classified staff of U.S.D. 262. In this regard, information is provided on vacation time, holidays, work weeks, overtime pay, and many other areas of concern. In general, those rules and regulations of the district, which apply to the classified personnel of the district, are found in this handbook. In the event the rules and regulations set forth in this handbook conflict in any way with the policies set forth by U.S.D. No. 262, Board of Education, then the Board policies shall govern.

This handbook is not an employee contract. Nothing in this Handbook or your employment relationship should be considered as either an express or implied employment contract or guarantee of employment. No employee has authority to create an employee contract by modification of this document.

This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the Board. Classified employees are employees-at-will and employment may be terminated at any time, for any reason, or no reason at all, with or without cause. Classified employees employed pursuant to a written agreement shall still be employees-at-will in accordance with the written contract and employment may be terminated as provided in this Handbook.

If you have any suggestions you feel would improve this handbook, please bring the matter to the attention of your supervisor or the Central Office Administration.

USD 262 is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the district's ADA and Section 504 coordinator, 143 S. Meridian Ave., Valley Center, KS 67147. Telephone: 316.755.7000.

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NOTE: District Policy Manual is available on the District website.

TO: ALL NEW CLASSIFIED EMPLOYEES

As a new employee, the following information is important to you as you begin work in the Valley Center Unified School District.

1. Initial employment shall be for a probationary period of **three (3) calendar months** (90 (ninety) days). During this time your supervisor will evaluate your work performance. At the end of this 90-day period, your supervisor may recommend that you be placed on regular status, and you will be given a $0.30 per hour pay increase. However, if your work performance does not meet District standards, the supervisor may recommend extending your probationary period, or your employment can be terminated.

2. As a new employee, the date of your employment determines when you will receive your first paycheck.

    a. If you begin work between the 1st day of a month and the 15th day of the month, you will receive your first paycheck on the 25th.

    b. If you begin work between the 16th and the last day of the month, you will receive your first paycheck on the 10th of the following month.

3. The Valley Center Unified School District No. 262 has a fringe benefit program for employees that work 4 or more hours per day (20 hours per week or more) that currently allows you to purchase approved fringe benefits without paying taxes on the money used for premiums as permitted by the applicable Internal Revenue Code. The District provides a tiered system of contributions for health insurance premiums for those employees working four or more hours per day, beginning the first of the month following the date of hire. The benefits department at the District Office can be contacted to explain this fringe benefit program, and help you process the necessary forms. <u>There will be no pressure for you to buy anything</u>. Please remember that each staff member must sign the election form yearly even if you do not wish to participate in the program.

CLASSIFIED PERSONNEL DEFINED

District classified personnel are employees not required to hold a teaching license issued by the Kansas State Department of Education ("referred to hereafter as "Classified Employees"). This classification could include administrative assistants, transportation personnel, custodians, aides, grounds and maintenance personnel, food service personnel, technology personnel, nurses, bookkeepers, and others. As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board.

NOTE: Anytime the superintendent is mentioned in this manual, it is assumed that his/her designee is implied.

CLASSIFIED STAFF DEFINITIONS

All Classified Employees are employed on at "at-will" basis regardless of their length of service and may be terminated at any time with or without cause, at the discretion of the superintendent. The board shall be notified of any terminations or proposed terminations at its next regular meeting.

No individual who is less than eighteen (18) years of age will be granted full time employment.

Initial employment shall be for a probationary period of Ninety (90) calendar days. Following successful completion of the probationary period, the individual will be granted full regular employment status.

Full-time Classified Staff - All classified employees that are employed for twenty (20) or more hours each week are termed full-time employees and receive benefits.

Salaried Classified Staff - All classified staff members who are employed for a specific salary per year or per contract period.

HIRING CLASSIFIED PERSONNEL

When hiring classified personnel, the building principal and/or immediate supervisor may assist in the interview process and make recommendations to the superintendent regarding the choice of applicants to fill the vacancy.

The superintendent will make a recommendation to the Board of Education (BOE), which may act upon the recommendation.

At the time of initial employment in USD 262 the applicant may be given credit for past experience in the work area for which he/she is hired. Partial years of experience may be rounded. However, the district reserves the right to make initial placement on a lower step if such experience is not recent. The district, at its sole discretion, may re-hire a former employee at the same step attained by the employee

at the end of employment, provided that the former employee is re-hired for a position which is on the same column and pay scale as previously employed.

All applicants for classified positions are subject to a criminal history background check, pursuant to Kansas State Law. A classified employee's initial employment or continued employment, as the case may be, is subject to and conditioned upon, the employee's full cooperation and successful completion of the criminal history background check.

SPECIAL PROVISIONS

The following provisions apply only to the specific group of employees named and to no other employee or group of employees.

HOURLY CLASSIFIED STAFF

Classified staff who are called back to their building after their regular working hours to take care of an emergency not caused by their own negligence, or intentional act or omission, will receive pay for a minimum of two hours for the time spent, at one and one half times their regular rate.

SALARIED CLASSIFIED STAFF

Salaried classified staff shall not be covered under the provisions of the workweek and overtime provisions of these regulations. These employees agree to work those hours necessary to satisfactorily complete the work assigned for the yearly period salary agreed upon.

FRINGE BENEFIT PLAN

All full-time employees of Valley Center USD 262 who work a minimum of twenty (20) hours per week are eligible to participate in the district fringe benefit plan. The purpose of this plan is to furnish eligible employees the choice of receiving certain tax-free benefits in lieu of taxable compensation as provided in Section 125(d) of the Internal Revenue Code of 1954, as amended.

Information pertaining to the optional benefits available under the plan will be made accessible to each employee upon hire and during the annual open enrollment period.

LONGEVITY BENEFIT

USD 262 "Longevity Incentive Stipend" is based on a five-year anniversary schedule beginning on the employee's 10th year of continuous service with the District. is established. All classified personnel that have completed ten (10) years of continuous service with the Valley Center School District shall receive a five hundred dollar $500 Longevity Incentive Stipend payable in a lump sum with the December 25th pay period. Additional Longevity Incentive Stipends shall be awarded in the following amounts for continuous service: $875 after the completion of 15 years; $1,250 each

year after the completion of years 20 through 24; $1,500 each year after the completion of years 25 through 29; and $1,750 each year after the completion of 30 years; and $2,000 each year after the completion of 35 years.

Employees retired with KPERS are no longer eligible to receive the Longevity Benefit.

Should an employee's position be eliminated by the district and the employee returns to the district within thirteen (13) months, all previously completed years of service will be allowed for longevity tracking.

Should an employee choose to leave the district and return at a later date, the previously completed years of service toward the longevity benefit begin again at zero. An employee who chooses to leave may petition the Classified Committee for consideration of allowing all previously completed years of service with the district be counted if the separation was less than thirteen (13) months and the District finds the Employee had an extenuating circumstance that caused his or her resignation.

For 2020-2021 School Year Only

In addition, if the district's state general fund appropriations are not reduced by an amount greater than $200,000 on or before May 1, 2021, each classified employee who is continuously employed from October 1, 2020, through May 7, 2021, will receive a one-time payment with the May 25, 2021, pay warrant that equals 2% of their anticipated total pay for the 2020-2021 school year, not including longevity and/or overtime.

Employees hired after October 1, 2020, and who are continuously employed through May 1, 2021, will receive a one-time payment with the May 25, 2021, pay warrant that equals 1% of their anticipated total pay for the 2020-2021 school year, not including longevity and/or overtime. (Adopted by BOE 06/30/2020)

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)

All district employees who are employed six hundred forty (640) hours or more per year to fill a position designated to be a position covered by the KPERS must become a member of KPERS. A payroll deduction (as determined by KPERS) will be made semi-monthly.

Accidents, Reporting Of

If an accidental injury to an employee arises out of and in the course of employment, a claim based upon such injury may be compensated. An injury shall not be deemed to have been directly caused by employment where it is shown that the employee suffers disability as a result of the natural aging process or by the normal activities of day-to-day living. Also, "arising out of and in the course of employment" excludes injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer. If an employee is injured on the job, the supervisor must be contacted immediately or the next work day. The employee and/or supervisor, within ten (10) days of injury, is responsible for logging onto the district's Public School Works system and reporting the accident. Employees must notify their supervisor or the District Office within 48 hours of an accident.

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers' compensation plan. Employees are to use Occupational Health Services for first initial visit. Any employee who is off work and drawing workers compensation shall be required to provide the Clerk of the Board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

* See Workers' Compensation

Activity Passes

The Board agrees to provide an activity pass to each employee which grants free admission to all "home" school-sponsored athletic events for the employee, spouse, and all children who are high school age or younger. The employee's badge will serve as the pass and must be shown. The employee must be present. The activity pass is not valid for KSHSAA regional or state sponsored activities held in the district.

Address Changes

To ensure correct delivery of paychecks, all address changes must be made in Skyward's Employee Access portal before the end of the pay period in which the change took place.

Annual & Required Trainings

At a minimum, Harassment/Bullying, FERPA, Suicide Prevention, and Blood Borne Pathogen Training will be required of all employees each year. All other training will occur as needed. The training will be provided through the district's Public School Works training program.

403b Plan

All classified personnel are eligible to participate in Valley Center Schools USD #262 403(b) Plan. Upon employment, newly hired personnel will be given a packet of information including the plan summary description, participating investment providers and a 403b Employee Handbook.

Current employees may make changes and / or an addition in the Plan. The appropriate form must be signed and faxed to the Third Party Administrator no later than the last day of the month to be effective the next month.

Assignment and Transfers

The superintendent shall make classified personnel assignments after consideration of the personnel and positions involved.

Any employee may be transferred at any time to a new location or position at the discretion of the superintendent. The board shall be notified of the transfer at its next regular meeting.

If an employee transfers from one department to another, they will be placed on the experience level for which they qualify. They do not transfer experience from one job classification to another unless they are related in job description. The transferring employee will retain all years of total service for purpose of longevity and retirement credits.

Attendance

Excessive absences or tardiness, unauthorized leave, or unexcused absences may result in disciplinary action including termination of employment.

Bargaining with employees

The Board of Education is not required to negotiate with any employee group except teachers and negotiations will be limited to include only those employee groups mandated by law.

Bus Drivers/School Employees who Transport Students

When employed, and each year thereafter, the district will request a driving record from the appropriate state agency for all employees who transport passengers. The appropriate administrators who make employment decisions may use this record. All employees who transport students are required to submit a copy of their license.

Child Abuse

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

Employees may file a report of suspected abuse anonymously to either the Kansas Department for Children and Families by phoning 1-800-922-5330 or to local law enforcement officials. The Code of Care for Children also provides immunity from prosecution if the report is made in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. The employee's supervisor should be notified when a report is made.

Classified Committee

A Classified Committee representative of classified positions will be established each year to serve as an advisory group to the Superintendent and Board of Education. The Committee will advise on issues effecting classified personnel in the school district.

Communication

Supervisors: Supervisors will disseminate relevant information to employees and are responsible for communicating it in a manner that ensures that employees effectively receive necessary information in a timely manner.

Classified: Checking or monitoring email during off duty time is not a condition of employment. As there is not an expectation for you to read work emails during off duty time; overtime or extra duty pay is not applicable. However, this does not relieve an employee's responsibility to stay informed of employment information or checking applicable school web sites , bulletin boards or other notification procedures to obtain school notices, closings, schedules, inclement weather information and other announcements.

Complaints

Any employee who believes that any part of this handbook has not been followed correctly may submit a complaint in writing to his/her immediate supervisor. The written complaint shall be filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Computers

All classified employees will be given a district email account to be used for work-related purposes. The district will communicate important information via email. It is expected that all employees regularly check their email in order to be aware of important information.

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

All employees will be provided, through the district's Public School Works portal, with an electronic copy of the "Acceptable Use Policy" for use of district technology resources. The Acceptable Use Policy will be acknowledged/electronically signed by all employees upon hire, and anytime changes are made to the policy.

Confidentiality

Information learned at school should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule that violate the privacy rights of specific individuals including but not limited to employees and students could result in disciplinary action being taken against the employee, including termination.

Conflict of Interest

District employees are prohibited from engaging in activities that conflict with or detract from the effective performance of their duties.

Direct Deposit

Direct deposit of employee salary checks is offered; forms are available in District Office to start or stop this service. The school district encourages direct deposit of paychecks, but it is not required.

Dress Code

Appropriate dress and personal grooming are an individual responsibility. The impression given to others through personal appearance is important to the employee

and to the district. Employees are asked to be responsible and use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair and clean.

Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the school district is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to his/her immediate supervisor for a conference or other appropriate action.

Electronic Devices

As stated in BOE Policy GAT, The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions
"Communication device" is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

"Use/Using" for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Use
The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Use in Vehicles
Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or

- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving

Employment

If classified personnel being paid at an hourly rate are re-hired for the next school year, each employee will be notified. Any change in the hourly rate of pay for these employees shall be made known to each employee following approval by the board at a regular or special meeting.

Employee - Board Communications

All communications concerning school business from the board to employees and from employees to the board shall be made through the Superintendent of Schools or his designee.

Employee Breaks

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

Employee Conduct

As a condition of continued employment, all employees are expected to abide by all board, nurse/health aide, and classified handbook policies. Employees who violate board or handbook policy, law, have job-related safety violations, and /or display personal behaviors that reflect negatively upon the district shall be considered in violation of the Employee Conduct clause.

Employees shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers.

Employees who violate the terms of this policy will be subject to one or more of the following sanctions:

1. Short term suspension with pay;

2. Short term suspension without pay;

3. Long term suspension without pay;

4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program;

5. Termination or dismissal from employment.

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk.

Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

Employee Health Certificate

All employees of USD 262 who come in regular contact with the students of the district, shall submit at the time of their employment and as required by law, a certificate of health on a form prepared by the Secretary of Health and Environment and signed by a person licensed to practice medicine and surgery under the laws of any state. If at any time there is a reasonable cause to believe that any employee of the district is suffering from an illness or condition detrimental to the health of the students of the district, the Board of Education may require a new certificate of health be filed by the employee.

The expense of obtaining signed certificates of health shall be borne by the employee.

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

Bus Drivers

After initial examination at beginning of employment, bus drivers can receive additional required examinations at no charge from a district-designated provider. The district will allow up to whatever the designated provider charges for the cost of a physical examination from a physician of the employee's choice. Bus drivers should take the appropriate health examination form for their service group with them to their physician. Physician's examination forms will also be acceptable. Any additional examination services above the minimum required (such as a chest x-ray instead of the skin test for tuberculosis screening), will be at the expense of the individual employee.

Equal Opportunity Employer

Valley Center USD 262 does not discriminate on the basis of race, color, national origin, sex, religion, handicap/disability, or age. Persons having inquiries may contact the district's ADA and Section 504 coordinator, 143 S. Meridian Ave., Valley Center, KS, 67147. Telephone: 316.755.7000.

Evaluations

An evaluation will be completed no later than 3 months after employment, and all classified employees shall be evaluated at least annually thereafter. Such evaluations shall be completed and filed with the Superintendent of Schools by May 15 of each year. Upon completion, the report is to be signed by the evaluator and the employee, submitted to the superintendent and a copy given to the employee.
Completion of evaluations is the responsibility of the immediate supervisor.

When it appears to an employee's immediate supervisor that the employee's work performance is not meeting minimum requirements, the supervisor may place the employee on a Plan of Improvement or recommend termination of employment. The terms of the Plan of Improvement shall be in the sole discretion of the employee's supervisor. If the employee is placed on a Plan of Improvement, the employee's pay rate will be frozen until the plan is removed by the employee's supervisor.

FMLA

Family Medical Leave Act (FMLA) entitles employees to take up to 12 work weeks of unpaid, job-protected leave each year for specified family and medical reasons.

To be eligible for FMLA benefits, an employee must (1) have worked for USD 262 Valley Center Public Schools for at least 12 months; and (2) have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave.

USD 262 Procedures:
(1) Notify your principal/director/supervisor as soon as possible of need to take leave of more than three (3) calendar days from work.
(2) Fill out the FMLA Leave of Absence Request Form (Classified)
(3) Return the form to the HR Administrative Assistant at the District Office to begin the paperwork process.

All FMLA leave is unpaid. However, USD 262 will use all accrued sick leave, vacation leave, and personal leave before the employee would not get paid.

Once all sick and FMLA leave has been exhausted, employees will no longer qualify for the district's insurance benefits. The employee will have to continue their insurance plan through COBRA.

The full FMLA summary can be found in Appendix H.

GAOB Drug Free Schools – District Policy

The unlawful possession, use, or distribution of illicit drugs, tobacco, or alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

Health Insurance

The district will provide full time employees (four (4) hours or more each day / 20 hours per week) the following contributions toward the district's group health insurance:

Tier	District Contribution
Employee	$445.00
Employee + Spouse	$581.00
Employee + Child(ren)	$581.00
Family	$581.00

In the event that the cost increases reach the point that the district cannot finance this payment, the board will give reasonable notice of change of health benefits. This benefit does not carry a cash option; to receive the health insurance benefits, the employee must participate in the approved district health insurance plan.

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information. The district shall provide appropriate and timely professional development activities regarding HIPAA requirements. All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information.

The Health Insurance Committee must approve any changes to the established plan, currently offered by the District, by majority vote, before approved by Board.

The Health Insurance Committee (HIC) will consist of:

1 - USD 262 BOE representative
2 - Administrator representatives
3 - Classified employee representatives, and
4 - Representatives from VCNEA
(one each: elementary, middle, & high school).

Healthy Living Additional Benefit

The District will contribute an additional $20 per month toward health insurance premiums for those staff members that meet the Healthy Living Additional Benefit requirements as adopted by the District. Requirements of the Healthy Living Additional Benefit are subject to the terms and conditions set forth by the district. Employees hired following the beginning of a new plan year will become eligible to

qualify for the Healthy Living Additional Benefit before the start of the next plan year. The plan year typically begins April 1.

Holidays

The following holidays shall be considered as paid holidays for classified employees when such holiday falls between the beginning and ending dates of the employee's scheduled workdays:

*New Years
*Friday of Spring Break
*Spring Holiday (As designated by the superintendent)
*Memorial Day
*Independence Day
*Labor Day
*Thanksgiving - three (3) days
*Christmas – three (3) days for all 12-month full-time and salaried staff
*Christmas - two (2) days for all other classified staff

The holiday pay for classified employees who qualify will be for the hours that such employee would normally have worked on the holiday or for eight (8) hours, whichever is less. When the holiday falls on the weekend, the Board may declare a workday which will be assigned for that holiday. If an employee works on a holiday, pay may be double time. Other leave cannot be used to extend a holiday or vacation period. This provision may be waived only with prior approval of the Superintendent. Bus Drivers' and Bus Aides' holiday pay will be calculated at 5.5 hours per day.

Jury Duty

Employees of the school district who are called for jury duty shall be allowed to serve with no loss of pay or accumulated leave. The jury duty form that indicates the per diem paid for jury duty shall be provided to the District Office and the amount will be deducted from the base pay of the individual. Meal allowances, mileage, and other expenses will not be deducted.

Keys

Keys shall not be issued for exterior doors. All exterior doors are accessed electronically with a Staff Identification Badge (see section: "Staff Identification Badges"). Doors not equipped with electronic access control hardware are not permitted as entrances. No exterior door shall be mechanically propped open. A charge of $20 per key will be charged back to the employee for lost keys.

Lactation Accommodations

The board recognizes that it is important for mothers to have the option and ability to express milk in the workplace and that Kansas and federal law encourages this practice. Therefore, the board directs the superintendent to take measures to ensure

district employees who are nursing mothers be provided with an adequate location for the expression of milk and reasonable break times for doing so for at least one year after the birth of the employee's child.

The superintendent or the superintendent's designee shall see that the district makes a reasonable effort to provide a place, other than a restroom, which is shielded from view, free from intrusion from coworkers and the public, and may be used by the employee to express milk during this timeframe.

Employees must give their supervisor notice of the need for lactation accommodations, preferably prior to return to work following the birth of the employee's child(ren), to allow supervisors the opportunity to establish a location and to attempt to work out scheduling issues. Employees utilizing these accommodations are also responsible for maintaining the designated area by wiping utilized surfaces with disinfectant wipes after each use so the area is clean for the next user.

No employee shall be discriminated against for expressing milk during the work day, and reasonable effort will be made by the employee's supervisor to provide flexibility in the employee's work schedule in consideration of the requirements of the staff member's responsibilities and the availability of staff members to cover those duties, as necessary.

Employees shall use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors. Federal law does not require the district to compensate non-exempt staff members for work time spent expressing milk.

NOTE: ***The location selected for this purpose should have an electrical outlet or access to electricity through the provision of extension cord(s); proximity to clean water; adequate lighting; a chair and a small table, counter, or other flat surface for the employee's use; and either a door equipped with a functional lock or a sign the employee may post on the exterior of the location advising that it is in use and not accessible.***

Lump Sum Pay

A written request by nine and ten month employees for lump sum payment of checks for June, July, August, must be on file in the District Office before April 1 of the year payment is to be made. Once a request has been made, the lump sum payment will continue from year to year unless the written request is withdrawn.

The checks for employees who have requested lump sum payment will be available on June 25th or on Friday if the 25th falls on Saturday or Sunday.

Outside Employment

Classified employees shall not be excused during work times to perform outside work. Classified employees shall engage in no outside employment, which, by nature or duration, will impair the effectiveness of their assigned duties.

Overtime/Compensatory Time

There shall be no overtime worked unless approved in advance by the supervisor or the superintendent unless there is an emergency situation which represents a threat to person or property.

Overtime pay is paid for hours actually worked in excess of 40 hours per week. Paid leave (vacation, sick or holiday) shall not be considered as hours worked.

Compensatory time and overtime are not encouraged and should only be incurred after approval by the employee's immediate supervisor and the superintendent of schools and/or his designee. Pay for actual time worked over 40 hours per week will be accumulated as compensatory time at one and one-half (1-1/2) per overtime hour worked. In order to qualify as overtime, the employee must have physically worked 40 hours in the week. Any sick, discretionary, vacation, compensatory time, paid holidays, etc. are not considered hours worked per the Fair Labor Standard Act. Compensatory time as the compensation method will be mutually agreed upon by the employee and USD 262 prior to the work being performed.

No overtime, whether paid as payroll or as compensatory time, will be worked without prior approval of the immediate supervisor and the superintendent of schools and/or his designee. Employees that work overtime or additional hours without prior approval will be paid for work, but may be subject to disciplinary action. Employees may accumulate up to 60 hours (40 hours @ time and half) of compensatory time annually. All comp time must be used within the fiscal year it is earned. If an employee is absent for any reason, the comp time shall be accessed before sick leave, personal leave, or vacation is used.

Comp time is calculated and logged into Skyward True Time by the district office. Employees may view any used or unused comp time by logging into their Skyward Employee Access.

In the event that there is a separation from employment, the employee will be paid for unused compensatory time at the final regular rate of pay.

Pay Scales/ Salary Information

The pay rate for the various classified staff positions is determined by the job level of the position, the employee's education and years of experience and/or related experience. The Superintendent will determine the appropriate placement of all classified employees on the Classified Salary Schedule.

Employees will be placed on the Probationary Employee Salary Schedule (appendix J) for the first 90 days of employment. Following the recommendation for continued employment at the end of the 90 day probationary period, employees will be placed on the Classified Salary Schedule. (appendix K)

The base salary of bus drivers and bus aides will be based upon a four hour work day. This qualifies these employees for full benefits, including KPERS. Should the driver or aide's work day exceed four hours, the employee will be paid for that time during the pay period following the extra time worked.

Personal Property

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

Records Required

Each employee must have the following records/forms on file with the District Office before the first day of employment:

- Application of employment
- W-4 withholding certificate
- Copy of Social Security Card
- Copy of Drivers License (If required for position)
- State of Kansas Loyalty Oath
- Health form
- I-9 form
- New Hire Form
- Release of Information & Authorization Form
- Acceptable Use Policy for Network Services, Internet Access and Electronic Communication

Recruitment

The board may choose to hire an individual for a specific position when a vacancy occurs, or the district may recruit classified personnel to fill positions approved by the board. The supervisor and/or the superintendent shall interview candidates for positions. Following the interviews, the superintendent shall make a recommendation to the board. Reviewing the districts completed application file to search for suitable candidates or the following method may be used to fill vacancies:

- Posting of vacancy
- Screening of applicants
- Interviewing of selected applicants
- Notification of results
- Recommendation of candidate to board for approval
- Offering a position if board approval is granted

If the board wishes, vacancies involving promotion or lateral moves within the system will be announced so that present employees may apply for the position. If a current employee applying for the position is qualified, he/she will be given consideration. Internal Candidates must complete the following process to apply for a transfer:

- Email your current principal or supervisor your request to transfer.
- Email the hiring principal or supervisor your request to be considered and your current resume.

- Email the administrative assistant for human resources a request to be considered along with your current resume and at least three references.
- If the internal candidate meets the position qualifications and is selected for an interview, one will be scheduled.

Retirement

The election by an employee of KPERS retirement shall also be considered an employee's election to resign from employment with the district. Retirement is entirely voluntary and at the discretion of an eligible employee.

Salary Reduction Plan - 125 Plan

District employees may participate in a Salary Reduction 125 Plan as provided by the district.

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination, election or change within thirty (30) days of the date of such change in family status occur. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

The Board may change, add or delete benefit options included in the Plan.

Salary Deduction

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Board policy prohibits all managers from making any improper deductions from the salaries of exempt employees. If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the payroll clerk. Reports of improper deductions shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

<u>Employee directed salary deductions may be:</u>

- Credit Union
- United Way
- Valley Center Education Foundation

Wages subject to taxes and/or contributions (See Appendix E)

Sick Leave – Accumulated (Retirement)

A payment equal to 2/3 of the daily pay for a daily substitute teacher (not to include daily pay for permanent subs) for accumulated unused sick leave (maximum 75 days) will be made to a classified employee, employed by U.S.D. 262 at retirement, or death of that employee who has served the district a minimum of five (5) years. Retirement is defined as applying to receive KPERS retirement benefits at the time of leaving employment with USD. In the event of the employee's death, that specified dollar amount of compensation for accumulated sick leave will be awarded to that employee's beneficiary(ies).

Sick Leave - Paid

Regular attendance is required of all employees subject to leave provisions as outlined in this handbook. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Employees may use paid sick leave (temporary paid leave) for illness, injury, or death of others. Employees may also use temporary paid leave for medical and dental appointments for self or others.

1. <u>Personal Illness or Disability:</u>

    a. Classified employees shall accrue one (1) day of sick leave per year for every twelve (12) working days of employment completed, with such accrual rounded to the nearest full day per year. (Total: 12 month employees—20 days; 9 month employees 15 days.) Working days per year shall be computed on the basis of 260 working days per year and (12 month employees only) twenty (20) working days per month. The accrual of such sick leave shall be cumulative from year to year to a total of seventy-five (75) days, which may be carried over from one contract year to another. Days accrued during the contract year can be used over and above the maximum accumulation, but no more than the maximum accrual may be carried over from one year to the next. For new employees, sick leave may be used after 90 days of employment.

    b. Bus drivers' and bus aides' sick leave will be calculated as in (a.) and will be based on a 5.5 hour working day.

    c. The board may request a medical examination to verify any medical leave that extends beyond three (3) consecutive days. Sick leave of more than three days requires a physician's back to work release.

    d. Each classified employee has access to their leave records through the electronic time keeping system.

    e. Classified employees may apply to the superintendent for additional paid sick leave under extenuating circumstances.

f. Classified employees must use all accumulated leave before utilizing Leave Without Pay (LWOP).

2. Personal Leave:

a. Classified employees who earn leave and in their first four years of employment with USD 262 shall be allowed two (2) days of personal leave per year, chargeable to Paid Sick Leave. These staff members may apply to receive up to three additional personal days per year by exchanging two sick days for each one additional personal day. The specific date of the personal day(s) must be given. The requestor must receive approval from his/her supervisor who will forward the request to the Assistant Superintendent for final approval. For employees that earn vacation, all comp time and vacation time must be exhausted before additional personal days will be approved. This provision may be waived only with prior approval of the Superintendent.

b. Upon beginning the fifth consecutive year of employment in USD 262, classified employees who are eligible for leave but do not earn vacation leave shall be allowed five days of personal leave per year chargeable to Paid Sick Leave. These employees may not apply to receive additional personal days.

c. Classified employees who plan to utilize personal leave are required to submit a request for such leave to the Building Principal/Supervisor at least 24 hours prior to utilization, if known in advance. In case of emergencies, verbal approval may be given with the assurance that a request will be filed through the electronic time-keeping system within 48 hours after the employee returns to duty.

d. Personal Leave cannot be used to extend a holiday, break, or vacation period. This provision may be waived only with prior approval of the superintendent.

e. Misuse of leave shall constitute grounds for reduction in pay for day or days misused, or for any other action deemed appropriate by the Superintendent or Board.

f. Classified employees must use all accumulated leave before utilizing Leave Without Pay (LWOP).

3. All paid sick leave for the year is granted to employees on July 1. If an employee leaves the district, no matter the reason, and has used paid sick leave days before actually earning them, their final payment from the district will be reduced by the amount owed to the district for days taken, but not actually earned.

4. Family and Medical Leave Act: See Appendix H

5. Once all sick and FMLA leave has been exhausted, employees will no longer qualify for the district's insurance benefits. The employee will have to continue their insurance plan through COBRA.

6. At the end of the fiscal school year, an employee will be paid for unused sick leave in excess of 75 days. Unused sick leave will be paid at 1/3 of current daily substitute teacher rate. Separate payment to be made with the October 23rd (October 25th beginning 2015) pay warrant of the next year of re-employment.

7. Leave Without Pay (LWOP)
There are times when an employee must be absent from work but has no leave available. Should that occur, the employee must enter LWOP in Skyward. The district reserves the right to immediately terminate an employee who utilizes LWOP.

8. Sick Leave Bank:

   a. Definition: The sick leave bank is defined as a depository of accumulated sick leave which is contributed to by the employee and Board of Education for the purpose of providing the employee security during long term, unforeseen illness, or injury due to accident.

   b. Each newly employed, full time classified employee will contribute 1 day of sick leave to the sick leave bank on July 1. Additionally, on July 1, 2015, all current, full time classified employees will contribute 1 day to build the bank.
   If the sick leave bank contains fewer than 250 days on July 1 of each year, the Board of Education will restore the bank to 250 days.

   c. The accumulated days in the bank on June 30 shall remain. Additional days contributed by the newly employed staff shall be credited to the bank each year. No further replenishment of the sick leave bank shall take place during a school year.

   d. Employees must first use accumulated sick days and vacation days before the sick leave bank will be available to them.

   e. Screening Board Membership: The Sick Leave Screening Board shall review all applications for benefits from the sick leave bank. The membership of the Board shall consist of the Assistant Superintendent, one Classified Committee member from each job category, and the employee's supervisor.

   f. Application Procedures:

      1. Any full time employee who has exhausted all other sick and vacation leave days may make written application for benefits to the Screening Board. This application must be made prior to all leave days being exhausted. A written statement from the physician which outlines the

employee's health status and inability to perform normal work duties must accompany the application for benefits.

2. The disposition of the request for benefits shall rest with the Sick Leave Screening Board. A written summary of the decision of the Sick Leave Screening Board shall be furnished to the applicant within three (3) calendar days after a decision has been made.

3. If benefits in excess of fifteen (15) days are utilized from the bank the employee must submit an additional doctor's statement. The Screening Committee may request the employee to submit to a physical examination by a physician chosen by the Screening Board. The cost of said physical examination shall be borne by the school district.

g. The number of days of benefits from the bank are available to each qualifying classified staff member employed by the district according to the following number of years of service to the district:

Years of Service	Days Available
1st and 2nd year	20 days
3rd year	30 days
4th year	40 days
5th year	50 days
6th year	60 days
7th year	70 days
8th year	80 days
9th year	90 days

NOTE: No employee can draw more than ninety (90) days from the bank in any one fiscal year. (July 1-June 30)

h. Restoring Borrowed Days: The employee shall return borrowed days to the bank the following year or years as necessary. For 12-month employees, five days will automatically be taken from the accumulated temporary leave each year plus all unused sick leave at the end of the year, until all borrowed days have been returned. Three days will be taken from full time employees who work less than 12 months. Employees who resign and have not restored all borrowed days will be docked for each day based on their daily rate of pay.

A Request for Leave will be entered on the electronic timekeeping system for all types of leave.

Employees are responsible for entering their own leave.

Snow Days

In the event Valley Center Schools are closed due to weather or other emergency forces, classified employees not required to come to work may use sick leave/personal (other) leave in lieu of receiving a reduction in pay.

If any of the cancelled days are later made up the employee's sick leave/personal (other) leave will be reinstated for the equal number of days made up. All employees are required to work on the make-up day(s). Any classified employee without sick leave or personal (other) leave will receive a reduction in pay for the number of hours/days missed. Any deduction in pay will be distributed over the balance of the fiscal year, July 1 through June 30.District Office staff, custodians, maintenance workers, grounds workers, supervisors, and technology department personnel, are required to work even though classes will not be held.

If a Major Emergency is declared: By board policy, the Superintendent of Schools reserves the right to declare a major emergency, which would close all offices in the district, and only require requested staff to report for duty. This would be shared at the time of closure notification.

Solicitations

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

By Employees: No employee may attempt, during regular duty hours, or on school property, to sell or endeavor to influence any student or school employee to buy any item or service which would directly or indirectly benefit the school employee.

No Employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Staff Identification Badges

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed between the waist and the shoulder on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge must be obtained from the building administrator or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to the Technology Department which will issue a replacement badge at a cost to the employee of $5. Badges remain the property of USD 262 and shall be returned to the Supervisor, District Office or Technology Department at the time of resignation, retirement or termination. Supervisors will turn the badge into the District Office.

Failure to wear the badge as required may subject the employee to disciplinary procedures as specified in employee handbook or the negotiated agreement, as applicable.

Substitutes

The district may employ substitutes as needed.

The District Office shall maintain a list of persons to act as substitute classified employees. Substitutes shall be paid a fee established by the board.

Supervision

The superintendent is responsible for all classified employees, but some employees may be directly supervised by building principals or other designated employees. A building principal has the responsibility to supervise all classified staff members who are assigned to the building.

Suspension

The superintendent may suspend classified personnel with or without pay until the next regular or special board meeting. An employee will be subject to immediate suspension and/or discharge if it is determined that a deliberate false statement has been made or included in the employment application, or for other reasons deemed appropriate by the administration or board.

Telephone Calls

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be recorded and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Termination

The superintendent, or assistant superintendent with the approval of the superintendent, may terminate the classified employee's employment relationship at any time, with or without cause.

The Board will act on the termination at the next regularly scheduled Board meeting.

Notwithstanding any provision to the contrary, your employment is subject to termination by the Board of Education, without further proceedings and without reference to any other law, contract, or policy, if the results of the criminal history records check required by State law reveal the employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-1397, and amendments thereto.

Time Clock

Each Classified employee will use the electronic time clock to "clock in" and "clock out" for all working hours. The time should reflect the actual time the employee clocked in/out. At times, normal adjustments need to be made by a supervisor to the recorded in/out time. Time is recorded electronically on a weekly basis beginning on Sunday and ending Saturday. Time is verified by the supervisor on a regular basis. Time must follow Wage and Hour regulations and must reflect all actual hours/time worked. Clocking in and out or entering leave requests for another employee is strictly prohibited.

Tobacco Products on School Property

District property is to be tobacco free. The Board of Education believes that a tobacco free policy is important in establishing an appropriate learning and working environment for students, teachers, and the public. The use of tobacco products in any form, including electronic cigarettes, is prohibited at all times in or on all district real (including parking lots) or personal property (including vehicles) whether owned, leased, rented, or at any school sponsored event. An employee who violates this or any other tobacco policy shall be subject to the following disciplinary actions:

First Violation:	Written reprimand
Second Violation:	Three-day suspension without pay
Third Violation:	Non-renewal or termination from employment

Any employee who violates the terms of this or any other tobacco policy shall be subject to discipline, including, but not limited to, suspension, in accordance with district policy and Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in Kansas law or district policies.

Training Workshops/Travel Expenses

The Board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the District's employees when approved in advance by the superintendent. The attendance of classified personnel in regional, state, and national meetings of various organizations shall be limited to those persons who are members of such organizations. Reimbursement for use of a private automobile driven to and from the location of a professional in- or out-of-state activity may be paid and at a rate established by the board. Mileage costs may not exceed the cost of other reasonable forms of travel.

Employees may pay all costs incurred and be reimbursed by the district if expenses are approved in advance. A travel expense record must be completed for each trip. Requests for reimbursement shall have the following attached: Receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. All travel arrangements will be made through the superintendent.

With the superintendent's approval, classified personnel who wish to attend an approved meeting at their own expense may be allowed to attend the meeting without pay deduction.
When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

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

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

Use of School Equipment

Use of school equipment for private use is prohibited without approval from the Superintendent.

Use of Private Vehicle

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

Any employee transporting students in his or her personal vehicle must provide proof of adequate insurance and a valid drivers license to the principal prior to transporting students.

Using Position for Gain

Any use by an employee of USD 262 of their position within the district, to gain an improper personal advantage for said employee, shall result in the dismissal of the employee from the district.

Vacations

During the first three (3) years of employment, full-time and salaried classified staff employed for twelve (12) months positions shall receive five (5) days' vacation with pay for each six (6) months period of time worked. Vacation leave may be used after working for the district for 6 months. During years four (4) through seven (7) the classified staff member will receive six (6) days' vacation with pay for each six (6) months period of time worked. During years eight (8) through nineteen (19) the classified staff member will receive eight and one-half (8.5) days' vacation with pay for each six (6) months period of time worked. Starting with the twentieth (20^{th}) year of service, the classified employee will receive ten (10) days' vacation with pay for each six (6) months period of time worked. For these employees, five (5) of these vacation days may be used as vacation, taken as pay, or be carried over provided the

maximum number of days carried over does not exceed 15 days, which is the maximum allowed Accumulated Vacation Leave.

Vacation leave not used by June 30 of each school year will either be forfeited or accumulated as set forth below.

Classified employees must use all accumulated leave before utilizing Leave Without Pay (LWOP).

Accumulated Vacation Leave: The maximum accumulation of vacation leave is ten (10) working days for those persons employed seven (7) years or less and fifteen (15) working days for those persons employed over seven (7) years. Unused vacation leave in excess of the maximum accumulation (*i.e.,* ten (10) or fifteen (15) days) of vacation leave shall be forfeited if not used by June 30 of each year. No payment will be made for such lost leave. Such vacation time may be taken only at times approved by the immediate supervisor of the employee and by the Superintendent of Schools. Vacation shall not be unreasonably deferred to deprive the employee of vacation rights.
Classified staff in positions which require employment for less than twelve (12) months per year shall not receive paid vacation time.

Repayment of Vacation Leave: All paid vacation leave for the year is granted to employees on July 1. If an employee leaves the district, no matter the reason, and has used paid vacation days before actually earning them, their final payment from the district will be reduced by the amount owed to the district for days taken, but not actually earned.

Weapons

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

Work Week and Overtime Pay

For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of Board policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and a half times their normal rate of pay for any hours worked over 40 in a workweek.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay will be provided only if an employee works more than 40 hours in a workweek.
GCA adopted 3/18/2019

Workers' Compensation

Job related illness or injury: Absence due to injury or illness incurred in the course of employment, and covered by Workers' Compensation, will be entitled to use the district's sick leave provisions; however, the employee will be allowed to use sick leave only in fractional amounts to supplement the Workers' Compensation benefits not to exceed 100% of the employee's regular salary.

Should the initial medical appointment occur the day of the injury/illness during normal working hours, the employee will remain “clocked in” during the appointment time for the remainder of the normal working hours. For any other workman’s comp related appointments, the employee may use sick leave.

Injuries Occurring When an Employee is “Under the Influence”

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

EMPLOYEES' RESPONSIBILITY

1. Notify your supervisor immediately after the accident.

2. Seek medical attention at a district approved facility if necessary.

3. Deliver the doctor's form with release to return to work or work restrictions to your supervisor immediately after doctor's visit.

4. Provide all medical bills, receipts from prescriptions, mileage statements, etc. to the District Office.

USD 262 Valley Center School District

143 S. Meridian Avenue, Valley Center, KS 67147

CHANGE OF NAME, ADDRESS AND/OR PHONE NUMBER

Name_____

Last **First** **Middle** **Maiden**

Street_____

City_____ **State**_____ **Zip Code**_____ **Phone**_____

Comment: _____

Note: For name change please contact HR Admin Asst once you have received your updated Driver's License and Social Security Card for an appointment. You will need to provide the legal document changing your name and then fill out a new I9, W4, & K4. In addition, if you wish to use direct deposit, you will need to provide a voided check with changed legal name printed on check.

_____/_____

Employee Signature **Date**

VALLEY CENTER UNIFIED SCHOOL DISTRICT #262
143 S. MERIDIAN, VALLEY CENTER, KS 67147

REQUEST FOR TRANSFER

Employee Name _____ _____ / _____
School Dept.

From _____ / _____ To _____ / _____
School Dept. School Dept.

Date Leaving _____ Date Beginning _____

Approved ☐ Denied ☐ Approved ☐ Denied ☐

_____ _____
Transferring Administrator Receiving Administrator

Comment: _____

_____ / _____ _____ / _____
Employee Signature Date Superintendent Date

VALLEY CENTER UNIFIED SCHOOL DISTRICT #262
143 S. MERIDIAN, VALLEY CENTER, KS 67147

TERMINATION REPORT

Employee Name _____ _____ / _____
School Dept.

Position _____ Date of Separation _____ ____ Voluntary
____ Involuntary

Reason for Leaving _____
Exit Interview By _____
Keys ____ Yes ____ No ____ n/a
Comment: _____

APPROVAL: _____ / _____
Principal / Supervisor Date

_____ / _____ _____ / _____
Employee Signature Date Superintendent Date

Valley Center USD 262

2020-2021

Appendix C

School Year Calendar

	---	New Teacher Training
	---	Inservice Day (No School)
	---	Teacher Work Day (No School)
	---	Start / End School Year
	---	End Grading Period
	---	Evening P/T Conf
	---	Prof Dev & P/T Conf (No School)
	---	No School

August 2020

Aug 6-7 - New Teacher Training
Aug 10-11 - District & Building Prof Dev
Aug 28 - Flex Teacher Work Day
Aug 31 - Prof Dev

September 2020

Sept 1 & 2 - Prof Dev
Sept 3 - Teacher Work Day
Sept 7 - Labor Day (No School)
Sept 9 - First Day of School
Specific Start Day Details
To Be Determined

October 2020

Oct 5&15 - HS Evening P/T Conferences
Oct 13&15 - MS Evening P/T Conferences
Oct 13&15 - Elem Evening P/T Conferences
Oct 15 - Prof Dev & P/T Conf (No School)
Oct 16 - Comp Day (No School)

November 2020

Nov. 6 - End of 1st Grading Period
Nov 25-27 - Fall Break (No School)

December 2020

Dec 23-31 - Winter Break (No School)

January 2021

Jan 1 - Winter Break (No School)
Jan 15 - End of 1st Sem. / 2nd Qtr.
Jan 18 - Teacher Work Day

February 2021

Feb 15 - Prof Dev (No School)
Feb 22&25 - HS Evening P/T Conferences
Feb 22&25 - Elem Evening P/T Conferences
Feb 23&25 - MS Evening P/T Conferences
Feb 26 - Comp Day (No School)

March 2021

Mar 17-19 - Spring Break (No School)
Mar 26 - End of 3rd Grading Period

April 2021

Apr 2 - (No School)
Apr 5 - Prof Dev (No School)

May 2021

May 3 - Prof Dev (No School)
May 27 - Last Day/End of 4th Qtr.
May 28 - Teacher Work Day (No School)

July 20

Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August 20

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

September 20

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October 20

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

November 20

Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December 20

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

January 21

Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February 21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March 21

Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April 21

Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May 21

Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

2 Teacher PD Flex Days

June 21

Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

This calendar may be altered at the discretion of the Board of Education and/or the administration.
Adopted by Board of Education July 27, 2020

Appendix D

MemO

AUGUST, 2020

TO: PRINCIPALS & SUPERVISORS

FROM: BUSINESS OFFICE

RE: NEW EMPLOYEES/PAYROLL

Please review the following information that must be carried out for New Employees and our regular payroll.

1. **New Employees:** Before any new employee starts to work all payroll paper work is to be completed. This includes substitutes. For payroll purpose all subs use the time card sheet to keep their time.

NOTE: When setting up new employees, the hiring form must be filled out and into business office so salary can be set.

2. **Payroll:** The following items are important to our payroll and if schedules are not met it can cause employee's payroll to be incorrect.

   A. Leave forms are to be signed and sent to Central Office each day or at the latest, on Friday of each week.

   B. Time cards, when used, are to be in the business office on the 1st and 16th of the month or as set forth in calendar by the payroll clerk.

   C. Any changes in salary reductions or deductions must be completed and signed forms in to business office by the end of the month to start the next month.

Appendix E

WAGES SUBJECT TO TAXES AND/OR CONTRIBUTIONS

Kansas Taxable Wages

Federal Taxable Wages

Gross Wages	
Less:	Section 125 provisions except for cash*
Less:	Voluntary tax sheltered annuities
Less:	Employee's share of KPERS
Plus	Group Term Life Subject to Taxes
Plus	Disability Income deducted under a 125 plan
Equals	Federal taxable wages

State Taxable Wages

Gross Wages	
Less:	Section 125 provisions except for cash*
Less:	Voluntary tax sheltered annuities
Plus	Group Term Life Subject to Taxes
Plus	Disability Income deducted under a 125 plan
Equals	State taxable wages

KPERS Taxable Wages

All income is taxable (including section 125 provisions)
Group Term Life and Disability Income are not added to KPERS Wages

Social Security Taxable Wages and Medicare

Gross Wages	
Less:	Section 125 provisions except for cash*
Plus	Group Term Life Subject to Taxes
Plus	Disability Income deducted under a 125 plan
Equals	Social Security/Medicare taxable wages

Note: There is no longer a limit for Medicare wages.

Gross Wages for Worker's Compensation

All income is taxable (including section 125 provisions)

Gross Wages for Unemployment Tax

Less:	Section 125 provisions except for cash*
Less:	Employee's share of KPERS
Equal	TAXABLE INCOME

* Section 125 provisions means those areas that have been legally authorized by the federal government to be nontaxable which includes term life insurance (maximum $50,000), health insurance, medical reimbursement, salary protection insurance, cancer insurance and day care services.

We hope this information will be of assistance to you. This has been reviewed by officials from the Kansas Department of Human Resources, Kansas Public Employee Retirement System and the State Social Security Administration and data Team Accounting system.

(See BCBI, GAAC, GAACA, GAAB, GAAF, IF, IKD, JCE, JGEC, JGECA, and KNA)

The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible resolution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Harassment of an individual on any of these grounds is also prohibited. The assistant superintendent, 143 S. Meridian Ave., Valley Center, Kansas 67147, (316)755-7000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964 regarding discrimination on the basis of sex, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Personal Responsibility Work Opportunity Reconciliation Act of 1996, and the Food Stamp Act of 1977, as amended. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the compliance coordinator.

Complaints About Discrimination or Discriminatory Harassment

Complaints of discrimination or discriminatory harassment by an employee, excluding complaints regarding discrimination or harassment on the basis of sex or in child nutrition programs, should be addressed to the

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employee's supervisor, the building principal, or the district compliance coordinator. Such complaints by a student should be addressed to the building principal, another administrator, the guidance counselor, or another certified staff member. Any school employee who receives a complaint of such discrimination or harassment from a student shall inform the student of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. If the building principal is the alleged harasser, the complaint shall be reported to the district compliance coordinator. Complaints by any other person alleging such discrimination should be addressed to the building principal or the district compliance coordinator. Except as otherwise provided in this policy regarding complaints of discrimination on the basis of sex or regarding child nutrition programs, complaints about discrimination, including complaints of harassment, will be resolved through the following complaint procedures:

Informal Procedures

The building principal shall attempt to resolve complaints of discrimination or harassment in an informal manner at the building level. Any school employee who receives a complaint of such discrimination or harassment from a student, another employee, or any other individual shall inform the individual of the employee's obligation to report the complaint and any proposed resolution of the complaint to the building principal. The building principal shall discuss the complaint with the individual to determine if it can be resolved. If the matter is resolved to the satisfaction of the individual, the building principal shall document the nature of the complaint and the proposed

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resolution of the complaint and forward this record to the district compliance coordinator. Within 20 days after the complaint is resolved in this manner, the principal shall contact the complainant to determine if the resolution of the matter remains acceptable. If the matter is not resolved to the satisfaction of the individual in the meeting with the principal, or if the individual does not believe the resolution remains acceptable, the individual may initiate a formal complaint. If such discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

Formal Complaint Procedures

- A formal complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation. If an individual does not wish to file a written complaint, and the matter has not been adequately resolved, the building principal may initiate the complaint. Forms for filing written complaints are available in each school building office and the central office.

- A complaint should be filed as soon as possible after the conduct occurs but not later than 180 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.

- If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the superintendent, the board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building principal, the compliance coordinator, or another individual appointed by the board. The investigation shall be informal but thorough. All interested persons, including the complainant and the person against

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whom the complaint is lodged, will be afforded an opportunity to submit written or oral evidence relevant to the complaint.

- A written determination of the complaint's validity and a description of the resolution shall be issued by the investigator, and a copy forwarded to the complainant and the accused no later than 30 days after the filing of the complaint.

    - If the investigation results in a recommendation that a student be suspended or expelled, procedures outlined in board policy and state law governing student suspension and expulsion will be followed.

    - If the investigation results in a recommendation that an employee be suspended without pay or terminated, procedures outlined in board policy, the negotiated agreement (as applicable), and state law will be followed.

- Records relating to complaints filed and their resolution shall be forwarded to and maintained in a confidential manner by the district compliance coordinator.

- The complainant may appeal the determination of the complaint. Appeals shall be heard by the district compliance coordinator, a hearing officer appointed by the board, or by the board itself as determined by the board. The request to appeal the resolution shall be made within 20 days after the date of the written resolution of the complaint at the lower level. The appeal officer shall review the evidence gathered by the investigator and the investigator's report and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 10 days after the appeal is filed. The appeal officer will issue a written determination of the complaint's validity and a description of its resolution within 30 days after the appeal is filed.

- If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing.

- Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies including the right to file a complaint with the Office for Civil Rights of the U.S. Department of Education, the

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Equal Employment Opportunity Commission, or the Kansas Human Rights Commission.

Complaints About Discrimination on the Basis of Sex

Complaints regarding alleged discrimination on the basis of sex, as prohibited by Title IX of the Education Amendments of 1972 and other federal and state laws regulating such discrimination and discriminatory harassment, shall be handled in accordance with the procedures outlined in board policies GAAC and JGEC and shall be directed to the Title IX Coordinator at Executive Director of Academic Affairs, 143 S. Meridian Ave., Valley Center, Kansas 67147, (316)755-7000.

Complaints Concerning Child Nutrition Programs

Complaints alleging discrimination in child nutrition programs offered by the district shall be handled in accordance with the procedures outlined in board policy KNA.

Complaints About Policy

The superintendent shall report any unresolved complaint about policies to the board at the next regularly scheduled board meeting.

Complaints About Curriculum (See IF)

The superintendent shall report a failure to resolve any complaint about curriculum to the board at the next regularly scheduled board meeting.

Complaints About Instructional Materials

The building principal shall report any unresolved complaint about instructional materials to the superintendent immediately after receiving the complaint.

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KN **Complaints** Appendix F

Complaints About Facilities and Services

The superintendent shall report any unresolved complaint about facilities and services to the board at the next regularly scheduled board meeting.

Complaints About Personnel

The superintendent or the building principal involved shall report any unresolved complaint about personnel to the board at the next regularly scheduled board meeting.

Complaints About Emergency Safety Intervention Use

Complaints concerning the use of emergency safety interventions by district staff shall be addressed in accordance with the local dispute resolution process outlined in board policy GAAF.

Approved: August 3, 2020

KASB Recommendation – 9/97; 8/98; 3/00; 4/07; 6/13; 6/15; 6/20; 7/20

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Appendix F

U.S.D. No. 262
Complaint Form

The policies of Board of Education of U.S.D. No.262 prohibit discrimination on the basis of race, color, national origin, disability, religion, genetic information, and sex in all programs and activities of the district. Additionally, discrimination on the basis of age is prohibited in employment. Harassment of individuals on any of these grounds is strictly prohibited. Individuals who believe they have been discriminated against on any of these grounds may file a complaint with the following discrimination coordinators:

District Discrimination Coordinator: Name: _____Address:_____ Email: _____ Phone:_____

Building Discrimination Coordinators: Name:_____ Address:_____ Email:_____ Phone:_____

Title IX Coordinator: Name: _____ Address:_____Email:_____ Phone:_____

Name of Complainant: Address: Email Address: Telephone Number:	_____ _____ _____ _____
Nature of the Complaint (Please Select Any that Apply):	I believe that I have or someone I know has been subjected to discrimination on the basis of: ☐ Race ☐ Color ☐ National Origin ☐ Racial Harassment ☐ Sex ☐ Sexual Harassment ☐ Disability ☐ Religion ☐ Age ☐ Genetic Information ☐ Harassment on the basis of _____; OR ☐ General Complaint/Not Related to Perceived Discrimination My complaint is not one of perceived discrimination or harassment but is regarding the situation described below.
Please describe the incident or act complained of: Please include information about: • Who was the person engaging in the conduct? • Who was the conduct directed toward? • What was the nature of the conduct? • When did it occur? • Where did it occur? • What effect did the incident have on you? What effect did it have on the person allegedly targeted?	_____ _____ _____ _____ _____ _____ _____ _____ _____ _____ Attach additional sheets if necessary.
Were there any witnesses to this incident?	☐ Yes ☐ No If yes, please indicate who the witnesses were: _____ _____
What action do you believe the school or district should take with regard to this incident?	_____ _____

If this matter proceeds to an investigation or hearing, will you appear and make and be interviewed and/or testify as to your knowledge of the matter? ☐ Yes ☐ No

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APPENDIX F

Your Copy of Sexual Harassment Board Policies

And Computer Acceptable Use Agreement

All employees will receive training to understand that harassment of any nature is not tolerated in USD 262, and may result in termination of employment.

Any complaints should be directed to Mike Bonner, Asst. Superintendent. The district's complaint form is in this appendix.

All employees will be required to sign off that they have had Sexual Harassment training in USD 262, and all employees will also sign that they will abide by the district's Computer/Internet Acceptable Use policy.

VALLEY CENTER PUBLIC SCHOOLS

USD 262 Staff

ACCEPTABLE USE POLICY FOR NETWORK SERVICES, INTERNET ACCESS AND ELECTRONIC COMMUNICATION

Use of computers is an important skill for today's technologically literate staff. Valley Center wants to open this important avenue of research to our staff while ensuring their safety. Abuse is considered major misconduct as detailed in the district handbook. The district provides a filtered internet environment to protect students, to the extent possible, from content that is obscene, pornographic, or harmful to minors.

A. In using communication technologies, staff will:

1. bear in mind that all communication represents the district and thus reflects on the integrity, ethics, and good name of the district as a Pre-K-12 public education institution.
2. not seek unauthorized access to school, district, other public or private computer networks, computers, or electronic files for any purposes.
3. comply with any and all related Board of Education policies, administrative guidelines, including copyrighted materials, and operating procedures relative to acceptable and responsible use.
4. obey all laws, local, state, federal and/or international, including criminal, copyright, privacy, defamation and obscenity laws. The school district will render all reasonable assistance to local, state or federal officials for the investigation and prosecution of persons using district technology in violation of any law.
5. maintain the safety and security of all technology equipment while issued to me by the district. Technology equipment should not be left in an unlocked vehicle or locked vehicle where it would be at risk to theft and exposed to extreme heat or cold.

B. It is unethical and illegal to:

1. misuse passwords or obtain access to computers without district authorization.
2. interfere with the transmission, storage, retrieval, destruction or damage of operating systems, or destroy, modify or abuse hardware/software.
3. circumvent internet and email filtering applications. This includes but is not limited to the use of internet proxies and tunneling applications.
4. use network services/Internet access to facilitate illegal activity.
5. develop or use programs that harass other users, infiltrate and/or damage the software components of a computer.
6. use network services or the Internet to access/transmit obscene, objectionable, pornographic, or offensive material.

C. Staff member understands that:

1. any use of the Internet or Network should be limited to activities which support education, enrichment, and career development.
2. student use of the Internet must be supported by a lesson plan, school activity, and/or project. All student access to the Internet will be through a filtered workstation.
3. sharing one's username and/or password with any other person is prohibited. A user will be responsible for actions taken by any person using the username or password assigned to the user.
4. employees shall have no expectation of privacy. USD 262 Technology Department and district administration have the right to view, modify or remove any communication or information received, sent or stored on school district equipment.
5. there should be no downloading of games, video and/or audio files or other files that are not educationally supported.
6. any use of the network services/Internet access for commercial or for profit purposes is prohibited.
7. mass utilization of technology resources that inhibits use by others is prohibited.
8. on-line purchases that are not school related are not to be made during school hours.
9. the school district has all rights of ownership of products produced by an employee during hours for which the employee was paid or in which the use of district supplies and / or equipment was used. The district may enter into an agreement in advance with an employee to produce a product. In such cases, the agreement shall assign rights of use and ownership.
10. using your full name, giving out your home phone number, home address, or school name is strongly discouraged. (It is also recommended that you do not electronically transmit your social security number, bank account numbers or credit card numbers). Personal information on students will not be disseminated online without written permission from parents.
11. harassment of any kind, including, but not limited to sexual, racial, religious and political is illegal.
12. any messages that are suggestive, obscene or threatening should never be responded to. Please show such messages to an administrator if appropriate.
13. all technology support must be performed only by the USD 262 Technology Department.
14. all technology purchases must be made by the USD 262 Technology Department unless otherwise approved by the Technology Director.
15. it is my responsibility to back up files and keep current copies readily accessible.
16. all clean up of data saved in home directories and hard drives must be completed at the end of each 9-week period.
17. district software may not be copied or loaded on a computer not owned by the district unless permitted by the district's license and approved by the IT Department.
18. maintenance of portable equipment should be scheduled with the USD 262 Technology Department on or before May 31, if the equipment is checked out over the summer.
19. it is my responsibility to pay USD 262 the cost to repair or replace any damaged equipment that has been issued to me.
20. any staff member who has knowledge of, or is involved in any of the above unethical or illegal acts, and has not reported this to the appropriate authority, will also be held responsible.
21. using electronic communication tools that are not district approved to communicate with students is strongly discouraged. This includes but is not limited to the use of personal social networking sites, chat rooms, and text messaging.

Initials: _____

D. Violating this policy will be subject to the Negotiated Agreement or Staff handbook policies possibly resulting in, but not limited to:

1. restricting or loss of Internet/network access.
2. disciplinary or legal action including, but not limited to, suspension, dismissal from work and/or criminal prosecution under appropriate local, state, and federal laws.
3. assessment of the cost of damages to hardware/software.

E. Disclaimer:

The district makes no warranties of any kind, whether express or implied, for the technology access provided. The district shall not be responsible for any damages suffered, including the loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet shall be at the user's risk. The district denies any responsibility for the accuracy or quality of information obtained through its system and is not liable for any commercial transactions conducted through its system.

F. CIPA:

The Children's Online Protection Act (CIPA), passed by the 106th Congress of the United States, requires that schools and libraries that receive specified federal funding certify that they have in place an Internet Safety Policy that includes monitoring the use of Internet access and implementation of technology that will filter out objectionable content. In order to be in compliance with CIPA, USD 262 employs Websense, an application that acts as a monitor and filter of Internet content. Websense maintains logs of all internet access. Those logs contain data that uniquely identifies user accounts attempting to access objectionable sites. All logs are monitored by the USD 262 Technology Department.

G. As a staff member, my signature means I agree to the following:

1. I waive any right to privacy in my use of the network/Internet and Electronic Mail and I consent to the access of and disclosure of my use of the Internet/network and Electronic Mail by authorized Unified School District No 262 employees.
2. I understand that a CIPA compliant Internet filter is in place and that any objectionable sites I may visit are tracked and logged.
3. I will comply with the district's Acceptable Use Policy for Network Services, Internet Access and Electronic Communication.
4. I understand that violating the district's Acceptable Use Policy for Network Services, Internet Access and Electronic Communication may result in disciplinary action.

Full Name: _____
Last *First*

Preferred Name: _____
This name will be used for your email address and username

Position: _____ **Grade Level:** _____

Building(s): _____ **Office:** _____

Signature: _____ **Date:** _____

I need a user account setup: ☐

Please initial page 1 and complete the bottom of page 2 and return to the Central Office

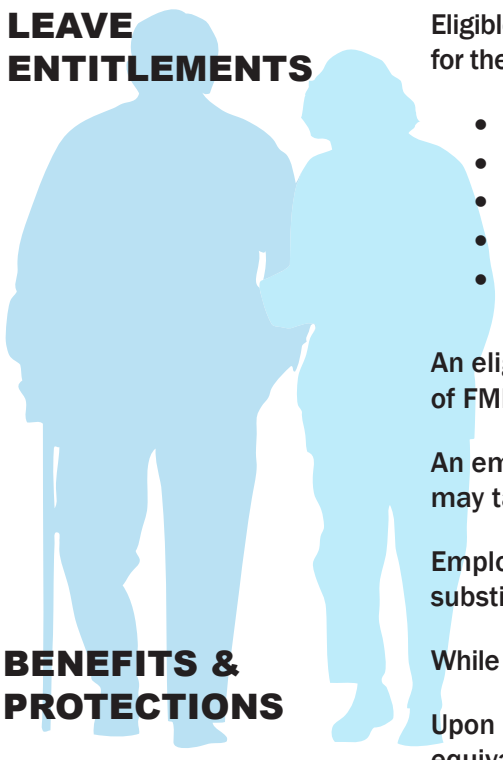
Office Use Only

☐ Network User Name	**Initials:** _____	**Date:** _____
☐ Email Address	**Initials:** _____	**Date:** _____
☐ Infinite Campus Username	**Initials:** _____	**Date:** _____
☐ AR User Account	**Initials:** _____	**Date:** _____
☐ My Learning Plan	**Initials:** _____	**Date:** _____
☐ Kan-Ed	**Initials:** _____	**Date:** _____
☐ InfoCentre User Account	**Initials:** _____	**Date:** _____

Office Use Only

EMPLOYEE RIGHTS
UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION



LEAVE ENTITLEMENTS

Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

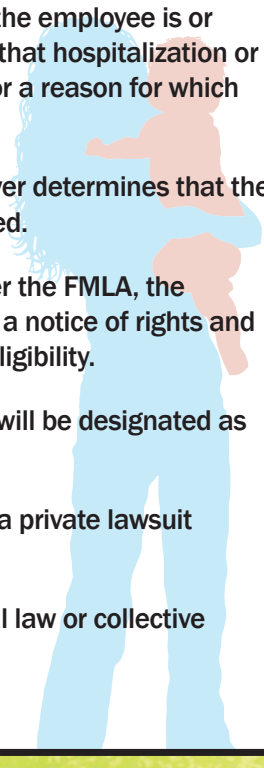
*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.



EMPLOYER RESPONSIBILITIES

Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

For additional information or to file a complaint:

1-866-4-USWAGE

(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division

WH1420 REV 04/16

GAT **Staff Use of Communication Devices** (See IIBG and IIBGC) **GAT**

The board encourages district employees to use technology, including communication devices, to improve efficiency and safety. The district expects all employees to use communication devices in a responsible manner that does not interfere with the employee's job duties. Employees who violate district policies and procedures governing the use of communication devices may be disciplined, up to and including termination, and may be prohibited from possessing or using communication devices while at work. Communication devices may not be used in any manner that would violate the district's policy on student-staff relations.

Definitions

"Communication device" is defined to include all portable devices that send or receive calls or text messages, allow the retrieval of email, or provide access to the Internet. Communication devices shall include, but may not be limited to cell phones, smart phones, iPads, and tablets.

"Use/Using" for the purposes of this policy mean answering or talking on the phone; sending or responding to a text, e-mail, or other communication; opening and viewing pictures or digital recordings; opening and listening to music or audio communications; accessing social media websites; playing games on such device; continuously checking a communication device; or any activity with a communication device that interferes with the employee's job duties or appropriate supervision of students.

General Use

The district prohibits employees from using any communication device that interrupts or disrupts the performance of duties by the employee or otherwise interferes with district operations, as determined by the employee's supervisor. This prohibition applies regardless of whether the communication device used is

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owned by the employee or provided by the district. Employees are responsible for keeping communication devices secure and, if possible, password protected.

Supervision of students and the provision of academic instruction are priorities in the district, and employees who are responsible for supervising and/or providing academic instruction to students must concentrate on these tasks at all times. Employees shall not use communication devices when they are responsible for supervising students or when their doing so interrupts or interferes with classroom instruction unless any of the following conditions occurs:

- The device is being used to instruct the students being supervised at the time;
- The use is necessary to the performance of an employment-related duty;
- The employee has received specific and direct permission from a supervisor to do so; or
- There is an emergency.

Even when these conditions exist, the employee is responsible for obtaining assistance in adequately supervising students during the approved use so that students are supervised at all times.

Use in Vehicles

Regardless of other provisions of this policy, unless there is an emergency, employees shall not use communication devices when:

- Driving district-provided vehicles;
- Operating a vehicle in which a student is being transported when the transportation is provided as part of the employee's job; or
- Supervising students who are entering or exiting a vehicle, crossing thoroughfares, or are otherwise attempting to safely reach their destinations.

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Even in emergency situations, employees should first take all possible safety precautions before using communication devices. Employees are subject to local, state, and federal laws governing use of cell phones while driving and will be solely responsible for all traffic violation liabilities resulting from their use of a phone while driving.

Use of District-Provided Communication Devices

The district may provide communication devices and service to some employees to assist them in carrying out their employment-related duties on and off district property. Use of a district-provided communication device is a privilege. The superintendent has sole discretion as to which employees will be provided communication devices and may recall any previously issued communication device. Employees do not have any expectation of privacy in district-provided communication devices or any information stored on them, and such devices may be confiscated and searched at any time.

Employees are expected to exercise reasonable care to protect district-provided communication devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence. Users of district-provided communication devices must abide by any use limitations included in the district's service contract.

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended

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or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Staff Bring Your Own Device Policy

Use of employees' personal communication devices during work hours shall be restricted to classroom or work-related activities. Such personal communication devices may only be used by the staff member and are not for student use. The security of personal computing devices is solely the responsibility of the staff member. Any loss resulting from damage or theft of personal communication devices in the school setting is not the responsibility of the district.

Approved: March 18, 2019

KASB Recommendation – 6/14; 12/14; 9/18; 12/18

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20-21 Classified Pay Scale

8/3/2020

Level	Probationary Pay Rate	Regular Pay Rate	Experience Rate	Job Categories
1	$ 10.10	$ 10.40	$ 0.20	Building Aide; Non-SPED Bus Aide; Library Aide; Lunch Aide; Food Service Server
2	$ 10.35	$ 10.65	$ 0.20	Wichita State Para; Food Service Cook; Food Service Cashier
3	$ 10.45	$ 10.75	$ 0.20	ESOL Aide; Health Aide; Title I Aid; Kindergarten Aide; At-Risk Aide; Library Manager
4	$ 10.70	$ 11.00	$ 0.20	Day Custodian; Satellite Kitchen Manager; Head Cook
5	$ 10.95	$ 11.25	$ 0.20	Nurse Assistant; Professional Teaching Licensed Instructional Aide; SPED Bus Aide
6	$ 11.20	$ 11.50	$ 0.25	Bldg. Admin. Assistant; FS Delivery; Transp. Shop Asstant / Sub - Driver; Night Custodian
7	$ 11.45	$ 11.75	$ 0.25	High School Registrar; Building Book Keeper; HS AD Admin. Asst./Bookkeeper; DO Receptionist
8	$ 11.70	$ 12.00	$ 0.25	Grounds/Maintenance;-HS/MS Night Lead Custodian;VCHS Office Manager;
9	$ 11.95	$ 12.25	$ 0.25	Bus Driver
10	$ 12.20	$ 12.50	$ 0.25	Dispatcher; Activity Trip Bus Driver; Elem. Head Custodian, Lead Grounds
11	$ 12.45	$ 12.75	$ 0.25	Certified Nurse Assistant
12	$ 12.70	$ 13.00	$ 0.25	HS/MS Head Custodian
13	$ 12.95	$ 13.25	$ 0.25	SPED Bus Driver
14	$ 13.20	$ 13.50	$ 0.30	Kitchen Manager; Food Service Clerk
15	$ 13.45	$ 13.75	$ 0.30	Mechanic's Assistant
16	$ 13.70	$ 14.00	$ 0.30	District Office Administrative Assistant; Payroll Clerk; Accounts Receivable Clerk
17	$ 13.85	$ 14.15	$ 0.30	
18	$ 14.55	$ 14.85	$ 0.30	HVAC Technician; Computer Support Technician; Licensed Plumber; Licensed Electrician
19	$ 16.55	$ 16.85	$ 0.30	Certified Mechanic
20	$ 18.30	$ 18.60	$ 0.30	PAT Educator
21	$ 24.80	$ 25.10	$ 0.30	Network Administrator

A four- year degree adds $0.50 per hour to the pay rate	
Experience rate is added per year to a total of 25 years	
Substitutes will receive the starting pay rate for each position	

Hazardous Waste Inspection, Notification, and Disposal Procedures Appendix K

In compliance with BOE Policy EBBA, the following procedures are to be put in place.

Inspection for Hazardous Waste

At least once per semester, the Director of Maintenance and Grounds, along with any other necessary personnel, will make inspections of all district-owned areas that may produce or store hazardous materials. Results of these inspections are to be reported on the Hazardous Waste Inspection Checklist (Appendix A). Following inspections, the checklist must be submitted to the Assistant Superintendent of Schools. The Assistant Superintendent will summarize inspection checklists and report the findings to district administrators.

Notification of Hazardous Materials/Waste

All district personnel are required to notify the Director of Maintenance and Grounds of any known hazardous materials and/or waste and the location of said materials. The Director will make note and inspect those areas during the next scheduled inspection or, if the material has recently been produced, within one week of notification of the production of the materials.

Disposal of Hazardous Materials

All district personnel are required to notify the Director of Maintenance and Grounds any time hazardous materials need to be disposed of. The Director shall be responsible for disposing the materials according to state and federal guidelines.

The Director will notify the Assistant Superintendent of Schools of the plans for disposal of the materials.

These procedures will be posted in all buildings; in all areas where such material may be produced and/or stored; and in all licensed and classified handbooks.

Hazardous Waste information can be found here:

http://www.epa.gov/osw/hazard/

Chemical and Hazardous Waste Self-Inspection Checklist

Campus_____ **Building**_____ **Room(s)**_____

Inspector's Name (Print)_____ **PI/Supervisor Name (Print)**_____

Date_____ **Inspector's Signature**_____

Hazardous Waste Storage Area	**Y**	**N**	**N/A**	**Comments**
Waste storage areas designated				
Waste containers properly labeled with the words "Hazardous Waste"				
Waste labels visible and legible				
Waste containers compatible with waste to be stored				
Only compatible wastes in the same container				
Waste containers kept closed except when adding waste				
Waste oil containers properly labeled as "Used Oil"				
Waste generators have received initial and annual online hazardous waste training				
Waste containers free from rust				
Waste containers dated with accumulation start dates				
Waste containers free from damages, leaks, and bulges				
Adequate aisle space between storage area of hazardous waste and lab exit				
Waste generators training records updated and on-site				
Waste generators have made waste determinations according to University policies				
Peroxide forming wastes disposed within 6 months of purchase (picric acids, ether, etc.)				
Chemical Storage Area				
All containers properly labeled				
Labels are visible and legible				
All chemical containers securely closed and stored properly when not in use				
Peroxide forming chemicals (ether, picric acid, etc.) dated at purchase				
Peroxide forming chemicals disposed within 6 months of purchase				
Secondary containment used where appropriate				
Chemicals stored in accordance with MSDS recommendations				
Refrigerators/freezers properly labeled with content hazards				
Refrigerators/freezers used to store flammables are designed for storage of flammable materials				
Chemical stocks purged of old, outdated and unusable chemicals				
Containers free from rust, leakage, damage, and bulges				

Distribution: Original - OEHS (TW16-Hazardous Waste Supervisor); Copy - Dept. DSR and PI/Supervisor

Amendment to the Classified Handbook

Emergency Substitute Coverage

For the 2020-2021 school year only, if an administrator requests an hourly, classified employee who has a KSDE Emergency Substitute or Substitute teaching license to substitute or cover a classroom for all or part of their work day, and the employee agrees, the following will be in place:

1. All KSDE regulations regarding substitute teachers will be followed.

2. Hourly, classified employees will be placed in classrooms where the teacher is teaching from home (remotely) whenever possible.

3. A contact person will be assigned to assist the classified staff member throughout the day.

4. If the hourly, classified employee substitutes one or more full class periods, the district will pay the classified staff member an additional $10.00 per hour for their time as a substitute. Should they substitute an entire day, USD 262 will pay either the normal substitute pay rate, or the additional $10/hr., whichever is greater. They will not receive the additional, hourly rate for a planning period.

5. Should the employee substitute for USD 262 five times or more, the district will reimburse the employee for the cost of obtaining a sub license ($60). A receipt of the fee payment must be presented to receive the reimbursement.

Approved: November 9, 2020