

USD #467



**CLASSIFIED EMPLOYEE
HANDBOOK
2018-2019**

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USD #467 – WICHITA COUNTY SCHOOLS CLASSIFIED PERSONNEL HANDBOOK

This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee.

District classified personnel are employees not required to hold a license/certificate issued by the Kansas State Department of Education. This classification could include secretaries, paraprofessionals, lunchroom personnel, maintenance personnel, and transportation personnel. As a condition of employment, employees agree to follow rules and regulations which have been adopted by the board of education. **NOTE:** Anytime the superintendent is mentioned in this handbook, it is assumed that her/his designee is implied. 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 of education.

Classified employees are employees-at-will, and may be terminated at any time, with or without cause and employment may be terminated as provided in the written contract.

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 compensable. If an employee is injured on the job, the supervisor must be contacted immediately. The supervisor will then be responsible for contacting the district central office, which will in turn supply the injured employee with the appropriate forms to complete.

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.

Address Changes

To ensure correct delivery of paychecks, all address changes must be made with the Clerk before the end of the pay period in which the change took place.

Asbestos

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

Assignment and Transfers

Classified personnel assignments shall be made by the superintendent after consideration of the personnel and the positions involved.

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

Bloodborne Pathogens

Spills of Blood and Other Potentially Infectious Material (OPIM): OPIMs include body fluids such as respiratory discharge, tears, vomitus, urine, feces, saliva in dental procedures, semen, and vaginal secretions.

1. When appropriate, teach and assist students to render their own personal first aid and to cover any open wound. This will reduce the risk of pathogenic transmission from one person to another.
2. Be familiar with USD 467 Bloodborne Pathogen Exposure Control Plan.
3. When rendering first aid, always wear protective gloves when blood or OPIMs are involved. Please contact the school office for assistance.
4. CLEAN UP: All contaminated surfaces must be cleaned before they can be disinfected. A fresh, 1 to 10, solution of household bleach and water is the recommended disinfectant. Cleaning products and protective gloves are available from the custodian. Call for custodial assistance.
5. Always follow up by washing hands with soap and hot water whether or not protective gloves are worn.
6. A BIO HAZARD SPILL KIT is available in the Principal's or nurse's office. It contains gloves and clean-up materials.

Board Policy

All classified personnel are to follow the board policy book as it pertains to classified employees. The information in this handbook is aligned with the Board of Education Policy Book.

Cell Phones

Employees are discouraged from using their cell phones during work hours except in emergencies.

Child Abuse

Any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological, or sexual abuse will immediately report this fact to the local SRS office or to the local law enforcement agency if the SRS office is not open. It is recommended that the building administrator also be notified after the report is made.

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

Civil Rights Comprehensive (See Appendix C)

Computers

Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only. Use of district computer equipment or software for personal projects is prohibited without prior permission of the superintendent and/or direct supervisor.

Only software purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet to harass staff, students, or other individuals.

No Right to Privacy

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

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

Ownership

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

Secure Files

All employees must secure files containing confidential student information.

Internet

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

Complaints/Grievances

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

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

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 which violate the privacy rights of specific individuals could result in disciplinary action being taken against the employee, including termination.

Conflict of Interest

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

Contract Procedure

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

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

Discrimination Complaints

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. Mr. Keith Higgins, PO Box 967, Leoti, Kansas 67861, (620) 375-4677 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

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

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.

Drug and Alcohol Testing

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

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

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

Drug Free Schools and Communities Act/Tobacco Policy

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

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. See Appendix A.

The use of tobacco products by any person, in any form, is prohibited in any school building, owned or leased or rented by the district that is used for pupil attendance purposes, or in any school vehicle. (Board policy, GAOC) (See Appendix A)

Employee Breaks

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

Breaks for meal times, if allowed, shall be scheduled by the supervisor.

Employment Status

All classified employees are employed on an “at-will” basis regardless of their length of service and may be dismissed at any time unless they are contracted employees.

Equal Opportunity Employer

The district is an equal opportunity employer. Discrimination on the basis of disability, race, color, creed, national origin, gender, age, or religion is prohibited under federal and state law and board policy. Consideration for full-time, part-time, and seasonal employment will be based only on those factors that directly affect the applicant’s ability to perform the job which would not conflict with any applicable federal or state law.

Evaluations

The district may require a formal performance evaluation plan for all classified employees. Evaluation criteria will be based on individual job descriptions as they are developed for the employees.

A schedule for evaluations will be determined by the superintendent and approved by the board of education. Upon completion of an evaluation, the report will be signed by the evaluator and the employee, submitted to the superintendent and a copy then given to the employee. Completion of any 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 recommend termination of employment. In cases where the employee’s performance can be improved to a satisfactory level, the supervisor shall schedule an evaluation conference with the employee, identify areas which require improvement on the part of the employee, and develop a written plan for improvement. At the conference the supervisor will discuss areas of deficiency. In cases where it is warranted, the employment may be terminated.

Family and Medical Leave

District employees shall be provided family and medical leave as provided by a plan approved by the board of education and required by the federal law and regulation. The plan for providing leave under this policy shall be filed with the clerk of the board and be available to all staff at the beginning of each school year.

Gifts

Staff members are prohibited from receiving gifts from vendors, salesmen, and other such representatives.

Hazardous Waste

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

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

If an employee discovers waste material that is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes that are flammable, corrosive, infectious, highly reactive or toxic.

Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label, which lists the specific contents.

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

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

Health Examinations

Custodians, Maintenance, Teacher Aides, Paraprofessionals, Secretaries, Clerks, Food Service Workers, and Others Who Come Into Direct Contact with Students

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

Holidays

Paid holiday leave may be granted as listed on the employee's contract. Employees must work the day before and the day after a holiday to receive holiday pay, unless sick leave is granted by building principal and superintendent.

Interrogation/Investigation of Students

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

Inventory

All department supervisors will be responsible for a yearly inventory upon request from the superintendent.

Job Descriptions

A job description for each category of classified employee will be developed by the district. A copy of each job description will be filed with the clerk and also each employee will receive a copy of his/her job description upon approval by the BOE. Job descriptions shall be a basis for evaluation.

Jury Duty

All classified employees of the district who are called for jury duty will be excused for such duty with full pay, provided that after seven days absence during any school year for jury duty, substitute pay will be deducted from the employee's pay.

When called, classified employees will be permitted to serve on jury with full pay; however, the classified employee must return to the school board the pay received for serving on the jury.

Keys

The superintendent or building principals will be responsible for issuing door keys and maintaining an accurate up-to-date list in the school office of all people who have been issued keys. Building principals are responsible for retrieving all keys provided to an employee under their authority when the employee is no longer a district employee or is assigned to another building.

The principal(s) will submit a written request for additional keys. No keys will be duplicated without permission.

Staff members will not loan keys to students or anyone else. A complete inventory of all keys will be made at least once each year. Any loss of keys will be reported immediately to the superintendent/principals so that measures may be taken to protect district property.

KPERS (Kansas Public Employees Retirement System)

Each district employee who qualifies for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current statute will be made each payroll period.

Leaves, Absences, and Vacations

As specified in board of education policy, leaves of absence, paid or unpaid, may be granted. All personnel are expected to work their assigned hours. Absences are to be reported to your supervisor as soon as possible. Failure to report at the required time and place, or numerous absences may result in disciplinary action up to and including termination. No employee may take unpaid leave until all sick, personal, & vacation days are used if applicable.

Funeral

Classified employees may be granted up to ten (10) days of funeral leave. Funeral leave shall be defined as leave for death of an immediate family member. Immediate family will be defined as including grandparents through first cousins (including in-laws) and/or a relative living in the employee's home. Funeral leave will be deducted from the employee's unaccumulated uncategorized leave days until they are all used and then employees may use accumulated sick leave.

Personal Leave

Uncategorized leave days may be used as personal days. Normally, personal leave shall be requested at least one week in advance of its use. If personal leave is to be used within two days of its requested use the building principal/supervisor shall be given a reason, in writing, for its use and he/she may deny the request for personal leave if a substitute cannot be secured. Personal leave shall not be approved for days immediately preceding or immediately following any school holiday or vacation period.

Sick Leave

Classified employees may be granted leaves for illness. Sick leave is defined as days absent from duty because of illness/injury of employee or his/her immediate family. Immediate family will be defined as including grandparents through first cousins (including in-laws) and/or a relative living in the employee's home.

Upon beginning employment, each classified employee shall be placed on the appropriate level for leave benefits. The superintendent shall make the appropriate determination of placement for each classified employee. The superintendent shall be responsible for the Notice of Personnel Action for classified employees so that it reflects the placement level and the benefits contained therein.

Uncategorized Leave

Beginning in the 2017-2018 school year, the current year leave days will be uncategorized and used at employee's discretion. Prior approval will still be needed whenever possible. These days will be used first for any leave reason. After your current year's days are gone, accrued leave from previous years can be used for medical reasons only as has been the policy in the past unless you have already received prior approval as a personal day (no more than 7) before the current year's days are used up. For the

purpose of determining classified personnel sick leave benefits, the procedures outlined below shall be followed:

Classified Uncategorized Leave Levels:

Level One: All 12 month employees paid at their contracted hours per day.

Uncategorized Leave: 16 days per year...accumulative to 90 sick days

Level Two: All 10.5 month employees paid at their contracted hours per day.

Uncategorized Leave: 14 days per year...accumulative to 90 sick days

Level Three: All 9 month employees paid at their contracted hours per day.

Uncategorized Leave: 13 days per year...accumulative to 90 sick days

Level Four: Part-time employees in non-KPERS positions.

Uncategorized Leave: None

Military Leave

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. Any questions on military leave policy need to be address to the district office.

Vacations

All classified, full-time 12-month employees shall be granted a paid vacation each year in accordance with provisions stated in their contract. Vacation shall be scheduled with the permission of the immediate supervisor and superintendent.

General Provisions

Employees will be allowed to accumulate twice their yearly amount of vacation days. Vacation will not be paid upon termination of employment, but employees will be allowed to use vacation time before they resign.

Loyalty Oath

As required by current law, all employees must have a signed loyalty oath on file in the central office before beginning employment and to be eligible for a paycheck.

Meal/Travel Reimbursement

The board of education 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.

Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels/motels, meals and other expenses for which receipts are ordinarily available. **If school transportation is not available, reimbursement of use of personal car will be granted with prior approval from the superintendent.** The mileage rate of reimbursement will be established annually by the board of education.

Medications/Administering

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

Outside Employment

Classified employees shall not be excused during work times to perform outside work. Classified employees shall not engage in outside employment which, by nature or duration, will impair the effectiveness of their assigned duties.

Overtime/Comp Time

Work time will be assigned/approved by the superintendent. Most work week schedules for classified personnel will consist of 40 hours per week. Exceptions of fewer hours per week will be assigned by the superintendent. **There will be no overtime worked by classified personnel unless advanced approval is given by the superintendent.**

All overtime will be paid at the rate required by current law. Comp time may be substituted for overtime pay with prior approval from superintendent.

All overtime/comp time shall be recorded on the employee's time card.

Overtime/comp time is paid for hours actually worked in excess of 40 hours per week. Paid leave shall not be considered as hours worked.

Pay Day

Salary checks for classified employees will be issued on the 15th day of each month. In the event a pay day falls on Saturday or Sunday, or on a holiday, the checks will be distributed on the Friday before or the day before the holiday. Cut-off dates and pay dates will be established annually by the board of education and will be made available to employees.

Payroll

The closing payroll date each pay period will be the Saturday before the voucher due date and will be established each fiscal year by the district office and listed on the school calendar. Employees will be notified of the closing date each year. Any changes initiated by the employee for payroll checks after the established date will be made in the following month's payroll.

Personal Property

The district does not provide insurance on employee's 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, the repair or replacement of such property is the employee's responsibility.

Records Required

Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon prior notice and under the supervision of an administrator. Each employee must have the following records/forms on file with the district office before the first day of employment:

1. Application of employment
2. KPERS enrollment form (if employee is eligible)
3. W-4 withholding certificate
4. Loyalty oath or affirmation
5. Social security number
6. Health form
7. INS form (proof of identity)
8. Plan 125 Benefit Election Form (if employee is eligible)
9. Driving record (bus drivers)
10. Background check/fingerprints as required by district
11. Health Insurance form (if employee is eligible)

If the above records are not on file in the district office prior to the first pay period, the district office reserves the right to withhold the employee's paycheck until such time as all of the required records are on file.

Bus Drivers:

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

Recruitment

The superintendent will recruit personnel to fill existing or proposed vacancies and recommend that the board of education hire the most qualified candidate. The board of education 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 of education. Candidates for positions shall be interviewed by the superintendent and/or supervisor. Following the interviews, the superintendent shall make a recommendation to the board of education.

Vacancies may be filled by reviewing the district's completed application file to search for suitable candidates or the following method may be used:

1. Screening of applicants
2. Interviewing of selected applicants
3. Recommendation of candidate to board for approval
4. Offering a position if board approval is granted

Requisitions

Any requisitions for purchases by classified employees will need to come from the supervisor with final approval from the superintendent.

Resignation

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

Retirement

Any retirement procedures shall be in accordance with current law and board policy.

Safety Practices

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

Salary Reduction Plan

Classified employees who are eligible may participate in a salary reduction plan as provided by the district. Employees should notify the district office to learn of the options available to them.

A participant may elect to terminate or change his/her Section 125 payroll reduction agreements 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 days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

Searches of Students and Property

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

Searches of students or property shall be conducted in accordance with the rules approved by the board of education in compliance of state and federal laws. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant.

Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules, or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

Securing Work Area

Employees are expected to lock or otherwise secure files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times.

Sexual Harassment (See Appendix B)

Solicitations

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

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

Substitutes

Substitutes may be employed by the district as needed.

Supervision

The superintendent is responsible for all classified employees, but some employees may be directly supervised by building principals or other designated employees.

Suspension

Classified personnel may be suspended for cause with pay by the superintendent until the next regular or special board meeting. The board of education may suspend with or without pay for a period determined by the board. An employee will be subject to immediate suspension and/or termination 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 and 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 logged and reported to the employee's immediate supervisor so arrangements can be made to bill the employee.

Termination

The board of education may terminate a classified employee at any time, with or without cause. Should termination of employment become necessary, it shall be recommended by the superintendent to the board.

Time Cards/Sheets

The district uses a computerized time clock system. All hourly employees shall clock in at the beginning of each workday and clock out at the end of each workday. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. "Forgetting" to clock in may also be considered a violation. Such violations may result in disciplinary action including termination. **Employees who forget to clock in/out must contact their supervisor who will approve the change and contact the board office with the correct information.**

Time sheets will be checked daily by district office personnel for appropriateness in hours worked and other job requirements as specified either by contract and/or this policy handbook. **Employees need to clock out for meal time unless they are required to be available during regular school hours or at school functions. Employees must also clock out if they are leaving the building for any personal reason.**

Unemployment Compensation

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

Use of Equipment and Supplies

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

Vandalism

Employees shall report any vandalism to their immediate supervisor or superintendent.

Vehicle Request

A request to use district vehicles needs to be obtained and filled out, returned to transportation director and/or district office prior to approval of use.

Workers' Compensation

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers' compensation may be obtained from the district office.

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

Any employee who is off work and drawing workers' compensation shall be required to provide the clerk of the board a written doctor's release before the employee is allowed to return to work.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify.

Work Schedule

The board will make reasonable effort to establish and maintain adequate working conditions. The superintendent shall develop time schedules for all classified employees, subject to approval by the board. Work load assignments for classified, i.e., clerical, aides, nurses, maintenance, custodial, food service, and transportation, shall be made by the superintendent. Time schedules for classified employees will be assigned at the beginning of the employment term by the superintendent. The normal work load for classified personnel shall consist of no more than 40 hours per week for full-time employment.

Appendix A

Drug-Free Workplace

GAOA Drug and Alcohol Free Workplace (See LDD) GAOA

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

Alternative I

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the district.

Drug-Free Schools

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees 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 (Cf.LDD)

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, 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 shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to termination of employment.

Employees will be afforded all due process rights to which they are entitled under their contracts of the provisions of Kansas law.

Appendix B Sexual Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors and any others having business or other contact with the school district is strictly prohibited.

All persons employed by the district are protected by this policy.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Educational Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; (3) such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the

building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment or complaints of sexual harassment not made in good faith may result in corrective or disciplinary action against the complainant, up to and including termination of employment.

Appendix C

Civil Rights Comprehensive Notification for Wichita County Schools

In compliance with the Executive Order 11245; Title II of the Education Amendments of 1976; Title VI of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX Regulation Implementing Rehabilitation Act of 1973; and all other Federal, State, School rules, laws and regulations, and policies. The Wichita County Schools – USD #467, Leoti, KS 67861, shall not discriminate on the basis of sex, race, color, national origin, or handicap in the educational programs or activities which it operates.

It is the intent of Wichita County USD #467; Leoti, KS 67861 to comply with both the letter and spirit of the law in making certain discrimination does not exist in its policies, regulations, and operations. Grievance procedures for Title IX and Section 504 have been established for students, their parents, and employees who feel discrimination has been shown by the local education agency.

Specific complaints of alleged discrimination under Title IX (sex) and Section 504 (handicap) should be referred to: Title IX Coordinator and Section 504 Coordinator, Superintendent USD #467, Leoti, KS 67861, 620-375-4677.

Title VI, Title IX and Section 504 complaints can also be filed with the Regional Office for Civil Rights. Address correspondence to: Regional Office for Civil Rights, 324 East 11th, Kansas City, MO 64106.

All students attending Wichita County Schools, USD#467, Leoti, KS 67861 may participate in education programs and activities, including but not limited to health, physical education, music, and vocational and technical education, regardless of race, color, national origin, age, handicap, or sex.