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**Burrton, USD 369**

**Classified Staff**

**Handbook**

**BOE Approved 8/9/10**

**(updates 5/13/13; 6/27/13; 7/8/13)**

**INTRODUCTION**

**This handbook should be used as a useful guide for all classified staff of Burrton, USD 369. As an adopted handbook by the board of education, the following information subsequently is policy of the Burrton school district.**

1. **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. No employee has authority to create an employee contract by modification of this document.**
2. **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
3. **As a condition of employment, employees agree to follow rules and regulations**

**that have been adopted by the board.**

1. **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.**
2. **Classified employees are employees-at-will, and employment may be terminated at any time, with or without cause.**

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**Acknowledgment of Receipt of Handbook**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ do hereby acknowledge receipt of the classified staff handbook

for 20\_\_\_\_\_-20\_\_\_\_\_. I have read it, and I understand the contents. Further, I understand:

1. **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. No employee has authority to create an employee contract by modification of this document.**
2. **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
3. **As a condition of employment, employees agree to follow rules and regulations**

**that have been adopted by the board.**

1. **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.**
2. **Classified employees are employees-at-will, and employment may be terminated at any time, with or without cause.**

Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Signature of Employee:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***Introduction***

Welcome to Burrton, USD 369. We hope that your experiences working at our schools with our students and other staff will be a rewarding and enjoyable experience. Please feel free to visit with administration at anytime should you have any questions or concerns.

***Equal Employment Opportunity (GAAA)***

The district is an equal opportunity employment and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, religion, sex, age, disability or national origin. See “Discrimination Complaints,” p. 19.

The board shall hire employees on the basis of ability and the district’s needs. See “Recruitment,” p. 22.

***Mission Statement***

It is the mission of the Burrton School District to provide a safe and caring environment conducive to excellence in education where students can become productive, responsible citizens and lifelong learners to meet the challenges of the future.

***Definitions***

1. Full Time: Employees who work at least 20 hours per week
2. Part Time: Employees who work less than 20 hours per week
3. KPERS: Kansas Public Employee Retirement System

4. School District or School System: Unified School District 369, Burrton, Kansas.

5. Board: Board of Education of Unified School District 369, Burrton, Kansas.

6. Superintendent: The Superintendent of Schools of Unified School District 369,

Burrton, Kansas.

7. Classified Employee: All employees of the district who is not certified and is not required to hold certification to work in their particular area.

8. Immediate Family: Employee's spouse, children, sibling, spouse's sibling,

grandchildren, parents, spouse's parents, grandparents, and other person whose

residence has been or is the home of the employee.

9. School Year: A school year begins July 1 and runs through June 30 each year. A student year begins when students return in the fall and finish on their last day in May each year.

10. Day: A day is equal to the basic work day as defined in each employees employment confirmation letter.

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| ***Benefits and Compensation*** | |
| Insurance | The board shall provide certain employment benefits for classified employees:  Health Insurance  The board shall pay a single premium at the rates determined each year for regular employee who normally works 20 hours or more per week as payment towards a group health plan.  Life Insurance  The board shall provide group life insurance coverage for regular employees who normally work 20 hours or more per week. |
| Leaves and Absences  GCRG  See Appendix A for  request for leave form. | **The following leave of absence policies apply to all full-time classified staff – unless otherwise noted.**  Procedure for Requesting Leave  When requesting leave, please contact your immediate supervisor to notify him or her of your needed absence. After completing the form and approved, please turn in the leave request form to appropriate secretary in the main building. – *applies to part-time employees as well.*  Bereavement Leave   |  | | --- | | A reasonable amount of paid time off is provided to fulfill personal obligations following a death in the immediate family. USD 369 will grant up to three scheduled workdays off with pay for regular, full-time employees. Additional time may be granted under some circumstances.  Immediate family is described under the definitions portion of handbook.  Although individual circumstances will vary, the following schedule provides a guideline for time off granted with pay: |  |  | | --- | |  | | http://publish.corp.na.jci.com:9085/publish/images/spacer.gif | | | * 3 days -- spouse, parent, sibling, child * 2 days -- in-laws * 1 day -- grandparent, other relatives and close friends, service as a pallbearer |  |  |  | | --- | | For other family members not defined by immediate family, an employee may take off, with pay, the day of the funeral. If the death is not an immediate family member as described above and the employee needs to travel a substantial distance for the funeral, it then becomes the discretion of the supervisor to determine whether to approve more than the one day offered. This discretionary decision should not exceed, in any case, more than the three day maximum time off allowance. Additional days would then need to be taken without pay.  Any unusual circumstances should be discussed with the principal or superintendent. The principal or superintendent should be notified as soon as possible of such circumstances. An example of additional time that may be granted could include the necessity to travel across the country, in which case additional days may be granted. |   ***Sick leave may be used for deaths or funerals in the immediate family.***  With administrative approval, the staff member may attend funerals of other persons with time, corresponding to that lost from the job, to be deducted from available sick leave.  If sick days or any personal days are no longer available for use, attendance is granted at discretion of the administrator. However, time taken off would be without pay for the employee.  (Policy applies as well to part-time employees.)  Personal Business or Emergency Leaves  Full-time staff will be granted 3 days of leave per year to attend to those matters which in the opinion of the individual require their absence from school. Classified employees may **NOT** carry over hours to the following school year.  *Part-time staff are not granted any hours of leave for personal business. Leave taken would need approval and done so without pay.*  Written notice and approval shall be required three days in advance of  the absence it is deemed to be an emergency and granted by administration.  Leave may not be used in conjunction with scheduled holidays or vacations.  Leave may not be used during the first or last ten student class days.  Requests may be denied when the securing coverage is extremely difficult.  The Superintendent may waive any of the above requirements.  Classified staff members will **NOT** be compensated at the end of the year for hours not used.  Sick Leave  Sick leave may be used for personal illness only.  Staff will have available 10 days sick leave at full pay each year. The school system does not give these as a guaranteed number of days off; rather it provides staff an insurance plan to cover legitimate illnesses. The plan is to be used only for that purpose. A medical certificate may be required as follows:   * After three days consecutively missed due to illness. * Each absence occurrence after ten absences in a school year.   Any unused portion at the end of the year may be added to the next year.  Days not used may accumulate up to **sixty (60)**.  *Part-time employees may not accumulate sick days.* |
|  | Family and Medical Leave GARI  Sick leave may be used for immediate family illness which requires  the staff member’s attention.  Remuneration for unused sick leave  A staff member leaving district employment due to retirement, resignation, or reduction in staff, who is in his/her fifth or subsequent contract year of service in the Burrton district, will receive $15.00 per day additional compensation based on all unused accumulated sick leave days. *A* *part-time employee may not be compensated for unused sick-leave since days may not accumulate.*  Full-time staff members shall be paid for unused sick leave which they have accumulated over **60 days** at the completion of the fiscal year at a rate of $15.00 per day.  Since there will always be certain budgetary limitations, the total  monetary outlay for this purpose in any one budget year will be limited  to $4,000.00. Should the total requirement exceed the limitation in any  given year, the $4,000.00 will be prorated among those eligible to  receive it and any balance due will be prorated out in succeeding years.    Any employee who authorizes, instigates, aids, or engages in a strike or  in any picketing of any facility under the jurisdiction and control of the  Board of Education shall not be eligible for this termination pay.  Judicial Leave  Staff shall be granted paid leave as necessary for jury duty or to appear in a court of law as a subpoenaed witness. To be eligible for such  paid leave, the staff member must turn over to the District any compensation received by virtue of such service. Compensation shall not include reimbursable expenses. Written notification must be made to the administration prior to judicial leave and a written statement of pay received must be submitted at the completion of the leave.  Military Leave GARID  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.  Reemployment rights extend to persons who have been absent from work because of “service in the uniformed services.” The uniformed services consist of the following military branches:   * Army, Navy, Marine Corps, Air Force or Coast Guard. * Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve or Coast Guard Reserve. * Army National Guard or Air National Guard. * Commissioned corps of the Public Health Service. * Any other category of persons designated by the President in time of war or emergency. war or emergency.   “Service” in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:   * Active duty. * Active duty for training. * Initial active duty for training. * Inactive duty training. * Full-time National Guard duty. * Absence from work for an examination to determine a person’s fitness for any of the above types of duty.   The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual’s service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.  The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.  Individuals must provide advance written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.  Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.    Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual’s timeframe for returning to work is based upon the time spent on military duty.   |  |  | | --- | --- | | Time Spent On  Military Duty | Return to Work or Application for Reemployment | | Less than 31 days: | Must return at the beginning of the next regularly scheduled work period on the first full day after release from services, taking into account safe travel home plus and eight (8) hour rest period. | | More than 30 but less than 181 days: | Must submit an application for reemployment within 14 days of release from services. | | More than 180 days: | Must submit an application for reemployment within 90 days of release from service. |   The individual’s separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:  the application for reemployment is timely;  the five-year service limitation has not been exceeded; and, separation from service was under honorable conditions.  If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.    Questions should be directed to Veterans’ Employment and Training Service, U.S. Department of Labor.  Kansas law also requires reemployment if an individual is called to active duty by the state.  Sick-Leave Pool  To assist all district personnel who suffer prolonged illness or disability to work, a sick leave pool shall be established as follows:  ***(For Full-Time Employees ONLY)***  a. Each district employee who wishes to participate in the sick leave pool will contribute a minimum of two (2) days to the sick leave pool during the first contract year of participation. Employees who join after the pool is started, who are not new to the district, must donate four (4) days. For an individual to participate after his/her initial year, he/she shall donate a minimum of one (1) day to the pool for the contract year. Days contributed by a member become a permanent part of the pool and will not be refunded to that employee.  b. Each person who wishes to offer a contribution to the pool will complete a form and file it in the district office for that purpose by September 1 of the contract year.  c. Only those individuals participating in the pool will be eligible to apply for days from the pool.  d. Any eligible person who wishes to use the sick leave pool must be under a doctor’s care if requesting more than two consecutive days and present the district’s application form to the sick leave screening committee which shall consist of the superintendent and four employees who participate in the sick leave pool.  e. Written notification of approval or other disposition of the application will be made by the screening committee to the applicant.  f. Each person, before using the sick leave pool, shall deplete his or her accumulated sick leave and personal leave.  g. The intent of the pool is to cover employees who are experiencing long term or major illness, medical problems, or hardship. A maximum of two days per school year shall be granted to individuals for common or minor illnesses such as the cold or influenza.  h. The sick leave pool may not be used to cover participants who are receiving pay or are eligible to receive pay from Worker’s Compensation or KPERS disability.  i. Pool participants may initially apply to withdraw a maximum of ten (10) days. Under extreme circumstances the same individual may apply for an additional ten (10) days. A request to extend benefits beyond these 20 days will require further examination and unanimous consent by the Review Committee. The Review Committee may not grant more than thirty (30) days to any one individual during a school year. Any days not used will be returned to the pool. A sick leave pool year will be from September 1 through August 31.  j. The teacher’s association shall have the right to petition the administration for emergency donations to the pool during the year. Donations may not exceed 2 days per individual.  k. If the sick leave pool has over 100 days on July 1 of any school year, only members with less than two (2) years in the pool will be required to donate days to the pool at the beginning of the school year.  l. This pool cannot be used for family leave or the care of a child after birth, except to the extent that it is medically necessary for the employee.    m. The pool is open to all district employees annually.  Leave Without Pay  Leave without pay may only be taken after all other applicable leave has been exhausted and then only with approval by administration. |
| Holidays  GCRH | The following paid holidays will be observed:  Six paid holidays: New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and Christmas Day  ***Nine month, part-time and temporary employees are not eligible for holiday pay.*** |
| Vacations  GCRH  See Appendix A for  leave request form.  Inclement Weather Days | ***Considered for full-time (12 month) employees ONLY.***   * 5 days of vacation after one year * 10 days after two years * 12 days after five years * 13 days after seven years * 15 days after ten years * 17 days after fifteen years * 20 days after twenty years   Vacation time must be used by June 30 of each school year.  Approval for use of vacation must be arranged 3 days in advance with the immediate supervisor or principal.  Application for use of vacation time must be made on the regular “Application for Leave” form. Vacations must be approved by both the immediate supervisor and the superintendent.  *Part-time and temporary employees are not eligible for vacation pay.*  Employees leaving the district shall be paid for accrued vacation time at the employee’s regular daily rate of pay.  Beginning the 2011-2012 school year, up to **2** **paid days** each school year shall be allotted to classified staff during inclement weather days resulting in the cancellation of school or regularly scheduled work day. Should both days be used in a single year, staff will need to take either vacation days or personal days (if available) in order to be paid for further cancellations of school resulting in days not worked. |
| Participation in Community Activities  GAH | Prior permission must be obtained from the superintendent for participation in any non-school community activity which takes place during duty hours. |
| Political Activities  GAHB  GCRK | Staff members elected or appointed to a public office which restricts the employee’s ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.  Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.  An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration for the public office.  Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issues. |
| Activity Passes | Staff and household members will be admitted free to home performance activities. (State sponsored tournaments and student fundraisers are excluded.) |
| Pay Day  Compensation | Salary checks for classified employees on a monthly pay schedule will be issued on the 15th day of each month. In the event a pay day falls on Saturday, on Sunday or on a holiday, the checks will be distributed on the workday prior to weekend or holiday.  As an hourly employee, it is critical that time actually worked is correctly reflected. Employees are expected to use the computer system to track time worked. If the system is not operational, it is the employee’s responsibility to turn in appropriate paper time sheet to supervisor reflecting accurate work time. All sheets for the month need to be turned in by the end of each month’s worked in order for payment for that month to be included in the upcoming pay cycle.  Noncertified employees shall be paid according to pay rates established by the board.  Classified (hourly) employees will be paid on a monthly basis based on actual hours worked for the pay period. Anticipated wages for the year are not to be spread out over a twelve month period.  *Special Note:* This applies to all classified employees hired after July 1, 2013. Classified employees hired prior to this date shall have the option of spreading their anticipated wages out over a twelve month period or paid out each month for actual hours worked. |
| Loyalty Oath | As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck. |
| Reimbursement/Travel Expenses  GAN  GCA | 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 mode of travel will depend on the availability of transportation, distance and number of people traveling together.  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.  For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.  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 (name of town) MINUS:   1. Eight hours for sleep when overnight: 2. Reasonable time for meals (normally one hour per meal) 3. Time used exclusively for pleasure or personal business. |
| Salary Deduction Plan  GAL, GAOF | Classified employees may participate in a district salary deduction plan.  The Board provides that, whenever duly authorized by an employee on a form or forms appropriate for such purposes, payroll deductions shall be made and paid over in accordance with such form or forms for any or all of the following purposes:    a) Tax-sheltered Annuities  b) Insurance  c) Dependent Care Reimbursement.  d) Vision Care  e) Dental Protection Insurance  f) Medical Care Reimbursement  Applications or termination notices need to be made prior to October 1st and January 31st. |
| Annuity Plan | All classified personnel normally working 20 or more hours per week may be eligible to participate in a “tax-sheltered” annuity plan. The minimum level of participation is per year is set by annuity provider.  Upon employment, newly hired personnel will be given the opportunity to select an annuity from a board-approved list of companies.  Current employees may make changes and/or additions in annuity plans within the following guidelines:   1. Enrollment may include only one agreement per tax year. The salary reduction agreement must be submitted to the Superintendent on or before August 31 of each year a new election is made. 2. Redirecting money to different providers is not considered a new contract. Redirection of funds may occur during a 30-day period beginning October 1 and January 1 of each year. 3. Classified personnel are responsible for informing their annuity companies and the clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change. |
| Kansas Public Employees Retirement System | Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.  Requests for information or questions about procedures should be directed to Clerk of the Board |
| Retirement | Refer to current Local BOE Policy. |
| Workers Compensation  EBAA, GAOE  See Appendix C for  accident report form. | Notice of Accidents  Employees must notify the employer **immediately** of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See “Accidents,” p. 25.  Coverage  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.  Injuries occurring at work due to horseplay are not covered under this policy. The injury must be a work related to work.  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. 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. *All staff members are to have a drug screening before returning to work if employee has missed more than 30 days for any stated reason.*  Coordination With Leave Benefits  The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.  In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a pro rated amount equal to the percentage of salary paid by the district. |
| 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. |
| ***Schedules*** | |
| Work Schedule  GCA | Time schedules for classified employees will be assigned by the superintendent. Attendance is essential to the all positions.  Workweek  For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00a.m Sunday until 11:59 p.m. Saturday. |
| Overtime  GCA | There shall be no overtime worked unless approved in advance by the superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee’s automated time card or written time sheet if needed.  Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked. |
| Compensatory Time | Arrangements for compensation time are available on a limited basis. Talk to your supervisor about the details. *In general, a maximum of two hours per occurrence may be used, and all time must be made up by the close of business on Fridays. No Saturday compensatory time may be taken. Any time over two hours required use of vacation time.* |
| Time Cards | Time cards are required for all hourly employees and must be signed by the employee. Burrton, USD 369 utilizes a computerized timecard system. It is expected that all hourly employees should utilize this system, baring an electrical outage or the system being inoperable. All hourly employees shall clock in at the beginning of each workday and clock out at the end of each workday. Employees shall also clock in and out for lunch breaks. It shall be considered a violation of this policy if any employee clocks in or out for any other employee. “Forgetting” to use the electronic time clock or paper back-up system when needed, may also be considered a violation. Such violations may result in disciplinary action including termination.  Paper back-up time cards (when needed) shall be submitted to immediate supervisor no later than 8:00 a.m. the following day.  If it is necessary for an employee to write in time on a time card, it shall be approved by the employee’s supervisor. |
| Breaks | Any breaks needed during the day should be taken at a convenient time as established by the principal or superintendent. Any break needed should be no longer than ten minutes – (one 10 minute break in the morning and one 10 minute break in the afternoon.) Full-time staff are granted two breaks. Part-time staff are not granted break times. Break times are not required and may be denied based on special events or conflicts within the schedule.  Breaks for meal times shall be scheduled by the supervisor. |
| Calendar | Staff should fully be aware of the district calendar and follow work days as appropriate. (See calendar at the end of this document.) |
|  |  |
| ***Conduct*** | |
| Prohibited Substances | **Drug Free Schools and Communities Act/**  **Drug Free Workplace**  GAOA, GAOB, LLD  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.    Employees shall not unlawfully manufacture, distribute, dispense, sell, possess 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. See “Criminal Convictions,” p. 18.  Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. 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. |
|  | Tobacco Use GAOC  The use of tobacco products by any person, in any form or electronic cigaettes, is prohibited on any school property, owned, leased or rented by the district, that is used for pupil attendance purposes, or in any school vehicle. |
| Relations with Students  GAF | Employees shall maintain professional relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student’s age or status or consent.  Staff members shall not submit students to sexual harassment or racial harassment. |
| Sexual Harassment  GAAC | 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 classified personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. |
|  | Sexual harassment shall include, but not be 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; or 3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment. |
|  |  |
|  | No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of district policy shall result in disciplinary action, up to and including termination. |
|  |  |
|  | 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, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the {name of coordinator of federal compliance}, the principal or the superintendent.  See “Complaints,” p. 18. |
|  |  |
|  | Employees who do not believe the matter is appropriately resolved may file a written complaint under the district’s discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure. |
| Racial Harassment  GAACA | Racial harassment is unlawful discrimination on the basis of race, color or national origin. All forms of racial harassment are prohibited at school, on school property, and at al school-sponsored activities, program or events. Racial harassment against individuals associated with the school is prohibited whether or not the harassment occurs on school grounds.  No student, employee or third party is to racially harass any student, employee or other individual associated with the school. No district employee should discourage an employer or student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provision of this policy. Any violation of this policy by an employee shall result in disciplinary action, up to and including termination.  Racial Harassment can be physical or verbal or written or graphic. Any employee that has been harassed or has witnessed it should report it to the principal. No employee should discourage a fellow employee or student from reporting such claims. Retaliation against an employee or student reporting such claims will not be tolerated. |
| Bullying By Staff  GAAE | The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term “bullying” shall have the meaning ascribed to it in Kansas law.  The administration shall propose, and the board shall review and approve a plan to address bullying as prohibited herein. The plan shall include provisions for the training and education of staff members.  Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement. |
| Confidentiality | Student Information  Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule that violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.  Personnel Information  Confidential personnel information, whether written or oral, shall 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 personnel could result in disciplinary actions being taken against the employee, including termination. See “Personnel Records,” p. 24. |
| Employee Protection  GAO | An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance that threatens physical injury to others. Each employee is responsible for maintaining proper control in the school. |
| Gifts  GAJ | Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.  Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district. |
| Solicitations | Solicitation of Employees  KDC  Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.  Solicitations By Employees  GAG  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.  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.  All solicitations of and by staff members during duty hours are prohibited without prior approval of supervisors. |
| Dress Code  GAM | Appropriate dress and personal appearance are essential for all district employees. Dress should be appropriate for assigned position and should reflect positively upon your position and the district. |
| Conflict of Interest  GAG | District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties.  No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.  No employee will attempt during the school or on school property to sell or endeavor to influence against or school employee to buy.  See “Solicitations By Employees,” p. 17. |
| Outside Employment  GCRF | Classified employees shall not engage in outside employment, which impairs the effectiveness of their service. |
| Criminal Convictions | Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement. |
| Suspension  GCK | The superintendent shall have the authority to suspend classified employees with pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board. |
| Termination | The board may terminate a classified employee at any time, with or without cause. |
| ***District Procedures*** | |
| Board Policy  GAA | Employees shall follow and be familiar with all policies and regulations established by the board of education. Handbooks are adopted by the board and are part of the policy and rules. |
| Recruitment  GACC | The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate. |
| Nepotism  GACCA | The superintendent shall make reasonable efforts to determine whether a candidate for employment is related to a board member or an administrator of the district. If a candidate is related to a board member or administrator, the superintendent will make this fact known to the board.  The board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, step-son, step-daughter, son-in-law, or daughter-in-law of any board member unless that person is the best qualified candidate for the position as determined by the administrator and superintendent.  No provisions related to nepotism shall apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related. |
| Offers of Employment | The offer of employment letter 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 letter will be presented to the board for approval.  Any written offer of employment shall contain a reference that the letter is an employment-at-will document that may be terminated by either party. There are no rights of continuing employment. |
| Orientation | All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook. |
|  |  |
| Job Descriptions  GACB | A job description for each category of classified employee will be developed by the superintendent. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours. |
| 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.  See “Termination,” p. 18. |
| Assignment and Transfer  GACE | The board reserves the right to assign, reassign or transfer classified personnel. |
|  |  |
| **Discrimination Complaints**  GAEA, KN  Racial Harassment  GAACA  Complaints of Discrimination GAAB | 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. Superintendent, 105 E. Lincoln, 620-463-3840 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education 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 or compliance coordinator.  Complaints of discrimination will be resolved using the district’s discrimination complaint procedure. |
| Chain of Command  Solving Problems | Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies applies, employees shall first discuss all concerns with their immediate supervisor before taking additional action.  In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait for the next day for a solution. |
| **Drug and Alcohol Testing**  GAOD | 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. When returning to work after an absence of more than 30 days for any reason, the employee will be required to submit to drug and alcohol testing. |
| Evaluations  GCI | All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.  Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee’s personnel file. |
| Supervision  GCH | The superintendent and other administrators designated by the superintendent have the right to supervise all classified employees not directly under the supervision of the building principal. A building principal has the immediate responsibility to supervise all classified staff who are assigned to the building. |
| Lounge | The lounge should be a place reserved for adults to eat their lunch, take a short break, or work on a few work-related items. It should not be a place for gossip, negative discussions, or discussions of a sensitive and private nature. Lounges should be a positive environment where everyone feels welcomed and can enjoy the atmosphere created. |
| Staff Development  GAD | All plans for staff development involving expenditure of district funds or which require time away from the employee’s assigned responsibilities shall be approved in advance by the superintendent. |
| Telephone Use  Cell Phones | 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 may be made to bill the employee.  Employees shall not use an electronic communications device while on duty – excludes breaks. Attention and focus should be towards the hired task at hand. |
| Distribution of Materials  KI | Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials and advertisements.  The principal shall determine the time, place and manner for materials distribution. |
| Personal Property | The district is not responsible for employees’ personal property and does not provide insurance on employees’ personal property. 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. |
| Use of Personal Vehicle  See Appendix B for reimbursement form. | With prior approval of the administration, classified employees may use their private vehicle to perform district business if no other school-owned vehicle is available. 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 upon returning from needed trip. Reimbursement shall be made following board approval.  Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver’s license to the principal prior to transporting students. It is not advised to transport students in privately owned vehicle unless there is an emergency or prior approval is received from immediate supervisor. |
| 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. |
| Maintaining Proper Control  GAO | Each employee is responsible for maintaining proper control in the school. An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others. |
| Interrogation and Investigation of Students  JCAC | Noone may interrogate or investigate a student on school grounds without the permission of the principal. Classified staff should not be involved in the interrogation or investigation of any student. |
| Searches of Students and Property  JCAB, JCABB | If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.  Searches of students or property shall be conducted in accordance with the rules approved by the board. 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. |
| Student Privacy Rights | District employees may have ongoing opportunities to access confidential information or records that are only available to the public on a limited review basis. Much of the information processed by district employees is confidential, and law governs its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS)intervention, social security number in-formation, and professional misconduct back-ground checks.  Employees are prohibited from divulging information contained in the records and files of the district, except to other authorized employees who may need such information in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.  If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise required to release the information under law or court order. In all cases, the employee’s immediate supervisor shall be informed, immediately, of any requests.  Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district for personal reasons or private gain, will be disciplined in accordance with Board policies, collective bargaining agreements, and district procedures. Disciplinary action may include severe penalties, up to, and including, discharge. |
| Resignation | Classified employees may resign from their jobs in accordance with the employment agreement and board policies. |
| Exit Interviews  See Appendix E for  exit interview form. | An exit interview may be conducted prior to an employee leaving the district. |
| ***Records*** | |
| Personnel Records  CN, GAK | 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 proper notice and under the supervision of an administrator.  See “Confidentiality,” p. 15.  Request for References  Upon request the district will release information related to dates of employment and the position held within the district without employee authorization.  Unless otherwise allowed by law, a request by a third party for release of any person record shall require the written consent of the employee. |
| Required Records  GACD | Each classified employee must have the following records/forms on file with the director of personnel before the first day of employment:   1. Employment application; 2. KPERS enrollment form (if employee is eligible); 3. W-4 withholding certificate; 4. Social security number; 5. Loyalty oath or affirmation; 6. Health form (if working directly with students). See “Health Examinations,” p. 27; 7. Driver’s license and driving record (if required for position). See “Driving Records,” below; 8. INS form (proof of identity); and 9. Other documents needed as requested. |
| Address Changes | All address changes must be made with the clerk of the board before the end of the pay period in which the changes took place. |
| **Driving Records**  EDAA | It shall be the responsibility of all school bus drivers to annually provide documentation to the 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 the driver shall cease driving a school bus until the license is restored. |
| ***Reports*** | |
| Accidents  JGFG  On the Job Injuries  GAOE | Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.  If the person requires medical treatment, the employee shall:   1. Send for medical help; 2. Make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and 3. Notify the principal or designated representative.   If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.  If an employee is injured on the job, the supervisor should be contacted immediately, and a report shall be made within **five** days. The supervisor will then be responsible for contacting the district central office, who 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. See “Workers Compensation,” p. 11 |
| Child Abuse  GAAD | Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.  It is recommended the building administrator also be notified after the report is made.  District employees shall 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 school employees to prove the child has been abused or neglected. |
| Vandalism  EBCA | Employees shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files records or other similar compartments. |
| Violent Acts  EBC | See “Security,” p. 26. |
| ***Health*** | |
| School Nurse | Burrton, USD 369 does not employ a school nurse. Should a child need medication, they should be sent to the office. Only staff authorized to dispense medication and complies with required documentation may dispense medication to a student. |
| HIPAA Policy  ECA | 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 district shall provide notice to staff and students as required by law. |
| **Asbestos** | An asbestos management plan has been developed for the district. A copy of the management plan is available from the head of maintenance. |
| **Bloodborne Pathogens**  GARA | All staff shall receive the training and equipment necessary to implement the plan. |
| Communicable Diseases  GAR | Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so a proper report may be made as required by statute.  An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.  The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician.  The board reserves the right to require a written statement from the employee’s physician indicating the employee is free from all communicable disease symptoms. |
| Health Examinations | Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law.  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, completed by a health care professional, 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 a reasonable cause to believe 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) See “Required Records,” p. 25.  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 able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board. |
| First Aid  JGFG | See “Accidents,” p. 25. |
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| Medications, Administering  JGFGB | The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy. Employees are not to diagnosis or treat. |
| Hazardous Waste  EBBA | 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. |
| Pest Control | The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district office. |
| ***Safety and Security*** | |
| Building Opening and  Closing Time | The building automatically unlocks at 30 minutes prior to beginning of the school day and will automatically lock roughly 60 minutes following the end of the school day. |
| Keys | Classified staff who are responsible for opening the building, closing up in the evening and at the school during off hours, will be issued needed keys. It is anticipated that a majority of classified staff do not need keys to the building.  The superintendent and administrative assistant are responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.  Keys must be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.  Keys shall not be loaned to anyone. Any lost keys shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property. |
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| Accidents, Reporting of  JGFG | See “Accidents,” p. 25. |
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| Emergency Closings  EBBD | When the superintendent decides the weather threatens the safety of students and employees, he/she will notify radio/TV station to broadcast a school closing announcement.  Once all contact numbers are submitted to the clerk, updated calling trees will be handed out to staff. This will be the primary method of notifying staff of emergency closings.  In addition, on days school is closed for an emergency, classified staff will not be paid during that time period. Staff may, however, use one personal day each year to apply towards a closed school day. |
| Safety Practices | All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed. |
| Security  EBC | Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:   1. An act which constitutes the commission of a felony or a misdemeanor; or 2. An act, which involves the possession, use or disposal of explosives, firearms or other weapons as, defined in current law.   It is recommended the building administrator also be notified. |
| Securing Work Area | Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each workday and other appropriate times. See “Personal Property,” p. 22. |
| Violent Acts (Reporting of)  EBC | See “Security,” p. 30.  Depending on the nature of the violent act, a report to law enforcement may be needed. |
| Bullying by Students  JDDC  GAAB | Bullying is prohibited in USD 369. Bullying means: Any intentional gesture or any intentional written, verbal, electronic or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:  Harming a student or staff member, whether physically or mentally;   * Damaging a student’s or staff member’s property: * Placing a student or staff member in reasonable fear of harm; or * Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property.   Bullying also includes cyberbullying. "Cyberbullying" means bullying by use of any electronic communication device through means including, but not limited to, e-mail, instant messaging, text messages, blogs, mobile phones, pagers, online games and websites.  Additionally, bullying means any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to K.S.A. 72-8256 or subsection (e) of K.S.A. 72-8205, and amendments thereto. USD 369 will not tolerate these actions by students or staff.  Any act of bullying by either an individual student or group of students is prohibited on or while using school property, in a school vehicle or at school-sponsored functions. This policy applies to students who directly engage in an act of bullying, to students who, by their behavior, support another student’s act of bullying, and to all staff members who engage in similar behaviors.  No teacher, administrator, or school district employee shall engage in, permit, or tolerate bullying.  Retaliation against a victim, good faith reporter, or a witness to bullying is prohibited.  A person who engages in an act of bullying, reprisal, retaliation or false reporting of bullying, shall be subject to discipline in accordance with school district policy and procedures. The school district may take into account the following factors: the ages of the parties involved; the developmental and maturity levels, special education needs of the parties involved, and the severity of the behavior.  Discipline guidelines for student and staff bullying are found in the appropriate handbooks. Offenses over time may result in discipline up to and including suspension and/or expulsion or termination from employment. As appropriate, reports to local law enforcement will be filed to report criminal bullying behaviors. See page 19 for discipline measures. |
| Reporting to Law Enforcement  JDDB | Whenever a student engages in conduct which constitutes the commission of any misdemeanor or felony, at school, on school property, or at a school supervised activity and/or has been found:   * in possession of a weapon, * in possession of controlled substance or illegal drug; or * to have engaged in behavior at school which has resulted in, or was substantially likely to have resulted in, serious bodily injury to others, the principal or superintendent shall report such act to the appropriate law enforcement agency if any of the behaviors noted above occur. |
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| ***Equipment and Supplies*** | |
| Appropriate 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. |
| Computers  IIBG | 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 employee’s 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. See “Copying and Duplicating,” p. 34.  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. 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. See “Confidentiality,” p. 15.  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. See “Copying and Duplicating,” p. 34. |
| Copying and Duplicating  ECH | The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use,” as set forth in board policy.  Specific regulations concerning fair use are posted near district copy machines. |
|  |  |
| Ordering Procedures  DJEG | It is expected that all orders should be made utilizing the district’s computerized e-req systems. All orders are to receive administrative approval prior to being ordered. Purchase orders will be created once approved by the superintendent. |
|  |  |
| Vehicle Request | The vehicle request form should be completed, signed by administration, and on record with the administrative assistant prior to usage of a school vehicle. |

**Appendix A**

**USD 369**

**Request for Leave**

This form must be completed and turned in to your immediate supervisor no later than three days before your requested leave date.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ requests leave for \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ for the following reason:

 vacation

 personal

 sick

 bereavement

 legal

 maternity

 professional development

 emergency (please describe) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 family and medical leave\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 other (please describe)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

The above application was received on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

The requested leave ( shall / shall not ) be granted ( with / without ) pay.

Authorized Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_

\* Once the employer has acquired knowledge that the leave is being taken for a Family Medical Leave Act required reason, the employer must promptly (within two business days absent extenuating circumstances) notify the employee that the paid leave is designated and will be counted as Family and Medical Leave.

**Appendix B**

**USD 369**

**Request for Reimbursement**

**This form must be submitted within 1 day of incurring the expense upon returning from trip.**

The board may provide reimbursement for expenses incurred in travel related to the performance of job-related duties and responsibilities when approved in advance by the superintendent.

Reimbursement for use of a private automobile driven to and from the location of a professional in- or out-of-state activity will be paid at a rate established by the board. Mileage costs may not exceed the cost of other reasonable forms of travel.

Authorization for reimbursement of travel expenses shall be considered in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of other transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available.

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.

For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board. 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 upon returning from needed trip. Reimbursement shall be made following board approval.

|  |  |  |  |
| --- | --- | --- | --- |
| Employee’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date Submitted:\_\_\_\_\_\_\_\_\_\_\_\_ | | | |
| Reimbursable Activity  (receipts must be attached) | Date  of Activity: | Purpose  of Activity: | Total |
| Meals | | |  |
| Auto Mileage @ 50 cents per mile | | |  |
| Hotel | | |  |
| Tips | | |  |
| Other (please describe) | | |  |
| Total Amount of Reimbursement Requested | | |  |
| I hereby certify that this claim sheet is a true statement of authorized expenses incurred while performing district business.  Employee’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |

*(Required if submitting a hard copy)*

**Appendix C**

**USD 369**

**Accident Report Form**

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 your supervisor or the district office.

|  |  |
| --- | --- |
| Employer: | |
| Your Name: | |
| Your Home Address: | |
| Your Home Phone Number: | |
| Social Security Number: | |
| Date of Accident: | Time of Accident: |
| In your own words, describe what happened: | |
| What physical problems are you experiencing as a result of this injury? | |
| Did you report this injury to your supervisor? | If not, why not? |
| Date Reported: | Supervisor’s Name: |
| Were you working at your regular job at the time of injury? | If not, please explain: |
| Were there any witnesses? | If yes, who? |
| Did you go to the hospital/clinic? | |
| Address of hospital/clinic: | |
| Name of treating physician: | |
| Additional comments: | |
| Date: | Signature: |

**Appendix D**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **USD 369**  **Classified Staff Evaluation Form**  **EMPLOYEE: DATE:**    **EVALUATOR: BUILDING:** | | | | |
|  | **Commendable**  **Performance** | **Acceptable** | **Improvement Needed** | **N/A** |
| **I. PERSONAL QUALITIES** |  |  |  |  |
| 1. Punctual |  |  |  |  |
| 2. Uses time wisely |  |  |  |  |
| 3. Neat and well groomed |  |  |  |  |
| 4. Gets along with other personnel |  |  |  |  |
| 5. Relations with the public |  |  |  |  |
| 6. Relations with students |  |  |  |  |
| 7. General attitude |  |  |  |  |
| 8. Self-motivated |  |  |  |  |
| **II. WORK-RELATED SKILLS\*** |  |  |  |  |
| **\*Specific indicators from each employee’s job description should be inserted below.** |  |  |  |  |
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|  |  |  |  |  |
| **III. COMMITMENT TO DUTY** |  |  |  |  |
| 1. Abides by district rules–implements policies |  |  |  |  |
| 2. Strives for self-improvement |  |  |  |  |
| 3. Trustworthy |  |  |  |  |
| 4. Dependable |  |  |  |  |
| 5. Uses good judgment |  |  |  |  |
| 6. Accepts constructive criticism |  |  |  |  |
| 7. Keeps information confidential concerning school records and school operations as it pertains to students, parents and school personnel |  |  |  |  |

**EVALUATOR’S COMMENTS ON STRENGTHS AND WEAKNESSES**

1. Personal Qualities

2. Work Related Skills

3. Commitment to Duty

4. Employee’s Comments

Employee­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Evaluator\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**This evaluation was signed by the employee after it was reviewed by the evaluator.**

**Appendix E**

**USD 369**

**Exit Interview Format**

**Directions:** Please complete this form and return it to your supervisor before you get ready for final check out. You will be asked to discuss and expand upon your responses during your exit interview. Your candor and thoroughness in answering these questions and during the interview will be appreciated.

Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Position:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_School:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Years in District\_\_\_\_\_

1. What was the most enjoyable aspect of your employment in USD 369?
2. What was the least enjoyable aspect of your employment in USD 369?
3. What suggestions do you have for improving communications within the district?
4. Do you have specific suggestions that the board may wish to consider to improve their operations and their ability to serve the needs of the district’s children?

Exit Interview  
Page Two

1. Do you understand your rights to continued eligibility for health coverage?
2. Are you familiar with your options under KPERS?  
     
    If you need additional information on #5 or #6, please contact the clerk of the board at the USD office.
3. Briefly explain your reason for leaving USD 369.

I hereby acknowledge that I have completed my assigned duties to the best of my knowledge and have returned all school and/or district property and keys.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature of Administrator/Supervisor

conducting the exit interview

Date of interview:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix F**

**USD 369 Burrton, KS**

**Agreement to Receive Compensatory Time Off**

Pursuant to the Fair Labor Standards Act (FLSA), the USD 369 Board of Education has a policy of granting compensatory time off to non-exempt employees in lieu of overtime pay for time worked in excess of 40 hours in any workweek. A copy of the policy dated \_\_\_\_\_\_\_\_\_\_\_\_ has been provided to me.

I understand that I must obtain my supervisor’s express **written** authorization to work overtime prior to working in excess of 40 hours in any workweek. I understand that I will earn compensatory time at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked. I further understand that I will be allowed to use compensatory time within a reasonable period after requesting such use. However, I also understand that pursuant to the board policy and applicable FLSA regulations, the board may require me to use the compensatory time within a certain time period, may prohibit the use of compensatory time on certain days, may require that compensatory time be cashed out after a particular time period or may otherwise limit the use of compensatory time.

I hereby knowingly agree and consent to the use of compensatory time in lieu of overtime pay for time worked in excess of 40 hours in any workweek, and I accept this as a condition of my employment with the USD 369 Board of Education.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Supervisor**\*** Signature Date

**\*** (or designee)

**Appendix G**

**Alphabetical Listing of Handbook Topics**

|  |
| --- |
| Accidents, 26 **JGFG** |
| Accidents, Reporting of, 30 **JGFG** |
| Acknowledgment of Receipt of Handbook, v |
| Activity Passes, 10 |
| Address Changes, 26 |
| Annuity Plan, 12 |
| Appropriate Use of Equipment and  Supplies, 33 |
| Asbestos, 28 |
| Assignment and Transfer, 21 **GACE** |
| Benefits and Compensation, 2 |
| Bereavement Leave, 2 |
| Bloodborne Pathogens, 28 **GAR** |
| Board Policy, 20 **GAA** |
| Breaks, 15 |
| Building Opening and Closing Time, 30 |
| Bullying by Staff, 17 **GAAE** |
| Bullying by Students, 31 **JDDC** |
| Calendar, 15 |
| Cell Phones, 23 |
| Chain of Command, 21 |
| Child Abuse, 27 **GAAD**  Compensation, 10 |
| Compensatory Time Off, 14 |
| Communicable Diseases, 28 |
| Computers, 33 **IIBG** |
| Conduct, 15 |
| Confidentiality, 18 |
| Conflict of Interest, 19 **GAG** |
| Copying and Duplicating, 34 **ECH** |
| Criminal Convictions, 19 **GBRG, GCRF** |
| Definitions, 1 |
| Discrimination Complaints, 21 **GAAB** |
| Distribution of Materials, 23 **KI** |
| District Procedures, 20 |
| Dress Code, 19 **GAM** |
| Driving Records, 26 **EDAA** |
| Drug and Alcohol Testing, 22 **GAOD** |
| Emergency Closings, 30 **EBBD** |
| Employee Protection, 18 **GAO** |
| Employment Status, 21 |
| Equal Opportunity Employer, 1 **GAAA** |
| Equipment and Supplies, 33 |
| Evaluations, 22 **GCI, GAK** |
| Exit Interviews, 25 |
|  |
| Family Medical Leave, 5 **GARI** |
| First Aid, 29 **JGFG** |
| Gifts, 18 **GAJ** |
| Hazardous Waste, 29 **EBBA** |
| Health Examinations, 28 |
| Health, 27 |
| Holidays, 9 **GCRH**  Inclement Weather Days, 9 |
| Insurance, 2 |
| Interrogation and Investigation of Students, 24 **JCAC** |
| Introduction, 1 |
| Job Descriptions, 21 **GACB** |
| Judicial Leave, 5 |
| Kansas Public Employees Retirement  System, 12 |
| Keys, 30 |
| Leaves and Absences, 2 **GCRG**  Leave Without Pay, 9 |
| Lounge, 22 |
| Loyalty Oath, 11 |
| Maintaining Proper Control, 24 **GAO** |
| Medications, Administering, 29 **EBBA** |
| Military Leave, 6 **GARID** |
| Mission Statement, 1 |
| Nepotism, 20 **GACCA** |
| Offers of Employment, 20 |
| On the Job Injuries, 27 **GAOE** |
| Ordering Procedures, 34 **DJEG** |
| Outside Employment, 19 **GCRF** |
| Overtime, 14 **GCA** |
| Participation in Community Act ivies, 9 **GAH** |
| Pay Day, 10 |
| Personal Leave, 3 |
| Personal Property, 23 |
| Personnel Records, 25 **CN, GAK** |
| Pest Control, 29 |
| Political Activities, 10 **GAHB** |
| Prohibited Substances, 15 **GAOA, GAOB, LLD** |
| Racial Harassment, 17 **GAACA** |
| Records, 25 |
| Recruitment, 19 **GACC** |
| Reimbursement/Travel Expenses, 11 **GAN, GCA** |
| Relations With Students, 16 **GAF**  Remuneration for Unused Leave, 4 |
| Reports, 26 |
| Report to Law Enforcement, 32 **JDDB** |
| Required Records, 26 **GACD** |
| Resignation, 25 |
| Retirement, 12 |
| Safety and Security, 30 |
| Safety Practices, 30 |
| Salary Reduction Plan, 11 **GAL, GAOF** |
| Schedules, 14 |
| School Nurse, 27 |
| Searches of Students and Property, 24 **JCAB, JCABB** |
| Securing Work Area, 31 |
| Security, 30 **EBC** |
| Sexual Harassment, 16 **GAAC** |
| Sick Leave, 4  Sick Leave Pool, 7 |
| Solicitations, 18 **GAI** |
| Staff Development, 23 **GAO** |
| Student Privacy Rights , 24 |
| Supervision, 22 |
| Suspension, 19 **GCN** |
| Telephone Use, 23 |
| Termination, 20 |
| Time Cards, 14 |
| Unemployment Compensation, 13 |
| Use of Personal Vehicle, 23 |
| Vacations, 9 **GCRH** |
| Vandalism, 27 **EBCA** |
| Vehicle Request, 34 |
| Violent Acts, 31 **EBC** |
| Violent Acts, Reporting of, 31 **EBBF, EBBD** |
| Weapons, 24 **JCDBB, EBC, KGD** |
| Work Schedule, 14 **GCA** |
| Workers Compensation, 12 **EBAA, GAOE** |