

Unified School District 350
St. John-Hudson

CLASSIFIED EMPLOYEE HANDBOOK

SCHOOL YEAR 2022-23

**A Manual of Employee Benefits and
Personnel Policies**

USD 350

505 N. Broadway
St. John, KS 67576

An Equal Opportunity Employer

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INTRODUCTION

LETTER FROM THE SUPERINTENDENT

This handbook is designed as a tool to communicate expectations for the USD 350 employees. This handbook does not cover every possible situation that may arise. Communications is always the best tool to solve any problem.

The most important of these expectations is to do your work with *purpose*, *passion*, and *pride*. Our purpose is to ensure that kids are safe in our schools and get a great education. I love the story about President John F Kennedy visiting NASA headquarters for the first time in 1961. While touring the facility, he introduced himself to a janitor who was cleaning the floor and asked him what he did at NASA. The janitor replied, "I'm helping put a man on the moon!" My goal is for all staff to feel this level of importance in their job at USD 350. Our ultimate mission is student success. We all have a part to play and every single role is important to achieve our mission.

Thank you for being a part of the USD family and thank you for your hard work for the students of the St. John-Hudson school district.

Josh Meyer
Superintendent
USD 350, St. John-Hudson

PURPOSE FOR THE EMPLOYEE HANDBOOK

At USD 350 we have two segments of employees, certified and classified. One segment is our teachers and professionals who are required to hold a professional license issued by the Kansas State Board of Education. This segment of our employees is referred to in this book as **certified employees**, which includes teachers, school counselors, and principals. USD 350 has a negotiated agreement with the Local Teachers Association. Not all certified employees are included in the negotiated agreement.

The other segment of our employees is all the individuals who are not required to hold a certificate issued by the Kansas State Board of Education. This segment is commonly referred to as **classified employees**. This segment includes such as maintenance, custodian and food service directors and staff, library staff, central office staff and others.

This Handbook is designed to acquaint you with USD 350 and provide you with general information about working conditions, benefits, and policies affecting your employment, and applies to all employees. It is your responsibility to read this handbook carefully and refer to it whenever questions arise. **For employees covered by the negotiated contract, the contract is primary and takes precedence over any policy in this Handbook.**

Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters an employee's "at-will" status for any employee not covered by the negotiated agreement. "At-will" status means that employment may be terminated for any reason, with or without cause, and with or without notice. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between USD 350 and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of information. All items described within this handbook are approved by the Board of Education. If there is any wording in the handbook that conflicts with approved Board of Education policy, approved Board policy language shall be primary.

The policies in this handbook are to be considered guidelines. USD 350 may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. If any provision in this employee handbook is found to be unenforceable or invalid, it will invalidate only that portion of the book and not the entire employee handbook.

USD 350's policies, benefits, and rules as explained in this handbook may change from time to time as education, employment legislation and economic conditions dictate. Employees will be given updates or replacement pages when changes are made.

Employees are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This version of the employee handbook supersedes all previous manuals, handbooks, letters, memoranda, and understandings, with exception to the negotiated agreement. If you have any questions or wish to receive further information about any guideline in this Handbook, please contact the district office.

AVAILABILITY AND HANDBOOK REVIEW

It is the intention of USD 350 to provide each employee with a copy of the Employee Handbook. This copy may be available through the USD 350 website, or as requested, in a printed format.

Occasionally, as deemed necessary by the Superintendent or the School Board, the Employee Handbook will be reviewed and updated with appropriate changes. It is the responsibility of the Superintendent and the School Board to identify whatever manner necessary to complete the review and update process.

EMPLOYMENT POLICIES

DISCRIMINATION FREE WORKPLACE:

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

USD 350 is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

Employees are expressly prohibited from involvement in any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, veteran status, or any other protected status. Improper interference with the ability of any employee to perform his/her job duties will not be tolerated.

USD 350 believes in and practices equal opportunity. The Superintendent is assigned by the Board to serve as the Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our District in meeting its objectives. Any employee who feels he or she is a victim of discrimination has a responsibility to report this information to management.

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

I-9 IMMIGRATION REFORM POLICY

USD 350 complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents, verifying the right to work in the United States, and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, as required by Federal regulation, USD 350 must terminate his/her employment.

HARASSMENT-FREE WORKPLACE POLICY

USD 350's policy is to provide a work environment that is free from harassment. Therefore, USD 350 will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all USD 350 employees, parents, students, guests, vendors, and persons doing business with USD 350.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to USD 350 guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

- If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop.
- Report the incident without delay to your immediate supervisor/principal, or USD 350 Superintendent.
- Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given USD 350's obligation to investigate and act upon reports of such harassment.

Appropriate actions will be taken by USD 350 to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

COMPLAINT POLICY

USD 350 expects all employees to create an atmosphere free of discrimination and respect the rights of their co-workers.

In the event an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, veteran-status, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, or believes they have been treated unfairly, promptly report the incident to a supervisor. If an employee believes it inappropriate to discuss the matter with their supervisor, it should be directly reported to human resources. Once made aware of your complaint, USD 350 is committed to commence an immediate, thorough investigation of the allegations. Complaints will be kept confidential to the maximum extent possible.

If, at the completion of an investigation, USD 350 determines that an employee acted in a discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

If an employee feels the outcome of the investigation does not adequately address the issue of concern, the employee may make a written request to the Superintendent to revisit the issue of concern. The Superintendent will make a recommendation to the Board for resolution of the issue. The Board decision on the issue is final.

USD 350 prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, USD 350 determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

AMERICANS WITH DISABILITIES POLICY

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship upon the employer.

If any employee requires accommodations because of a disability as defined under the ADA, they should contact their supervisor or the Superintendent and every effort will be made to accommodate the employee and comply with all Federal and State regulations.

VIOLENCE-FREE WORKPLACE

It is USD 350's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, USD 350 will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to USD 350 employees, parents, students, guests, vendors, and persons doing business with USD 350.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, e-mail, text, or social media).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other weapon on District property, in a vehicle being used on District business, in any District owned or leased parking facility, or at a school-related function.
- Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor/principal or the District Superintendent. USD 350 will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, USD 350 will take action appropriate for the circumstances. Where appropriate and/or necessary, USD 350 will also take whatever legal actions are available and necessary to stop the conduct and protect USD 350 employees and property.

In addition to this policy, the District has a policy in place to address student behavior concerning weapons. For information on this policy, please contact your school principal. [To provide information about a crime contact 1-800-222-TIPS or text 274637 and Start their information with TIP679.](#)

DRUG FREE SCHOOL POLICY

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

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 will be reported to the appropriate law enforcement officers.

Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program.
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee.

DRUG AND ALCOHOL TESTING

Under the rules for implementing the Omnibus Transportation Employee Testing Act of 1991, every local public school district is required to conduct pre-duty controlled substance testing, and reasonable suspicion, random and post-accident controlled substance and alcohol testing of each employee who is required to obtain a Commercial Drivers' License (CDL). An employee covered by the rules is prohibited from refusing to take a required test.

Under the rules, school districts are also required to impose penalties on covered employees whose test results confirm prohibited alcohol concentration levels or the presence of a controlled substance; comply with extensive new reporting and record keeping requirements; adopt an employee alcohol and controlled substance misuse program; and provide for alcohol and controlled substance misuse information for employees, supervisor training and referral of employees to employee assistance programs.

In addition to testing required for CDL purposes, USD 350 reserves the right to request any employee or applicant to submit to drug and/or alcohol testing for the purpose of:

- Pre-employment testing
- Random testing
- Post-accident testing
- Reasonable suspicion testing

USD 350 will follow all Federal and State regulations concerning drug and alcohol testing.

SAFETY

SAFETY RULES AND ACCIDENT REPORTING

It is USD 350's policy to maintain a safe and secure working environment for all employees and clients. The District wants to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior and negligent actions.

While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

- If someone is seriously injured, obtain immediate medical assistance.
- Report the accident to a supervisor or building administrator immediately, even if you are not sure whether it is truly work-related. Even small, insignificant injuries, left untreated can result in more serious conditions.
- Follow your supervisor's direction to obtain the necessary medical treatment for non-serious injury
- Immediately fill out an accident report regardless of the severity of the injury
- Employees who fail to comply with these procedures are subject to disciplinary consequences.

ACCIDENTS - REPORTING

If an accidental injury arises out of and in the course of employment, the claim based upon such injury may be compensable. If an employee is injured on the job, the employee's direct supervisor must be contacted as soon as possible after the injury.

- The employee and supervisor are responsible for completing the appropriate forms, which must be returned immediately to the District Office, USD 350, 505 N. Broadway St. John KS 67576. Forms are available at the District office and each of the teacher's workrooms.
- Failure to notify the supervisor immediately of the accident/injury may prohibit payment of worker's compensation benefits and may cause the employee to face disciplinary action.
- The employee must maintain copies of all doctor's orders and provide a copy to the District Office.
- The employee must inform the doctor or hospital that he/she is covered by the district worker's compensation plan.

Prior to returning to work an employee who is receiving worker's compensation shall be required to provide the District Office with a written doctor's release. In addition, should the employee be released by a doctor to return to work and fail to do so, all benefits under worker's compensation shall be restricted as provided by current statute.

WORKERS COMPENSATION

Employees of USD 350 are covered by worker's compensation insurance provided by the district. All work related injuries or illnesses will be managed through the district's worker's compensation program. The district abides by all the regulations regarding the investigation and compensation for workers injured within the scope of their duties to the district.

All employees should be aware that certain behaviors involved in an injury or illness may exclude the individual for benefits through the worker's compensation system.

- Injuries occurring when the employee is intoxicated or under the influence of any drugs, barbiturates, or other stimulants not prescribed to the individual by a physician.
- Refusal of the injured worker to submit to a drug or alcohol test.
- Injuries resulting from recreational and social activities unless such recreational or social activities are expressly required of the employee by the District.
- Injuries resulting from horseplay

As allowed by State regulations, USD 350 may identify a specific medical professional or clinic to be its provider for all worker's compensation routine medical needs. The district has chosen not to designate a specific medical professional at this time. Classified employees may see their personal medical provider in the event of a compensable injury or accident.

Social and Recreational Activities – Worker's compensation does not apply to injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer.

HEALTH EXAMINATIONS and Tb TESTS

Any classified employees who come into direct contact with students must have a certificate of health form and Tb test on file in the district office prior to commencing their employment at his/her own expense. The district will accept physicals and TB test that were issued no more than 12 months prior to employment date.

All classified staff in the area of food service must have a certification of health and TB test form on file in the district office **prior** to commencing their employment.

BLOOD BORNE PATHOGENS

Employees whose job responsibilities include "occupational exposure" to blood borne pathogens must receive training related to "universal precautions" which is an approach to infection control. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

The district will make the Hepatitis B vaccine and vaccination series available to any classified employee of the district who has occupational exposure free of charge.

Employees who decline the Hepatitis B vaccine will sign a waiver form. An employee who initially declines the Hepatitis B vaccination may later request the vaccination. The district will then provide the vaccination to the employee.

FIRE AND TORNADO DRILLS

Fire and tornado drills are scheduled throughout the year for employee and student safety. Your building principal will give instructions on the proper procedures for these drills. You are expected to participate and fully cooperate in these drills.

SCHOOL EMERGENCY PROCEDURES

USD 350 has in place procedures for emergencies that may arise in the district. You will receive training and may receive a copy of the School Crisis Plan from the superintendent or building principal. Please study the plan and be aware of the responsibilities of your position in the event of an emergency.

SECURITY OF DISTRICT BUILDING

Maintaining the security of USD 350 buildings is every employee's responsibility. When you leave USD 350's premises make sure that all entrances are properly locked and secured.

SMOKING AND TOBACCO PRODUCTS

The policy of USD 350 is that smoking and the use of tobacco products are prohibited on any district owned or leased building or property and in district vehicles. This applies to nicotine delivery (vaping) devices.

DRIVING WHILE ON DISTRICT BUSINESS

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a USD 350 employee, but also the welfare of others who could be put in harm's way by inattentive driving. As a driver, your first responsibility is to pay attention to the road. When driving on USD 350 business the following applies:

Transportation of Students

USD 350 classified employees occasionally transport students or other district personnel. It is important that they take this role responsibly and will focus only on the task of driving to the location and not allow distractions to interfere.

Cellular Phone

Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is prohibited. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. It is the responsibility of the employee to know and obey the laws regarding cell phone use.

Obey the Law

USD 350 is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for USD 350 or in a USD 350 vehicle.

Other Safe Driving Precautions:

- Use conservative judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of alcohol, illegal drugs or medications.

Employees who drive for district business in a non-commercial function must have a current, valid driver's license, issued within the United States, and are subject to the terms and conditions of the District's insurance carrier.

The following forms are to be kept in a secure place within the District vehicle: Vehicle registration, proof of valid insurance, and a District accident report form. Drivers must immediately report any vehicle accident to management, regardless of the amount of damage.

Personal Vehicle Use:

Employees who, *with prior approval*, use their private vehicle for district business are entitled to mileage reimbursement. The employee shall file a purchase requisition showing dates, number of miles traveled, purpose for the trip and signature of the employee with the district office for reimbursement following board approval.

PERSONNEL INFORMATION AND PERSONNEL FILES

DEFINITION OF CLASSIFIED POSITIONS

- **FULL-TIME POSITION:** A full-time classified employee works eight (8) hours per day, forty (40) hours per week, two thousand eighty (2080) hours per year. A full-time position constitutes 1 Full Time Equivalency (FTE). Classified employees who are on duty 9 to 10 months per year and work at least 6.5 hours per day will also be considered full-time except for benefit purposes.
- **PART-TIME POSITION:** A part-time classified employee works less than a full day but throughout the calendar year (except for vacation time). A part-time position constitutes less than 1 FTE. The FTE is calculated based on the number of hours scheduled.
- **FULL-YEAR POSITION:** A full-year classified position is required 12 months a year.
- **PARTIAL-YEAR POSITION:** A part-year classified employee works primarily during the school year. A part-year positions is generally for 9 or 10 months of the year.
- **TEMPORARY POSITION:** A temporary position may be full-time or part-time and is a non-recurring position of generally not more than 90 days' duration. This position is a substitute or temporary replacement for another employee.
- **CONTRACTED POSITION:** A contracted individual is one who has been issued a written contract for terms of employment, whether it is for full-time or part-time.
- **RULE 10:** Coaches or sponsors contracted to supervise and activity or coach a sport. The primary duty is student supervision so these positions are generally exempt from overtime rules. Their duties are defined in the KSHAA Handbook, Rule 10.

Examples of FTE

1.0 FTE – Custodial/Maintenance are generally employed 8 hours per day for the full year.

0.8 FTE – School Office Staff / Food Service Staff are employed 8 hours per day for nearly 10 months.

0.75 FTE – School Instructional Aides are employed for 6.75 hours per day for 9 months.

- **EXEMPT:** An employee who is paid a fixed salary on a weekly, bi-monthly, monthly or annual basis rather than hourly wage and meets the criteria for exclusion from the wage and hour laws (e.g., administrative, management and professional). An exempt employee does not receive overtime for hours worked over 40 hours per week. Due to the nature and scope of exempt positions, a certain amount of work beyond the normal workweek is expected as business demands require.

- **NON-EXEMPT:** An employee who is paid based on an hourly rate and who is not exempt from minimum wage, overtime and provisions of the Fair Labor Standard Act (Wage-Hour Law). These employees receive overtime pay for hours worked in excess of 40 hours per pay week.

CHAIN OF COMMAND FOR CLASSIFIED EMPLOYEES

Secretarial and Clerical classified employees will be directly responsible to the building principal or director of the department the employee is assigned to. Evaluation of secretarial and clerical employees will be done by the building principal or director of the department the employee is assigned to.

Maintenance and Custodial classified employees will be directly responsible to the supervisor. There will be indirect responsibility to the building principal or director. Evaluation of maintenance and custodial personnel will be done collaboratively by the building principal and the employee's immediate supervisor.

Food Service classified employees will be directly responsible to the Food Service Director. Evaluation of food service employees will be done by the Food Service Director.

Instructional aides will be under the supervision of their assigned building principal. Paraprofessionals will be under the supervision of their assigned special education teacher. Evaluation of instructional aides will be done by both the employee's assigned teacher(s) and the building principal or department director. Evaluation of paraprofessionals will be done by the employee's assigned Special Education teacher, and/or the paraprofessional facilitator, building principal and the Director of Special Education.

CHANGE IN STATUS OR INFORMATION

Notification to the USD 350 District Office should be made within ten (10) calendar days of any change in mailing address or home telephone number, cell phone number, e-mail address, or change in family status which might alter Internal Revenue Code (IRC) section 125 fringe benefits, including marriage or divorce, birth or adoption of a child, change in employment status by the employee or spouse, or the taking of an unpaid leave of absence by the employee or spouse.

It is also important to keep any emergency contact information held by the district office up-to-date.

EMPLOYEE WORK BREAKS AND LUNCH BREAKS

The District believes employees have the ability to balance their personal need for a break from the work day and work demands.

Work breaks are considered paid time. Break periods are not mandatory and are not guaranteed. Employees are not allowed to leave the district premises during work breaks.

Lunch breaks are unpaid time and non-exempt employees will be completely relieved of work duties. Any lunch break will be at least 30 minutes long where the time is coordinated by the employee's supervisor. Non-exempt employees must clock out during

their lunch break. The Attendance on Demand program keeps track of lunch breaks for certain employees. Your supervisor will inform you if you are not required to clock out for lunch using the Attendance on Demand program. Employees are allowed to leave the premises during their lunch break.

Any employee who abuses the length or amount of work breaks or repeatedly returns late from their lunch break will receive disciplinary action up to and including termination.

EMPLOYMENT “AT-WILL” STATUS

All classified employees are employed on an "at-will" basis regardless of their length of service and may be dismissed at any time. Either party may terminate the employment relationship at any time. A written notice two weeks in advance is expected if an employee chooses to voluntarily terminate the employment relationship.

PROBATION PERIOD

For all newly hired classified employees, there will be a probationary period of thirty (30) days. Leave time (vacation, discretionary, and sick) will not be paid during the probationary period. Health and dental insurance will not be available until the probationary period is over. Completion of the probationary period and movement to full employment status does not grant to the employee an expectancy of continued employment. Classified employees are employees “at-will”. The Board of Education shall retain the right to discharge employees at its sole discretion.

EVALUATIONS

The district shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based on individual job descriptions.

USD 350 classified employees may be evaluated twice per year in their first year of employment. Subsequent evaluations will take place at least once a year. A classified employee, his/her supervisor or the USD 350 Board of Education may request an evaluation of a classified employee at any time.

OVERTIME

Non-exempt (hourly) classified employees who work more than forty (40) hours per workweek will be compensated for overtime. The workweek begins Sunday at 12:00 am Midnight. All overtime will be paid at the rate of one and a half (1 1/2) times regular pay as required by current statute. All overtime hours must have prior approval of the immediate supervisor and central office administration. Employees who work overtime hours without prior approval may face disciplinary action.

Overtime is calculated using only worked hours during the work week. Therefore, holiday, vacation, sick leave, and any other non-worked paid time will not be used in the calculation of overtime.

Overtime pay for those that work different jobs and different rates will be calculated based on both rates and the number of hours at each rate.

PAY DAY

USD 350 utilizes a direct deposit method for paying district employees to the financial institution of their choice. Pay will be direct deposited on the 1st day of each month. If the pay date falls on a weekend or holiday, payroll will be deposited on the day preceding the weekend or holiday. The paycheck for January is the first business day in that month.

Pay information stubs will be available to each employee as deposits are made in your account through the Employee Services Portal. New hires will be provided with the information necessary to create an account. Central Office staff will be available to assist with account creation and any issues that may come up.

Those employees choosing not to use direct deposit will be issued a check.

USD 350 reserves the right to correct any payroll error at any time the error is identified. It is important that all employees review their paychecks regularly and advise their immediate supervisor when they are aware of any incorrect payments. The Central Office Administration will follow the standard procedure to correct any payroll errors.

TIME SHEETS

All non-exempt classified employees must maintain a timesheet, either manually or by utilizing the Attendance on Demand timekeeping system. Each day should indicate start and stop time and start and stop time of lunch breaks. Use of personal/discretionary or sick leave should be indicated on the timesheet and the appropriate form filled out. Supervisors will approve and forward the leave requests to the district office. Timesheets are due to supervisors on the 3rd Friday of each month for the 4 or 5 weeks prior.

COMPENSATION:

USD 350 utilizes a starting salary for classified personnel based on work experience and professional training as well as the demands of the position where they are employed.

Salary increases, when granted, will begin July 1 of each year or when approved by the board of education. Salary increases are not guaranteed and will not be granted solely on the basis of longevity.

ASSIGNMENT AND TRANSFERS

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

Classified employees are encouraged to request changes in their assignments which they feel indicate promotion within their profession. While it is understood that all applicants for a position must be considered according to their qualifications, service within the system will be considered as one of the criteria in selection.

Any classified employee may be transferred at any time to a new location or position at the discretion of the superintendent.

VACANCIES

When a position becomes vacant and the superintendent and board choose to fill the position, these steps are generally followed:

1. Posting of vacancy
2. Screening of applicants
3. Interviewing of selected applicants
4. Notification of candidate to be recommended to board
5. Acceptance of position by candidate
6. Recommendation of candidate to board for approval
7. Notification of other candidates

Job vacancies involving promotion within the district will be announced so that present employees may apply for the position. Any current employee who applies for a position and is qualified will be given consideration.

All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the superintendent.

USD 350 does not guarantee all positions are posted prior to being filled.

EMPLOYMENT TERMINATION and RESIGNATION

USD 350 and its classified employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time, and USD 350 reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

All classified employees are employed by the Board upon recommendation of the Superintendent or his/her designated representative. They may be terminated by the Board with the same recommendation.

Classified employees who resign employment should give two weeks advance written notice of intended termination including anticipated date of departure. USD 350 reserves the right to waive the need for the notice period. If USD 350 waives any or all of the notice period, the district will only pay the employee for hours worked during the notice period.

On or before their final working day, employees must return all district property such as keys and ID badges, computer equipment, etc. to their supervisor or the Central Office Administration.

Full time classified employees who have been employed by in the district for 4 or more years will be paid \$20 a day (\$2.50 per hour) for all unused, accumulated (up to the maximum) sick leave upon retirement.

The employee's final paycheck will be processed with the next appropriate pay date, or as according to Federal and State regulations. Any outstanding financial obligations owed to USD 350 will be deducted from your final check given your prior written

permission. Please notify the District office of any final paycheck instruction requests. It is your responsibility to notify the District of any change of address for your W-2.

Health coverage ends upon separation. A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees and dependents.

If you leave USD 350 in good standing, you may be considered for re-employment. Any employee who has been dismissed for willful misconduct will be ineligible for re-employment.

In the event less than two weeks' notice is given, it will be so listed in the employee's record and may affect their good standing.

CODE OF CONDUCT

CHILD ABUSE – MANDATED REPORTER

The Kansas Child Protection Act (K.S.A. 38-716-724) requires 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 suspicion to the Department for Children and Families or DCF (Child Abuse Hotline 1-800-922-5330) or to the local law enforcement agency. It is also recommended that the building principal be notified after the report is submitted.

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 employee to prove that the child has been abused or neglected.

CONFIDENTIALITY

All student/personnel information and materials are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel. Documented violations of this procedure could result in disciplinary action being taken against the employee, including termination.

CONFLICT OF INTEREST

All employees have a duty to further the aims and goals of USD 350, and to work on behalf of its best interest. Employees should not place themselves in a position where the employee's actions or personal interests may be in conflict with those of USD 350.

DRESS CODE

Your pride in both yourself and as a representative of our school district is reflected in your appearance and image you create. We feel our image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our students, parents and visitors. Therefore, while performing duties for our organization employees are expected to dress in attire appropriate to the work environment and to behave in a professional and businesslike manner at all times.

If an employee is unsure about the dress and appearance guidelines, they are encouraged to consult with their supervisor. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to inform them regarding the inappropriateness of the attire. Depending upon the circumstance the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be unpaid. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including termination. In addition, those individuals who chose to use perfume, cologne, or aftershave, should

minimize their use. Other individuals may be sensitive to fragrance and the resulting effects can be unpleasant.

GIFTS

Classified employees are prohibited from receiving gifts of value from vendors, salespersons or other such representatives. Token gifts, such as coffee mugs, occasional meals, pens, etc. which are normally less than \$25 in value, are acceptable.

PERSONAL CONDUCT AND DISCIPLINARY ACTION POLICY

All personnel are expected to maintain their conduct above reproach. An atmosphere and spirit of cooperation is expected of every employee in the daily performance of his/her job. The employee should communicate well with the people he/she comes in contact with during the course of his/her duties. It is a fact that a pleasant atmosphere with good communication makes for a better place to work.

The work rules and standards of conduct for USD 350 are important, and the District takes them seriously. All employees are urged to become familiar with these rules and standards and are expected to follow the rules and standards faithfully in doing their own jobs and conducting USD 350's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including immediate termination of employment. Certified employees may have additional rights provided by the negotiated contract.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may not be followed in some instances. USD 350 reserves the right to exercise discretion in discipline and to take disciplinary action it considers appropriate, including termination at any time. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file. It is the responsibility of the Superintendent to ensure the policies of the district are followed during any disciplinary action.

The following are examples, not intended to be all inclusive, of violations that may result in disciplinary action:

- Absenteeism and/or tardiness
- Unsafe work practices
- Overly friendly situations with students and/or staff
- Discourtesy to a student, parent, co-worker, volunteer, or the general public.
- Using abusive or profane language and/or gestures
- Poor job performance, careless, negligent, or disruptive conduct

In addition to those situations discussed elsewhere in this handbook, listed below are some other examples where immediate termination could result:

- Refusal or failure to follow directives from a supervisor or District Superintendent.
- Breach of confidentiality relating to the district, employee, or student information.
- Any act of harassment

- Altering, damaging, or destroying District property or records, or another employee's or student's property.
- Dishonesty, stealing or attempting to steal District, co-worker, student, or vendor property.
- Providing false or misleading information to any USD 350 representative or on any USD 350 records including the employment application, benefit forms, time cards, expense reimbursement forms, etc.
- Divulging confidential information
- Fighting or threatening a co-worker, student or vendor.
- Possession of firearms or weapons on District property.
- Failure of a drug or alcohol test, violation of the drug free policy.
- Failure to call in or report to work for three or more consecutive days, or failure to return to work after an authorized leave
- Unapproved use, abuse, or destruction/defacement of district property
- Loss or suspension of license or any other qualification for the performance of assigned duties
- Violation of local, state, federal or district safety regulations

This list is general in nature and is not intended to be all-inclusive.

USD 350 reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Handbook or any other USD 350 document is intended to modify this "at-will" employment, promise progressive discipline or disciplinary counseling, or promise notice in circumstances where USD 350 considers immediate termination or discipline to be appropriate. Certified employees may have additional rights provided by the Negotiated Agreement.

BENEFIT INFORMATION

FRINGE BENEFITS AND OPTIONS

USD 350 provides a wide range of benefits for you and your dependents at the lowest possible cost. We want you to be aware that we, too, are consumers of the benefits offered and that our interest in the performance of our benefits plan is a professional one as well as a personal one.

If you are scheduled for at least 17 ½ hours per week you are eligible for the following benefits. Unless otherwise noted, your insurance benefits will be effective the first of the month following date of hire.

Health Insurance—Our health insurance plan is part of a cooperative group that works to maximize coverage and minimize costs. The plan currently allows for single or family coverage at 3 deductible levels - \$700, \$1,400 and \$2,200. USD 350 currently covers 100% of the employee's individual coverage for full time employees for the \$700 deductible plan. The equivalent amount is applied to a family premium for those who choose it. Part-time and/or part year employees who work at least 17 ½ hours per week for the school year are given the opportunity to carry coverage with the district's contribution pro-rated based on contracted hours (FTE). (FTE's of 0.75 and greater receive the full benefit). Cash in lieu of insurance premium will be paid for those classified employees that do not participate in the insurance plan in the amount of \$2,167 (prorated based on FTE).

Voluntary Dental – Our dental plan is a voluntary plan paid for by the employees who chose to participate in the plan. Those employees who participate in the health insurance plan are required to carry at least an employee only dental plan. Employees who do not participate in the medical coverage may still carry dental insurance at any available plan.

KPERS Term Life Insurance – KPERS group term life plan allows you to secure term life insurance for yourself and your spouse at low group rates. The rates are age based and guarantee issue may be available.

In addition to the items listed above, USD 350 may offer other voluntary benefits.

The design of the insurance benefit programs may change from year to year. USD 350 will continue to look for cost effective insurance benefits to offer each year. For a full description of the insurance benefits offered by USD 350 please ask in the District office.

Section 125 - To assist employees with cost savings programs, USD 350 offers the insurance programs through a Section 125 Plan. This plan allows employee to pay their insurance premiums with pre-tax dollars. Along with the tax savings there are rules and restrictions.

Flexible Medical Spending and Dependent Daycare – In addition to the tax saving on insurance premiums through the Section 125 Plan, USD 350 offers employees the ability to save tax dollars on out of pocket medical spending and on dependent daycare expenses.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs):

Each employee who works at least six hundred thirty (630) hours per year or an equivalent of three and one half (3 1/2) hours per day must become a member of KPERs. An employee contribution of 6% of the gross pay as determined by current statute will be made each payroll period. Please refer to the KPERs information that is provided to you for complete information including contact phone numbers.

COBRA

USD 350 complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents that lose insurance coverage due to a qualifying event are eligible to continue their coverage through COBRA. Qualifying events may include termination, reduction in working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

USD 350 provides a General Notice of COBRA rights to all individuals when they elect coverage through the USD 350 benefit plan

TIME AWAY FROM WORK

The following Time Away From Work benefits are intended to cover the Classified employees of USD 350. Certified employees have benefits offered through the negotiated contract. Certified employees should refer to that contract for information concerning any Time Away From Work benefits.

ATTENDANCE

Good attendance by employees is important to the overall productivity of USD 350. Attendance will reflect very strongly on an employee's evaluation as well as his/her value to the district.

All classified employees must notify their immediate supervisor of the reason for an absence from work. Employees who are unable to report to work but have no accrued paid time off benefit may face disciplinary action. Failure to report to work for more than three consecutive scheduled workdays, without notification of the immediate supervisor of the reason for such absence, may be deemed to be voluntary resignation from employment with the district.

HOLIDAYS

Classified employees shall receive paid holidays in accordance to the following:

Paid holidays for employees are:

Independence Day (12 Month)
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day
New Year's Day
Good Friday
Memorial Day (12 Month)

- Employees who are scheduled to work 40 hours per week will receive 64 hours of holiday pay (8 hours for each day above). Others will receive a prorated number of hours based on FTE.
- In the event that a holiday lands on a weekend the District will post the day scheduled for the holiday.
- Holiday pay is not considered work hours for the purpose of calculating overtime.
- Anyone on an unpaid leave of absence does not qualify to receive holiday pay.

SICK LEAVE

USD 350 recognizes that employees occasionally have the need to be away from work due to illness or injury. Therefore, the district provides classified employees with the following sick leave benefit.

Year round classified employees shall be given ninety hours of sick leave (accumulative to 720 hours) per school year of active employment. Others will receive a prorated number of hours each year based on FTE and the accumulated maximum is also based on FTE.

- Employees who are scheduled to work 40 hours per week will receive 8 hours for each accrued sick day. Employees who are scheduled to work less than 40 hours will receive a prorated portion of 8 hours based on their scheduled work time.
- Sick Leave pay may be taken for days absent due to the employee's personal illness or illness in the immediate family.
- Although Sick Leave can be used for medical and dental appointments, please be respectful to schedule these appointments outside of normal work time, when possible.
- Immediate family includes children, spouse, parents, siblings, or other relatives whose residence is in the home of the employee.
- Employees may use a partial sick day when a full day away from work is not needed.
- Employees may only receive payment for accrued Sick Days. No payment will be made for any days prior to accrual, or in advance. Any employee who needs to be away from work and does not have any accrued Sick Days should refer to the attendance policy and their supervisor.
- Employees may use sick pay for time away from work for bereavement. Please refer to the bereavement policy for limitations.
- The employee must call the immediate supervisor to report absences due to illness, giving an approximate date the employee will be returning to work. This action will facilitate the securing of a substitute.
- A doctor's return to work statement will be required for any employee returning to work after 3 or more consecutive days of illness. USD 350 reserves the right to secure a second medical opinion from a physician of the district's choice and at the district's expense.
- Unused portions of sick leave may accumulate such that the maximum number of days available does not exceed 120 days for full year employees and 90 days for partial year employees.
- Employees forfeit any remaining sick leave benefit when they terminate employment with USD 350.
- Full time classified employees who have been employed by in the district for 4 or more years will be paid \$20 a day (\$2.50 per hour) for all unused, accumulated (up to the maximum) sick leave upon retirement.

VACATIONS

USD 350 provides 120 hours paid vacation time for full year classified employees. Vacation time is earned for the year on June 30th of each year.

Employees who are employed in the middle of the year will be allocated vacation time on a prorated rate.

Vacation time will be based on an eight (8) hour day. Vacation time shall be scheduled and approved by your immediate supervisor so as to maintain a minimal disruption to the school schedule and operation. All custodial and maintenance summer vacation requests should be submitted to the supervisor by May 15 of each year. Vacation time should be approved in writing 2 weeks in advance with limited exceptions.

Vacation time does not accumulate. Employees must use vacation time before June 30 each year or before the end of the work period. If you do not use it, you lose it. An exception will only be considered if a written request is submitted to and approved by the Superintendent. Exceptions will also be made for full-year employees carrying over vacation days to use in before August 1st with prior approval of the superintendent. This exception is intended to improve scheduling in the summer months and not force all summer vacations to be taken in June.

Classified employees who are partial year employees do not qualify for any vacation benefit (generally any employee less than 1.0 FTE).

PAID PERSONAL LEAVE

USD 350 provides non-cumulative paid personal leave for classified employees to use for personal business that does not qualify as sick leave, vacation, holiday or snow day.

- Full year employees qualify for 24 hours paid personal leave per year. Others are allocated personal hours based on FTE.
- The employee will receive the number of hours as he/she normally works per day up to a maximum of eight (8) hours.
- Personal leave may not be taken the last week of school without the Superintendent's permission.
- May be used for snow days when school is dismissed due to inclement weather.
- Personal leave does not accumulate.
- Personal leave should be approved 2 weeks in advance.

SNOW DAY LEAVE

USD 350 provides 2 days of leave for when school is cancelled due to inclement weather (or similar circumstance) and the employee is not required to report for duty. For days beyond these two, sick or personal leave may be used provided the inclement weather days are not going to be made up at a later date.

UNPAID LEAVE OF ABSENCE

USD 350 provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations or needs that do not qualify under FMLA Leave.

A written request for personal leave must be submitted to the employee's immediate supervisor or principal a minimum of 14 days prior to the start of personal leave, if possible.

Requests for personal leave will be evaluated based on a number of factors, including district work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, USD 350 will provide health insurance benefits until the end of the month in which the approved personal leave begins. At that time, the employee will become responsible for the full costs of these benefits if they wish coverage to continue through the continuation program. When the employee returns from personal leave, USD 350 will again provide benefits according to the applicable plans.

When a personal leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, USD 350 cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, USD 350 will assume the employee has resigned.

Employees will be required to first use any vacation or personal leave time at time of Personal Leave.

FAMILY AND MEDICAL LEAVE

Eligible employees of USD 350 are allowed to take unpaid Family and/or Medical Leave under federal law, the Family and Medical Leave Act (FMLA).

Eligibility. To be eligible for leave, you must be employed by the District for at least 12 months. In addition, in the 12 months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

Amount of Leave Available. As stated above, eligible employees are generally eligible for *up to* a total of 12 weeks of protected leave, except for service member family leave, within a rolling twelve-month period, measured backward from the date an employee uses any Federal leave for any combination of reasons listed below. Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness, a spouse, son, daughter, parent or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period.

Please contact the District Clerk for leave details if you and your spouse are both employees of USD 350

Types of Leave Available

Birth or Placement for Adoption or Foster Care: Family leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Federal leave must be completed within 12 months of the birth or placement. Federal leave may not be taken intermittently. The need for leave must be documented by your treating healthcare provider through our medical certification process (see below) or documented proof of placement of a child.

Serious Health Condition of Employee: If, as an eligible employee, you experience a *serious health condition* as defined by federal law, you may take medical leave under this policy. A serious health condition generally occurs when you:

Receive inpatient care in a hospital, hospice or nursing home;

Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a healthcare provider; or

Have a history of a chronic condition that may cause episodes of incapacity.

Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by your treating healthcare provider through our medical certification process. A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in the return to work.

Serious Health Condition of Immediate Family Member: If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse or parent who experiences a serious health condition as defined by federal law, you may take medical leave under this policy. Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process.

Active Duty Because of Any Qualifying Exigency: If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified that they will be called or ordered to active duty in the Armed Forces in support of a contingency operation, you may take family leave under this policy. Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently. The need for leave must be documented by a certification in a form and in such manner as the US Department of Labor and the Secretary of Defense prescribe.

Servicemember Family Leave: If, as an eligible employee, you need family leave to care for a covered servicemember who is your spouse, son, daughter, parent or next of

kin and who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. Servicemember family leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process.

Notifying USD 350 of the need for Family or Medical Leave. Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from the District Office at least 30 days, or as soon as practicable, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your principal/supervisor and the District Clerk of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the District to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc.

Medical Certification Process. In addition to an application for leave, you will be required to complete a medical certification form where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from Human Resources. Second or third certifications from health care providers and periodic re-certification at USD 350's and/or your expense may be required under certain circumstances. We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Certification for Active Duty Because of Any Qualifying Exigency. In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency For Military Family Leave form and to furnish to the District in a timely manner any certification that your family member is issued regarding their active duty or call to active duty in the Armed Forces.

Substituting Paid Leave for Unpaid Leave. Federal FMLA leave is unpaid. USD 350 does not require you to use any accrued paid leave time before using unpaid medical or family leave. When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers' compensation absence. An employee is not

required to substitute paid time off for an absence covered under workers' compensation.

Non-Continuos Leave. Intermittent and/or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency/call to active duty as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or family member has control, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, for your own serious health condition, or for servicemember family leave, you may be required to transfer temporarily to an available alternative position offered by the District for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position.

Benefit Continuation During Leave. USD 350 will maintain group health insurance coverage and other employment benefits (such as group life insurance, AD&D, health and dependent flexible spending accounts, etc.) for you while on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of insurance premiums – contact the District Office for an explanation of your options.

Benefits that are accumulated based upon hours worked shall not accumulate during the period of FMLA leave. In some instances, USD 350 may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Returning to Work. If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty certification immediately upon return to work. If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify USD 350 of the changing circumstances as soon as possible. An employee who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his/her employment.

Rights Upon Return From Leave. Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under

this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other District policies.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

Poster. A copy of the FMLA poster is included at the end of this handbook.

RELIGIOUS OBSERVANCES

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. USD 350 respects your religious beliefs and will consider unpaid leave to employees who, for religious reasons, must be away from the district on days of normal operation.

Beyond this, we must reconcile employees' religious obligations with the requirements of running a school district and serving students. Supervisors will authorize schedule changes and/or additional use of vacation leave or unpaid leave, only where the requested arrangement, in the supervisor's judgment, neither prevents the requesting employee from meeting the requirements of the job nor unfairly burdens other employees.

Employees who need time off for religious observance should request leave from their supervisors at least two weeks in advance. Time off is granted only with prior approval, but will not be unreasonably withheld.

BEREAVEMENT LEAVE

A classified employee may be granted bereavement leave to attend the funeral of a member of the family or a close personal friend, provided agreement or authorization is secured from the immediate supervisor, principal, and Central Office. Three days of bereavement per year are allowed.

Bereavement leave will be considered as being one (1) working day in length. Exceptional circumstances that would require absence in excess of a single day will be considered on a case by case basis by the building principal, supervisor, and superintendent. A maximum of five (5) days of sick leave may be charged against your sick leave for bereavement during any one year.

JURY DUTY

Days taken shall either be deducted from available paid leave benefits, or will be unpaid.

Notice of jury duty shall be given to the employee's supervisor immediately upon receipt of the jury duty notification by the employee.

Any current employee who is required to appear in court as an employee of USD 350 will be compensated for time worked.

PROFESSIONAL LEAVE

Classified employees may be granted temporary, non-compensated, leave to attend professional-related activities such as attendance at a local, state, or national meeting in the employee's area of expertise. Applications for such leave must be submitted to the Central Office a minimum of two weeks prior to the scheduled meeting. The application must be in writing and must state the time, place, and purpose of the meeting and must be acknowledged in writing by the immediate supervisor or the building principal. Attendance at the before-stated meetings shall be limited to one meeting annually. In order to be compensated for professional leave, the employee must have prior approval to attend and be paid.

PROFESSIONAL GROWTH

Expenses incurred through attendance at professional meetings/seminars/conventions will be reimbursed by the Board of Education only if the classified employee is assigned by administration to attend a session.

The following procedure will be followed when applicable.

- Advance registration will be paid by the Board of Education through the Central Office.
- Arrangements for registration, lodging, and transportation will be made by Central Office personnel, with cooperative efforts from the applicant in order to provide a cross check for accuracy and completeness.
- Approved meal costs and related costs will be reimbursed upon presentation of receipts for actual expenditures.
- Classified personnel assigned by the administration to attend meetings, seminars, or conventions will receive compensation according to the Federal and state regulations. Generally, this will include the normal hours the employee would have worked.

GENERAL POLICES

ELECTRONIC IMAGES AND PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, depictions of nudity – themselves or others – lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

PERSONAL PROPERTY

The district does not assume any liability for or provide any insurance on employees' personal property.

PERSONAL COMMUNICATION DEVICES

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

Definitions

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

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

General Use

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

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

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

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

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

Use in Vehicles

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

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

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

Use of District-Provided Communication Devices

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

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

Personal Use of District-Provided Communication Devices

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use

exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Staff Bring Your Own Device Policy

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

PURCHASING PROCEDURES

All purchases will be made using the district Purchase Order which is printed in the Business Office. Submit a completed electronic requisition form to your building principal or supervisor. Upon approval, the business office will submit a purchase order to the appropriate vendor

In the event of an emergency, an employee can "walk" the paperwork through the system for approval, and return to the business office with an invoice for payment. The Business Office will determine what is considered an emergency.

Any person making a purchase without prior approval will be liable for that bill. The district assumes no responsibility for paying for purchases made prior to the approval of the Purchase Order.

Expense Reimbursement. Occasionally employees must pay for expenses while on district business. To be reimbursed for any expense, a purchase requisition must be completed and submitted, along with any receipts, to your supervisor or school principal for approval. Any expense that is deemed unnecessary, excessive, or not in the interest of the district will be rejected. If an employee is concerned about reimbursement of an expense, they should seek approval prior to making the purchase. It is important that any expenses are submitted for reimbursement quickly after the expense has occurred. Reimbursement requisitions for expenses that are considered out of date or do not have receipts attached may be rejected.

USE OF EQUIPMENT

No property owned by the Board of Education shall be used for personal reasons away from the work station, unless prior approval has been granted by the proper district officials.

TRAVEL ALLOWANCE

District-owned transportation is to be used for authorized travel. If an employee uses a privately-owned vehicle when not authorized to do so, reimbursement for such travel will be denied. If an employee is authorized to use a privately-owned vehicle, the employee

will be reimbursed for actual miles traveled at a rate established by the Board of Education. All travel must receive prior approval from the Central Office.

SOCIAL MEDIA

Our District is committed to maintaining a good relationship with employees and with the outside world. It directly benefits the District as a whole as well as the employees and the community if USD 350 maintains a positive reputation and excellent image in the public eye. The way the public views USD 350 is vital to promoting our schools, gaining new students, retaining first-class employees and recruiting new employees.

USD 350 recognizes that many employees have their own individual social networking accounts and use them on their own time. We ask those individuals keep in mind that some actions on a personal site are visible for the entire social networking community and are no longer private matters. While USD 350 will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by other employees at the district.

It is important that employees use their time while at work to conduct district business. It is not appropriate for employees to:

- Use social networking sites to conduct personal or non-district business, browsing social networking sites for non-district business, updating personal information, or reading e-mail alerts regarding personal social networking activity during working hours.
- Micro-blog for a non-business purpose on social network sites during your work shift, whether on a district provided computer or a personal device, during working hours.
- Use micro-blogging features to talk about district business on a personal account, even on non-working time.
- Post anything he/she would not want a manager/supervisor to see.
- Post any pictures or comments involving the district or other USD 350 employees, or students that could be construed as inappropriate.
- Allow others to post inappropriate or sensitive information regarding USD 350 anywhere on your profile

While USD 350 has no intentions of controlling employees' actions outside of work, it is important that employees use discretion when posting content on the Internet, and especially on social networking sites that could affect USD 350's operations or reputation.

This policy serves as a notice on the practice of social networking for all employees to read and understand. You have a responsibility to the district and your co-workers. Disregard of this policy, with or without intent may result in disciplinary action up to and including termination.