

**District  
Employee Handbook  
2017-2018**

**USD 445 - Coffeyville**



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*Coffeyville Unified School District #445 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment, in its programs or activities.*

**Welcome to USD 445 Coffeyville School District**

*BOE Approved: August 14, 2017*

### **Notice of Nondiscrimination**

Applicants for admission and employment, students, parents, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding negotiated agreements or professional agreements with the school district are hereby notified that this district does not discriminate on the basis of race, religion, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning the USD 445 School District's compliance with the regulations implementing Title IX, Americans with Disability Act or Section 504 is directed to contact the Superintendent of Schools, who has been designated by the Board of Education to coordinate the district's efforts to comply with the regulations implementing these laws. You may also contact the Section 504 Coordinator at the Kansas State Board of Education by calling 785-296-2424.

### **Preamble**

The USD 445 Board of Education, administration, teachers, and other employees of the district recognize and declare that it is their mutual aim to provide a quality education to all district pupils. All those above recognize and agree that they have the shared responsibility to:

- Respect each pupil's dignity and worth
- Respect each pupil's right to learn in a safe, supportive environment
- Uphold the standards of the teaching and administrative professions
- Promote quality teaching based on recent pedagogical research
- Assume responsibility for student learning, along with students and parents

In addition, each employee shall demonstrate professional behavior that supports team effort and enhances team behavior, performance and productivity.

### **Purpose**

The Classified Staff Employee Handbook is intended to serve as a guide and reference for all classified employees. The Classified Staff Employee Handbook should not be regarded as constituting a contractual arrangement with USD 445 Coffeyville, and, does not alter the "at-will" relationship between employer and classified employee. This handbook supersedes any previous handbook or unwritten policies, and except where restricted by law, USD 445 reserves the right to change the policies described herein. While the handbook provides important information relative to aspects of your employment at USD 445, it cannot be used as the basis for all decisions. You are encouraged to consult your supervisors with specific questions you do not find addressed in this handbook. This handbook is subject to updates and changes throughout the fiscal year.

### **Sexual Harassment Statement**

It is the policy of USD 445 to maintain an employment and educational atmosphere free of any pressures on employees and students relating to sexual harassment. Consistent with applicable federal and state laws, USD 445 endorses the objective that employees and students be free of situations where sexual considerations form the basis for business or educational decisions. Sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, and other unwelcome physical, visual, or verbal behavior of a sexual nature. Sexual harassment is to be reported to your immediate supervisor, unless your immediate supervisor is involved. In that case, sexual harassment is to be reported to their superior.

### **Employment Eligibility**

The Immigration and Naturalization law of 1986 requires employers to verify, within three business days of hiring, that all employees hired after Nov. 6, 1986, are citizens or aliens authorized to work in the U.S.A. Both employer and employee are required to fill in information to complete an I-9 Form.

### **Safety Statement**

USD 445, Coffeyville, Kansas, promotes an aggressive safety and health program for all employees and students. The district will monitor all working conditions, practices, products, and personnel to ensure the safest environment for all concerned. The district will provide safety training in job procedures, materials, and other related matters. Employees are required to follow all general safety procedures and practices in the course of their duties. In the event of an accident or safety problem, employees are to immediately report to the building principal or the business manager. Copies of general safety procedures are given to employees and are also on file in the building principal's office.

### **Employee Classifications**

The Employee Handbook is intended to address the policies and needs of all employees, except where indicated by specifically mentioning “licensed staff employees” or “classified staff employees” or “special services staff employees”. The Negotiated Agreement and contracts for employees supersedes similar items addressed in this Employee Handbook.

#### **Licensed Staff Education:**

**Teachers:** Staff who holds a Kansas teaching license and are covered by the USD 445 Teachers' Negotiated Agreement and the Licensed Employee Handbook. These employees are issued a contract.

**Administrators:** Staff who holds an administrator license and are assigned administrative duties. Administrators are not covered under the Negotiated Agreement and are included in Special Services. These employees are issued a contract.

**Counselors:** Staff who holds a Kansas Counseling license and are assigned counseling duties. Counselors are not covered under the Negotiated Agreement and are included in Special Services. These employees are issued a contract.

#### **Special Services Employees:**

Staff, other than educationally licensed staff, who perform supervisory or other duties related to their field. These positions are Director of Human Resources, Director of Child Nutrition Services, Director of Maintenance, Director of the Boys & Girls Club, and the School Resource Specialists. These employees are issued an agreement.

#### **Classified Staff Employees:**

Staff, other than licensed education staff, who are employed by the district and paid on an hourly basis.

**Grant Employees:**

Various employees hired under specific grant requirements. These employees often have special provisions for their employment due to grant requirements, such as set wages, vacation, hours worked or starting and ending times. Example of these employees would include employees in the Parents as Teachers, Indian Education and Kidzlit Program.

**Benefit Eligibility:**

**Full-time Employees:** For USD 445 benefit purposes, a full-time employee is one who is scheduled to work six or more hours per day, for nine or more months per year and whose recommendation for employment is approved by the Board of Education. For KPERS purposes, a full-time employee is one who is scheduled to work 630 hours, or more per year.

**Part-time Employees:** Employees who work in permanent jobs, but who work less than six hours per day for any length of time in a fiscal year and whose recommendation for employment is approved by the Board of Education. These employees although are not eligible for district benefits, may be eligible for KPERS if the employee is scheduled to work 630 hours or more per year.

**Temporary Employees:** Employees who are hired on a temporary basis, either for a specific job, or a specified length of time, employed either full-time or part-time.

**Grandfather Clause:** Those employees who were employed prior to July 1, 2016 and who worked five hours or more per day for nine or more months per year will continue to be eligible for district benefits.

**Verification of Employment**

The human resources department shall verify all inquiries of employment verification. USD 445 shall request that each inquiry be received in writing on the requestor's letterhead, either by fax or mail. USD 445 Coffeyville shall provide the Social Security Administration (SSA) and if necessary, the Department of Homeland Security (DHS), with information from each new employee's Form I-9 to confirm work authorization. If the Government cannot confirm that you are authorized to work, USD 445 Coffeyville is required to give you written instructions and an opportunity to contact DHS and/or the SSA before taking adverse action against you, including terminating your employment.

**Employment Procedures**

The Board of Education shall, as a condition of entering or continuing employment, require each employee who is in regular contact with pupils, to submit a certification of health, stating the employee is free from TB infection, signed by a licensed physician or the Montgomery County Health Department on a prescribed form.

Upon employment, the following information shall be provided to the Payroll Clerk at the Central Office:

Application/Resume	Copy of Social Security Card	Section 125 Option Form
Copy of Birth Certificate	Copy of Marriage Certificate	Loyalty Oath
Health Certificate	Withholding Tax Form (W-4)	Copy of Driver's License
Form I-9	KPERS Application	Health Insurance Form
Direct Deposit	Sick Leave Pool Request	Payroll Deduction

### **Background Check**

Employment of all classified staff is subject to a background check. Should the background check show any convictions, probations, or diversion agreements, consideration will be made as to the duration and seriousness of the conviction. In questionable cases, the director of human resources will consult with the superintendent of schools when considering whether or not to employ the applicant in question. Under no circumstances will an applicant be employed if charges of child molestation or other sexual crimes are reported on the background check.

### **New Employee Orientation**

Employees new to the district are required to come into the Board of Education office and fill out all necessary paperwork. This serves as the Orientation Day for the employee. In the event there are several new employees at one time, a New Employee Orientation Day may be scheduled for efficiency. The date will be determined at that time and new employees will be informed of the orientation day. Attendance to either the individual or group orientation day is required for all new employees and is considered part of the employee's work schedule.

### **Pay Transparency Nondiscrimination Provision**

The contractor will not discharge or in any other manner discriminate against employees or applicants because they have inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. However, employees who have access to the compensation information of other employees or applicants as a part of their essential job functions cannot disclose the pay of other employees or applicants to individuals who do not otherwise have access to compensation information, unless the disclosure is (a) in response to a formal complaint or charge, (b) in furtherance of an investigation, proceeding, hearing, or action, including an investigation conducted by the employer, or (c) consistent with the contractor's legal duty to furnish information.

### **Salary Considerations**

New employees hired in the district may be compensated for their experience as determined by the Superintendent or Business Manager. Salaries for the Accounts Payable Clerk, Payroll Clerk, and district technology staff are not listed above and shall be determined by the Superintendent and/or Business Manager.

Extra duty pay for qualifying classified staff, defined as extracurricular activities, will be compensated at the employee's hourly rate per hour. Classified staff may work at extracurricular activities only in the event that the hours worked do not extend the employees' work week past 40 hours. Extra duty pay for licensed or special services staff will be compensated following Article III of the Negotiated Agreement.

Substitute custodian rate and food service worker rate is \$8.00 per hour and summer maintenance personnel shall receive \$8.00 per hour. Additional adjusted sub rates may apply in order to keep the sub pay in line with other custodial/food service workers. The district may rehire classified employees, as substitutes or temporary help, who have terminated their employment either by resignation or retirement. The Superintendent and/or the Business Manager will set their hourly salary. The guidelines for setting this salary will be to take the difference between the minimum salary for their new position and the salary at which they left the district. The guidelines will be used unless it violates another policy set by the district or KPERS.

### **Classified Category Positions and Pay Scale Range**

Positions eligible for placement in Category A:  
*Starting Salary: \$11.50 per hour*

Maintenance Personnel  
Child Nutrition Secretary  
Central Office Secretary/Receptionist  
Child Nutrition Floor Manager  
Lead Building Secretary/Bookkeeper

Positions eligible for placement in Category B:  
*Starting Salary: \$11.00 per hour*

Building Custodian  
Teacher Assistant  
Library Assistant

Positions eligible for placement in Category C:  
*Starting Salary: \$10.50 per hour*

Building Secretary  
Computer Lab Assistant  
Duplicating/Printing Clerk/Sub Caller

Positions eligible for placement in Category D:  
*Starting Salary: \$10.00 per hour*

Child Nutrition Associate

Positions eligible for placement in Category E:

- Crossing Guard - \$7.25 per hour
- B&G Club Workers - \$7.25 per hour
- B&G Club Group leaders - \$7.40 per hour
- B&G Club Bus Driver - \$9.00 per hour

*Employees in this category are not subject to yearly increases.  
Employees in this category are not eligible for district paid benefits*

### **Official Time Clock System and Attendance**

The official time clock system for the USD 445 is Time and Attendance (Veritime), which integrates into the Absence Management (AESOP) employee attendance program. Classified employees will be expected to utilize the Veritime system to clock in and out each day. Exceptions to this will be those classified employees whose job requirements are such that they do not readily have access to a district computer (ex: crossing guard). Those employees not using the Veritime system will use a timecard to record times worked.

### **Payment of Earnings**

Classified employees working six hours or more per day for nine months may choose to prorate their earnings over 12 months or be compensated by hours on monthly timecards and Veritime system. Employees wishing this benefit must decide by the 5<sup>th</sup> day of the first month of the start of the employee's year by designating so on the Terms & Conditions of Employment. Classified employees wanting to have earnings prorated will sign up for the option with the Payroll Clerk. This option will remain in effect each year until the employee informs the Payroll Clerk by signing a form they wish to discontinue the prorated option.

Classified employees working part-time, less than six hours per day, shall not have the option to have their earnings prorated. They will be paid hourly from the timecard or the Veritime system depending on their position. Payroll is distributed once a month on the 15<sup>th</sup> day of each month unless the 15<sup>th</sup> falls on a weekend, in which case, distribution shall be on the preceding Friday.



All new custodial/maintenance employees will be paid hourly by the timecard with no prorate option for the first full year of employment. After the first full year of employment, the custodial/maintenance staff may choose the prorate option which would take effect in the next fiscal year following completion of the first full year of employment.

### **Direct Deposit or Paycheck**

Direct deposit of the employee's paycheck is encouraged due to the timeliness of the deposit into an employee account. If an employee wishes automatic deposit of their paycheck, he/she must contact the Payroll Clerk prior to the 5<sup>th</sup> day of the month for the appropriate form for authorization. The default pay type for all employees will be a printed paycheck.

Employees who elect to have a printed check must personally pick up their paycheck on the payroll date or the next business day at the Board Office. At the end of the business day following the payroll date, all remaining printed checks will be placed in the mail for delivery.

### **Authorization for Payroll Deductions/Reductions**

If an employee wishes payroll deduction, he/she shall, prior to the 5<sup>th</sup> day of the month of the employee's first paycheck, sign and deliver to the Central Office an assignment authorizing deduction for payment for a specific monthly amount on the appropriate form(s). Such authorization shall be in effect for twelve (12) months and shall continue the following year unless authorization is formally revoked by the individual in writing to the Central Office on or before the 5<sup>th</sup> day of the month of employee's first paycheck in subsequent years.

### **Inclement Weather/School Closing**

When school is closed due to bad weather, the Board of Education may choose to forgive all or some of the days taken for inclement weather. If the Board decides that the calendar year should be extended and school days will be made up, then all staff that works less than twelve months will make up the time by working the number of days that school is extended. Twelve (12) month classified staff will make up the extended calendar days by using personal or vacation leave.

If the Board of Education forgives inclement weather days and an employee works the days that have been forgiven (e.g. maintenance, custodial or central office staff) then the employee will be given comp time equal to the hours worked, as long as those days are taken by June 30. All classified staff eligible for benefits, will be forgiven up to three inclement weather days per year if approved by the Board of Education. Should there be additional inclement weather days past three, eligible staff will have the option of using vacation or personal days in order to be paid for any additional inclement weather days. If all personal and/or vacation days have been used, any additional inclement weather days will be deducted from the employees pay. Making up time missed will not be allowed.

### **Assignments/Transfers and Conditions of Employment**

The job classification of an employee is assigned upon employment. The district may transfer between buildings employees within the same or similar job classification when it is in the best interest of the district.

Each Classified employee will be assigned a specific number of hours per day as his or her regular work schedule. These hours will be assigned by the building principal/supervisor and approved by the

superintendent in accordance with the hiring guidelines. Scheduled times will be indicated in the Veritime system. Adherence to the assigned work schedule is expected and any exception not preapproved by the immediate supervisor may lead to termination. These duties may include breakfast and/or lunch period supervision, bus duty before and/or after school, and any other extra duties assigned during the regularly scheduled workday of the employee. Classified staff assigned to these duties shall be paid at their regular hourly rate.

According to the No Child Left Behind Act of 2001, all teacher assistants working in a Title I school must be highly qualified. This means that upon employment, or continued employment, teacher assistants must have 48 or more college credit hours, or pass the state test for Para educators by 2006. In the case that all efforts to hire qualified teacher assistants have been exhausted, the district may hire teacher assistant substitutes. Teacher assistant subs will begin their employment at minimum wage (standard district sub pay rate). They will be required to study for and pass the state Para-educator test. Upon passing the test, they will be hired as permanent employees with the full benefit package and their hourly rate will increase to approved district rate pay scale. Should they fail to pass the test the first time, they will be given an additional opportunity to take the test. If the test is not passed on the second try, the employee will be dismissed as a substitute teacher assistant. All permanent staff must have a high school diploma or GED. Verification of diplomas, certificates or college degrees may be requested by the human resources department.

### **Limitation of Duty**

If any custodial or maintenance staff, or other staff member whose job requires heavy lifting or manual labor, is unable to perform his/her duties in full due to temporary or permanent limitations determined by either a doctor or by the employee's own admission; the staff member will be placed on temporary short-term unpaid leave or may be assigned other duties that fit within their short-term limitations..

An employee may use accumulated sick leave or vacation leave to compensate for absences. Determination as to the length of time of leave will be determined by the Business Manager and/or the Director of Human Resources. A decision leading to extended long-term leave or termination will be made after the initial short-term leave has expired.

### **Work Schedule**

Workday schedules for nine-month to eleven-month employees will be stated on the employee's agreement letter or contract. Any variance of these days will be by agreement between the supervisor and employee. There are no paid holidays for less than twelve-month employees. Employees in this group are paid only for the days worked.

Paid holidays for twelve-month employees are stated below. To be eligible for ALL paid holidays, the employee must be officially on duty at the time of the holiday. Holidays include:

Independence Day	Labor Day	Thanksgiving (2 days)
Christmas Day	New Year's Day	Martin Luther King Day
Spring Break (3 days)	Good Friday	Memorial Day

All classified staff working six to eight hours per day will receive at least a 30 minute lunch period. The lunch period will be considered duty free and is not counted as part of the hours worked. Exceptions to this practice may be made with Child Nutrition Staff. Final determination of the lunch period will be set by the employee's supervisor.

### **Absence Without Pay**

For each absence without pay, one day's wages will be deducted at each classified employee's daily rate. Absence without pay must have prior approval by the employee's immediate supervisor. The final decision and approval will be made by the Superintendent or designee. Failure to receive approval may mean that employment status will be re-evaluated and may lead to termination. Absence without pay may only be granted once an employee has exhausted all personal and/or vacation days available to them.

#### **Excessive Absenteeism**

Excessive absences are determined when an employee's absence continually interferes with the normal operation of the school day or department function. Excessive absences, failure to comply, unreported absences, insubordination, walking off the job, and/or failure to perform job duties adequately may result in termination. Absences are to be reported to the supervisor via the AESOP system for every day an employee misses work, as well as the reason for the absence. If an employee averages more than one day per month for the time of their expected work schedule, they have exceeded the excessive absence criteria.

### **Overtime and Comp Time**

The Board of Education may allow public use of district facilities. Therefore, there are activities scheduled in facilities after school hours and on weekends. These activities may well result in a need for employees to work overtime hours. Overtime opportunities will be first made available to that classification of employee in the building where the activity is held. If there are not enough volunteers from the building, then volunteers will be solicited from other buildings. Should there not be enough volunteers to fulfill the workforce for the activity, then a group of employees will be assigned the activity on a rotational basis. All overtime hours must be pre-approved by your supervisor. Overtime will be paid during the pay period in which it was earned.

Comp time hours may be taken in lieu of overtime pay with approval from the supervisor. The Veritime system will automatically figure the amount of comp time for those who are eligible. Comp time may be accrued at either straight time or time and a half time, depending on the employees worked hours. Comp time should be taken within a three month period of the time it was earned. Exceptions need supervisor's approval. All overtime and comp time must be accounted for in the Veritime system. Any exception must have prior approval by the Superintendent or his/her designee. Employees wishing to utilize their accrued comp time hours need to request the time in the AESOP system at least 24 hours prior to the event.

### **Recording/Requesting Absences/Leave**

For all absences the school district utilizes the Absence Management (AESOP) program. Employees who must be absent from work for any reason, regardless if it is professional development or personal, must request and record the absence through the program which is available online. This includes personal days, vacation days, sick days or comp time. The request for leave shall be filed and approved at least 24 hours in advance. For more information on the use of the program, a video help tutorial is available for employees to watch at any time once they log into the system.

### **Fringe Benefits**

An employee scheduled to work six or more hours per day for the student academic year is eligible for fringe benefits, except as noted under "Temporary Employment/Fringe".

- USD 445 will provide benefit eligible employees with the required state contribution to a single or dependent health and medical insurance plan in the State of Kansas Employee Health Care plan for employees electing such plan.
- Additionally full-time employees will be provided \$25,000 worth of life-insurance through the group defined benefit.
- The Board will provide all classified staff with an ID card that will admit the employee and his/her immediate family (spouse and children up to and including twelfth (12<sup>th</sup> grade) to all school functions without charge, excluding any state sponsored events.
- Classified Staff will have access to the District’s Section 125 Benefits, and will have three (3) representatives on the District Section 125 Committee.

Temporary Employment/Fringe

Temporary employees shall be those employees who may or may not have a continued expectancy of employment; examples would be persons working as student custodial helpers, summer maintenance and grounds workers, technicians, substitute teachers, Boys & Girls Club workers, with the exception of the Boys & Girls Club Director, and temporary classroom teacher’s assistants. These types of temporary employees do not receive fringe benefits. Temporary employees are not evaluated because of short term expectancy of employment. In addition, temporary employees may be dismissed at any time due to budget reasons or personnel adjustments.

**Vacation Policy**

Only twelve month classified employees (250 day+) are eligible for the vacation fringe benefit. Earned vacation days are awarded every July 1 for continuous twelve month employment by the following schedule:

- Eligible employee’s initial employment 3 days of vacation leave will be awarded.\*
- Employees with one completed year of 12 month employment will be awarded 5 days vacation.\*
- Employees with 2-7 years of completed 12 month employment will be awarded 10 days of vacation.
- Employees with 8-13 years of completed 12 month employment will be awarded 15 days of vacation.
- Employees with 14-24 years of completed 12 month employment will be awarded 20 days of vacation.
- Employees with 25+ years of completed 12 month employment will be awarded 25 days of vacation.

Prorate schedule\*

Vacation days will be prorated as follows when employment begins:

<u>Hire Dates</u>	<u>Initial Vacation</u>	<u>Following July</u>
July through September .....	Full vacation benefit	
October through December.....	3 days initial.....	3 days the following July
January through March .....	2 days initial.....	2 days the following July
April through June .....	1 day initial .....	1 days the following July

Employees whose status changes to 12 month personnel, or rehires, will not receive credit for previous years of employment in the vacation benefit. Vacation days will be awarded in accordance to their first year of 12 month employment status or the first year they return to district employment.

Employees must request vacation times via the AESOP system and through their building principal and/or immediate supervisor. The request for leave shall be filed and approved at least 24 hours in advance. All vacation final approvals will be made by the Superintendent.

Vacation days may be awarded in advance of July 1, with written request and the superintendent's approval.

Custodial and maintenance staff must use a minimum of 5 consecutive days of vacation during the summer months when school is not in session. In addition, a maximum of 5 days, taken intermittently, may be taken during the months when school is in session.

#### Vacation Carryover

Starting with July 1, 2011, vacation awarded will no longer be allowed to be carried over into the next fiscal year. Vacation days awarded July 1<sup>st</sup> should be taken by the following June 30<sup>th</sup>. Unused vacation days will be forfeited without pay at the end of the fiscal year in which they were awarded.

#### Ending Employment

- Termination of employment shall automatically void all accumulated days of vacation leave.
- Upon retirement, employees will be paid for each day of unused vacation leave, providing that he/she has accumulated at least 12 continuous years of service with USD 445, at a rate of \$40.00 per day.

#### Personal Leave

All full-time classified personnel who are eligible for benefits shall be entitled to three (3) days personal leave with pay per year. The three days shall be used at the discretion of each employee, except that personal leave shall be limited during the last two weeks of school and the duty day before or after a holiday. Employees must request vacation times via the AESOP system. The request for leave shall be filed and approved at least 24 hours in advance. The request for personal leave shall be filed at least 24 hours in advance. In the event of an emergency, the 24 hour time period may be waived. The efficient operation of the employee's workplace shall be considered when approving leave.

#### Unused Personal Leave

- Classified staff, Directors and Special Service employees will be compensated for unused personal leave at the rate of \$40 per day.
- Unused personal leave will be compensated on the employee's June paycheck.

#### Court or Jury Duty Leave

District employees called for jury duty or to answer a court subpoena, shall be granted leave with pay. Said employee shall forward any compensation, less expenses, for such duty to the district office

#### Sick Leave

Sick leave is defined as days of absence from duty because of personal sickness or injury and for which no deduction is made in compensation of the employee, as long as the employee has accumulated sick leave days. Sick leave shall cover absences for the employee's own illness, doctor's appointments, death, illness, or doctor's appointments in the immediate family of the employee. The term immediate family shall be understood to include only spouse, brothers, sisters, sons, daughters, grandparents, grandchildren, father and mother of the employee or of the employee's spouse. Sick leave may be used for family funerals. Two days (maximum) sick leave may be used to attend the funeral of a friend.

Each classified staff, director and/or special services employee, who is eligible for benefits, shall be entitled to sick leave with full pay to be accumulated at a rate of one day per month of completed work. Sick leave may accumulate to 80 days maximum; 84 days for 12 month employees. Absences of one-half day or less shall be charged as one-half day. Absences of less than a day, but more than one-half day shall be charged as one (1) day. If, at the end of June in the fiscal year, an employee has accumulated an excess of 70 sick days (72 sick days for 12 month employees) the employee may choose to donate these excess days to the Employee Extended Sick Leave Bank, or, choose to be paid at the rate of \$30.00 for each excess day.

### Ending Employment

- Termination of employment shall automatically void all accumulated days of sick leave.
- Persons leaving the district or retiring may contribute their accumulated sick leave to the bank.
- Upon retirement, employees will be paid accordingly for each day of unused sick leave, from one to 70 days (72 days for 12 month employees) providing that he/she has accumulated at least 12 continuous years of service with USD 445, at a rate of \$15.00 per day.

An employee, upon eligibility for long-term disability per KPERS/social security, will cease to be an employee of the district and will no longer be eligible for benefits, i.e. health insurance, sick leave bank, etc. Upon cessation of long-term disability, the district may rehire the employee. In no event shall the employee be entitled to a combination of workers compensation benefits, any district paid disability insurance, 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 prorated amount equal to the percentage of salary paid by the district.

### Sick Leave Bank

The Employees' Sick Leave Bank is a voluntary program for full-time employees not covered by the teacher's negotiated sick leave bank. This includes all classified staff who are eligible for benefits, all Parents as Teachers employees who qualify for benefits, all counselors, directors and administrators. To qualify for the extended sick leave bank, each participant, upon the commencement of his/her employment, or by September 5<sup>th</sup> of any subsequent year of employment, must donate one (1) day of his/her sick leave to the bank. The day donated by each employee to the bank will be subtracted from his/her accumulated sick leave.

An employee belonging to this sick leave bank who wishes to make application for extended sick leave must incur three (3) consecutive days without pay. Personal and/or vacation days may be used during the unpaid time. The employee can then make application through the Clerk of the Board who will refer the request to the Sick Leave Bank Committee for approval or disapproval. In the event the applicant is unable to make the request for extended sick leave, the committee may act on its own initiative. The request for sick leave bank days must be accompanied with necessary information from medical authorities stating the employee is unable to work during the time requested. A report of the committee's decision shall be sent to the applicant and documented in the employees payroll file. Employees, who are granted days from the Sick Leave Bank, will have a maximum of 30 days available within a 180 day period. Unused days will be returned to the Employee's Extended Sick Leave Bank, at the end of the fiscal year. If an employee has need for additional days beyond the maximum 30 granted by the bank, then the employee may request additional days through an employee donation program. The employee

will request the additional days through the Board Clerk who will notify the sick leave bank committee. An anonymous letter will be sent out by the committee to the sick leave bank members stating the request for additional days. The request will list only the number of days needed and will not list names or circumstances. The donated day(s) will be subtracted from an employee's accumulated sick leave total amount and given to the employee requesting the days. Employees who request days from the employee donation program will have a maximum of 30 days available with a 180 day period.

#### Sick Leave Bank Committee

A Sick Leave Committee shall be comprised of: The superintendent or designee, board clerk, and one representative from each of the following: clerical staff, custodial/maintenance staff. The committee shall have the sole authority to grant or deny extended sick leave and to rebuild the bank.

#### Sick Leave Bank Limitations

- Before any employee may apply to the bank they must have accumulated at least 5 days of personal sick leave during their first year of employment. In the first full year of employment the days granted from the sick leave bank will be limited to 10 days for the same illness. The Sick Leave Bank Committee may make exceptions based on extenuating circumstances and a written request from the employee.
- Before sick leave days may be granted from the sick leave bank, the employee must have exhausted all of their available sick leave days.
- Sick leave bank days granted by the committee are for the employee absence only and are classified as one sick day for one work day.
- Employees who are granted days from the sick leave bank must contribute one day of sick leave upon returning during the 180 day waiting period before being allowed back into the sick leave pool.

#### Rebuilding the Sick Leave Bank

In the event the total days available in the sick leave bank drops below 100 there will be an automatic rebuilding of the sick leave bank. Each person eligible to be part of the bank will be asked to donate one (1) day to the bank in order to continue belonging to the sick leave bank. The sick leave bank will not accumulate more than 400 total days at any time.

#### Employee Donation Program

The Donation Program is only available to employees who have completed the 1st full year of employment with the district. The program will only be made available to eligible employees once the 30 day maximum limit has been exhausted from the sick leave bank. The employee donation program is limited to a maximum of 30 days. The days requested must go through the Board Clerk and the sick leave bank committee and will not be accepted in any other way. If multiple employees donate days, it will be as a first offer, first donate procedure.

### **Family Medical Leave Act (FMLA)**

In accordance with the FMLA, notice to employees is posted in the Central Office. It is the policy of USD 445 that twelve weeks of absences under FMLA will be from July 1 through June 30. Qualifying Family Medical Leave will run concurrent with all leaves including, but limited to, sick, personal, vacation, maternity, or professional leaves. Eligible employees should request FMLA from the clerk of the board, preferably in writing, when they become aware of the need for extended leave. Leave taken

under FMLA is considered unpaid leave. All qualifying FMLA absences, listed above, will be considered as part of the twelve weeks of allowable FMLA absences beginning July 1.

Family Medical Leave shall be taken in whole day consecutive increments. There may be some instances when FMLA may be granted in half-day consecutive increments if a half-day schedule allows the department to operate efficiently. In all cases, FMLA will be taken in consecutive days.

### **Probationary Employees**

As of May 2005, all new custodians will be hired on a probationary basis with a 90 calendar day probation period. Once the 90 calendar day probation period has passed, the director of maintenance and the building principal, will determine if the employee will be recommended for non-probationary employment. Upon non-probationary employment, the employee will begin to earn sick leave, personal leave and vacation leave.

### **Classified Staff Dress and Grooming**

Appearance is an important part of our education process and the Board of Education expects our employees to dress according to guidelines established in this handbook. Employees need to model the dress of their supervisor. If the employee is assigned to work in a classroom they will dress according to the same attire established for the teacher. If the employee is part of another working group, then they should look to their supervisor for proper dress. If the employee is in doubt about what is acceptable, please see your building principal or the district office.

### **Staff Identification Badges**

An identification badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed on the outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building supervisor or designee.

### **Grievance Procedure**

As a general rule, all employees will report, in writing, any grievance to their immediate supervisor unless as outlined in school board policy. Follow-up should be made in a timely fashion between the supervisor and employee. If the supervisor fails to give a timely follow-up, the employee may contact the superintendent, in writing, regarding the problem.

Classified employees of USD 445 are “employees at will,” as generally described by Kansas Statutes and Practice, and are not covered by continuing contract laws or written contracts.

### **Retiree Health Insurance Options**

Classified employees who have decided to retire are eligible for health insurance through the Direct Bill option with the Kansas Department of Health and Environment (KDHE) or COBRA. Retirees are responsible for the payment of all premiums relating to their continued health insurance plan. For additional information, contact the Business Manager or the Payroll Office.



### **District Longevity Separation Pay**

Employees with twelve (12) or more years of employment with USD 445, and are at least 53 years old, and who qualify for retirement with KPERs, will qualify for District Longevity Separation Pay. This separation pay is to be determined as one-third of the total of the most immediate previous twelve (12) months gross salary, up to a maximum benefit of \$10,000 as reported on the payroll registers. Such separation pay may be taken on the first day of any calendar month after the employee reaches his/her 53<sup>rd</sup> birthday, and before the employee attains his/her full social security retirement age. The full amount of the district longevity separation pay, less any legal withholdings and/or applicable taxes, will be included in the pay of that employee on the first payroll following the date of separation. KPER's deductions will not be withheld on the district longevity separation pay and will not be included as a part of the salary average KPER's uses to determine an individual's retirement benefits under their plan. Persons separating from USD 445 under these provisions are not eligible for full-time reemployment with USD 445, unless approved by the superintendent.

### **Worker's Compensation**

All employees are covered by Kansas Workers' Compensation. If an employee should sustain injury while on the job, he/she should notify the building principal, immediate supervisor or clerk of the board immediately, who in turn will notify the insurance carrier. The employee must be examined by the district workman's compensation doctor within 72 hours of the incident, to file a claim. If the doctor determines that you cannot return to work, you will need to provide the central office with a written statement from the doctor indicating the amount of time you will remain off your job, and your expected return date. If you need referral or surgery, it must be preauthorized by the workman compensation insurance carrier. The workman's compensation insurance is currently provided by RTW/American Compensation Insurance Company. The district will participate in workers' compensation as required by current state statute. The combined workers' compensation benefits and salary received under allowed sick leave or other available leave shall not exceed one full day's pay.

If an employee sustains injury while on the job, a log report of the incident will be filled out by the employee, if able, or the employee's supervisor within the "PublicWORKS" system of reporting.

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol. Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

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

### **Staff Cell Phone Use (including Tri-County)**

Staff members shall not use a cellular phone/paging device while on duty, including supervision or sponsoring of school activities, unless the staff member has been assigned a device by the administration for job-related use.

These personal devices are to be “off” or “silent without vibrating” while on duty. They may be used during lunch, scheduled breaks for classified staff, and during planning periods for licensed staff, as long as their use does not interfere with job responsibilities or the education/business environment. They should not be used during planning time scheduled for team planning, parent conferences, etc. or used while walking down the hall or so as to interfere with education or business operations in classrooms, offices, etc.

All exceptions are to be in writing from the administrator, limited in duration and only, for the specific use for which the exceptions are being made. Most communication needs can be addressed through available phones located in all classrooms and office areas, or through notification of office staff to forward necessary communications.

Volunteer firepersons, emergency personnel, personal/family medical emergencies, or allowing personal staff cell phone operation while on a field trip for necessary communications directly related to the function are examples of possible exceptions that could be specified in writing.

### **USD 445 Printing Service Guidelines**

These written guidelines are provided to clarify, for all staff, the intent and procedures for the district printing service. The district printing service requires prior planning and clearly communicated instructions. There is still a need to approve limited volume copying on building copiers for unique, infrequent cases.

#### **Copy-Ready Masters:**

“Copy-Ready Masters” are required. Doing “Production work” (producing masters by copying pages from books, cleaning poor originals, cut & paste operations, etc.) consumes a great deal of operator time, requires detailed instructions, and decreases the chances of getting copies as expected. Time spent on production greatly increases the turn-around time for everybody. For these reasons, copy-ready masters are required, along with a completed “permission for printing” slips, attached to each set of materials requiring different set of copying instructions.

#### *Guidelines:*

- Must be on standard size (“8.5 X 11” or “8.5 X 14”), smooth-edged copy paper – odd sizes and rough edges cause paper jams or malfunctions.
- Masters may be single or double sided. If you are sending double sided masters but, want them ran single sided, please state that on the directions.
- Remove staples from masters before sending them.
- Production work will not be done as part of this service. Principals will allow staff to make standard size masters on building copiers. Call the district copy person for advice as needed.
- Master copies will be returned on the top of the stack of completed copies.

Permission for Printing slips:

Complete and attach a slip for each set of copy materials requiring a different set of instructions. “Collated” means you want sets of pages 1,2,3... printed together, as in a book. Unless indicated, multiple copies of page 1, then multiple copies of page 2.. will be made and not stapled.

When filling out the “Permission to Print” form, the number of teachers needing copies is how many teachers you want copies made for. The number of copies for each teacher is how many copies you need ran for each teacher. (6 teachers need 25 copies, or 1 teacher needs 25 copies)

If in the event the copy clerk sends the work or work order back to the teacher, the Principal’s authorization will be required for the work to be processed. Principals have indicated they will expedite their permission and establish procedures to follow in their absence.

Turn Around Time:

Turn-around for printing will be 3 days. Often it will be much less than that. Buildings will be notified of circumstances affecting turn-around time, such as scheduled and unscheduled maintenance/repairs, operator illness, and large priority copying requirements.

Printing over the Summer:

Buildings will be notified in the spring as to when they may start sending summer printing over to the district printing office. It should be clearly marked SUMMER PRINTING, so that the copy person does not think it is needed right away. Early requests are encouraged, especially for larger volumes of materials planned for use the next year. The printing requests are numerous at the first of a new school year, with copying needs of enrollment, new staff and teachers. The District Copy room will only be open through June, then closed during July, and will reopen the 1<sup>st</sup> of August.

Laminating:

Documents/Projects are to be prepared for lamination (no production work) and cannot exceed the 23” width of the laminating roll. A permission slip needs to be completed as noted above, indicating lamination, PLEASE MARK THE ENVELOPE “LAMINATION”.

*Guidelines*

- Items for laminating must be for instructional use only.
- No laminating of bulletin board materials unless it is strictly approved by the principal.
- Small sized items will not be laminated that are less than 2” x 2” size.
- Individual laminated items will not be cut out by district copy services, but will be returned to the teacher for cut out.
- No stapled items

**Continuing Education/Staff Development**

It shall be the policy of USD# 445 to encourage all permanent full-time staff of the district to continue to improve skills and upgrade work competencies for the benefit of both the employees and the district. The district will attempt to provide regular opportunities for further staff training. These opportunities can earn participants Continuing Education Units (CEU) that may also qualify individuals for salary increases based upon certain criteria. Criteria for Continuing Education Units:

1. The activity must be in direct relation to an employee's job description and must show valid performance based outcomes. Serving on committees, or in meetings in the capacity of one's job, does not necessarily constitute staff development.
2. The employee will complete the CEU Evaluation and Approval form and submit it to their immediate supervisor for approval.
3. Upon supervisor approval, the employee will then submit it to the Superintendent for final approval.
4. The approval form must be received by the Superintendent before the actual date of the activity, preferably 10 days prior to the activity.

If the activity is in question as to whether or not it will meet the criteria of a qualifying event, the Superintendent will meet with the employee's supervisor and together they will work to see if the activity has attributes that would qualify for CEU points. The Superintendent will make the final determination if CEU points will be awarded.

In the case of a group training requested by directors or administration, all employees in attendance will sign the proper form which will then go through the approval process. All CEUs must be submitted and approved within 60 days of the date of training. Any forms submitted after that date will not be approved.

#### CEU Scale:

One (1) CEU may be earned for each one (1) clock hour of an approved activity. Each 125 approved CEU points qualifies classified employees for a 25-cent per hour increase in salary. The 25-cent per hour rate increase may be earned only once, every other year. Remaining CEU points after the award of a 25-cent per hour increase shall be carried over into the next year.

All classified staff is encouraged to make recommendations to their supervisors for specific training to meet the needs of individuals or groups. Supervisors are likewise encouraged to recommend training or continuing education activities for staff they directly supervise. Certain continuing education activities will be optional; others may be required.

If the staff development activity is required and requested by the school district, and the activity is outside of the employee's regular work schedule, then the employee shall be paid at their regular hourly rate, not to exceed 40 hours per week. The district will pay for travel and activity hours during what would have been the employee's regular workday. The superintendent of schools will make this determination based upon district needs. In most cases, the district will expect to provide and pay for continuing education activities, but some optional activities may require a nominal fee from participants.

#### Educational Performance Evaluation:

Salary considerations shall be for degrees earned or certifications/licenses earned while employed in USD 445, and in the field in which the staff member is employed with USD 445. The employee's position must be one whose job capacity serves the entire district and specific to Special Services, Central Office, and twelve month classified staff. Education or courses taken shall show relevance to how the district will benefit through job performance. The employee wishing to receive salary compensation for coursework and degree completion in accordance to the above schedule shall complete an Educational Performance Evaluation form and submit it to the Superintendent.

Educational awards completed from July through December will be awarded the following month after completion of documentation. Awards completed from January through June will be awarded in the following month of July.

**Evaluation Procedure**

Employees will have written goal-setting evaluations to be completed by the immediate supervisor each year. The written evaluations should, by no means, be taken as a validation for continued employment. Continued employment will be on the basis of the approval of the Board of Education prior to the commencement of the next school term.

**Classified Staff Forms**

**CEU Evaluation and Approval Form**

Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Location of Staff Development/In-Service/college hours \_\_\_\_\_

Date(s) attended \_\_\_\_\_ Hours attended \_\_\_\_\_ Points earned \_\_\_\_\_

Activity to be considered for CEU points \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how points earned are relevant to your job \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Explain how the district will benefit \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor's Signature \_\_\_\_\_ Date \_\_\_\_\_

Approval for activity \_\_\_\_\_ Date \_\_\_\_\_  
*Superintendent Signature*

CEU Points: Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

=====  
After superintendent's approval, a copy is retained at the Central Office and the form is returned to the employee for individual points tracking.

Total points for this activity \_\_\_\_\_

=====  
After enough points have been earned for salary consideration, employee will send all forms to the Director of Human Resources for salary adjustment.

Total points earned \_\_\_\_\_ for salary adjustment

Superintendent's Approval: \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of Salary Consideration \_\_\_\_\_ to begin (date) \_\_\_\_\_

Business Manager: \_\_\_\_\_ Date \_\_\_\_\_

**Educational Performance Evaluation**

<b>B.S.</b>	<b>MS</b>
\$3,000	\$3,000

Employee Name \_\_\_\_\_ Position/Title \_\_\_\_\_

Hours completed \_\_\_\_\_ towards \_\_\_\_\_ BS \_\_\_\_\_ MS (check one) Area: \_\_\_\_\_

Completed Certificate/License  
Area: \_\_\_\_\_

Salary increase consideration: \$ \_\_\_\_\_ (use table above)

Explain coursework completed and how it relates to your position in the school district:

Explain how the district will benefit from the coursework you have completed:

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Manager's  
Approval \_\_\_\_\_ Date \_\_\_\_\_

Superintendent's Approval \_\_\_\_\_ Date \_\_\_\_\_

Acknowledgement of Salary  
Consideration: \$ \_\_\_\_\_ Date Pay Begins: \_\_\_\_\_

Transcript Verified: \_\_\_\_\_ (Yes/No) Attached: \_\_\_\_\_ (Yes/No)

Copy to PR: \_\_\_\_\_ Copy to Employee: \_\_\_\_\_

**EVALUATION DOCUMENT**  
*Employee Evaluation and Development Plan*

Name \_\_\_\_\_ Date of Evaluation \_\_\_\_\_  
Date Hired \_\_\_\_\_ Building or Dept. \_\_\_\_\_  
Job Title \_\_\_\_\_ Reviewed by \_\_\_\_\_

**PURPOSE OF EVALUATION**

- Set goals: The supervisor and employee establish mutually agreed upon goals for future progress and development.
- Inform: The supervisor and employee communicate openly and honestly about performance.
- Develop: The supervisor and employee identify actions the employee can take to enhance his/her development.
- Evaluate: The supervisor and employee evaluate results based on pre-established goals and performance measures.

**SECTION A – JOB GOALS/DEVELOPMENT**

<b><u>Major Responsibilities/Position Objectives/Goals</u></b>
<b><u>Accomplishments/Improvements</u></b>
<b><u>Expectations of Job Development/Staff Development/Performance Expectations</u></b>

<b><u>Employee Comments:</u></b>
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**SECTION B – PERFORMANCE EVALUATION**

PERFORMANCE STANDARDS	Expectations				Include in remarks: Areas of Strength Areas of Improvement <i>Remarks are required for EXCEEDS and BELOW                      Standard performance factors</i>
	Exceeds	Above	Meets	Below	
PERFORMANCE FACTORS					REMARKS
Quality of Work Job skills; accuracy; reliability; ability to perform required job in compliance with policies and guidelines					
Quantity of Work Volume of acceptable work; planning and prioritizing work; adherence to schedules and deadlines					
Initiative & Attitude Suggests new ways of implementing procedures; displays friendly attitude; treats all publics equally					
Dependability & Confidentiality Work with a minimum of supervision; commitment to work hours, attendance and punctuality; perform job with an acceptable level of confidentiality					
Cooperation & Team Effort Ability to work with others to accomplish objectives; expect high standards of job performance and encourage the same of coworkers; accept directives from supervisors					
Job Knowledge Working knowledge of job duties as well as relational knowledge of office/area functions; meets changing conditions and understands new information					
Judgment Capacity to make sound reasonable decisions that affect work performance; accountable for decisions made					
Work Atmosphere Ability to remain calm and courteous with public/students/co-workers; ability to work under pressure					
Public Relations Understands the value of public relations and uses best practice methods in customer service skills with all public constituents					

\_\_\_\_\_  
*Supervisor's Signature*

\_\_\_\_\_  
*Employee's Signature*

\_\_\_\_\_  
*Date*

*Coffeyville Unified School District #445 does not discriminate on the basis of sex, race, color, national origin, handicap, or age in admission or access to, or treatment or employment, in its programs or activities.*

**Notes**