



**CLASSIFIED EMPLOYEE HANDBOOK**  
**2020-2021**

## **USD 353 District Office Personnel**

**Adam Hatfield**  
Superintendent of Schools  
USD 353 District Office  
620-326-4300

Dr. Jen Kern	Assistant Superintendent
Daniel Farley	Director of Special Programs
CJ Carey	Human Resources
Wendy Goodrum	Director of Finance
Stephanie Lawrence	Accounts Payable
Jennifer Robinson	Special Education/Program Coordinator
Kelly Adams	KRR/LatchKey
Peggy Gilmore	Administrative Assistant/Data Clerk
Casey Witham	Secretary/Para Facilitator/Substitute Services
Shelby Metcalf	Communications Specialist/Board Clerk

## **Wellington USD 353 Building Directory**

### **Wellington High School**

**620-326-4310**

1700 E 16th Street  
Wellington, KS 67152  
Fax: 620-326-4383  
Zack Hood, Principal  
Stephanie Smith, Assistant Principal  
Roxi Nance, Secretary  
Brandi Peterson, Secretary

### **Wellington Middle School**

**620-326-4320**

605 North A Street  
Wellington, KS 67152  
Fax: 620-326-4390  
Jason Halling, Principal  
Brian Auftengarten, Assistant Principal  
Ashley Koerner, Secretary  
Nicholle Blake, Secretary

### **Eisenhower Elementary School**

**620-326-4340**

924 N. Plum  
Wellington, KS 67152  
Fax: 620-326-6322  
Cherity Elder, Principal  
Cortney Peninger, Secretary

### **Kennedy Elementary School**

**620-326-4350**

501 N. Woodlawn  
Wellington, KS 67152  
Fax: 620-326-7813  
Gillian Macias, Principal  
Karen Herrington, Secretary

### **Lincoln Elementary School**

**620-326-4360**

104 South F Street  
Wellington, KS 67152  
Fax: 620-326-3273  
Kris Hagans, Principal  
Taryn Nichols, Secretary

### **Washington Elementary School**

**620-326-4370**

1100 N. Washington Ave.  
Wellington, KS 67152  
Fax: 620-326-6480  
Ann Shinliver, Instructional Administrator  
Anne Biles, Secretary

Dear USD 353 Classified Staff,

Thank you for choosing to work at USD 353. Your service to our district is extremely important to the success of our students. Each employee's role contributes to the overall achievements of our district. I wish you the best as you begin or continue your career with USD 353.

Sincerely,  
Adam Hatfield  
Superintendent

## PURPOSE FOR THE EMPLOYEE HANDBOOK

At USD 353 we have two segments of employees, certified and classified.

One segment is our teachers and professionals who are required to hold a professional certificate 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, principals, assistant principals, nurses, title I and administrative staff. USD 353 has a negotiated agreement with the Wellington-National Education Association. Not all certified employees are included in the negotiated agreement.

Another segment of our employees are 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, technology team members, central office staff and others. This Handbook is designed to acquaint you with USD 353 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 those 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 your 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 353 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 353, at its option, 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 353's policies, benefits, and rules as explained in this handbook may change from time to time as education, employment legislation and economic conditions dictate. You will be given updates or replacement pages if and when changes are made.

You 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 particular guideline in this Handbook, please contact the District Office.

## **AVAILABILITY AND HANDBOOK REVIEW**

It is the intention of USD 353 to provide each employee with a copy of the Employee Handbook. This copy may be available through the USD 353 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 353 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 353 believes in and practices equal opportunity. A member of the District, the Assistant 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 353 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 353 must terminate his/her employment.

### **HARASSMENT-FREE WORKPLACE POLICY**

USD 353's policy is to provide a work environment that is free from harassment. Therefore, USD 353 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 353 employees, parents, students, guests, vendors, and persons doing business with USD 353.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to USD 353 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 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 353 Superintendent or Assistant 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 353's obligation to investigate and act upon the reports of such harassment. Appropriate actions will be taken by USD 353 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 353 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 353 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 353 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 353 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 353 determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

### **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.

Classroom aides will be under the supervision of their assigned classroom teacher. Evaluation of classroom aides will be done by both the employee's assigned teacher and the building principal or department director.

Paraprofessionals will be under the supervision of their assigned special education teacher. 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.

Activity assistants will be directly responsible to the Director of Activities at the assigned building. Evaluation will be done by the Director of Activities.

### **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 353's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, USD 353 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 353 employees, parents, students, guests, vendors, and persons doing business with USD 353.

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, email, 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 workplace safety/security. Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor/principal, the Assistant Superintendent or the District Superintendent. USD 353 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 353 will take action appropriate for the circumstances. Where appropriate and/or necessary, USD 353 will also take whatever legal actions are available and necessary to stop the conduct and protect USD 353 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 TIP 679.

## **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**

Classified employees are employees “**at-will**”. The Board of Education shall retain the right to discharge employees at its sole discretion. 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.

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 a 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 the testing required for CDL purposes, USD 353 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 353 will follow all Federal and State regulations concerning drug and alcohol testing.

## **SAFETY RULES AND ACCIDENT REPORTING**

It is USD 353'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 supervisors 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 353, PO Box 648, Wellington, KS 67152. Forms are available at the District office.
- Failure to notify the supervisor immediately of the accident/injury may prohibit payment of workers 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 workers compensation plan.

Prior to returning to work an employee who is receiving workers 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 workers compensation shall be restricted as provided by current statute.

## **WORKERS COMPENSATION**

Employees of USD 353 are covered by workers compensation insurance provided by the district. All work related injuries or illnesses will be managed through the district's workers

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 workers 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 353 may identify a specific medical professional or clinic to be its provider for all workers compensation routine medical needs. It is important that all injured employees utilize the services of the specific medical professional or clinic. The name and address of the medical provider will be posted on employee bulletin boards. In addition, any employee can obtain this information by contacting the district office.

### **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.

### **BLOODBORNE PATHOGENS**

Employees whose job responsibilities include "occupational exposure" to bloodborne 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 353 has in place procedures for emergencies that may arise in the district. You will receive training and may receive a copy of the School Emergency Procedures Guide from the Crisis Plan Coordinator or the 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 353 buildings is every employee's responsibility. When you leave USD 353's premises make sure that all entrances are properly locked and secured.

## **SMOKING AND TOBACCO PRODUCTS**

The policy of USD 353 is that smoking and the use of tobacco products are prohibited on any district owned or leased building or property and in district vehicles.

## **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 353 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 353 business the following applies:

### **Transportation of Students**

USD 353 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 strongly discouraged. 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. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). It is the responsibility of the employee to know and obey the laws regarding cell phone use.

- Texting and driving is **illegal**, therefore, **DO NOT TEXT AND DRIVE!**

### **Obey the Law**

USD 353 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 353 or in a USD 353 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.
- Laptop computers should never be used at any time while driving.
- If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

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

### **CHANGE IN STATUS OR INFORMATION**

Notification to the USD 353 District Office should be made within ten (10) calendar days of any change in mailing address or home telephone number, cell phone number, email 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. Therefore, it sees no reason for a strict work break policy.

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 classified hourly 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. Classified hourly employees must clock out during their lunch break and 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.

## **EVALUATIONS**

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

USD 353 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 353 Board of Education may request an evaluation of a classified employee at any time.

## **OVERTIME**

Classified employees who work more than forty (40) hours per workweek will be compensated for overtime. The workweek is defined as Monday 12:00 am through Sunday 12:00 am. 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 district 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. Leave will not be used in the calculation of overtime.

## **PAY DAY**

USD353 utilizes a direct deposit method for paying district employees to the financial institution of their choice. Pay will be direct deposited on the 5th and the 20th 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.

**Pay information and check stubs are accessible through Skyward. Please contact the District Office if you need any help with Skyward.**

USD 353 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 District Office Administration will follow the standard procedure to correct any payroll errors. ***If an hourly classified employee forgets to enter leave or submit a timesheet on time for payroll, they will be back-paid on the NEXT PAYROLL.*** For more information please contact the business office.

## **TIME CLOCKS**

All hourly classified employees must clock in at the start and the end of their workday. In addition, they must clock in and out for their lunch break, whether or not they leave the premises. The employee must notify their immediate supervisor of any errors in Skyward. Please contact the District Office if you need help with Skyward. .

## **COMPENSATION**

Salary increases, when granted, will begin July 1 of each year. Salary increases will be based on the evaluation received, skills, growth, and demands of the position. Salary increases **are not guaranteed** and will not be granted solely on the basis of longevity.

### **Classified Wages 2020-2021**

**This is a wage chart. All district employees are figured off of the base pay and the allowable categories. If an employee historically is at a higher pay rate, the employee will be held harmless and will continue to receive that wage.**

#### **Para/Aide**

Base- 9.50

Additional Pay for Paras and Aides will be available for the following categories as determined by District Administration:

- Education Level of a Bachelor's Degree or Higher- 1.00/hour
- Medical Duties/Functional Classroom- 1.00/hour
- Worked for USD 353 Full Time for 5 years- 1.00/hour
- Worked for USD 353 Full Time for 10 years- 1.00/hour
- Worked for USD 353 Full Time for 15 years- 1.00/hour

#### **Secretary/Admin Support**

Base- 12.00

Additional Pay for Secretaries will be available for the following categories as determined by District Administration:

- Education Level of a Bachelor's Degree or Higher- 1.00/hour
- Worked for USD 353 Full Time for 5 years- 1.00/hour
- Worked for USD 353 Full Time for 10 years- 1.00/hour
- Worked for USD 353 Full Time for 15 years- 1.00/hour

#### **Custodian/Maintenance**

Base- 10.00

Additional Pay for Custodians will be available for the following categories as determined by District Administration:



- Education Level of a Bachelor's Degree or Higher- 1.00/hour
- Worked for USD 353 Full Time for 5 years- 1.00/hour
- Worked for USD 353 Full Time for 10 years- 1.00/hour
- **Worked for USD 353 Full Time for 15 years- 1.00/hour**
- Supervisor Designation- 3.04/hour
- Maintenance Designation- 3.04/hour

**All additional Classified positions will be negotiated with the district.**

## **ASSIGNMENT AND TRANSFERS**

Classified personnel assignments shall be made by the District Administration 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 District Administration.

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

USD 353 does not guarantee all positions are posted prior to being filled.

## **EMPLOYMENT TERMINATION and RESIGNATION**

USD 353 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 353 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. 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. USD 353 reserves the right to waive the need for the notice period. If USD353 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 District Office Administration.

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 353 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.

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 353 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.

## **EMPLOYEE CODE OF CONDUCT**

### **CHILD ABUSE**

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 Social and Rehabilitation Services (Child Abuse Hotline 1-888-369-4777) 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.

### **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**

Staff possession or use of personal communication devices on district property, in district facilities during the work day and while the staff is on duty may be permitted subject to the limitations set forth in this language and consistent with any additional school rules. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

A personal communication device is a device, not issued by the district, that emits an audible signal, vibrates, displays a message or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, either long- or short-range portable radios, portable scanning devices, cellular telephones, personal digital assistants (PDAs), laptop computers, tablets and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, radios and TVs.

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional (or class) time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cellular telephones which have the capability to take photographs or video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members will utilize social network sites (e.g., Facebook and Twitter) judiciously by not posting confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district email using mailing lists to a group of students rather than individual students. Texting students is discouraged unless it is for school related business.

Exceptions to the prohibitions set forth in this policy may be made for health, safety or emergency reasons with superintendent or designee approval.

Staff members are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies. The Superintendent shall ensure these rules are available to all employees.

## **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 353 maintains a positive reputation and excellent image in the public eye. The way the public views USD 353 is vital to promoting our schools, gaining new students, retaining first-class employees and recruiting new employees.

USD 353 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 353 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 email alerts regarding personal social networking activity during working hours.
- Any information dealing with students is confidential and employees shall not post such information on any social media site without express permission of the district.
- 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 microblogging 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 353 employees, or students that could be construed as inappropriate.
- Allow others to post inappropriate or sensitive information regarding USD 353 anywhere on your profile

While USD 353 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 353'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.

Any violation of the district's social media policy may result in disciplinary action, up to and including termination.

### **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 353, 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 353.

### **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 advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstances 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 353 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 353'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 353 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 353 representative or on any USD 353 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 353 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 353 document is intended to modify this “at-will” employment, promise progressive discipline or disciplinary counseling, or promise notice in circumstances where USD 353 considers immediate termination or discipline to be appropriate. Certified employees may have additional rights provided by the Negotiated Agreement.

## **FRINGE BENEFITS AND OPTIONS**

USD 353 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 30 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.

**Major Medical and Prescription** –Our major medical and prescription plan is designed using a preferred provider network with co-pays, co-insurance, and deductibles. The cost to participate in the major medical and prescription plan is dependent on the amount of hours the individual is scheduled to work. Multiple plan options may be available. USD 353 currently covers a large portion of the employee’s individual coverage for full time employees.

**Voluntary Dental** – Our dental plan is a voluntary plan paid for by the employees who chose to participate in the plan. Multiple plan options may be available to help you provide for your specific dental needs.

**Voluntary Vision** – Our vision plan is a voluntary plan paid for by the employees who chose to participate in the plan. The plan is intended to cover exams and basic eye care needs.

**Voluntary Term Life Insurance** – Our group term life plan allows you to secure term life insurance for yourself and family members at low group rates. The rates are age based and guarantee issue may be available.

**Voluntary Disability Insurance** – Our group disability insurance plan offers a variety of options allowing each employee to determine the plan that is right for their needs. The rate is dependent on the option chosen. Our plan is voluntary and paid for by the employees who chose to participate

In addition to the items listed above, USD 353 may offer other voluntary benefits.

The design of the insurance benefit programs may change from year to year. USD 353 will continue to look for cost effective insurance benefits to offer each year. For a full description of the insurance benefits offered by USD 353 please refer to the Benefit Guide.

Section 125 - To assist employees with cost savings programs, USD 353 offers the insurance programs through a Section 125 Plan. This plan allows employees to pay their insurance premiums with pre-tax dollars. Along with the tax savings there are rules and restrictions. Please refer to the Benefit Guide for a description of these rules and restrictions.

Flexible Medical Spending and Dependent Daycare – In addition to the tax saving on insurance premiums through the Section 125 Plan, USD 353 offers employees the ability to save tax dollars on out of pocket medical spending and on dependent daycare expenses.

Please refer to the Benefit Guide for a description of these plans.

### **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 353 complies with the federal law, the 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 353 provides a General Notice of COBRA rights to all individuals when they elect coverage through the USD 353 benefit plan. Please refer to the General Notice for information about your rights under COBRA.

### **TIME AWAY FROM WORK**



The following Time Away From Work benefits are intended to cover the Classified employees of USD 353.

## ATTENDANCE

Good attendance by employees is important to the overall productivity of USD 353. 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 **full-year (12-month)**, employees are:

Independence Day ( <b>12 Month</b> )	Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve	Christmas Day
New Year's Eve	New Year's Day	Good Friday
Memorial Day ( <b>12 Month</b> )	MLK Day	

In addition, the District may choose to include the Wednesday before Thanksgiving and President's Day, if school is not in session.

Partial year employees will receive paid holidays in accordance with their years of service (see below). **Partial year employees MUST use their holidays within the "School Year Calendar" (Between the first day of school and the last day of school).** They may use the days for the holidays of their choice including days during Winter Break and Spring Break. Partial year employees must fill out a leave request in Skyward in order to be paid for the specific holiday(s) requested.

Holidays for partial year employees are available as follows:

<b><u>Years of USD 353 Employment</u></b>	<b><u>Number of days available during the year</u></b>
1 <sup>st</sup> year – 3 <sup>rd</sup> year	2 days
4 <sup>th</sup> year – 9 <sup>th</sup> year	4 days
10 <sup>th</sup> year – 15 <sup>th</sup> year	7 days
16 <sup>th</sup> year and more	11 days

- Employees must work at least 17 ½ hours weekly to qualify for Holiday benefits.

- Employees who are scheduled to work 40 hours per week will receive 8 hours holiday pay. Employees who are scheduled to work less than 40 hours will receive a prorated portion of 8 hours based on their scheduled work time.
- In the event that a holiday lands on a weekend, each building in the District will post the day scheduled for the holiday.
- Holiday pay is not considered work hours for the purpose of calculating overtime.

## **UNIVERSAL LEAVE**

USD 353 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 leave benefit. Classified employees must work at least 17 ½ hours per week to qualify for leave benefits.

- New employees will have a **30-day probation** period before leave is available for them to use.
- **UNIVERSAL** leave is no longer accrued each month. It is **all** given to the employee on the first day of the new fiscal year (July 1st)/start of new school year (August)/start of new employment.
- Employees who are scheduled to work 40 hours per week will receive 8 hours for each **UNIVERSAL** 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.
- Employees may use a partial **UNIVERSAL** day when a full day away from work is not needed.
- 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.
- Nine month employees shall receive 9 days of **UNIVERSAL**, and 12 month employees shall receive 12 days of **UNIVERSAL**. Leave is prorated based on hire date.
- Unused portions of 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 leave benefit when they terminate employment with USD 353.

- Full-time employees who are **retiring** from the district and/or are **retiring** from KPERS for the **FIRST** time will be paid \$40.00 for all unused leave days. Personnel working less than 8 hours per day will receive a prorated amount.
- During professional development (in-service) days your direct supervisor will notify you if you are required to work.
- **UNIVERSAL** may not be taken the first week of school or the last week of school without the Superintendent's permission.
- Once an employee has used **ALL** of their available leave, they will still need to put a leave request into Skyward marked as "**Unpaid Leave.**"

## **VACATIONS - 12 MONTH EMPLOYEES**

USD 353 provided paid vacation time for full year classified employees. Vacation time is earned for the year on June 30<sup>th</sup> of each year.

### **Years of Service**

### **Annual Paid Vacation Earned**

year 2 through year 4	10 days
year 5 through year 9	15 days
year 10 through year 14	20 days
year 15 through year 19	25 days
year 20 and after	30 days

Employees who are employed in the middle of the year will be allocated vacation time on a prorated rate on June 30<sup>th</sup> of their first year. Vacation time will only be allocated on July 1<sup>st</sup> based on the previous fiscal year, to be used in the coming year.

Employees who are scheduled to work 40 hours per week will earn 8 hours vacation time for each 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.

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 does not accumulate. You must use your vacation time before June 30 each year. **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 Business Office Manager and Superintendent. Maximum vacation days taken or paid for will never exceed the vacation days specified in the annual paid vacation column of the above table in any fiscal year. Classified employees who are partial year employees do not qualify for any vacation benefit.

## **LEAVE BANK**

A leave bank is a voluntary program for classified employees. In order to join, an employee must donate one (1) day of his leave to the Leave Bank within 10 days after the date of employment. This day will be subtracted from his own accumulated leave. When the bank has a reserve of at least two hundred (200) days, only new participants will be required to donate one (1) day to the bank. If an employee elects to be a part of the sick bank, they cannot revoke this request once they have donated to the bank. If the bank becomes depleted, they may choose to opt out of the leave bank at that time and they will not be required to donate an additional day.

At the beginning of each school year, any employee who has chosen not to participate previously will have the opportunity to participate by donating one (1) day of his leave to the Leave Bank during an open enrollment period. This election must be done by September 1<sup>st</sup>. Anyone interested in becoming a participant can contact the District Office for information.

Should the Leave Bank reserve become less than two hundred (200) days, all classified employees who wish to continue in the Leave Bank must contribute one (1) additional leave day to the Leave Bank.

**The leave bank should be requested due to a prolonged illness or an emergency, not for incidental sick days.**

The Leave Bank is to be used after the full days of the participant's accumulated leave has been used. Vacation days are exempt. The bank will supplement the participant's half-day leave prior to issuing full-day withdrawals.

Any participating member may request to draw upon this reserve by filing the application form with their supervisor/director/facilitator, or the supervisor/director/facilitator may make the request on their behalf.

The employee's supervisor/director/facilitator, the building principal and the superintendent will serve as the Leave Bank Committee. Grants from the leave bank shall not exceed 10 days per requires and the total days requested for an individual employee shall not exceed the employee's total accumulated leave as of that employee's first day of work for the current school year, plus 10 days. All requests granted by the committee shall be reviewed after ten (10) days and shall be extended according to individual merit until the employee's allocation has been depleted or the employee qualifies for KPERS disability. Any days granted but not used must be returned to the Leave Bank.

The committee shall provide the applicant with the "Report of Committee" regarding the action on the request. The Superintendent shall notify the business office regarding the action.

The request must meet the Leave Rules as defined in the paid Leave Policy. Any medical restrictions issued by the practicing physician will be honored as long as these do not allow for other income producing activities.

## **GOOD ATTENDANCE REWARD**

Any time an employee is away from work is a strain on the normal working organization within the district. In an effort to reward those employees who are at work every day, the district offers a good attendance reward.

- Classified employees with 3 days or less away from work except for scheduled paid vacation days, will receive a \$500 payment for full year employees, \$400 for partial year employees.
- Employees with no more than 5 days off from work except for scheduled paid vacation, will receive a \$100 payment. Snow days will not be counted against good attendance.

## **INCLEMENT WEATHER**

In the event that school is cancelled due to poor weather conditions, all maintenance and custodial staff are to report for snow removal when conditions allow. Those aiding in snow removal will receive double time pay while performing duties related to snow removal. Regular maintenance or custodial duties will be at the regular pay rate. All other classified staff may use a holiday (if available) or universal day if they so choose.

## **UNPAID LEAVE OF ABSENCE**

USD 353 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 unpaid leave, if possible.

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

Subject to the terms, conditions, and limitations of the applicable plans, USD 353 will provide health insurance benefits until the end of the month in which the approved unpaid 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 353 will again provide benefits according to the applicable plans.

When an unpaid 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 353 cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, USD 353 will assume the employee has resigned.

Benefit accruals will be suspended during the leave and will resume upon return to active employment.

Employees will be required to use any available paid leave time at time of absence.

## **FAMILY AND MEDICAL LEAVE**

Eligible employees of USD 353 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 Family 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.

### **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. Family leave must be completed within 12 months of the birth or placement. Family 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.

**Service member Family Leave:** If, as an eligible employee, you need family leave to care for a covered service member 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. Service member 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 353 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 Business Office 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 recertification at USD 353'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 353 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-Continuous 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 service member 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 353 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 353 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 353 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 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 353 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**

Paid absence for the death or burial of a relative. Three (3) days of paid leave will be allowed for the death of an immediate family member. Leave for other funerals shall be for a maximum of one (1) unpaid day. Exceptional circumstances that would require additional absences will be considered on a case by case basis by the building principal and the Superintendent.

## **JURY DUTY**

Employee shall be reimbursed upon receipt of "proof of attendance" letter from the court system. This benefit is limited to two weeks per year. Days taken for this jury duty leave benefit shall not be deducted from any employee's accumulated leave. Days taken beyond the paid benefit 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.

Jury duty benefit only applies to those classified employees who are called to jury duty. Jury duty benefit does not apply to anyone required or chooses to appear in court as a witness or a member of a trial or court proceeding.

Employees who do not qualify for paid time off for jury duty will be granted unpaid time off for jury duty.

Any current employee who is required to appear in court as an employee of USD 353 will be compensated for time worked.

### **PROFESSIONAL GROWTH**

Expenses incurred through attendance at professional meetings/seminars/conventions will be reimbursed—only if the classified employee is assigned by administration to attend a session. Please refer to the District's travel policy.

The following procedure will be followed when applicable.

- Advance registration will be paid by the Board of Education through the District Office.
- Arrangements for registration, lodging, and transportation will be made by District 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.

### **PURCHASING PROCEDURES**

All purchases will be made using the district Purchase Order which is printed in the Business Office. Submit a completed requisition form to your building principal or supervisor. Upon approval, the business office will submit a purchase order to the appropriate vendor. When the item is delivered to the receiving department, the packing list is checked against the purchase order and the item is delivered to the appropriate school. A vendor invoice will only be paid when the appropriate receiving documentation matches the purchase order.

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, the appropriate Expense Claim form must be completed and submitted 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 vouchers for expenses that are considered out of date may be rejected.

#### **USE OF EQUIPMENT**

No property owned by the Board of Education shall be used for personal reasons away from the workstation, 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 District Office.

Wellington Public Schools  
***Travel and Business Expense Guide***  
*July 2019*

**Forward**

The Wellington Public Schools *Travel and Business Expense Guide* is intended to set forth travel guidelines and expense reporting requirements, **no matter which funding source is used**, for individuals traveling on school district business including employees, Board of Education members, consultants, etc., including student travel. These guidelines are comprehensive; however, it is impossible to anticipate every situation encountered by an employee, consultant/service provider, employee candidate, etc., (hereinafter referred to as the "traveler"). Wherever the guidelines are silent, consult the superintendent's office or designee.

**Any exceptions or deviations to the procedures outlined in this guide must be documented in writing and approved by the superintendent or designee.**

**Purpose of the Guide**

To furnish guidelines to those that incur and/or approve expenses.  
To ensure uniformity in the reporting and substantiation of expenses incurred.  
To provide accountability for district business travel expenses.

**All reservations for individuals traveling on school district business must be made by the USD 353 Business Office *regardless* of the funding source. Failure to follow the procedures may result in the employee being held responsible for the expenditures.**

The school district will reimburse the traveler for actual and reasonable travel expenses incurred during school business related travel. Expense reports with appropriate documentation/receipts, must be completed by the traveler and properly approved prior to reimbursement. The district will not pay expenses for a spouse or child

accompanying a traveler for personal reasons while the traveler is conducting school district business.

## **ORIGINAL, ITEMIZED RECEIPTS ARE REQUIRED FOR REIMBURSEMENTS**

### **APPROVAL OF DISTRICT TRAVEL**

Prior to traveling at school district expense, the forms listed below must be completed and approved by the appropriate immediate supervisor or administrator. All travel shall be consistent with established business travel guidelines. The administrator's signature verifies compliance with USD 353 travel policies.

- ❖ *Skyward-Time Off Request*
- ❖ Copy of *Purchase Requisition* (for registration only) with registration forms. Additional Requisitions will be needed for hotels stays.

Conference names should be *spelled out* on all travel forms. Original forms (not copies) should be used. Send fully completed forms along with an approved requisition to the Business Office.

### **REGISTRATIONS**

A registration form for each traveler, fully completed, along with a requisition must be sent to the Business Office at least **ten-business days** in advance of the scheduled **deadline**. Early registration is encouraged to ensure timely processing. (Any last minute faxing of registration forms will be the responsibility of the originator.) A single Purchase Requisition may be used for multiple registrations to the same conference.

- ❖ *Internet Registrations*

Conference registrations may be completed over the internet as long as no immediate payment is required. A confirmation needs to be sent to the Business Office, **No credit card information is to be entered except by the Business Office.**

### **TRAVEL ADVANCES**

Travel advances are **NOT** allowed. In general, employees are responsible for their own expenses on out-of-district travel. Requests for reimbursement are to be submitted on the *Travel Expense Statement* form.



## CREDIT CARDS

District credit cards are used for charging airfares and holding hotel reservations.

## TRANSPORTATION

The method of transportation chosen should be the most economical to meet a particular business need. The traveler must identify any extenuating circumstances to their immediate supervisor before travel.

- Commercial Airline

The Business Office is responsible for making airline reservations, booking tickets, and completing travel arrangements for the following:

- Any district employee, consultant/ service provider, agent, or any traveler for whom the primary source of funds is provided by the school district.
- Any person for whom the primary responsibility for chaperoning of such travel lies with the school district.

<b><i>The traveler should not purchase any tickets.</i></b>
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Reservations should be requested with as much advance notice as possible. A flexible, departure/arrival time frame will permit selection of an economical route/carrier. In order for the district to obtain the lowest possible airfare, a traveler may be required to stay over a Saturday night.

The district will not pay expenses for a spouse or child accompanying a traveler for personal reasons while the traveler is conducting school district business. ***If a spouse's arrangements are made along with the employees, the cost should be reimbursed to the district prior to the travel dates.***

Prospective airline incentives (i.e. frequent flier points) which provide benefits to the traveler will not be used as a determinant in choosing a flight or carrier. **Employees may not earn personal travel miles for travel on district business.**

The traveler should notify the Business Office as soon as possible if cancellation of reservations is necessary. ***Tickets cannot be transferred to other travelers. Such changes or cancellations may result in additional costs (at least \$50) that will be charged to the traveler.***

All travelers will use the least expensive class. Tickets should be purchased well in advance of a planned departure to secure the lowest fare. Most tickets purchased are electronic tickets.

The district will reimburse employees traveling on school business for the first bag checked with the airline. A receipt is needed for reimbursement. Exceptions may be granted with the approval of the superintendent or director of finance.

- ***District-owned Vehicle***

Requests for district vehicles for out- of-district travel are to be made well in advance. Please call Casey Witham (2091) or Luke Smith (2186) to reserve a district vehicle. **District vehicles should be used whenever available.**

- ***Personal Automobile***

A personal automobile may be used for out-of-district travel on school district business if necessary **and approved in advance by the supervising administrator and the business office. Mileage will be approved for personal automobile use if district owned vehicles are not available.** The mileage reimbursement rate is in accordance with the Kansas State Department of Administration guidelines. The mileage reimbursement includes any amounts for gas.

Mileage must be submitted on the *Mileage Reimbursement Form along with a printout of the mileage from Google Maps or Mapquest.*

The district's automobile insurance provides secondary liability coverage for any district employee when required by the administration to drive a personal vehicle on school district business. The school district *does not* purchase or provide coverage for physical damage on or for any personally owned vehicle.

***Total reimbursement for the use of a personal car shall not exceed the lowest cost for other means of transportation (i.e. airplane).***

- ***Rental Car***

Depending on the number of people involved, the traveler will use the least expensive rental car when other means of transportation are unavailable and if approved in advance. Regardless of form of payment, rental car companies will require the traveler to present his/her major credit card.

State law mandates that rental vans for ten or more persons CANNOT be used to transport *students*.

It is recommended to purchase the Loss Damage Waiver (LDW) insurance and/or the Collision Damage Waiver (CDW) insurance (*if available*) when picking up the rental car. Do not purchase Personal Liability insurance. The purchase of other types of insurance offered by the rental agency should be determined by the driver's personal auto insurance coverage. In some cases, personal auto insurance and/or credit cards will provide adequate coverage for additional types of car rental insurance. Check with the credit card company or personal auto insurance agent prior to travel. Insurance is expensive and good judgment should be exercised. The district will only reimburse for LDW/CDW insurance coverage. Contact the Business Office with any questions on car rental insurance.

#### Taxi, Shuttle, Limousine

Travel to and from airports should be made by the most cost-effective mode of travel. Receipts are required for reimbursement.

## LODGING

Lodging arrangements must be made through the Business office. When possible, the district will prepay the lodging and tax for travel. If this cannot be arranged, the traveler will be made aware that they will need to pay for the room and then be reimbursed. A requisition approved by your building administrator must be sent to Stephanie Lawrence before reservations will be made. Please include dates of stay and list of employees who need accommodations.

Accommodations will be made at the conference hotel when possible. If rooms are not available, the district will make reservations at the nearest, most economical hotel with an above average rating. As with airline reservations, rooms will not be reserved to accommodate a hotel membership. **Employees may not earn personal points for travel on district business.**

Employees are **encouraged** to share accommodations whenever possible. If the authorizing administrator **requires** shared lodging, he/she must notify the Business Office of such a decision. The traveler should not pay for another employee's room charges unless travel paperwork was completed accordingly.



When attending a conference with special rates, the required Conference Housing form and/or information should be forwarded to the Business Office.

**If the traveler does not utilize the hotel/ motel as reserved, the cancellation of the original reservation is the responsibility of the traveler who should also notify the Business Office.**

***The district does not pay for the use of internet services while staying at the hotel. Any exceptions must be approved by the administrator.***

Itemized hotel receipts are required even if the room is prepaid. The final bill must indicate that the bill has been paid in full, and show a "zero" balance. If using Express checkout the final bill must indicate itemized charges. Please send a copy of the receipt to Stephanie Lawrence in the Business Office.

**Please double check that the credit card being used for your room charge is NOT your personal card.**

## **MEALS**

The reasonable, actual cost of meals incurred while on an overnight out-of-town business trip is reimbursable if supported by receipts. Alcoholic beverages of any kind, whether purchased with meals or separately, **will not** be reimbursed by the district. The actual cost reimbursed for meals, **including tips**, shall not exceed the per diem allowance.

Per diem is the allowance for meals and incidental expenses on overnight trips. Incidental expenses include fees and tips given to porters, baggage carriers, bellhops, etc.

2019 Standard Per Diem Rates:

Breakfast	\$ 13.00
Lunch	\$ 14.00
Dinner	\$ 23.00
Incidental Expenses	\$ <u>5.00</u>
Total per diem	\$ 55.00

Rates listed are the standard rate for the State of Kansas. Out of state travel may change the per diem allowance. Please call Stephanie Lawrence for any questions.

Travelers may be reimbursed for meal and incidental expenses up to the maximum full daily rate established by the federal government. However, the daily per diems must be adjusted for the following situation:

1. Partial Days

A traveler can only claim up to 75% of the daily per diem for both the day travel begins and the day travel ends. (\$41.25) **Please refer to the specific per diem meal type amounts when traveling for less than one day.**

**When meals are included in the conference registration fee, the specific meal amounts listed will be deducted from the per diem allowance.**

**In order to be reimbursed, please fill out the Travel/Meal Expense form and return all itemized receipts to Stephanie Lawrence.**

❖ *Business/Inservice Expenses*

Situations may arise when an employee is required to provide a meal for a person or group of persons who could conceivably contribute to the operation or development of the school district. Generally, reimbursable business meals attended only by employees are discouraged; however, it may be appropriate for an employee to provide funding for accommodations and meals for another employee or group of employees for business/inservice functions.

The claimant must submit an original, itemized receipt along with the Travel/Meal Reimbursement form reflecting the following:

- Cost (including tax and tips)
- Date
- Name and location of restaurant
- Names and titles of all persons in attendance
- Purpose

## **OTHER EXPENSES**

❖ *Telephone, Fax, Internet*

Reasonable business related telephone and fax expenses incurred while traveling on school district business are reimbursable. Internet access charges must be authorized in advance by the approving administrator.

#### ❖ *Laundry and Valet*

Reasonable laundry and valet service expenses may be reimbursed on trips of five (5) nights or more. Receipts are required unless impractical to obtain, i.e. Laundromat machines.

#### ❖ *Personal Expenses*

Personal expenses *are not* subject to reimbursement.

## STUDENT TRAVEL

Expenditures related to out-of-state travel for student groups are the responsibility of the group requesting permission. The building principal must approve all requests. The request must be approved by the BOE no less than four weeks before the event. Parent consent for the trip is to be obtained before a student may be allowed to participate. The following information should be provided: destination and dates; purpose of trip including educational value/experience; number of students attending; sponsor names; detailed budget proposal; insurance provisions; and plan of action in case of emergencies.

## CONSULTANT/SERVICE PROVIDER

District representatives shall inform all consultant/service providers regarding the district's *Travel and Business Expense Guide*. Conformity with this guide will be expected if contracts are to be validated. If it is more feasible for the consultant/service provider to make their own travel arrangements, the district representative shall notify Wellington Public Schools Business Office in advance of travel. The per diem rate is the same for consultants as for employees.

Forms for consultant services should be sent as follows:

- *Purchase Requisition* for lodging, fully completed (including name of hotel/motel as vendor), signed by the authorized administrator.
- *Purchase Requisition* for honorarium and expenses, fully completed, signed by the authorized administrator.

***Missing receipts are the responsibility of the individual using the card. The second occurrence of a missing receipt will result in the loss of credit card privileges for the individual.***

## **WALMART**

Cards are issued by Wal Mart for use at that store only. The district's allocation of cards is kept in the office of each building and must be checked out from there. A requisition must be used in connection **with the cards**.

A receipt must be turned in with the card after use. The receipts must be attached to a copy of the approved requisition and then sent to the Business Office to reconcile the monthly statement from WalMart. ***The second occurrence of not turning receipts in with the requisition will result in the building losing the use of their WalMart cards.***

Note: The above procedures also apply to the use of Dillons charge cards.

# EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

## LEAVE ENTITLEMENTS



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

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

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

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

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

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

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

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

## BENEFITS & PROTECTIONS

## ELIGIBILITY REQUIREMENTS

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

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

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

## REQUESTING LEAVE

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

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

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

## EMPLOYER RESPONSIBILITIES

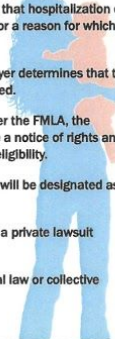
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is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

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

## ENFORCEMENT

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

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



For additional information or to file a complaint:

**1-866-4-USWAGE**

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

**www.dol.gov/whd**

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



WH1420 REV 04/16

## Appendix 2

### **USD 353 Wellington Computer Security Policy Staff**

USD 353 will report to the proper authority any violation of Kansas State Statute 21-3755.

#### **Kansas State Statutes 21-3755:**

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, services or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

#### **Compliance with Copy Laws**

The District intends to adhere to all copyright laws as applied to computer software. The District also intends to comply with the license agreements and/or policy statements contained in the software packages used in the District. Therefore, all software used on District computers shall be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services Department designated personnel. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

#### **Privacy Rights**

Staff members should have no expectation of privacy in regards to email or data files. The District Technology Director or designee has access to and may monitor them at any time for security reason.

#### **Use of Unauthorized Software/Unauthorized Copying of Software**

1. Staff members shall not be permitted to load any non-District owned software onto District computers without the express written permission of the District Technology Director or designee.
2. Staff members shall not be permitted to copy any software without the express written permission of the District Technology Director or designee.

## RECEIPT OF USD 353 EMPLOYEE HANDBOOK

The Wellington USD 353 Employee Handbook, also referred to as the “Manual”, is a compilation of personnel policies, practices and procedures currently in effect at Wellington Unified School District 353, an equal opportunity employer.

This Manual is designed to introduce employees to the organization, familiarize you with USD 353 policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Unless you are a certified employee covered by the negotiated agreement, you understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the Superintendent of Unified School District 353 has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at USD 353. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over USD 353 policies, where applicable.

Personnel Policies are applied at the discretion of USD 353. USD 353 reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. USD 353 may notify you of such changes via email, posting on the USD 353’s Intranet, Portal or Web site, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

**Classified Employees:** By signing below, you acknowledge that you have received a copy of the USD 353 Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. As a classified employee, you acknowledge that you are employed “at-will” and that this Manual is neither a contract of employment nor a legal document.

**Certified Employees:** By signing below, you acknowledge that you have received a copy of the USD 353 Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. As a classified employee, you acknowledge that your employment with USD353 is regulated by the negotiated agreement between the USD 353 Board of Education and the Wellington-National Education Association. This Manual is neither a contract of employment nor a legal document.

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Signature

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Date

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Please print your full name