

**TABLE OF CONTENTS**  
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<b>INTRODUCTION/EMPLOYMENT</b> .....	<b>1</b>
<b>EMPLOYMENT POLICIES</b>	
<i>Equal Employment</i> .....	<i>1</i>
<i>Discrimination/Sexual Harassment</i> .....	<i>2</i>
<i>United States Citizenship</i> .....	<i>3</i>
<i>Communicable Diseases</i> .....	<i>3</i>
<i>Injury</i> .....	<i>4</i>
<b>TOBACCO, ALCOHOL AND DRUGS</b>	
<i>Use of Tobacco Products in School Buildings, Grounds, Vehicles</i> .....	<i>4</i>
<i>Alcohol and Drugs</i> .....	<i>4</i>
<i>Drug Free Workplace</i> .....	<i>4</i>
<b>WORK ETHICS</b>	
<i>Personal Appearance</i> .....	<i>5</i>
<i>Standards of Conduct and Corrective Action</i> .....	<i>5</i>
<b>CLASSIFICATIONS</b>	
<i>Positions</i> .....	<i>6</i>
<b>COMPENSATION</b>	
<i>Hours of Work</i> .....	<i>6</i>
<i>Overtime</i> .....	<i>6</i>
<i>Time Clock and Cards</i> .....	<i>7</i>
<i>Pay Day</i> .....	<i>7</i>
<b>DISTRICT BENEFITS</b>	
<i>Health Insurance</i> .....	<i>7</i>
<i>Leaves: Sick</i> .....	<i>7</i>
<i>Medical Leave</i> .....	<i>8</i>
<i>Bereavement</i> .....	<i>9</i>
<i>Jury Duty</i> .....	<i>9</i>
<i>Vacation</i> .....	<i>9</i>
<i>Holidays</i> .....	<i>9</i>
<b>EMERGENCY CLOSINGS</b>	
<i>Inclement Weather</i> .....	<i>10</i>

# **USD 459 CLASSIFIED HANDBOOK**

*This handbook will introduce you to USD 459 and will acquaint you with policies, rules and benefits which apply to classified employees of the district. It is designed to prevent misunderstanding by the classified personnel about their duties and privileges. It is your responsibility to read and be familiar with the contents of this handbook. This information applies to all classified personnel and is presented as a matter of information only and its contents should not be interpreted as a contract between USD 459 and any of its employees. This handbook does not constitute any sort of contract of employment, either expressed or implied.*

*USD 459 expressly reserves the right to change any or this entire handbook without prior notice at any time. Personnel will be notified of these changes by appropriate means. Amendments will be effective on dates determined by the board of education. Any change(s) to this handbook will require board adoption and approval.*

*If you are uncertain about any policy or procedure, please contact your supervisor or someone in the administration office.*

## **EMPLOYMENT**

*USD 459 classified personnel are "employees at will". USD 459 may terminate the employment at any time, either with or without cause and with or without advance notice. Commencing with the first day of work, each person will be placed on probation for ninety (90) days. During the probationary period, the employee may be released from his/her position at any time upon recommendation of both the supervisor and the superintendent and without benefit of review*

## **EMPLOYMENT POLICIES**

### **EQUAL EMPLOYMENT**

*The board shall hire its employees on the basis of ability and the district's needs. USD 459 maintains a policy of nondiscrimination with employees and applicants for employment. No aspect of employment with USD 459 will be influenced in any manner by race, color, religion, gender, age, national origin, disability, or any other basis prohibited by law. The district does not limit or expand its obligation pursuant to all state, local and federal laws, regulations in all phases of employment including, but not limited to, hiring, training, promotion, compensation, benefits, transfers and dismissals.*

*Inquiries regarding compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990 may be directed to Mr. W.S. Landis, Superintendent, P.O. Box 8, Bucklin, Kansas, (620)826-3828.*

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

### **Discrimination/Sexual Harassment**

*USD 459 will maintain an environment free of intimidation, insult, and harassment based upon race, color, religion, sex, age, national origin, or disability. The school district will not tolerate sexual harassment in any form. Sexual harassment of district employees by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.*

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

*No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, up to and including termination, of any employee.*

*Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the superintendent of schools.*

*Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure (refer to 1.840 of the District Policy Book). Confidentiality shall be maintained throughout the complaint procedure.*

### **United States Citizenship**

*The administration office of USD 459 shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card.*

### **Communicable Diseases**

*Upon initial employment with the district, all personnel will be required to provide proof of a current (within one year) negative tuberculin skin or negative chest x-ray.*

*Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by statute. An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.*

*In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to duty.*

*Decisions regarding the type of employment setting for an employee with a communicable disease shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students.*

*In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of their personal physician, the risks and benefits to both the employee and to others in the proposed work setting.*

*No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.*

*The board approved an exposure control plan for bloodborne pathogens to prevent the exposure of diseases spread by contamination of body fluids. Training for use of universal precautions and information on bloodborne pathogens will occur periodically at the*

*beginning of school for USD 459 personnel. The district will provide a plan to each employee at the beginning of employment. It is the responsibility of each employee to review and know the contents of the plan.*

### **Injury**

*An injury, however slight, occurring on the job must be promptly reported to your supervisor and the district office within 24 hours. Forms are to be completed as soon as possible after the accident. This is for your own protection under Kansas Workers Compensation regulations and a requirement under Occupational Safety and Health Act Regulations. When medical attention is required, we will forward you to your physician. Social and recreational injuries, where the employee is under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties, are not compensable.*

### **Tobacco, Alcohol and Drugs**

#### **Use of Tobacco Products in School Buildings, Grounds, Vehicles**

*Since we are a public school educating students in many educational aspects, it is of utmost importance to model appropriate healthy life skills.*

*In accordance with the 1988 Drug Free Workplace Act, use of tobacco products in school buildings, on school grounds or in school vehicles will be prohibited. In the event of violating this policy, disciplinary action will be taken which may result in:*

- 1. warnings for the first offense*
- 2. suspension with pay and proof of enrollment in tobacco recovery classes at the employee's expense*
- 3. dismissal from employment for habitual violations*

### **Alcohol and Drugs**

*Commencing January 1, 1996, an employee assistance program and drug and alcohol testing policy will be implemented for all bus drivers (CDL license holders) meeting the requirements of the testing mandate for the Department of Transportation.*

### **Drug Free Workplace**

*The board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the district. As a condition of employment in the district, personnel shall abide by the terms of the following policy:*

- Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.*
- Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five (5) days after*

*the conviction. Within thirty (30) days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action.*

*Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.*

*This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Work Place Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies.*

### ***Work Ethics***

#### ***Personal Appearance***

*USD 459's reputation of excellence is enhanced by the employee's professionalism, both in dress and manner. An employee's personal appearance contributes to the image of not only USD 459 but also that of the employee. The board advocates employees dress in a manner that is consistent with the image of professional competence, integrity and stability. Clothing too revealing such as low necklines, mini skirts, tank tops and clothing that is sheer/ transparent will not be considered appropriate attire. Shorts will be allowed during the summer months with the length to be slightly above the knee.*

*Failure to comply with a favorable dress code may result in an individual being asked to return home to select more appropriate attire.*

#### ***Standards of Conduct and Corrective Action***

*Personnel working together for any purpose require certain guidelines pertaining to their conduct and relationships. Accordingly, USD 459 personnel must be aware of their responsibilities to the district and to co-workers. A constructive approach to disciplinary matters will be taken to insure that actions which would interfere with operations of an employee's job are not continued.*

*Conduct not conducive to district standards will result in one of the following forms of corrective action: Oral warning, written warning, suspension, or discharge. The seriousness of the infraction, past record of the employee, and circumstances surrounding the matter will be considered.*

*The following is a list, not limited to, of possible infractions that could result in corrective action:*

- 1. Falsifying an employment application or timecard*
- 2. Disorderly conduct which may endanger any employee or district property*
- 3. Acts of dishonesty, fraud, or theft*
- 4. Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees*
- 5. Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned*
- 6. Conduct which reflects adversely on the employee or the district*
- 7. Performance which does not meet the requirements of the position*
- 8. Violation of the district's alcohol and drug policy*
- 9. Violation of the district's discrimination/sexual harassment policy*
- 10. Other circumstances for which the district believes corrective action is warranted*

### ***Classifications***

#### **Positions**

*Employees are classified at different levels in each department with a starting rate determined by the board. Verification of work experience and documented educational training may be considered. Bus drivers will be paid monthly with mileage calculated.*

*The Board of Education reserves the right to retain an employee on the same salary based on the unsatisfactory evaluation or placement on probation by the immediate supervisor.*

### ***Compensation***

#### **Hours of Work**

*Specific hours have been established for each department to provide the most efficient service possible. The regular workday is generally defined as an eight hour day with starting and ending time determined by the superintendent. Food Service employees will be less than an eight hour day with the exception of the head cook. Some part-time employees may work less than an eight hour day.*

#### **Overtime**

*All overtime will be approved by the superintendent of schools and all overtime will be held to a workable minimum. In the event of absentees, fellow workers will work together to complete only the basic tasks within the regular work schedule. The district expects employees to complete their job assignments within the normal daily designated time frame. In the event of an emergency situation or special event, any overtime hours may be approved by the superintendent.*

*Any time worked over forty (40) hours in a work week, (Tuesday morning to Monday night)) is considered overtime (exclusive of sick leave, personal leave, and holiday leave), which will be*

*compensated at the rate of one and one-half times the regular hourly rate. However, all overtime must be approved by the superintendent. All classified personnel are allowed a fifteen (15) minute rest period for every four hours of work. A regular work year is defined as that time period between July 1 of one year and June 30 of the following year.*

### **Time Clock and Cards**

*In order to comply with Federal Wage and Hour Regulations, the district requires hourly classified personnel to record the time they work by using the time clock/cards.*

*Each employee is responsible for punching in at the beginning of the workday and out at the end of the workday. Clocking out when leaving the building for non-district reasons is required.*

*When an error is made when using the time clock, the card must be initialed by your supervisor. The timecard is a legal record of hours an employee has worked, and the paycheck is based on that recorded time. Therefore, it is imperative that the timecard is correct and recorded in a neat and orderly fashion. All time cards must be signed by the employee prior to being turned in to the clerk. Time cards that are not signed by the employee will not be processed for payroll.*

*Sick leave or vacation leave should be documented on the timecard. Leave forms must be completed for any type of leave and approved before compensation will be paid. **It is the responsibility of the employee to complete leave forms.***

### **Pay Day**

*All time cards will be collected on every other Tuesday and only signed time cards will be processed for payroll on Friday. The only exception is bus drivers who are paid monthly on the 15<sup>th</sup> of each month. (Board Policy 2.253)*

## **District Benefits**

### **Health Insurance**

*The district will provide each employee who is considered at least 3/4 time per week the option to receive the amount of \$4800 per year (\$400 per month) to be used towards the purchase of health insurance from the board provided group health insurance plan. The benefit of \$200 per month is available for part time employees. If the employee chooses not to take health insurance, they are eligible for \$200 benefit toward the alternative insurance package. If they are covered with another group health insurance plan, they can use the \$200 toward the alternative insurance plan, unreimbursed medical, or dependent day care. Reference 5.233*

### **Leaves: Sick**

*For nine month classified staff, fifteen sick leave days will be granted per year. Sick leave days*

*will accumulate to sixty (60) days. Other than nine month employees will receive pro-rated sick leave days with accumulation of 4 years. Reference 5.310*

### **USD 459 Family and Medical Leave**

*Family and medical leave as required by law shall be granted for a period of not more than twelve weeks during a twelve month period. For purposes of this policy, a twelve-month period shall be defined as a fiscal year beginning on July 1<sup>st</sup> and ending the following June 30<sup>th</sup>. Classified personnel are eligible for family and medical leave upon completion of twelve months of service in the district.*

*Family and medical leave is available for each employee for (1) the birth of a child of the employee and to care for the child; (2) the placement of a child with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (leave reason 1 or 2 must be taken within 12 months of birth or placement).*

*The leave shall normally be unpaid, however, if an employee has any sick or personal leave, such leave must be used first and counted toward the annual family and medical leave. After all qualifying leave is used, the balance of leave would be unpaid.*

*For maternity leave, an employee may use up to six weeks of accrued sick leave. For unforeseeable complications, the superintendent may grant additional accrued sick leave after medical documentation has been submitted.*

*If the six calendar weeks fall inside holiday breaks or winter break, days will be counted as part of the six weeks but will not be deducted from accrued leave.*

*During the period of any unpaid family and medical leave, the Board shall continue to pay the employer's share of the cost of group health benefits in either of the options described below:*

- 1. The board shall continue to pay the employer's share until the end of the twelve week family and medical leave.*
- 2. When the employee cannot return to work following the family medical leave and the employee has applied for KPERs disability, the benefit will continue in the same manner until the one-hundred and eighty day waiting period has expired.*

*The board will continue to pay for the health insurance as detailed above according to whichever provision provides the longest benefit. The employee should pay his/her portion of the premium payment to the clerk of the board by the first of the month in which the premium is due. The board may terminate group health coverage if the payment is not received within thirty days of the due date.*

*When leave is foreseeable, the employee shall give written notice to the superintendent thirty days in advance. If leave is not foreseeable, notice will be given as soon as practicable.*

*Upon the employee providing notice of need of leave, the superintendent will notify the employee prior to or during the leave period of:*

- a. the reasons that leave will count as family and medical leave*
- b. the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave*
- c. employer requirement that paid leave be used first*
- d. how premium payments for health benefits will be handled*
- e. right to be restored to same or equivalent job*
- f. any requirement for medical certification*
- g. notice from medical personnel indicating the release of the employee to resume duties (such statements shall be provide at the employee's expense)*

*Family leave reasons (1) birth of a child of the employee and to care for the child; or (2) the placement of a child with the employee for adoption or foster care may not be used intermittently or on a part-time basis without the prior approval of the superintendent. When both spouses are employed by the district, they may take an aggregate of twelve weeks of leave for a birth or adoption of a child.*

*Reference 5.340*

### **Bereavement**

*Classified staff desiring bereavement leave shall make application to the supervisor, or principal and superintendent in writing stating the relationship to the deceased. Sick leave may be used for bereavement.*

### **Jury Duty**

*An employee called to jury duty or subpoenaed as a witness by a court of law or administrative body shall be paid regular wages. The witness or jury fee is to be turned in to the school or regular wages will be withheld for the day.*

### **Vacation**

*Twelve month employees will accrue vacation time of two weeks per year. If the vacation time is not used by June 30 or prior arrangements made with the superintendent, it will be forfeited.*

*Reference 5.360*

### **Holidays**

*Classified personnel will receive the benefit pay for those holidays which fall within their work period. Paid holidays include:*

*Independence Day*

*1 day*

<i>Labor Day</i>	<i>1 day</i>
<i>Veterans Day</i>	<i>1 day</i>
<i>Thanksgiving</i>	<i>2 days custodians/ 3 days rest</i>
<i>Christmas</i>	<i>2 days custodians/ rest entire break</i>
<i>New Years Day</i>	<i>2 days custodians</i>
<i>Spring Break</i>	<i>0 days custodians / rest entire break</i>
<i>Good Friday</i>	<i>1 day</i>
<i>Memorial Day</i>	<i><u>1 day</u></i>
<b><i>TOTAL</i></b>	<b><i>27 days</i></b>

*When a holiday falls on a weekend, the Friday preceding or the Monday following the holiday will be observed. Reference 5.350*

### ***Emergency Closings***

#### ***Inclement Weather***

*At certain times natural events and conditions beyond the control of school personnel will cause the closing of district schools. When such a decision must be made, both the determination and the announcement shall be made by the superintendent of schools or the person who may be acting in his stead.*

