

WEST FRANKLIN USD #287

Classified Personnel Handbook



"Home of the FALCONS"

2011 - 2012

TABLE OF CONTENTS

ABSENCES	6	KPERS	11
ACCEPTABLE USE POLICY	6, 7, 8	LEAVE - ABSENCES	20
ACCIDENTS	8	LEAVE - CIVIL	20, 21
ACCUMULATED SICK LEAVE	24, 25	LEAVE - FAMILY AND MEDICAL	21, 22
ASBESTOS ABATEMENT	8, 9	LEAVE - FUNERAL	22
BUILDING CARE AND USE	10	LEAVE – LEGAL	22
BULLYING BY STAFF	10	LEAVE – MILITARY LEAVE	23
BULLYING PREVENTION GUIDELINES	10	LEAVE – SICK AND DISCRETIONARY ..	23
BUS ACTIVITY TRIPS	11	LEAVE - VACATION	24
CHAIN OF COMMAND	11	LUNCH REIMBURSEMENT	24
COMPENSATION	11	MILEAGE	25
COMPENSATORY TIME	24, 25	MISSION STATEMENT	3
COPYRIGHT REGULATIONS	12, 13	OVERTIME	24, 25
CREDIT CARD USE	14	PAYCHECKS	25
CRISIS MANAGEMENT PLAN	14	PHILOSOPHY OF EDUCATION	3
DESCRIPTIONS AND DEFINITIONS	5	PURPOSE	4
DISTRICT VEHICLE(S)	29	REIMBURSEMENT BILLS	25
DRESS CODE	14	SCHEDULING OF ACTIVITIES	25
DRUG FREE SCHOOLS	14	SEARCH	25
ELECTRICAL DEVICES	14	SEPARATION AND DISCIPLINARY	
ELECTRONIC MAIL	14, 15	ACTIONS	26
EMPLOYEE CONDUCT	15	SEXUAL /RACIAL HARASSMENT	26
EVALUATION	15, 16	SICK LEAVE POOL	26, 27
FIXED ASSET INVENTORY	16	STAFF RIGHTS	28
FRAUD PREVENTION PROCEDURE	16, 17	SUBSTITUTES	28
FRINGE BENEFITS	11	SUSPENSION	28
GRIEVANCE POLICY	17, 18, 19	TELEPHONE	30
HAZARDOUS WASTE	19	TIME CLOCK	28
HEAD LICE	19	TRANSFERS AND PROMOTIONS	28
HEALTH CERTIFICATION	19, 20	TRAVEL AND EXPENSES	29
HEALTH INSURANCE	20	USE OF TOBACCO PRODUCTS BY	
HOLIDAYS	24, 25	ADULTS	30
INTERNET	17	WELLNESS	30
JOB DESCRIPTIONS	20	WORKERS COMPENSATION	30, 31
KEY POLICY	20		

NON-TEACHING PERSONNEL HANDBOOK

UNIFIED SCHOOL DISTRICT # 287 DISTRICT MISSION STATEMENT

We believe all students can learn. Our responsibility is to ensure students acquire knowledge, skill, and capability to function effectively as lifelong learners and responsible citizens.

PHILOSOPHY OF EDUCATION

Unified School District #287 is organized to provide the basic elementary and secondary education which will most nearly meet the needs of every child.

The school district will strive to instill in each student: a positive self-image, self-discipline, self-respect, respect for others and others' property, a sense of patriotism, and a respect for authority.

The school district will provide a curriculum that enables individuals to think creatively, critically, and constructively, and to recognize and solve problems logically.

The school district will provide the best personnel and facilities within its means to meet the needs of all students.

The school district will emphasize that each student's family has a major role in training and educating their children. The district acknowledges that it cannot replace the family but does commit itself to assist each family in the maturing and educating processes that will enable each child to function as an effective and responsible citizen.

OUR PURPOSE

The purpose of the existence of any school district is to educate children. All employees are employed to facilitate the education of the children of the school district. Each employee should perform the duties of the position with the intent of improving the conditions for learning.

Frequently, employees and the public believe the job of education is the responsibility of teachers only. All other employees are reminded that normally their position is one of support but also a position of significance. Children learn more readily when the bus driver begins the day for the child in an appropriate atmosphere; when the food service program provides a friendly atmosphere and nutritional meal; when the facility is clean and well kept; when other support personnel are eager to meet each need of each child; and when the most important objective of every employee is to enhance the learning of each child.

This manual is designed to clarify procedure. It should be used as a reference guide whenever a question of policy arises. All faculty members should conscientiously follow this established procedure. It is through combined effort of all staff members in using this policy booklet that we can establish consistency in the method in which we handle students. However, it is recognized that policy can not be established to cover every detail or situation that might arise.

This manual in no way supersedes the policy of the Board of Education Handbook for USD # 287, or the negotiated agreement of teachers or state statutes.

Each teacher and staff member has the responsibility of being familiar with these and the district policies at all times. If you have a question or are unsure of a situation, please contact the office and together we will work out the solution.

It is the responsibility of the faculty and staff to provide a sound educational environment. This can be accomplished by cooperation among the staff, students and parents.

The West Franklin Unified School District # 287, 510 E. Franklin St., Pomona, Kansas 66076 does not discriminate on the basis of race, color, national origin, sex, age or handicap in admission or access to, or treatment or employment in its programs and activities. If you have any questions regarding the above, please contact:

Mr. Dotson Bradbury, Superintendent, 510 E. Franklin St., Pomona, Ks. 66076, (785) 566-3396 (Title IX Coordinator, Section 504 Coordinator).

DESCRIPTIONS AND DEFINITIONS

Certified personnel are those employees that are required by the Kansas State Board of Education to hold certification, by that agency, to perform their assigned responsibilities. Such positions as teachers, counselors, librarians, school social worker, principals, assistant principals, superintendent, assistant superintendent, etc., are included as certified personnel.

Non-teaching personnel are those employees that are not required to hold certification by the Kansas State Board of Education to perform their assigned responsibilities. Such positions as custodians, cleaning personnel, secretaries, head cooks, cooks, clerks, bus drivers, treasurers, directors, nurse, teacher aide, certified teacher aids, etc., are included as non-teaching personnel.

Non-School Days are days when BOTH students and staff are not in school. Parent-teacher conferences, inservice days and work days are NOT non-school days and shall be considered work days for non-teaching personnel.

Holidays are defined as July 4th, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Year Day, Good Friday, and Memorial Day. When a designated holiday falls on a weekend, an alternate day will be given.

At-Will Employment - Employment is “at will” and can be terminated with or without cause upon one week written notice by either party. Employment will be final upon receipt of board action, criminal history check and any other requirements for the position.

ABSENCES

Teachers and other staff who are to be absent, due to illness or emergencies, should call the principal or supervisor at their home no later than 6:30 a.m. or as instructed by your principal. If at all possible, notify the office on the day of your absence by 3:00 p.m. if you will be absent again the next day. All substitutes must be requested through the principal/supervisor or his/her designee.

Lesson plans and seating charts must be current and available for substitute teachers. Please supply any additional information that may be needed in your absence. Prepare your students to work smoothly and effectively with a substitute teacher. Leave policy is discussed in the School Board Policy Handbook and will be adhered to.

ALL employees must complete an *Employee Leave Request* form whenever they are to be gone from their job. These forms should be filled out in advance when possible. If a form cannot be filled out in advance, one should be completed immediately upon return to work.

ACCEPTABLE USE POLICY FOR STAFF

Purpose: This document is an application for the use of technology media resources, information networks, and Internet resources in the West Franklin School District. It establishes policy and provides information about acceptable use while using school resources and is therefore called an Acceptable Use Policy (AUP).

Users must sign this AUP prior to being provided access to technology resources. A copy will be maintained by the West Franklin School District.

Terms and Conditions for the use of school and district technology media resources, information networks and the Internet.

Please read the following carefully before signing this document. The signature at the end of this document is legally binding and indicates the party who signed has read the terms and conditions carefully and understands the significance.

District staff members will access technology resources, information networks and the Internet and with this comes responsibility. This document explains responsibilities and the possible consequences of any action in violation of the rules established in this AUP.

Technology resources and information networks may provide access, unauthorized or inadvertent access to sensitive, confidential or restricted files. Anyone accessing or copying such information is in violation of this AUP. Staff members may face disciplinary action. Staff members may have their access terminated. Files on the network or residing on any technology media are subject to control and inspection by administration without user consent.

Terms and Conditions

- 1. Acceptable Use**—The use of any district-owned equipment must be in support of education and research. Use of other organization's network or technology resources must comply with the rules appropriate for that network. Transmission or reception of any materials in violation of any U.S. or state regulation is prohibited. This includes but is not limited to the following: copyrighted material, threatening or obscene material, viruses or unsolicited files, or material protected by trade secret. Use for product advertisement or political lobbying is also prohibited.

ACCEPTABLE USE POLICY FOR STAFF-Continued

2. **Privileges**—All technology resources purchased by USD #287 remain the property of the district. All technology loaned to staff are subject to be returned upon administration request or at the end of district employment. The use of technology resources, information networks, and the Internet is a privilege, not a right and inappropriate use will result in a cancellation of those privileges.
3. **Etiquette on the Network**—Users are expected to abide by the generally accepted rules of network etiquette. These include, but are not limited to the following:
 - a) **Be polite.** Do not be abusive in messages to others. Respect opinions and beliefs. The Internet is a global community representing many races, religions, and social structures.
 - b) **User Appropriate language.** Do not respond to or engage in personal verbal attacks. Do not swear, use vulgarities, or any other inappropriate language. Avoid using slang and all caps as it is often misunderstood or may be offensive to others. Correct English is the international language of the Internet.
 - c) **Do not reveal** personal (home) addresses or phone numbers as well as those of others, unless on a secure site (<https://>) However, use caution any time personal information is requested on a website in order to avoid possible identity theft.
 - d) **E-mail is not guaranteed to be private.** People who operate the system do have access to all mail unless it is encrypted first. Messages relating to, or in support of illegal activities may be reported to authorities.
 - e) **Do not use the network in such a way** that would disrupt the use of the network by others or violate the Privacy Act, a federal law. Do not attempt to access files or use applications that are outside the scope of learning objectives. This includes, but is not limited to, school administrative information, student or teacher records and the network operating system. All communications and files accessible via the network should be assumed to be private.
4. **Security**—Security on any technology system is a high priority, especially when the system involves many users. Users must notify a system administrator or the principal if they feel they have identified a security problem on the school network(s) or the Internet. Do not demonstrate the problem to other users. Do not use another individual’s account. Attempts to login to the school network(s) or the Internet as a system administrator, whether on or off district property, may result in cancellation of use privileges and disciplinary action. Any user identified as a security risk or having a history of problems with technology or network systems may be denied access to school technology resources.
5. **Vandalism**—Vandalism will result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or equipment belonging to the West Franklin School District, or another user, the Internet, or any of the organizations or other networks that are connected to the Internet backbone. This includes, but is not limited to, the uploading or creation of computer viruses. Users are not allowed to use or install software unless specifically approved by administration. Users are not allowed to subscribe to non-educational lists unless specifically approved by administration. Users are not allowed to engage in non-educational, on-line activities, that will monopolize dial-up lines, connections or the network(s).
6. **Federal Law**—The U.S. Government, as well as the state government, has developed criminal statutes to promote responsible use of information services across networks. The consequences are severe for “hackers,” whether malicious or not. Title 18, United States Code, Section 1343 (covering wire fraud) and Section 1030 (covering computer-related fraud) carry stiff penalties. Penalties range from 1 to 30 years in prison and \$250,000 to \$1,000,000 in fines. The U.S. Government has also

ACCEPTABLE USE POLICY FOR STAFF-Continued

created a “cyberspace” task force to investigate possible violations of U.S. Code and gather evidence. The use of computer networks leaves and “electronic trail.”

7. **Warranties**—West Franklin School District makes no warranties of any kind, whether expressed or implied, for the technology resources and network services it provides. The district or its employees will not be responsible for any damages suffered. This includes loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions caused by negligence or user errors or omissions. Use of any information obtained via technology resources is at the user’s own risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its information resources.
8. **Negligence**—If technology resources are damaged, lost or stolen, it is the ultimate responsibility of the employee to pay for the damage or to replace the item(s).
9. **Exception of Terms and Conditions**—All terms and conditions as stated in this document are applicable to the West Franklin School District. They shall be governed and interpreted in accordance with the laws of the state of Kansas and the United States of America.

I, the undersigned, understand and will abide by the above Terms and Conditions for the use of West Franklin School District technology resources, networks and the Internet. I further understand that any violation of the policies above is unethical and may also constitute a criminal offense. Should I commit any violation, my access privileges may be revoked and/or appropriate disciplinary as well as legal action taken.

User’s Signature: _____

ACCIDENTS

Accidents which involve injury to a person or damage to property should be reported immediately to the office. An accident report should be made out in detail and placed in a file for the employee’s protection, as well as the protection of the school against liability.

ASBESTOS ABATEMENT

In 1986, Congress passed the Asbestos hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through twelfth grade, to be inspected for asbestos-containing building materials. In the past, asbestos was used extensively in building materials because of its insulating and fire retarding capabilities. Virtually any building built before the late 1970s contain at least some asbestos in pipe insulation and structural fireproofing. We also have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

U.S.D. #287 contracted with Hall-Kimbrell Environmental Services to bring our schools into compliance with the AHERA regulations. Hall-Kimbrell is the nation’s largest and most experienced environmental engineering and analytical testing firm specializing in asbestos. The objectives of our contract with the consulting firm were to:

1. Sample, analyze and quantify asbestos-containing materials in our schools.
2. Determine any potential for exposure of building occupants to asbestos fibers.
3. Provide recommendations for corrective actions.
4. Establish priority levels for abatement activities.
5. Provide estimates for removal and replacement of asbestos-containing materials.

ASBESTOS ABATEMENT-Continued

Our schools were inspected in accordance with the regulations by the EPA-accredited Hall-Kimbrell inspector. Samples of suspect materials were taken and analyzed at the firm's EPA-Accredited laboratory. Based upon those findings, a Management Plan was written which outlines our intent in controlling and abating any asbestos-containing materials.

The Management Plan has been submitted to the Governor's office, as required by the law. A copy of the Management Plan is on file for your review in the district administrative office at 510 East Franklin and individual building Management Plans can be found in each school's administrative office. The Management Plan includes an Operation and Maintenance Program developed for our schools. This program is the primary foundation by which we will control exposure to any asbestos-containing materials through a systematic schedule of monitoring, employee training, record keeping, and periodic re-inspections. Our maintenance and custodial personnel have received special training to qualify them to conduct their routine activities around asbestos, to handle accidental releases of asbestos fibers if the materials become damaged and to monitor the condition of the materials.

Hall-Kimbrell made recommendations for a phased schedule of removing asbestos-containing materials. Over the years, this removal is expected to cost approximately \$285,151. The schedule was determined by the exposure potentials, taking into consideration such factors as location, accessibility, condition, friability (easily crumbled) and the asbestos content of the materials. Concentration of asbestos fibers in building are generally lower (10,000 times) than those levels reported in asbestos industry workplaces which have been linked to disease among workers. Evidence suggests that the mere presence of asbestos in a building does not necessarily pose a hazard. Research indicates that unless asbestos is disturbed, allowing fibers to become entrained into the air, the potential health consequences appear to be negligible. However, our concern is to control the potential for asbestos to be disturbed in our schools, releasing fibers into the air. Therefore, if the material is in a state that requires its removal or containment that will be done. If the material is in controllable form, it will be systematically controlled until the phased plan calls for its abatement.

The Appanoose school buildings as of July 1990 were deemed to be free of all known friable and non-friable asbestos-containing materials.

The West Franklin Middle School at the conclusion of August 1988-89 abatement project were reported to be free of exposed friable asbestos and is currently under the Operations and Maintenance Program as outlined in the District's Management Plan.

The West Franklin High School Buildings were deemed free of exposed friable asbestos at the conclusion of the August 1988-89 abatement project. The buildings are currently under the Operations and Maintenance Program as outlined in the Districts Management Plan.

The West Franklin High School, north building, was constructed at the period in time where the ACM hazard was known and thus built to asbestos free specifications. The inspection report by Hall-Kimbrell Environmental Services during our initial asbestos inspection verified this fact to be true and was incorporated as such in the Management Plan.

The Williamsburg School building was found free of friable asbestos and is currently under the Operations and Maintenance Program as outlined in the Districts Management Plan.

Supplemental Asbestos Inspections and Management Plans were requested from and results provided by Southeast Kansas Education Service (Kansas Accreditation: #KUVII6388000-24R). The Inspection covered wallboard and joint compound used in building construction throughout the district. Samples were taken in compliance with 40 CFR Part 763 Subpart E. Results were negative or less than 1% and thus none of the materials tested are considered asbestos. These test results are on file.

Please remember, copies of the Management Plan as submitted to the State of Kansas is on file for your review at either the district administrative office or school's administrative office.

BUILDING CARE AND USE

All teachers are to make sure that all lights are off when their classroom is not in use. Teachers and other staff members using the building at night are to make sure all lights are off, doors locked and the security system activated when leaving the building.

Neatness and tidiness are a part of the educational process. Teachers and other staff can help in this respect by setting a good example for students.

Cleanliness, neatness and tidiness are a part of the expected process and behavior of the class, teachers have the right and authority to ask students to assist in the cleanliness of the building.

Help the custodian by having students pick up their trash in the rooms, halls, and around the school. The extra effort is greatly appreciated.

BULLYING BY STAFF

The board of education prohibits bullying in any form, including electronic means, on or while using school property, in a school vehicle or at a school-sponsored activity or event. The administration shall propose, and the board shall review and approve a plan to address bullying on school property, in a school vehicle or at a school-sponsored activity or event.

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

BULLYING PREVENTION GUIDELINES

Strategies for Prevention

- Assess the school environment.
- Provide a bullying prevention and intervention training to all faculty and staff.
- Closely supervise all areas of the school.
- Update discipline plan and procedures, adopt all legally required policies.
- Utilize multiple means for publicizing clear behavioral standards and/rules.
- Consistently and fairly enforce standards and/rules.
- Encourage parent and community involvement in bullying prevention.
- Use classroom management techniques for response to classroom behavior and when needed, use appropriate discipline.

Steps for Interviewing in Student Bullying Situations

- Intervene immediately to stop the bullying.
- Talk to the bully and the victim separately. If more than one student is involved in bullying behavior, talk to each separately, in quick succession. (Expect bullies to minimize (or) deny their actions.)
- Remind the bully about school and classroom rules, reiterate what behavior is expected and discuss sanctions that will be imposed for future bullying behavior.
- Reassure the victim that everything will be done to prevent a recurrence.
- Make other students aware of the consequences of the bullying behavior. Reiterate the school's policy of zero tolerance toward bullying.
- Phone the parents of both the bully and the victim as soon as possible. If possible, involve the parents in designing a plan of action.
- Continue to monitor the behavior of the bully and the safety of the victim.

BUS ACTIVITY TRIPS

Bus activity trips will be compensated as follows:

Drivers will be paid at a rate of \$10 per hour for the first two hours of a trip. (A minimum of two hours is guaranteed per activity trip.) Any time over the first two hours will be paid at a rate of \$7.00 per hour.

If an activity trip is an overnight trip, a flat rate of \$50 per day will be paid. Driving time will be paid at \$7.00 an hour. Room and meals will also be paid. A driver must have prior approval of the transportation director to work more than 40 hours per week.

Activity trips may be paid on a monthly basis, or they may be paid twice a year (November and June) as described in the negotiated agreement. If paid monthly, trip sheets must be turned in at the same time as time sheets. The choice of payment will be made by individual bus drivers.

CHAIN OF COMMAND – RESOLVING PROBLEMS

Employees are to follow the proper “chain of command” by first contacting your immediate supervisor for resolution of problems. Exceptions may be made if the supervisor is the source of the complaint, for example, in a situation involving sexual or racial harassment. See GAAC and JGEC for details. If neither of these policies apply, employees shall first discuss all concerns with their immediate supervisor before taking additional action.

In the absence of the Principal, contact should be made with the appropriate District Administrator for serious situations that cannot wait to be resolved the following day.

COMPENSATION, FRINGE BENEFITS, AND KPERS

West Franklin USD 287 participates in the Cafeteria 125 fringe benefit program. By Internal Revenue Service guidelines, each employee can select from a list of qualified, available insurance coverages. Selected policies reduce the compensation of the employee enabling the premiums to be paid before federal or state tax, social security, or KPERS are figured. However, employees may choose to select no program, allowing all compensation to be paid to the employee less applicable taxes and deductions.

The Kansas Public Employees Retirement System (KPERS) is mandatory by state law for employees who meet the membership requirements. The requirements are:

1. The office, job, or position is covered by the old age survivors and disability insurance section of the Federal Social Security Act;
2. The office, job or position is not seasonal;
3. The office, job or position is not temporary; and,
4. The office, job or position requires at least 630 hours of work per year for which compensation is paid.

Currently the deduction for KPERS is 4% of the gross pay for employees hired before July 1, 2009 and 6% of the gross pay for employees hired after July 1, 2009. KPERS is deducted from tax sheltered annuities also.

Compensation for all non-teaching employees will be determined annually by the school board. The school board will make every effort to recognize the complexities of each position to compensate each employee accordingly in relationship to other employees in the district.

COPYRIGHT REGULATIONS AND “FAIR USE” RULES FOR EDUCATORS

In accordance with school board policy ECH, the following regulations will be observed to comply with the copyright laws of the United States.

Under the “fair use” doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of fair use, these four standards must be met for any of the purposes:

The Purpose and Character of the Use

The use must be for such purposes as teaching or scholarship and must be nonprofit. Fair use would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.

The Nature of the Copyrighted Work

Copying portions of a news article may fall under fair use but not copying from a workbook designed for a course of study.

The Amount and Substantiality of the Portion Used

Copying the whole of a work cannot be considered fair use; copying a small portion may be. At the same time, however, extracting a short sequence from a 16mm film may be far different from a short excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside fair use. Under normal circumstances, extracting small amounts out of an entire work would be fair use, but a quantitative test alone does not suffice.

The Effect of the Use Upon the Potential Market for or Value of the Copyrighted Work

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies can result in greater penalties.

Prohibited Practice

No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice

A teacher may make—for use in scholarly research, in teaching or in preparation for teaching a class—a single copy of the following: a chapter from a book; an article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work; a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on not more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

COPYRIGHT REGULATIONS AND “FAIR USE” RULES FOR EDUCATORS-Continued

A library may, for interlibrary-loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Guidelines for Off-Air Recording of Broadcast Programming for Education Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately.

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examination periods or other scheduled interruptions—within 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether or not to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other nonevaluation purpose without authorization.

Off air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Computer Software

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be rightful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying.

Illegal copies of copyrighted programs shall not be made or used on school equipment.

CREDIT CARD USE

Staff use of a district credit card shall be confined to necessary school business. The board shall annually prescribe limits and restrictions on the use of credit cards and shall monitor monthly receipts and reimbursement expenses. Credit card use shall be reported monthly to the board.

Staff seeking information about credit card use should visit with their administrator or the clerk. A district credit card may be checked out to staff member if there is a legitimate need, and the employee is unable to use his or her own credit card before seeking reimbursement. Deliberate misuse of district credit cards is grounds for termination and reporting of criminal activity.

(See appendix D2)

CRISIS MANAGEMENT PLAN

Each school has a crisis management plan to direct the staff on procedures to follow in the event of a crisis. In the event of a crisis, a predetermined and trained team of personnel will be in charge of the situation. Please recognize and respect the massive responsibility of the team during a crisis.

Because of advance planning and training, the school has confidence in the team's ability to maintain a safe and orderly environment during a crisis. However during a crisis we recognize that parents are very anxious to know of their child's well being. Parents, also may want to remove their child from the school to protect that well being. Should a crisis occur, all children must be accounted for at all times. Therefore, if the parent wishes to remove the child from the crisis, the child must be checked out from the school office.

Following a crisis, some or all students may need counseling to help deal with grief. The crisis team will determine such needs. However parents need to realize grief needs to be dealt with at home also and therefore some of the responsibility for counseling will rest with the family through other agencies.

DRESS CODE

All employees are expected to set a good example. Be neat, clean and well-groomed.

DRUG FREE SCHOOLS

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

(See Board Policy, GAOB-R)

ELECTRICAL DEVICES

There will be a \$30 charge, per item, for any electrical device you choose to have in your room/office. This would include items such as a coffee maker, mini-fridge, micro wave, space heater and etc.

ELECTRONIC MAIL

Employees shall have no expectation of privacy when using district e-mail or other official communication systems. E-mail messages shall be used only to conduct approved and official district business. All employees must use appropriate language in all messages. Employees are expected to conduct themselves in a professional manner and to use the system according to these guidelines or other guidelines published by the administration.

ELECTRONIC MAIL- Continued

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

EMPLOYEE CONDUCT (See Board Policy: GAOB)

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.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use illicit drugs, controlled substances or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions.

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

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the board clerk. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

EVALUATION OF NON-TEACHING PERSONNEL

In order to assure a high quality of service and performance throughout the non-teaching areas, a continuous program of evaluation shall be established. Every new non-teaching employee shall be evaluated a minimum of twice a year for the first year. Until the one year evaluation is received in satisfactory form, each new non-teaching staff shall remain in a probationary status.

After the first year of employment, each non-teaching employee shall be evaluated once every three years. Any non-teaching employee that is on probation shall be evaluated at least twice annually.

The evaluation of all non-teaching staff shall be written using the approved instrument for the position being evaluated. The supervisory administrator shall discuss the evaluation with the non-teaching employee, provide the employee with a copy of the written evaluation, obtain a EV signature from the non-teaching employee that signifies the employee has received a copy of the written evaluation,

EVALUATION OF NON-TEACHING PERSONNEL - Continued

and submit the written evaluation to the office of the Superintendent to be filed in the employee's personnel file. The written evaluation shall be specific in terms of strengths and weaknesses, and areas needing improvement shall be clearly denoted with recommendations for improvement. Assistance shall be offered to the employee to overcome any area marked as needing improvement. (See Appendix NT-A: Policy GCI - Evaluation of Non-certified Personnel)

FIXED ASSET INVENTORY

Whenever an item is received that is valued at \$100.00 or more, the item must have a bar-code affixed to it for fixed asset inventory records. The bar-code should be affixed to the item by the staff member receiving the item.

Additionally, if a fixed asset item is to be transferred or discarded, the principal must be notified prior to discarding or transferring the item. There is a specific form to be completed when discarding or transferring items.

In order to make this process as simple as possible, each room throughout the district has its own Fixed Asset Packet. Each packet contains the following items:

- 1) New fixed asset information form.
- 2) Bar codes to be placed on new items.
- 3) Fixed asset disposal forms.
- 4) Map of school building.

Please keep the Fixed Asset Inventory in your room up-to-date so that you aren't playing catch-up at the end of the school year. The packets must be turned in to your building principal as part of the checkout process at the end of each school year.

FRAUD PREVENTION PROCEDURE

All employees shall act with integrity and due diligence in matters involving district resources. Annually, by direction of the superintendent, the general contents and directions contained in the procedure shall be conveyed to all staff members.

Definition

As used in this procedure, "fraud" refers to intentionally misrepresenting, concealing, or misusing information in an attempt to commit fiscal wrongdoing. Fraudulent actions include, but are not limited to:

- Behaving in a dishonest or false manner in relations to district assets, including theft of funds, securities, supplies, or other district properties.
- Forging or altering financial documents or accounts illegally or without proper authorization.
- Improper handling or reporting of financial transactions.
- Personally profiting as a result of insider knowledge.
- Disregarding confidentially safeguards concerning financial information

FRAUD PREVENTION PROCEDURE - Continued

- Violating board conflict of interest policies.

Mishandling district financial records or assets (destroying, removing or misusing).

Staff Responsibilities

Employees who believe financial fraud, impropriety or irregularity has occurred shall promptly report those suspicions to their immediate supervisor and/or the superintendent who shall have the primary responsibility for initiating necessary investigations. Investigations shall be conducted with coordination with internal or external departments and agencies as appropriate.

Internal Controls/Investigations

The superintendent shall develop internal controls to aide in preventing and detecting fraud or financial impropriety or irregularity within the district. Reports of suspected fraudulent activities shall be investigated in a manner that protects the confidentiality of the parties and avoid unfounded accusations. Employees involved in the investigation shall be advised to keep information about the investigation confidential.

If an investigation substantiates occurrences of a fraudulent activity, the superintendent shall issue a report to appropriate personnel and to the Board of Education. Final disposition of the matter and any decision to file a criminal complaint or refer the matter shall rest with the Board. Results of the investigation shall not be disclosed to or discussed with anyone other than those individuals with a legitimate need to know.

FREE ACCESS TO DISTRICT INTERNET FOR EMPLOYEES WITH 566 EXCHANGE

Currently employees of 287 with a 566 exchange can have free access to the district internet. In the event an overload of users becomes a problem for normal operation of the system, it may become necessary to reduce the number of users. If an overload occurs certified teachers serving in a certified capacity under continuing contract law, and office staff will have access to the district internet service without charge. The purpose of this access is to plan lessons and research topics relevant to the staff member's job description.

GRIEVANCE POLICY GAE for Unified School District 287

A. Purpose

The purpose of this procedure is to provide for the orderly and expeditious adjustment of grievances of individual employees of Unified School District No. 287, Franklin County, Kansas, at the lowest level.

B. Definitions

- Grievance shall mean any alleged violation of the terms and conditions of an employee's contract of employment.
- "Grievant" means an employee of the Unified School District No. 287, Franklin County, Kansas, having a grievance.

C. Procedure

In General. The adjustment of grievances shall be accomplished as rapidly as is possible. To that end, the number of days within which each step is prescribed to be accomplished shall be considered as maximum and every effort shall be made to expedite the process. Under unusual circumstances, the time limit prescribed in this statement may be extended or reduced by

GRIEVANCE POLICY GAE for Unified School District 287 - Continued

mutual consent of the grievant and the person or persons by whom his grievance is being considered.

Level 1: A grievant shall first take up his grievance with his immediate administrative superior in informal conference(s) within fifteen (15) school days after the occurrence of the event upon which a grievance is based or after the grievant becomes aware of such event. If the employee is dissatisfied with the outcome of the initial conference(s), he may request a formal conference with his immediate supervisor. Every effort should be made to develop an understanding of the facts and issues in order to create a climate which will lead to a solution. The formal conference shall occur within ten school days of the last informal conference.

Level 2: In the event that the aggrieved person is not satisfied with the disposition of his grievance at Level 1, or in the event that no decision is reached within ten (10) school days after a formal presentation, he may appeal the matter in writing to the superintendent of schools. If the grievant appeals the grievance to the superintendent, the superintendent or his designated representative shall confer with the grievant in an effort to arrive at a satisfactory solution within ten (10) school days after the appeal has been received by the superintendent.

Level 3 If the grievance is not adjusted to the satisfaction of the grievant or if no decision is made thereon within twenty (20) school days after the date the grievance was filed with the superintendent or his/her designated representative under Level 2, then the grievant may appeal the grievance to the board for the purpose of final adjustment of the grievance by submitting a written request to the clerk of the board within ten (10) school days after the superintendent or his/her designated representative has rendered a decision or after the expiration of said twenty (20) days.

The board shall follow the rules below:

The board, upon receipt of a complaint or grievance, may assign a hearing officer to hear such complaint or grievance and make findings and recommendations to the board. Such findings and recommendations shall be made to the board within 10 days after the complaint or grievance has been assigned to the hearing officer. The board shall rule upon such complaint or grievance within thirty (30) school days after receipt of the findings and recommendations of the hearing officer.

D. Rules for Conducting a Grievance Procedure Hearing at Level 3

- (1) The hearing will be conducted in executive session.
- (2) Efforts will be made by all participants to eliminate repetitious testimony and/or materials to the board; however, each participant will be given reasonable time to present his testimony and/or materials.
- (3) The grievant will make its opening remarks and present his case.
- (4) The administration will make its opening remarks and present its findings in the case.
- (5) Witnesses will be called individually by the grievant and administration to testify before the board. The board may call additional witnesses and may authorize witnesses being called as a group.
- (6) The grievant and the administration may ask questions of the witnesses during the time they are testifying.

GRIEVANCE POLICY GAE for Unified School District 287 - Continued

- (7) Members of the board may ask questions of all participants during the hearing.
- (8) A summary statement may be made to the board by the grievant at this time.
- (9) A summary statement may be made to the board by the administration at this time.
- (10) Any new material injected into any summary statement may be rebutted.
- (11) The board will take the matter of the grievance under advisement and render its decision in written form to the grievant within 45 days of the hearing.
- (12) The decision rendered by the board shall be the final disposition of any grievance.

E. Supplemental Conditions

- (1) All individuals involved, and all others who might possibly contribute to the acceptable adjustment of a grievance, are authorized and urged to testify with full assurance that no reprisal will follow by reason of such participation.
- (2) Upon the final determination of the grievance, the documents, communications and records relating thereto, excepting a record of the grievance and the final adjustment thereof and excepting records required by law to be kept and maintained, shall be destroyed.
- (3) At each step of the procedure, the grievant shall be entitled to be accompanied by others who might contribute to the acceptable adjustment of the grievance and/or to be represented by legal counsel.
- (4) All grievance hearings shall be confidential.
- (5) All discussions and hearings shall be conducted at times other than when school is in session.
- (6) Excluded from the grievance procedure shall be matters for which law mandates another method of review.
- (7) Only the employee affected may file a grievance or an appeal from Levels one (1) and two (2).
- (8) The filing of a grievance at all levels beyond the informal conference in Level one (1) shall be in writing and shall be reasonably specific as to the nature of the complaint. The grievance should, to the extent possible, describe the alleged event or act giving rise to the grievance including the time, date and place of the event or act and the names and addresses of any witnesses thereto.

Approved: 7/13/04 by Board of Education

HAZARDOUS WASTE INSPECTION AND DISPOSAL

Disposal - When hazardous waste material is produced in a class, or otherwise located in the district, its disposal shall be in accordance with state and federal rules and regulations, or current law.

HEAD LICE

Students may not attend school if infected with head lice. Students may return to school after treatment with an appropriate shampoo, when they are nit free. This is usually accomplished in two days or not longer than three days. Any student who is absent more than three days with head lice could be counted as truant or as having an unexcused absence. The principal or their designee will make the determination when a student is nit free.

HEALTH CERTIFICATION

All employees of the school district, who come in regular contact with the pupils of the school district are required to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict

HEALTH CERTIFICATION - Continued

with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such employee of the school district is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health. (KSA 72-5213)

HEALTH INSURANCE

The board will provide a single policy of health insurance from a Board selected insurance program. An employee must be under contract a minimum of 25 hours per week to be eligible for the defined benefits.

JOB DESCRIPTIONS

Job descriptions have been developed for all non-teaching and certified staff. (*See Appendix NT - A: Job Descriptions*)

KEY POLICY

Teachers and other staff will be responsible for the use of their school keys. Teachers and staff members will sign a card that requires a fee to be paid if keys are lost. Keys are not to be given to others.

LEAVE - ABSENCES

Regular attendance is required of all employees subject to allowed leave in accordance with district policy or negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment. Administration reserves the right to request physician's excuses as deemed necessary.

All leave (sick and discretionary as defined under LEAVE –SICK AND DISCRETIONARY, and vacation as defined under LEAVE – VACATION) is posted annually on July 1. If an employee terminates a position and has been paid leave that has not been earned, then the amount overpaid for leave will be deducted from the final payroll check.

ALL employees must complete an *Employee Leave Request* form whenever they are to be gone from their job. These forms should be filled out in advance when possible. If a form cannot be filled out in advance, one should be completed immediately upon return to work.

LEAVE - CIVIL

1. **Civil Leave with Pay:**
 - a. An employee shall be given necessary time off with pay (the difference between regular pay and pay received for performing civil duties) when:
 - (1) Performing or appearing for jury duty; and,
 - (2) Appearing in court as a witness in answer to a subpoena when in an official capacity in connection with USD 287 or as an expert witness either because of professional or observed knowledge.
 - b. Employees granted civil leave shall surrender such pay, less mileage, that has been awarded for civil duties to USD 287, in order to receive his/her regular pay.

LEAVE - CIVIL - Continued

2. Civil Leave without Pay:

An employee who is involved in court either as a plaintiff, defendant, or witness in a case not resulting from his/her duties with USD 287, may be granted leave without pay unless the employee elects to utilize any available personal leave.

LEAVE - FAMILY AND MEDICAL

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For the purpose of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child within a 12-month period.

Leave is available for the following:

1. The birth of a son or daughter of the employee and to care for the newborn;
2. The placement of a son or daughter with the employee for adoption or foster care and to care for the newly placed child;
3. To allow the employee to care for a spouse, son, daughter or parent with a serious health condition;
4. A serious health condition of the employee that makes the employee unable to perform the job functions of his or her job;
5. Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter or parent is a covered military member on active duty (or has been notified of an impending call or order to achieve active duty) in support of a contingency operation; and
6. The need to care for a covered service member with a serious injury or illness if the employee is the a spouse, son, daughter, parent or next of kin of the service member. Eligible employees are, for reason (6) only, entitled to a combined total of 26 workweeks of leave during a 12 month period.

(Leave for reason 1 or 2 must be taken within 12 months of the date of birth or placement of the child.)

This leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave.

The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave if he or she has been employed by the district for at least 12 months and has worked at least 1,250 hours during the 12-month period immediately preceding the commencement of the FMLA 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 the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree prior to the commencement of the leave. The board may terminate group health coverage if the employee's portion of the payment is not received within 30 days of the due date so long as written notice of the delinquency in payment and the notice of intent to terminate coverage are sent at least 15 days prior to the termination.

LEAVE - FAMILY AND MEDICAL-Continued

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practical.

Upon the employee providing notice of need for leave, the employer will notify the employee of the following within 5 business days, absent extenuating circumstances:

1. Whether or not the employee is eligible for FMLA leave; the reasons that leave will or will not count as family and medical leave;
2. Any requirements for medical certification;
3. Employer requirement of substituting paid leave;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and,
6. Any employer required fitness-for-duty certifications.

Family leave (reasons 1 or 2) may not be used intermittently or on a part time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, or for a qualifying exigency as described in section (5) above, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester; or,
2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

LEAVE - FUNERAL

In the event of the death of a family member, the employee shall be granted funeral leave. Funeral leave shall range from one (1) day to a maximum of three (3) working days for each occurrence. A family member shall include the children, grandchildren, parents, spouse, grandparents, brothers, sisters, or the same relation to your spouse. A dependent totally under the employee's care will qualify under this provision. Funeral leave in excess of three (3) working days shall be considered as leave without pay unless the employee elects to use personal leave. If funeral leave and personal leave are exhausted, an employee may elect to use sick leave.

LEAVE – LEGAL

Legal leave shall mean time away from the job for prosecuting or defending a legal action or for testifying either in a court of law or before an administrative body. If a teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job shall be taken as provided in policy and covered by other leave district provisions. Appropriate employees should reference the negotiated agreement.

LEAVE – MILITARY LEAVE

Employees are entitled to military leave under the Uniformed Services and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

See Board Policy: GARID

LEAVE – SICK AND DISCRETIONARY

Non-teaching personnel are entitled to discretionary leave as follows: twelve month employees - twelve days per year accumulating at one day per month and ten days per year for nine & ten month employees. Unused discretionary leave is noncumulative, but may accumulate as sick leave. Unused sick leave may be accumulated to a maximum of 60 days. All leave (discretionary, sick, vacation, etc.) is counted in full day or half day increments only. Employees accumulating sick leave in excess of 60 days will be compensated as follows:

1. Full time twelve month employees whose normal work day consists of eight hours or more shall be compensated at the rate of \$35.00 per day for sick leave in excess of 60 days;
2. Twelve month employees whose normal work day consists of less than eight hours per day shall be compensated at the rate of \$30.00 per day for sick leave in excess of 60 days;
3. Employees who work less than twelve months per school year and whose normal work day consists of eight hours or more shall be compensated at the rate of \$30.00 per day for each day of sick leave in excess of 60 days; and,
4. Employees who work less than twelve months per school year and whose normal work day consists of less than eight hours shall be compensated \$25.00 per day for each day of sick leave in excess of 60 days.

Sick Leave:

Leave may be taken with full pay by the employee for the following reasons and are subject to the following conditions:

1. Personal illness or disability - The employee may use all or any portion of their leave to recover from a personal illness or disability;
2. Illness or injury in the immediate family - Immediate family includes children, grandchildren, parents, spouse, grandparents, brothers, sisters, or same relation to your spouse, or any person that has lived in your home. The employee may use all or any portion of their leave under this provision.
3. An employee, certified or non-teaching, may transfer any or all unused sick leave (not subject to the sick leave bank) to another certified or non-teaching employee when an emergency arises and the effected employee has exhausted his/her accumulated sick leave. This would only be allowed at the request of the employee who has the sick leave to give, and also the approval of the Board.

Discretionary Leave:

Discretionary leave may be used for sick leave or for the conduct of personal business which cannot be reasonably conducted during hours when school is not in session. Employees shall properly file a form of notification in advance of a temporary leave for personal business. The employee shall neither take temporary leave for personal business on days immediately before or after board adopted non-working days nor during the first

Discretionary Leave - Continued

and last weeks of the school year except in cases of emergency when authorized by the principal. **Those to whom such leave is granted will be required to forfeit two (2) discretionary days for each day granted.**

No sick leave days may be used for hazardous driving days or heat days. Vacation days or compensatory hours (when applicable) may be used for these days.

LEAVE - VACATION

Non-teaching personnel working a twelve month contract will be granted 2) weeks of paid vacation after the first year of service, for the first five years of service. After five years, the twelve-month employee will be granted three weeks of paid vacation. After ten years of service, the twelve-month employee will be granted four weeks of paid vacation. Employees hired between September 1 and January 1 will receive one week of vacation the following summer, providing the employee would ordinarily be entitled to a vacation.

Vacations must be taken by January 1 of each year for the prior school year or the days will be forfeited. It is expected that all vacations will be utilized. Vacations will ordinarily be taken in the summer months *unless prearranged with the principal and superintendent*. In the extreme case of emergencies where responsibilities of the job do not permit being absent for vacation, the school board will compensate the employee each day of lost vacation at the rate of \$35 per day. This needs to be pre-approved by the principal and the superintendent.

All leave (sick and discretionary as defined under LEAVE – SICK AND DISCRETIONARY, and vacation as defined under LEAVE – VACATION) is posted annually on July 1. If an employee terminates a position and has been paid leave that has not been earned, then the amount overpaid for leave will be deducted from the final payroll check.

LUNCH REIMBURSEMENT

Secretaries, the daytime custodians who clean the lunchroom and cooks receive either a free lunch or the cash value of that lunch. A designated log from the district office is to be kept by each staff member qualifying under this provision. Logs are to be turned in by November 1st and June 1st.

Logs are to be turned in to the District Office on a monthly basis. Payment for lunch reimbursement will be twice yearly (November and June) as described in the Negotiated Agreement.

OVERTIME, COMPENSATORY TIME, HOLIDAYS, AND ACCUMULATED SICK LEAVE

Non-supervisory non-teaching personnel will record time worked using a computerized time clock program. (See Time Clock) As a general rule no non-supervisory, non-teaching employee is expected to work more than 40 hours per week. When non-supervisory employees work in excess of 40 hours per week, it is only to be done with advance approval of the immediate supervisor and compensatory time is to be used when possible. If situations arise where advance approval is not possible, the immediate supervisor should be informed of overtime hours as soon as possible. All overtime hours need to be recorded on an overtime log, at the time the overtime is worked, or as soon as reasonably possible thereafter. This log will be turned in monthly by the principals when time cards are due.

In lieu of paying actual overtime wages, the district will allow compensatory time off. The maximum compensatory time that may be accrued by a non-supervisory employee, with advance approval of the

OVERTIME, COMPENSATORY TIME, HOLIDAYS, AND ACCUMULATED SICK LEAVE-Continued
immediate supervisor, shall be 240 hours per year as defined by the FLSA. An employee shall be permitted to use accrued compensatory time within a reasonable period after it is requested, if to do so would not unduly disrupt the operations of the district. Nine or ten month employees may use compensatory time for NON-SCHOOL DAYS only (see page 3 for definition of non-school days). Twelve month employees may use compensatory time with prior supervisor approval.

When 12 month supervisory or non-supervisory employees are required to work on a Board specified holiday, (Holidays are defined as July 4, Labor Day, Thanksgiving Day and the day after, Christmas Eve, Christmas Day, New Years Day, Good Friday, and Memorial Day) non-supervisory employees will receive over time pay for those hours worked, or at the superintendent's discretion, receive a different day off. Supervisory employees will receive a different day off, at the superintendent's discretion.

The non-teaching staff will receive compensation per day for accumulated sick leave upon retirement as stated under Non-teaching Personnel. To be eligible for such pay, the employee must leave employment of the school district and either draw retirement benefits from KPERS and/or Social Security, or permanently withdraw from the work force through other retirement benefits. Intent to Employment notices will be issued for non-teaching employees to communicate the intent of the employee and employer. However such "Intent to Employ" may be terminated by either party, with or without cause, with one week notice.

Evaluation of the non-teaching staff will be completed in accordance with the school board's policy.

(See Evaluation of Non-certified Personnel, Page 14 and Appendix NT - A: Evaluation of Non-certified Personnel)

PAYCHECKS, REIMBURSEMENT BILLS AND MILEAGE

Pay checks will be issued on the 20th of every month, unless the 20th falls on a weekend or holiday and then they will be issued to the closest date preceding the 20th.

A mileage reimbursement e-requisition AND the supporting documentation is due to the District Office by the 25th of each month. (If you have any questions, see your building secretary). **Mileage is paid at monthly Board of Education meetings and will be mailed or available for pickup the day after board meetings.**

SCHEDULING OF ACTIVITIES AND PROGRAMS

In May all programs and activities will be placed on the school calendar for the following year. Any additional programs and activities must be placed on the school calendar no less than two weeks in advance of the date of the event.

SEARCH - USE OF TRAINED DOGS TO SEARCH

At the request of the administration, law enforcement officers or licensed private agencies may use trained dogs on school premises to identify student property which may contain illegal or illicit materials and to determine whether materials are present which may threaten the general health, welfare and safety of students and/or district employees.

SEPARATION AND DISCIPLINARY ACTIONS

Resignations must be tendered in writing and accepted by the school board. A resignation may be withdrawn by the employee at any time prior to the effective date, or prior to school board acceptance if a replacement has not been hired.

Any action(s) by an employee which reflects discredit upon the school district or is a hindrance to the effective performance of the schools shall be considered cause for disciplinary action. Such action may be in the form of an oral or written warning, reprimand, suspension, or dismissal. The Superintendent is authorized to suspend an employee with pay. The Board of Education may suspend an employee without pay. Dismissals will be the responsibility of the school board.

SEXUAL /RACIAL HARASSMENT

Sexual /Racial harassment will not be tolerated in the school district. Sexual/racial harassment of employees or students of the district by board members, administrators, certified and support personnel, students, volunteers, vendors, and any others having business or other contact with the school district is strictly prohibited. *(See Appendix NT - B: Board Policies - Sexual/Racial Harassment GAAC/GAACA)*

Any student who believes that he or she has been subjected to sexual/racial harassment should discuss the alleged harassment with the principal, guidance counselor, or another certified staff member. If the matter is not resolved to the satisfaction of the student in this meeting, the student may initiate a complaint under the district's discrimination complaint procedure.

The filing of a complaint or otherwise reporting sexual/racial harassment will not reflect upon the individual's status nor will it affect grades, future employment or assignments. Confidentiality will be maintained throughout the complaint procedure.

(See Appendix NT - B: Board Policies - Sexual Harassment JGEC)

SICK LEAVE POOL

1. The purpose of the sick leave pool is to provide a continuing income for all employees who are faced with illness or injury to themselves, and have used all their leave days. A written request for any use of the sick pool will need to be completed and filed with the committee chair. Any cancelled school days occurring while on sick leave will not be counted against the employee.
2. A committee will be formed consisting of the Superintendent, the President of the West Franklin Teachers Association, and the Clerk of the Board. The Clerk of the Board shall chair the committee for the sick leave pool.
3. An application form completed by the requesting employee (or by his/her local designee) shall be sent to the Chair and shall serve as notification for the committee to be notified by email, phone, or memo and/or to meet. The application will be considered an emergency request and the committee will make a decision as soon as possible.
4. Formulation and administration of the Pool:
 - a) Each employee who wishes to participate in the sick leave pool shall contribute two (2) of his/her sick leave days to the pool during their first year of elected membership. Days contributed to the pool become a permanent part of the pool and will not be refunded. From May 1 to July 1 prior to the beginning of each school year, each employee will be

SICK LEAVE POOL - Continued

- b) given the opportunity to complete a form for that purpose. After employees become a member of the pool, one day must be contributed annually to continue membership.
- c) Only those employees contributing to the pool will be eligible to draw from the pool. Employees may only draw from the pool in the year they contribute.
- d) Before using this sick leave pool, each employee shall have depleted his/her accumulated leave days.
- e) Twenty (20) days is the maximum that may be requested on any one written application.
- f) The sick leave pool may not be used to cover participants who are receiving pay from Workman's Compensation.
- g) Any employee that wishes to use the sick leave pool for themselves or an immediate family member, as defined in the Negotiated Agreement, must be under doctor's care and present a formal written application to draw from the pool. The Chair may require a written statement from the employee's physician certifying that he/she is incapable of performing his/her duties as a result of the prolonged illness/injury to themselves.

The following general criteria shall be considered by the Committee in administering the sick leave pool and in determining the amount of leave:

Medical evidence of serious illness
Prior utilization of sick leave

- h) Sick leave benefits will not be acceptable for pregnancy, unless complications exist after delivery and a major illness ensues.
- i) The sick leave pool must have accumulated leave days equaling 1.5 x the # of participants, before those employees meeting all stipulated requirements may draw from the pool. If the accumulated pool days ever drop below 1.5 x the # of participants, voluntary contributions of present members of one (1) day each may be added.
- j) If, at the end of the current school year, the balance of accumulated pool days is above the 1.5 x the # of participants, current members will not be required to donate one (1) day at the beginning of the next school year to continue membership. New members will still be required to donate two (2) days to initiate membership.
- k) This pool will become effective August 2010. All employees will annually declare their membership.
- l) **The decision by the committee must be a simple majority and is final. This decision shall not be basis for a grievance.**

STAFF RIGHTS

A teacher shall have the right to refuse to submit to any evaluation or survey conducted by the district concerning personal values, attitudes and benefits; sexual orientation; political affiliations or opinions; critical appraisals of other individuals with whom the teacher has a family relationship; or religious affiliations or beliefs.

No employee shall use or attempt to use his/her official authority or influence to intimidate, threaten, coerce or command another employee for the purpose of interfering with that employee's right to disclose improper governmental activity.

An employee who has disclosed improper governmental activity and believes that he/she has subsequently been subjected to acts or attempted acts of reprisal shall file a written complaint in accordance with the district's complaint procedures. (see KN)

SUBSTITUTES

When an employee is absent from work for any cause, the school district will make every effort to employ a suitable, qualified substitute to complete requirements of the position during the employee's absence.

Compensation for substitutes in non-teaching positions will be paid \$7.73 per hour and bus drivers will be paid \$10.74 per hour for regular route driving or activity trip rates when driving for a school sponsored event. Compensation for substitutes for certified positions will be determined by the Board as needed.

If a substitute remains in the same position for six or more consecutive days, on the sixth day and all subsequent consecutive days, the substitute will be paid at the base pay for that position.

Early release days are counted as half days for subs and will be paid accordingly

SUSPENSION

The superintendent shall have the authority to suspend classified employees with or without pay. If a suspension without pay is imposed on a classified employee, the employee is entitled to pay until the employee has been advised of the basis for suspension and has been given an opportunity to respond.

TIME CLOCK

All non-teaching employees (except for substitutes and bus drivers) will use the Time Clock program for recording time worked. Training for the Time Clock will be given when the employee fills out the necessary paperwork for employment. To account for hours when an employee is absent, an *Employee Leave Request* form must be completed.

TRANSFERS AND PROMOTIONS

Certified and non-teaching employees will be considered for transfer or promotion upon the request of the employee. Transfers and promotions will be determined by the school board and will be approved when the school board determines the transfer or promotion is in the best interest of the school district. Additionally, the school board reserves the right to transfer any employee at the sole discretion of the school board.

TRAVEL AND EXPENSES

Certified and non-teaching employees are encouraged to seek appropriate in-service programs that will enhance the skills of the employee in such a manner that benefits the school district. All such programs are to be approved by the supervisor and the superintendent. Travel requiring overnight stay and/or out of state (excepting the Kansas City, Missouri, metropolitan area) must be approved in advance by the school board. These requests are to be turned into the district office one week prior to the board meeting. Due to notification, occasionally time does not permit advance approval of the board. On those occasions, the superintendent is authorized to approve appropriate requests

Expenses for job-related travel that are appropriately approved in advance will be paid by the school district.

Employees should use school owned vehicles for all travel if at all possible, when a vehicle is available, and in the best interest of the school district. School district gasoline credit cards should be used to purchase fuel needed while traveling. Credit cards may be checked out of the central office.

The non-teaching, certified, and administrative staff are expected to continually improve their knowledge and skills to fulfill the responsibilities of the position. Professional leave is granted through the negotiated agreement and the personnel manual. When professional travel is in state and not overnight, the school district will pay all expenses incurred upon the prior approval of the superintendent.

When professional travel is expected by the employee's supervisor as a requirement to fulfill the position or when the cost of training will be utilized to train others or to save the district equal or more money, all expenses will be paid upon approval of the school board if the travel required out of state or overnight stay.

All other professional leave not expected by the employee's supervisor requiring overnight or out of state travel, the district will pay all transportation, registration, and one-half of lodging upon approval of the school board.

USE OF DISTRICT VEHICLE(S)

Plan ahead and notify the District Office at least one week ahead of the time you wish to use any district vehicle. The appropriate office employee will record your request on the calendar and assign a vehicle (if available) to you. The vehicle and keys will be picked up at the District Office just prior to trips, unless other arrangements have been made in advance. A vehicle log sheet will be signed when the keys are picked up, and a vehicle inspection form will also be given to the driver.

Please follow these simple rules in regards to district vehicles:

1. Return vehicles on the date, time and location as agreed.
2. Park vehicle in same place as it was picked up.
3. Park personal vehicles on the north side of the District Office.
4. Do not change any settings of vehicles various devices to avoid a dead battery.
5. Be sure to remove all trash and personal belongings from the vehicle.
6. Lock the vehicle. (Note: some of the newer vehicles will self lock, even when idling. Be sure to take keys with you.)
7. Record fuel purchases in the log book. Be sure to write the vehicle number on the receipt for fuel and turn it in to the district office.
8. Fill out Form 287/T3 which is the blue sheet on a clip board in the vehicle. This form is used during audits.
9. Turn in inspection form and keys to the district office.

USE OF DISTRICT VEHICLE(S) - Continued

IMPORTANT: The two-way radio in the vehicle is to be left on at all times. Two-way communication between the district office and district vehicle is very important.

USE OF TELEPHONE

Students are asked not to use the telephone, unless it is an emergency. If necessary, teachers and other staff must send a note with the student allowing them to use the phone. Teachers and other staff will not be called out of their classrooms for calls on the phone, except in emergencies.

Phone notes will be taken and delivered at the earliest possible convenience. Teachers and other staff using the telephone should use the one in the teacher's workroom whenever possible. Teachers and other staff members should use calling cards when making personal long distance calls.

USE OF TOBACCO PRODUCTS BY ADULTS ON/IN USD 287 PROPERTY

No student, staff member, or school visitor is permitted to smoke, inhale, dip or chew tobacco at any time during the school day or school sponsored activity, in any building, facility, or vehicle owned by USD 287.

Adults, who are not students of any K-12 public school, who wish to smoke or use any kind of tobacco products, must do so in the parking lots, beyond the bus lanes of any school building or facility of USD 287. Adults who wish to smoke at any USD 287 baseball/softball complex, where a school team is playing or practicing, must do so in the parking lot of that facility. No longer will smoking be permitted adjacent to entrances of school buildings.

Individuals violating this policy will be reminded of the policy and asked to comply. Persons who will not comply will be asked to leave school grounds or face trespassing charges and reported to the school resource officer or the Franklin Sheriff's Department.

WELLNESS

Employees may use the weight room before and after school as a part of their wellness program. Staff must sign a release form prior to using the facility.

WORKERS COMPENSATION

Injuries Occurring When an Employee is "Under the Influence" – The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

Recreational and Social Activities- Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling to and From Work – An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer

WORKERS COMPENSATION - Continued

provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay – An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.