



USD 473  
Chapman

# CLASSIFIED EMPLOYEE HANDBOOK

2021-2022



**CLASSIFIED PERSONNEL HANDBOOK  
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## INTRODUCTION

This employee handbook contains information you will need regarding services and benefits you may expect. Please know you should use it as reference as you pursue your career with USD 473. It provides good management details and fair treatment of all employees.

We wish you a productive and successful school year.

Sincerely,

Kevin Suther  
Superintendent of Schools

## EQUAL OPPORTUNITY EMPLOYER

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. See "Discrimination Complaints". The board shall hire employees on the basis of ability and the district's needs.

## MISSION STATEMENT

Irish educators and students will collaborate together to provide a well-rounded educational experience by challenging students to maximize their potential for success in life.

## DEFINITIONS

An employee who works 40 hours a week shall be considered a full-time employee. An employee who works less than 40 hours shall be considered a part-time employee.

## BENEFITS AND COMPENSATION

**INSURANCE** - Any employee hired after September 1, 1992 must be a member of the district's health and accident insurance group in order to receive the fringe benefit. The fringe benefit amount will be paid as a cash fringe benefit to offset the employee's insurance premium deduction. (Bus Drivers & Aides are not eligible.) The board shall provide certain employment benefits for classified employees:

**Health Insurance** - Beginning July 1, 2006, employees who are members of the District's health and accident insurance group will receive fringe. For the 2021-22 school year the amount is \$463.00 per month fringe. Any employee hired prior to September 1, 1992, and not a member of the insurance group will receive the cash in lieu fringe benefit at \$330 per month. Fringe benefits will be figured according to the employee's FTE (full time equivalency).

**Life Insurance** - The board may provide group term life insurance coverage with individual limits for regular employees who normally work 20 hours or more per week. This is available under your Section 125 Plan. KPERS membership provides life insurance in the amount of one and one half times the employee's annual salary during active employment. An employee may purchase additional optional group term life insurance provided through KPERS or increase their coverage any time during employment. An application may be requested from the District KPERS Agent at the Education Center.

Any employee (bus drivers not eligible) who works 20 hours or more per week receives \$20,000 worth of life insurance, at no cost to them, that is pro-rated once they turn 65.

The board may provide a group term life insurance policy of \$25K for all classified employees who normally work 20 or more hours per week. This is available under your Section 125 Plan.

**LEAVES AND ABSENCES** - Leave for classified employees is charged in 1/4 day increments in proportion to the number of hours absent and the employee's contract hours per day. Questions may be directed to the Payroll Clerk.

**Procedure for Requesting Leave** - The leave form is to be completed on the first day of return to duty by an employee who has been absent. An employee on paid leave during the year may be compensated at his/her regular rate of pay while absent from work. The form "Employee Certification of Leave Taken" is available from your supervisor. (See Appendix A)

### **Leaves may be granted to classified employees in the following categories:**

**Bereavement Leave** - Classified employees are permitted one full-day or two half-days absence each school year to attend funerals of friends or relatives other than members of their immediate family. Bereavement leave time is not cumulative. No deduction in pay shall be made for such absences so long as the limits are not ex-

ceeded.

Other absences to attend funerals must be approved by the superintendent through the supervisor; however, absence for the day will be without pay.

**Sick Leave** - The Board shall allow one (1) day of sick leave after three (3) days service is performed and one additional day of sick leave for each full month of service completed, but accumulated unused sick leave shall not exceed seven (7) times one year's maximum sick leave accumulation. Absences due to illness or injuries of the employee which necessitate absence from duty are chargeable to sick leave. Absences in excess of five (5) consecutive days must be substantiated by a doctor's report in order for the employee to use sick leave credit.

Employees who have worked at least three (3) days of the annual contract period and do not have sufficient unused accumulated sick leave may borrow against the current year's sick leave, but in no case shall the total borrowed during any school year exceed the amount of days of sick leave that would accrue to the employee's credit during that year.

The Board shall establish a sick leave bank of 300 days on July 1 of each year. Use of the sick leave bank shall be limited to personal illness of the employees who have accumulated seven (7) times one year's maximum sick leave accumulation while employed by the district. Accumulated sick leave for purposes of determining eligibility for use of the sick leave bank is defined as the amount of unused sick leave at the end of a contract period plus the number of days the employee is eligible to borrow as outlined in this rule.

On the date of return to duty following a period of absence the employee shall certify as to the reason for the absence on a form to be provided by the Board. This form shall be attached to the principals report of absences and forwarded to the Educational Center by the principal within five (5) days after the end of each month.

There shall be no payment for unused sick leave when an employee ceases employment with the district. Upon death or retirement only, employee shall be compensated for their unused sick leave whether under KPERS or because of disability as follows:

- For 10-14 years service with the district, the compensation shall be \$5.00 per day, up to the maximum allowable sick leave accumulation, except that those employees who work less than an eight-hour day will be paid in proportion to the number of hours worked.
- For 15 or more years service with the district, the compensation shall be \$10.00 per day, up to the maximum allowable sick leave accumulation, except that those who work less than an eight-hour day will be paid in proportion to the number of hours worked.

**Family Emergency Leave** - Four (4) days of family emergency leave shall be available for use each year, accumulative to eight (8) days, for all employed half-time or more, except bus drivers, after they have worked three days of their annual contract period. The number of hours paid for family emergency leave shall be in proportion to the number of hours usually worked by the employee.

Absences due to serious illness or severe injuries, or absences due to a death of an immediate family member which necessitate the absence of the employee are chargeable to family emergency leave.

Classified employees will not be paid for days in excess of family emergency leave. In the event of an extended emergency or more than one emergency in any one year, if the employee has accumulated unused sick leave, the employee may request in writing to the Board to have days in excess of all emergency leave charged to sick leave.

**Personal Leave** - All eligible classified employees will receive 1 full day or 2 half days of personal leave prorated by FTE. (See Appendix B for "Application to Use Personal Day") These may be accrued to 2 a year.

**Family and Medical Leave** - Family and medical leave shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning 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 placement for adoption of a child, foster care or to care for a child with a serious health condition.

Leave is available because of:

- (1) The birth of a son or daughter of the employee and to care for the son or daughter; the placement of a son or daughter with the employee for adoption or foster care; the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
- (2) a serious health condition of the employee that prevents the employee from performing the job functions.

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

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability 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 prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

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 leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on or before the payroll date or at another time as the employee and superintendent may agree. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

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 practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- the reasons that leave will count as family and medical leave;
- any requirements for medical certification;
- employer requirement of substituting paid leave;
- requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
- right to be restored to same or equivalent job; and
- any employer required fitness-for-duty certification.

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

**Jury Duty** - An employee called to jury duty may be paid regular school wages if said employee endorses all jury duty pay, except reimbursement for mileage and sustenance, over to the district.

**Religious Leave** - Leaves of absence without pay may be granted for participating in religious activities. Requests for religious leave without pay must be made to the superintendent at least five (5) school days prior to the first day of such requested leave. Such leave may be granted by the superintendent, but such leave shall not exceed two (2) school days per employee per year. Such request for religious leave shall be in writing and shall fully explain the time and date of such leave and the reason therefore.

**Military Leave** - Employees are entitled to military leave under the Uniformed Services Employment 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.

Individuals must provide written or verbal notice to their employers for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving. Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable. Accrued vacation or annual leave may be used (but is not required) while performing military duty.

**HOLIDAYS** - The following paid holidays will be observed for 9 month, 10 month, and 12 month contracts:

- |   |                        |
|---|------------------------|
| Independence Day (12 month contracts only)                    | New Years Day          |
| Spring Break - 3 days (12 month contracts only)               | Labor Day              |
| Thanksgiving  | Day after Thanksgiving |
| Memorial Day (12 month contracts only)                        | Good Friday            |
| Christmas Day   | Veteran's Day          |
| Christmas Vacation - 1 day (+2 days, 12 month contracts only) |                        |

The following paid holidays will be observed for bus drivers:

- Veteran's Day
- Thanksgiving
- Christmas
- New Year's

Temporary employees are not eligible for holiday pay.

**VACATIONS** - Full time 12 month employees with 1-14 years service will receive 10 days paid vacation. Full time 12 month employees with 15 or more years of service will receive 15 days paid vacation.

Vacation time must be used within the current year. Application for use of vacation time must be made on the "Employee Certification of Leave Taken" form. Vacations must be approved by both the immediate supervisor and the superintendent. (See Appendix A for a sample form)

Temporary employees are not eligible for vacation pay. Employees leaving the district shall be paid for accrued vacation time at the employee's regular daily rate of pay.

**ACTIVITY PASSES** - One family pass will be given to each certified staff member (if the spouse is also an employee of USD 473, only one pass will be given to the family). The pass will be good for each family member who lives with the parents. The parents must be present with the student at the ticket window in order to gain entrance into an event. These passes are only good for events hosted by the USD 473 athletics department and do not include any KSHSAA post season events, non-athletic events and other events excluded by the administration.

**PAY DAY** - Salary checks for classified employees on a monthly pay schedule will be issued on the 20th day of each month. In the event a pay day falls on a Saturday, Sunday or a bank holiday, the payroll will be distributed on the preceding school day.

**LOYALTY OATH** - As required by current law, all employees must sign a loyalty oath and file the oath with the clerk before beginning employment and to be eligible for a paycheck.

**REIMBURSEMENT/TRAVEL EXPENSES** - The Board shall provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Requests for reimbursement shall be made on a purchase order and have the following attached: receipts for transportation, parking hotels or motels, meals and other expenses for which receipts are ordinarily available.

For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the Board.

Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class air fare will be reimbursed only when coach space was not available.

You are encouraged to use the district fleet for travel versus your own vehicle.

**SALARY REDUCTION PLAN** - Classified employees may participate in a district salary reduction plan. Plan options include:

|   |  |
|---|--|
| Federal Income Tax                          | Section 125 Plan Benefits                |
| State Income Tax                            | Tax Sheltered Annuity (if member)        |
| Social Security                             | BC/BS Insurance (if member)              |
| KPERS                                       | KPERS Group Life Insurance (if a member) |
| BC/BS Plan 150 Cancer Insurance (if member) |  |

The Board may change, add, or delete benefit options included in the plan.

A participant may elect to terminate his/her Payroll Reduction Agreement or modify the benefits elected only if his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status. A participant desiring to make such change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefit selected and consistent with the change in family status.

**ANNUITY PLAN** - All classified personnel are eligible to participate in a "tax-sheltered" annuity plan.

Current employees may make changes and/or additions in annuity plans by submitting a revised salary reduction agreement to the payroll clerk in a timely manner.

Classified personnel are responsible for informing their annuity companies and the payroll clerk of changes in their annuity plans. The district will not notify companies of changes. Proper documentation from the annuity company must be presented prior to the change.

**KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM** - Employees who meet the qualifications for the Kansas Public Employees Retirement System must become a member. An employee contribution as determined by current law will be made each pay date.

Requests for information or questions about procedures should be directed to the district KPERS agent.

## **WORKERS COMPENSATION**

**Notice of Accidents** - An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See "Accidents".

**Coverage** - Benefits are for personal injury from accident or industrial disease arising out of and in the course of employment with the district. Injuries which occur during recreational or social events under circumstances 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 covered under workers compensation.

Any employee who is off work and drawing workers compensation shall be required to provide the superintendent's office with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

**Coordination With Leave Benefits** - The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in



excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

**UNEMPLOYMENT COMPENSATION** - For answers to questions regarding unemployment insurance policies, benefits and claims see your personnel representative or contact the nearest Department of Human Resources, District Job Insurance Office.

## **SCHEDULES**

**WORK SCHEDULES** - Time schedules for classified employees will be assigned at the beginning of the employment term by the superintendent or designated representative. The normal work week for classified personnel shall consist of 40 hours per week for full-time employment.

**OVERTIME** - There shall be no overtime worked unless approved in advance by the superintendent. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's time sheet.

Overtime pay is paid for hours actually worked in excess of 40 hours. Paid leave shall not be considered as hours worked.

**TIME SHEETS** - Time sheets are required for all hourly employees and must be signed by the employee. All hourly employees shall record their time daily. You should not exceed your contracted hours per day/week unless you are authorized to do so. "Forgetting" to use the time sheet may also be considered a violation. Such violations may result in disciplinary action including termination.

Enter the total hours worked for each week and for the pay period. If you do not work on a particular day, note the reason for absence or attach a leave certification form.

Sign your time sheet and submit the time sheet to your supervisor or building principal on Monday following the end of the pay period. At the close of the school year, give your time sheet to the principal or mail it to the Education Center as soon as your work is complete. This will ensure that your final check will not be delayed.

**BREAKS** - All classified personnel are allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to 15 minutes in length and may not be accumulated or added to lunch or dinner hours.

Breaks for meal times, if allowed, shall be scheduled by the supervisors.

**FACILITY SCHEDULING** - To request personal use of the following school facilities, you must complete a "Request To Use School Facility" form and turn it in to your building principal. A form may be obtained from your building principal and must be completed in accordance with instructions on the form.

- Multi-purpose room (plus kitchen)
- Auditorium
- CMS
- Chapman Elementary
- Blue Ridge Elementary
- Enterprise Elementary
- Rural Center Elementary

## **CONDUCT**

**DRUG FREE SCHOOLS and COMMUNITIES ACT/DRUG FREE WORKPLACE** - Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district.

As a condition of employment in the district, employees shall abide by the terms of this 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 days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. 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 Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement. (See Appendix E - Drug Free Workplace Act Notification)

**TOBACCO USE** - The use of tobacco products by any person, in any form, is prohibited on any USD 473 property or in any school vehicle.

**STAFF-STUDENT RELATIONS** - Staff members shall maintain relationships with students which are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

While staff members should have a sincere interest in students as individuals, any staff-pupil friendship or relationship must be on an adult-pupil basis. Excessive informal and social involvement with individual students gives rise to charges of partiality and excessive personal involvement. Personal relationships which extend beyond the adult-pupil relationship are not compatible with professional ethics, are potentially damaging to the staff person's ability to perform basic instructional duties, and could be grounds for termination.

**EMPLOYEE PROTECTION** - Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance which threatens physical injury to others.

### **CONFIDENTIALITY**

**Student Information** - Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

**Personnel Information** - Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See "Personnel Records".

**SEXUAL HARASSMENT** - Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, licensed and classified 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:

- submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment;
- submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or
- 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 district policy shall result in disciplinary action, up to and including termination.

Employees who believe 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 district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure.

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School

administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

**RACIAL HARASSMENT** - Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of board policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee or other individual associated with the school. It shall further be a violation for any employee to discourage a student from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy.

Racial Harassment is racially motivated conduct which:

- Affords a student different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the student to participate in or benefit from the services, activities or programs of the school;
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile academic environment; or
- Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with a student's academic performance or ability to participate in or benefit from the services, activities or programs of the school.

Racial harassment may result from verbal or physical conduct or written graphic material.

**GIFTS** - The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

## **SOLICITATIONS**

**Solicitation of Employees** - The board shall discourage all solicitations of and by staff members during regular school hours and at school sponsored activities.

**Solicitation by Employees - Conflict of Interest** - District employees are prohibited from engaging in any activity which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other such item which would directly or indirectly benefit said school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding.

**POLITICAL ACTIVITY** - Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

**PERSONAL APPEARANCE** - Appropriate dress and personal appearance is essential for all district employees. Clothing shall be appropriate for the job, in good repair, and clean. Any method of dress that may attract attention, disrupt, or interfere with the mission of the school district is not permitted.

**OUTSIDE EMPLOYMENT** - Classified employees shall not be excused during their regularly assigned time schedule to perform outside employment. Classified employees shall engage in no outside employment which interferes with their duties

**CRIMINAL CONVICTIONS** - Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

**SUSPENSION** - The superintendent or designated representative shall have the authority to suspend classified employees with pay until the suspension is resolved by board action.

**SEPARATION** - The board may terminate the employment of any classified employee upon prior written notice at least 2 weeks before the termination date.

## **DISTRICT PROCEDURES**

**ASSIGNMENT AND TRANSFER** - The board reserves the right to assign, reassign, and transfer classified personnel.

**BOARD POLICY** - Employees shall be familiar with and follow all policies and regulations established by the board of education.

**COMPLAINTS/GRIEVANCES** - Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy, or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

**CONTRACT PROCEDURE** - The offer of an employment contract or renewal of an employment contract shall be presented in duplicate. The classified employee shall sign and return both copies within the time period designated by the superintendent. Upon receipt of the signed copies, the contract will be presented to the board for approval.

Any written contract shall contain a reference that the contract is an employment-at-will contract which may be terminated by either party by giving 2 weeks written notice to the other. There are no rights of continuing employment.

**DISCRIMINATION COMPLAINTS** - The board encourages all complaints regarding the district to be resolved at the lowest possible administrative level. Whenever a complaint is made directly to the board as a whole or to a board member as an individual, it will be referred to the administration for study and possible solution.

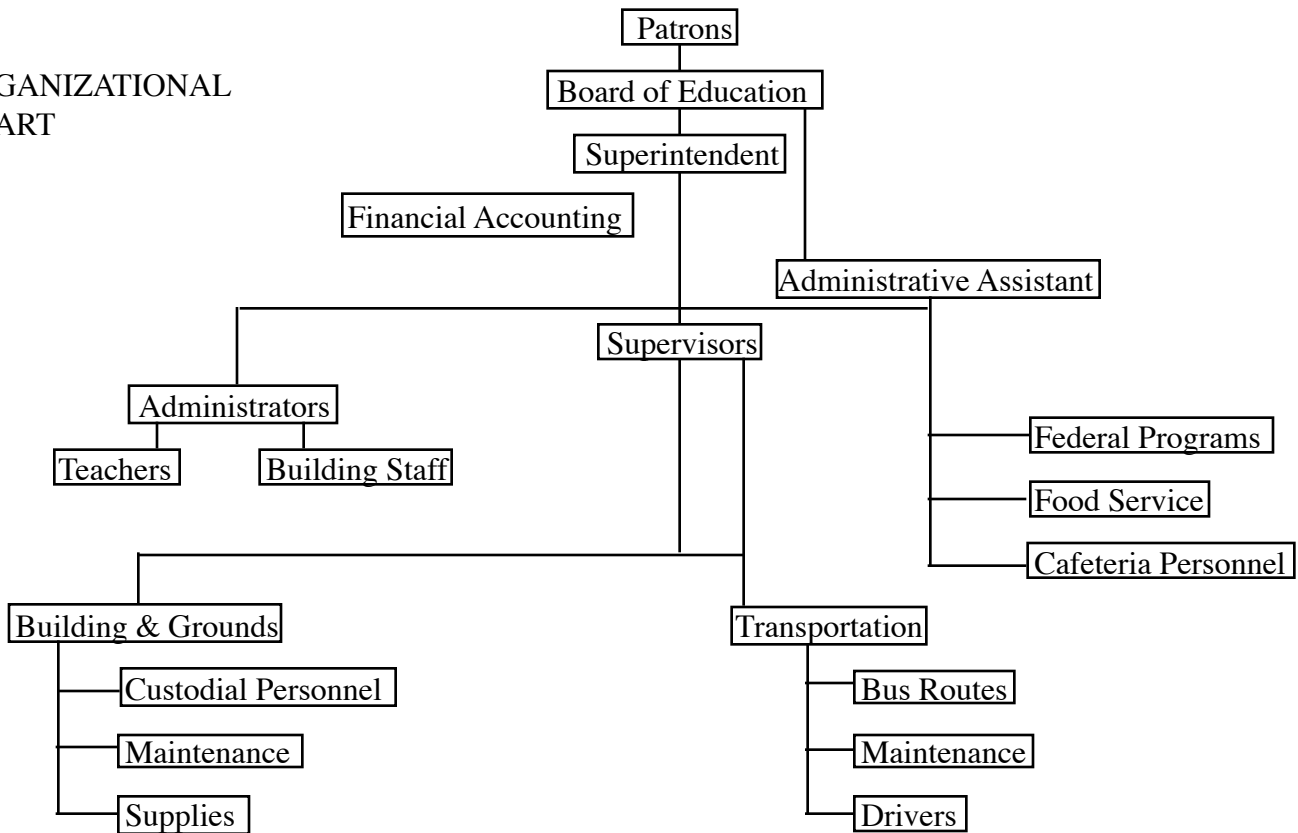
Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The Superintendent or his representative has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964. The School Health Nurse and the Superintendent or his representative have been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII 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.

**DRUG AND ALCOHOL TESTING** - All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Compliance with the required elements of the testing program is a condition of employment as a driver in the district

**ORIENTATION** - All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.

The superintendent will conduct an appropriate administrative orientation program designed to acquaint such personnel with the district, board policies, duties and responsibilities and other such activities as time and the needs of the district require.

ORGANIZATIONAL  
CHART



**EVALUATIONS** - All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the HR Director.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file.

**SUPERVISION** - The superintendent or designated representative has the responsibility to supervise all classified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all classified staff who are assigned to their building.

**JOB DESCRIPTIONS** - A comprehensive job description for classified employees will be developed by the district's administration. A copy of each job description is filed with the clerk and will be available for inspection during regular office hours.

**EMPLOYMENT STATUS** - All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time. (See "Separation")

**DISTRIBUTION OF MATERIALS** - Materials from sources outside of the district may not be distributed on school grounds without prior permission from the principal. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements. The principal shall determine the time, place, and manner for materials distribution.

No mailing lists of students shall be given to individuals, organizations or vendors for the purpose of distributing materials.

**PERSONAL PROPERTY** - The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged, or stolen

while the employee is on the job, repair or replacement is the employee's responsibility.

**USE OF PERSONAL VEHICLE** - With prior approval of the administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall submit a purchase order showing dates, number of miles traveled and signature of the employee with the district office each month. Reimbursement shall be made following board approval.

USD 473 does not authorize the transporting of students by classified employees in personal vehicles.

**WEAPONS** - Employees are prohibited from carrying weapons on school property or at school sponsored events, unless approved in advance and in writing by the superintendent.

**RECRUITMENT** - The superintendent will recruit classified personnel to fill existing or proposed vacancies and recommend the board hire the most qualified person available. The superintendent may request building principals or other staff members to assist in this effort.

**INTERROGATION and INVESTIGATION OF STUDENTS** - No one may interrogate or investigate a student on school grounds without the permission of the building administrator.

**SEARCHES OF STUDENTS AND PROPERTY** - If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board. Classified personnel shall not search students or property. No law enforcement officer shall search students or property without a search warrant, unless he has the consent of the building principal and is accompanied by the principal or designated representative.

Building principals are authorized to search students or property if there is reasonable suspicion that district policies, rules or directives are being violated. All searches by the principal shall be carried out in the presence of another adult witness.

**RESIGNATION** - Classified employees may resign from their jobs upon 2 weeks notice to the superintendent prior to the termination date.

**STAFF DEVELOPMENT** - All plans for staff development involving expenditure of district funds or which require time away from the employee's assigned responsibilities shall be approved in advance by the superintendent. Employees attending a conference or seminar shall complete a "Request To Attend Conference Or Visitation" form and give it to their supervisor. (See Appendix C)

## **RECORDS**

**PERSONNEL RECORDS** - Personnel files maintained by the district shall be confidential and in the custody of the appropriate supervisor and/or the superintendent. Employees have the right to inspect their files during regular business hours upon proper notice and under the supervision of an administrator. (See "Confidentiality")

**REQUIRED RECORDS** - Each classified employee must have the following records/forms on file with the director personnel before the first day of employment:

- Employment application
- KPERs enrollment form (if employee is eligible)
- Social Security card
- Loyalty Oath or Affirmation
- Health form including TB test (if working directly with students)
- Driver's license and driving record (if required for position), see "Driving Records", below.
- INS Form 9 proof of identity and eligibility to work
- W-4 withholding certificate
- K-4 withholding certificate
- Credit Authorization Form
- Signed contract

**ADDRESS/NAME CHANGES** - All address and phone number changes must be made with the clerk of the board before the end of the pay period in which the changes took place. Name changes due to marriage, etc., must be reported to the clerk of the board as soon as possible after the change.

**DRIVING RECORDS** - It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent of the validity of license certification by the Kansas Department of Revenue. If a school bus driver's license is suspended or revoked at any time, such suspension or revocation shall be immediately reported

to the superintendent and the driver shall cease driving a school bus until the license is restored.

## **REPORTS**

**ACCIDENTS** - Any school employee who discovers an accident on school property shall follow the rules for the care of an injured student and report the accident to the building principal.

If the injured person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative.

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 20 days of the injury or within 20 days of repetitive trauma in order to be eligible for benefits. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. The employee must keep copies of all doctor's orders and provide a file copy to the Education Center. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See "Workers Compensation".

**CHILD ABUSE** - Any district employee who has reason to know or suspect that a child has been injured as a result of physical, mental, or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

The building administrator shall also be notified, by the employee, that a report was made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

**VANDALISM** - All school personnel shall report any vandalism to their immediate supervisor. School personnel are expected to lock or otherwise secure any files, records, safes, or similar compartments at the close of each school day.

## **HEALTH**

**SCHOOL NURSE** - The district nurse shall be responsible for the general conduct of all health programs deemed advisable by the Board of Education and required by current law.

**Supervision of Medication** - The supervision of all medications shall be in strict compliance with the rules and regulations of the board and the State Board of Healing Arts. Diagnosis and treatment of illness and prescribing drugs and medicines are not the responsibility of the public schools and are not to be practiced by any school personnel, including the school nurse. The Nurse Practices Act makes it illegal for school nurses to diagnose or administer medications and treatment that have not been prescribed by a medical person authorized to prescribe medication. Unauthorized administration of unprescribed medications shall not be practiced by any school personnel including school nurses.

In certain circumstances when medication is necessary in order that the student remain in school, the school may cooperate with parents in the supervision of medication that the student will use. However, the medical person authorized to prescribe medication must send a written order to the building administrator. The parents must also submit a written request to the building administrator requesting the school's cooperation in such supervision and releasing the school district and personnel from liability.

School personnel shall not be required to be custodians of any medication except as required by written order of a licensed medical person. This applies to both prescription and nonprescription medication. The school nurse shall be responsible for the overall administration of medication in schools, and may delegate this to an LPN or unlicensed staff according to Nurse Practice Act guidelines. Should questions arise about the administration of any medication, the nurse may be contacted.

Any changes in type of drug, dosage and/or time of administration should be accompanied by new physician and parent permission signatures and a newly labeled pharmacy container.

All medications maintained in the school setting should be kept locked. This includes medication requiring refrigeration.

Over-the-counter medications should not be maintained on any school premises, including athletic areas, un-

less by written physician order and written parent permission.

The parent or prescribing physician shall be notified in advance of the date and the reasons to discontinue administration of medication at school.

This policy and permission for medication forms should be made available to local health care providers where practical.

**Guidelines for Administering Prescription and Non-Prescription Drugs** - The medication shall be examined by the school employee administering the medication to determine that it appears to be in the original container, properly labeled and to be properly authorized by the written order of a licensed medical person. Two containers, one for home and one for school, should be requested from the pharmacist. Only oral medications and inhalers should be administered except in emergency situations.

An individual record should be kept of each medication administered. The record should include student identification, date prescribed, prescribing medical person, name of medication, dosage, route, time and date administered, and the signature of the person administering. After medication is administered, students should be observed for possible reactions to the medication. This observation may occur at the site of administration or in the classroom.

In the administration of medication, the school employee shall not be deemed to have assumed any legal responsibility other than acting as a duly authorized employee of the school district.

**Inventory** - Medications shall be inventoried every semester by the school district nurse. Out-of-date medication shall be returned to parent or destroyed.

**ASBESTOS** - An asbestos management plan has been developed for the district. A copy of the management plan is available from Maintenance and Grounds Supervisor. (See Appendix G - Asbestos Annual Notification)

**BLOODBORNE PATHOGENS** - The board has adopted an exposure control plan which conforms with current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR). The exposure control plan for bloodborne pathogens is available for review from the school nurse.

All employees must watch the bloodborne pathogens training video provided by Human Resources and complete a quiz that must be kept on file with HR. It is required that each employee sign the bloodborne pathogen inservice annually by name, job title, and date. If you have questions on bloodborne pathogens, contact the school nurse.

All staff shall receive the training and equipment necessary to implement the plan.

**COMMUNICABLE DISEASES** - 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 a proper report may be made 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. The employee shall be allowed to return to duty upon termination of the illness, when authorized in writing by a physician. The board reserves the right to require a written statement from the employee's physician indicating the employee is free from all communicable disease symptoms.

**HEALTH EXAMINATIONS** - Custodians, maintenance personnel, teacher aides, secretaries, paraprofessionals, clerks, food service workers and others who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees in any of these categories in the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form, completed by a health care professional, to the clerk which states "that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213) See "Required Records".

**Physicals for Employees Other Than Bus Drivers** - Exams are required upon employment for all employees. The district will reimburse up to \$40.00 for physicals for employees other than bus drivers.

The board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is able to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. The costs of any examination required will be borne by the board.

**Physicals for Bus Drivers** - Bus drivers are required to complete physical exams every two (2) years. The district will allow up to \$90.00 for the cost of a physical examination from a physician of the employee's choice. Bus drivers should take the appropriate health examination form for their service group with them to their physician. Any additional examination services above the minimum required (such as a chest x-ray instead of the skin



test for tuberculosis screening), will be at the expense of the individual employee.

**FIRST AID** - First aid may be administered to students only by those school employees qualified by training approved by the district and then only in case of emergency. (See “Accidents”)

**HAZARDOUS WASTE** - 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 laws, rules and regulations.

No employee shall bring hazardous material to school without the prior approval of the supervisor. Such material shall be in an appropriate container and properly labeled.

If an employee discovers waste material which is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes which are flammable, corrosive, infectious, highly reactive or toxic. Hazardous waste must be placed in an appropriate container affixed with a hazardous waste label which lists the specific contents. Unlabeled containers whose contents are undetermined, which may contain hazardous substances, shall not be put in trash containers. All hazardous wastes must be properly labeled and stored appropriately until they can be disposed of properly. Placing them in trash containers or the sewer system is not an acceptable disposal method.

**PEST CONTROL** - The district periodically applies pesticides inside buildings. Information regarding the application of pesticides is available from the district buildings and grounds supervisor.

## **SAFETY AND SECURITY**

**DRILLS** - Each building principal is responsible for the posting of the evacuation plan in all rooms in the building.

**EMERGENCY CLOSINGS** - When the superintendent decides the weather threatens the safety of students and employees, he/she will send an announcement over the district Total Notify system and also notify the radio/TV station to broadcast a school closing announcement. Listen to the following radio stations/TV stations for an announcement concerning the closing of schools:

**KJCK**  
**WIBW (Channel 13)**  
**KSN TV-3**

**USD 473 Facebook page**  
**KSNT 27**  
**KWCH (Channel 12)**

**SAFETY PRACTICES** - All employees shall engage in safe lifting, climbing, and carrying practices. Employees shall ask for assistance when needed.

**SECURITY** - Any district employee who believes any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local law enforcement:

- an act which constitutes the commission of a felony or a misdemeanor; or
- an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law.

It is recommended the building administrator also be notified. School personnel are expected to lock or otherwise secure any files, records, safes, or similar compartments at the close of each day.

**SECURING WORK AREA** - Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times.

**KEYS/KEY CARDS** - The building principal is responsible for issuing keys/key cards and maintaining a current and accurate list of all people who have been issued keys/key cards. No keys/key cards shall be duplicated without permission.

Keys/key cards should be turned in to the appropriate supervisor when any employee is no longer employed by the district or is assigned to another building.

Keys/key cards shall not be loaned to anyone. Any lost keys/key cards shall be reported immediately to the principal so measures may be taken to maintain safety and security and to protect district property.

**CRISIS PLAN** - Information on the building crisis plan is available through your building principal or on file with the board clerk.

**VIOLENT ACTS (reporting of)** - Any district employee who believes an act which poses a threat to safety and security, as defined in current law, has been or will be committed at school or at a school-sponsored activity, shall

immediately report this information to local law enforcement. It is recommended that the building administrator also be notified. Anyone making a report in accordance with state law and without malice, is immune from any civil liability. (See "Security", above)

## **EQUIPMENT AND SUPPLIES**

**APPROPRIATE USE OF EQUIPMENT AND SUPPLIES** - Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employee's supervisor.

**TELEPHONE USE** - District telephones are for school business. Use of telephones for personal business or social calls is discouraged. The district recognizes that some personal calls may be necessary but personal calls should be kept to a minimum.

**COMPUTERS** - Use of or access to district computers and computer software is limited to district employees and students. Use of computers is for the performance of official and approved assignments only.

Use of district computer equipment or software for personal projects is prohibited without prior permission of the employee's supervisor.

Only software approved by the Director of Technology and purchased by the district may be loaded onto district computers. Only approved personnel shall load software on district computers. Software licensed to the district shall not be used on computers not owned by the district unless specified in the software agreement. District software shall not be copied for personal use.

Employees shall not use electronic communications, including e-mail and the internet, to harass staff, students, or other individuals.

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

Employees are expected to exercise reasonable care to protect district-provided technology devices from damage or theft and must report any such incidents immediately. The district may require employees to reimburse the district for any damage or theft that was the result of the employee's negligence.

**No Right to Privacy** - Employees shall have no expectation of privacy or restricted access to any information generated during the course of their official duties or entered in any district computers. Employees waive any right to privacy in e-mail messages and consent to the access and disclosure of e-mail messages by authorized employees.

Employees shall only use passwords or other encoding or security mechanisms as assigned by the district computer system(s) administrator or other officials designated by the board. The use of a password does not affect the employer's right to monitor. All forms of electronic communications may be monitored by the employer to ensure the systems are only being used for official purposes.

**Internet Use** - USD 473's purpose in providing access to the Internet is to support research and education by providing access to unique resources and opportunity for collaborative work. The use of the Internet or e-mail must be in support of education and research and consistent with the educational objectives of the school district. Sending or receiving of any material in violation of any U.S. or state regulations is prohibited.

The use of the internet is a privilege, not a right, and inappropriate use will result in cancellation of those privileges. The system administrator and USD school administration will deem what is inappropriate use and their decision is final. Also, the system administrator and district administrators may close a user account any time if deemed necessary. The faculty and staff of the district, in conjunction with central office administrators, building administrators, and system administrator may deny, revoke, or suspend a specific user account.

Any user engaged in unacceptable use of the school district equipment, networks, internet, or e-mail will be denied access to these systems. They are not only subject to loss of use privileges, but may be subject to other district disciplinary actions.

**Ownership** - Computer materials or devices created as part of any assigned district responsibility undertaken on school time shall be the property of the district.

**Secure Files** - All employees must secure files containing confidential student information.

**Audits** - The district network administrator may conduct periodic audits of software installed on district equipment to verify legitimate use.

**COPYING AND DUPLICATING** - The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the "fair use" doctrine. Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of "fair use", as set forth in board policy.

**INVENTORY** - An accounting will be made annually for all district-owned property, real and personal.

**ORDERING PROCEDURES** - The purchasing agent (Superintendent) shall approve an order form to be used

in purchasing goods for the district.

**Method To Be Used When Placing Orders** - To request a purchase, fill out the on-line purchase order and give to your building principal for their signed approval. If they approve your order, they will send it to the Education Center where they will type the District's purchase order, which assigns it an actual PO number. All purchase orders must go to the Superintendent for their signature approval and the Central Office staff will FAX it in to the vendor. Please make sure your PO has the vendor's FAX number. If the vendor ONLY accepts on-line orders, a credit card will have to be used and the order will have to be placed by the building principal. Central Office may make those orders if the situation warrants it, but it is highly discouraged.

When the invoice comes from the company, Central Office will pull the purchase order, staple the invoice to the front of it asking if the order is "ok to pay". If it is, you will sign and date it and return all paperwork to the District Office. Please also attach the packing slip if you have one. This gives the Education Center authorization to pay the invoice.

**\*Telephone orders are very much discouraged!!**, but if it is necessary to order materials in a rush fashion instead of going through the normal procedures outlined above, contact your principal so that they can call the Education Center for a purchase order number so that the number may be given to the company to be shown on their invoice. Remember--only building principals may call for purchase order numbers. All telephone orders must be approved by your building principal before placing the telephone call. Fill out the purchase order using the number assigned and mark it "ORDERED BY PHONE ON \_\_\_(date)\_\_\_" and give it to your building principal. It will then be sent to the Education Center for processing.

**Purchase Orders and Contracts** - Purchase orders shall include the following essentials: A specification of the item which adequately describes to the supplier the characteristics and the quality standards; a quoted, firm, net, delivered price (including shipping and handling), whenever possible, and prices shown both per unit and as extended; clear delivery instructions which include time and place; a signature of the purchasing agent (Superintendent) and the budget account code number (assigned by the Education Center). A verbal order, subject to subsequent confirmation by a written purchase order, may be issued only in cases where a bona fide emergency situation exists. Whenever possible, a purchase order number should be given to the supplier. A confirming purchase order shall be issued immediately thereafter and clearly marked as such. (see "Telephone orders" above.)

**PURCHASING THROUGH THE SCHOOL DISTRICT** - No purchase is to be made for personal use when the order or billing is made to the school district and then paid by a personal check or cash. This is in violation of school district policy and circumvents state sales tax regulations.

**CELL PHONES** - Cellular phones may be issued to Administrators and Directors. Once they leave employment with USD 473, they must be turned back in to the District Office.

**VEHICLE REQUEST** - An accurate record of special and activity trips is required for a variety of reports. Please submit an "Activity Trip Request for Transportation" form to the building principal. After approval, a copy will be filed at the Transportation Office. For a series of events, such as football, only one request together with an attached schedule fulfills the requirement.

These forms can be obtained from the building principal. (See Appendix F for "Activity Trip Request for Transportation")

When driving district vehicles, staff members are responsible for any moving or static traffic violations which may occur while the employee is using the vehicle.

# Classified Personnel Handbook

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| Internet Use .....                                  | 14         |
| Interrogation and Investigation of Student .....    | 10         |
| Introduction .....                                  | 1          |
| Inventory .....                                     | 12         |
| Inventory .....                                     | 14         |
| Job Descriptions .....                              | 9          |
| Jury Duty .....                                     | 3          |
| Kansas Public Employees Retirement System .....     | 4          |
| Keys/Key Cards .....                                | 13         |
| Leaves and Absences .....                           | 1          |
| Life Insurance .....                                | 1          |
| Loyalty Oath .....                                  | 4          |
| Method To Be Used When Placing Orders .....         | 15         |
| Military Leave.....                                 | 3          |
| Mission Statement.....                              | 1          |
| No Right to Privacy .....                           | 14         |
| Notice of Accidents .....                           | 4          |
| Ordering Procedures .....                           | 14         |
| Organization Chart.....                             | 9          |
| Orientation .....                                   | 8          |
| Outside employment .....                            | 8          |
| Overtime .....                                      | 5          |
| Ownership .....                                     | 14         |
| Pay Day .....                                       | 4          |
| Personal Appearance .....                           | 8          |
| Personal Leave .....                                | 2          |
| Personal Property .....                             | 9          |
| Personnel Information.....                          | 6          |
| Personnel Records.....                              | 10         |
| Pest Control.....                                   | 13         |
| Physicals for Bus Drivers.....                      | 12         |
| Physicals for Employees Other Than Bus Drivers..... | 12         |
| Political Activity .....                            | 7          |
| Procedure for Requesting Leave .....                | 1          |
| Purchase Orders and Contracts .....                 | 15         |
| Racial Harassment .....                             | 7          |
| Records .....                                       | 10         |
| Recruitment.....                                    | 10         |
| Reimbursement/Travel Expenses.....                  | 4          |
| Religious Leave .....                               | 3          |
| Report By Injured Employee .....                    | Appendix D |
| Reports .....                                       | 11         |
| Request to Attend Conference or Visitation.....     | Appendix C |
| Required Records.....                               | 10         |
| Resignation .....                                   | 10         |
| Safety And Security .....                           | 13         |
| Safety Practices .....                              | 13         |
| Salary Reduction Plan.....                          | 4          |
| Schedules .....                                     | 5          |
| School Nurse.....                                   | 11         |
| Searches of Students and Property.....              | 10         |

|   |    |
|---|----|
| Secure Files .....                                    | 14 |
| Securing Work Area .....                              | 13 |
| Security .....  | 13 |
| Separation .....                                      | 8  |
| Sexual Harassment.....                                | 6  |
| Sick Leave.....                                       | 2  |
| Solicitation by Employees - Conflict of Interest..... | 7  |
| Solicitation of Employees .....                       | 7  |
| Solicitations.....                                    | 7  |
| Staff Development .....                               | 10 |
| Staff-Student Relations .....                         | 6  |
| Student Information .....                             | 6  |
| Supervision .....                                     | 9  |
| Supervision of Medication.....                        | 11 |
| Suspension .....                                      | 8  |
| Telephone orders .....                                | 15 |
| Telephone Use.....                                    | 14 |
| Time Sheets.....                                      | 5  |
| Tobacco Use.....                                      | 6  |
| Unemployment Compensation.....                        | 5  |
| Use of Personal Vehicle .....                         | 9  |
| Vacations .....                                       | 3  |
| Vandalism.....  | 11 |
| Vehicle Request.....                                  | 15 |
| Violent Acts (Reporting of).....                      | 13 |
| Weapons .....   | 10 |
| Work Schedule .....                                   | 5  |
| Workers Compensation .....                            | 4  |

# APPENDIX

**EMPLOYEE CERTIFICATION OF LEAVE TAKEN**

NOTE: This form is to be completed on the first day of return to duty by any employee who has been absent.

\_\_\_\_\_ Name of Employee \_\_\_\_\_ Name of School \_\_\_\_\_

Date(s) of Absence: \_\_\_\_\_

Type of Leave Taken: (Please check applicable type.) If you have a questions concerning the limits or allowability of this leave, please consult the leave policies which are available in the principal's office or at the Educational Center.

Sick Leave

Family Emergency Leave (indicate who was ill below)

Personal Leave

Bereavement (Funeral) Leave

Professional Visitation/Conference

Leave was not approved, not allowed in any of the above categories, or was in excess of the number of days allowable. (Explain fully below.)

I was absent from duty on the day(s) indicated above for the following reason:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Employee

Principal or Supervisor's Comments, if any:

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signature of Principal or Supervisor

Payroll Department notations, if any:

\_\_\_\_\_  
\_\_\_\_\_



**USD 473, CHAPMAN  
CLASSIFIED EMPLOYEE  
APPLICATION TO USE PERSONAL DAY**

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

I am applying to use personal leave on \_\_\_\_\_  
(Date)

FULL DAY \_\_\_\_\_

HALF DAY \_\_\_\_\_

AM \_\_\_\_\_ PM \_\_\_\_\_

Personal Leave: Classified employees shall be entitled to one (1) personal leave day per year prorated by the employee's FTE.

Classified Employees shall submit a leave request form for approval by their supervisor at a minimum of three (3) days prior to the requested leave date.

Approved Paid Personal Leave

Approved as Non-Paid Leave

Disapproved

Principal \_\_\_\_\_

Superintendent \_\_\_\_\_

Date \_\_\_\_\_

Updated Conference Request Form.

**REPORT BY INJURED EMPLOYEE**

Employer: \_\_\_\_\_

Your Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Date and Time of Injury: \_\_\_\_\_

In your own words, please describe what happened: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What problems do you relate to this injury? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date Reported? \_\_\_\_\_

Supervisor's Name: \_\_\_\_\_

Were you working at your regular job at the time of the injury:  Yes  No If no, please explain:

\_\_\_\_\_  
\_\_\_\_\_

Were there any witnesses?  Yes  No If yes, who? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Any additional comments: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Date: \_\_\_\_\_

Employee signature: \_\_\_\_\_

## APPENDIX E

**TO:** USD 473 Employees  
**FROM:** Office of the Superintendent  
**SUBJECT:** Drug Free Workplace Act

As a recipient of Federal assistance, it is necessary for USD 473 to adhere to the regulations of the Drug Free Workplace Act; therefore, we are notifying all employees of the district's policies and rules in regard to this Act.

### GAOA Drug Free Work Place

GAOA

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events.

Approved: November 13, 1989

Updated: July of 2018

### GAOA-R Drug Free Work place

GAOA-R

As a condition of employment in the district, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess, and/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 days after the conviction. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include, suspension, placement on probationary status, or other disciplinary action including termination. 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. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug-Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement.

Approved: November 13, 1989

Updated: July of 2018

### Drug Abuse Addiction-Information Treatment Centers

#### Dunn Counseling & Consulting, Inc

700 E Republic Ave., Salina, KS 67401, Telephone 1-785-823-5528

#### Pawnee Mental Health Centers

2001 Claflin, Manhattan, KS 66502, Telephone 1-785-587-4300

532 Lincoln, Clay Center, KS 67432, Telephone 1-785-632-2108

814 Caroline Ave., Junction City, KS 66441, Telephone 1-785-762-5250

#### Central Kansas Foundation For Alcohol & Chemical Dependency

3rd & Cedar, Abilene, KS 67410, Telephone 1-785-263-7388

# APPENDIX F

## ACTIVITY TRIP REQUEST FOR TRANSPORTATION UNIFIED SCHOOL DISTRICT 473

Attendance Center \_\_\_\_\_ Date \_\_\_\_\_

Destination \_\_\_\_\_ Date Leaving \_\_\_\_\_

Activity \_\_\_\_\_ Leaving Time \_\_\_\_\_

Number of Students \_\_\_\_\_ Date Return \_\_\_\_\_

Number of Adults \_\_\_\_\_ Return Time \_\_\_\_\_

Driver Needed  Yes  No

Requested by \_\_\_\_\_ and \_\_\_\_\_  
Sponsor Building Principal

APPROVED BY: \_\_\_\_\_ and \_\_\_\_\_  
Superintendent Transportation Route Clerk

Driver: \_\_\_\_\_ Bus. No./Car \_\_\_\_\_

Speedometer Reading: \_\_\_\_\_  
Start Stop Total Trip

=====  
An accurate record of special and activity trips is required for a variety of reports.

**Please submit this request at least one week prior to the activity.**

After approval, copies will be filed at the Transportation Office. For a series of events, such as football, only one request together with an attached schedule fulfills the requirement.

# APPENDIX G

## NOTICE TO SCHOOL EMPLOYEES

In accordance with EPA regulations, all school buildings in USD 473 have been inspected for materials which contain asbestos and an asbestos Management Plan has been developed and adopted for those buildings found to have friable asbestos materials. Please refer to the reverse side of this letter to determine the type of asbestos-containing building materials (ACBM) found in all buildings, if any.

Also, please refer to the reverse side to determine where copies of the Reinspection/Management Plan (Part A and Part B) are on file. This document complies with the AHERA mandated requirements for asbestos materials in schools, including the results of inspections, the schedule for periodic surveillance every six months, the schedule for certified reinspection every three years and the schedule of response actions and post-response actions if any friable asbestos containing material was found.

Friable (crumbled by hand pressure) asbestos containing materials (ACM) may cause health problems; therefore, it is very important to avoid disturbing friable ACM. With the adoption of the AHERA Reinspection/Management Plan, the local education agency is undertaking considerable efforts and expense to protect the public health and safety. Your cooperation in this effort is needed and appreciated.

For further information concerning inspections, reinspections, periodic surveillance, response actions and post-response actions that are planned or in progress, refer to the Inspection/Management Plan or contact the following person:

Rick Hall, Asbestos Program Manager  
822 N. Marshall, Chapman, KS 67431  
Telephone: 922-6521

### LIST OF BUILDINGS AND OUTBUILDINGS--USD 473, Chapman, KS 67431

| <u>Building Name &amp;<br/>Building Address</u>      | <u>TYPE OF ACBM FOUND IN BUILDING</u> |  |  |                             |
|--|---------------------------------------|--|--|-----------------------------|
|  | <u>Friable<br/>Confirmed<br/>(FC)</u> | <u>Nonfriable<br/>Assumed<br/>(NA)</u> | <u>Nonfriable<br/>Confirmed<br/>(NC)</u> | <u>No<br/>ACBM<br/>(NO)</u> |
| Blue Ridge Elementary<br>1539 Hwy 18, Abilene, KS    |                                       |  | NC                                       |                             |
| Rural Center Elementary<br>902 1400 Ave, Abilene, KS |                                       | NA                                     | NC                                       |                             |
| Enterprise Elementary<br>302 S. High, Enterprise, KS | FC                                    |  | NC                                       |                             |
| High School Industrial Arts                          | FC                                    |  | NC                                       |                             |
| High School Auto Mechanics                           |                                       |  | NC                                       |                             |
| Technology Building                                  |                                       |  |  | NO                          |
| Construction Technology Building                     |                                       |  |  | NO                          |
| Transportation Center                                |                                       |  |  | NO                          |
| Storage Garage                                       |                                       |  |  | NO                          |
| Pressbox   |                                       |  |  | NO                          |
| High School Stadium                                  |                                       |  |  | NO                          |
| Educational Center<br>822 N. Marshall, Chapman, KS   |                                       |  |  | NO                          |
| On file with the Asbestos Program Manager (APM)      |                                       |  |  |                             |