

USD 218 - ELKHART

CLASSIFIED STAFF HANDBOOK

This handbook will introduce you to USD 218 - Elkhart and will acquaint you with policies, rules, and benefits, which apply to classified staff of the district. It is designed to prevent misunderstanding by classified staff about their duties and privileges. It is your responsibility to read and be familiar with the contents of this handbook. This information applies to all classified staff personnel and is presented as a matter of information only and its contents should not be interpreted as a contract with USD 218 and any of its employees. This handbook does not constitute any sort of contract of employment, either expressed or implied.

USD 218 expressly reserves the right to change any, or all, of this handbook at any time. Personnel will be notified of these changes by appropriate means. Amendments will be effective on dates determined by the Board of Education. Any change(s) to this handbook will require Board approval.

If you are uncertain about any policy or procedure, please contact your supervisor or an administrator.

EQUAL OPPORTUNITY EMPLOYER

The district is an equal opportunity employer. Discrimination on the basis of disability, race, color, creed, national origin, sex, age, or religion is prohibited under federal and state law and Board policy.

"EVERY CHILD LEARNS"

MISSION STATEMENT

COMMITTED TO EXCELLENCE

Elkhart schools are committed to excellence in teaching and learning for all students, thereby providing an opportunity for each student to reach their own maximum potential. We share with our community the responsibility for the education of all students so that they will be prepared to live and work in a rapidly changing world. We all work together to assure that every child feels important and that every child learns.

E - ELKHART
L - LEADERSHIP
K - KNOWLEDGE
H - HERITAGE
A - ACCOUNTABILITY
R - RESPONSIBILITY
T - TECHNOLOGY

VISION STATEMENT - *Elkhart Schools will have a common vision, which includes providing students with a continually assessed and challenging K-12 curriculum within quality facilities.*

DISTRICT OUTCOMES

In defining the curriculum of study for students during each year of the district's educational program, the Board subscribes to the following outcomes:

- ❖ Development of Academic Skills and Knowledge: Students will grow intellectually and creatively, think rationally, and evaluate critically.
- ❖ Development of Desirable Qualities and Citizenship: Students will use knowledge and skills to perpetuate and improve a democratic society and will develop a respect for the rights, opinions, values and property of others so that they may live as responsible functioning members of the community.
- ❖ Development of Physical and Mental Fitness: Students will develop healthy minds and bodies and acquire knowledge of beneficial leisure time activities for adulthood.
- ❖ Development of Life Skills: Students will learn basic life skills and engage in career exploration courses.
- ❖ Development of Cultural Awareness: Students will develop an awareness of and respect for the traditions and customs of various cultures.
- ❖ Development of Self-worth and Dignity: Students will develop a feeling of self-worth, dignity, and the skills for developing positive inter-personal relationships.

These outcomes are based on the belief that, "Every Child Learns", and that upon graduation from the Elkhart Schools, every student will have acquired an ability to function in our society.

The Board of Education believes that Classified Staff positions are essential to the educational process of the children of USD 218. These positions are provided in order that proper classified services are available to the teachers, students, and administrators of the school district.

A classified staff person is employed by USD 218 in a position, which is not required to be filled by the holder of a Kansas State Educational Certificate.

CLASSIFIED STAFF PERSONNEL

Under the general supervision of the Superintendent of Schools, the administration of each of the following employee groups is generally delegated as per attachment.

CLASSIFICATIONS

Twelve Month Employee - A twelve-month employee is one whose job description calls for a full year of work at eight (8) hours a day for five days per week for fifty-two weeks per year.

Extended Year or Ten Month Employee - Those employees who work the same schedule as teachers but with extra days assigned on either or both ends of the work calendar. The supervisor will determine extended year days.

Nine Month Employee - Employees who report to work on the first day when students report and work those days when students would normally be in attendance. The supervisor will determine extended days.

Contract for Service Employee - Persons who are employed by contract for a specific service. A contract for services employee receives no benefits and no social security (FICA) or retirement (KPERs) withheld for payment.

Director - A person who is placed in charge of a particular department responsible to the Superintendent.

Substitute - A person employed to temporarily replace an absent employee or to fill a position temporarily.

Probationary Employee - A person who is either an employee who is in the first ninety calendar day period of employment or one who has been placed on probation because of unsatisfactory performance.

For the purposes of this policy there are two types of probation. They are as follows:

INITIAL EMPLOYMENT PROBATION

- 1.) A classified staff employee new to USD 218 shall be engaged on a probationary basis for a period of 90 calendar days. During the probationary period, the employee may be released from his/her position at any time upon recommendation of both the supervisor and the Superintendent and without benefit of review.
- 2.) The employee will begin the probationary period at the rate established for his/her particular position. The date on which the probationary period will end is stated on the individual employee's agreement. It is the responsibility of both the employee and the immediate supervisor to be aware of and to notify the Superintendent's office when the probationary period has been successfully completed.
- 3.) While on probationary status, an employee is not entitled to leave or benefits.

CONTINUING EMPLOYEE PROBATION

- 1.) Employment applies to those employees who have fulfilled the probationary period.
- 2.) Notice of an employee being placed on or removed from probation will be in writing and will become effective upon the completion of the appropriate evaluation or conference.
- 3.) An employee may be placed on probation for a period not to exceed the current contract year for poor or unsatisfactory performance of his/her duties. If the employee's work during this probationary period becomes satisfactory, the employee may be removed from probation. Additionally, when an employee transfers from one area to

another, it will be the prerogative of the supervisor to determine whether or not the employee should undergo a 90-day probationary period. An employee will not lose longevity benefits when he/she transfers from one area to another.

4.) The employee will not be reduced in salary during the probationary period, but may have their salary frozen until the end of the school year.

Each employee category is entitled to different levels of leave and board insurance benefit as described in the Summary of Leaves. Employees with 630 hours during a school year or more are eligible for Kansas Public Employees Retirement System (KPERs).

AGREEMENT AND COMPENSATION PLANS

EMPLOYMENT AGREEMENTS - If classified staff personnel being paid at an hourly rate are rehired, each employee shall be notified on or before July 31 each year. Any change in the hourly rate of pay for these employees shall be made known to each employee following approval by the board.

All classified staff are employed on an at will agreement which may be terminated by either party after giving two (2) weeks notice of termination in writing to the other party. No statement in this handbook and no oral statements are intended to create a right to continuing employment.

BENEFIT PLAN - The Board of Education has established an IRC Section 125 "Cafeteria" Fringe Benefit Plan for the classified staff of the district. The options to be included in the Plan are: group term life insurance; cancer/dread disease insurance; 403b annuity, accident insurance, long-term care insurance, medical reimbursement, child care reimbursement, and salary protection.

ANNUITY PLAN - All classified staff may be eligible to participate in a "tax-sheltered" annuity plan.

HEALTH INSURANCE - Only personnel employed at least forty (40) hours per week based on at least a ten (10) month schedule are eligible to participate in the district's health insurance program.

SALARY GUIDE

1. Each classified staff employee should be eligible for and may receive the highest salary to which his/her training, education and years of job related experience entitles him/her. The Superintendent shall, prior to employment, review the applicant's resume, application, and other pertinent papers and decide the appropriate beginning salary the individual shall receive, with Board approval.

3. Each year the Board of Education will review classified salaries to determine the amount of raise, if any.

SUMMARY OF LEAVES, PROCEDURES AND BENEFITS FOR EMPLOYEES

SICK LEAVE - at the beginning of the agreement year employees shall be credited with sick leave according to the following schedule.

| | |
|--------------------|-----------------------------------|
| Twelve Months..... | 12 days...accumulative to 60 days |
| Ten Months..... | 10 days...accumulative to 60 days |
| Nine Months..... | 9 days...accumulative to 60 days |

Sick leave covers absences for employee's own illness, or illness in employee's immediate family or immediate family of spouse which will include husband, wife, father, mother, brother, sister, son, daughter, husband, wife, grandmother, grandfather, grandson, granddaughter, and in-laws of these classifications, uncle, aunt, nephew, niece, step-children, and other dependent persons; sick leave will also be granted to attend funerals for members of employee's or the spouse's immediate family as stated above. All leave must be taken in one half (1/2) day or full

day increments, but limited to a maximum of 8 hours per day. The district may require a doctor's note for illness exceeding 3 days. IF AGREEMENT DATES ARE NOT FULFILLED AND LEAVES ARE USED BEYOND ACTUAL ACCRUED DAYS, THOSE DAYS WILL BE REIMBURSED TO THE DISTRICT. The employee shall be reimbursed on or before July 15, for all unused sick leave from the previous school year, in excess of the maximum days, at the rate of \$15.00 per day.

SICK LEAVE BANK - The Board will contribute forty (40) days annually to a sick leave bank for classified staff employees. Days unused are not accumulative.

The following conditions will apply in the administration of the sick leave bank:

- Classified Staff employee must have used all of his/her accumulated sick, personal and vacation leave before applying to the sick leave bank for additional days.
- Sick leave days from the bank may be used for the illness, injury, or disability suffered by the employee or by members of his/her immediate family.
- Employees may request up to a maximum of twenty (20) days per year from the sick leave bank after one (1) year of employment. Days will be granted on a first come - first ask basis.
- Requests to use days from the sick leave bank must be made in writing and submitted to the Superintendent.
- The illness, injury or disability suffered by the employee or member's of the employees immediate family must be of such nature that it prevents the employee from fulfilling duties for a period of at least five (5) consecutive school days after all leave has been depleted; provided days granted from the bank will cover the five (5) days noted in this limitation.
- The amount of time employed by the District, nature of illness, and employment record may be used to determine number of days awarded to an employee.
- If, in the judgment of the committee, the employee has abused the District's sick leave policies, the request may be denied.

A committee will be appointed annually to administer the sick leave bank. The committee shall consist of three classified staff members and one administrator appointed by the Superintendent. The decision of the committee must be approved by the Board of Education.

The committee will consider each request within ten (10) days of the receipt of the request.

The committee may request a physician's statement documenting the severity of the illness, injury or disability.

Donation of Sick Leave Days

1. A classified employee may donate one of his/her un-used sick days to any other classified employee once the receiving classified employee has exhausted all of his/her original sick and personal leave and has also touched the already established Sick Leave Bank for either the limit of 20 days or else for the number of days in the bank, if fewer than 20 days are available.
2. A receiving classified employee may acquire up to 30 additionally donated days for any one occurrence/need.
3. If the receiving classified employee is in need of additional days following the use of the originally donated days, he may receive up to an additional 30 days if the donations are made available for use by the remaining classified employees.
4. Written, dated and signed notice of a donation of a sick leave day must be submitted to the BOE Clerk by the donating classified employee.
5. The classified employee in need may only access extra-donated days AFTER the BOE Clerk has officially accepted them. (Meaning a person can't use a donated sick day, knowing one is on the way.)
6. No donated days may be carried over into a new contract year.
7. No classified employee is allowed to solicit other classified employees for days to be donated.
8. BOE Clerk will advertise for classified employee need.
9. No days will be accepted beyond the immediate need.

FAMILY MEDICAL LEAVE - Family medical leave as required by federal law shall be granted for a period of not more than twelve (12) weeks during a twelve (12) month period. For purposes of this policy, a twelve (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 twelve (12) weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

The 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 prior to or during the leave period that the leave has been designated as paid family medical leave.

PERSONAL LEAVE - A maximum of two days of personal leave may be granted for an employee's personal business, per year, accumulative to five days. Application for personal leave shall be completed as far in advance as possible and filed with the building principal or director. Personal leave is limited to a maximum of 8 hours per day.

PROFESSIONAL IMPROVEMENT - The superintendent shall have the authority to grant professional leave not to exceed five consecutive days for any classified staff employee for the purpose of attending self-improvement and educational growth conferences. Those desiring to attend conferences, etc., shall file an application, in writing, on the district "Application for Leave" request form, with the Superintendent and approved by the building Principal/Director at least ten (10) days prior to the first date of the leave being requested. The application shall be accompanied by documentation to verify the conference and evidence of need for the district. The Superintendent may assign professional growth activities.

Employees will receive regular pay rate when attending training and may be paid for up to eight (8) hours per day. Employees will be reimbursed for reasonable meals as per administrative/director request for professional leave. School vehicles will be used if available. If no school vehicle is available, the employee will be paid mileage for use of their vehicle if authorized.

LEGAL LEAVE/JURY DUTY - May be granted for time away from the job for the purpose of prosecuting or defending a legal action or testifying in either a court of law or before an administrative body. The Superintendent may grant legal leaves without pay. No legal leaves will be granted with pay unless authorized by the BOE. Except that an employee called to jury duty or subpoenaed as a witness by a court of law or administrative body shall be paid regular wages if said employee endorses all jury duty pay or enumerations received over to the school district.

ADDITIONAL LEAVE - Any leave not included in the policy above will result in full pay deduction.

VACATION - Twelve days will be given as vacation days to all twelve-month employees to a total of 12 days per year. Ten (10) days carryover are allowed on July 1, to be used by the following December 31.

VACATIONS AND HOLIDAYS

- Twelve-month employees will receive one day per month of employment. IF AGREEMENT DATES ARE NOT FULFILLED AND LEAVES ARE USED BEYOND ACTUAL ACCRUED DAYS, THOSE DAYS WILL BE REIMBURSED TO THE DISTRICT.
- Application for use of vacation time must be made on the regular "Application for Leave" form. Approval for use of vacation time must be made in advance with the Principal/Director and approved by the Superintendent.
- Employees are eligible for vacation pay only if they are employed full time for 12 months.
- Holidays and Holiday leave are determined by the Board of Education and are paid for those which fall within

your agreement and will be paid according to the regular number of hours the employee works per day.

- Vacation and Holiday will be for a maximum of 8 hours per day.

TIME SHEETS

- It will be necessary for all employees to complete time sheets.
- No overtime will be paid without prior approval of administrator/director. Holidays are paid at double time (2 x daily rate), for actual holidays. Regular overtime is 1 1/2 times daily rate for over 40 hours worked. Sick, personal and vacation days are not considered days worked. Overtime is paid for the specific job worked over 40 hours.
- Compensatory time is available by mutual agreement between employee and superintendent. Time must be used within 1 week. Compensatory hours awarded for overtime will be granted at overtime rate.

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 have the following attached: receipts for transportation, parking, hotels or motels, 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 of Education.

REIMBURSEMENT FOR COLLEGE HOURS

Classified employees will be reimbursed at the following rate for approved college hours earned:
(Approved hours are those hours that have been approved, in advance of enrollment, by the Superintendent.)

- Fifty dollars (\$50.00) per semester hour for approved undergraduate hours up to a maximum of nine (9) hours per semester.

Classified employees who plan to request reimbursement for said hours shall present written documentation (transcript, grade cards, or letter) from the appropriate college official or dean.

In order for college hours to be considered for reimbursement, the hours must be completed and submitted to the Superintendent's office within a period of one year from the time of enrollment in a class or classes. Failure to do so will cause the employee to lose the opportunity to request reimbursement.

Board of Education Approved: September 9, 2002

REIMBURSEMENT FOR PURCHASES

Employees who make purchases not pre-approved by the Building Principal and/or the Superintendent will not be reimbursed for such purchases.

PAY DAY

Salary checks for all classified staff employees on a monthly pay schedule will be issued on the 15th day of each month. In the event a payday falls on Saturday, Sunday, or a holiday, the checks will be distributed on the preceding workday. If on a scheduled payday, the district is closed due to inclement weather, payroll will be released the next business day. Employees may participate in the "Direct Deposit of Check Program." Participation in the program allows the employee's paycheck to be electronically deposited into the designated bank account (or various accounts) on payday. The Elkhart School District recommends payroll direct deposit for a variety of reasons. With direct deposit, worries about picking up your check or losing your check are eliminated. This can be especially helpful when payday falls on a snow day or on a day when you are out of the office/building. In addition, your direct deposit paycheck funds are available to you on the morning of payday. Information about the procedure may be obtained from the Clerk of the Board.

2011-2012 - Time Sheet Due Dates And Pay Dates

DUE DATE

PAY DATES

July 1, 2011
August 1, 2011
September 1, 2011
October 3, 2011
November 1, 2011
December 1, 2011
December 16, 2011
February 1, 2012
March 1, 2012
April 2, 2012
May 1, 2012
June 1, 2012

July 15, 2011 - Friday
August 15, 2011 - Monday
September 15, 2011 - Thursday
October 14, 2011 - Friday
November 15, 2011 - Tuesday
December 15, 2011 - Thursday
January 13, 2012 - Friday
February 15, 2012 - Wednesday
March 15, 2012 - Thursday
April 13, 2012 - Friday
May 15, 2012 - Tuesday
June 15, 2012 - Friday

June 15, 2012 paychecks will be mailed unless other arrangements have been made with the district office.

TIME SCHEDULES

Work Day - The regular workday is generally defined as an eight-hour day with the starting and quitting time to be determined by the Superintendent. Some employees may work less than an eight-hour day.

Work Week - A regular workweek is defined as 40 hours of work. The workweek begins at 12:01 a.m. Sunday and

ends at 12:00 midnight on Saturday.

Work Year - A regular work year is defined as that time between July 1 of one year and June 30 of the following year.

Breaks - All Classified Staff personnel are allowed a break if their regular daily schedule calls for more than four hours 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, shall be scheduled by the supervisor and will be no less than 1/2 hour and not to exceed 1 hour. During breaks employees are free to leave those workstations not requiring continuous attendance.

RECORDS REQUIRED

Each employee must have the following records/forms on file with the district office before the first day of employment:

- ✓ Application for employment
- ✓ KPERs Enrollment form - if employee is eligible
- ✓ W-4 and K-4 withholding certificates
- ✓ Social Security number
- ✓ Loyalty oath or affirmation
- ✓ Health form
- ✓ Driving record (bus drivers)
- ✓ INS - I-19 form (proof of identity)
- ✓ New Hire Report
- ✓ Background Check
- ✓ Acceptable Use Policy
- ✓ Race/Ethnicity

PERSONNEL GUIDELINES

ACTIVITY PASSES – If the employee works two district sponsored activities the board will provide the classified employee with a local pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and spouse.

ANNUAL ORIENTATION MEETING - A one-day workshop may be scheduled each year in August to coordinate work between and among schools and the central office, and to review board policies and rules applicable to classified staff employees.

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

CHILD ABUSE - Any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this fact to the Social Rehabilitation Services (SRS) West Region Protection Center 1-800-264-3798 or to the local law enforcement agency if the employee is unable to reach the SRS Report Center. It is recommended that the building administrator also be notified after the report is made.

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

CONFLICT OF INTEREST - District employees are prohibited from engaging in any activity, which may conflict with or detract from the effective performance of their duties.

CONFIDENTIALITY – Information learned at school should 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 specific individuals, could result in disciplinary action being taken against the employee, including termination.

DRESS CODE - Appropriate dress and personal grooming are an individual responsibility. The impression given to others through personal appearance is important to the employee and to the district. Employees are asked to be responsible and use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair, and clean. Appropriate safety equipment will be worn as needed.

DRUG FREE SCHOOLS AND COMMUNITIES ACT - The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. All employees shall be provided with a copy of the District's Drug Free Schools and Communities Act policy.

GIFTS - Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives.

HARASSMENT - All employees have the right to work in an environment free from intimidation and harassment because of their sex, race, age, religion, and ethnic origin. U.S.D. 218 prohibits any physical, verbal, or visual harassment. Complaints of harassment should be directed to the employee's immediate director or the Superintendent.

LEAVING SCHOOL GROUNDS - Employees may leave school grounds during duty day with permission of their supervisor. Lunch break is not part of the duty day.

OUTSIDE EMPLOYMENT - Classified staff shall not engage in outside employment, which impairs the effectiveness of their service.

RELATIONSHIPS WITH STUDENTS - Employees shall maintain relationships with students, which are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

ASBESTOS

Dear Parents, Employees, and Patrons:

Asbestos is an issue we have been dealing with for many years. The Asbestos Hazard Emergency Response Act of 1986 (referred to as AHERA), was enacted by Congress. AHERA was enacted to determine the extent of and develop solutions for any problems schools may have with asbestos.

Elkhart USD 218 has had all our buildings inspected by Thompson Environmental Consultants from Liberal, Kansas. The contract with Thompson included planning, inspection, and the management plan. They have found asbestos at the elementary, the middle school, the high school, and the Fowler Field House.

The only asbestos in the elementary building is floor tile in the gym. This floor tile is classified as non-friable (cannot be easily crumbled) and therefore can be “managed” without removal.

The middle school has non-friable asbestos tile, which is covered by carpet and therefore can be “managed” without removal. The mudded joints to the broiler in the custodial room also contained non-friable asbestos. These have been wrapped and can also be “managed” without removal. This broiler is no longer in use.

The high school also has non-friable asbestos in the floor tile throughout the building, which is also covered by carpet and can be “managed” without removal. In the Industrial Arts woodshop the flex connector in the heating duct to control vibration also contains non-friable asbestos. This connector is wrapped and therefore can be “managed” without removal.

There are two areas in the Fowler Field House, which have non-friable asbestos. It was located in the entryway of the old gym and in the health room. These too can be “managed” without removal.

Our district has appointed Andy Bane to be our “designated person” for supervising, inspecting, and removing, if necessary, any asbestos within our buildings.

Each building and the district office have a copy of the “management plan”. This plan is available for your inspection should you feel any need to examine it. We intend to fully comply with all relevant EPA and OSHA regulations in order that our children and employees will not be endangered. We will also keep you advised of any actions we may take regarding asbestos in any of our school buildings. In the meantime, if you have any questions or concerns, please convey them to myself or Andy Bane at USD 218.

Respectfully,

Nancy Crowell, Superintendent

SOLICITATIONS

Of Employees: Unless permission is granted, by the appropriate director, solicitation of employees by any vendor, other school district employee or patron during normal duty hours is prohibited.

By Employees: No employee may attempt, during regular duty hours, or on school property, to sell or endeavor to influence any student or school employee to buy any item or service, which would directly or indirectly benefit the school employee.

WEAPONS POLICY - It is a crime for any person including staff members to possess a weapon at school or on school property or at any school activity or event except law enforcement officers.

Any employee shall report to administration and local law enforcement any crime or act involving possession or use of explosives, firearm or weapons at school, on school property or at any school activity or event.

WORKERS COMPENSATION

Definition of Injury: Injuries that 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.

Notice of Accidents: Employees must notify the employer within 10 days of an accident or the claim may be barred.

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 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.

Reporting: In case of an injury while you are on school duty, the following steps are to be taken for Workers’ Compensation.

1. Report the injury immediately to your principal or supervisor; if they are not readily available, then report to the Clerk or to the Superintendent. This includes injury over the weekend due to school activities.
2. Principal/Supervisor will give the employee the forms to complete and return to the Clerk. The clerk will then file the claim with the district Workers’ Compensation carrier.
3. The designated USD 218 Workers’ Compensation Doctor is Morton County Medical Clinic (Dr. Perido is not part of MCMC). Failure to see the district physician could result in the employee paying the medical fees.

Additional information about your rights and responsibilities regarding Workers’ Compensation may be obtained from your supervisor or the district office.

EMERGENCY CLOSINGS

At certain times natural events and conditions beyond the control of school personnel will cause the closing of one or more of the schools. When such a decision must be made, the Superintendent of Schools or the person who may be acting in his/her stead shall make both the determination and the announcement.

If the Superintendent or the person who might act for his office cannot be reached in time to deal with the emergency, the principal of the school or the acting principals should take such action, as he or she might deem necessary under the circumstances.

The Board of Education holds that safety and the protection of lives should be the paramount consideration when any doubt exists and a decision must be made concerning holding school, retaining students in the school building or the dismissal of school.

When schools in the district are closed because of inclement weather:

- Classified Staff employees of less than 12 months will not be expected to work on these inclement weather days. They may, however, make up the time, with the permission of their supervisor.
- Those twelve month employees who can safely report to work will do so in order to assist in preparing the school for the following day, as well as for the preservation of property and in order to assist with accommodating calls from the public.
- Twelve-month employees reporting for work during inclement weather, as described above, will receive regular pay. Classified staff not reporting for work may take a day of personal leave, vacation, or receive no pay.
- If the Superintendent determines that all employees should go home early or report to work late because of the bad weather, the time will not need to be made up.

EVALUATION OF CLASSIFIED STAFF

1.) The Board of Education asks that all employees be committed to an ongoing evaluation of their performances in order that continual self-improvement may take place. The Board believes there is room for self-improvement through additional training, through in-service programs and as a result of other constructive efforts.

2.) An evaluation of all personnel should be made prior to completion of a probationary period and at least one evaluation of all employees on an annual basis.

3.) The employee will be evaluated on an Employee Performance Evaluation form as adopted by the Superintendent and the Board of Education.

4.) In the event that an employee's performance is determined to be unsatisfactory or substandard, the necessary form of correctable discipline may be administered.

5.) The responsibility for evaluation shall be as follows:

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|------------------------------|-----------------------------------|
| Clerk of the Board..... | Board of Education/Superintendent |
| Treasurer..... | Board of Education/Superintendent |
| Food Service Director..... | Superintendent |
| Technology Director..... | Superintendent |
| Maintenance Director..... | Superintendent |
| Transportation Director..... | Superintendent |
| Bus Drivers..... | Transportation Director |
| Secretarial..... | Principal/Superintendent |
| Aides..... | Teachers/Principal |
| Food Service..... | Food Service Director/Principal |
| Custodial..... | Maintenance Director/Principal |
| Maintenance..... | Maintenance Director |
| Technologists..... | Technology Director |

6.) Annual evaluations should begin no earlier than July 1st and should be filed in the Superintendent's office no later than May 15th of each school year.

SUSPENSION AND DISMISSAL OF CLASSIFIED STAFF MEMBERS

If, in the course of the ongoing evaluation of the staff by the immediate supervisor, an employee's performance is judged to be unacceptable or substandard, one of the procedures described may be applied.

A. **INFORMAL ACTION** - This type of action may be used in cases when infractions are slight and do not warrant formal action. The penalties vary in these instances; the supervisor may deny certain privileges.

B. **FORMAL ACTION** - As the title indicates, formal action is prompted by outright violation of district rules or regulations. These offenses and their appropriate punishment are handled according to the seriousness of the offense and the employee's past record. The offenses may result in any of the following actions. These actions are in no particular order:

- **An Oral or Written Reprimand** - This is the most frequently used and mildest form of formal action. It is a warning, which at the same time, tries to get at the root of the problem and overcomes the source of difficulty. When the supervisor gives an oral reprimand, he/she makes a brief note of it for his/her own future reference and guidance. When he/she issues written reprimand, he/she furnishes the employee one copy and places another in the employee's personnel folder. It becomes a matter of record.
- **Suspension with Pay** - The Superintendent of Schools or his designee, may suspend an employee with pay for an indefinite period. This action is taken when district officials feel time is needed to investigate charges against an employee, or while dismissal procedures are being implemented.
- **Suspension without Pay** - This form of action is utilized in severe cases. Suspension without pay is authorized only after the employee has had opportunity to have a conference to discuss the problem. After the conference, the Superintendent or his designee may suspend an employee for a period of up to 30 days.
- **Immediate Dismissal** - This may occur if it is determined that the employee's conduct is such that it is in the best interests of the school district and/or the safety and welfare of its students. The Superintendent may immediately dismiss such an employee.

The Superintendent will notify an employee of his/her immediate dismissal.

The employee, in this instance, may request in writing (within five (5) working days) a hearing that may include the employee's supervisor, principal, and the Superintendent.

Following the conference, the employee will be notified, in writing, (within 10 working days) of the hearing decision including the recommendation of the Superintendent.

Dismissal Based on Job Performance and Work Habits - When an employee's job performance and/or work habits have become poor or unsatisfactory, the supervisor will schedule an evaluation conference with the employee to identify areas, which require improvement.

The areas of needed improvement should be identified, in writing, and a copy be given to the employee within five (5) working days of the evaluation conference. The supervisor should offer suggestions to the employee and help direct the employee toward improvement.

An employee whose job performance and/or work habits are determined to be poor or unsatisfactory may be placed on probation.

Employees being placed on or removed from probation will be notified in writing and copies sent to the Superintendent.

COMPLAINTS - Any employee who believes that any part of this handbook has not been followed correctly may submit a complaint either orally or in writing to his/her immediate director. If the complaint is not settled within ten (10) working days after submission, the employee may submit the complaint to the Superintendent.

The Superintendent shall review the complaint with the employee and make a recommendation to the building

principal/director concerning possible resolution(s). The Superintendent will make a determination for resolution of the complaint and inform the employee within ten (10) working days of his/her decision.

Within ten (10) days after receiving the decision of the Superintendent an appeal from the decision may be made to the Board of Education. It shall be in writing and accompanied by a copy of the decision at level four.

At the next regularly scheduled Board meeting or no later than thirty (30) days after receiving the appeal, the Board shall hold a hearing on the grievance. All those persons listed at level four have a right to participate at this level.

Within ten (10) days after the hearing, the Board shall communicate its decision in writing to the employee.

FACEBOOK – The administration may periodically conduct internet searches to see if staff members have posted inappropriate materials on-line. When inappropriate use of computers and websites is discovered, the School Principal and Superintendent will bring it to the attention of the appropriate employees.

The School Board discourages school district staff from socializing with students outside of school in person or on social networking websites, including but not limited to MySpace and Facebook.

All school district employees, faculty and staff who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites is strictly prohibited.

School district employees are prohibited from engaging in any conduct on social networking websites that violates the law, school board policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination, in line with other school board policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees, faculty, staff or students from the use of educational websites if such sites are used solely for educational purposes.

Access of social networking websites for individual use during school hours is prohibited.

**USD #218
Elkhart, KS 67950**

**ACTIVITY AND ROUTE BUS DRIVERS
POLICIES AND PROCEDURES**

Activity bus drivers do not regularly exceed 32 driving hours per week, and are not eligible for fringe benefits such as sick leave, personal leave, or vacation pay.

District pays cost for required credentials:

- Kansas CDL License.
- Physical exam recorded on state-approved form, renewed every two years and paid for by the district.
- Defensive driving course by state-approved instructor, renewed every three years.
- American Red Cross multi-media first aid course by state approved instructor, renewed every three years. CPR is renewed every two (2) years.
- All drivers must participate in Elkhart USD 218's drug and alcohol testing program.
- Procedures and priorities are described in the testing policy provided each driver.

Drivers shall receive one hour of pay per month to attend required monthly safety meetings.

Drivers are responsible to the Superintendent and will follow all procedures requested by her/him through the transportation director, including route and activity assignments.

Route and Activity Bus Drivers Policies

- Drivers are paid by the route and will not receive pay for extended routes unless a route exceeds two (2) hours. Drivers will be considered for salary advancement each year based on percentage of increase given to other employees. Kindergarten routes will pay same as regular routes. The base pay for drivers is set by the Board of Education. Route drivers will receive nine (9) days of leave per school year, which may accumulate to 60 days and be used in the manner defined elsewhere in the classified staff handbook.
- The driver of each bus will be responsible for inspecting that bus regularly and for reporting mechanical needs to the transportation director.
- Following each trip, the drivers will clean the interior of the bus, fill the fuel tanks and inspect for and report vandalism to the transportation director.
- "Driving time" is defined as actual driving time plus two (2) hours per trip for loading and unloading, warm-up, fueling, etc. Additional time shall be reported as "waiting time".
- Building administrators will request type of transportation needed for each trip, after consulting with coaches, sponsor, or athletic director, to determine distance, number of passengers and type of activity.

- The transportation needs of students will always be considered first when making vehicle assignments.
- Coaches or sponsors must be able to inform the driver regarding exact destination, time schedule, parking instructions, eating location, and/or any other details of the trip.
- Cost of interior damages to buses due to accidents or intentional vandalism will be paid for by the guilty parties or deducted from the individual activity account.
- The transportation director will make decisions and/or approve requests whenever unusual situations occur. He will consult with the superintendent when necessary.
- Drivers are not paid for "sleep time" on over-night trips.
- All "necessary expenses" of drivers will be paid on overnight and long-distance trips. "Necessary expenses" is defined as motel rooms and reasonable meal costs. Other incidentals, snacks, etc. are drivers' expense.

RULES FOR RIDING BUSES

Please observe the following rules at all times:

- 1) The bus driver is in charge of the bus, and it is his/her responsibility to see that you are safe at all times. He/she shall report any violations to the teacher and if necessary, to the building Principal.
- 2) The teacher/sponsor is responsible for the students' behavior on the bus. The bus driver is responsible for student behavior on normal routes. Violations should be handled immediately and if repeated, a report made to the building principal.
- 3) Keep hands, arms, and head inside bus at all times after entering bus.
- 4) Riders must remain seated facing the front while the bus is in motion.
- 5) Do not throw anything out of the bus whether in motion or at a stop.
- 6) Absolute quiet when approaching a railroad crossing and while stopped.
- 7) Look before crossing in front of any stopped bus.

Revised 9/12/94, 9/1/97,7/27/98, 8/10/98, 10/9/06, 8/13/07