



Classified Staff Handbook Caney Valley Unified School District 436

Revisions Approved: **09/11/2017**
(Revisions in Bold Print/Underlined)

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Acknowledgment of Receipt of Handbook

Employees are required to sign this statement annually acknowledging the receipt of the handbook and the other provisions stated below. These acknowledgments should be kept on file in the district office. The handbook is on the district website at www.caney.com. If you wish to have a copy provided to you, please contact the district office.

I, _____, do hereby acknowledge receipt of the classified staff handbook
Employee Name

for **2017-2018**. I have read it, and I understand the contents. Further, I understand:

- **This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.**
- **Anytime the superintendent is mentioned in this manual, his/her designee is implied.**
- **As a condition of employment, employees agree to follow rules and regulations that have been adopted by the board.**
- **This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.**
- **Classified employees are employees-at-will, and employment may be terminated at any time, with or without cause. Classified employees employed pursuant to a written contract may still be employees-at-will in accordance with the written contract, and employment may be terminated as provided in the written contract.**

Changes

Health Insurance

The board may pay **\$612** per month for each full time classified employee toward payment for a single or group health insurance plan. Newly hired employees will have a 60 day training period. After the training period, the employee may be eligible for health insurance benefits.

Leave

During the first year of employment, each full-time classified employee shall be entitled to a total # of sick leave days with full pay to be accumulated at a rate of one day per month of employment. After the first full year of employment, the entire year of sick leave will be awarded each July for each month of employment.

Personal Leave

All full-time personnel shall be entitled to four (4) days personal leave with pay per year. The four days shall be used at the discretion of each employee, except that personal leave shall be limited during the last two weeks of school and the duty day before or after a holiday. If an employee is hired after the start of the school year this personal leave will be prorated.

Date: _____ Signature of Employee: _____

Introduction

Welcome to Caney Valley USD 436. This handbook is intended to serve as a general guide and reference for classified staff employees. The Classified Staff Employee Handbook should not be regarded as constituting a contractual arrangement with Caney Valley USD 436, and, does not

alter the “at-will” relationship between employer and classified staff employee. This handbook supersedes any previous handbook or unwritten policies, and except where restricted by law, USD 436 reserves the right to change the policies described herein. While the handbook provides important information relative to aspects of your employment at USD 436, it cannot be used as the basis for all decisions. To that end, you are encouraged to consult your supervisors with specific questions you do not find addressed in this handbook.

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,” p. 18.

The board shall hire employees on the basis of ability and the district’s needs. See “Recruitment,” p. 20.

Mission Statement

The mission of Caney Valley School District is to work with the community to provide a quality education for all students in a safe environment.

Staff Names

A staff directory is available at the district office.

Definitions

Employee Classification

- *Licensed Education Staff:*
Teachers: Staff who holds Kansas teaching licenses and is covered by the USD 436 Teachers’ Negotiated Agreement.

Administrators: Staff who holds Administrator’s licenses and are assigned administrative duties. Administrators are not covered by the negotiated agreement and are included in Special Services.

Counselors: Staff who holds Kansas Counseling licenses and are assigned counseling duties.
- *Classified Staff:* Staff, other than licensed education staff, who are employed by the district and paid on an hourly basis.
- *Twelve-Month Employees:* Employees who are employed full time the entire 12 months of the year.
- *Special Services:* Staff, other than licensed education staff, who perform supervisory or other duties related to their field. Currently, these positions are Food Service Director, Maintenance Director, Transportation Director, Technology Director, Board of Education Clerk, Secretary to the Superintendent, Head Cook, Nurse, Ground Maintenance, and Mechanic.

- *Full-time Employees:* For USD 436 benefit purposes, a full-time employee who is scheduled to work five or more hours per day, for nine or more months per year. For KPERS purposes, a full-time employee who is scheduled to work 630 hours per year.
- *Part-time Employees:* Employees who work in permanent jobs, but who work less than thirty hours per week, for any length of time in a fiscal year.
- *Temporary Employees:* Employees who are hired on a temporary basis, either for a specific job, or a specified length of time, employed either full-time or part-time.

Benefits and Compensation

Classified employees may be provided benefits and compensation. See "Definition," p. 2.

Insurance

The board may provide certain employment benefits for classified employees:

Health Insurance

The board may pay **\$612** per month for each full time employee toward payment for a single or group health insurance plan. Newly hired employees will have a 60 day training period. After the training period, the employee may be eligible for health insurance benefits.

Life Insurance

Basic group life insurance is provided for all active KPERs members at 150% of the member's annual salary. Additional life insurance must be paid by the employee.

Disability Income Protection

Long-term disability benefits are provided for all active KPERs members after 180 continuous days of total disability. The monthly benefit is based on $66 \frac{2}{3}$ percent of annual rate of compensation.

Short-term disability insurance must be paid by the employee.

The employee's disability income protection benefits shall be reduced by any workers compensation disability payment.

Leaves and Absences GCRG

Following a 60 day training period, paid leaves of absence may be granted to classified full time employees. Only 12 month full time employees may be granted vacation leave.

Procedure for Requesting Leave

See Appendix B for a sample request for leave form.

An employee on paid leave during the year shall be compensated at his/her regular rate of pay while absent from work, if approved when possible in advance by supervisor. If not possible to get approval in advance, approval must be met upon return to work.

Sick Leave

Sick leave is defined as days of absence from duty because of personal sickness or injury and for which no deduction is made in compensation of the employee, as long as the employee has accumulated sick leave days. Sick leave shall cover absences for the employee's own illness or doctor's appointments, or death or illness or doctor's appointments in the immediate family of the employee. The term immediate family shall be understood to include only spouse, brothers, sisters, sons, daughters, grandparents, grandchildren, father and mother of the employee.

1. During the first year of employment, each full-time classified employee shall be entitled to a total # of sick leave days with full pay to be accumulated at a rate of one day per month employment. After the first full year of employment, the entire year of sick leave will be awarded each July.

2. Temporary employees do not receive sick leave

benefits.

3. Sick leave may accumulate to 50 days maximum.
4. Employees may request leave in 1 hour increments.
5. Termination of employment shall automatically void all accumulated days of sick leave.
6. Each employee may use up to three days of accumulated sick leave annually for bereavement.
7. In making deductions for days absent, length of contract will be divided into the amount of contract for arriving at a daily rate. Sick leave will be prorated for an employee not serving a full term of contract.

If a classified staff employee has accumulated an excess of fifty (50) sick days by the end of the pay period in June, then he/she will be paid for the days exceeding 50 at the current year's substitute teacher daily rate. Payment will be included in the June payroll.

Upon actual KPERS retirement or death (payable to his/her beneficiary) and if the employee has 10 years of continuous service to the District, the Board will purchase unused sick leave at the substitute teacher daily rate.

Personal Leave

All full-time personnel shall be entitled to four (4) days personal leave with pay per year. The four days shall be used at the discretion of each employee, except that personal leave shall be limited during the last two weeks of school and the duty day before or after a holiday.

Employees who apply for personal leave during this time shall be required to state a reason or purpose for the leave. If the leave is to be used for an activity over which the employee has no scheduling control, or in the event of an emergency, the request may be granted. The request for personal leave shall be filed at least 48 hours in advance with the immediate supervisor. In the event of an emergency, the 48-hour period may be waived. The efficient operation of the employee's workplace shall be considered when approving leave.

At the end of the year, classified staff and special services employees will be compensated for unused personal leave at the substitute daily pay rate. Payment will be included in the June payroll. Personal leave will not accumulate.

Disability Bank

The Disability Bank has been established by employees of the district for use after accumulated sick and personal leave has been used. It is the intention of this provision that these days be used for long-term injury or illness. All Classified and Licensed full time employees are eligible to participate.

Review Committee—The review committee will consist of the

Superintendent, Building Principal and CVTA building representative from the building of the applicant, a classified person elected by classified personnel, and the CVTA President. The CVTA building representative and elected classified person will be selected by September 10th of the current school year. The review committee will make all recommendations to the board, and the final decision will rest with the Board.

Procedure for Participation in the Disability Bank Program:

- a. An applicant must be in the employment of the school district for one year.
- b. The applicant must notify the Board of Education of their desire to participate by September 10th of the current school year.
- c. New members will contribute one sick day when they join.

Procedure to Withdraw Days from the Disability Bank:

- a. A member must fill out a request form to initiate a meeting with the review committee.
- b. A letter explaining the reason for the request and a copy of a doctor's statement must be submitted with the request form.

Exclusions of the Disability Bank:

- a. An employee may not use the disability bank if he/she is receiving Workman's Compensation.
- b. The employee will take other payments as soon as they are eligible, including Disability, KPERs, etc.

Requests to use the Disability Bank may be made for the member, spouse, parent, or dependant.

If the Disability Bank falls below 200 days, all members will contribute one day.

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;
2. The placement of a son or daughter with the employee for adoption or foster care;
3. The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
4. A serious health condition of the employee that prevents the employee from performing the job functions.

5.
(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:

1. The reasons that leave will count as family and medical leave;
2. Any requirements for medical certification;
3. Employer requirement of substituting paid leave;
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share;
5. Right to be restored to same or equivalent job; and
6. Any employer required fitness-for-duty 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.

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

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if;

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

2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Holidays
GCRH

Paid holiday leave may be granted to full-time employees. To be eligible for ALL paid holidays, the employee must be officially on duty at the time of the holiday. Holidays include:

Labor Day—1 day
Thanksgiving—2 days
Christmas—2 days
New Year's—1 day
Memorial Day—1 day
Independence Day—1 day – 12 month employees

Part-time and temporary employees are not eligible for holiday pay.

Vacations
GCRH

Twelve-month employees are eligible for vacation leave after they have reached their first year anniversary hire date.

The only year that vacation leave is not applied in July is after the first year, which applies on the employee's first anniversary date. Thereafter, vacation days will be determined by calendar year of hire.

After 1 full year – 5 days
2-9 years – 10 days
10-19 years – 15 days
20 years – 20 days

Vacation leave may be carried past June 30, but must be used by the following December 31. After this date, the leave will be forfeited and shall not be reimbursed through any monetary means.

Employees leaving the district shall be paid for accrued vacation leave at the employee's regular daily rate of pay.

Activity Passes

The board shall provide each classified employee with a pass to district-sponsored activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee, their spouse and any student aged children living in their household.

Pay Day

Salary checks for classified employees will be issued on the 25th day of each month. In the event a pay day falls on Saturday, on Sunday or on a holiday, the checks will be distributed on the Friday prior to the 25th.

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
GAN

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, meals and other expenses for which receipts are ordinarily available. Requests are to be turned in to the building administrator.

Reimbursement Guidelines

Meals

Student Meals---\$6.00 limit-----2 meals per day

Adult Meals-----\$8.00 limit-----2 meals per day

See Appendix C for sample reimbursement form.

Motel

\$45.00-\$79.00—Per night

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 and must have prior approval from the superintendent.

Mileage Reimbursement Rate:

.50 cents per mile

Salary Reduction Plan
GAL

Classified employees may participate in a district salary reduction plan.

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 normally working 20 or more hours per week may be eligible to participate in a “tax-sheltered” annuity plan. The minimum level of participation is \$300.00 per year. Current employees may make changes and/or additions in annuity plans within the following guidelines:

- Enrollment may include only one agreement per tax year. The salary reduction agreement must be submitted to the Superintendent on or before September 15 of each year a new election is made.
- 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

Employees who meet the qualifications for the Kansas Public

Retirement System

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 designated agent, board clerk.

Workers Compensation EBAA, GAOE

See Appendix D for sample accident report form.

Notice of Accidents

Employees must notify the employer within 10 days of an accident or the claim may be barred. Additional information about your rights and responsibilities under workers compensation may be obtained from your supervisor or the district office. See "Accidents," p. 22.

The district's worker's compensation health care provider is Jane Phillips Caney Rural Health Clinic at 218 West Fourth, Caney, KS. Referrals must be authorized by these health care professionals.

Coverage

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with the district. 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.

Any employee who is off work and drawing workers compensation shall be required to provide the clerk of the board 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 pro rata amount equal to the percentage of salary paid by the district.

Retirement

Early Retirement Incentive Pay and Health Care Benefits

A. Employees of the school district who may find it necessary or desirable to retire from employment with the district prior to normal retirement age may elect to take early retirement under the terms and conditions set forth in this policy. Early retirement is entirely voluntary and at the discretion of an eligible employee.

- B. *Eligibility:* An employee is eligible for early retirement if such an employee:
1. is currently a full-time employee of the school district,
 2. is not less than 55 years of age during the calendar year in which one retires and not more than 62 years of age.
 3. has 10 years or more of employment service with the school district
 4. has 20 years or more of service credit recognized by the Kansas Public Employees Retirement System (KPERs).
 5. Actually retires from the district under KPERs

- C. *Application:* An employee may apply for early retirement by giving written notice to the Superintendent or his/her designee. Such written notice shall be submitted on or before the first day of April preceding the anticipated retirement date and shall include the following information:

1. a statement of the applicant's desire to take early retirement,
2. the anticipated date of retirement
3. the applicant's birth date and age on the date of retirement
4. the current mailing address and telephone number of the applicant,
5. the number of year's applicant has been employed by the school district,
6. the total number of years of service credit recognized by KPERs,
7. applicant's current annual salary,

Following final action on any application for early retirement, the Superintendent or his/her designee shall notify the applicant, in writing, of the final disposition and the date and amount of annual early retirement benefits to be paid.

- D. *Early Retirement Benefits:* An eligible employee who takes early retirement is entitled to receive annually from the school district a benefit in accordance with the following schedule:

Age	Dollar Amount of Stipend	Number of Installments
55	\$6833.33	6
56	\$5833.33	6
57	\$6000	5
58	\$6000	4
59	\$6000	3
60	\$6000	2
61	\$6000	1

Terms and conditions: The following terms and conditions shall apply to the school district's early retirement plan:

1. Any eligible application for early retirement shall be granted by the board
2. The annual early retirement shall be deposited into a 403(b) account in behalf of the employee in July of each year;
3. All early retirement benefits shall automatically terminate at the time an employee reaches age 62;
4. An employee who takes early retirement shall have the responsibility to keep the school district informed of his or her current mailing address and telephone number.
5. Retirees may purchase the district's group health insurance coverage until age 65.

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 Schedule
GCR

Time schedules for classified employees will be assigned by the superintendent.

The normal workweek for classified personnel shall consist of up to 40 hours per week for full-time employment. See "Overtime," below.

School Cancellation

When school is closed due to inclement weather, the superintendent or program director determines which classified staff must report to work. **Those classified employees that choose to stay home, due to weather related reasons, must take a personal day or vacation day or not be paid for the time missed. Lost work time will not be allowed to be made up at a later time unless approved by the superintendent.**

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 card.

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

Time Cards

Classified employees are required to clock in at the beginning of each work day and clock out at the end of each work day through the **Attendance On Demand** computer program. A badge number will be assigned to each employee by the board office staff. Employees are required to monitor their own time cards and report any problems to their direct supervisor or building secretary. It shall be considered a violation of district policy if any employee clocks in or out for any other employee. "Forgetting" to use the time clock may also be considered a violation. Such violations may result in disciplinary action, including termination.

The monthly pay period ends on the 15th. All time card reports, supervisor approved, must be forwarded to the district office the day following the end of the pay period. After time cards are imported to payroll, they cannot be corrected and any pay difference would apply to the following pay period.

Breaks

All classified personnel are allowed an **approved** 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**, when allowed, shall be **verbally approved** by the supervisor.

Calendar

A district calendar is approved yearly by the board. Calendar

summary—See Appendix E.

Facility Scheduling

The superintendent or building administrator must approve the use of district facilities.

Conduct

Prohibited Substances

Drug Free Schools and Communities Act/
Drug Free Workplace
GAOA, GAOB

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.

As a condition of employment in the district, employees shall abide by the terms of the board policy on drug free schools/workplace.

Employees shall not unlawfully manufacture, distribute, dispense, sell, 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. See “Criminal Convictions,” p. 17.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings. 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 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 personnel disciplinary actions, which may be taken under existing board policies or the negotiated agreement.

Tobacco Use
GAOC

The use of tobacco products by any person, in any form, is prohibited in any school building, owned, leased or rented by the district, which is used for pupil attendance purposes, or in any school vehicle.

Relations with Students
GAF

Employees shall maintain relationships with students that 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.

Employee Protection
GAO

An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance that 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 that 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 that violate the privacy rights of personnel could result in disciplinary actions being taken against the employee, including termination. See "Personnel Records," p. 21.

Sexual Harassment GAAC

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, or if the employee is uncomfortable discussing the issue with his/her supervisor, the employee should discuss the problem with the principal or the superintendent.

See “Complaints,” p.17.

Employees who do not believe the matter is appropriately resolved may file a written complaint under the district’s discrimination complaint procedure. Confidentiality shall be maintained throughout the complaint procedure.

Gifts

Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school-related activity.

Employees are prohibited from receiving gifts from vendors or sales representatives. Premiums resulting from sales projects sponsored by the district shall become the property of the district. All other premiums, price reductions, and additional merchandise awarded based on district business shall become the property of the district.

Solicitations

Solicitation of Employees

KDC

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

Solicitations By Employees

GAG

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 items that may directly or indirectly benefit the school employee.

No employee will engage in sales or solicitation on behalf of the school or use the school name without the prior approval of the principal.

Dress Code

GAM

The board encourages appropriate dress for all district employees.

Conflict of Interest

GAG

District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of their duties.

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.

See “Solicitations By Employees,” as noted above.

Outside Employment

Classified employees shall not engage in outside employment, which impairs the effectiveness of their service.

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 shall have the authority to suspend classified employees with pay until the suspension is resolved by board action. The board may suspend with or without pay for a period determined by the board.

Termination

The board may terminate a classified employee at any time, with or without cause.

District Procedures

Assignment and Transfer
GCE

The board retains the right to assign, reassign and transfer classified personnel.

The job classification of an employee is assigned upon employment. The district may transfer between buildings, in the best interest of the district, employees within the same job classification. If a position becomes available in which an employee wishes to transfer, a request must be submitted to the Superintendent in writing. The Board of Education will have final approval of any and/or all employment decisions and transfers that occur between buildings.

Board Policy

Employees shall follow and be familiar with 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 made 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/Work Agreement
Procedure

The offer of an employment contract or work agreement shall be presented each year. The classified employee shall sign and return within the time period designated by the superintendent. The signed document will be presented to the board for final approval.

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

Discrimination Complaints
GAEA, KN

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 of Schools, Caney Valley School District
436, 700 E. Bullpup Blvd., Caney, KS 67333, 620-879-9200
has been designated to coordinate compliance with

nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

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

Complaints of discrimination will be resolved using the district's discrimination complaint procedure.

Drug and Alcohol Testing
GAOD

All newly hired classified employees are required to submit to testing for alcohol and drugs.

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. Board-approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate regulations.

Compliance with the required elements of the testing program is a condition of employment as a driver in the district.

Evaluations
GCI

All classified employees shall be evaluated during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board. 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-related 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. **Evaluations shall be utilized to determine future pay increases and is based on merit. Pay increases are not guaranteed and will vary based on district finances.**

Supervision
GCH

The superintendent 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 the building.

Job Descriptions
GACB

A job description for each category of classified employee will be developed by the superintendent. 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 "Termination," p. 17.

Jury Duty	An employee called to jury duty shall be paid regular school wages if the employee endorses all jury duty pay, except reimbursement for mileage and subsistence, over to the district.
Distribution of Materials	<p>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.</p> <p>The principal shall determine the time, place and manner for materials distribution.</p>
Orientation	All new classified employees shall receive an orientation as designed by the supervisor and shall be given a copy of this handbook.
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 file a report showing dates, number of miles traveled, signature of the employee and approval signature with the district office. Reimbursement shall be made following board approval.
See Appendix C a sample reimbursement form.	<p>Any employee who plans to transport students in his or her personal vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.</p>
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 GCC	The superintendent will recruit personnel to fill existing or proposed vacancies and recommend the board hire the most qualified candidate.
Interrogation and Investigation of Students JCAC	No one may interrogate or investigate a student on school grounds without the permission of the principal.
Searches of Students and Property JCAB, JCABB	<p>If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.</p> <p>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</p>

enforcement officer shall search students or property without a search warrant.

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 in accordance with the employment agreement and board policies.

To resign a position, the employee must submit a letter of resignation to the district office. Resignation letters are then presented to the board.

Exit Interviews

An exit interview may be conducted prior to an employee leaving the district.

Staff Development
GAD

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.

Staff development that requires the employee to be away from their regular assigned responsibilities will be compensated at the employee's regular rate of pay in accordance with the FLSA.

Telephone Use

District telephones are for school business. Use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Long distance calls made in an emergency must be charged to the employee's phone card or logged and reported to the employee's immediate supervisor so arrangements may be made to bill the employee.

Records

Personnel Records
CN, GAK

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," p. 14.

Required Records
GACD

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

- Employment application;
- KPERS enrollment form (if employee is eligible);
- W-4 withholding certificate;
- Social security number;
- Loyalty oath or affirmation;
- Health form (if working directly with students). See "Health Examinations," p. 24;
- Driver's license and driving record (if required for position). See "Driving Records," below;

- INS form (proof of identity); and
- KBI background check
- Drug test
- New employee information form
- Payroll check distribution form
- Computer technology use by employee form
- Salary reduction plan
- Salary 125 option form
- KPERS -1 – Report of member status
- KPERS-7/99-Designation of beneficiary
- Application of KPERS optional group term life insurance (if desired)
- Health insurance forms

Address Changes

All address changes must be made with the district office before the end of the pay period in which the changes took place.

Driving Records
EDAA

It shall be the responsibility of all school bus drivers to annually provide documentation to the superintendent 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
JGFG

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If the 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.

If an employee is injured on the job, the supervisor should be contacted immediately, and a report shall be made within ten days. The supervisor will then be responsible for contacting the district central office, who will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctor’s orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan. See “Workers Compensation,” p 10.

Child Abuse
GAAD

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.

It is recommended the building administrator also be notified after the report is 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
EBCA

Employees shall report any vandalism to their immediate supervisor.

Violent Acts
EBC

See "Security," p. 26.

Health

School Nurse

See "Medications, Administering," p. 24 and "Accidents," p. 22.

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the district maintenance director.

Blood borne Pathogens
GARA

The exposure control plan for blood borne pathogens is available for review from the school nurse.

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

Communicable Diseases
GAR

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

As required by law, and a condition to entering employment, any employee who comes into regular contact with students shall complete a health examination. 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". The district has established a health care provider to complete the required physical examination for the employee

with the board to borne the cost. If an employee chooses to use another provider other than the board approved provider or if the examination cost is more than the minimum required, the cost will be borne by the employee. 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,” p. 21.

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 board directed examination required will be borne by the board.

Physicals for Bus Drivers

The district has established a health care provider to complete the required physical examination for bus drivers. The expense for this examination will be borne by the board. 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. If the employee chooses to use another provider other than the board approved provider, the total cost will be borne by the employee.

First Aid
JGFG

See “Accidents,” p. 22.

Medications, Administering
JGFGB

The supervision of any medications shall be in strict compliance with the rules and regulations of the board. District employees may not dispense or administer any medications, including prescription and non-prescription drugs, to students except as outlined in board policy.

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 that is, or may be, hazardous, he/she should notify his/her supervisor immediately.

Hazardous wastes include, but are not limited to, wastes that 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 maintenance director.

Safety and Security

Accidents, Reporting of
JGFG

See "Accidents," p. 22.

Drills
EBBE

Building drill information is posted at each building and is available from the building administrator.

Emergency Closings
EBBD

When the superintendent decides the weather threatens the safety of students and employees, he/she will notify the radio/TV station KGGF to broadcast a school closing announcement.

When school is closed due to bad weather, all classified staff that is on a contract will be deducted one day's pay unless personal leave, comp time or vacation leave is used. All teachers and less than twelve (12) month special services staff may be asked to make up the day. All administrator and 12 month special services staff will not have pay deducted unless by the board.

Safety Practices

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

Security
EBC

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.

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 workday and other appropriate times. See "Personal Property," p. 19.

Building Opening and
Closing Time

Building opening and closing times are available from the building administrator.

Keys

The building administrator or superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys shall be duplicated without permission.

Keys should be turned in to the appropriate supervisor when an

employee is no longer employed by the district or is assigned to another building.

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

Crisis Plan

Building crisis plans may be obtained from the building administrator.

Violent Acts (Reporting of)
EBC

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.

Computers
IIBG

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 purchased by the district may be loaded onto district computers. Software licensed to the district shall not be used on computers not owned by the district. District software shall not be copied for personal use. See "Copying and Duplicating," p. 28.

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

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 are monitored by the employer to ensure the systems are only being used for official purposes.

Ownership

Computer materials or devices created, as part of any assigned district responsibility undertaken on school time shall be the property of the district. The board's rules governing ownership of employee-produced computer materials are on file with the clerk and are available upon request.

Secure Files

All employees must secure files containing confidential student information. See “Confidentiality,” p. 14.

Internet

Inappropriate use and/or transmission of any material in violation of any United States or state regulation, is prohibited. This includes, but is not limited to copyrighted material, threatening or obscene material, or material protected by a trade secret. See “Copying and Duplicating,” below.

Copying and Duplicating ECH

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.

Specific regulations concerning fair use are posted near district copy machines.

Inventory

A complete inventory of district owned supplies/equipment is to be turned in to the district office at the close of each school year.

Ordering Procedures DJEG

To purchase equipment and supplies, employees must prepare a requisition form and have it approved by the Principal/Supervisor and the Superintendent

Requisitions DJEF

See Appendix F for a sample requisitions.

Ordering should be performed only with prior approval by administration. Purchase orders will be generated by the district office from properly approved requisitions. The District Office will place the order with the vendor, unless specified differently by the employee making the requisition. It is the responsibility of the employee making the requisition to verify that the item(s) ordered is received. Payment to the vendor will be performed by the District Office.

Vehicle Request

With prior approval of the administration, classified employees may request the use of a school owned vehicle to perform district business. To request vehicle, the employee shall fill out a vehicle request form. If request is approved by the administrator, the request will be forwarded to the transportation director. The transportation director will then confirm the request with the administrator.