

UNIFIED SCHOOL DISTRICT 220
ASHLAND PUBLIC SCHOOLS

CLASSIFIED HANDBOOK

(Adopted by USD 220 BOE updated 6.11.18)



INTRODUCTION

The purpose of this handbook is to provide both economic and non-economic information of interest to the classified staff of U.S.D. 220. In this regard, information is provided on vacation time, holidays, work weeks, overtime pay, and many other areas of concern. In general, those rules and regulations of the district, which apply to the classified personnel of the district, are found in this handbook. In the event the rules and regulations outlined in this handbook conflict in any way with the policies set forth by U.S.D. 220, the Board of Education (“Board” or “BOE”), then the Board policies shall govern.

This handbook is not an employee contract. No information in this Handbook or your employment relationship should be considered as either an express or implied employment contract or guarantee of employment. No employee has authority to create an employee contract by modification of this document.

This handbook may be changed or modified and items may be added or deleted at any time as recommend by the superintendent and approved by the Board. Classified employees are employees-at-will and employment may be terminated at any time, for any reason, or no reason at all, with or without cause. Classified employees employed pursuant to a written agreement shall still be employees-at-will and may be terminated in accordance with the written contract and this Handbook.

If you have any suggestions you feel would improve this Handbook, please bring the matter to the attention of your supervisor or the Superintendent of Schools.

Ashland Public Schools, USD 220, does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age. Persons having inquiries may contact the districts ADA and Section 504 coordinator, 311 JE Humphreys, Ashland, KS 67831. Telephone: 620-635-2220

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TO: ALL NEW CLASSIFIED EMPLOYEES

As a new employee, the following information is important to you as you begin work in the Ashland Public Schools, Unified School District 220.

1. Initial employment shall be for a probationary period of three (3) calendar months (90) ninety-days. During this time your supervisor will evaluate your work performance. At the end of this 90-day period, you will be given sick leave, personal leave, and other fringe benefits as applicable. However, if your work performance does not meet District standards, your employment can be terminated.
2. As a new employee, the date of your employment determines when you will receive your first paycheck.
3. Unified School District 220 offers a fringe benefit program for employees that work a minimum of 30 hours per week or more which allows you to purchase approved fringe benefits without paying taxes on the money used for premiums as permitted by the Internal Revenue Code. The District provides \$3,400.00 to employees for Health Insurance premiums for those employees working 20 hours or more per week. The benefits department can be contacted to explain this fringe benefit program and help you process the necessary forms. All benefit programs are non-obligatory. Each staff member must sign the election form yearly even if you do not wish to participate in the program.

CLASSIFIED PERSONNEL DEFINED:

District classified personnel are employees not required to hold a teaching or administrator license issued by the Kansas Department of Education. This classification could include administrative assistants, transportation personnel, custodians, aides, grounds and maintenance personnel, food service personnel, technology personnel, nurses, bookkeepers, and others. As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board.

NOTE: Anytime the superintendent is mentioned in this manual, it is assumed that his/her designee is implied.

CLASSIFIED STAFF DEFINITIONS:

All classified employees are employed on an "at-will" basis regardless of their length of service and may be suspended with or without pay by the superintendent of schools. All classified employees may be terminated at any time with or without cause, at the discretion of the board.

No individual will be granted full time employment who is less than eighteen (18) years of age.

Initial employment shall be for a probationary period of three (3) calendar months (90-days), unless terminated earlier.

FULL-TIME CLASSIFIED STAFF – All classified employees that are employed 30 hours each week are termed full-time employees and are eligible to receive benefits.

SALARIED CLASSIFIED STAFF – All classified staff members who are employed for a specific salary per year or per contract period.

HIRING CLASSIFIED PERSONNEL:

When hiring classified personnel, the building principal and/or immediate supervisor may assist in the interview process and make recommendation to the superintendent regarding the choice of the applicants to fill the vacancy.

The superintendent will make a recommendation to the BOE, which acts upon the recommendation.

At the time of initial employment in USD 220, the applicant may be given credit for past experience in the work area for which he/she is hired. Partial years of experience may be rounded. However, the district reserves the right to make initial placement on a lower step if such experience is not recent. The Board at its sole discretion, may re-hire a former employee at the same step attained by the employee at the end of employment, provided that the former employee is re-hired for the position which is on the same column and pay scale as previously employed.

All applicants for classified positions are subject to criminal history background checks and may be required to submit to an initial drug test and/or fitness duty exam. A classified employee's initial employment or continued employment, as the case may be, is subject and conditioned upon, the employee's full cooperation and successful completion of the criminal history background check, drug and/or fitness for duty exam and the results thereof.

SPECIAL PROVISIONS:

The following provisions apply only to the specific group of employees named and to no other employee or group of employees.

HOURLY CLASSIFIED STAFF:

Classified staff who are called back to their buildings after their regular working hours to take care of an emergency not caused by their own negligence, or intentional act or omission, will receive pay for a minimum of two hours for the time spent, at one and half times their regular rate.

SALARIED CLASSIFIED STAFF:

Salaried classified staff who qualify under FLSA shall not be covered under the provision of the work week and overtime provisions of these regulations. These employees agree to work those hours necessary to satisfactorily complete the work assigned for the yearly period salary agreed upon.

FRINGE BENEFIT PLAN:

All full-time employees of USD 220 who work a minimum of twenty (30) hours per week are eligible to participate in the district fringe benefit plan. The purpose is to furnish eligible employees the choice of receiving certain tax-free benefits in lieu of taxable compensation as provided in Section 125 (d) of the Internal Revenue Code of 1954, as amended.

Information pertaining to the optional benefits available under the plan will be made accessible to each employee upon hire and during the annual open enrollment period.

KANSAS PUBLIC EMPLOYEE RETIREMENT SYSTEM (KPERS):

All district employees who are employed to fill a position covered by the KPERS (full-time employee, 640 hours or more per year) must become a member. A payroll deduction (as determined by KPERS) will be made.

ACCIDENTS, REPORT OF:

If an accidental injury to an employee arises out of and in the course of employment, a claim based upon such injury may be compensated. An injury shall not be deemed to have been directly caused by employment where it is shown that the employee suffers disability as a result of the natural aging process or by the normal activities of the day-to-day living. Also, "arising out of and in the course of employment" excludes injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to normal job duties or as specifically instructed to be performed by the employer. If an employee is injured on the job, the supervisor must be contacted immediately or the next work day. The supervisor, within ten (10) days of injury, will then be responsible for contacting the district office, which will in turn supply the injured employee with the appropriate forms to complete. Employees must notify their supervisor and the District Office within 20 days of an accident or within 20 days of repetitive trauma in order to be eligible for benefits.

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 worker's compensation plan. Any employee who is off work and drawing worker's compensation shall be required to provide the Clerk of the Board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under worker's compensation shall be restricted as provided by current statute. *See Board policy GAOE

ACTIVITY PASSES:

The Board agrees to provide a pass to each employee which grants free admission to all “home” district sponsored athletic events for the employee, spouse, and children who are high school age or younger. The employee must be present for the employee’s spouse and/or child(ren) to use the pass to gain entry. The pass is not valid for KSHSAA regional or state sponsored activities held in the district.

ADDRESS CHANGES:

To ensure correct delivery of paychecks, all address changes must be made with the payroll office before the end of the pay period in which the change took place (See appendix C – Change of Status).

ANNUAL TRAINING:

Bullying, Blood Borne Pathogen, Suicide Prevention, and Sexual Harassment Training will be required of all employees each year. All other training will occur as needed.

ANNUITY PLAN:

All classified personnel are eligible to participate in USD 220 403(b) Plan. Upon employment, newly hired personnel will be given a packet of information including the plan summary description, participating investment providers and a 403b handbook.

Current employees may make changes and/or additions in the Plan. The appropriate form must be signed and faxed to the Third Party Administrator no later than the last day of the month to be effective the subsequent month.

ASSIGNMENT TRANSFERS:

The superintendent shall make classified personnel assignments after consideration of the personnel and positions involved.

Any employee may be transferred at any time to a new location or position at the discretion of the superintendent. The board reserves the right to assign, reassign or transfer all employees.

If an employee transfers from one department to another, they will be placed on the experience level for which they qualify. They do not transfer experience from one job classification to another unless they are related in job description. The transferring employee will retain all years of total service for purpose of retirement credits.

BARGAINING WITH EMPLOYEES:

The Board of Education is not currently required to negotiate with any employee group except teachers and negotiations will be limited to include only those employee groups mandated by law.

BUS DRIVERS:

When employed and each year thereafter, the district administration will request a driving record from the appropriate state agency for all bus drivers.

CHILD ABUSE:

Any district employee who has a reason to suspect a child has been harmed as a result of physical, mental, or emotional abuse, or neglect, or sexual abuse, shall promptly report the matter to the Kansas Department for Children and Families (DCF) or the local law enforcement agency if DCF office is not open.

Employees may file a report of suspected abuse anonymously to the Kansas Department for Children and Families by phoning, 1-800-922-5330. The Code for Care of Children provides immunity from prosecution if the report is in good faith.

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is recommended that the employee's supervisor or district administrator be contacted after a report has been made.

COMPLAINTS:

Any employee may file a complaint with the employee's supervisor concerning a school rule, regulation, policy, or decision that affects the employee. The written complaint shall be filed within ten (10) days of the event 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.

COMPUTERS:

All classified employees will be given a district email account to be used for work-related purposes. The district will communicate much important information via email. It is expected that all employees regularly check their email to be aware of important information.

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

Any district e-mail, computer, electronic device, and the district's network is subject to monitoring by the administration at any time for any reason. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

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 that infringes upon the privacy rights of specific individuals including but not limited to employees and students could result in disciplinary action being taken against the employee, including termination.

CONFLICT OF INTEREST:

District employees are prohibited from engaging in activities that conflict with or detract from effective performance of their duties.

DIRECT DEPOSIT:

Direct deposit of employee pay checks is offered; forms are available to start or stop this service. The school district encourages direct deposit of paychecks, but it is not required.

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 judgement concerning appearance. Clothing shall be appropriate for the job, in good repair and clean.

Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the school district is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to his/her immediate supervisor for a conference or other appropriate action.

EMPLOYMENT:

If classified personnel being paid at an hourly rate are re-hired for the next school year, each employee will be notified. Any changes in the hourly rate of pay for these employees shall be made known to each employee following approval by the board at a regular or special meeting.

EMPLOYEE-BOARD COMMUNICATIONS:

All communication concerning school business from the board to employees and from employees to the board shall be made through the Superintendent of Schools or his/her designee.

EMPLOYEE BREAKS:

All classified personnel may be allowed a break if their regular daily schedule calls for four hours or more of continuous work. Breaks are limited to fifteen (15) minutes in length and may not be accumulated or added to lunch or dinner hours. Employees should refrain from leaving while still clocked in. Breaks should be taken on campus.

EMPLOYEE CONDUCT:

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Unless otherwise provided in Board policy GAOB, employees shall not unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of illicit drugs, controlled substances, or alcoholic beverages on, in or while utilizing district property or at any school activity, program, or event. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violated the terms of this policy will be subject to one or more of the following sanctions:

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

Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program and for enrolling in the programs.

EMPLOYEE HEALTH CERTIFICATE:

All employees of USD 220 who come in regular contact with the student of the district, shall submit at the time of their employment and as authorized or required by law, a certificate of health on a form prepared by the Secretary of Health and Environment and signed by a person licensed to practice medicine and surgery under the laws of any state. If at any time there is reason to believe that any

employee of the district is suffering from an illness or condition detrimental to the health of the students of the district, the Board may require a new certificate of health be filed by the employee.

The expense of obtaining a signed certificate of health shall be borne by the employee.

BUS DRIVERS – Food Service:

After initial examination at the beginning of employment, bus drivers and food service employees can receive additional required examinations at no charge from a district-designated provider. The district will allow up to whatever the designated provider charges for the cost of a physical examination from a physician of the employee's choice. Bus drivers should take the appropriate health examination form for their service group with them to their physician. Physician's examination forms will also be acceptable. Any additional examination services above the minimum required (such as chest x-ray instead of the skin test for tuberculosis screening), will be at the expense of the individual employee.

EQUAL OPPORTUNITY EMPLOYER:

USD 220 does not discriminate on the basis of race, color, national origin, sex, religion, disability, or age. Persons having inquiries may contact the district's ADA and Section 504 coordinator, 311 JE Humphreys, PO Box 187, Ashland, Kansas 67831, 620-635-2220.

EVALUATIONS:

An evaluation may be completed two times within the first year of employment, and all classified employees shall be evaluated at least annually thereafter. Such evaluations shall be completed and filed with the Superintendent of Schools by May 15 of each year. Upon completion, the report is to be signed by the evaluator and the employee, submitted to the superintendent and a copy given to the employee. Completion of evaluations is the responsibility of the immediate supervisor. When an employee's work performance is not meeting minimum requirements, the supervisor may recommend termination of employment.

FAMILY MEDICAL LEAVE ACT (FMLA)

The Family Medical and Leave Act (FMLA) entitle employees to take up to 12 weeks of unpaid, job-protected leave each year for specific family and medical reasons. In some cases, up to 26 weeks of unpaid leave may be available to care for a covered service member with a serious health condition, also. To be eligible for FMLA benefits, an employee must (1) have worked for USD 220 for at least 12 months; and (2) have worked at least 1,250 hours during the 12 months prior to the start of FMLA leave.

USD 220 Procedures:

1. Notify your principal/director/supervisor as soon as possible of need to take leave for more than three calendar days from work.
2. Fill out the FMLA Leave of Absence Request Form (Classified)
3. Return the form the HR Administrator at the District to begin the paperwork process.

All FMLA leave is unpaid, however, USD 220 will use all accrued sick leave, vacation leave, and personal leave concurrently with the unpaid leave. The full FMLA summary can be found in Appendix H.

HEALTH INSURANCE:

Full time employees (30 hours per week) will receive \$3,400.00 towards employee provided health insurance for the 2016-2017 contract year. In the event that the cost increases reach the point that the district cannot finance this payment, the board will give reasonable notice of changes of health benefits. The benefit does not carry a cash option; to receive the health insurance benefits, the employee must participate in the approved district health insurance plan.

The district shall comply with all applicable Health Insurance Portability and Accountability Act (HIPAA) provisions ensuring the confidentiality of protected health information. The district shall provide appropriate and timely professional development activities regarding HIPAA requirements. All staff shall abide by HIPAA requirements and maintain the confidentiality of protected health information.

The Health Insurance Committee must approve any changes to the established plan, currently offered by the District, by the majority vote, before approved by the Board.

HOLIDAYS:

The following holidays shall be considered as paid holidays for classified employees when such holiday falls between the beginning and ending dates of the employee’s scheduled workdays.

- *New Year’s Day *Labor Day *Presidents Day * Memorial Day *Good Friday
- *Thanksgiving – three (3) days *Martin Luther King *Independence Day
- *Christmas – three (3) days for all 12-month full-time
- *Christmas – two (2) days for all other Classified Staff

The holiday pays for classified employees who qualify will be for the hours that such employee would normally have worked on the holiday. When the holiday falls on the weekend, the Board may declare a workday which will be assigned for that holiday. Other leave cannot be used to extend a holiday or vacation period. This provision may be waived only with prior approval of the Superintendent.

KEYS:

Appropriate keys will be issued to employees on an as needed basis. A charge of \$20 will be charged back to the employee for lost keys.

LOYALTY OATH:

As required by current law, all employees must have a signed loyalty oath on file in the District Office before beginning employment and to be eligible for a paycheck.

OUTSIDE EMPLOYMENT:

Classified employees shall not be excused during work times to perform outside work. Classified employees shall not engage in outside employment, which, by nature or duration, will impair the effectiveness of their assigned duties.

OVERTIME COMPENSATORY TIME:

There shall be no overtime worked by hourly or non-salaried employees unless approved in advance by the supervisor or the superintendent unless there is an emergency situation which represents a threat to person or property.

Overtime pay is paid for hours actually worked in excess of 40 hours per week. Paid leave (vacation, sick, or holiday) shall not be considered as hours worked.

Compensatory time and overtime are not encouraged and should only be incurred after approval by the employee, the employee’s immediate supervisor and the superintendent of schools and/or the superintendent’s designee. Pay for actual time worked over 40 hours per week will be accumulated as compensatory time at one and one-half (1-1/2) per overtime hour worked. In order to qualify as overtime, the employee must have physically worked 40 hours in the week. Any sick, discretionary, vacation, compensatory time, paid holidays, etc. are not considered hours worked per the Fair Labor Standard Act. Compensatory time as the compensation method will be mutually agreed upon by the employee and USD 220 administration prior to the work begin performed.

No overtime, whether paid as payroll or as compensatory time, will be worked without prior approval of the immediate supervisor and the superintendent of schools and/or his designee. Employees that work overtime or additional hours without prior approval will be paid for work, but they may be subject to disciplinary action.

Employees may accumulate up to 60 hours (40 hours @ time and half) of compensatory time annually. All comp time must be used within the fiscal year it is earned. If an employee is absent for any reason, the comp time shall be accessed before sick leave, personal leave, or vacation is used. Comp time is calculated and logged by the district office. In the event there is a separation from employment, the employee will be paid for unused compensatory time at the final regular pay rate.

PAY SCALES:

The pay rate for the various classified positions is determined by the job level of the position, the employee’s education and years of experience and/or related experience. The Superintendent will determine the appropriate placement of all classified employees on the Classified Salary Schedule.

Base Rate	Hourly Wage		
	\$9.00	Bus Route	\$13.00
Lunch Para	\$9.25		\$13.25
Aides/Cooks	\$9.50		\$13.50
	\$9.75		\$13.75
Online Sup.	\$10.00		\$14.00
	\$10.25		\$14.25
Custodians	\$10.50		\$14.50
	\$10.75		\$14.75
Secretary	\$11.00		\$15.00
	\$11.25		\$15.25
	\$11.50		\$15.50
	\$11.75		\$15.75
	\$12.00		\$16.00
	\$12.25		\$16.25
	\$12.50		\$16.50
	\$12.75		\$16.75
			\$17.00

*The following “Classified Salary Schedule” applies to all classified staff, including: secretaries, records secretary, teacher aids, online supervisors, custodians, cooks, lunch room supervisors, and bus drivers.

*When hiring staff, the Superintendent may recognize up to 20 years of experience (equivalent to \$5.00 per hour).

*Employee raises are tied to evaluation and job performance. Employees who meets all expectations may receive a full step, while an employee who is not meeting expectations may not receive a raise.

*Classified employees hourly rate will max out at \$17.00 per hour.

Transportation	Rate	
Base Route	\$13.00	
Activity	.50 per hour	+Rate
Tutoring	.50 per hour	+Rate
Sub Route	Base Route	

Directors	Hourly Wage	Annual
Clerk/Budget	\$18.00	\$37,440.00
Operations	\$15.00	\$31,200.00
Transportation	\$15.00	\$27,600.00
Food Service	\$14.00	\$25,760.00

*Directors are not subject to the classified salary schedule.

*Directors assume a supervisory role of all employees within their department.

*Directors must complete annual evaluations for each employee within their department.

*Directors are responsible for compliance with all state and federal regulations and reports.

PERSONAL PROPERTY:

The district does not provide insurance on employees' personal property and, therefore, does not assume any liabilities for loss or damage of such 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.

RECORDS REQUIRED:

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

- Application of Employment
- W-4 withholding certificate
- Copy of Social Security Card
- Copy of Driver's License (if required for position)
- Loyalty Oath or affirmation signed and notarized
- Health form
- I-9 Form
- New Hire Form
- Release of Information & Authorization Form
- Acceptable Use Policy for network Services Internet Access and Electronic Communication

RECRUITMENT:

The board may choose to hire an individual for a specific position when a vacancy occurs, or the administration may recruit classified personnel to fill positions approved by the board. The supervisor and/or the superintendent shall interview candidates for the positions. Following the interviews, the superintendent shall make a recommendation to the board. Reviewing the districts completed application file to search for suitable candidates or the following method may be used to fill vacancies:

- Posting of Vacancy
- Screening of Applicants
- Interviewing of Selected Applicants
- Notification of Results
- Recommendation of candidate to board for approval.
- Offering a position if board approval is granted.

Vacancies may be filled through promotion or lateral moves within the system. When this occurs an announcement will be made so present employees may apply for the position. If a current employee applying for the position is qualified, he/she will be given consideration. However, nothing in this policy prevents the board from filling a position through assignment and/or transfer in the board's discretion.

Internal candidates must complete the following process to apply for a transfer:

- Email/notify your current principal or supervisor your request to transfer.
- Email hiring principal or supervisor your request to be considered and your current resume.
- If the Internal candidate meets the position qualifications and is selected for an interview, one will be scheduled.

RETIREMENT:

The election by an employee of KPERS retirements shall also be considered an employee's election to resign from employment with the district. Retirement is entirely voluntary and at the discretion of an eligible employee.

SALARY REDUCTION PLAN – 125 PLAN:

District employees may participate in a Salary Reduction 125 Plan as provided by the district.

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, election or change within thirty (30) days of the date of such change in family status occur. A participant desiring to make such a change may discontinue participation or reduce benefits or elect new or increased benefits subject to the requirements of the particular nontaxable benefits selected and consistent with the change in family status.

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

SALARY DEDUCTION:

The district shall comply with the salary basis requirements of the Fair Labor Standards Act (FLSA). Board policy prohibits all managers from making any improper deductions from the salaries of exempt employees. If an employee believes that an improper deduction has been made to his or her salary, the employee should immediately report this information to his or her direct supervisor, or to the payroll clerk. Reports of improper deduction shall be promptly investigated. If it is determined that an improper deduction has occurred, the employee shall be promptly reimbursed for any improper deduction made.

SICK LEAVE:

Regular attendance is required of all employees subject to leave provision as outlined in this handbook and board policy. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Employees may use paid sick leave (temporary paid leave) for illness, injury, or death of immediate family members. Employees may also use temporary paid leave for medical and dental appointments for self or others.

The superintendent may request a medical examination to verify any medical leave that extends beyond three (3) consecutive days. Sick leave of more than three days may require a physician's back to work release.

PERSONAL LEAVE:

Each classified employee shall be allowed two (2) days of personal leave per year, non-cumulative. This provision may be waived only with prior approval of the Superintendent.

Classified employees are required to submit a request for such leave to the Building Principal/Supervisor at least 24 hours prior to utilization, if known in advance. In case of emergencies, verbal approval may be given with the assurance that a request will be filed through the online system within 48 hours after the employee returns to duty.

Personal leave cannot be used to extend a holiday break, or vacation period. This provision may be waived only with prior approval of the superintendent.

Misuse of leave shall constitute grounds for reduction in pay for day or days misused, or for any other action deemed appropriate by the Superintendent or Board.

SNOW DAYS:

In the event Ashland Public Schools are closed due to weather or other emergency forces, classified employees not required to come to work may use sick leave/personal (other) leave in lieu of receiving a reduction. If any of the cancelled days are later made up the employee's sick leave/personal (other) leave will be reinstated for the equal number of days made up. All employees are required to work on the make-up day(s). Any classified employee without sick leave or personal (other) leave will receive a reduction in pay for the number of hours/days missed.

Custodians, maintenance and grounds, supervisors, and technology department personnel, are required to work unless otherwise notified by the superintendent.

SOLICITATIONS:

Of Employees: Unless permission is granted by the Superintendent, solicitation of employees by any vendor, student, 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.

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

STAFF IDENTIFICATION BADGES:

An identification badge shall be issued to each employee. Employees are encouraged to wear the staff badge while on duty. The loss of a badge shall be immediately reported to the building principal and will be replaced at a cost of \$5. Badges remain the property of USD 220 and shall be returned to the District Office at the time of resignation, retirement or termination.

SUBSTITUTES:

The district may employ substitutes as needed.

SUPERVISION:

The superintendent is responsible for all classified employees, but some employees may be directly supervised by building principals or other designated employees. A building principal has the responsibility to supervise all classified staff members who are assigned to the building.

SUSPENSION:

The superintendent may suspend classified personnel with or without pay until further action is determined by the board. An employee will be subject to immediate suspension and/or discharge if it is determined that a deliberately false statement has been made or included in the employment application, or for other reasons deemed appropriate by the administration or board.

TELEPHONE CALLS (School/Cell Phones):

Use of school phones for personal business or social calls is prohibited except in case of an emergency. Use of cell phones during the duty day is prohibited except in case of an emergency.

TERMINATION:

The Board may terminate the classified employee's relationship at any time, with or without cause. Notwithstanding any provision to the contrary, your employment is subject to termination by the Board of Education, without further proceedings and without reference to any other law, contract, or policy, if the result of the criminal history records

checks reveal the employee has been convicted of any offense, or of any attempt to commit any offense, specified in K.S.A. 1999 Supp. 72-2165, and amendments thereto.

TIME CLOCK:

Each classified employee will use the electronic time clock to “clock in” and “clock out” for all working hours. Time is recorded electronically on a weekly basis. Time is verified by the supervisor on a regular basis. Time must follow wage and hour regulations and must reflect all actual hours/time worked. Clocking in and out or entering leave request for another employee is strictly prohibited. Failure to clock in/out or submit corrections to your time may result in inaccurate pay for that time period. Continuous mistakes or inaccuracies may result in disciplinary action.

TOBACCO PRODUCTS ON SCHOOL PROPERTY:

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district; within 10 feet of entrances, open windows, and air intake vents of such buildings; in other district facilities; and in school vehicles. For the purposes of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Usch definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporize. An employee who violates this or any other tobacco policy shall be subject to the following disciplinary actions:

1. Written Reprimand
2. Three-Day Suspension, and/or
3. Non-renewal or termination from employment.

Any employee who violates the terms of this or any tobacco policy shall be subject to discipline, including, but not limited to, suspension, in accordance with district policy and Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in Kansas law or district policy.

TRAINING WORKSHOPS/TRAVEL EXPENSE

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. The attendance of classified personnel in regional, state, and national meetings of various organizations shall be limited to those persons who are members of such organizations.

Employees may pay all cost incurred and be reimbursed by the district if expenses are approved in advance. A travel expense record must be completed for each trip. Request for reimbursement shall have the following attached: Receipts of Transportation, Parking, Hotels or Motels, Meals, and other expenses for which receipts are ordinarily available. All travel arrangements will be made through the superintendent.

With the superintendent’s approval, classified personnel who wish to attend an approved meeting at their own expense may be allowed to attend the meeting without pay deduction. When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from Ashland, including:

1. Regular Work Hours (as outlined)
2. Travel Time (calculated by the Clerk) See board policy GCA for exclusions.

USE OF SCHOOL EQUIPMENT:

Use of school equipment for private use is prohibited without approval from the Superintendent.

USE OF PRIVATE VEHICLES:

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, and signature of the employee with the District office each month. Reimbursement shall be made following Board approval.

Any employee transporting students in his or her personnel vehicle must provide proof of adequate insurance and a valid driver's license to the principal prior to transporting students.

VACATIONS:

The following classified staff qualify for paid vacation as follows:

CUSTODIAL & MAINTENANCE:

- Two weeks of vacation per year is given after the employment anniversary date in years two through ten.
- Three weeks of vacation per year is given in years eleven or more.
- No more than four weeks of vacation pay may be accumulated.

SUPERINTENDENT'S SECRETARY AND CLERK OF THE BOARD:

- Two weeks of vacation per year is given after the employment anniversary date in years two through ten.
- Three weeks of vacation per year is given in years eleven or more.
- No more than four weeks of vacation pay may be accumulated.
- School time vacations may be granted (but will work as needed)

DIRECTORS (Food Service & Transportation):

- One week of vacation per year is given after the employment anniversary date in years two through ten.
- Two weeks of vacation per year is given in years eleven or more.
- No more than three weeks of vacation pay may be accumulated.

RECORDS SECRETARY (Registrar & Activities):

- One week of vacation per year is given after the employment anniversary date in years two through ten.
- Two weeks of vacation per year is given in years eleven or more.
- No more than three weeks of vacation pay may be accumulated.

*The following classified staff do not qualify for vacation: Teacher Aides, Cooks, Building Secretaries, Bus Drivers.

WEAPONS:

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

WORK WEEK AND OVERTIME PAY:

For the purpose of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday. No non-exempt employee shall work more than 40 hours per week without the prior written permission of the appropriate supervisor. Principals and supervisors shall monitor employees' work to ensure that the overtime provisions of Board policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked, at a rate of one and half times their normal rate of pay for any hours worked over 40 in a workweek.

Non-exempt employees whose workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours.

WORKERS' COMPENSATION:

Job related illnesses or injury: Absence due to injury or illness incurred in the course of employment, and covered by Workers' Compensation will generally be covered by district's sick leave provisions; however, the employee will be allowed to use sick leave only in fractional amounts to supplement the Workers' Compensation benefits not to exceed 100% of the employee's regular salary.

INJURIES OCCURRING WHEN AN EMPLOYEE IS "UNDER THE INFLUENCE":

The Worker's 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 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.

EMPLOYEE'S RESPONSIBILITY:

1. Notify your supervisor immediately after the accident, if possible.
2. Seek medical attention at a district approved facility if necessary.
3. Deliver the doctor's form with release to return to work or work restrictions to your supervisor immediately after doctor's visit.
4. Provide all medical bills, receipts from prescriptions, mileage statements, etc. to the District Office.

**CLASSIFIED EMPLOYEES
POSITIONS AND DETAILS**

Title	Duty Day	Lunch	Weekly	Report	Sick	Personal	Holidays	Vacation
Teacher Aides	7:45-4:15 (8 hours)	30-min (duty free)	32 Hrs.	School Days	10/90	2/yr.	Pg. 12	None
Bus Drivers	As Assigned	NA	As Assigned	School Days	6/36	None	Pg. 12	None
Cooks	As Assigned	Paid	32 Hrs.	School Days	10/90	2/yr.	Pg. 12	None
Custodial	As Assigned	30-min (duty free)	40 Hrs.	12 Month	12/100	2/yr.	Pg. 12	2 wks. (Yrs. 2-10) 3 wks. (Yrs. 11+)
Maintenance	As Assigned	30-min (duty free)	40 Hrs.	12 Month	12/100	2/yr.	Pg. 12	2 wks. (Yrs. 2-10) 3 wks. (Yrs. 11+)
Elementary Secretary	7:45-4:15 (8 hours)	30-min (duty free)	36 Hrs.	Aug. 1 – June 5	10/90	2/yr.	Pg. 12	None
Secondary Secretary	7:45-4:15 (8 hours)	30-min (duty free)	36 Hrs.	Aug. 1 – June 5	10/90	2/yr.	Pg. 12	None
Records Secretary	7:45-4:15 (8 hours)	30-min (duty free)	36 Hrs.	Aug. 1 – June 30	10/90	2/yr.	Pg. 12	1 wk. (Yrs. 2-10) 2 wks. (Yrs. 11+)
Director of Food Service	As Needed	Paid	40 Hrs. *	Aug. 1 – June 15	10/90	2/yr.	Pg. 12	1 wk. (Yrs. 2-10) 2 wks. (Yrs. 11+)
Director of Transportation	As Needed	30-min (duty free)	40 Hrs. *	Aug. 1 – June 15	10/90	2/yr.	Pg. 12	1 wk. (Yrs. 2-10) 2 wks. (Yrs. 11+)
Director of Operations	As Needed	30-min (duty free)	40 Hrs. *	12 Month	12/100	2/yr.	Pg. 12	2 wks. (Yrs. 2-10) 3 wks. (Yrs. 11+)
Board Clerk – Supt. Secretary	As Needed	30-min (duty free)	40 Hrs. *	12 Month	12/100	2/yr.	Pg. 12	2 wks. (Yrs. 2-10) 3 wks. (Yrs. 11+) School Vacations

*= 40 hours minimum requirement per week.

HOLIDAYS:

The following holidays shall be considered as paid holidays for classified employees when such holiday falls between the beginning and ending dates of the employee's scheduled workdays.

- *New Year's Day
- *Labor Day
- *Presidents Day
- * Memorial Day
- *Good Friday
- *Thanksgiving – three (3) days
- *Martin Luther King
- *Independence Day
- *Christmas – three (3) days for all 12-month full-time
- *Christmas – two (2) days for all other Classified Staff

**Vacation: Employees become eligible for vacation on the first day past their 1-year anniversary.