

2024-2025

Draft



Geary County USD 475

Classified Employee Handbook

Effective: 01 July 2024

This handbook is not meant as a wage offer or a guarantee of a job or position. As a handbook, it does not qualify to be grieved. It is simply a guide for education support personnel. All USD 475 Board of Education policies supersede anything in the handbook.

From the Superintendent

Welcome to another great school year! First, I want to say thank you for being part of the 475 Team! Your efforts each day make a difference in the lives of our students and families. For the past several years, USD 475 has improved academically and is successfully meeting the social and emotional needs of our students. We continue to move barriers that impede student academic growth, and many times, rob students of learning opportunities. We take serious the district's mission statement "Preparing Today's Students for Tomorrow's World." As a member of the team, you will see and hear evidence of our efforts to remain committed to the district's strategic plan. This plan is the driving force behind our actions. It covers the following four areas:

1. Academic Goal: USD 475 will equitably address the academic learning of students in all demographic categories to improve the graduation rate from 84.7% to 95% by 2025.
2. Social Emotional Learning Goal: USD 475 will equitably address the social and emotional need of students.
3. Parent Engagement Goal: USD 475 will create opportunities to enhance family and community engagement in an equitable manner that allows for participation for all.
4. Retentions and Hiring Goal: Recruit, Retain, and Support High Quality Staff that reflects our community.

The above goals are embedded in every school's, School Improvement Plan, and the district's Accreditation Plan.

I'm proud and humbled by the progress we have made over the past five years. We are collaborative in our efforts to improve student achievement, supportive of our staff, and dedicated to excellence.

Without you we couldn't serve our students, parents, and community. It is my hope that this school year is one of the most rewarding in your career.

Dr. Reginald Eggleston
Superintendent

Geary County Schools USD 475

Notice of Non-Discrimination

Geary County USD #475 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and/or activities and provides equal access to the Girls Scouts, Boy Scouts and other designated youth groups.

For questions or complaints based on race, color, national origin, sex or age, please contact:

Executive Director of Personnel Services 123 N. Eisenhower

Junction City, KS 66441 Telephone: (785) 717-4000.

For questions or complaints based on disability, please contact: Executive Director of Special Education

123 N. Eisenhower Junction City, KS 66441 Telephone: (785) 717-4000.

Title IX Statement

Pursuant to Title IX and the requirements therein for the dissemination of policy, notice is hereby given that the Geary County schools, USD #475, do not discriminate on the basis of sex in the educational programs and activities offered by the district.

The board of education is committed to providing a positive and productive learning and working environment free from discrimination on the basis of sex, including sexual harassment and/or sexual violence. Any such conduct shall not be tolerated in the school district.

Inquiries or complaints regarding Title IX may be referred to the District Title IX Coordinator: Tim Winter, Executive Director of Personnel Services, Geary County Unified Schools, 123 N. Eisenhower, Junction City, KS 66441. Telephone: (785)717-4000, or to the Office for Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO 64114-3302. Telephone: (816)268-0550. Geary County USD 475

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Section 1: Introduction

Introductory Statement

Welcome to Geary County Schools!

Geary County Schools wishes to express appreciation to you for your willingness to be a part of the staff for the Geary County USD 475. This manual has been prepared to assist you in becoming acquainted with our district and its policies and procedures.

Geary County USD 475 serves students in the Junction City, Fort Riley, Milford, and Grandview Plaza areas and is a diverse, multicultural, innovative school district with a state and national reputation for school improvement. Assessment scores on state and national tests have improved steadily since 1987.

The Geary County school district consists of twelve elementary schools, two middle schools, one high school, the H.D. Karns Building (7-8 ~~Magnet Program~~ and 9-12 Innovations Academy), the Larry Dixon Center, the Early Childhood Center, McConnell Maintenance Complex, Hauge and Heim Buildings, the Mary E. Devin Center for Education Support, as well as an award-winning Parents as Teachers program

Some Classified positions may be subject to a pre-employment health screening based on the job requirements. If this is the case, the employee will bear full responsibility for payment of this fee.

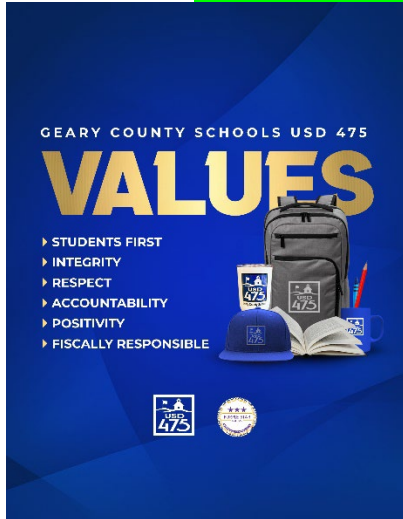
Mission Statement

Preparing today's students for tomorrow's world.

Vision Statement

Geary County USD 475, in partnership with parents and our community, is dedicated to the common goal of learning for all—whatever it takes to prepare students for the demands of continuous learning in the competitive workplace.

Core Values – Change for Revised Core Values, Positivity



Nature of Employment

By law, an employee’s employment with Geary County USD 475 is employment “at will”. “At will” means employees are free to resign at any time, for any reason or for no reason, with or without cause and with or without advance-notice. Likewise, “at will” means Geary County USD 475 may terminate an employee’s employment at any time, for any reason or for no reason, with or without cause and with or without advance-notice. No representative of Geary County USD 475 has the right to make an exception to “at will” employment.

Although Geary County USD 475 hopes each employee’s tenure with the school district will be long-lasting, Geary County USD 475 makes no commitment to an employee’s continued employment for any specific duration. Further, this Handbook is not intended to create a contract of employment of any kind, expressed or implied.

Equal Employment Opportunity

The board shall hire all employees on the basis of ability and the district’s needs. The district is an equal opportunity employer and shall not discriminate in its conditions, or privileges of employment because of an individual’s race, color, religion, sex, age, disability, or national origin.

Inquiries regarding compliance may be directed to the district staff member appointed annually by the Board of Education at its July meeting. The name and contact instructions are available from the Clerk of the Board at the Board of Education office. Inquiries may also be directed to:

Equal Employment Opportunity Commission
400 State Avenue, 9th Floor, Kansas City, KS 66101
(913) 551-5655

or

Kansas Human Rights Commission 900 SW Jackson, 8th Floor

Topeka, KS 66603
(785) 296-3206

or

United States Department of Education Office for Civil Rights
10220 North Executive Hills Blvd, 8th Floor Kansas City, MO 64153-1367

Geary County USD 475's Equal Employment Opportunity policy covers all employment practices, including, but not limited to selection, job assignment, compensation, discipline, termination and access to benefits and training.

Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination. Refer to USD 475 Board of Education Policy GAAB - Complaints of Discrimination accessible at www.usd475.org/Board of Education/Board Policies.

Immigration Law Compliance

Geary County USD 475 is committed to employing only people who are United States citizens, or who are non-citizens legally authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, every new employee at Geary County USD 475 is required to complete the Employment Eligibility Verification Form I-9 and provide documentation that proves identity and employment eligibility.

New Hire Reporting

Federal and state laws require Geary County USD 475 to report basic information about new employees, including the employee's name, address, and social security number to a state agency designated as the State Directory of New Hires. The state collects this information in an effort to enforce child support orders. If the state determines an employee owes child support, an order requiring money to be withheld from their paycheck will be sent. Geary County USD 475 is required to comply with orders as a matter of federal and state law.

Loyalty Oath

As required by current law, all employees will be asked to sign a Loyalty Oath at the time of employment. This oath indicates the employee's promise to support the Constitution of the United States and the Constitution of the State of Kansas and to faithfully discharge the duties of their respective position. It is signed and notarized by personnel on site.

Section 2: Benefits and Compensation

Insurance

Geary County USD 475 provides a group health insurance plan along with a group dental insurance plan. An employee who wishes to enroll in the coverage must be enrolled in both the medical and dental insurance policies. The plan includes both individual and family coverage. The Benefits Department can be contacted for specifics on available coverage.

The Board of Education provides a contribution towards the cost of insurance coverage for those employees who elect to participate in the district plan. Under no condition will the board's contribution exceed the cost of the premium for the lowest option for that respective coverage.

Employees failing to enroll during their first opportunity will have to wait until the open enrollment period unless a qualifying event occurs (i.e., marriage, divorce, birth, death, commencement, or termination of spouse's employment). At the current time, May is the month designated as open enrollment for our plan with the health insurance coverage effective July 1st. For specific details on coverage, refer to the group health insurance booklet.

Salary Protection

The Board of Education provides salary protection via purchase of an appropriate insurance policy for all classified personnel. Benefits for a disability resulting from a covered illness or accident ***begin after a 14-day waiting period or the end of the employee's accumulated general leave whichever is greater.*** In order to qualify for benefits, the employee must be totally disabled and submit a claim form that has been completed by an attending physician. Benefits are paid at approximately 66 2/3 percent of your annual salary for a maximum period of 26 weeks. Employees hired after July 1st, 2011 are subject to pre-existing conditions which occurred during the 12 months immediately before the date that coverage becomes effective.

Leave and Absences

Leave is awarded on a monthly basis. All leave is to be approved by immediate supervisor prior to use, if at all possible. No leave time may be used as part of a severance arrangement.

When an employee has been absent from work and has been under the care of a physician for any type of surgical procedure or hospitalization, the employee must provide a return to work note upon their return and before they start their duty day. The note must state the date of the employees return. It must also state the employee has no restrictions or it must list the exact restrictions the physician has in place. When the return to work note has restrictions the employee's supervisor must complete a counseling form. The note and counseling form should be sent to the Personnel Services Department.

Vacation Leave

Vacation leave cannot be used for workdays when students are not in attendance unless the classified employee is required to be at work.

It is intended that all vacation time be used in the same fiscal year in which it is earned. The fiscal year runs from July 1st through June 30th. Accumulated vacation leave from the previous fiscal year must be taken by the end of December or be forfeited. Vacations should be scheduled with and approved by the employee's immediate supervisor and should be taken when they will least interfere with the primary work of the school or department. Earned vacation leave may be used during Winter Break, Spring Break, or other days the students are not in attendance during the school year, provided the supervisor has approved the leave time in advance.

12-month employees with continuous (uninterrupted)* service to the district earn vacation days at the rate of:

1 and 1/8 days per month for those with 10 to 14 consecutive years of service (total of 13½ days for the year)

1 and ¼ days per month for those with 15 to 19 consecutive years of service (total of 15 days for the year)

1 and ½ days per month for those with 20 or more consecutive years of service (total of 18 days for the year)

Staff working less than 12 months with continues (uninterrupted)* service to the district earn vacation time at the rate of:

1/8 day per month for those with 10 to 14 consecutive years of service, number of allocations given depends on the length of notification.

¼ day per month for those with 15 to 19 consecutive years of service, number of allocations given depends on the length of notification.

½ day per month for those with 20 or more consecutive years of service, number of allocations given depends on length of notification.

*Employees with interrupted service who returned to the district prior to July 1, 2008, are grandfathered in and eligible to earn vacation time according to their total years of service. However, any employee leaving the district after July 1, 2008 who later returns to district employment would no longer be able to count prior years toward this benefit.

General Leave

Classified employees who work twelve (12) months are granted thirteen (13) days per year by the district. Classified employees who work less than twelve (12) months and work seventeen and ½ (17.5) hours or more per week are granted ten (10) days per year by the district.

General leave may be used for personal illness or immediate family illness, injury or death. Immediate family means husband, wife, parents, stepparents, children, grandparents, grandparents of spouse, grandchildren, brother, sister, parent-in-law, brother-in-law, or sister-in-law; other more remote relatives may be included if approved in advance by the Superintendent. An employee may use sick leave to attend funerals of friends. Sick leave shall also apply in cases related to maternity and adoption. When asking for three (3) or more consecutive days off, reasonable notice, within four (4) days of needing to take leave, shall be given to the principal or immediate supervisor prior to taking leave in the case when it is possible to do so. The principal or immediate supervisor will grant leave, if possible, within 48 hours of submission request. In all cases, reasonable notice shall be given to the principal or immediate supervisor prior to taking leave when possible.

General leave is not to be used as Vacation Leave.

A classified employee who is absent and using three (3) or more sick leave days must submit documentation verifying the reason for the absence. When using sick leave for one (1) or two (2) days, a classified employee may be required to submit documentation verifying the reason for the absence in the event of suspected abuse. General leave days may not be used for workdays when students are not in attendance unless the classified employee is required to be at work.

Unused general leave is not intended to be used as a severance benefit for the employee whose resignation is accepted. Any classified employee resigning or terminated shall not be entitled to payment for unused general leave. General leave may not be used by any classified employee for days following the last day the classified employee is present for work. Exceptions may be made in the case of approved FMLA leave.

Personal Leave

Used for any personal reason desired by employee; but must be approved by their supervisor prior to taking this time. Personal leave days cannot be carried over to the following school year. Personal leave days will be accumulated in the useable leave bank if not used during the school year earned but cannot be used as personal days once they are in the useable bank. All classified employees that are eligible for leave will receive two (2) personal days per year.

Supplemental Leave

In the event a classified employee has exhausted the available general leave days, supplemental leave shall be available and may be used for personal sickness or immediate family injury, illness, or death. All classified employees that are eligible for leave will receive four (4) supplemental days per year. The supplemental days may be used only with prior approval of the principal and/or the superintendent and may require documentation. Supplemental leave days do not accumulate.

Accumulation of Leave

Any unused general and personal leave left at the end of a school year will be credited to the classified employee's useable accumulated leave up to a maximum of one hundred twenty (120) days.

Useable accumulated leave is available only for personal illness or death/illness of an immediate family member. Useable accumulated leave may only be used after all general leave days have been exhausted. Documentation may be required.

Professional Leave

Used when employee is attending a meeting, etc. at employer's request.

Lost Time Without Pay

Seniority and earned benefits do not accrue during periods of unpaid leave such as, but not limited to FMLA and extended usages of lost time.

Retirement Payment for Unused Leave Days

Classified staff that retire after 10 years or more of uninterrupted service with the district and are age 60 or retiring from KPERS without a penalty, will be eligible for a one-time payment of \$35 per accumulated leave day up to a maximum of 120 accumulated useable days.

Payment will be made with employee's last check and will be subject to all applicable deductions.

Jury Duty

Used when employee is on jury duty or issued a court subpoena. A copy of the notice or subpoena must be provided to the immediate supervisor. Paid leave is not extended to employees appearing in court whose subpoena arises out of an action initiated against the district on their behalf or any other legal proceeding in which school district business is not involved.

Suspension With/Without Pay

The immediate supervisor may recommend to the Executive Director of Personnel Services to suspend an employee with or without pay.

Employee Assistance Program (EAP)

USD 475 offers an Employee Assistance Program (EAP) through Pawnee Mental Health Services. The EAP program is designed to help employees and their families deal with problems that affect their personal lives and/or job performance. More information about this program is available at the building level.

Family Medical Leave Act (FMLA)

It is the policy of Geary County USD 475 to provide family and medical leave in accordance with applicable law, including the Family and Medical Leave Act of 1993 (FMLA), 2008 amendments to the FMLA, and the Americans with Disabilities Act of 1990 (ADA).

When a qualifying event has been identified and communicated to the personnel Services Department, a letter will be sent to the employee acknowledging their eligibility for leave.

Eligible employees are entitled to:

- Basic FMLA – up to four hundred-eighty hours (480) of unpaid leave per a fixed twelve (12)-month period for one of the following reasons: the birth or adoption of a child; to care for a seriously ill member of the employee's immediate family (parent, child, or spouse); or the employee's own serious illness.
- Active-Duty Leave – up to four hundred-eighty hours (480) of unpaid leave per a fixed twelve (12)-month period "for any qualifying exigency" arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty, or has been notified of an impending call to active-duty status, in support of a contingency operation.

- Military Caregiver Leave – up to twenty-six (26) weeks of unpaid leave per-a fixed twelve (12)-month period for an employee who is the spouse, son, daughter, parent, or next of kin of a covered service-member who is recovering from a serious illness or injury sustained in the line of duty on active duty, as well as veterans undergoing medical treatment, recuperation or therapy for serious injury or illness which occurred any time during the five (5) years preceding the date of treatment.

Note: The maximum amount of combined leave is twenty-six (26) weeks for Basic FMLA/Active-Duty Leave (exigency) and Military Caregiver.

All available leave balances will be utilized concurrently with any FMLA request.

For additional information about FMLA, please contact Personnel Services or visit <http://www.dol.gov/whd/fmla/>.

Military Leave

Geary County USD 475 complies with all requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA) and any applicable state military leave laws.

With proper documentation, a request for military leave for reserve duty or for active duty in the United States military or in the state national guard will be granted to any regular full-time or part-time employee without pay. Employees must promptly notify their immediate supervisor and the Personnel Services Department upon receipt of orders.

If an employee's absence is expected to last six (6) months or less, the employee will be placed on military leave of absence status. If an employee's absence is expected to exceed six (6) months, or the length of absence cannot be reasonably estimated, the employee will be separated from employment subject to reinstatement and bridging of service rights as required by law. The maximum amount of military leave is a cumulative period of five (5) years, as provided by law.

Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

- Army, Navy, Marine Corps, Air Force, Space Force, or Coast Guard.
- Army Reserve, Navy Reserve, Marine Corps Reserve, Air Force Reserve, or Coast Guard Reserve.
- Army National Guard or Air National Guard.
- Commissioned corps of the Public Health Service.
- Any other category of persons designated by the President in time of war or emergency.

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

- Active duty.
- Active duty for training.
- Initial active duty for training.
- Inactive duty training.
- Full-time National Guard duty.

Absence from work for an examination to determine a person's fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed timing, frequency, duration, or nature of an individual's service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills, so they can qualify for reemployment. When the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which a reward for length of service is protected.

Individuals must provide advance written or verbal notice to their employer for all military duty. Notice may be provided by the employee or by the branch of the military in which the individual will be serving.

Notice is not required if military necessity prevents the giving of notice; or, the giving of notice is otherwise impossible or unreasonable.

At the option of the employee, the employee may use previously earned, but unused, leave hours while on military leave of absence. Upon return from military duty, an employee will be restored to such job and credited with such seniority and benefits as may be required by law.

TIME SPENT ON MILITARY DUTY

RETURN TO WORK OR APPLICATION FOR REEMPLOYMENT

Less than 31 days:

Must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight (8) hour rest period.

More than 30 but less
Than 181 days:

Must submit an application for reemployment within 14 days of release from service.

More than 180 days:

Must submit an application for reemployment within 90 days of release from service.

The individual's separation from service must be under honorable conditions in order for the person to be entitled to reemployment rights. Documentation showing eligibility for reemployment can be required. The employer has the right to request that an individual who is absent for a period of service of 31 days or more provide documentation showing:

- the application for reemployment is timely;
- the five-year service limitation has not been exceeded; and,
- separation from service was under honorable conditions.

If documentation is not readily available or it does not exist, the individual must be reemployed. However, if after reemploying the individual, documentation becomes available that shows one or more reemployment requirements were not met, the employer may terminate the individual, effective immediately. The termination does not operate retroactively.

If an employee has questions regarding Geary County USD 475 military leave policy, applicable state and federal laws and continuation of benefits, they should speak with the Personnel Services Department.

Questions should be directed to Veterans' Employment and Training Service, U.S. Department of Labor.

Kansas law also requires reemployment if an individual is called to active duty by the state. See Board of Education policy GARID Military Leave accessible at www.usd475.org/Board of Education/Board Policies

Holidays

Holidays are paid for the number of hours worked per day, as indicated on the employee's Notification of Wage. ***Employees who consistently work fewer hours than indicated on their notification will be reviewed by the Executive Director of Personnel Services and may receive a new notification of wage reflecting actual hours worked resulting in a consequent reduction in holiday pay and benefits.*** The appropriate pay schedule for the current year will indicate which holidays will be paid. ***In order to be eligible for holiday pay, you are expected to work the last regularly scheduled student attendance day before the holiday and the first regularly scheduled student attendance day following the holiday or use paid leave with approval from the supervisor. No lost time will be considered. Overtime pay cannot be earned based on holiday hours paid. Overtime pay will only be paid based on actual hours worked.*** Staff that work less than 17.5 hours per week are not eligible for holiday pay.

Payday

Payday is on or about the 20th day of each month. In the event a payday falls on a Saturday, Sunday or holiday observed on a Monday, payday will be the Friday directly preceding it. See handout given at orientation for pay periods and cut off dates.

Non-Taxable Section 125 – Salary Reductions

Employees working 30 hours or more for Geary County USD 475 are permitted to take identified benefits under the 125 Salary Reduction Plan. This means annual taxable income will be reduced by the

amount of the eligible premiums. Benefits chosen under salary reduction ***must remain in force for the entire plan year.***

(1) According to IRS regulations, the only allowable exceptions are due to changes in family status such as marriage, divorce, death, birth or adoption of a child, or a change in the employment status of the employee or spouse.

(2) The benefits include salary protection insurance, health insurance, cancer insurance, dependent care reimbursement, medical expense reimbursement and group life insurance up to \$50,000. The balance of the premium for life insurance over \$50,000 becomes a salary deduction and will be taxable.

Salary Deductions

Employees desiring changes in wage deductions must submit a written statement to the Superintendent or his/her designated representative in accordance with established procedures and regulations. This pertains to optional deductions, such as direct deposit of employees' checks, change of address, number of dependents on tax forms, annuities, etc.

Annuities – Deductions:

The Board of Education will authorize deductions and make the proper remittance for tax deferred annuities for those employees making written requests to do so, provided the annuity company to which payments are to be submitted is among those on the Board's approved list. The Board of Education reserves the right to approve or disapprove any annuity company. No life insurance may be written into the annuity. You may request a payroll deduction for an annuity with one company only.

Enrollment Periods for Annuities:

Changes in annuities may be made by submitting a written request to the Superintendent in accordance with established guidelines and procedures.

Kansas Public Employees Retirement System (KPERS)

KPERS includes all Classified employees, provided the employee assignment exceeds 630 hours per year or 3.5 hours of work per day for at least 180 days duty annually. Determination as to whether the given position is covered by KPERS is made by the local designated agent. KPERS deductions are at the rate of 6% (percent). The State of Kansas likewise remits to KPERS, on behalf of each employee. The Benefits Department should be contacted if more detailed information is needed.

Workers' Compensation

Workers' Compensation is provided for all employees of the Board of Education. The policy provides benefits including medical expenses, lost wages, disability benefits and death benefits for an injury while on duty. The injured employee is required to verbally report the injury immediately and in writing within ten (10) days or the claim may be barred. Forms are provided through the building principal. The report of the injury must be sent to the Human Resource Services Department at the Mary E. Devin Center for Education Support. Additional information about your rights and responsibilities under workers'

compensation may be obtained from your supervisor or the district office. The District reserves the right to investigate all claims at any time.

Coverage: Benefits are for personal injury from accident or occupational disease arising out of and during employment with the district. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers' compensation.

An employee who is off work and drawing workers' compensation shall be required to provide the Human Resource Services Department with a written doctor's release before the employee can 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 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, the employee may use up to 10 days of leave until worker's compensation is available.

Available paid general leave may be used for this purpose until 1) available paid general leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated.

Unemployment Compensation

For answers to questions regarding unemployment insurance policies, benefits, and claims, contact the Kansas Department of Labor.

Section 3: Employment

Employment Classification

It is important that employees know and understand the definitions of the employment classifications at Geary County USD 475. Employment classifications help determine your employment status and what benefits you may be eligible for. If an employee has questions or is not sure what their employment classification is, they may contact their supervisor or the Personnel Services Department.

Depending on the employee's job, they are either non-exempt or exempt from federal and state wage and hour laws. Employees who are non-exempt are entitled to overtime pay under the specific provisions of federal and state laws. Employee who are exempt are excluded from specific provisions of federal and state wage and hour laws, including overtime pay. An employee's exempt or non-exempt classification is determined by Geary County USD 475. Non-exempt employees are paid on an hourly basis and exempt employees are paid on a salary basis.

In addition of being a non-exempt or exempt employee, employees also belong to one of the following employment categories:

If an employee is a regular full-time employee, the employee is regularly scheduled to work forty (40) hours per work week. In most cases, regular full-time employees are eligible for all Geary County USD 475 benefit programs, subject to the terms, conditions, and limitations of each benefit program.

If an employee is a regular part-time employee, the employee regularly scheduled to work less than thirty (30) hours. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for any Geary County USD 475 benefit programs.

If an employee is a temporary employee, the employee is hired as an interim replacement to temporarily increase Geary County USD 475's workforce or to help finish a specific project. Employees are in the temporary category for a limited time, normally for a period of six (6) months or less. Employees will continue to be considered a temporary employee until they are officially notified, they have been assigned to a different category. Temporary employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Temporary employees are not eligible for other Geary County USD 475 benefit programs.

Probation Period

Geary County USD 475 has a probation period for new and rehired employees. The probation period for all new and rehired employees is the first ninety (90) days following their hire or rehire date. During the probation period, Geary County USD 475 will evaluate the employees' work habits and abilities to make sure they can perform their job satisfactorily. The probation period also provides employees time to decide if the new job meets their expectations. The probation period may be extended to allow the employee additional time to meet requirements of the position or for other extenuating circumstances.

Attendance is a critical component of successful employment with Geary County USD 475. During the first ninety days of employment, it is essential for employees to arrive to work on time, and as scheduled, so that optimal time is dedicated to training on all newly acquired functions and tasks of their Geary County USD 475 position.

For information regarding benefit eligibility throughout and following the orientation period, please reference the individual policy pertaining to the benefit.

Timeclock

Non-exempt (hourly) employees are responsible for recording hours worked each day, including the time they arrived at work, the time they departed from work, and meal periods, by use of the time clock. Working "off" the clock is strictly prohibited. Failure to utilize the time clock appropriately will result in disciplinary action, up to and including termination.

Non-exempt (hourly) employees are required to use the appropriate time keeping device for the building where the job is being performed. Employees are not approved to clock in from their personal phone. Employees are responsible for properly recording all their time worked and to review their time worked for accuracy. Clocking in and out for other employees is strictly prohibited. Employees must clock out anytime they leave a building. No employee is authorized to complete work at home. Failure to follow procedures for clocking in and out may result in disciplinary action up to termination of employment.

Altering, falsifying, or tampering with time records or recording time on another employee's time record is considered fraud and is grounds for immediate termination.

Work Schedules

The board delegates to the Superintendent or his/her designee the authority to develop time schedules for all Classified employees.

Overtime

There may be times when Geary County USD 475 is unable to meet its operating requirements or other needs during regular working hours. If this occurs, Geary County USD 475 may schedule employees to work overtime hours. When possible, Geary County USD 475 will try to give employees advance notice of a mandatory overtime assignment. It is Geary County USD 475 policy that no overtime can be worked by Non-exempt (hourly) employees without the prior approval and authorization of the Supervisor. Employees who fail to obtain approval prior to working in excess of forty (40) hours per week may be subject to disciplinary action, up to and including termination.

Non-exempt (hourly) employees will receive overtime pay in accordance with the federal and state wage and hour laws. Non-exempt employees will receive overtime pay at one and one half (1½) times their regular hourly wage for all hours worked over forty (40) hours in a standard work week. Overtime pay is based on the actual hours worked. For this reason, time off for holidays, paid time off, and other paid or unpaid leaves of absence are not counted as hours worked when calculating overtime pay. Overtime hours cannot be accumulated and used to make up missed time at a later date.

Meal Periods and Rest Breaks

Allowing time for breaks is not required by law, it is a privilege extended by USD 475. Break times are under the authority of your supervisor, as sometimes other business concerns interrupt daily routines. Your work responsibilities take precedence over breaks. Breaks should not exceed 15 minutes and should not be taken in conjunction with lunch or the beginning or ending of the day. Breaks should be taken at the worksite, ***leaving the worksite requires the employee to clock out during the break.*** District employees work a variety of schedules and are permitted varying amounts of time for lunch depending upon their regular working schedule.

All employees working more than six (6) hours will have a lunch break. A lunch break must be at least 30 minutes long, duty free, and occur within the first 6 hours of the workday. Staff are expected to clock out for lunch.

Attendance

Geary County USD 475 views attendance as one of the most important facets of your job performance. All employees are here to serve the educational needs of our students. All employees are expected to report to work at the appropriate time. Employees are expected to arrive at work before they are scheduled to start and be at their workstation productively engaged in school district business by the scheduled start time.

The employees' attendance is required to fulfill this responsibility. A minimum of 90% attendance rate is required in order to maintain your position in this district.

All time off must be requested in advance. All unapproved absences will be noted. Excessive absences, including those for general leave, may result in disciplinary action, up to and including termination. Failure to report to work for three consecutive days without notification to your immediate supervisor will be considered job abandonment and result in termination. A doctor's note may be requested to substantiate a medical need for an absence.

Section 4: Conduct

Disciplinary Procedures

It is the policy of Geary County USD 475 that all employees are expected to comply with the district's standards of behavior and performance and that any noncompliance with these standards must be remedied. Under normal circumstances, the district endorses a policy of progressive discipline in which it attempts to provide employees with notice of deficiencies and an opportunity to improve. It does, however, retain the right to administer discipline in any manner it sees fit. This policy does not modify the status of employees as employees-at-will or in any way restrict the district's right to bypass the disciplinary procedures suggested.

Bullying

The Board of Education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. Bullying means: a) any intentional gesture or any intentional written, verbal, electronic or physical act or threat either by any student, staff member or parent towards a student or by any student, staff member that is sufficiently severe, persistent, or pervasive that such gesture, act or threat creates an intimidating, threatening or abusive educational environment that a reasonable person, under the circumstances, knows or should know will have the effect of:

- Harming a student or staff member, whether physically or mentally
- Damaging a student or staff member in reasonable fear of harm to the student or staff member; or
- Placing a student or staff member in reasonable fear of damage to the student's or staff member's property;
- Cyberbullying; or
- Any other form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying. (See Board of Education policy GA AE Bullying by Staff)

Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination.

Drug-Free Workplace

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance by an employee in the workplace is prohibited. Refer to USD 475 Board of Education Policy GAOA Drug Free Workplace accessible at www.usd475.org/Board of Education/Board Policies.

Drug-Free Schools and Community (Employee Conduct)

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

Employees shall not unlawfully manufacture, distribute, dispense, possess, be under the influence of, or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory.

Disciplinary sanctions which are consistent with local, state, and federal law will be imposed on employees who violate the standards of conduct up to and including termination and referral for prosecution. A disciplinary sanction may include the completion or an appropriate rehabilitation program.

Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, any employee who violates the terms of this policy will be subject to the following sanctions:

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

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

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the Superintendent of the conviction within five days after the conviction. Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be the responsibility of the employee. A list of drug and alcohol

counseling, treatment, and rehabilitation programs available for employees of the district, is on file with the Executive Director of Personnel Services. 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.

Drug Screening

Any employee who is suspected of being under the influence of alcohol or drugs in the workplace will be subject to alcohol and drug screening. The employee will be transported to the testing center by district personnel.

Tobacco Usage

The use of tobacco products in any form and/or nicotine delivery device is prohibited in school vehicles; at school-sponsored, activities, programs, or events, and on school owned or operated property. For the purpose of this policy, “nicotine delivery device” means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or person vaporizer. For additional information, please refer to board policy GAOC – GAOC Tobacco Free School Grounds for Staff accessible at www.usd475.org/Board of Education/Board Policies.

Business Ethics and Code of Conduct

We expect Geary County USD 475 employees to be ethical and to conduct themselves in ways which protect the interests and safety of all employees and our customers. Employees owe a duty to our customers to act in ways which will earn the continued trust and confidence of the public.

It is the responsibility of every Geary County USD 475 employee to comply with Geary County USD 475’s policy of business ethics and conduct. This demands that while conducting Geary County USD 475 business and/or representing Geary County USD 475, employees refrain from any rude or unprofessional behavior which might be viewed unfavorably by current or potential customers or by the public at large.

Following are examples of behaviors which may warrant disciplinary action under this policy, up to and including termination. However, disciplinary action is not limited to these examples:

- verbally and/or physically intimidating behavior towards co-workers
- behavior which is inconsistent with reasonable rules of conduct
- behavior which results in a loss of confidence or trust in the employee
- behavior inconsistent with the spirit of Geary County USD 475’s nondiscrimination and/or harassment policies
- failure to adhere to board policies and/or procedures

Employees should immediately report any violation of these policies to the Supervisor. If an employee ignores or fails to comply with Geary County USD 475’s standards of business ethics and conduct, Geary County USD 475 may impose appropriate disciplinary action, up to and including termination.

Sexual Harassment

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

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:

- (1) Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment.
- (2) Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
- (3) 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.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe

the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

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

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or student shall report the complaint to the building principal/supervisor. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators/supervisor who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

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

The Executive Director of Personnel Services, 123 N. Eisenhower, Junction City, KS 66441, Telephone 785-717-4000, has been designated as the District Compliance Coordinator and designated to handle inquiries regarding this policy and/or receive sexual harassment complaints. Any such incidents should be reported to the District Compliance Coordinator. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually. For additional information, please refer to board policy GAAC – Sexual Harassment accessible at www.usd475.org/Board of Education/Board Policies.

Racial Harassment

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, or national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Refer to USD 475 Board of Education Policy JGECA Racial and Disability Harassment accessible at www.usd475.org/Board of Education/Board Policies.

Racial harassment is unlawful discrimination on the basis of race, color, or national origin under Titles VI and VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. Disability harassment is unlawful discrimination on the basis of disability under Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act. All forms of racial and disability harassment are prohibited at

school, on school property, and at all school-sponsored activities, programs, or events. Racial or disability harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee, or third party (visitor, vendor, etc.) to racially harass or harass on the basis of disability any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Harassment prohibited by this policy includes racially or disability-motivated conduct which:

- (1) Affords an employee different treatment, solely on the basis of race, color, or national origin, or disability in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities, or programs of the school;
- (2) Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of creating a hostile working environment;
- (3) Is sufficiently severe, pervasive, or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

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

The district encourages all victims of racial or disability harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial or disability harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial or disability harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure in policy KN.

The Executive Director of Personnel Services, 123 N. Eisenhower, Junction City, KS 66441, Telephone 785-717-4000, has been designated as the District Compliance Coordinator and designated to handle inquiries regarding this policy and/or racial or disability harassment complaints. Any such incidents should be reported to the District Compliance Coordinator.

Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial or disability harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial or disability harassment, depending on the nature of the conduct and its severity, pervasiveness, and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

If discrimination or harassment has occurred, the district will take prompt, remedial action to prevent its reoccurrence.

Any employee who witnesses an act of racial or disability harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal/building supervisor. Employees who fail to report complaints or incidents of racial or disability harassment to appropriate school officials may face disciplinary action. School administrators/supervisor who fail to investigate and take appropriate corrective action in response to complaints of racial or disability harassment may also face disciplinary action, up to and including termination.

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

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

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent, and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually. For additional information, please refer to board policy GAACA – Racial Harassment accessible at www.usd475.org/Board of Education/Board Policies.

Relations with Students

Employees shall maintain relationships with students which are conducive to a safe and 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. For additional information, please refer to board policy GAF – Staff-Student Relations accessible at www.usd475.org/Board of Education/Board Policies.

Employee Protection

An employee may use reasonable force necessary to ward off any attack, to protect a student or another person, or to quell a disturbance which threatens physical injury to others. An employee should only put hands on a student if they have had the appropriate restraint training.

Staff-Community Relations

Staff members are encouraged to participate in community activities and organizations, insofar as these activities do not infringe upon school time. Prior permission must be obtained from the Superintendent or his/her designee for participation in any community activity which takes place during school time.

Confidentiality

Employees recognize and acknowledge Confidential Information constitutes valuable, secret, special and unique assets of Geary County USD 475. Employees covenant and agree that for following termination of their employment with Geary County USD 475 for any reason, whether voluntary or involuntary, and whether with or without cause, employees will not disclose Confidential Information to any person, firm, corporation, association, or other entity for any reason or purpose without the prior written approval of Geary County USD 475. Employees also agree that they will only use Confidential Information when conducting Geary County USD 475 business. It is expressly understood and agreed that Confidential Information is the property of Geary County USD 475 and must be immediately returned to Geary County USD 475 upon demand.

The term "Confidential Information" includes all information, whether or not reduced to written or recorded form, which is related to Geary County USD 475 and which is not generally known or accessible to members of the public and/or competitors of Geary County USD 475 nor intended for general dissemination, whether furnished by Geary County USD 475 or compiled by the employee, including but not limited to: (i) Student Information ; and (ii) personal information used by Geary County USD 475 or available to employees; provided however, Confidential Information shall not include information which (a) is or becomes publicly available other than as a result of disclosure by an employee or (b) is now or hereafter becomes available to an employee on a non-confidential basis from a source (other than Geary County USD 475) which, to an employee's knowledge, is not prohibited from disclosing such information to an employee. Employees understand that it is Geary County USD 475's intention to maintain the confidentiality of this information notwithstanding that employees of Geary County USD 475 may have free access to the information for the purpose of performing their duties with Geary County USD 475. Employees acknowledge that it is not practical, and shall not be necessary, to mark such information as "confidential," nor to transfer it within Geary County USD 475 by confidential envelope or communication, in order to preserve the confidential nature of the information.

Access to any Company maintained database (private or public) is restricted to direct business purposes of the Company. There will be no dissemination of any information obtained from such databases beyond that strictly necessary for the direct business purpose of the Company. Sale or distribution of lists obtained or created from the databases is strictly forbidden.

Electronic communication of confidential information (e-mails, faxes, texting, and other form of electronic communication) falls under FERPA. The use of e- mail, etc. is legal document and should be used cautiously.

Employees in violation of Geary County USD 475's Confidentiality Policy will be subject to disciplinary action, up to and including termination.

Staff Responsibilities for Discipline

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

Gifts

Staff members are prohibited from receiving gifts from vendors, salesmen, or other such representatives where the intent of the gift, either expressed or implied, is to influence the employee or cause the employee to represent the vendor, salesman, or other such representatives in a favorable light to the employee's immediate supervisor, Superintendent of Schools, or the Board of Education. For additional information, please refer to board policy GAJ – Gifts accessible at www.usd475.org/Board of Education/Board Policies.

Solicitation

All persons seeking to sell, solicit, or display an item to any school employee on school premises must first secure permission from the building principal/supervisor and Superintendent before any appointment is made. For additional information, please refer to board policy GAI – Solicitations accessible at www.usd475.org/Board of Education/Board Policies.

Solicitations by Staff Members: Solicitations of students or other school employees by staff members during regular school hours or regular business hours for any reason, except school-sponsored activities or approved non-profit organizations, is prohibited.

Solicitations of Staff Members: Solicitations of staff members by any vendor, student, other district employee, or patron of items relating directly to the expenditure of district funds during normal school hours are prohibited unless permission is granted by the building principal/supervisor.

Dress code

In general, proper personal wear is important for employee safety and portrayal of a professional image. Footwear should provide good traction and comfort when walking. Traction soled footwear should be worn in winter weather to help prevent slipping on snow or ice. Closed toed shoes are encouraged to mitigate worker's compensation issues. Clothing should provide protection from the environment. Clothing considered inappropriate for wear includes clothing depicting tobacco, alcohol, illegal substances, gang behavior, or offensive language. Staff will follow the direction and adhere to the decision of the principal for their building.

Any employee not adhering to the guidelines will receive a verbal warning and possibly be sent home to correct the problem. For additional information, please refer to board policy GAM - Personal Appearance accessible at www.usd475.org/Board of Education/Board Policies.

Conflict of Interest

School district employees are prohibited from engaging in any activity which will detract from the effective performance of their duties. No employee will attempt to sell, or endeavor to influence any student at this school district to buy any product, article, instrument, service, or other such item which would directly or indirectly benefit said school employee. No school employee will enter a contract with the school district other than a contract for employment unless the contract is approved by the Superintendent.

Outside Employment

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

Section 5: District Procedures

Board Policy

Employees shall follow and be familiar with policies and regulations established by the Board of Education. Employment is based upon observance by the employee of the rules and regulations of the Board of Education and the Superintendent of Schools.

Classified Complaint Procedures

A complaint may be filed against another employee. The person filing the complaint must file it with the immediate supervisor. If the complaint is against the immediate supervisor, the complaint may be filed with the immediate supervisors' supervisor. If a satisfactory resolution is not reached, the complaint may then be filed with the Executive Director of Personnel Services. The Superintendent's decision is final.

Discrimination Complaints

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation, or harassment due to race, color, religion, sex, age, national origin, or disability.

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

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 name, position, address, and phone number of the district compliance coordinator, designated by the Board of Education to coordinate compliance with discrimination requirements contained in the Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 may be obtained from the Clerk of the Board at the Board of Education office.

Complaints of discrimination should be addressed to an employee's immediate supervisor or to the building principal unless that is the person whom the complaint is being filed against. In such case complaints should be taken to that person's supervisor. Complaints against the Superintendent should be addressed to the Board of Education.

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

Hiring

It shall be the policy of the Board of Education to secure for all positions the most highly qualified persons possible. Persons selected as finalists for any position in Geary County USD 475 shall be selected on the basis of their qualifications for the vacancies involved and for their apparent potential for growth.

It is the desire of the Board of Education that all district employees (administrators, teachers, and Classified personnel) reside within the boundaries of Geary County USD 475. The Superintendent and/or his/her designee will, as a matter of procedure, inform persons who are candidates for any position, during the course of the interview, of the board's desire for employees to reside within the boundaries of the district. Given that all qualifications are equal, preference will be given to persons who will as employees reside in the district.

Furthermore, the Superintendent will at the regular January meeting each year provide the Board of Education with information regarding the current resident status of all school district employees.

Positions: The Board of Education will hire Classified employees as they interpret the needs of the district.

Employment Status: All Classified employees are employed on an "at-will" basis, regardless of their length of service, and may be terminated at any time, with or without cause.

Compensation Guides and Notifications of Wage: Classified employees shall be paid according to pay rates approved by the board. The board delegates to the Superintendent or his/her designee the authority to recommend adjust established rates with the board holding final approval.

Criminal Background Records Check: All employees will be subject to a criminal background records check. If the results reveal conviction(s) of any offense or any attempt to commit any offense specified in K.S.A. 1999 Supp. 72-1397 and amendments thereto, employment may be terminated.

Pre-Employment Health Screening: Some Classified positions may be subject to a pre-employment health screening based on the job requirements. If this is the case, the employee will bear full responsibility for payment of this fee. **All employees coming into daily contact with students will have on file proof of a negative TB Skin Test.**

Classified Employees In-Processing

All new Classified employees are required to attend an in-processing meeting with the Personnel Services Department and must attend this meeting prior to beginning work with the district. This meeting will include completion of required paperwork and training. At this meeting employees will be given a copy of this handbook. Should an employee transfer from one position to another, increasing the number of hours worked weekly, Personnel Services Department will contact the employee if attendance in another portion of this meeting is required.

Identification Badges

A photo identification card will be provided to all employees. Lost or stolen identification cards must be reported immediately to the employee's immediate supervisor and to the payroll department, the employee will pay a fee to replace. Employees will display their cards while performing school district duties.

Fort Riley Identification Badges: All employees who work on Fort Riley will be required to go through the Fort Riley Background check and receive an ID badge from Fort Riley. This badge will allow regular access

to the post. If Fort Riley denies access to a USD 475 employee who is assigned to a Fort Riley School, a transfer will be offered if a position is available in the district outside of Fort Riley.

Evaluations

All Classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file at the Mary E. Devin Center for Education Support. Classified employees shall be evaluated by their immediate supervisor on their personal qualities, their commitment to duty and work-related skills related to their job description. A copy of the completed and signed evaluation will be given to the employee and the evaluator, with the original being sent to the Human Resource Department.

Supervision

The Superintendent or his/her designated representative has the responsibility to supervise all Classified employees not directly under the supervision of a building administrator/supervisor. A building administrator/supervisor has the responsibility to supervise all Classified employees who are assigned to his/her building.

Assignment and Transfer

The Board of Education delegates to the Superintendent or his/her designee, the authority to assign and reassign personnel. No transfers will be granted until an employee's 90-day probationary period has concluded, unless the transfer request is within the same building where currently employed.

Criminal Arrests/Convictions

Any employee arrested for or convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the Executive Director of Personnel within five days after the arrest, conviction, or diversion agreement.

Notification of Wages

Notifications of Wage will be issued at the beginning of an employee's employment. Notification of Wages for each year will be issued on or around July 1st for 12-month employees and at the beginning of the school year for 9 and 10 1/2-month employees. ***Any employee who consistently works fewer hours than the number recorded on the Notification of Wages shall be subject to a reduction in hours and a consequent reduction in benefits.***

Drug and Alcohol Screening

The district reserves the right to provide for drug and alcohol testing at any time.

Every Child Succeeds Act of 2015

Under requirements of Every Child Succeeds Act of 2015 and district implementation procedures, classified employees who provide assistance with instruction must show proof of 48-semester hours or higher or pass a Kansas State Department of Education approved Para Assessment.

Job Description

Job descriptions are on file in the Human Resource Service office and may be obtained upon request.

Retirement

The retirement age for any staff member will be in accordance with current law. Staff retiring under the KPERS system must notify the district in writing of their intent to retire.

Nepotism

No employee shall directly supervise or be responsible for any portion of the evaluation of his or her father, mother, brother, sister, spouse, son, daughter, stepson, stepdaughter, son-in-law, daughter-in-law, or an individual residing with an administrator/director. For additional information, please refer to board policy – GACCA – Nepotism accessible at www.usd475.org/Board of Education/Board Policies.

Distribution of Materials

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

Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. Employees should not bring large sums of money, jewelry or other valuables to work. Geary County USD 475 is not responsible for personal property that is lost, damaged, stolen or destroyed, including personal vehicles.

Reimbursement/Travel Expense

When staff is in need of guidelines, regulations, and forms for travel, please email traveldeskt@usd475.org.

Travel between buildings or in the district in the exercise of official assignments will be reimbursed at a mileage rate established by the Board of Education. No mileage will be reimbursed for employees getting to their initial employment site or from their last employment site of the day to their home.

Weapons

Possession of any weapon or facsimile is strictly prohibited. This includes any weapon found on a person or in any vehicle on school premises or at any school sponsored event. Any items used with the intent to inflict harm/injury to another person may be considered a weapon.

Job Openings/Postings

As positions become available in the school district, they are posted at the Mary E. Devin Center for Education Support as well as on the district web site. Notification is also sent to each school and work site in the school district. School district employees must notify the Human Resource Service department in writing of their interest to transfer to an open position posted.

Staff Development

It is the responsibility of the school district to provide staff development. The employee's attendance and participation at required training is expected.

Section 6: Communications

Telephone Usage

Personal use of district-provided communication devices is permissible as long as the use does not exceed the limits of the applicable plan. An employee whose use exceeds plan limitations will be required to reimburse the district for all expenses beyond those covered by the plan and may have privileges suspended or revoked unless the employee can show that all use was for employment-related duties and the device was not used for personal reasons. The amount of personal use of a communication device or service paid for under E-Rate can be no greater than the cost allocation submitted in the request for the E-Rate discount.

Refer to USD 475 Board of Education Policy GAT - Staff Use of Communication Devices accessible at www.usd475.org/Board of Education/Board Policies.

Personal Communication Devices

Staff possession or use of personal communication devices on district property, in district facilities during the workday and while the staff is on duty may be permitted subject to the limitations set forth in this language and consistent with any additional school rules. At no time will a personal communication device be used in a manner that interferes with staff duties and the responsibility for the supervision of students.

A personal communication device is a device, not issued by the district, that emits an audible signal, vibrates, displays a message, or otherwise summons or delivers a communication to the possessor of the device. These devices include, but are not limited to, walkie talkies, either long-or short-range portable radios, portable scanning devices, cellular telephones, pagers, personal digital assistants (PDA's), laptop computers and similar devices with wireless capability. This also includes other digital audio and video devices such as, but not limited to, iPods, radios and TV's.

All personal communication devices shall be silenced during instructional and/or class time, while on duty, or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities. Refer to USD 475 Board of Education Policy GAT - Staff Use of Communication Devices accessible at www.usd475.org/Board of Education/Board Policies.

Social Media

Staff members will utilize social network sites (e.g., Facebook, Instagram, Snap Chat, Twitter, etc.) judiciously by not posting confidential information about students, staff, or district business. Staff member will treat fellow employees, students, and the public with respect while posting. Staff members will treat fellow colleagues, staff, students, and the public with respect while posting. Staff members will need to identify themselves and their opinions as their own and not that of the district or a representation of the district. At no time, should a staff member be on a district device while utilizing their personal social media platforms or engage in their personal social platforms during duty hours.

Communication with students using personal communication devices will be appropriate, professional, and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is prohibited.

Exceptions to the prohibitions set forth here may be made for health, safety, or emergency reasons with superintendent or designee approval.

Staff are subject to disciplinary action up to and including dismissal for using a social media in any manner that is illegal or violates district expectations as identified in this handbook. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called private messaging, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies. Refer to USD 475 Board of Education Policy accessible at www.usd475.org/Board of Education/Board Policies.

Section 7: Computer Software and Hardware Guidelines

Computer Use

Use of District Computers/Privacy Rights: Computer systems are for educational and professional use only. All work by students or staff shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy. Refer to USD 475 Board of Education Policies IIBF Acceptable Use Policy and IIBG Computer and Device Use accessible at www.usd475.org/Board of Education/Board Policies.

Copyright: Software acquired by district staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of access to copyright must be filed in the district office. The district technology department administrator will be responsible for the process and may also require the original media to be filed in the district file.

Software: No software, including freeware or shareware, may be installed on any district computer until cleared by the district technology department administrator. The district technology department will verify compatibility of the software with existing software and hardware and prescribe installation and de-installation procedures. Program files must be approved by the district technology department

administrator before being installed on any district server or computer. Staff and students shall not install software on district computers or computer systems without prior approval from the district technology department administrator.

Hardware: District staff shall not install unapproved hardware on district computers or make changes to software settings that support district hardware. No equipment shall be attached to the local area network without approval of the district technology department administrator.

Audits: The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

E-Mail: District staff and students shall have no expectation of privacy when using district e-mail or other official communications systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Ownership of Employee Computer Materials: Computer materials or devices created by employees as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the district. Computer materials or devices created by employees using district supplies or equipment for projects beyond duties assigned by the district and without prior written approval of the immediate supervisor shall be the property of the district.

Procedures for Implementing Computer Use Policy

Software: To set the stage for future, to provide standardization, to minimize e-mail virus susceptibility, and to better utilize our technicians' time, only the following products are supported on district computing platforms for e-mail: Outlook.

Mailboxes: Mailboxes will be provided on district servers for personnel designated by District Administration and Building Principals.

Usage: This section stipulates the proper use of the district's e-mail system. All messages distributed via the system, even personal e-mails, are the district's property. You must have no expectation of privacy in anything that you create, store, send or receive on the system. Your e-mails can be monitored without prior notification if it is deemed necessary by the Administration. If there is evidence that you are not adhering to the guidelines set out in this policy, the district reserves the right to take disciplinary action, including termination and/or legal action. If you have any questions about this policy contact your administrator.

Prohibitions: You may not:

- Send or forward e-mails containing libelous, defamatory, offensive, racist, or obscene remarks or terrorist threats. If you receive an e-mail of this nature, you must promptly notify your supervisor.
- Send unsolicited e-mail messages or chain mail.
- Forge or attempt to forge e-mail messages, or disguise or attempt to disguise your identity when sending e-mail.

Care: You must take the same care in drafting e-mail as you would for any other communication. An informal style within the district is encouraged. An informal style offers brevity without rudeness. When forwarding a message created by someone else be aware that you may be violating the original writer's rights. Forward only messages where there is a reasonable expectation that the originator would not object.

Personal Usage: While the district's e-mail system is for business, it allows personal usage if it is reasonable and does not interfere with work.

Archiving and Retention: While the e-mail servers are backed up and information is archived for system integrity purposes, it is not for future retrieval. With that in mind, you should not expect e-mails to be restored on an individual basis.

Email and Internet Policy

Employees shall have no expectation of privacy when using district e-mail or other official communications 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 e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in a computer, computer system, or server. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Section 8: Committee Assignments

Classified Employees Advisory Council

The Classified Employees Advisory Council meets periodically with the Superintendent of Schools and/or the Executive Director of Personnel Services and other staff to discuss issues and concerns of the classified employees. The Council's representation will consist of a representative from each school and department. In September, a call for volunteers/nominations will be sent out to fill the vacant representative position(s). Departments represented are food service, maintenance, paraprofessionals, and teacher assistants/aides/monitors.

Section 9: Records

Personnel Records

Employees have the right to inspect their personnel files upon request. An appointment will be scheduled at which time a district representative and the employee will review the personnel file. Refer to USD 475 Board of Education Policy GAK Personnel Records accessible at www.usd475.org/Board of Education/Board Policies.

Required Records: Employees must keep their personal information up to date by notifying the Payroll Department of changes concerning the following:

- Address and telephone numbers
- Legal name (name change)
- Marital status
- Name, number, and age of dependent children
- Number of tax exemptions

Section 10: Reports

Child Abuse

As required by law, any employee of the school district who has reason to know or suspect that a child has been injured as a result of physical, mental, emotional abuse or neglect or sexual abuse shall report the matter promptly to the local Department of Child and Families Office. When the department is not open for business, the reports shall be made to the appropriate local law enforcement agency.

School employees will not contact the child’s family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove that the child has been abused or neglected. (See Board of Education policy GAAD - Child Abuse)

Reporting Possible Criminal Conduct

Employees of the school district shall promptly report to the building principal/supervisor or designee pursuant to Board of Education procedures any possible criminal activity occurring on school property or at school sponsored activities. The building principal or designee, pursuant to Board of Education policy, shall report the matter to the Superintendent’s office and will also report to the Junction City Police Department or the appropriate Fort Riley agency any acts which constitute 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 by current law. Acts to be reported to law enforcement shall include, but not be limited to, any student’s possession or use of controlled substances, any altercation that results in substantial bodily injury to a student, any suspected sexual offense to include, touching, fondling, or battery, and any incident that involves possession of a weapon as defined in Board of Education policies JCDBB/JCDBC.

The principal of each building shall prepare all reports required by law and/or regulation and present them to the Board of Education and the State Board of Education at least once annually. Reports shall not include any personally identifiable information about students. These reports and this policy shall be made available upon request to parents, patrons, students, and employees.

Vandalism

All employees are to immediately report vandalism to their immediate supervisor.

Section 11: Health

Asbestos Management Plan Notice

A copy of the district’s Notice to School Employees regarding the Asbestos Management Plan in the Geary County Unified School District #475 is included in Appendix 14.2. This annual notice is being provided to

you in compliance with the Asbestos Hazard Emergency Response Act (AHERA) regulations of the Environmental Protection Agency.

Bloodborne Pathogens

Definition: Any disease-producing bacterium or micro-organism contained in blood and other body fluids.

Most Common: The two most common blood borne pathogens are HIV – (AIDS) Human Immunodeficiency Virus, and HBV – Hepatitis B Virus. Exposure to both HIV and HBV can be either through blood or sexual transmission. However, HBV is much easier to contract than HIV because the virus can live in dried blood for at least one week.

Prevention:

- (1) Universal Precautions: Assume all human blood and other potentially infectious materials are infected (body fluid must contain blood).
- (2) HBV Shot Series: Category I employees will be contacted about having the HBV shot series and MUST either have the shots or sign a declination form indicating they do not want them. The HBV shot series is a three-shot series and is at the school district's expense for Category I and other required employees.
- (3) Latex Disposable Gloves: Gloves should be worn any time there is direct contact with body fluids.
- (4) Do Not Get Blood on You: Always wash your hands after an incident – gloves or not.
- (5) Good Housekeeping Practices: Always clean up any areas that have had blood/body fluids with a throw away paper towel(s) and the specified disinfectant found in body spill kits.

Location of Blood borne Pathogen Control Plan: Control Plans are located in the school nurse's office, with the head secretary in each school, and in the office of the Clerk of the Board.

Exposure Determination:

- (1) Incident: A first aid incident involving the cleanup of blood. If you have rendered first aid, you must fill out the FIRST AID INCIDENT REPORT FORM, Part A.
- (2) Exposure Incident: First aid incident with an EXPOSURE. There must be blood (someone else's) in your eye, mouth, or on your skin with some kind of entry point. This could be a cut, rash, abrasion, puncture wound, etc.

Notification Procedure:

- (1) Notify your supervisor, school secretary or school nurse.
- (2) Fill out BBP-3, Parts A and B.
- (3) When an exposure incident occurs, the employee will report to the Geary Community Hospital Emergency Room within 24 hours. If you have not had the HBV shots already, the series will be started

immediately. Even if an employee has gone through the HBV shot series, they are still required to report to the hospital for blood work to determine if the previous series was effective.

(4) This is all considered POST EXPOSURE EVALUATION AND FOLLOW-UP. You will have to go back to the Emergency Room at least two more times during the year for evaluation and will have to have the last two HBV series shots.

Communicable Disease/Employees: At any time, the Superintendent knows, or has reason to believe, that an employee is suffering from a communicable disease which may be detrimental to the health, safety, or welfare of the students and other employees, the Superintendent may require a Certification of Health and any additional information deemed necessary and appropriate to determine the terms of continued employment of the subject employee.

Failure to file any Certification of Health as required shall be a basis for suspension from employment under Board of Education Policy GBK accessible at www.usd475.org/Board of Education/Board Policies.

The Superintendent or his/her designee shall make necessary and appropriate decisions with respect to the employment of the subject employee so as to protect and promote the health, safety, and welfare of the students and other employees. Any employment decision shall be made in consideration of the medical judgment obtained from the County Health Officer (Geary County, Kansas) and/or the subject employee's licensed physician.

Section 12: Safety and Security

Health and Safety

Geary County USD 475 strives to provide each employee with a safe, comfortable, and healthy work environment. Geary County USD 475 provides employees with the tools, training, facilities, and information necessary to work in a safe and efficient manner. Geary County USD 475 asks employees to approach work with a thoughtfulness which reflects respect for individual health and the safety of co-workers. Anyone noticing a violation of the Occupational Safety and Health Act (OSHA) or who feels unsafe in their work environment should notify immediate supervisor.

Building Security

Geary County USD 475 employees should make every effort to be aware of strangers on the premises. Anyone noticing an unfamiliar or unauthorized person on the premises should contact their immediate supervisor. An area unlocked by an employee must be locked upon leaving. I.D. Badge/Keys are provided to employees requiring access and are the property of Geary County USD 475. All employees with a key must return the I.D. Badge/key immediately upon request. Immediately report the loss of any I.D. Badge/keys to your immediate supervisor. Employees may be responsible for the costs associated with the replacement of I.D. Badge/keys. I.D. Badge/Keys are expected to be turned in upon termination of employment.

Safety Policy

Safety is a joint venture at Geary County USD 475. The school district provides a clean, hazard free, healthy, safe environment in which to work in accordance with the Occupational Safety and Health Act of

1970. As an employee, you are expected to take an active part in maintaining this environment. You should observe all posted safety rules, adhere to all safety instructions provided by your supervisor, and use safety equipment where required. Your workplace should be kept neat, clean, and orderly.

It is your responsibility to learn the location of all safety and emergency equipment, as well as the appropriate safety contact phone numbers.

All safety equipment will be provided by the school district, and employees will be responsible for the reasonable upkeep of this equipment. Any problems with or defects in equipment should be reported immediately to management.

As an employee, you have a duty to comply with the safety rules of the school district, to assist in maintaining the hazard free environment, to report any accidents or injuries – including any breaches of safety – and to report any unsafe equipment, working condition, process, or procedure, at once to a supervisor.

Employees may report safety violations or injuries anonymously to the Safety Committee if they are not the injured or violating party. **NO EMPLOYEE WILL BE PUNISHED OR REPRIMANDED FOR REPORTING SAFETY VIOLATIONS OR HAZARDS.** However, any deliberate or ongoing safety violation, or creation of hazard, by an employee will be dealt with through disciplinary action by the school district, up to and including termination.

Safety Procedure

Our record in the area of safety demands improvement because:

- (1) Injuries often bring about human suffering to school employees and their families.
- (2) The direct cost of insurance premiums and indirect costs of disrupted work schedules and damaged equipment might better be spent in a number of areas.

It is the intent of USD 475, therefore, to provide and maintain safe working conditions and to follow operating practices that will safeguard all employees and result in safe, efficient operations.

To accomplish this very important goal, we assign the responsibility, authority, and accountability for accident prevention to all supervisory personnel within their individual area of operations. This includes the thorough investigation of any accident in a timely manner using the USD 475 Accident Investigation Report.

It is the responsibility of the Safety and Security Coordinator to administer a total accident prevention effort covering all employees and to work with the Safety Committee to develop Safety Programs for the school district.

This safety program requires the participation of every employee in observing safe work practices at all time and in all places along with reporting unsafe acts and conditions to your supervisors.

On-The-Job Accident Reporting

Any job-related injury or illness, regardless of severity, must be reported immediately to the employee's Supervisor for prompt and trained evaluation and medical attention. For employee is required to report the injury verbally to his/her supervisor immediately and to follow up in writing within ten (10) days or the claim may be barred. Forms are provided through the building principal. The report of the injury must be sent to the Personnel Services Department at the Mary E. Devin Center for Education Support. Additional information about your rights and responsibilities under workers' compensation may be obtained from your supervisor or the district office.

Failure to observe and follow the accident reporting procedures is grounds for disciplinary action, up to and including termination of employment.

Drills

The school district conducts a variety of safety drills, including emergency, fire drills and tornado drills. Please see the department/school specific information regarding these drills.

Inclement Weather

There are days during the work year where schools and/or the Mary E. Devin Center for Education Support may be closed due to inclement weather. Should schools or the Mary E. Devin Center for Education Support be closed due to inclement weather, this procedure will be followed with the Classified hourly positions:

During the days of school closure, classified staff may use leave per the leave policy to get paid, or staff may take lost time without pay.

Securing the Work Area

Every employee shall secure their work area prior to leaving for breaks and/or the end of the workday. This includes cleaning, locking, and storing items as necessary.

Building Opening and Closing Time

All buildings in Geary County USD 475 open and close at different times. You should check with the immediate supervisor to ascertain the times for the building(s) in which you will be assigned.

Crisis Plan

Each building has a crisis plan. You should ask your immediate supervisor to review it. Plans are usually maintained in the building principal's office or the Superintendent and Board Clerks' office.

Safe and Violence Free Workplace

Geary County USD 475 promotes safety and security of staff and students in the workplace. If you engage in any violence in the workplace, or threaten violence in the workplace, your employment will be terminated immediately. No talk of violence or joking about violence will be tolerated.

Definition: "Violence" includes physically harming another, shoving, pushing, harassing, intimidating, coercing, brandishing weapons, and threatening or talking of engaging in those activities. It is our intent

to ensure that everyone associated with USD 475, including employees and customers, never feels threatened by any employee's actions or conduct.

Security and Safety: Any district employee who knows or has reason to believe 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 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. Refer to USD 475 Board of Education Policy EBC Security and Safety accessible at www.usd475.org/Board of Education/Board Policies.

Administrative, professional, or classified employees of a school who have information that a pupil has engaged in the following shall report information and identity of the pupil to the superintendent.

Reportable events would include:

- A student being expelled for conduct which endangers the safety of others;
- A student being expelled for commission of felony typed offenses;
- A student being expelled for possession of a weapon;
- A student being adjudged to be a juvenile offender for an offense, which if committed by an adult, would constitute a felony, except a felony theft offense involving no direct threat to human life;
- A student being tried and convicted as an adult for any felony, except theft involving no direct threat to human life.

The Superintendent shall investigate the matter and if it is determined the student has been involved in the following, the superintendent shall provide information, and the identity of the student to all employees who are involved in teaching or providing related services to pupil.

Reporting Violence: It is everyone's business to prevent violence in the workplace. You can help by reporting what you see in the workplace that could indicate that a co-worker is in trouble. You are in a better position than management to know what is happening to those with whom you work. You are encouraged to report any incident that may involve a violation of any of the district's policies and procedures that are designed to provide a comfortable workplace environment. Concerns may be presented to your immediate supervisor. If for any reason you feel that your concerns are not heard at this level, you may present them to the department manager or building principal and then to the Executive Director of Personnel Services if you feel this is necessary.

Section 13: Equipment and Supplies

Appropriate Use of Equipment and Supplies

All employees are expected to possess prior knowledge of the use of equipment and supplies in the district. However, prior to placement, the immediate supervisor will arrange training on equipment and will schedule regular training sessions.

Copying/Duplicating/Inventory/Ordering Procedures/Requisitions:

Should you have a need for any of the above referenced services, the Business Department produces a manual which outlines procedures for each of the processes listed above. You should contact the Business Department directly for additional information.

Vehicle Request

Use of school district vehicles may be requested through the Accounts Payable Department at the Mary E. Devin Center for Education Support for school district business only.

Section 14: Separation of Employment

Separation of Employment

It should be understood that your employment with Geary County USD 475 is considered to be “employment-at-will.” This means that both you and the school district are free to terminate the employment relationship at any time with or without cause.

- Resignation – voluntary employment termination initiated by an employee. Resignations must be submitted in writing.
- Discharge - involuntary employment termination initiated by Geary County USD 475.
- Job abandonment - An employee will be considered to have voluntarily resigned should he/she fail to personally notify management of an absence for three (3) consecutive scheduled workdays or walks off the job without authorization.
- Layoff - involuntary employment termination initiated by Geary County USD 475 for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service and any other criteria for retirement from the organization.

An exit interview may be conducted for anyone who leaves the school district. Your comments about the policies and procedures of Geary County USD 475 may lead to improvement.

All district property (i.e., ID badges, keys, etc.) in an employee’s possession must be returned upon separation. If these items are not returned, the District shall assess a fee for each item not returned.

Since employment with Geary County USD 475 is “at will”, both the employee and Geary County USD 475 have the right to terminate employment at any time, for any reason or no reason, with or without cause. Employees will receive their final paycheck in accordance with the applicable state law.

Employees who voluntarily resign from Geary County USD 475 are expected to provide at least two (2) weeks’ notice in writing of their intent to resign. The notice must be actual days worked and cannot include any paid time off or vacation leave. Notice should be signed and include the employee’s anticipated date of departure, reason for resignation and other pertinent data. Geary County USD 475 reserves the right to release an employee prior to their anticipated departure date. An employee’s separation date is the last day they work in the office.

In the event an employee terminates and does not rehire within one (1) pay period, they will be considered a new hire and will follow the benefits stated in the Handbook.

This manual is not meant as a wage offer or a guarantee of a job or position. As a manual, it does not qualify to be grieved. It is simply a guide for Classified employees. All USD 475 Board of Education policies supersede anything in the handbook.

Section 15: Appendix

15.1 Leave Chart

CLASSIFIED EMPLOYEES LEAVE CHART

	Returning 12 month secondary & DC	Returning 9/10 month secondary & elementary	After probation 1 st year employees
General Leave Allowed per Year	13 days	10 days	See below
Personal Leave Allowed Per Year	2 days	2 days	
General Leave Maximum Accumulated	120 days	120 days	
Supplemental Leave Allowed Per Year	4 days	4 days	See below

Probation period is 90 days in length*. After completion of probation the following will apply:			
	After Probation Completed	1 Month Later	4 months later
General Leave	3 days	3 days	4 days
Personal Leave	1 day	1 day	
Supplemental Leave	2 days	1 day	1 day
*probation time is subject to supervisor approval			

Vacation
12-month employees earn 1 day of vacation for each full month of employment.

15.2 Pay Advance Request

USD 475 Geary County Schools Request for Advance Pay

Staff may make a request due to an emergency for an advance payment of wages earned once in a calendar year.

Procedure:

- Submit this request to the Human Resource Services Administrator
- Payroll administrator provides wage calculation and verification
- Human Resource Services Administrator approves/denies and returns to payroll
- Payroll provides notice to employee of approval or denial (if approved, employee must pick up the check in person)

Employee: _____ Social Security Number: _____

Reason for Request: _____

Amount Requested \$ _____ Phone Number: _____

Employee Signature: _____ Date: _____

Payroll Verification		
Hours Worked: _____	Hourly Rate: _____	Wages Available: _____
Payroll Supervisor: _____	Date: _____	

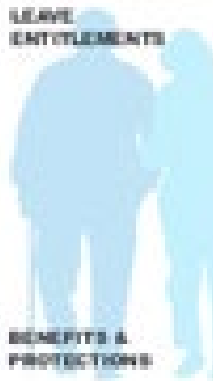
Human Resource Services Approval/Denial	
Amount Approved \$ _____	
Human Resource Services Administrator: _____	Date: _____

Notice:	I understand this is an advance payment on wages earned. The total amount will be deducted from the _____ pay check. (month of next check)
Check Number: _____	Amount of Check \$ _____
Employee Signature: _____	Date: _____

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Employees are entitled to a maximum amount of leave up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To care for a child who must be taken from a parent or the child's birth or placement;
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform his or her job;
- For a qualifying exigency related to the foreign deployment of a family member who is in the military's service, active or reserve.

Employees are also entitled to unpaid leave for a family member's service, active or reserve, or military or naval service up to 26 weeks of FMLA leave in a single 12-month period to care for the service member with a serious injury or illness.

An employee does not need to use leave for any leave. When the employee's leave is for a family member's service, active or reserve, or military or naval service, the employee may have leave entitlements under other laws.

Employees may choose an alternative leave system, use alternative procedures while taking FMLA leave, or an alternative schedule for use of leave for FMLA leave. The employee must comply with the employer's normal and usual policies.

BENEFITS & PROTECTIONS

Employees are on FMLA leave, employees must continue health insurance coverage as if the employee were not on leave.

Employees on FMLA leave must continue to be informed of the same job and may be entitled to it with seniority, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights, including age or veterans' benefits or trying to use FMLA leave as a basis for an employment decision that would be the FMLA or being treated in any way that would be prohibited by the FMLA.

ELIGIBILITY REQUIREMENTS

An employee is eligible for unpaid leave if the employee must meet three criteria: must be eligible for FMLA leave. The employee must:

- Work for the employer for at least 12 months;
- Work at least 1,250 hours of service in the 12 months before taking leave; and
- Work for the employer at the time of leave or at least 30 miles away.

These "three criteria" requirements apply to all FMLA leave entitlements.

REQUESTING LEAVE

Generally, employees must give 30 days advance notice for FMLA leave. This requirement is subject to special rules for emergency situations and generally follows the employer's usual procedures.

Employees do not have to provide a diagnosis, but must provide enough information to the employer to show evidence of the need for FMLA leave. Sufficient information includes informing the employer that the employee will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that the employee is continuing medical treatment. Employees may also be required to provide the employer with the name of the doctor or other health care provider who is providing the care for the employee.

Employees are not required to provide a written certification supporting the need for leave. If the employer determines that the certification is reasonable, it may require a written certification including any additional information it requires.

EMPLOYER RESPONSIBILITIES

Once an employee requests leave, the employer must be aware of an issue that is usually under the FMLA law. Employer must notify the employee if he or she is eligible for FMLA leave and if rights, such as the ability to return to the same or similar position under the FMLA, are available. If not eligible, the employer must provide a reasonable explanation.

Employers may not discriminate based on FMLA leave and may not retaliate against an employee for FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or requesting a private lawsuit against an employer.

The FMLA does not affect any federal or state law providing additional or expanded leave or other leave entitlements, including agreements that provide greater family or medical leave rights.






For additional information or to file a complaint:

1-866-4-USWAGE
 (1-866-487-6296) TTY: 1-877-889-9127

WWW.WAGEHOUR.DOL.GOV

U.S. Department of Labor | Wage and Hour Division

601016-0001 01/16

Employee Acknowledgement Form

I acknowledge that I have received a copy of this Employee Handbook (hereinafter "Handbook") from the Geary County USD 475 ("Company").

I understand it is my responsibility to read and comply with the policies contained in the Handbook and revisions made to it. I understand that I should consult with Personnel Services regarding questions not answered in the Handbook.

I understand Geary County USD 475 reserves the right to modify, change, delete, supplement, rescind, or revise information contained in the Handbook, as Geary County USD 475 deems necessary or appropriate, at its sole and absolute discretion and with or without advance notice. Changes will be communicated through standard communication channels. The Board of Education must approve revisions to the Handbook. I understand that the Handbook is the property of Geary County USD 475.

I have entered into my employment relationship with Geary County USD 475 voluntarily and acknowledge that there is no specified length of employment. I understand my employment with Geary County USD 475 is "at will", and either I or GEARY COUNTY USD 475 may terminate the employment relationship, with or without cause, for any reason or no reason, at any time, so long as there is no violation of applicable federal or state law.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I have received the Handbook, and I understand that it is my responsibility to read and comply with the policies contained in this Handbook and any revisions made to it.

Employee Signature: _____

Printed Name: _____

Date: _____

Loyalty Oath

75-4308. Oath required for public officers and employees. Before entering upon the duties of his or her office or employment, each person to be employed by the state or any agency thereof or by any county, city or other municipality of the state including any school, college or university supported in whole or in part by public funds collected under any tax law of the state or any municipality thereof shall be required to subscribe in writing to the oath set out in K.S.A. 54-106:

K.S.A. 75-4308 et seq requires that the following oath from K.S.A. 54-106, be signed by new employees before entering the duties of employment and before funds for services may be disbursed:

I do solemnly swear (or affirm) that I will support the constitution of the United States and the constitution of the State of Kansas, and faithfully discharge the duties of my office or employment. So help me God.

Employee Signature: _____

Printed Name: _____

Date: _____