



Classified Employee Handbook

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MISSION & VISION STATEMENT

The mission of the school District is to prepare all students for their future through excellent, innovative learning opportunities with caring, dedicated and passionate staff in a safe and secure environment.

Our vision in USD 232 is to maximize each student's potential, through inspiration and discovery, challenging all students to become self-sufficient and positive contributors to society.

Introductory Statement

The USD 232 Classified Employee Handbook has been prepared to assist you in understanding policies, rules, guidelines, and benefits which apply to classified employees in the District. In addition to this handbook, all employees are bound by board policy; should further clarification be necessary on any topics, please visit with the Human Resources Department.

The material is presented as a matter of information only, and the contents should not be interpreted as a contract between the District and any of its employees. Please read the Handbook carefully and keep it available for future reference. One of your first responsibilities as an employee is to become familiar with its contents. Questions should be addressed to your immediate supervisor. If additional information is desired, please contact the Human Resources Department.

Since the District is ever changing, the Board of Education expressly reserves the right to change any of the policies, guidelines, or procedures at any time. Changes will be posted by appropriate means. Changes will be effective on dates determined by the Board of Education. If you are uncertain about any policy or procedure, check with your immediate supervisor or with the Human Resources Department.

EMPLOYMENT

Nature of Employment

As an “at-will” employee, employment with USD 232 is voluntary, and the employee is free to resign at any time, with or without cause. Similarly, USD 232 may terminate the employment relationship at-will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between USD 232 and any of its employees. The provisions of the handbook have been developed at the discretion of the Human Resources Department and, except for its policy of employment-at-will, may be amended or cancelled at any time, at USD 232's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the Board of Education of USD 232.

Equal Employment Opportunity

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at USD 232 will be based on merit, qualifications, and abilities. USD 232 does not discriminate in employment opportunities or practices on the basis of race, color, age, national origin, sex, sexual orientation, gender identity, religion, or disability.

USD 232 will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship to the District. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Human Resources Department. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Employee Medical Examinations

According to Kansas statutes, "Every Board of Education shall require all employees of the school District, who come in regular contact with the pupils of the school District, to submit a certification of health signed by a person licensed to practice medicine and surgery under the laws of any state; by a person who is a physician's assistant under the laws of this state or by a person holding a certificate of qualification to practice as an advanced registered nurse practitioner under the laws of this state, on a form prescribed by the secretary of health and environment. The certification shall include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test." K.S.A. Supp. 72-6266.

Employees will be reimbursed one hour of paid time for completing the tuberculin test (TB) and the certification of health. Those employees who are required to get a pre-employment strength and agility test, as well as the TB and certification of health, will be reimbursed for two hours of time. Reimbursement rates are based on the employee's hourly pay.

Immigration Law Compliance

USD 232 is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with USD 232 within the past three years, or if their previous I-9 is no longer retained or valid.

Employees with questions or seeking more information on immigration law issues are encouraged to contact the Human Resources Department. Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Non-Disclosure

The protection of confidential business information and trade secrets is vital to the interests and success of USD 232. Such confidential information includes, but not limited to the following examples:

- Computer processes
- Computer programs and codes
- Technological data
- Technological prototypes

Employees who are exposed to confidential information may be required to sign a non-disclosure agreement as a condition of employment. Employees who improperly use or disclose trade secrets or confidential business information will be subject to disciplinary action, up to and including termination of employment and, legal action, even if they do not actually benefit from the disclosed information.

Disability Accommodation

USD 232 is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity in employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to employees according to the position they are employed.

USD 232 is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. USD 232 will follow any state or local law that provides individuals with disabilities greater protection than the ADA. This policy is neither exhaustive nor exclusive. USD 232 is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

Job Posting

USD 232 provides employees an opportunity to indicate their interest in open positions and advance within the organization according to their skills and experience.

Job openings will be posted on the District's website. Each job posting notice will include the date of the posting, job title, department and location.

To be eligible to apply for a posted job, regular employees must have performed competently for at least ninety calendar days in their current position. Eligible employees can only apply for those posted jobs for which they possess the required skills, competencies, and qualifications.

To apply for an open position, current employees should submit an application or letter of interest to the Human Resources Department. Job posting is a way to inform employees of openings. Other recruiting sources may also be used to fill open positions.

EMPLOYMENT STATUS & RECORDS

Employment Categories

It is the intent of USD 232 to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at-will at any time is retained by both the employee and USD 232.

Each employee's term of employment is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by USD 232 management.

In addition to the above categories, each employee will belong to one other employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work USD 232's full-time schedule based on the position they are employed in. Generally, they are eligible for USD 232's benefit package, subject to the terms, conditions, and limitations of each benefit program.

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule based on the position they are employed in. Regular part-time employees are eligible for partial benefits sponsored by USD 232, based upon the number of hours they work per week and are subject to the terms, conditions, and limitations of each benefit program.

SUBSTITUTE employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Substitute employees retain that status unless and until notified of a change. While substitute employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of USD 232's other benefit programs.

Access to Personnel Files

USD 232 maintains a personnel file on each employee. The personnel file may include such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of USD 232, and access to the information they contain is restricted. Generally, only administrators and supervisors of USD 232 who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Human Resources Department. With reasonable advance notice, employees may review their own personnel files in USD 232's offices and in the presence of an individual appointed by USD 232 to maintain the files.

Employment Reference Checks

To ensure that individuals who join USD 232 are well qualified and have a strong potential to be productive and successful, it is the policy of USD 232 to check the employment references of all applicants. In addition, each employee is required to have a criminal background history check.

The Human Resources Department will respond to all reference check inquiries from other employers. Responses to such inquiries may confirm dates of employment, wage rates, position(s) held and objective and factual information concerning job history and work performance.

Personnel Data Changes

It is the responsibility of each employee to promptly notify USD 232 of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, and individuals to be contacted in the event of an emergency should be updated by the employee using the Employee Benefits Intranet. Educational accomplishments, including a college degree or industry certificate, and other such status reports, should be updated by contacting the Human Resources Department.

Employment Applications

USD 232 relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in the exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Performance Evaluation

Supervisors and employees are required to discuss job performance and goals on a regular basis. The performance of all employees is an ongoing process. All classified employees will be evaluated at least once during each contract year. A copy of the written performance evaluation will be provided to the evaluated employee and a copy will be delivered to the Human Resource Office no later than April 20th, of each year for placement in the employee's personnel file. Employees who wish to write a response to their evaluation have 14 days from their evaluation conference to respond in writing and submit the response to the Human Resources department. Supervisors/Evaluators will complete a probationary performance evaluation prior to the employee's 60th day of employment. If an employee is hired after January 1st, only one evaluation needs to be completed for their first year of employment (prior to their 60th day of employment).

Job Descriptions

USD 232 maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making reasonable accommodations for individuals with disabilities.

The Human Resources Department and the hiring manager prepare job descriptions when new positions are created. Existing job descriptions are also reviewed and revised in order to ensure that they are up to date. Job descriptions may also be rewritten periodically to reflect any changes in the position's duties and responsibilities.

Employees should remember that job descriptions do not necessarily cover every task or duty that might be assigned, and that additional responsibilities may be assigned as necessary. Contact the Human Resources Department if you have any questions or concerns about your job description.

EMPLOYEE BENEFIT PROGRAMS

Employee Benefits

Eligible employees of USD 232 are offered a wide range of benefits. To qualify for benefits, individuals must work a minimum of 18.75 hours per week. Those who meet this requirement can participate in sharing the expenses, if applicable, of a single medical and dental insurance plan. The cost is determined by the average weekly hours worked. (See cost sharing charge on page 11) Short-Term Disability and Group Term Life insurance coverage is provided at zero expense to the employee. Insurance coverage is effective on the 1st of the month following the start date of employment.

The following benefit programs may be available to eligible employees:

- Medical Insurance
- Dental Insurance
- Vision Insurance
- Life Insurance
- Short-Term Disability
- Long-Term Disability
- Optional Supplemental Insurance Policies
- Tax-Sheltered Accounts (403B and 457B)
- Sick Leave
- Vacation (250 Day Employees Only)
- Holidays
- Tuition Reimbursement

Pre-tax deduction will be the default election for any applicable benefit premiums. Any employee who prefers post-tax deduction will be required to opt out in writing before their benefit effective date.

Medical/Dental Insurance

USD 232's health insurance program offers eligible employees and their dependents access to medical and dental benefits. Eligible employees may join the health insurance plans, subject to the terms and conditions set forth in the agreement between USD 232 and the insurance providers.

Part-time employees will be responsible for paying a portion of their health insurance premium, in addition to any buy-up amount, based on their contracted weekly hours. The table below shows the percentage of the District-paid health insurance premium along with the employee's responsibility based upon their hours worked. USD 232 does not contribute to the cost of insurance coverage for employees' dependents.

Average Hours Worked Weekly	% Paid by District	Employee Responsibility
37.5 +	100%	0%
35	90%	10%
30	80%	20%
25	70%	30%
18.75	50%	50%
Below 18.75	Not Eligible	Not Eligible

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Refer to the Benefits Continuation (COBRA) policy for more information.

Life Insurance

Life insurance offers you and your family important financial protection. USD 232 provides a basic \$50,000 life insurance plan and accidental death and dismemberment for eligible employees. Additional supplemental and/or dependent life insurance coverage may be purchased by the employee at prevailing rates applied to our group by the insurance provider.

Short-Term Disability (STD)

USD 232 extends a basic, weekly short-term disability (STD) benefit to eligible employees facing inability to work due to a qualifying disability arising from an off-duty injury or illness. Pregnancy-related disabilities are treated the same as any other illness that prevents an employee from working. It's important to note that disabilities covered by worker's compensation are exempt from STD coverage.

Long-Term Disability (LTD)

KPERS, in conjunction with Social Security, administers a long-term disability (LTD) program to help eligible employees cope with an illness or injury that results in a long-term absence from employment.

Rehires/Reinstatement

If you are a reemployed former employee, and you were rehired within 30 days of your termination date, you will become reinstated in benefits immediately with the same elections that were in effect as of your termination date. If you are rehired within the same Plan Year, but more than 30 days after termination date, you will be considered a newly hired employee and will be required to make new benefit elections and be subject to any applicable probationary period.

Benefits Continuation for Retirees

According to Kansas Statute (K.S.A. 12-5040), retirees have the option to maintain their existing Medical, Dental, Vision, and Employee Assistance Program benefits, albeit at their own cost. The charges will align with the rates applicable to active employees, with the exception of the Employee Assistance Program, which will be free of charge. Retirees who wish to retain any of these benefits must inform the Benefits Department prior to the regular benefits termination date. Coverage on any chosen plan may cease to be made available upon the earliest of the following dates:

1. The first day of the month during which the retired employee attaining age 65.
2. The retired employee failing to make required premium payments on a timely basis.
3. The retired employee becoming covered or becoming eligible to be covered under a plan by another employer.

A retired employee can cover themselves and any dependents they currently have covered at the time of retirement through this retiree option or may elect COBRA continuation instead. Under the retiree option, coverage will cease for all dependents when the retired employee's coverage is discontinued. In the event of the retiree's death, there may be a second opportunity for dependents to continue their coverage under COBRA.

If a retired employee and subsequent dependents are dropped from coverage, they are not allowed to be added back onto the plans.

Benefits Continuation (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage for a minimum of 18 months under USD 232's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at USD 232's group rates plus an allowable administrative fee. USD 232 provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under USD 232's health insurance plan. The notice contains important information about the employee's rights and obligations.

Workers' Compensation

The District will participate in workers compensation as required by current statute. All employees of the District shall be covered by workers compensation. Worker's compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the District. The words, "arising out of and in the course of employment" as used in the workers compensation act shall not be construed to include injuries to employees while engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer.

An injured employee must notify the designated employer's workers compensation coordinator or, if the coordinator is unavailable, his or her supervisor within 30 days of the injury or within 30 days of repetitive trauma in order to be eligible for benefits. The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Any employee who is off work and receiving workers compensation benefits shall be required to provide the designated workers compensation coordinator with a written doctor's release before the employee is allowed to return to work.

In addition, should the employee be released to return to work by a doctor and fail to do so, those benefits under workers compensation shall be restricted as provided by current statute.

Whenever an employee is absent from work and is receiving worker's compensation benefits due to a work-related injury or is receiving District paid disability insurance, the employee may use available paid leave to supplement the workers compensation or District paid disability insurance payments. However, the amount of workers compensation benefits and paid leave benefits shall not exceed a regular daily rate of pay. Worker's compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

The board, through its designated workers compensation coordinator, may require a post-injury agility test upon receiving the doctor's release to return to work. The board shall have the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job. However, if the injured employee chooses to go to a medical provider other than the designated provider, the recovery for such expenses shall be limited to \$800.00.

Sick Leave

USD 232 provides sick leave benefits to all employees for periods of temporary absence. Substitute employees are not entitled to sick leave benefits.

Employees will accrue sick leave benefits at the rate of one day, equal to the hours worked per day, for every full month of service. Sick leave benefits will no longer accrue after 30 consecutive days of absence. Once the employee returns to work, accrual of sick leave benefits will resume. Sick leave benefits can be used in minimum increments of 15 minutes per day. For each authorized absence without pay the employee shall be deducted at the employee's hourly rate. Leave without pay must be properly logged within Skyward. Excessive absences without pay may be subject to disciplinary action; up to and including termination.

Accrued sick leave is to be used for medically related reasons. However, each school year Classified Employees may use a maximum of 4 sick days for personal reasons with supervisor approval. Sick leave must be accrued and available to the employee for use as personal leave. If an employee chooses not to use all 4 days of sick leave for personal reasons, the hours available for personal use will be forfeited and the leave will continue to roll over as sick to the next year. At the beginning of the next school year, the personal leave option will reset to a maximum of 4 days. An employee will never have more than 4 days of sick leave that may be utilized for personal reasons in a school year.

Employees who are unable to report to work due to illness, injury, or to attend doctor's appointments for the employee or immediate family including those required due to injuries that may occur in the workplace, should notify their direct supervisor before the scheduled start of their workday if possible. For this section, immediate family shall include individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship. The direct supervisor must also be contacted on each additional day of absence. If an employee is absent for three or more consecutive days due to illness or injury, USD 232 may request a physician's statement be provided verifying the absence. Such verification may be requested for other sick leave absences as well and may be required as a condition to receiving sick leave benefits. Before returning to work from a sick leave absence of five calendar days or more, an employee may need to provide a physician's verification that he or she may safely return to work. Sick leave benefits will be calculated based on the employee's base pay rate times the number of hours the employee would otherwise have worked at the time of absence. It will not include any special forms of compensation, such as overtime.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 130 days of sick leave, based on hours worked per day. Employees with accumulated sick leave in excess of 130 days will be compensated at 75% of the starting rate, based on job category. Compensation will be paid to employees on the last payroll in June.

The District will buy back unused current year sick leave at 75% of the starting pay, based on job category, if the employee has used fewer than eight (8) leave days and is subject to the following parameters:

- a. Employees with less than twenty (20) days of accumulated sick leave may sell back to the District not more than one-half their current year sick leave. Example: Employee has a sick leave carryover of ten (10) days from the prior year. The Employee has an unused total of eight (8) days of current year sick leave at the end of the year. The employee would have the option to sell back not more than four (4) days to the District and would carry over four (4) days to add to their carryover sick leave balance, which would be fourteen (14) days going into the next year.
- b. Employees with twenty (20) days or more of sick leave carryover may sell back to the District all or any number of their current year unused sick leave. Example: An employee has a sick leave carryover balance of thirty (30) days from the prior year. The employee has an unused total of eight (8) days of current year sick leave at the end of the year. The employee would have the option to sell back all eight (8) days or any number of those eight (8) days.

The employee must submit an election form to the Payroll Department indicating their choice of sick leave buy back, subject to the above parameters, as follows:

- a. Employees with less than a 250-day work schedule must submit the form no later than the last Friday in April;

- b. Employees with a 250-day work schedule must submit the form no later than the last Friday in May.

After one calendar year of employment, employees who give at least 10 working days of notice of their resignation will be reimbursed for any earned unused sick leave at the rate of \$7.50 per hour for each hour of accrued leave, unless otherwise specified in their terms of employment. Employees who give at least 20 working days of notice, will be reimbursed at 75% of the base pay of the position for any unused accrued sick leave. Unused sick leave will not be paid to employees who work less than 250-days and submit their resignation less than 10 working days of their current work agreement and their first work day of the new school year. Unused sick leave benefits will also not be paid to employees upon involuntary termination of employment.

Vacation Benefits

Vacation leave with pay is available to employees who work a minimum of 250 days. The Director of Human Resources reserves the right to approve more vacation than listed below for Classified Employees.

Upon employment in an eligible position and continuing through five consecutive years of employment, the employee is entitled to 80 hours of vacation (10 days) each year, accrued monthly at the rate of 6.667 hours per month (3.334 hours per pay period).

Upon completion of the fifth year of employment and continuing through the tenth year of consecutive employment, the employee is entitled to 120 hours of vacation (15 days) each year, accrued monthly at the rate of 10 hours per month (5 hours per pay period).

Upon completion of the tenth year of consecutive employment, the employee is entitled to 160 hours of vacation (20 days) each year, accrued monthly at the rate of 13.334 hours per month (6.667 per pay period).

Once employees enter an eligible employment classification, they begin to earn paid vacation time. Employees can request use of vacation time after it is earned.

To take vacation, employees shall request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements. Paid vacation time can be used in minimum increments of 15 minutes per day. Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

With supervisor's approval, employees may be permitted to carry over up to 80 hours of unused vacation time earned prior to June 30th each year until December 31st. If available vacation that has been carried over is not used by this date, employees will forfeit the unused time.

Holidays

Upon employment, USD 232 will grant holiday paid time off to all eligible classified full-time employees who work a minimum of 250 days. The day after Thanksgiving is a non-working, non- paid day.

If a paid holiday falls on a weekend it will be accounted for within the employee's work day calendar:

- New Year's Eve Day

- New Year's Day
- Martin Luther King, Jr. Day
- Presidents' Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day

Upon employment, employees who work 200-210 days will receive the following holiday paid time off:

- Thanksgiving
- Christmas
- New Year's Day

USD 232 will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied. Paid time off for holidays may not be counted as hours worked for the purpose of determining overtime.

Tuition Reimbursement

Classified employees shall be entitled to reimbursement in an amount not exceeding \$500.00 per fiscal year (July 1 – June 30) for tuition expense incurred for the purpose of enrolling in courses at an accredited institution. The employee seeking reimbursement for such expenses shall comply with normal District procedures for reimbursement of expenses including presentation of receipts, bills, vouchers, etc.

Bereavement

Employees who wish to take off due to the death of an immediate family member should notify their supervisor immediately. Bereavement Leave may be used in the event of a death within the employee's immediate family.

1. For purposes of this section, immediate family shall include individuals related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
2. Up to three (3) days of Uncharged Bereavement Leave will be granted per occurrence.
3. Up to five (5) days of sick leave may be used by eligible employees for bereavement leave and will be deducted from sick leave, if available. Additional time off may be granted with supervisor's approval.

Family and Medical Leaves of Absence (FMLA)

USD 232 will comply with all provisions of the Family Medical Leave Act of 1993 (FMLA), including eligibility requirements. The poster published by the United States Government is attached to the Handbook as required by the law. In addition, the USD 232 procedures for implementing the Family Medical Leave Act of 1993 will be posted on the Human Resources website (www.usd232.org/hr). For the purposes of this policy, a 12-month period will be calculated on a rolling backward year beginning with the employee's first day of FMLA.

The leave shall normally be unpaid leave. However, if the employee has any vacation or sick leave available, they will be required to take the paid leave concurrently with the FMLA, with the option of reserving 5 days of vacation. Employees who work less than 250 days must exhaust all leave while utilizing FMLA. Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of FMLA. These benefits will resume once the employee has returned to work.

During FMLA, the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to leave. Any employee portion of the cost shall continue to be paid by the employee. The board may terminate the benefits if the employee payment is not received by the due date. If an employee has exhausted their 12 weeks of FMLA entitlement and has not yet returned to work, the employee may request Extended Leave.

Return to work from FMLA – An employee wishing to return to work from FMLA may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work.

Extended Injury/Illness Leave (Extended Leave)

An eligible employee may request Extended Leave beyond the entitlement established by the Family Medical Leave Act of 1993 (FMLA).

- a. At the conclusion of any eligible FMLA Leave (when possible), an eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- b. Prior to using Extended Leave, an employee must have exhausted all accrued sick, personal and vacation days.
- c. Extended leave is unpaid. There will be no accrual of sick leave, vacation benefits or paid holidays while on Extended Leave.
- d. Extended Leave shall be limited to a maximum of 60 calendar days from the date FMLA expires or Extended Leave begins.
- e. Employee benefits while on Extended Leave:

If an employee on Extended Leave wishes to continue group health benefits and life insurance benefits, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave. Any employee portion of the cost must be paid by the employee. Failure to make payments to the District for benefits will result in the District dropping coverage.

- f. Return to work from Extended Leave – An employee wishing to return to work from Extended Leave may be required to provide a fitness for duty clearance from the employee's health care provider prior to returning to work. The employee may be required to complete an agility test prior to return to work.
- g. If an employee is unable to return to work after the maximum 60 calendar days of Extended Leave the employee may be terminated.

Medical Leave (For staff members not eligible for FMLA)

Classified employees who are not qualified for Family and Medical Leave as defined by federal statute due to the fact that they work less than 1250 hours yearly or have worked for USD 232 less than 12 months, may apply for Medical Leave of up to 60 contract days. This policy applies to the health of the employee, eligible family member and/or new baby/adoption leave. For the purposes of this policy, a 12-month period will be calculated on a rolling backward year beginning with the employee's first day of Medical Leave.

- a. At least 30 calendar days prior to the need for leave (when possible), an eligible employee must submit a written request for leave to the Superintendent or Designee (currently an HR Director). The request must state the number of contract days the employee is requesting leave, the leave start date and a proposed return date.
- b. An eligible employee must submit medical certification which attests to the serious health condition and/or inability of the employee to continue his/her duties.
- c. If the employee wishes to continue group health benefits during this leave, the Board will continue to pay the employer's share of the cost of group health benefits in the same manner as paid prior to leave for a maximum of 60 contract days. Any employee portion of the cost must be paid by the employee. Failure to make payments to the District for benefits will result in the District dropping coverage.
- d. The leave shall normally be unpaid leave. However, if the employee has any vacation or sick leave available, they will be required to take the paid leave concurrently with Medical Leave, with the option of reserving 5 days of vacation. Employees who work less than 250 days must exhaust all leave while utilizing Medical Leave. Accrual of sick leave, vacation benefits and paid holidays will be suspended after 30 days of Medical Leave. These benefits will resume once the employee has returned to work.
- e. Employees returning from this leave who are able to perform the essential functions of his or her position, with or without accommodations, will be returned to the same or equivalent position held when the leave commenced.
- f. Employees unable to return to work once 60 contract days are over may be terminated.

Military Leave

- a. In accordance with the Uniformed Service Employment and Reemployment Rights Act (USERRA), any employee, upon written request to the Superintendent or Designee, shall be granted leave to cover the length of his/her required service in the military forces of the United States of America. Each request for military leave shall be accompanied by a copy of the appropriate military orders.

- b. An employee, who is eligible for military leave under federal or state law shall be entitled to leave for military service for up to five years or as otherwise provided by law. During said leave, an employee will be entitled to 10 days of uncharged leave per fiscal year, July 1 to June 30. Any supplemental contracts that the employee is entitled will be paid up to 30 days. Additionally, service members are able (but not required) to use accrued leave while performing military duty.
- c. If the employee is ordered to long-term active duty (over 30 days), the District will continue to pay all other District provided benefits the employee would have received for the remainder of the contract year. If the employee remains on leave after the contract year ends, the employee would have the right to continue the benefits at no cost to the employee while on leave for up to five years or as otherwise provided by law.
- d. Employees taking initial voluntary active duty training for the Reserves or National Guard will be on unpaid leave for the remainder of the contract year. The employee will have the option of continuing benefits at no cost to the employee for the remainder of the contract year or 18 months, whichever is greater. An extension of the time to receive benefits may be granted by the Superintendent.
- e. The following time limits apply to application for and return to work from a military leave absent extraordinary circumstances that make compliance impossible through no fault of the employee. Upon completing less than 31 days of military leave, the employee 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. For more than 30 days but less than 181 days, the employee must make application for re-employment within 14 days of release from service. For more than 180 days, the employee must make application for re-employment within 90 days of release from service.
- f. Unexcused failure to meet the application and return time periods allowed above or required by federal or state law may result in denial of reinstatement and subject the employee to the District's rules governing unexcused absences.
- g. An employee on military leave, who makes application to the District within the applicable time periods provided by law after the effective date of his/her release from active duty, and who is otherwise eligible for reinstatement, and absent circumstances where re instatement is not required by law, shall be reinstated to the classified position(s) and supplemental position(s) that would have been held had the employee been continuously employed provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to the classified position(s) and supplemental position(s) held at the time of the leave, again provided the employee is or can become qualified through reasonable efforts for that position, otherwise reinstatement will be to a similar or equivalent position, depending on the circumstances and subject to any applicable provisions of federal or state law. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. Subject to requirements for reinstatement of employees returning from leaves of less than 30 days, the District shall have a ten (10) day grace period to make-arrangements for re-employment of the employee, and the District shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.
- h. In the event the requested military leave causes an undue curricular hardship to the education of

the students of the District, the District reserves the right to notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the District is not satisfied with the response, the District shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Leave Without Pay

For each authorized absence without pay the employee shall be deducted at the employee's hourly rate. Leave without pay must be properly logged within Skyward. Excessive absences without pay may be subject to disciplinary action; up to and including termination. Employees must exhaust paid time off before taking leave without pay.

Jury Duty

USD 232 encourages employees to fulfill their civic responsibilities by serving jury duty when required. While an employee is serving jury duty, they will be paid their normal rate of pay for the time they are absent.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Supervisors will then forward to the payroll department. Employees are expected to report for work whenever the court schedule permits. Either USD 232 or the employee may request an excuse from jury duty if, in USD 232's judgment, the employee's absence would create serious operational difficulties.

USD 232 will continue to provide health insurance benefits for the full term of the jury duty absence. Vacation, sick leave, and holiday benefits will continue to accrue during jury duty leave.

TIMEKEEPING/PAYROLL

Timekeeping

Accurately recording time worked, as well as time off, is the responsibility of every nonexempt employee. Any edits made to timesheets are required to have a comment included prior to approval. If excessive editing is occurring, it may lead to disciplinary action. Federal and state laws require USD 232 to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties. Employees are not to clock in/out on a personal mobile device unless prior approval has been given by the District office. Clocking in/out on a personal mobile device without approval may lead to disciplinary consequences.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. If possible, overtime work should be approved before it is performed. Without the written approval of your immediate supervisor, you are:

1. Not to work more hours per day than specified in your terms of employments. Overtime hours are approved only for specific situations.
2. Not to work on any non-scheduled days.
3. Not to exceed the number of workdays for the school year as specified in your terms of employment.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. It is the employee's responsibility to submit their time records and verify the accuracy of all time recorded. The supervisor will review and approve the time record for submission to payroll.

Paydays

All employees are paid twice each month according to the schedule determined at the beginning of each school year. Employees of USD 232 are paid by direct deposit. Employees will receive an itemized statement of wages when USD 232 makes direct deposits.

As provided by K.S.A. 74-4940(d), all nonexempt classified employees working less than a 250- day contract and having voluntary payroll deductions for any purpose will be paid their contractual compensation during the 12-month school year in 24 equal semi-monthly installments.

Breaks

Employees may not leave the building during their break without administrator approval. Breaks may not be taken at the beginning or end of the scheduled shift. With the exception of the Student Nutrition staff members, employees who work a continuous shift of six hours or more will be required to take a minimum 30-minute unpaid meal break during the scheduled shift, as designated by the supervisor. If circumstances arise that prevent an employee from taking a required unpaid meal break, the situation should be reported to their supervisor.

Employment Termination

Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee.
- Discharge - involuntary employment termination initiated by the organization.
- Non-renewal - involuntary employment termination initiated by the organization 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.

Resignation is a voluntary act initiated by the employee to terminate employment. USD 232 requests at least 10 work days written resignation notice from all employees.

In an effort to retain the integrity of school operations, the resigning employee may not use accrued sick leave or accrued vacation during their last 10 days of employment without the approval by the head of the department in which the employee works and/or Human Resources. When an employee gives at least a 10 work day notice, and the employee has worked for the District for at least one year, the sick leave balance will be paid out to the employee at a reduced rate that is specified in the sick leave section of the classified handbook. For 250 day employees, accrued, unused vacation will be paid out at the employee's hourly rate.

USD 232 may request an exit interview at the time of employment termination. The exit interview will afford an opportunity to discuss such issues as employee benefits, conversion privileges, repayment of outstanding debts to USD 232, or return of USD 232 owned property, such as equipment, uniforms, keys, identification badge, etc. Suggestions, complaints, and questions can also be voiced.

Since employment with USD 232 is based on mutual consent, both the employee and USD 232 have the right to terminate employment at-will, with or without cause, at any time. Employee benefits will be affected by employment termination in the following manner. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Administrative Pay Corrections

USD 232 takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday. In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Business Department so that corrections can be made as quickly as possible. In addition, USD 232 has the authority to debit/credit an employee's account if an error occurs. Pay discrepancies will be corrected for the current fiscal year only.

Pay Deductions and Setoffs

The law requires that USD 232 make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. USD 232 also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." USD 232 matches the amount of Social Security taxes paid by each employee.

USD 232 offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs. If you have questions concerning why deductions were made from your paycheck or how they were calculated, you can contact the Business Department.

WORK CONDITIONS & HOURS

Work Schedules

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

From time-to-time employees may have the option to work additional days, beyond what is specified in their work agreement. Employees choosing to work extra days will be paid at their hourly rate.

Defined Terms

Overtime: The hours physical hours worked in excess of 40 during a 7 day period (Sunday through Saturday).

When a custodian is required to be in a building due to a third-party rental, the employee will automatically be paid the overtime rate for hours worked.

Flex-time: A process/decision by which an employee's regular work schedule is modified to maintain a maximum 40-hour work week. Example: An employee is instructed to take eight hours of leave on Wednesday to compensate for eight hours of work they are being assigned on Saturday.

Comp-time: Paid time off (at the discretion of the employee) at a rate of one and one-half hours per time worked beyond a 40-hour work week. Example: An employee works 44 hours in a single work week, but rather than being paid four hours of overtime, elects to take six hours of paid leave during a future (mutually agreed upon) work week.

Premium Pay:

In addition to the requirements of the Fair Labor Standards Act, the District will pay a premium for work performed under the following circumstances:

1. Employees who are called back to work due to emergency circumstances such as alarms or water breaks, will be paid for a minimum of two hours at one and one-half the employee's regular pay rate (unless called to work on Sunday). By definition, the emergency circumstances cannot be planned or foreseen.
2. Employees who are called back to work due to emergency circumstances on a Sunday such as alarms or water breaks, will be paid for a minimum of two hours at two times the employee's regular pay rate.
3. Employees who are scheduled to work on a Sunday will receive two times the employee's regular pay rate for the hours worked on that Sunday provided the employee has worked 40 hours between Monday and Saturday of that workweek.
4. If an employee is required to work on a paid holiday, they will be paid their regular daily rate for the holiday. In addition, they will receive compensation at the rate of time and one half of their regular rate for the actual hours worked that day. They also have the option of banking the hours as compensatory time.

As the premium pay is at least time and one half of the regular pay rate, in accordance with the Fair Labor

Standards Act, only the actual hours worked will be used to determine if an employee is entitled to overtime. Generally, only maintenance, grounds, and custodial will be called back for emergency situations.

Pre-Approval Process

It is the responsibility of the supervisor to seek approval for overtime (compensatory or paid). The supervisor will send an email with the appropriate form attached to the Assistant Superintendent of Business and Operations.

In emergency situations, which by definition cannot be foreseen, pre-approval will be waived. In these situations, it is expected that the supervisor sends the approval request within one work day. If approved, the Human Resource Director will forward approval to the payroll department, supervisor and employee.

Requirement and Limit of Overtime:

All employees, in all departments, are required to work overtime as requested by their supervisors as a condition of continued employment. Refusal to work overtime may result in disciplinary action. Supervisors will make reasonable efforts to balance the personal needs of their employees when assigning overtime work. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

USD 232 Custodial Flextime, Comp-time and Overtime Protocol

The information below details the process by which USD 232 Custodial Supervisors will manage the use of flextime, comp-time and overtime. This protocol has been established with the intent to balance the interests of staff members and the District's need to responsibly manage costs associated with custodial overtime.

When the need for weekend custodial time/service is identified, the lead custodian in the affected building or the District's Custodial Supervisor will seek out a custodian who would like the opportunity to use flextime (see definition of flex time above) to cover the weekend event. If there is not staff member from the affected building that is interested in accepting flextime opportunity, comp-time or overtime will be offered as an option to those custodians in the affected building. If no staff member in the affected building volunteers to cover the event (using flextime, comp-time or overtime), the District Custodial Supervisor will seek out a trained custodial substitute, or a member of the custodian staff from another building. If a substitute custodian, or a member of the custodian staff from another building is not available, the lead custodian in the affected building or the District Custodial Supervisor will assign the duty to a member of the custodial staff from the affected building on a rotating basis. The selected staff member will then choose to be paid overtime for the assignment or he/she may choose to use comp-time (see above). Accumulated comp-time must be utilized by June 30th of the contract year.

Emergency Closings

Emergencies such as severe weather, fires, sickness outbreak or power failures, can disrupt certain school District operations. In extreme cases, these circumstances may require the closing of a specific work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

Assigned supervisory personnel will also notify affected staff working at the specific closed work facility to not report for work; generally, employees with less than 250-day work agreements. Employees with 250-day work agreements, primarily custodians, maintenance and grounds, would be expected to report to

work. Employees with less than 250-day work agreements that were scheduled to work on the day operations were closed and are notified to not report for work, will receive regular pay limited to the number of “emergency closing days” built into the District calendar. In a few cases a supervisor may require certain employees with less than 250-day work agreements to report to work for which they will receive their normal daily rate for the hours worked. Staff at facilities not affected by the closing would report to work as scheduled.

Inclement Weather Closings

Employees with 250-day work agreements will be informed by their immediate supervisor when they are expected to work. In general, there will be three options:

- 1) Report to work as scheduled. Employees who feel it is not safe for them to travel to work or have child care needs, may use applicable leave.
- 2) Report on a shortened schedule. Employees will be informed as to the change to the work day. Employees will be paid for their regular work hours even on the shortened day. Employees who feel it is not safe for them to travel to work or have child care needs may use applicable leave.
- 3) Do not report. Employees would not report to work but would receive their regular pay.

In some circumstances involving inclement weather, some essential, 250-day employees may be required to report to work outside of their regular schedule or when other 250-day employees are not required to report to work. In this case, 250-day employees that are required to work will receive pay at one and one-half times their regular rate of pay for the hours they work and pay for their scheduled hours they were supposed to work. The employee may request comp time in lieu of additional pay. If an employee is required to work during the day and elects not to come into work, they will not be paid for their scheduled time but could use appropriate leave or be docked.

Extra Duty Pay

To ensure that USD 232 is meeting the requirements of the Fair Labor Standards Act, the District will pay volunteering classified employees at the rate according to the Professional Negotiated Agreement for any applicable extra duty assignment.

If a classified employee who holds a valid Kansas teaching license is asked to substitute for a teacher, the employee will be reimbursed at the rate which is highest between their regular classified salary or the substitute pay.

Translation services outside the duty day will be paid at \$19.25 per hour.

Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well

as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at USD 232, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter USD 232 facilities at the main entrance. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on USD 232's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the main entrance.

Use of Phone and Mail Systems

Employees may be required to reimburse USD 232 for any charges resulting from their personal use of the telephone. Personal calls and texting should be held to a minimum. The use of USD 232-paid postage for personal correspondence is not permitted.

Tobacco Products and Electronic Cigarettes in the Workplace

The use of electronic cigarettes and tobacco products in any form is prohibited in any school building or on any property, owned, leased or rented by the District. This includes District vehicles. Staff members who violate this policy will be subject to disciplinary measures in accordance with applicable school and District policies.

TECHNOLOGY USAGE

The Unified School District No. 232 believes that the use of technology is an integral part of learning and contributes to the overall value of learning for the individual and group. Computers, network and technology equipment are provided by USD 232 for educational and professional use. Staff's use of District technology is a privilege, not a right. As such, all staff members are expected to understand and adhere to the following rules, policies and procedures and are required to sign a new Acceptable Use Policy (AUP) each year:

General

Staff are responsible for providing appropriate supervision to students to ensure compliance with the student AUP. Staff are to communicate electronically with students only with District provided and monitored technology devices and software, unless specifically approved in advance by administration. Staff's use of District technology is restricted to educational, administrative, or job-related duties with a limited exception for personal use only on an occasional and sporadic basis.

Staff must abide by the board policies regarding bullying and harassment as applicable to the use of District technology.

Privacy

District technology and information maintained on the District's equipment, network and computers is the property of the District. Staff do not have an expectation of privacy regarding their use of District technology including email, files, and directories.

Activity and content on all District provided computing devices and network storage are subject to monitoring and inspection at any time and for any reason.

Security

Staff must keep usernames and passwords confidential; they are not to be shared with anyone for any reason, unless specifically requested by an administrator or member of the IT department.

Staff must not intentionally access (or attempt to access) material with technology that has been disallowed (prohibited / blocked) by the District.

Staff must not damage, disable, or hinder (or attempt to damage, disable or hinder) the performance of any District technology system, device, software, or network.

Staff must not use any District technology to damage, disable, or hinder (or attempt to damage, disable or hinder) the performance of any (inside or outside of the District) computer, device, software or network.

Staff must not access (or attempt to access) any system, file, directory, user account, or network to which the staff member has not been granted access.

Content/Software

Staff must comply with all copyright, trademark and license restrictions.

Staff must not use District provided equipment, computers or network, for commercial or political lobbying purposes.

Staff's limited, occasional and sporadic use of District technology must not interfere with the performance of the District's technology or the staff member's individual job duties.

System Management

Staff must report any damage or technology related problem to the staff member's building technician via District procedures. Staff must notify the building technician if a security problem on any District equipment/network has been identified. Technology may delete locally saved documents in the process of repairing or updating computers and software. The District prohibits staff from installing (or attempting to install) software, files, or drivers. Staff must follow District procedures for ALL technology related requests including all software installations. Staff must not bring non-District provided technology to work and access (or attempt to access) the District network connections.

Possible Consequences for AUP Violations

- Restricted or prohibited from using District technology.
- Disciplinary action, up to and including non-renewal or termination.
- The District may notify law enforcement agencies of any violation of statute.

Workplace Monitoring

Workplace monitoring may be conducted by USD 232 to ensure quality control and employee safety. Computers furnished to employees are the property of USD 232. As such, computer usage and files may be monitored or accessed.

Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

Because USD 232 is sensitive to the legitimate privacy rights of employees, every effort will be made to guarantee that workplace monitoring is done in an ethical and respectful manner.

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, USD 232 expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of District-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Fulfilling driving duties for the District without a valid driver's license

Employment with USD 232 is at-will and at the mutual consent of USD 232 and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Drug and Alcohol Use

It is USD 232's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on USD 232 premises and while conducting business-related activities off USD 232 premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program.

Such violations may also have legal consequences.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all USD 232 policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause USD 232 any undue hardship. During this period of leave, all benefits will be suspended. Benefits will resume when the employee has returned to work.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify USD 232 of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days after the conviction.

It is also the employee's responsibility to notify USD 232 of any drug or alcohol related convictions occurring outside of the workplace within five days after the conviction or prior to fulfilling required driving duties, whichever occurs first, if the employee's driver's license has been suspended. Employees with questions on this policy or issues related to drug or alcohol use in the workplace should raise their concerns with their supervisor or the Human Resources Department without fear of reprisal.

Sexual and Other Unlawful Harassment

USD 232 is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, or any other legally protected characteristic will not be tolerated.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons or posters.
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.

Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of employment
2. Submission or rejection of the conduct is used as a basis for making employment decisions

3. The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

If you experience or witness sexual or other unlawful harassment in the workplace, report it immediately to your supervisor. If the supervisor is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Human Resources Department or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of sexual harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment must immediately advise the Human Resources Department or any member of management so it can be investigated in a timely and confidential manner. Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

Workplace Violence Prevention

USD 232 is committed to preventing workplace violence and to maintaining a safe work environment. USD 232 has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees, including supervisors and temporary employees, should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of USD 232.

Conduct that threatens, intimidates, or coerces another employee or a member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your immediate supervisor or any other member of management. This includes threats by employees, as well as threats by vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to a supervisor. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

USD 232 will promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as is practical. In order to maintain workplace safety and the integrity of its investigation, USD 232 may suspend employees, either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of

employment.

USD 232 encourages employees to bring their disputes or differences with other employees to the attention of their supervisors or the Human Resources Department before the situation escalates into potential violence. USD 232 is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

Attendance and Punctuality

To maintain a safe and productive work environment, USD 232 expects employees to be reliable and to be punctual in reporting for scheduled work. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they must notify their supervisor as soon as possible regarding the anticipated tardiness or absence. Poor attendance and excessive tardiness are disruptive. Excessive absences and tardiness may lead to disciplinary action, up to and including termination of employment.

Personal Appearance

During business hours or when representing USD 232, you are expected to present a clean, neat, and tasteful appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards.

Your supervisor or department head is responsible for establishing a reasonable dress code appropriate to the job you perform. If your supervisor feels your personal appearance is inappropriate, you may be asked to leave the workplace until you are properly dressed or groomed. Under such circumstance, you will not be compensated for the time away from work. Consult your supervisor if you have questions as to what constitutes appropriate appearance. Where necessary, reasonable accommodation may be made to a person with a disability.

Return of Property

Employees are responsible for all USD 232 property, materials, or written information issued to them or in their possession or control. Employees must return all USD 232 property immediately upon request or upon termination of employment. USD 232 is not responsible for lost, stolen or damaged personal property, including personal wearing apparel.

Security Inspections

USD 232 wishes to maintain a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, USD 232 prohibits the possession, transfer, sale, or use of such materials on its premises. USD 232 requires the cooperation of all employees in administering this policy. Desks, lockers, and other storage devices may be provided for the convenience of employees but remain the sole property of USD 232. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative of USD 232 at any time, either with or without prior notice.

USD 232 likewise wishes to discourage theft or unauthorized possession of the property of employees, USD 232, visitors, and students. To facilitate enforcement of this policy, USD 232 or its representative may inspect not only desks and lockers but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto USD 232's premises.

Solicitation

In an effort to ensure a productive and harmonious work environment, persons not employed by USD 232

may not solicit or distribute literature in the workplace at any time for any purpose unless approved by the administrator of that building or the Superintendent. In addition, the posting of written solicitations is prohibited unless approved by the building administrator or the Superintendent.

Drug Testing

USD 232 is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs or alcohol on the job may pose serious safety and health risks. To help ensure a safe and healthful working environment, employees may be asked to provide body substance samples (such as urine and/or blood) to determine the illicit or illegal use of drugs and/or alcohol upon reasonable suspicion. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Progressive Discipline

The purpose of this policy is to state USD 232's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

USD 232's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with USD 232 is based on at-will and mutual consent and both the employee and USD 232 have the right to terminate employment at-will, with or without cause or advance notice, USD 232 may use progressive discipline at its discretion.

Disciplinary action may call for any of four steps -- verbal warning, written warning, suspension with or without pay, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed: a first offense may call for a verbal warning; a next offense may be followed by a written warning; another offense may lead to a suspension; and, still another offense may then lead to termination of employment.

USD 232 recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and USD 232.

Problem Resolution

USD 232 is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from USD 232 administrators and supervisors.

USD 232 strives to ensure fair and honest treatment of all employees. Administrators, supervisors, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their

concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with USD 232 in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable or employee believes it would be inappropriate to contact that person, employee may present the problem to the Human Resources Department.
2. Supervisor responds to problem during discussion or after consulting with appropriate administration when necessary. Supervisor documents the discussion.
3. Employee presents problem to the Human Resources Department if the problem is unresolved.
4. The Human Resources Department counsels and advises employee, assists in putting problem in writing, visits with employee's supervisor(s), if necessary, and directs employee to the Director of Human Resources for review of problem.
5. Employee presents problem to the Director of Human Resources in writing.
6. Director of Human Resources reviews and considers the problem. Director of Human Resources then informs employee of decision and places a copy of written response in the employee's file. Director of Human Resources has full authority to make any adjustment deemed appropriate to resolve the problem.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

Your Employee Rights Under the Family and Medical Leave Act

What is FMLA leave?

The Family and Medical Leave Act (FMLA) is a federal law that provides eligible employees with **job-protected leave** for qualifying family and medical reasons. The U.S. Department of Labor's Wage and Hour Division (WHD) enforces the FMLA for most employees.

Eligible employees can take **up to 12 workweeks** of FMLA leave in a 12-month period for:

- The birth, adoption or foster placement of a child with you,
- Your serious mental or physical health condition that makes you unable to work,
- To care for your spouse, child or parent with a serious mental or physical health condition, and
- Certain qualifying reasons related to the foreign deployment of your spouse, child or parent who is a military servicemember.

An eligible employee who is the spouse, child, parent or next of kin of a covered servicemember with a serious injury or illness **may take up to 26 workweeks** of FMLA leave in a single 12-month period to care for the servicemember.

You have the right to use FMLA leave in **one block of time**. When it is medically necessary or otherwise permitted, you may take FMLA leave **intermittently in separate blocks of time, or on a reduced schedule** by working less hours each day or week. Read Fact Sheet #29M(c) for more information.

FMLA leave is **not paid leave**, but you may choose, or be required by your employer, to use any employer-provided paid leave if your employer's paid leave policy covers the reason for which you need FMLA leave.

Am I eligible to take FMLA leave?

You are an **eligible employee** if **all** of the following apply:

- You work for a covered employer;
- You have worked for your employer at least 12 months;
- You have at least 1,250 hours of service for your employer during the 12 months before your leave; and
- Your employer has at least 50 employees within 75 miles of your work location.

Airline flight crew employees have different "hours of service" requirements.

You work for a **covered employer** if **one** of the following applies:

- You work for a private employer that had at least 50 employees during at least 20 workweeks in the current or previous calendar year;
- You work for an elementary or public or private secondary school; or
- You work for a public agency, such as a local, state or federal government agency. Most federal employees are covered by Title II of the FMLA, administered by the Office of Personnel Management.

How do I request FMLA leave?

Generally, to request FMLA leave you **must**:

- Follow your employer's normal policies for requesting leave;
- Give notice at least 30 days before your need for FMLA leave; or
- If advance notice is not possible, give notice as soon as possible.

You **do not** have to share a medical diagnosis but must provide enough information to your employer so they can determine whether the leave qualifies for FMLA protection. You **must also inform your employer if FMLA leave was previously taken** or approved for the same reason when requesting additional leave.

Your employer **may request certification** from a health care provider to verify medical leave and may request certification of a qualifying exigency.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

State employees may be subject to certain limitations in pursuit of direct lawsuits regarding leave for their own serious health conditions. Most federal and certain congressional employees are also covered by the law but are subject to the jurisdiction of the U.S. Office of Personnel Management or Congress.

What does my employer need to do?

If you are eligible for FMLA leave, your employer **must**:

- Allow you to take job-protected time off work for a qualifying reason;
- Continue your group health plan coverage while you are on leave on the same basis as if you had not taken leave; and
- Allow you to return to the same job, or a virtually identical job with the same pay, benefits and other working conditions, including shift and location, at the end of your leave.

Your employer **cannot interfere with your FMLA rights** or threaten or punish you for exercising your rights under the law. For example, your employer cannot retaliate against you for requesting FMLA leave or cooperating with a WHD investigation.

After becoming aware that your need for leave is for a reason that may qualify under the FMLA, your employer **must confirm whether you are eligible** or not eligible for FMLA leave. If your employer determines that you are eligible, your employer **must notify you in writing**:

- About your FMLA rights and responsibilities; and
- How much of your requested leave, if any, will be FMLA-protected leave.

Where can I find more information?

Call 1-866-487-9243 or visit dol.gov/fmla to learn more.

If you believe your rights under the FMLA have been violated, you may file a complaint with WHD or file a private lawsuit against your employer in court. **Scan the QR code to learn about our WHD complaint process.**



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

SCAN ME



SICK LEAVE POOL

EMPLOYEE APPLICATION INSTRUCTIONS

The purpose of the sick leave pool is to assist employees who suffer prolonged or catastrophic illness. The sick leave pool is not intended for use for individuals who have depleted their sick days and experienced short-term illness or disability. The sick leave pool shall be established as follows:

1. Each employee who wishes to participate in the sick leave pool may do so by contributing one leave day to the pool. Days contributed by the member become a permanent part of the pool.
2. Each person who wishes to offer a contribution to the pool will complete a form by October 15th.
3. Prior to October 15th of each school year, all individuals who previously contributed to the pool will be sent an e-mail by Human Resources/Payroll reminding them of their membership. Once a day has been contributed to the pool, it will not be necessary to contribute another day to retain membership until a redraw is required as described in Item #10.
4. Only those individuals participating in the pool will be eligible to apply for days from the pool.
5. Participating individuals will be eligible to apply for days after they have completed six (6) continuous months with the district.
6. Any member who wishes to access the sick leave pool for personal illness must be under the care of a licensed health care provider shall have depleted his/her accumulated Sick/Discretionary Leave, and must complete and submit a sick leave pool application form (see attached) to the sick leave pool screening committee.
7. The sick leave pool may not be used in conjunction with USD 232's Short Term Disability or Social Security Disability Benefits.
8. Family or Household Critical Care Needs: The sick leave pool may be used for critical health care of immediate family. Immediate family shall include individuals related by blood affinity or whose close association with the employee is the equivalent of a family relationship.
 - a. To be eligible to benefit from this policy, the family or household member must be critically ill and require the presence of the employee to care for him/her. Short-term child care because a person is out of sick leave is not within the scope of this policy.
 - b. The family or household member must be under a licensed health care provider's written recommendation. Formal documentation to support family/household care needs shall be included with the completed sick leave pool application form. (see attached)
 - c. The committee has the discretion to seek additional information.
9. Written notification of approval or other disposition of the application will be made by the screening committee to the applicant.
10. Please see the chart below regarding the maximum number of days a member can receive per year. Approved days will be awarded in no more than ten-day increments at the discretion of the sick leave pool committee.

School Year 1	20 Days (requested in 10-day increments)
School Year 2	10 Days Maximum
School Year 3	Ineligible for 1 year

11. Should the pool drop below 30 days, members will be notified. To retain membership, it will then be necessary to contribute another day. No current member shall be denied participation when the pool is redrawn due to a depletion of their sick leave days. In such a case, one day will be taken from the employee's accumulated days the following year.
12. The sick leave pool screening committee will consist of three members, the Classified Personnel Coordinator, the Director of Human Resources, and the employee's supervisor. Employees with relevant information regarding the pool, sick leave, disability leave, or other pertinent information may be invited to consult.

I hereby offer to contribute one of my Sick Leave days to the pool:

Employee Name: _____

Signature of Employee: _____ Date : _____

Please send signed and dated document to the HR Department through inner school mail by October 15th.

SICK LEAVE POOL EMPLOYEE APPLICATION FORM

PERSONAL INFORMATION

Full Name (First, Middle, Last) : _____

Current Building : _____

Current Position/Subject Area : _____

Full Time : ☐ Part Time: ☐

Date of Request : _____ Number of Days Requested : _____

List Of Days You Wish the Sick Leave Pool To Cover : _____

Have You Currently Exhausted All Of Your Current Sick Leave? Yes : ☐ No : ☐

Are You Currently Receiving Disability Benefits From USD 232's
Short Term Disability Or Social Security Disability Benefits? Yes : ☐ No : ☐

Reason For Request: Please Note All Applicants Must Attach Appropriate Documentation From A
Licensed Health Care Provider Regarding Absence.

Employee's Signature :  _____

Immediate Supervisor's Signature :  _____

Please Forward To Jordan Funk in Human Resources Following Supervisor's Signature Acknowledging Awareness Of Request

OFFICE USE ONLY

SICK LEAVE POOL COMMITTEE ACTION :

Date Request Was Received By The Sick Leave Pool Committee : _____

Approved : ☐ Denied : ☐ Date : _____

HR Signature :  _____