



Unified School District 353 Wellington, KS

EMPLOYEE HANDBOOK

**A Manual of
Employee Benefits and
Personnel Policies**

USD 353
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An Equal Opportunity Employer

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INTRODUCTION

LETTER FROM THE SUPERINTENDENT

Many of you who are receiving this employee handbook have worked for USD 353 for many years. On behalf of the board of education and everyone associated with USD 353, I would like to thank you for your service. For those of you just joining our school district, I would like to welcome you.

This handbook is a great tool to use to answer some of the questions that may arise while you are an employee of USD 353. Although we have not attempted to answer all the possible questions that come up, many answers are in this hand book.

I am sure that you are concerned over the many budget cuts and reductions in state revenue we have endured over the last several years. We all know they have had a significant effect on USD 353 and the services we provide. During this time we have attempted to protect the educational opportunities presented to students from the cuts we have had to make. Rest assured, we will continue to balance state reductions in a manner that protects the educational environment of our children. When changes come as a result of circumstances we cannot control, you can trust that these changes are made with the best interests of our students in mind.

The success of USD 353 is due to the efforts of everyone associated with our school district. It is our mission to create a better future for our children through our efforts today. The alternative to the tumultuous economic and political times we find ourselves involved with is to remember that our students make it possible for us to have jobs at USD 353. It is up to us to develop a solid citizenry for the city, state and nation with a successful experience for those who go to school here on behalf of the efforts of those that work here. We are glad you are part of USD 353 and encourage you to be your best everyday

Rick Weiss
Superintendent
USD 353, Wellington

INFORMATION ABOUT USD 353

Unified School District 353, Wellington Kansas, educates approximately 1,650 students each year. The district has 4 elementary schools: Eisenhower, Lincoln, Kennedy, and Washington for grades k through 5. Each school building has its own mascot which helps build some friendly rivalry among the students. Once our students hit sixth grade they meet up again at the district middle school. The district is proud of the new high school complex, which opened in 2006.

The history of USD 353 Wellington, Kansas is fun to read and explore. It all started in 1873 when Wellington's first school building was built at the corner of 9th and B Street at a cost of \$1500. By 1893, several buildings accommodated the growing number of elementary students and Wellington boasted of its first four-year high school graduating class of 7 students. Wellington High School was renamed Sumner County High School in 1897 when the county took responsibility for the building and the operation of the school.

As the population in the area continued to grow, Sumner County High School was returned to the City of Wellington in 1921. Four years later, the 1925 graduating class of Wellington High School had over 100 graduates. Although the size of the graduating classes through the years have expanded and contracted, today's graduating classes are approximately 100 students.

Through the years additional elementary schools have been built to accommodate the young students of the community and additions were added to the high school to satisfy the ever-increasing demand for industrial arts, physical education and home economics. Today, Wellington celebrates its new Wellington High School building with all its incredible technology, athletic facilities, and wonderful classrooms. It will serve our students for generations to come.

As faculty and staff of Wellington USD 353, we look forward to continuing this rich heritage together.

PURPOSE FOR THE EMPLOYEE HANDBOOK

At USD 353 we have two segments of employees, certified and classified.

One segment is our teachers and professionals who are required to hold a professional certificate issued by the Kansas State Board of Education. This segment of our employees is referred to in this book as **certified employees** which includes teachers, school counselors, principals, assistant principals, nurses, title I and administrative staff. USD 353 has a negotiated agreement with the Wellington-National Education Association. Not all certified employees are included in the negotiated agreement.

Another segment of our employees are all the individuals who are not required to hold a certificate issued by the Kansas State Board of Education. This segment is commonly referred to as **classified employees**. This segment includes such as maintenance, custodian and food service directors and staff, technology team members, central office staff and others.

This Handbook is designed to acquaint you with USD 353 and provide you with general information about working conditions, benefits, and policies affecting your employment, and applies to all employees. It is your responsibility to read this handbook carefully and refer to it whenever questions arise. **For those employees covered by the negotiated contract, the contract is primary and takes precedence over any policy in this Handbook.**

Following the policies described in this Handbook is considered a condition of continuous employment. However, nothing in this Handbook alters an employee's "at-will" status for any employee not covered by the negotiated agreement. "At-will" status means that your employment may be terminated for any reason, with or without cause, and with or without notice. The contents of this Handbook shall not constitute nor be construed as a promise of employment or as a contract between USD 353 and any of its employees. The Handbook is a summary of our policies, which are presented here only as a matter of information. All items described within this handbook are approved by the Board of Education. If there is any wording in the handbook that conflicts with approved Board of Education policy, that approved Board policy language shall be primary.

The policies in this handbook are to be considered guidelines. USD 353, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. If any provision in this employee handbook be found to be unenforceable or invalid, it will invalidate only that portion of the book and not the entire employee handbook.

USD 353's policies, benefits, and rules as explained in this handbook may change from time to time as education, employment legislation and economic conditions dictate. You will be given updates or replacement pages if and when changes are made.

You are responsible for reading, understanding, and complying with the provisions of this Handbook. Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

This version of the employee handbook supersedes all previous manuals, handbooks, letters, memoranda, and understandings, with exception to the negotiated agreement. If you have any questions or wish to receive further information about any particular guideline in this Handbook, please contact the district office.

AVAILABILITY AND HANDBOOK REVIEW

It is the intention of USD 353 to provide each employee with a copy of the Employee Handbook. This copy may be available through the USD 353 website, or as requested, in a printed format.

Occasionally, as deemed necessary by the Superintendent or the School Board, the Employee Handbook will be reviewed and updated with appropriate changes. It is the responsibility of the Superintendent and the School Board to identify whatever manner necessary to complete the review and update process.

EMPLOYMENT POLICIES

DISCRIMINATION FREE WORKPLACE:

It is our policy to provide equal employment opportunity to all individuals. We are committed to a diverse workforce. We value all employees' talents and support an environment that is inclusive and respectful. We are strongly committed to this policy, and believe in the concept and spirit of the law.

USD 353 is committed to assuring that:

- All recruiting, hiring, training, promotion, compensation, and other employment related programs are provided fairly to all persons on an equal opportunity basis;
- Employment decisions are based on the principles of equal opportunity. All personnel actions such as compensation, benefits, transfers, training, and participation in social and recreational programs are administered without regard to any characteristic protected by state, federal or local law; and
- Employees and applicants will not be subjected to harassment, intimidation, threats, retaliation, coercion or discrimination because they have exercised any right protected by law.

Employees are expressly prohibited from involvement in any form of unlawful employee harassment based on race, color, religion, gender, sexual orientation, national origin, age, genetic information, disability, veteran status, or any other protected status. Improper interference with the ability of any employee to perform his/her job duties will not be tolerated.

USD 353 believes in and practices equal opportunity. A member of the District, the Assistant Superintendent, is assigned by the Board to serve as the Equal Opportunity Coordinator and has overall responsibility for assuring compliance with this policy. All employees are responsible for supporting the concept of equal opportunity and diversity and assisting our District in meeting its objectives. Any employee who feels he or she is a victim of discrimination has a responsibility to report this information to management.

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

I-9 IMMIGRATION REFORM POLICY

USD 353 complies with the Immigration Reform and Control Act of 1986 by employing only United States citizens and non-citizens who are authorized to work in the United States. All employees are asked on their first day of employment to provide original documents, verifying the right to work in the United States, and to sign a verification form required by federal law (INS Form I-9). If an individual cannot verify his/her right to work within three days of hire, as required by Federal regulation, USD 353 must terminate his/her employment.

HARASSMENT-FREE WORKPLACE POLICY

USD 353's policy is to provide a work environment that is free from harassment. Therefore USD 353 will not tolerate harassment based on age, race, gender, color, religion, national origin, disability, marital status, covered veteran status, sexual orientation, status with respect to public assistance, and other characteristics protected under state, federal, or local law. Such conduct is prohibited in any form at the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to all USD 353 employees, parents, students, guests, vendors, and persons doing business with USD 353.

Sexual harassment, one type of prohibited harassment, warrants special mention. Sexual harassment has been defined according to USD 353 guidelines as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition, either explicitly or implicitly, of an individual's employment;
- Submission to or rejection of such conduct by an individual is used as a factor in decisions affecting that individual's employment; or
- Such conduct has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile, or offensive working environment.

Examples of conduct prohibited by this policy include, but are not limited to:

- Unwelcome sexual flirtation, advances, or propositions;
- Verbal comments related to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation;
- Explicit or degrading verbal comments about another individual or his/her appearance;
- The display of sexually suggestive pictures or objects in any workplace location including transmission or display via computer;
- Any sexually offensive or abusive physical conduct;
- The taking of or the refusal to take any personnel action based on an employee's submission to or rejection of sexual overtures; and
- Displaying cartoons or telling jokes which relate to an individual's age, race, gender, color, religion, national origin, disability, or sexual orientation.

If you believe that you are being subjected to workplace harassment, you should:

- If you feel comfortable enough to do so, tell the harasser that his or her actions are not welcome and they must stop.
- Report the incident without delay to your immediate supervisor/principal, or USD 353 Superintendent or Assistant Superintendent.
- Report any additional incidents or retaliation that may occur to one of the above resources.

Any reported incident will be investigated immediately and thoroughly. Complaints and actions taken to resolve complaints will be handled as confidentially as possible, given USD 353's obligation to investigate and act upon reports of such harassment. Appropriate actions will be taken by USD 353 to stop and remedy any and all such conduct, including interim measures during a period of investigation.

Retaliation of any kind or discriminating against an employee who reports a suspected incident of harassment or who cooperates in an investigation is prohibited. An employee who violates this policy or retaliates against an employee in any way will be subject to disciplinary action up to and including immediate termination.

COMPLAINT POLICY

USD 353 expects all employees to create an atmosphere free of discrimination and respect the rights of their co-workers.

In the event an employee experiences any job-related discrimination or harassment based on race, color, religion, gender, sexual orientation, national origin, age, disability, marital status, amnesty, veteran-status, or believe they have been treated in an unlawful, discriminatory manner or have been unlawfully harassed, or believes they have been treated unfairly, promptly report the incident to a supervisor. If an employee believes it inappropriate to discuss the matter with their supervisor, it should be directly reported to human resources. Once made aware of your complaint, USD 353 is committed to commence an immediate, thorough investigation of the allegations. Complaints will be kept confidential to the maximum extent possible.

If, at the completion of an investigation, USD 353 determines that an employee acted in a discriminatory or harassing behavior, appropriate disciplinary action will be taken against the offending employee.

If an employee feels the outcome of the investigation does not adequately address the issue of concern, the employee may make a written request to the Superintendent to revisit the issue of concern. The Superintendent will make a recommendation to the Board for resolution of the issue. The Board decision on the issue is final.

USD 353 prohibits any form of retaliation against any employee for filing a bona fide complaint under this policy, or for assisting in the complaint investigation. However, if, after investigating any complaint of unlawful discrimination, USD 353 determines that an employee intentionally provided false information regarding the complaint, disciplinary action may be taken against the one who gave the false information.

AMERICANS WITH DISABILITIES POLICY

The Americans with Disabilities Act of 1990, as amended, prohibits discrimination on the basis of disability and protects qualified applicants and employees with disabilities from discrimination in hiring, promotion, discharge, pay, job training, fringe benefits, and other aspects of employment. The law also requires that covered entities provide qualified applicants and employees with disabilities with reasonable accommodations that do not impose undue hardship upon the employer.

If any employee requires accommodations because of a disability as defined under the ADA, they should contact their supervisor or the Superintendent and every effort will be made to accommodate the employee and comply with [all Federal and State regulations.](#)

VIOLENCE-FREE WORKPLACE

It is USD 353's policy to provide a workplace that is safe and free from all threatening and intimidating conduct. Therefore, USD 353 will not tolerate violence or threats of violence of any form in the workplace, at work-related functions, or outside of work if it affects the workplace. This policy applies to USD 353 employees, parents, students, guests, vendors, and persons doing business with USD 353.

It will be a violation of this policy for any individual to engage in any conduct, verbal or physical, which intimidates, endangers, or creates the perception of intent to harm persons or property. Examples include but are not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (i.e., in writing, by phone, fax, e-mail, text, or social media).
- Verbal conduct that is intimidating and has the purpose or effect of threatening the health or safety of a co-worker.
- Possession of firearms or any other weapon on District property, in a vehicle being used on District business, in any District owned or leased parking facility, or at a school-related function.
- Any other conduct or acts which management believes represents an imminent or potential danger to work place safety/security.

Anyone with questions or complaints about workplace behaviors which fall under this policy may discuss them with a supervisor/principal, the Assistant Superintendent or the District Superintendent. USD 353 will promptly and thoroughly investigate any reported occurrences or threats of violence. Violations of this policy will result in disciplinary action, up to and including immediate termination of employees. Where such actions involve non-employees, USD 353 will take action appropriate for the circumstances. Where appropriate and/or necessary, USD 353 will also take whatever legal actions are available and necessary to stop the conduct and protect USD 353 employees and property.

In addition to this policy, the District has a policy in place to address student behavior concerning weapons. For information on this policy, please contact your school

principal. To provide information about a crime contact 1-800-222-TIPS or text 274637 and Start their information with TIP679.

DRUG FREE SCHOOL POLICY

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited.

Employee Conduct

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers.

Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action which is provided for in district policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee.

DRUG AND ALCOHOL TESTING

Under the rules for implementing the Omnibus Transportation Employee Testing Act of 1991, every local public school district is required to conduct pre-duty controlled substance testing, and reasonable suspicion, random and post-accident controlled substance and alcohol testing of each employee who is required to obtain a Commercial Drivers' License (CDL). An employee covered by the rules is prohibited from refusing to take a required test.

Under the rules, school districts are also required to impose penalties on covered employees whose test results confirm prohibited alcohol concentration levels or the presence of a controlled substance; comply with extensive new reporting and record keeping requirements; adopt an employee alcohol and controlled substance misuse program; and provide for alcohol and controlled substance misuse information for

employees, supervisor training and referral of employees to employee assistance programs.

In addition to testing required for CDL purposes, USD 353 reserves the right to request any employee or applicant to submit to drug and/or alcohol testing for the purpose of:

- Pre-employment testing
- Random testing
- Post accident testing
- Reasonable suspicion testing

USD 353 will follow all Federal and State regulations concerning drug and alcohol testing.

SAFETY

SAFETY RULES AND ACCIDENT REPORTING

It is USD 353's policy to maintain a safe and secure working environment for all employees and clients. The District wants to ensure that our employees remain safe and injury-free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior and negligent actions.

While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.

If you are involved in an accident, you must comply with the following procedure:

- If someone is seriously injured, obtain immediate medical assistance.
- Report the accident to a supervisor or building administrator immediately, even if you are not sure whether it is truly work-related. Even small, insignificant injuries, left untreated can result in more serious conditions.
- Follow your supervisors direction to obtain the necessary medical treatment for non-serious injury
- Immediately fill out an accident report regardless of the severity of the injury
- Employees who fail to comply with these procedures are subject to disciplinary consequences.

ACCIDENTS - REPORTING

If an accidental injury arises out of and in the course of employment, the claim based upon such injury may be compensable. If an employee is injured on the job, the employee's direct supervisor must be contacted as soon as possible after the injury.

- The employee and supervisor are responsible for completing the appropriate forms, which must be returned immediately to the District Office, USD 353, PO Box 648, Wellington, KS 67152. Forms are available at the District office.
- Failure to notify the supervisor immediately of the accident/injury may prohibit payment of workers compensation benefits and may cause the employee to face disciplinary action.
- The employee must maintain copies of all doctor's orders and provide a copy to the District Office.
- The employee must inform the doctor or hospital that he/she is covered by the district workers compensation plan.

Prior to returning to work an employee who is receiving workers compensation shall be required to provide the District Office with a written doctor's release. In addition, should the employee be released by a doctor to return to work and fail to do so, all benefits under workers compensation shall be restricted as provided by current statute.

WORKERS COMPENSATION

Employees of USD 353 are covered by workers compensation insurance provided by the district. All work related injuries or illnesses will be managed through the district's workers compensation program. The district abides by all the regulations regarding the investigation and compensation for workers injured within the scope of their duties to the district.

All employees should be aware that certain behaviors involved in an injury or illness may exclude the individual for benefits through the workers compensation system.

- Injuries occurring when the employee is intoxicated or under the influence of any drugs, barbiturates, or other stimulants not prescribed to the individual by a physician.
- Refusal of the injured worker to submit to a drug or alcohol test.
- Injuries resulting from recreational and social activities unless such recreational or social activities are expressly required of the employee by the District.
- Injuries resulting from horseplay

As allowed by State regulations, USD 353 may identify a specific medical professional or clinic to be its provider for all workers compensation routine medical needs. It is important that all injured employees utilize the services of the specific medical professional or clinic. The name and address of the medical provider will be posted on employee bulletin boards. In addition, any employee can obtain this information by contacting the district office.

HEALTH EXAMINATIONS and Tb TESTS

Any classified employees who come into direct contact with students must have a certificate of health form and Tb test on file in the district office prior to commencing their employment at his/her own expense. The district will accept physicals and TB test that were issued no more than 12 months prior to employment date.

All classified staff in the area of food service must have a certification of health and TB test form on file in the district office **prior** to commencing their employment.

BLOOD BORNE PATHOGENS

Employees whose job responsibilities include "occupational exposure" to blood borne pathogens must receive training related to "universal precautions" which is an approach to infection control. According to the concept of universal precautions, all human blood and certain body fluids are treated as if known to be infectious for Human Immunodeficiency Virus (HIV) or Hepatitis B Virus (HBV).

The district will make the Hepatitis B vaccine and vaccination series available to any classified employee of the district who has occupational exposure free of charge.

Employees who decline the Hepatitis B vaccine will sign a waiver form. An employee who initially declines the Hepatitis B vaccination may later request the vaccination. The district will then provide the vaccination to the employee.

FIRE AND TORNADO DRILLS

Fire and tornado drills are scheduled throughout the year for employee and student safety. Your building principal will give instructions on the proper procedures for these drills. You are expected to participate and fully cooperate in these drills.

SCHOOL EMERGENCY PROCEDURES

USD 353 has in place procedures for emergencies that may arise in the district. You will receive training and may receive a copy of the School Emergency Procedures Guide from the Crisis Plan Coordinator or the building principal. Please study the plan and be aware of the responsibilities of your position in the event of an emergency.

SECURITY OF DISTRICT BUILDING

Maintaining the security of USD 353 buildings is every employee's responsibility. When you leave USD 353's premises make sure that all entrances are properly locked and secured.

SMOKING AND TOBACCO PRODUCTS

The policy of USD 353 is that smoking and the use of tobacco products are prohibited on any district owned or leased building or property and in district vehicles.

DRIVING WHILE ON DISTRICT BUSINESS

Driver inattention is a factor in a majority of motor vehicle accidents. We are not only concerned about your welfare as a USD 353 employee, but also the welfare of others who could be put in harm's way by inattentive driving. As a driver, your first responsibility is to pay attention to the road. When driving on USD 353 business the following applies:

Transportation of Students

USD 353 classified employees occasionally transport students or other district personnel. It is important that they take this role responsibly and will focus only on the task of driving to the location and not allow distractions to interfere.

Cellular Phone

Cell phone use while driving is a common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.). It is the responsibility of the employee to know and obey the laws regarding cell phone use.

Obey the Law

USD 353 is not responsible for any moving traffic violations, parking tickets, or any other city ordinances or state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for USD 353 or in a USD 353 vehicle.

Other Safe Driving Precautions:

- Use conservative judgment when road conditions are poor. Limit or avoid driving when rain or snow threatens your safety.
- Avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
- Do not drive if your ability to drive safely is impaired by the influence of alcohol, illegal drugs or medications.
- Laptop computers should never be used at any time while driving.
- If using a vehicle not your own (rental or otherwise), be sure to properly adjust the mirrors and familiarize yourself with the vehicle's controls before operating.

Employees who drive for district business in a non-commercial function must have a current, valid driver's license, issued within the United States, and are subject to the terms and conditions of the District's insurance carrier.

The following forms are to be kept in a secure place within the District vehicle: Vehicle registration, proof of valid insurance, and a District accident report form. Drivers must immediately report any vehicle accident to management, regardless of the amount of damage.

PERSONNEL INFORMATION AND PERSONNEL FILES

DEFINITION OF CLASSIFIED POSITIONS

- **FULL-TIME POSITION:** A full-time classified employee works eight (8) hours per day, forty (40) hours per week, two thousand eighty (2080) hours per year. A full-time position constitutes 1 Full Time Equivalency (FTE). Classified employees who are on duty 9 to 10 months per year and work at least 6.5 hours per day will also be considered full-time except for benefit purposes.
- **PART-TIME POSITION:** A part-time classified employee works less than a full day but throughout the calendar year (except for vacation time). A part-time position constitutes less than 1 FTE. The FTE is calculated base on the number of hours scheduled.
- **FULL-YEAR POSITION:** A full-year classified position is required 12 months a year.
- **PARTIAL-YEAR POSITION:** A part-year classified employee works primarily during the school year. A part-year positions is generally for 9 or 10 months of the year.
- **TEMPORARY POSITION:** A temporary position may be full-time or part-time and is a non-recurring position of generally not more than 90 days duration. This position is a substitute or temporary replacement for another employee.
- **SEASONAL POSITION:** A seasonal position is a position of less than six months continuous duration which may recur on a regular time cycle.
- **CONTRACTED POSITION:** A contracted individual is one who has been issued a written contract for terms of employment, whether it is for full-time or part-time.
- **ACTIVITY ASSISTANTS:** Activity assistants are those persons employed in the area of activities. Their duties are defined in the KSHAA Handbook, Rule 10.
- **EXEMPT:** An employee who is paid a fixed salary on a weekly, bi-monthly, monthly or annual basis rather than hourly wage and meets the criteria for exclusion from the wage and hour laws (e.g., administrative, management and professional). An exempt employee does not receive overtime for hours worked over 40 hours per week. Due to the nature and scope of exempt positions, a certain amount of work beyond the normal workweek is expected as business demands require.
- **NON-EXEMPT:** An employee who is paid based on an hourly rate and who is not exempt from minimum wage, overtime and provisions of the Fair Labor Standard Act (Wage-Hour Law). These employees receive overtime pay for hours worked in excess of 40 hours per pay week.

CHAIN OF COMMAND FOR CLASSIFIED EMPLOYEES

Secretarial and Clerical classified employees will be directly responsible to the building principal or director of the department the employee is assigned to. Evaluation of secretarial and clerical employees will be done by the building principal or director of the department the employee is assigned to.

Maintenance and Custodial classified employees will be directly responsible to the supervisor. There will be indirect responsibility to the building principal or director. Evaluation of maintenance and custodial personnel will be done collaboratively by the building principal and the employee's immediate supervisor.

Food Service classified employees will be directly responsible to the Food Service Director. Evaluation of food service employees will be done by the Food Service Director.

Classroom aides will be under the supervision of their assigned classroom teacher. Paraprofessionals will be under the supervision of their assigned special education teacher. Evaluation of classroom aides will be done by both the employee's assigned teacher and the building principal or department director. Evaluation of paraprofessionals will be done by the employee's assigned Special Education teacher, and/or the paraprofessional facilitator, building principal and the Director of Special Education.

Activity assistants will be directly responsible to the Director of Activities at the assigned building. Evaluation will be done by the Director of Activities.

CHANGE IN STATUS OR INFORMATION

Notification to the USD 353 District Office should be made within ten (10) calendar days of any change in mailing address or home telephone number, cell phone number, e-mail address, or change in family status which might alter Internal Revenue Code (IRC) section 125 fringe benefits, including marriage or divorce, birth or adoption of a child, change in employment status by the employee or spouse, or the taking of an unpaid leave of absence by the employee or spouse.

It is also important to keep any emergency contact information held by the district office up-to-date.

EMPLOYEE WORK BREAKS AND LUNCH BREAKS

The District believes employees have the ability to balance their personal need for a break from the work day and work demands. Therefore, it sees no reason for a strict work break policy.

Work breaks are considered paid time. Break periods are not mandatory and are not guaranteed. Employees are not allowed to leave the district premises during work breaks.

Lunch breaks are unpaid time and non-exempt employees will be completely relieved of work duties. Any lunch break will be at least 30 minutes long where the time is coordinated by the employee's supervisor. Non-exempt employees must clock out during their lunch break. Employees are allowed to leave the premises during their lunch break.

Any employee who abuses the length or amount of work breaks or repeatedly returns late from their lunch break will receive disciplinary action up to and including termination.

EMPLOYMENT “AT-WILL” STATUS

All classified employees are employed on an "at-will" basis regardless of their length of service and may be dismissed at any time. Either party may terminate the employment relationship at any time. A written notice two weeks in advance is expected if an employee chooses to voluntarily terminate the employment relationship.

PROBATION PERIOD

For all newly hired classified employees, there will be a probationary period of sixty (60) days. Completion of the probationary period and movement to full employment status does not grant to the employee an expectancy of continued employment. Classified employees are employees “at-will”. The Board of Education shall retain the right to discharge employees at its sole discretion.

EVALUATIONS

The district shall maintain a formal performance evaluation plan for all classified employees. Evaluation criteria shall be based on individual job descriptions.

USD 353 classified employees maybe evaluated twice per year in their first year of employment. Subsequent evaluations will take place at least once a year. A classified employee, his/her supervisor or the USD 353 Board of Education may request an evaluation of a classified employee at any time.

OVERTIME

Non-exempt (hourly) classified employees who work more than forty (40) hours per workweek will be compensated for overtime. The workweek is defined as Monday 12:00 am through Sunday Midnight. All overtime will be paid at the rate of one and a half (1 1/2) times regular pay as required by current statute. All overtime hours must have prior approval of the immediate supervisor and central office administration. Employees who work overtime hours without prior approval may face disciplinary action.

Overtime is calculated using only worked hours during the work week. Therefore, holiday, vacation, sick leave, and any other non-worked paid time will not be used in the calculation of overtime.

PAY DAY

USD353 utilizes a direct deposit method for paying district employees to the financial institution of their choice. Pay will be direct deposited on the 5th and the 20th of each month. If the pay date falls on a weekend or holiday, payroll will be deposited on the day preceding the weekend or holiday.

Pay information stubs will be distributed to each employee as deposits are made in your account.

Those employees choosing not to use direct deposit should contact the Central Office Administration for information on other forms of payment.

USD 353 reserves the right to correct any payroll error at any time the error is identified. It is important that all employees review their paychecks regularly and advise their

immediate supervisor when they are aware of any incorrect payments. The Central Office Administration will follow the standard procedure to correct any payroll errors.

TIME CLOCKS

All non-exempt classified employees must clock in at the start and the end of their workday. In addition, they must clock in and out for their lunch break, whether or not they leave the premises. The employee must notify their immediate supervisor of any errors in the time clock system.

COMPENSATION:

USD 353 utilizes a starting salary schedule for classified personnel. New employees are generally placed on an entry level which reflects their work experience and professional training as well as the demands of the position where they are employed.

Salary increases, when granted, will begin July 1 of each year. Salary increases will be based on the evaluation received, skills, growth, and demands of the position. Salary increases are not guaranteed and will not be granted solely on the basis of longevity.

For a copy of the current starting salary schedule, please contact the Central Office.

ASSIGNMENT AND TRANSFERS

Classified personnel assignments shall be made by the superintendent after consideration of the personnel and the position involved.

Classified employees are encouraged to request changes in their assignments which they feel indicate promotion within their profession. While it is understood that all applicants for a position must be considered according to their qualifications, service within the system will be considered as one of the criteria in selection.

Any classified employee may be transferred at any time to a new location or position at the discretion of the superintendent.

VACANCIES

When a position becomes vacant and the superintendent and board choose to fill the position, these steps are generally followed:

1. Posting of vacancy
2. Screening of applicants
3. Interviewing of selected applicants
4. Notification of candidate to be recommended to board
5. Acceptance of position by candidate
6. Recommendation of candidate to board for approval
7. Notification of other candidates

Job vacancies involving promotion within the district will be announced so that present employees may apply for the position. Any current employee who applies for a position and is qualified will be given consideration.

All current staff members who would like to be considered for vacancies or transfers shall submit a written request to the superintendent.

USD353 does not guarantee all positions are posted prior to being filled.

EMPLOYMENT TERMINATION and RESIGNATION

USD 353 and its classified employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time, and USD 353 reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without prior notice.

All classified employees are employed by the Board upon recommendation of the Superintendent or his/her designated representative. They may be terminated by the Board with the same recommendation.

Classified employees who resign employment should give two weeks advance written notice of intended termination including anticipated date of departure. USD 353 reserves the right to waive the need for the notice period. If USD353 waives any or all of the notice period, the district will only pay the employee for hours worked during the notice period.

On or before their final working day, employees must return all district property such as keys and ID badges, computer equipment, etc. to their supervisor or the Central Office Administration.

In the event of termination, all unused accrued Vacation Time will be paid.

Full time classified employees who have worked for USD 353 fifteen (15) years or more or until age 65, and choose to leave or retire, will be paid \$30 a day for all unused sick leave. Qualified individuals working less than 6 hours per day will receive a pro-rated benefit.

The employees final paycheck will be processed with the next appropriate pay date, or as according to Federal and State regulations. Any outstanding financial obligations owed to USD 353 will be deducted from your final check given your prior written permission. Please notify the District office of any final paycheck instruction requests. It is your responsibility to notify the District of any change of address for your W-2.

A health insurance extension of benefits under COBRA regulations is available and is offered via mail to eligible employees and dependents.

If you leave USD 353 in good standing, you may be considered for re-employment. Any employee who has been dismissed for willful misconduct will be ineligible for re-employment.

In the event less than two weeks notice is given, it will be so listed in the employee's record and may affect their good standing.

CODE OF CONDUCT

CHILD ABUSE

The Kansas Child Protection Act (K.S.A. 38-716-724) requires any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this suspicion to the Social and Rehabilitation Services (Child Abuse Hotline 1-888-369-4777) or to the local law enforcement agency. It is also recommended that the building principal be notified after the report is submitted.

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

CONFIDENTIALITY

All student/personnel information and materials are to be handled in a confidential manner and shall not be discussed with anyone other than the appropriate district personnel. If questioned about district policies or practices, employees shall refer a member of the public to the appropriate district personnel. Documented violations of this procedure could result in disciplinary action being taken against the employee, including termination.

CONFLICT OF INTEREST

All employees have a duty to further the aims and goals of USD 353, and to work on behalf of its best interest. Employees should not place themselves in a position where the employee's actions or personal interests may be in conflict with those of USD 353.

DRESS CODE

Your pride in both yourself and as a representative of our school district is reflected in your appearance and image you create. We feel our image is important and request that our employees maintain standards of dress and appearance appropriate to the organization as a whole and your individual position responsibilities. Dress, grooming, personal cleanliness, and professional behavior standards contribute to the professional image we present to our students, parents and visitors. Therefore, while performing duties for our organization employees are expected to dress in attire appropriate to the work environment and to behave in a professional and businesslike manner at all times.

If an employee is unsure about the dress and appearance guidelines, they are encouraged to consult with their supervisor. If an employee reports to work in questionable attire or appearance, a notification and/or discussion will occur with the employee to advise and counsel them regarding the inappropriateness of the attire. Depending upon the circumstance the employee may also be sent home and directed to return to work in proper attire. Any work time lost will be unpaid. Continued or frequent departures from these guidelines will not be permitted and employees who appear for work inappropriately dressed or groomed may be disciplined up to and including termination.

In addition, those individuals who chose to use perfume, cologne, or aftershave, should minimize their use. Other individuals may be sensitive to fragrance and the resulting effects can be unpleasant.

GIFTS

Classified employees are prohibited from receiving gifts of value from vendors, salespersons or other such representatives. Token gifts, such as coffee mugs, occasional meals, pens, etc. which are normally less than \$25 in value, are acceptable.

PERSONAL CONDUCT AND DISCIPLINARY ACTION POLICY

All personnel are expected to maintain their conduct above reproach. An atmosphere and spirit of cooperation is expected of every employee in the daily performance of his/her job. The employee should communicate well with the people he/she comes in contact with during the course of his/her duties. It is a fact that a pleasant atmosphere with good communication makes for a better place to work.

The work rules and standards of conduct for USD 353 are important, and the District takes them seriously. All employees are urged to become familiar with these rules and standards and are expected to follow the rules and standards faithfully in doing their own jobs and conducting USD 353's business. Please note that any employee who deviates from these rules and standards will be subject to corrective action, up to and including immediate termination of employment. Certified employees may have additional rights provided by the negotiated contract.

Disciplinary actions may entail verbal, written, final warnings, suspension, or termination. All of these actions may not be followed in some instances. USD 353 reserves the right to exercise discretion in discipline and to take disciplinary action it considers appropriate, including termination at any time. Prior warning is not a requirement for termination. If you are disciplined in writing, copies of your warnings are placed in your personnel file. It is the responsibility of the Superintendent to ensure the policies of the district are followed during any disciplinary action.

The following are examples, not intended to be all inclusive, of violations that may result in disciplinary action:

- Absenteeism and/or tardiness
- Unsafe work practices
- Overly friendly situations with students and/or staff
- Discourtesy to a student, parent, co-worker, volunteer, or the general public.
- Using abusive or profane language and/or gestures
- Poor job performance, careless, negligent, or disruptive conduct

In addition to those situations discussed elsewhere in this handbook, listed below are some other examples where immediate termination could result:

- Refusal or failure to follow directives from a supervisor or District Superintendent.
- Breach of confidentiality relating to the district, employee, or student information.
- Any act of harassment

- Altering, damaging, or destroying District property or records, or another employee's or student's property.
- Dishonesty, stealing or attempting to steal District, co-worker, student, or vendor property.
- Providing false or misleading information to any USD 353 representative or on any USD 353 records including the employment application, benefit forms, time cards, expense reimbursement forms, etc.
- Divulging confidential information
- Fighting or threatening a co-worker, student or vendor.
- Possession of firearms or weapons on District property.
- Failure of a drug or alcohol test, violation of the drug free policy.
- Failure to call in or report to work for three or more consecutive days, or failure to return to work after an authorized leave
- Unapproved use, abuse, or destruction/defacement of district property
- Loss or suspension of license or any other qualification for the performance of assigned duties
- Violation of local, state, federal or district safety regulations

This list is general in nature and is not intended to be all-inclusive.

USD 353 reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Handbook or any other USD 353 document is intended to modify this "at-will" employment, promise progressive discipline or disciplinary counseling, or promise notice in circumstances where USD 353 considers immediate termination or discipline to be appropriate. Certified employees may have additional rights provided by the Negotiated Agreement.

BENEFIT INFORMATION

FRINGE BENEFITS AND OPTIONS

USD 353 provides a wide range of benefits for you and your dependents at the lowest possible cost. We want you to be aware that we, too, are consumers of the benefits offered and that our interest in the performance of our benefits plan is a professional one as well as a personal one.

If you are scheduled for at least 30 hours per week you are eligible for the following benefits. Unless otherwise noted, your insurance benefits will be effective the first of the month following date of hire.

Major Medical and Prescription—Our major medical and prescription plan is designed using a preferred provider network with co-pays, co-insurance, and deductibles. The cost to participate in the major medical and prescription plan is dependent on the amount of hours the individual is scheduled to work. Multiple plan options may be available. USD 353 currently covers a large portion of the employee's individual coverage for full time employees.

Voluntary Dental – Our dental plan is a voluntary plan paid for by the employees who chose to participate in the plan. Multiple plan options may be available to help you provide for your specific dental needs.

Voluntary Vision – Our vision plan is a voluntary plan paid for by the employees who chose to participate in the plan. The plan is intended to cover exams and basic eye care needs.

Voluntary Term Life Insurance – Our group term life plan allows you to secure term life insurance for yourself and family members at low group rates. The rates are age based and guarantee issue may be available.

Voluntary Disability Insurance – Our group disability insurance plan offers a variety of options allowing each employee to determine the plan that is right for their needs. The rate is dependent on the option chosen. Our plan is voluntary and paid for by the employees who chose to participate

In addition to the items listed above, USD 353 may offer other voluntary benefits.

The design of the insurance benefit programs may change from year to year. USD 353 will continue to look for cost effective insurance benefits to offer each year. For a full description of the insurance benefits offered by USD 353 please refer to the Benefit Guide.

Section 125 - To assist employees with cost savings programs, USD 353 offers the insurance programs through a Section 125 Plan. This plan allows employee to pay their insurance premiums with pre-tax dollars. Along with the tax savings there are rules and restrictions. Please refer to the Benefit Guide for a description of these rules and restrictions.

Flexible Medical Spending and Dependent Daycare – In addition to the tax saving on insurance premiums through the Section 125 Plan, USD 353 offers employees the ability to save tax dollars on out of pocket medical spending and on dependent daycare expenses.

Please refer to the Benefit Guide for a description of these plans.

KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs):

Each employee who works at least six hundred thirty (630) hours per year or an equivalent of three and one half (3 1/2) hours per day must become a member of KPERs. An employee contribution of 4% of the gross pay as determined by current statute will be made each payroll period, if hired prior to July 1, 2009 and 6% if hired after July 1, 2009. Please refer to the KPERs information that is provided to you for complete information including contact phone numbers.

COBRA

USD 353 complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, P.L. 99 272, and later amendments, otherwise known as COBRA. Covered employees and their dependents that lose insurance coverage due to a qualifying event are eligible to continue their coverage through COBRA. Qualifying events may include termination, reduction in working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

USD 353 provides a General Notice of COBRA rights to all individuals when they elect coverage through the USD 353 benefit plan. Please refer to the General Notice for information about your rights under COBRA.

TIME AWAY FROM WORK

The following Time Away From Work benefits are intended to cover the Classified employees of USD 353. Certified employees have benefits offered through the negotiated contract. Certified employees should refer to that contract for information concerning any Time Away From Work benefits.

ATTENDANCE

Good attendance by employees is important to the overall productivity of USD 353. Attendance will reflect very strongly on an employee's evaluation as well as his/her value to the district.

All classified employees must notify their immediate supervisor of the reason for an absence from work. Employees who are unable to report to work but have no accrued paid time off benefit may face disciplinary action. Failure to report to work for more than three consecutive scheduled workdays, without notification of the immediate supervisor of the reason for such absence, may be deemed to be voluntary resignation from employment with the district.

HOLIDAYS

Classified employees shall receive paid holidays in accordance to the following:

Paid holidays for full-year, employees are:

Independence Day (12 Month)	Labor Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Eve	Christmas Day
New Year's Eve	New Year's Day	Good Friday
	Memorial Day (12 Month)	

In addition, the District may choose to include the Wednesday before Thanksgiving and President's Day, if school is not in session.

Partial year employees will receive paid holidays in accordance with their years of service (see below). They may use the days for the holidays of their choice including days during Winter Break and Spring Break. Partial year employees must fill out a leave form in order to be paid for the specific holiday(s) requested.

Holidays for partial year employees are available as follows:

Years of USD 353 employment	Number of days available during the year
1 st year – 3 rd year	2 days
4 th year – 9 th year	4 days
10 th year – 15 th year	7 days
16 th year and more	11 days

- Employees must work at least 17 ½ hours weekly to qualify for Holiday benefits.

- Employees who are scheduled to work 40 hours per week will receive 8 hours holiday pay. Employees who are scheduled to work less than 40 hours will receive a prorated portion of 8 hours based on their scheduled work time.
- In the event that a holiday lands on a weekend, each building in the District will post the day scheduled for the holiday.
- Holiday pay is not considered work hours for the purpose of calculating overtime.
- Anyone on an unpaid leave of absence does not qualify to receive holiday pay.

SICK LEAVE

USD 353 recognizes that employees occasionally have the need to be away from work due to illness or injury. Therefore the district provides classified employees with the following sick leave benefit. Classified employees must work at least 17 ½ hours per week to qualify for sick leave benefits.

All classified employees shall accrue sick leave at the rate of one work day per month of active employment. Partial year employees shall accrue up to 10 days per year of sick leave.

- Employees who are scheduled to work 40 hours per week will receive 8 hours for each accrued sick day. Employees who are scheduled to work less than 40 hours will receive a prorated portion of 8 hours based on their scheduled work time.
- Sick Leave pay may be taken for days absent due to the employee's personal illness or illness in the immediate family.
- Although Sick Leave can be used for medical and dental appointments, please be respectful to schedule these appointments outside of normal work time, when possible.
- Immediate family includes children, spouse, parents, siblings, or other relatives whose residence is in the home of the employee.
- Employees may use a partial sick day when a full day away from work is not needed.
- Employees may only receive payment for accrued Sick Days. No payment will be made for any days prior to accrual, or in advance. Any employee who needs to be away from work and does not have any accrued Sick Days should refer to the attendance policy and their supervisor.
- Employees may use sick pay for time away from work for bereavement. Please refer to the bereavement policy for limitations.
- The employee must call the immediate supervisor to report absences due to illness, giving an approximate date the employee will be returning to work. This action will facilitate the securing of a substitute.
- A doctor's return to work statement will be required for any employee returning to work after 3 or more consecutive days of illness. USD 353 reserves the right to secure a second medical opinion from a physician of the district's choice and at the district's expense.

- Unused portions of sick leave may accumulate such that the maximum number of days available does not exceed 120 days for full year employees and 90 days for partial year employees.
- Employees forfeit any remaining sick leave benefit when they terminate employment with USD 353.
- Full-time employee who have worked for USD 353 for fifteen (15) year or more or until age 65, and chose to leave or retire, will be paid \$30 for all unused sick leave days. Personnel working less than 8 hours per day will receive a pro-rated amount.

SICK LEAVE BANK

A sick leave bank is a voluntary program for classified employees. In order to join, an employee must donate one (1) day of his sick leave to the Sick Leave Bank within 10 days after the date of employment. This day will be subtracted from his own accumulated leave. When the bank has a reserve of at least two hundred (200) days, only new participants will be required to donate one (1) day to the bank.

At the beginning of each school year, any employee who has chosen not to participate previously will have the opportunity to participate by donating one (1) day of his sick leave to the Sick Leave Bank during an open enrollment period. This election must be done by September 1st. Anyone interested in becoming a participant can contact the Central Office for information.

Should the Sick Leave Bank reserve become less than two hundred (200) days, all classified employees who wish to continue in the Sick Leave Bank must contribute one (1) additional sick leave day to the Sick Leave Bank.

The Sick Leave Bank is to be used after the full days of the participant's accumulated sick leave have been used. Personal days and vacation days are exempt. The bank will supplement the participant's half-day leave prior to issuing full-day withdrawals.

Any participating member may request to draw upon this reserve by filing the application form with their supervisor/director/facilitator, or the supervisor/director/facilitator may make the request on their behalf. The leave should be requested due to a prolonged illness or an emergency, not for incidental sick days.

The employee's supervisor/director/facilitator, the building principal and the superintendent will serve as the Sick Leave Bank Committee. Grants from the sick leave bank shall not exceed 10 days per requires and the total days requested for an individual employee shall not exceed the employee's total accumulated sick leave as of that employee's first day of work for the current school year, plus 10 days. All requests granted by the committee shall be reviewed after ten (10) days and shall be extended according to individual merit until the employee's allocation has be depleted or the employee qualifies for KPERS disability. Any days granted but not used must be returned to the Sick Leave Bank.

The committee shall provide the applicant with the "Report of Committee" regarding the action on the request. The Superintendent shall notify the business office regarding the action.

The request must meet the Sick Leave Rules as defined in the paid Sick Leave Policy. Any medical restrictions issued by the practicing physician will be honored as long as these do not allow for other income producing activities.

GOOD ATTENDANCE REWARD

Any time an employee is away from work is a strain on the normal working organization within the district. In an effort to reward those employees who are at work every day, the district offers a good attendance reward.

- Classified employees with 3 days or less away from work except for schedule paid vacation days, will receive a \$500 payment for full year employees, \$400 for partial year employees.
- Employees with no more than 5 days off from work except for scheduled paid vacation, will receive a \$100 payment.

Snow days where the school district closes for the day, whether paid with a personal day or unpaid, will not be counted as time away for work in the Good Attendance Reward.

VACATIONS

USD 353 provided paid vacation time for full year classified employees. Vacation time is earned for the year on June 30th of each year.

Years of Service	Annual Paid Vacation Earned
After 1 year through 4 years	10 days
5 years through 9 years	15 days
10 years through 14 years	20 days
15 years through 19 years	25 days
20 years and after	30 days

Employees who are employed in the middle of the year will be allocated vacation time on a prorated rate on June 30th of their first year. Vacation time will only be allocated on July 1st based on the previous fiscal year, to be used in coming year.

Employees leaving employment will receive compensation only for vacation days allocated for the previous June 30th that was not used.

Employees who are scheduled to work 40 hours per week will earn 8 hours vacation time for each day. Employees who are scheduled to work less than 40 hours will receive a prorated portion of 8 hours based on their scheduled work time.

Vacation time will be based on an eight (8) hour day. Vacation time shall be scheduled and approved by your immediate supervisor so as to maintain a minimal disruption to

the school schedule and operation. All custodial and maintenance summer vacation requests should be submitted to the supervisor by May 15 of each year.

Vacation time does not accumulate. You must use your vacation time before June 30 each year. If you do not use it, you lose it. An exception will only be considered if a written request is submitted to and approved by the Business Manager and Superintendent. Maximum vacation days taken or paid for will never exceed the vacation days specified in the annual paid vacation column of the above table in any fiscal year.

Classified employees who are partial year employees do not qualify for any vacation benefit.

PAID PERSONAL LEAVE

USD 353 provides non-cumulative paid personal leave for classified employees to use for personal business that does not qualify as sick leave, vacation, or holiday.

- Full year employees qualify for four (4) paid personal days per year.
- Partial year employees qualify for three (3) paid personal days per year.
- The employee will receive the number of hours as he/she normally works per day up to a maximum of eight (8) hours. Classified employees must work at least 17 ½ hours per week to qualify for personal leave.
- Personal leave may not be taken the last week of school without the Superintendent's permission.
- Any employee with 120 days of accumulated sick leave may apply, with a five day notice, for a personal leave for the before or for the day after a regular school holiday.
- At the end of the school year, any unused personal leave days will be added to the employees accumulated sick leave balance.
- May not be used during the first or last week of each semester.
- May be used for snow days when school is dismissed due to inclement weather.

INCLEMENT WEATHER

In the event that school is cancelled due to poor weather conditions, all maintenance and custodial staff are to report for snow removal when conditions allow. Those aiding in snow removal will receive double time pay while performing duties related to snow removal. Regular maintenance or custodial duties will be at the regular pay rate. Secretaries may return to duty when conditions allow when school has been cancelled. All other classified staff may take a personal day if they so choose. No sick leave can be used for a snow day.

UNPAID LEAVE OF ABSENCE

USD 353 provides leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations or needs that do not qualify under FMLA Leave.

A written request for personal leave must be submitted to the employee's immediate supervisor or principal a minimum of 14 days prior to the start of unpaid leave, if possible.

Requests for unpaid leave will be evaluated based on a number of factors, including district work load requirements and staffing considerations during the proposed period of absence.

Subject to the terms, conditions, and limitations of the applicable plans, USD 353 will provide health insurance benefits until the end of the month in which the approved unpaid leave begins. At that time, the employee will become responsible for the full costs of these benefits if they wish coverage to continue through the continuation program. When the employee returns from personal leave, USD 353 will again provide benefits according to the applicable plans.

When an unpaid leave ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, USD 353 cannot guarantee reinstatement in all cases.

If an employee fails to report to work promptly at the expiration of the approved leave period, USD 353 will assume the employee has resigned.

Benefit accruals will be suspended during the leave and will resume upon return to active employment.

Employees will be required to first use any accrued paid leave time at time of Personal Leave.

FAMILY AND MEDICAL LEAVE

Eligible employees of USD 353 are allowed to take unpaid Family and/or Medical Leave under federal law, the Family and Medical Leave Act (FMLA).

Eligibility. To be eligible for leave, you must be employed by the District for at least 12 months. In addition, in the 12 months immediately preceding the beginning of the leave, you must have worked at least 1,250 hours to qualify for federal FMLA. In addition, you must work in an office or work site where 50 or more employees are employed within 75 miles of that office or work site.

Amount of Leave Available. As stated above, eligible employees are generally eligible for *up to* a total of 12 weeks of protected leave, except for service member family leave, within a rolling twelve-month period, measured backward from the date an employee uses any Federal leave for any combination of reasons listed below. Where leave is taken to care for a covered service member who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness, a spouse, son, daughter, parent or next of kin may take up to 26 weeks of unpaid leave during a single 12-month period.

Please contact the District Clerk for leave details if you and your spouse are both employees of USD 353

Types of Leave Available

Birth or Placement for Adoption or Foster Care: Family leave is available to eligible male and female employees for the birth of a child or for placement of a child with the employee for purposes of adoption or foster care. Federal leave must be completed within 12 months of the birth or placement. Federal leave may not be taken intermittently. The need for leave must be documented by your treating healthcare provider through our medical certification process (see below) or documented proof of placement of a child.

Serious Health Condition of Employee: If, as an eligible employee, you experience a *serious health condition* as defined by federal law, you may take medical leave under this policy. A serious health condition generally occurs when you:

Receive inpatient care in a hospital, hospice or nursing home;

Suffer a period of incapacity accompanied by continuing outpatient treatment/care by a healthcare provider; or

Have a history of a chronic condition that may cause episodes of incapacity.

Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by your treating healthcare provider through our medical certification process. A fitness-for-duty statement will be required in order for you to return from a medical leave. Failure to provide the statement will result in a delay in the return to work.

Serious Health Condition of Immediate Family Member: If, as an eligible employee, you need family leave in order to care for your son, daughter, spouse or parent who experiences a serious health condition as defined by federal law, you may take medical leave under this policy. Medical leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process.

Active Duty Because of Any Qualifying Exigency: If, as an eligible employee, you need family leave because of any qualifying exigency arising out of the fact that your spouse, son, daughter, or parent is on active duty, or has been notified that they will be called or ordered to active duty in the Armed Forces in support of a contingency operation, you may take family leave under this policy. Family leave for any qualifying exigency arising out of the active duty of a family member may be taken all at once or intermittently. The need for leave must be documented by a certification in a form and in such manner as the US Department of Labor and the Secretary of Defense prescribe.

Service member Family Leave: If, as an eligible employee, you need family leave to care for a covered service member who is your spouse, son, daughter, parent or next of kin and who is undergoing medical treatment, recuperation, or therapy, is otherwise in

outpatient status or is otherwise on the temporary disability retired list, for a serious injury or illness incurred in the line of duty on active duty, you may take up to 26 weeks of unpaid leave during a single 12-month period under this policy. Service member family leave may be taken all at once or, when medically necessary, intermittently. The need for leave must be documented by the family member's treating healthcare provider through our medical certification process.

Notifying USD 353 of the need for Family or Medical Leave. Generally, an application for leave must be completed for all leave taken under this policy. The need to take non-emergency leave should generally be requested from the District Office at least 30 days, or as soon as practicable, in advance of the need. In cases of emergency, verbal notice should be given as soon as possible (or by your representative if you are incapacitated), and the application form should be completed as soon as practicable. Failure to provide adequate notice may, in the case of foreseeable leave, result in a delay or denial of the leave. It is your responsibility to notify your principal/supervisor and the District Clerk of absences that may be covered by FMLA.

You must provide sufficient information regarding the reason for an absence for the District to know that protection may exist under this policy. Failure to provide this information will result in delay and/or forfeiture of rights under this policy. This means the absence may then be counted against your record for purposes of discipline for attendance, etc.

Medical Certification Process. In addition to an application for leave, you will be required to complete a medical certification form where leave is for a family member's or your own serious health condition. The certification form needs to be signed by the health care provider. The short-term disability certification may be sufficient where the information required is duplicative. These forms are available from Human Resources. Second or third certifications from health care providers and periodic re-certification at USD 353's and/or your expense may be required under certain circumstances. We may also require periodic reports during federal FMLA leave regarding your status and intent to return to work.

Certification for Active Duty Because of Any Qualifying Exigency. In addition to an application for leave, you will be required to complete a Certification of Qualifying Exigency For Military Family Leave form and to furnish to the District in a timely manner any certification that your family member is issued regarding their active duty or call to active duty in the Armed Forces.

Substituting Paid Leave for Unpaid Leave. Federal FMLA leave is unpaid. USD 353 does not require you to use any accrued paid leave time before using unpaid medical or family leave. When an employee is absent due to a work-related illness or injury that meets the definition of a serious health condition, the absence will be counted against the employee's entitlement under this policy. In other words, the employee is using FMLA leave concurrently with the workers' compensation absence. An employee is not required to substitute paid time off for an absence covered under workers' compensation.

Non-Continuos Leave. Intermittent and/or reduced leave will be permitted only when it is medically necessary or for a qualifying exigency/call to active duty as explained above. In all cases, the total amount of leave taken in a calendar year should not exceed your total allotment as defined earlier in this policy.

Intermittent and reduced schedule leave must be scheduled with minimal disruption to an employee's job. To the extent an employee or family member has control, medical appointments and treatments related to an employee's or family member's serious health condition should be scheduled outside of working hours or at such times that allow for a minimal amount of time away from work.

If you request non-continuous federal FMLA leave which is foreseeable based on planned medical treatment for purposes of providing care to a child, spouse or parent with a serious health condition, for your own serious health condition, or for service member family leave, you may be required to transfer temporarily to an available alternative position offered by the District for which you are qualified and which better accommodates recurring periods of leave than your regular employment position. You will be entitled to equivalent pay and benefits, but will not necessarily be assigned the same duties in the alternative position.

Benefit Continuation During Leave. USD 353 will maintain group health insurance coverage and other employment benefits (such as group life insurance, AD&D, health and dependent flexible spending accounts, etc.) for you while on FMLA leave whenever such insurance was provided to you before the leave was taken and on the same terms as if you had continued to work. You will be required to pay your regular portion of insurance premiums – contact the District Office for an explanation of your options.

Benefits that are accumulated based upon hours worked shall not accumulate during the period of FMLA leave. In some instances, USD 353 may recover premiums it paid to maintain health insurance coverage for an employee who fails to return to work from FMLA leave.

Returning to Work. If the reason for FMLA leave is for your own serious health condition, you will be required to present a Fitness-For-Duty certification immediately upon return to work. If you wish to return to work before the scheduled expiration of an FMLA leave, you must notify USD 353 of the changing circumstances as soon as possible. An employee who fails to return to work immediately after the expiration of the leave period will be considered to have voluntarily terminated his/her employment.

Rights Upon Return From Leave. Upon return from Family or Medical Leave, you will be returned to the position you held immediately prior to the leave if the position is vacant. Certain exceptions exist for Key Employees as defined by law. If the position is not vacant, you will be placed in an equivalent employment position with equivalent pay, benefits, and other terms and conditions of employment. If you exhaust all leave under this policy and are still unable to return to work, your situation will be reviewed to determine what rights and protections might exist under other District policies.

The law provides that an employee has no greater rights upon a return from leave than the employee would have if the employee had continued to work. Therefore, you may be affected by a layoff, termination or other job change if the action would have occurred had you remained actively at work.

Poster. A copy of the FMLA poster is included at the end of this handbook

RELIGIOUS OBSERVANCES

Federal and state equal opportunity laws generally require employers to accommodate the religious beliefs of employees, but do not require them to provide paid leave. USD 353 respects your religious beliefs and will consider unpaid leave to employees who, for religious reasons, must be away from the district on days of normal operation.

Beyond this, we must reconcile employees' religious obligations with the requirements of running a school district and serving students. Supervisors will authorize schedule changes and/or additional use of vacation leave or unpaid leave, only where the requested arrangement, in the supervisor's judgment, neither prevents the requesting employee from meeting the requirements of the job nor unfairly burdens other employees.

Employees who need time off for religious observance should request leave from their supervisors at least two weeks in advance. Time off is granted only with prior approval, but will not be unreasonably withheld.

BEREAVEMENT LEAVE

A classified employee may be granted bereavement leave to attend the funeral of a member of the family or a close personal friend, provided agreement or authorization is secured from the immediate supervisor, principal, and Central Office.

Bereavement leave will be considered as being one (1) working day in length. Bereavement leave will be charged against your accumulated sick leave days. Exceptional circumstances that would require absence in excess of a single day will be considered on a case by case basis by the building principal, supervisor, and superintendent. A maximum of five (5) days of sick leave may be charged against your sick leave for bereavement during any one year.

JURY DUTY

Classified employees who work 17 ½ hours per week or more shall be excused for jury duty with no jeopardy to their employment. Employees shall be reimbursed at their regular pay minus payment received for serving on the jury with mileage and other expenses to be retained by the employee. This benefit is limited to two weeks per year. Days taken for this jury duty leave benefit shall not be deducted from any employee's accumulated leave. Days taken beyond the paid benefit shall either be deducted from available paid leave benefits, or will be unpaid.

Notice of jury duty shall be given to the employee's supervisor immediately upon receipt of the jury duty notification by the employee.

Jury duty benefit only applies to those classified employees who are called to jury duty. Jury duty benefit does not apply to anyone required or chooses to appear in court as a witness or a member of a trial or court proceeding.

Employees who do not qualify for paid time off for jury duty will be granted unpaid time off for jury duty.

Any current employee who is required to appear in court as an employee of USD 353 will be compensated for time worked.

PROFESSIONAL LEAVE

Classified employees may be granted temporary, non-compensated, leave to attend professional-related activities such as attendance at a local, state, or national meeting in the employee's area of expertise. Applications for such leave must be submitted to the Central Office a minimum of two weeks prior to the scheduled meeting. The application must be in writing and must state the time, place, and purpose of the meeting and must be acknowledged in writing by the immediate supervisor or the building principal. Attendance at the before-stated meetings shall be limited to one meeting annually. In order to be compensated for professional leave, the employee must have prior approval to attend and be paid.

PROFESSIONAL GROWTH

Expenses incurred through attendance at professional meetings/seminars/conventions will be reimbursed by the Board of Education only if the classified employee is assigned by administration to attend a session.

The following procedure will be followed when applicable.

- Advance registration will be paid by the Board of Education through the Central Office.
- Arrangements for registration, lodging, and transportation will be made by Central Office personnel, with cooperative efforts from the applicant in order to provide a cross check for accuracy and completeness.
- Approved meal costs and related costs will be reimbursed upon presentation of receipts for actual expenditures.
- Classified personnel assigned by the administration to attend meetings, seminars, or conventions will receive compensation according to the Federal and state regulations. Generally this will include the normal hours the employee would have worked.

GENERAL POLICES

ELECTRONIC IMAGES AND PHOTOGRAPHS

Students and staff are prohibited from taking, storing, disseminating, transferring, viewing, or sharing of obscene, pornographic, depictions of nudity – themselves or others – lewd, threatening or otherwise illegal images or photographs, whether by electronic data transfer or other means, including but not limited to texting and e-mailing.

School staff will discourage digital and other photos being taken in school by students, due to privacy concerns. Students and staff should not participate in being photographed at school unless the photographs are for an official or authorized publication. Students and staff who choose to ignore this guidance could face legal or disciplinary consequences.

MEMORIALS

The board may contribute district funds to a school library designated by the Board to honor the passing of an employee or an employee's relative. Books purchased with these funds shall be labeled to indicate the person whose memory they honor. If the person being honored is not a former USD 353 staff member, memorials may be made for the following: father, mother, spouse, son, daughter of any current USD 353 employee.

PERSONAL PROPERTY

The district does not assume any liability for or provide any insurance on employees' personal property.

PERSONAL COMMUNICATION DEVICES

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

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

Personal cellular telephones/pagers and other digital audio and video devices shall be silenced during instructional (or class) time, while on duty or at any other time where such use of the device would cause a disruption of school activities or interfere with work assignment. Cellular telephones which have the capability to take photographs or

video shall not be used for such purposes while on district property or while a staff member is on duty in district-sponsored activities, unless as expressly authorized by the principal or designee. Laptop computers and PDAs brought to school will be restricted to classroom or instructional-related activities only. The district will not be liable for loss or damage to personal communication devices brought to district property and district-sponsored activities.

Staff members will utilize social network sites (e.g., Facebook, MySpace and Twitter) judiciously by not posting confidential information about students, staff or district business. Staff members will treat fellow employees, students and the public with respect while posting. Communication with students using personal communication devices will be appropriate, professional and related to school assignments or activities. If communicating with students electronically, staff should use district e-mail using mailing lists to a group of students rather than individual students. Texting students is discouraged unless it is for school related business.

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

Staff members are subject to disciplinary action up to and including dismissal for using a personal communication device in any manner that is illegal or violates the terms of this policy. The taking, disseminating, transferring, or sharing of obscene, pornographic, or otherwise illegal images or photographs, whether by electronic data transfer or otherwise (commonly called texting, sexting, emailing, etc.) may constitute a crime under state and/or federal law. Any person taking, disseminating, transferring, or sharing obscene, pornographic, or otherwise illegal images or photographs, will be reported to law enforcement and/or other appropriate state or federal agencies.

The Superintendent shall ensure these rules are available to all employees.

PURCHASING PROCEDURES

All purchases will be made using the district Purchase Order which is printed in the Business Office. Submit a completed requisition form to your building principal or supervisor. Upon approval, the business office will submit a purchase order to the appropriate vendor. When the item is delivered to the receiving department, the packing list is checked against the purchase order and the item is delivered to the appropriate school. A vendor invoice will only be paid when the appropriate receiving documentation matches the purchase order.

In the event of an emergency, an employee can “walk” the paperwork through the system for approval, and return to the business office with an invoice for payment. The Business Office will determine what is considered an emergency.

Any person making a purchase without prior approval will be liable for that bill. The district assumes no responsibility for paying for purchases made prior to the approval of the Purchase Order.

Expense Reimbursement. Occasionally employees must pay for expenses while on district business. To be reimbursed for any expense, the appropriate Expense Claim

form must be completed and submitted to your supervisor or school principal for approval. Any expense that is deemed unnecessary, excessive, or not in the interest of the district will be rejected. If an employee is concerned about reimbursement of an expense, they should seek approval prior to making the purchase. It is important that any expenses are submitted for reimbursement quickly after the expense has occurred. Reimbursement vouchers for expenses that are considered out of date may be rejected.

USE OF EQUIPMENT

No property owned by the Board of Education shall be used for personal reasons away from the work station, unless prior approval has been granted by the proper district officials.

TRAVEL ALLOWANCE

District-owned transportation is to be used for authorized travel. If an employee uses a privately-owned vehicle when not authorized to do so, reimbursement for such travel will be denied. If an employee is authorized to use a privately-owned vehicle, the employee will be reimbursed for actual miles traveled at a rate established by the Board of Education. All travel must receive prior approval from the Central Office.

SOCIAL MEDIA

Our District is committed to maintaining a good relationship with employees and with the outside world. It directly benefits the District as a whole as well as the employees and the community if USD 353 maintains a positive reputation and excellent image in the public eye. The way the public views USD 353 is vital to promoting our schools, gaining new students, retaining first-class employees and recruiting new employees.

USD 353 recognizes that many employees have their own individual social networking accounts and use them on their own time. We ask those individuals keep in mind that some actions on a personal site are visible for the entire social networking community and are no longer private matters. While USD 353 will not be continuously monitoring employees' personal conduct on social networking sites, it might be a good guideline to assume that anything posted on your personal social networking profile could potentially be seen by other employees at the district.

It is important that employees use their time while at work to conduct district business. It is not appropriate for employees to:

- Use social networking sites to conduct personal or non-district business, browsing social networking sites for non-district business, updating personal information, or reading e-mail alerts regarding personal social networking activity during working hours.
- Micro-blog for a non-business purpose on social network sites during your work shift, whether on a district provided computer or a personal device, during working hours.
- Use micro-blogging features to talk about district business on a personal account, even on non-working time.
- Post anything he/she would not want a manager/supervisor to see.

- Post any pictures or comments involving the district or other USD 353 employees, or students that could be construed as inappropriate.
- Allow others to post inappropriate or sensitive information regarding USD 353 anywhere on your profile

While USD 353 has no intentions of controlling employees' actions outside of work, it is important that employees use discretion when posting content on the Internet, and especially on social networking sites that could affect USD 353's operations or reputation.

This policy serves as a notice on the practice of social networking for all employees to read and understand. You have a responsibility to the district and your co-workers. Disregard of this policy, with or without intent may result in disciplinary action up to and including termination.

TECHNOLOGY - USD 353 ACCEPTABLE USE POLICY

See Appendix A

**EMPLOYEE RIGHTS AND RESPONSIBILITIES
UNDER THE FAMILY AND MEDICAL LEAVE ACT**

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee’s child after birth, or placement for adoption or foster care;
- To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee’s job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

FMLA section 109 (29 U.S.C. § 2619) requires FMLA covered employers to post the text of this notice. Regulations 29 C.F.R. § 825.300(a) may require additional disclosures.



For additional information:
1-866-4US-WAGE (1-866-487-9243) TTY: 1-877-889-5627
WWW.WAGEHOUR.DOL.GOV



U.S. Department of Labor | Employment Standards Administration | Wage and Hour Division

WHD Publication 1420 (Rev. XX-XXXX)

USD 353 Wellington Computer Security Policy Staff

USD 353 will report to the proper authority any violation of Kansas State Statute 21-3755.

Kansas State Statutes 21-3755:

Computer crime; computer password disclosure; computer trespass.

1. Willfully and without authorization gaining or attempting to gain access to and/or damaging, modifying, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property;
2. Using a computer, computer system, computer network or any other property for the purpose of devising or executing a scheme or artifice with the intent to defraud or for the purpose of obtaining money, property, service or any other thing of value by means of false or fraudulent pretense or representation;
3. Willfully exceeding the limits of authorization and/or damaging, altering, destroying, copying, disclosing or taking possession of a computer, computer system, computer network or any other property.

Compliance with Copy Laws

The District intends to adhere to all copyright laws as applied to computer software. The District also intends to comply with the license agreements and/or policy statements contained in the software packages used in the District. Therefore, all software used on District computers shall be purchased by the District, properly licensed and registered with the publisher, and installed by Computer Services Department designated personnel. The legal or insurance protection of the District will not be extended to employees who violate copyright laws.

Privacy Rights

Staff members should have no expectation of privacy in regards to email or data files. The District Technology Director or designee has access to and may monitor them at any time for security reason.

Use of Unauthorized Software/Unauthorized Copying of Software

1. Staff members shall not be permitted to load any non-District owned software onto District computers without the express written permission of the District Technology Director or designee.
2. Staff members shall not be permitted to copy any software without the express written permission of the District Technology Director or designee.

Unauthorized Access/Sharing Passwords

1. Staff members shall not tamper with, attempt to gain or gain access to computer data or operating system to which the staff member has no security authorization (such as, but not limited to financial, employee, and student information or files).
2. Staff members shall not share or disclose any passwords and shall be held responsible for all damages as a result of any misuse associated with the user account. Staff members will be held accountable for all computer activity performed under their security authorization.

Unauthorized Use of District Computers or Software

Staff members shall not remove any District computers or software from school property without the express written consent of the District Technology Director.

Internet Acceptable Use Policy (AUP)

Internet access should be used for educational purposes. Teacher-directed classroom activities, individual study projects, and planned self-discovery activities will receive priority.

ACCESS IS A PRIVILEGE, NOT A RIGHT! Use the rules of netiquette when communicating on the Internet. Students should immediately notify a teacher, if by accident, they encounter materials that violate appropriate use.

Objectionable Behavior

Users will not:

- Purposefully send or receive and /or view obscene or pornographic material or material that facilitates illegal activities.
- Use chat rooms without prior approval of the Technology Director.
- Harass, insult, or attack others.
- Intentionally waste limited resources, supplies.
- Use the Internet for commercial or political purposes.
- Knowingly spread computer viruses.
- Join a listserv.
- Play games or pursue other non-academic purposes without permission
- Purchase anything over the Internet.

Violation of Policy

Any staff member who violates this policy shall be subject to disciplinary action up to and including termination (Kansas Statute 72-5437). Additionally, if a staff member's conduct constitutes a violation of copyright laws or Kansas Statute 21-3755, the staff member may be subject to prosecution under such laws. Any staff member who intentionally damages or destroys District hardware and/or software, either directly or indirectly shall also be responsible for all costs associated with repair and/or replacement parts and services.

USD353 Wellington Staff Acceptable Use Policy Agreement

I have read the "Staff Acceptable Use Policy" relating to staff use of technology and copyright laws of Unified School district 353 Wellington.

I would like to be given access to USD 353's District computer network and any other technology resources. I agree to comply with the "Staff Acceptable Use Policy" and understand that access to the network and all technologies is a privilege which may be withdrawn in the event of noncompliance with the "Staff Acceptable Use Policy".

Staff Member Signature

Building Assignment

Print Name

Date

RECEIPT OF USD 353 EMPLOYEE HANDBOOK

The Wellington USD 353 Employee Handbook, also referred to as the “Manual”, is a compilation of personnel policies, practices and procedures currently in effect at Wellington Unified School District 353, an equal opportunity employer.

This Manual is designed to introduce employees to the organization, familiarize you with USD 353 policies as they pertain to you as an employee, provide general guidelines on work rules, disciplinary procedures and other issues related to your employment, and to help answer many of the questions that may arise in connection with your employment.

This Manual and any other provisions contained herein do not constitute a guarantee of employment or an employment contract, express or implied. Unless you are a certified employee covered by the negotiated agreement, you understand that your employment is “at-will” and that your employment may be terminated for any reason, with or without cause, and with or without notice. Only the Superintendent of Unified School District 353 has the authority to enter into a signed written agreement guaranteeing employment for a specific term. This Manual is intended solely to describe the present policies and working conditions at USD 353. This Manual does not purport to include every conceivable situation; it is merely meant as a guideline, and unless laws prescribe otherwise, common sense shall prevail. Of course, Federal, state, and/or local laws will take precedence over USD 353 policies, where applicable.

Personnel Policies are applied at the discretion of USD 353. USD 353 reserves the right to change, withdraw, apply, or amend any of our policies or benefits, including those covered in this Manual, at any time. USD 353 may notify you of such changes via email, posting on the USD 353’s Intranet, Portal or Web site, or via a printed memo, notice, amendment to or reprinting of this Manual, but may, in its discretion make such changes at any time, with or without notice and without a written revision of this Manual.

Classified Employees: By signing below, you acknowledge that you have received a copy of the USD 353 Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. As a classified employee, you acknowledge that you are employed “at-will” and that this Manual is neither a contract of employment nor a legal document.

Certified Employees: By signing below, you acknowledge that you have received a copy of the USD 353 Employee Handbook, and understand that it is your responsibility to read and comply with the policies contained therein and any revisions made to it. As a certified employee, you acknowledge that your employment with USD353 is regulated by the negotiated agreement between the USD 353 Board of Education and the Wellington-National Education Association. This Manual is neither a contract of employment nor a legal document.

Signature

Date

Please print your full name

*Please remove, sign and date this form and return it to Human Resources
no later than September 5th or within five days after hire .
A copy of this form will be retained in your employment records*