

CLASSIFIED EMPLOYEE HANDBOOK

POLICIES AND PROCEDURES FOR CLASSIFIED EMPLOYEES

2010 - 2011



**Lawrence Public Schools
110 McDonald Drive
Lawrence, KS 66044-1063
Phone: 785-832-5000
Website: www.usd497.org**

NOTES

Web Site

Please review the district website for the most current information: www.usd497.org or call the Office of Human Resources at 785.832.5000.

Board Policy Reference Information

Some policies referenced herein are abbreviated in content or reflect administrative practice which aligns with Board approved procedures. The complete Board Policy Manual is accessible online through the district's web site (www.usd497.org).



INTRODUCTION

The classified personnel of the district make a valuable contribution to the successful operation of an outstanding educational system. It is believed that the information contained herein will assist in guiding the work of the classified personnel.

The Classified Employee Handbook contains the policies and regulations which detail the employee relations, benefits and working conditions for the classified personnel of the Lawrence Public Schools.

- This handbook is not an employee contract. Further, this handbook is not to be considered as either an express or implied contract between the school district and the employee. No employee has authority to create any employee contract rights by modification of this document.
- Anytime the superintendent is mentioned in this manual, his/her designee is implied.
- As a condition of employment, employees agree to follow rules and regulations which have been adopted by the Board.
- This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board. The most current Board policies in their entirety are available on line at www.usd497.org.
- Classified employees are employees-at-will and employment may be terminated at any time, with or without cause.

Each employee should assume responsibility for becoming familiar with the contents of this handbook. Clarifying questions should be directed to the immediate supervisor or an appropriate administrator.

All policies included in this handbook have been adopted by the Lawrence Public Schools Board of Education. This handbook remains in affect until revisions are approved and adopted by the Board of Education.

DISTRICT MISSION AND GOALS

“The mission of the Lawrence Public School District is to enable all students to acquire developmentally appropriate skills and knowledge necessary to become informed decision makers and effective communicators who assume responsible roles in society; this will be stimulating and flexible environments enriched through parental involvement and the resources of a community committed to the conviction that all children can learn.”

Classified employees are a vital part of the day-to-day operations, which contribute to the accomplishment of this mission. District operations often involve various groups of people working together on teams or committees to carry out tasks related to the mission. The Meet and Confer Committees work directly with the administration to discuss suggestions, concerns, policy issues, in-service opportunities, and other topics of interest to classified staff members. Employees are encouraged to be a part of shared decision-making processes whenever such involvement is appropriate. As people work together, they learn together. In this way employees are expected to model the district goals that are indicated below.

- Lawrence Public Schools will be **student-centered environments** that ensure all students learn academic and life skills to reach their maximum potentials.
- Lawrence Public Schools will recruit, develop and retain only **high quality staff** to educate and support all students and demonstrate the staff’s value to our community.
- Lawrence Public Schools will be **comprehensive centers** for accessible community services.
- Lawrence Public Schools will expand and integrate the use of **technology** into all phases of the educational process.
- Lawrence Public Schools will evaluate existing **resources** and identify additional educational support.
- Lawrence Public Schools will implement effective collaboration and teamwork and **continuously involve our community** in setting, refining and implementing goals and initiatives.

DISTRICT EMPLOYMENT NOTICES

Nondiscrimination Statement

Lawrence Public Schools are committed to maintaining a learning environment free from discrimination, insult, intimidation, or harassment for any reason. Discrimination, including acts of harassment, against any individual on the basis of race, color, religion, sex, age, national origin or disability is prohibited by federal and state law and district policy. Discrimination, including acts of harassment, against any individual on the basis of sexual orientation, gender identity, socioeconomic status or physical characteristics is prohibited by district policy thereby making the district complaint procedure available to persons who believe they have experienced such discrimination.

Any incident of discrimination, including acts of harassment, shall be promptly reported for investigation and corrective action by the principal or district compliance coordinator.

The district is an equal opportunity, employer. Persons desiring additional information about this policy or assistance to accommodate individual needs under Title VI, Title IX, Americans with Disabilities Act, or Section 504 should contact the Superintendent, 110 McDonald Drive, Lawrence, KS 66044, (785) 832 – 5000.

Notice of Accessibility

Lawrence Public Schools provide services and programs to people with disabilities in the most integrated setting possible. Pursuant to the Americans with Disabilities Act, Title II, the Director of Special Operations, Safety and Transportation has been appointed as the ADA Coordinator. Please call for information on accessibility, ADA compliance procedures or accommodation requests.

In order to facilitate participation, accommodations will be made on an individual basis. If you would like to attend a Board of Education meeting or other public event of the District and require an accommodation for people with disabilities, please contact the ADA Coordinator at the Lawrence Public Schools, 110 McDonald Drive, Lawrence, KS 66044, (785) 832-5000 or through the Kansas Relay Center, 1-800-766-3777, at least 48 hours in advance. The ADA Coordinator may refer issues regarding accessibility and accommodations for students to the student services department. ADA issues regarding employment may be referred to the human resources department by the ADA Coordinator.

Equal Employment Opportunity and Nondiscrimination (GAAA Board Policy)

The board will hire all employees on the basis of ability and the district's needs.

The district is an equal opportunity employer and will not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment.

Discrimination against any individual on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation, or gender identity is prohibited by federal and state law and district policy. Inquiries regarding compliance may be directed to the District Compliance Coordinator, Lawrence Public Schools, 110 McDonald Dr., Lawrence, KS 66044-1063, 785-832-5000 or to:

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

or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

or

United States Department of Education
Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, MO 64114-3302
(816) 268-0550

The district's non-discrimination statement shall be included in the Annual Notices section of the district newsletter which is published in the local newspaper at the beginning of each school year.

Approved: July 1, 2001
Reviewed by Board Policy Committee: April 21, 2003
Amended: June 2, 2003
Reviewed by Board Policy Committee: August 15, 2005
Amended: September 12, 2005
Amended: May 14, 2007

**Lawrence Public Schools
Classified Employee Handbook**

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BENEFITS

Health/Dental/ Vision Insurance

All classified employees of the Lawrence Public Schools, working 17.5 hours or more per week, are eligible for participation in the district's health/dental/vision insurance program. The district shall pay the sum of three hundred seventy-eight dollars and sixteen cents (\$378.16) per month for 2010-2011 for each full-time employee. Participation in each plan (medical, dental, vision) is subject to pre-existing conditions as set forth by each carrier and subject to any limitations related to section 125 regulations.

Employees shall be paid fringe benefits according to the work agreement on the first working day of the following month of employment. Part-time employees shall be paid fringe benefits according to the benefits rate schedule.

Section 125

Section 125 of the Internal Revenue Code makes it possible for the board of education to identify voluntary benefits, as a part of a salary reduction plan. Any benefits identified in the board's salary reduction plan will not be subject to state and federal income tax or social security tax. All employees will be eligible for this option and items will be restricted from changing participation status during the plan year unless there was a change in status or other qualifying event as recognized by the IRS.

Identified benefits for salary reduction are:

1. Employee paid health, dental, and vision insurance
2. Cancer insurance
3. Dependent care reimbursement
4. Medical expense reimbursement
5. Medical GAP Insurance
6. Voluntary tax-sheltered annuities 403(b) of the Internal Revenue code
7. Cancer insurance (new applicant with pre-existing conditions)

Dependent care and medical expense reimbursement will be administered by a third party administrator selected by the Fringe Benefit Committee. The participant (employee) will pay the monthly administration fee if such fee is established by the third party administrator.

Benefits Not Included in Section 125 or Paid by the District (See employee benefits, voluntary payroll deductions)

Classified employees may continue to purchase the following under the normal salary deduction agreement and should not be confused as a part of Section 125:

1. Life insurance
2. Salary protection insurance

Items 1, 2, and the Cancer insurance (Item 7 above) shall be restricted from changing participating status during the plan year unless there was a change in status or other qualifying event as recognized by IRS.

LEAVES AND ABSENCES

Illness Leave

All full-time personnel may be entitled to illness leave pay for personal illness or for illness in the immediate family. Immediate family is defined as the employee's spouse/partner, parent, child, brother, sister, grandparent, grandchild, or his/her spouse's/partner's above mentioned immediate family, or near relatives of the employee or the employee's spouse/partner who resides within the household of the employee. To be recognized as a partner, an "Affidavit of Domestic Partnership" must be on file with the Human Resources Department prior to requesting any benefits. Personnel assigned to two hundred (200) days or more shall be entitled to illness leave at full pay for twelve (12) days each year. Personnel assigned to fewer than two hundred (200) days shall be entitled to illness leave at full pay for ten (10) days each year. The appropriate illness days will be awarded each pay period until the annual allotment has been earned. Such leave may be allowed to accumulate each year up to a maximum not to exceed the number of assigned duty days. All part-time personnel may receive and accumulate a prorated illness leave allotment according to the individual's percent of time.

Part-time personnel may be entitled to illness leave with USD 497 on a prorated basis. If an employee has a work agreement for two (2) or more part-time jobs, the hours for those positions may be combined to determine benefits awarded.

Any employee who is ill and unable to work must notify his/her primary evaluator who will notify the appropriate central administrator or supervisor to secure substitute personnel if needed.

A doctor's certificate and/or a release to work document may be requested by the primary evaluator after an absence of three (3) consecutive duty days related to illness or injury.

There shall be no right to accrue illness leave days during a school year unless services are rendered by the employee in that year.

Employees new to the district shall accrue illness leave, but may not use the days until after the first ninety (90) calendar days of employment.

Classified employees who are absent, by designated medical providers recommendation, due to a work related injury (worker's compensation) may use accumulated illness leave or vacation the first five consecutive duty days (seven calendar days per statute). The employee may be supplemented through accumulated illness leave with an amount sufficient to pay the employee 100 percent of his/her salary from the 8th calendar day through the remainder of the absence due to a work related injury. If the employee depletes his/her accumulated illness leave, the employee will receive worker's compensation benefits only. (Worker's compensation payment will be deducted for paid days only.)

After an employee is on leave due to a work related injury for more than 21 calendar days, the employee will receive worker's compensation benefits for the first five duty days. The district will not require reimbursement for those first five days. Worker's compensation payments shall be sent to the employee. Reference: Worker Compensation Policy (EBAA Board Policy)

Illness Leave Pool

1. Offer to Contribute: Any employee may contribute a minimum of one (1) illness leave day to his/her respective pool. Any day(s) so contributed will be deducted from that employee’s illness leave accumulation. A day is defined as each individual employee’s number of daily hours.

Days contributed by an employee become a permanent part of the pool and will not be refunded to that employee.

Each employee who wishes to offer a contribution to the pool will complete a form for that purpose. Completed form must be submitted to the payroll department by October 31.

A drawing held on the first working day immediately following October 31 will be made to determine whose days will be allocated to the pool. The following person(s) or his/her designee will participate in the drawing:

Families	Designee	Maximum Number of Contributed Hours
Administrative Services – Library Media/Secretarial/ Bookkeepers/ Information Technology/ Instructional Services/ Health Office Assistants	Division Director of Human Resources Appointed Representative	320
Facilities & Operations – Custodial	Director of Facilities & Operations Appointed Representative	240
Facilities & Operations – Maintenance/Duplicating/ Warehouse	Director of Facilities & Operations Appointed Representative	240
Food Service	Director of Food Service Appointed Representative	200

Any days remaining in the pool at the end of the school year will be carried over to the next school year. Contributions will be added until the limit for the pool is reached for that school year.

Employees who have completed the forms but whose names were not drawn will be notified.

2. Application: Any employee who has volunteered to contribute to the pool and is not receiving worker’s compensation benefits is eligible to make an application for illness leave from the pool after all accumulated illness leave and accrued vacation is depleted. Classified personnel must have offered to contribute to be eligible to apply. Such offer to contribute will maintain the employee’s eligibility until the pool is depleted. In order to continue to be eligible to draw from the pool, the employee must offer to contribute again to the pool. Such application must be for the days during that school year and for the days from the pool that corresponding school year. Days may not be used from illness leave pool for absences related to maternity/paternity leave unless such absence is verified in writing by the employee’s physician as medically necessary for the employee.

Application must be made on the district form provided for that purpose.

Any employee making application for illness leave days from the pool must be hospitalized and/or under the care of a medical doctor, osteopath, chiropractor or dentist. The signature of the doctor is required on the application form or a statement from same is recommending that the employee continue to be absent from work due to the condition of his/her health. Such statement, if used, should be attached to the application. Illness leave pool days may not be used for maternity/paternity leave unless the employee has related medical complications as verified in writing by the employee's physician.

An employee will be eligible for days from the illness leave pool at the following rate: Two (2) days for each year of service to a maximum of ten (10) days (in hours) will be allowed for one year.

The Division Director of Human Resources has the authority to approve a lesser/greater number of days depending on the individual cases. In no case shall the approved days exceed a maximum of ten (10) days per year.

Approval of applications will be made by the Division Director of Human Resources.

Written notification of approval or other disposition of the application will be made to the applicant and the payroll department for application to the employee's illness leave accumulation.

All record keeping regarding the pool will be done by the payroll department.

Individuals receiving illness leave days from the pool are not obligated to "pay back" those days to the pool. It is the intent that such days are not loaned but are granted to the individual.

The contribution and application forms are available from the payroll department.

Business Leave

Each employee may take up to five (5) duty days of leave with pay each year for business matters which require the employee's absence during assigned work hours. Employees who have completed their fifth full year with the district (except those employees who can accrue vacation days) will be eligible for an additional five (5) contract days for a total of ten (10) contract days to be used as business/emergency leave. Leave taken shall be deducted from an employee's accumulated illness leave. Except in emergency situations, the employee will give written notice (see sample leave request form in Appendix) to the immediate supervisor at least two (2) duty days in advance that he/she is taking leave.

Taking business leave on the day before and/or the day after a holiday is discouraged. Requests to use a business leave in such a case must be submitted in writing by the employee to the administrative supervisor or building administrator who will have complete discretion in approving or denying such a request. If approved, this business day will be deducted from the employee's accumulated illness leave.

Maternity/Paternity Leave

A classified employee whose performance of duty is interrupted by reason of pregnancy or pregnancy of spouse/partner may apply for, and on application shall receive, the benefits of Maternity/Paternity Leave. To be recognized as a partner, an “Affidavit of Domestic Partnership” must be on file with the Human Resources Department prior to requesting any benefits. Such leave shall be for the purpose of postnatal care, birth of a child or the adoption of a child. All maternity/paternity leave must be used within one (1) year of the birth or adoption of a child.

The employee shall submit a letter informing the primary evaluator of the pregnancy as soon as possible. A conference involving the employee and the primary evaluator shall be called by the primary evaluator and a decision shall be reached concerning the employees’ absence and a tentative separation date. The employee is responsible for contacting the Human Resources and/or Fringe Benefits office prior to the absence regarding the details of the leave.

If the employee *qualifies* for FMLA leave, Maternity/Paternity Leave will be managed under FMLA guidelines (see related article – Family Medical Leave).

If an employee *does not qualify* for FMLA leave, Maternity/Paternity leave will be managed as follows:

The number of paid and unpaid days shall not exceed the total of forty (40) duty days during the year. The employee will be required to use any applicable paid leave (including sick, vacation, etc.) before unpaid leave is taken (see related article – Unpaid Leave).

If an extension is medically necessary, as verified in writing by the employees physician, and the employee has the necessary amount of illness leave, absences will be regarded as illness leave. If accumulated illness leave has been exhausted, the employee will automatically be placed on extended absence for personal or disability leave (see related article – Extended Absence for Personal Illness or Disability Leave) and be subject to the provision thereof.

Bereavement

An employee shall be granted leave for funerals or memorial services of immediate family. Absence due to death in the immediate family may be paid in full not to exceed three (3) days for each occurrence for the purpose of attending the family member’s funeral. A maximum of twelve (12) At-Will days may be used within the contract year. Immediate family shall be considered to mean spouse/partner, parent, step-parent, child, step-child, sibling, son/daughter-in-law, grandparent, grandchild, or his/her spouse’s/partner’s above mentioned immediate family, or near relatives of the employee or employee’s spouse/partner who reside within the household of the employee. To be recognized as a partner, an “Affidavit of Domestic Partnership” must be on file with the Human Resources Department prior to requesting any benefits. The employee will notify his/her immediate supervisor of the need to be absent for bereavement leave.

Additional bereavement leave for extenuating circumstances may be applied for to the Division Director. Any additional days for each occurrence may be chargeable to illness

leave. If circumstances require bereavement leave be used on non-consecutive days, such use is permissible with prior approval from the Division Director of Human Resources.

When death occurs to other than the immediate family, an employee attending such a funeral will be allowed the option of using business leave or unpaid leave. Family member for whom leave was requested must be noted on leave request form and/or timesheet.

Court Appearance

Any classified employee required by subpoena, or requested to attend court proceeding regarding a school related matter, who is not a party to that proceeding, shall have no deduction of either pay or personal/business leave. The employee must make written application accompanied by a copy of the court subpoena to his/her immediate supervisor for submission to the Division Director of Human Resources. Persons who appear in court for personal matters such as divorce, business related issues, misdemeanor or felony charges are not eligible for this leave. Extenuating circumstances may be submitted to the Division Director of Human Resources for consideration.

Political Activities (GAHB, GCRK Board Policy)

An employee who is elected or appointed to a public office which restricts the employee's ability to complete (employment) obligations shall be required to take unpaid leave for a period of time determined by the board. If leave arrangements cannot be made the employee may be terminated.

An employee holding a public office, which in the judgment of the board is less than full-time, shall request business or unpaid leave from the Division Director of Human at least 48 hours in advance of being absent.

An employee who is unable to fulfill their at will agreement in order to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue.

Jury Duty

The board shall grant the employee the time necessary for jury duty. This time shall not be subtracted from any authorized leave allotment. The staff member shall receive his/her regular rate of pay for that day. The employee shall provide a copy of the jury summons to his/her supervisor for submission to the Division Director of Human Resources.

Family and Medical Leave (GARI Board Policy)

Unpaid leave may also be granted for family or medical leave to employees who have been with the district for at least one year and have worked at least 1250 hours during the previous 12 months. Unpaid days may be used for the birth or adoption of a child, or the care of a seriously ill child, spouse/partner, or parent. To be recognized as a partner, an "Affidavit of Domestic Partnership" must be on file with the Human Resources Department prior to requesting any benefits. The number of paid and unpaid days shall not exceed a total sixty (60) duty days during a 12 month period. The fringe benefits shall continue under the same terms and conditions during the family or medical leave. The employee shall have the right

to return to his/her previous or an equivalent position with no loss of benefits. Intermittent or reduced unpaid leave to care for a newborn or newly adopted baby can be taken only if the district and the professional employee agree to the arrangement. If it is medically necessary to take intermittent or reduced unpaid leave, such leave shall be granted based upon the physician's recommendation. This leave will be applied concurrently with any applicable paid or unpaid leave available to the employee.

Military Leave (GARID Board Policy)

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work. (See professional employees' agreement.) Reemployment rights extend to persons who have been absent from work because of "service in the uniformed services." The uniformed services consist of the following military branches:

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

"Service" in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service. An employee may be absent from work for an examination to determine a person's fitness for any of the types of duty listed below:

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

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) year limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individual's service.

The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing

military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual remained actively employed. All pensions that are a reward for length of service are protected.

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

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

Accrued vacation or annual leave may be used (but is not required) while performing military duty. The individual's time frame for returning to work is based upon the time spent on military duty.

If the time spent on military duty is less than 31 days, the individual must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period.

If the time spent on military duty is more than 30 days but less than 181 days, the individual must apply in writing for reemployment within 14 days of release from service.

If the time spent on military duty is more than 180 days, the individual must apply in writing within 90 days of release from service.

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

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

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

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

Kansas law also requires reemployment if an individual is called to active duty by the state.

In cases where an individual is drafted or volunteers his/her services in the United States Armed Forces, a leave of absence will be granted in accordance with the requirements of existing state and federal legislation at the time. Except for periods of short term training (i.e. less than one month), the employee may elect to be paid (during military service leave) using his or her accrued leave, which accumulated prior to the commencement of the military leave. Payments for accumulated illness leave will not exceed the number of military service leave days.

Extended Absence for Personal Illness or Disability Leave

An employee who is unable to work because of the employee's personal illness or disability for a period of time in excess of paid illness leave may apply for a leave of absence without pay for the duration of such illness or disability, but not to extend beyond (1) year from the date of being unable to work because of the illness or disability (the date of disability). To the extent the leave qualifies for Family and Medical Leave (FMLA Leave) the leave will be considered Family and Medical Leave governed by the rights relating to such leave. Leave beyond that required under the District's Family and Medical Leave Plan will only be granted at the discretion of the Division Director of Human Resources based upon his or her evaluation of the nature of the illness or disability, the staffing requirements of the District, and other employment related circumstances subject to any applicable requirements of FMLA. If such a leave is granted between April 15 and June 10, the leave may apply to the current year and to the next year, if requested and approved. This leave must commence when other paid leave expires. All such applications for leave must be accompanied by a statement from a licensed physician who attests to the inability of the employee to continue his/her duties. The district will retain the right to obtain additional information about how the illness relates to the employee's inability to perform his/her responsibilities, including requesting a second opinion for a physician of the district's choice. If the district exercises its right to obtain a second opinion, all medical costs associated with the second opinion will be responsibility of the district.

An employee who is deemed permanently disabled by KPERS and/or Social Security will automatically terminate from the district.

Fringe Benefits

If the employee qualifies for FMLA leave, Extended Illness Leave will be managed under FMLA guidelines (see related article – Family Medical Leave).

If the employee does not qualify for FMLA leave, or FMLA leave has expired, Extended Illness Leave will be managed as follows:

Benefits offered by the board, will cease on the last day of the month during which FMLA Leave or paid leave expired. The employee will be able to continue their insurance through COBRA effective the first of the month following termination of board paid benefits. An employee may continue their insurance through the district, after COBRA has been expired, only if the employee qualifies under K.S.A. 12-5040.

Reinstatement

An individual will be declared eligible for re-employment when he/she submits written notice from a physician, which indicates that the employee is able to resume his/her duties. The district retains rights for a second opinion from a physician of its choosing under the

same conditions set forth in requesting extended illness leave. If the leave is for a period less than or equal to sixty (60) calendar days or FMLA leave, an individual will be guaranteed to be returned to the same or equivalent position upon returning to Lawrence Public Schools. If the extended leave is for more than sixty (60) calendar days, no guarantee can be made as to the exact nature of the assignment or placement, or that a vacancy will occur during the year of the employee's eligibility for return. If a vacancy does occur, the board of education will have discharged its responsibility under this agreement by offering the employee a position after the employee has been declared eligible for reemployment. The employee shall retain his/her wage, accumulated illness leave, and coverage under the retirement system of the Lawrence Public Schools. After paid leave has expired, no additional benefits in these areas shall be gained during a leave of absence.

It is understood the Lawrence Public Schools will terminate an employee who is not performing services or not on leave.

Temporary Unpaid Leave

Temporary unpaid leave from duty, for less than ten (10) consecutive duty days, may be authorized by the primary evaluator and shall not be for the purpose of any other leave. Extended leave beyond ten (10) consecutive duty days must be approved by the Division Director of Human Resources. Unpaid leave shall not include fringe benefits if the absence is beyond thirty (30) calendar days. After the thirtieth (30) calendar day absence, the benefits offered by the board will cease on the last day of the current month. The employee will be able to continue their insurance through COBRA effective the first of the month following termination of board paid benefits. An employee may continue their insurance through the district, after COBRA has been expired, only if the employee qualified under K.S.A. 12-5040. Authorization for such leave shall be for an occasional situation. This leave is not available for employees moving out of or leaving the district.

Inclement Weather Day

In the event of an inclement weather day, employees may use a personal/business day, if available, for a lost duty day that would not be made up at a later date. Twelve-month employees (250 duty days or more) are expected to work on all inclement weather days. If a twelve-month employee does not work, the absence should be reported as an unpaid day or the employee may elect to use a personal/business or vacation day.

COMPENSATION

Holidays (GCRI Board Policy)

All classified employees (except seasonal & temporary) who are four (4) hours per day and/or a minimum of twenty (20) hours per week shall receive regular pay (no overtime) for board-approved holidays that fall within the employees' assigned duty days. Persons who work less than four (4) hours per day and/or a minimum of 20 hours/week will not be paid for holidays. The Board of Education recognizes the following holidays:

July 5, 2010	December 24, 2010
September 6, 2010	December 31, 2010
November 25, 2010	January 17, 2011
November 26, 2010	March 25, 2011
December 23, 2010	May 30, 2011

Holiday Pay:

Employees who work twenty (20) hours or more per week are eligible for holiday pay. If the employee is not working 5 days a week, the total hours per week are divided by five (5) to determine how many hours they will receive for holiday pay.

Example: Employee's work agreement is for 6 hours per day, 4 days per week

$$6 * 4 = 24 / 5 = 4.8 \text{ hours per day.}$$

This employee will be paid 4.8 hours holiday pay.

Vacation (GCRH Board Policy)

Vacation accrual is available only to 12-month employees (250 duty days or more).

Classified employees will be given vacation at the rate of .4 of a day per pay period. The first allocation is made with the first check. There are 26 pay periods per year providing a total of 10.4 days of vacation per year. After five years, allocation shall be .6 of a day per pay period for a total of 15.6 days per year. After ten years the allocation shall be .7 of a day per pay period for a total of 18.2 days per year. Vacation time is cumulative to 1.5 times the maximum days allowed.

Part-time hourly personnel must be half (1/2) time (four or more hours per day), or a minimum of 20 hours per week to qualify for paid vacation.

Earned vacation may be taken with the approval of the primary evaluator and the appropriate supervisor and submitted to the building administrator. No substitute personnel shall be secured for employees who are on vacation without prior approval from the administrator responsible for securing substitutes.

Employees new to the district may accrue vacation, but may not use those days until after the first ninety (90) calendar days of employment.

Wage and Salary

As required by current law, all employees must sign a loyalty oath to be eligible for a paycheck. Payment of wage and/or salary will be made to the designated direct deposit account and/or a Pay Card (prepaid debit card).

Student Aides

High school student trainees may be employed on a part-time basis. Appropriate salary compensation shall be determined by the Division Director of Human Resources.

Salaries for Classified Personnel

Salaries for classified personnel shall be determined by the job classification and/ or category and the adopted salary schedule.

1. Compensation for Hourly Personnel (GCA Board Policy)

Payment of Salaries

Salaries of classified personnel are to be paid every two (2) weeks. When a payday falls on a holiday, the employee's earnings shall be deposited on the day prior to the scheduled payroll date.

2. Compensation for Classified Salaried Personnel

Payment of Salaries

Classified personnel who are paid on a monthly basis will be paid on the 20th of the month. When a payday falls on a holiday, the employee's earnings shall be deposited on the day prior to the scheduled payroll date.

3. Overtime Payment/Compensatory Time for Hourly and Salaried Employees Not Exempt
Work Schedules

Work schedules shall be established by the employee's primary evaluator.

Overtime Pay

Pay for **actual time worked** in excess of forty (40) hours a week shall be paid at one and one-half (1½) times the regular rate and shall be approved in advance by the appropriate supervisor and/or administrator.

Compensatory time in lieu of overtime pay may be taken at one and one-half (1½) per overtime hour worked provided it is approved. No more than 240 hours of compensatory time may be accumulated, and the employee may be required to use the compensatory time within the year in which it was earned.

Exception to Overtime Rule: When a non-worked holiday falls in the pay period, an hourly employee may be paid overtime even though the actual time worked does not exceed forty (40) hours in the pay period with prior approval from the appropriate supervisor and/or administrator.

Excess Hours (hours in excess of at-will agreement) Paid or Accrued

Any "at-will" employee who incurs excess hours will be paid at the straight time rate. In the alternative, the employee may be allowed to accrue compensatory time at the straight time rate.

4. Other Compensation

Compensation for Accumulated Illness Leave

Staff absenteeism poses difficult problems for effective school administration. The following has been developed to deter employee absenteeism and to reward those persons who accumulate unused illness leave during their years of service.

Individuals covered by this agreement, resigning or retiring during the school year, shall be reimbursed at the rate of twenty-five dollars (\$25.00) per day for all unused and accumulated illness leave, provided they have at least twenty (20) years of service in the Lawrence Public Schools. In the case of the death or permanent disability of a person who has at least twenty (20) years of service and is at least 60 years of age, the person or his/her estate shall be reimbursed at the rate of twenty-five dollars (\$25.00) per day.

Personnel who have served in the district for at least ten (10) years but less than twenty (20) years would receive ten dollars (\$10.00) per day for all unused and accumulated illness leave should they retire or resign.

Personnel who have served in the district for at least five (5) years but less than ten (10) years would receive five dollars (\$5.00) per day for all unused and accumulated illness leave should they retire or resign.

In case of death, the above applicable amount will be reimbursed to the beneficiary, as designated under KPERS.

Listed below is the pro rata reimbursement schedules used for persons less than full-time:

<u>Work Agreement Daily Hours</u>	<u>% Factor</u>
7 ½ to 8	1.000
6 ½ to 7	0.875
5 ½ to 6	0.750
4 ½ to 5	0.625
3 ½ to 4	0.500
2 ½ to 3	0.375

5. Fair Labor Standards Act Pay Deductions Policy

Nonexempt Employees

Nonexempt employees will be paid only for actual hours worked unless they receive benefits under the company's paid time-off, vacation, sickness, disability, or other leave policies.

Exempt Employees

Exempt employees are paid on a salary basis and, in general, must be paid their full salary for any week in which they perform work. Their pay may be reduced only in the following circumstances:

1. Employees who are absent for at least a full day because of sickness or disability will not be paid for that day unless they have accrued benefits under the company's paid time-off, vacation, sickness, or disability policy. Their pay will not be reduced if they are absent for less than a full day because of sickness or disability.
2. Employees who take leave under the Family and Medical Leave Act will not be paid for that time unless they have accrued benefits under the company's paid time-off, vacation, sickness, or disability policy. Their pay will be reduced by the hours missed even if it is less than a full day.
3. Employees who are absent from work for at least a full day for personal reasons other than sickness or disability will not be paid for that day. If any employee is absent for less than a full day for personal reasons, his or her pay will not be reduced.
4. If an employee violates a safety rule of major significance, his or her pay may be reduced in an amount to be determined by the company as a penalty for that violation.

5. Employees may be suspended without pay for other types of workplace misconduct, but only in full-day increments. Their pay will be reduced in an amount that is proportionate to the number of days suspended.
6. Employees who work less than 40 hours during their first or last week of employment will be paid a proportionate part of their full salary for the time actually worked.

Improper Deductions from Pay

Lawrence Public Schools will reimburse any exempt employee whose pay is reduced in violation of this policy. Where an employee finds that his/her pay has been improperly reduced, the employee should notify his/her supervisor and/or the Division Director of Human Resources. Should Lawrence Public Schools find that a mistake has been made, Lawrence Public Schools will reimburse the employee for the improper pay reduction in the employee's subsequent paycheck.

REIMBURSEMENT/TRAVEL

Travel Expenses (GAN/GCA Board Policy)

The board will provide reimbursement for expenses (excluding alcoholic beverages) incurred in travel related to the duties of the district's employees when approved in advance by the superintendent or designee. The mode of travel will be decided based on, but not limited to these factors: the availability of transportation, distance and number of persons traveling together.

The board shall set amounts that may be reimbursed for some categories of expense, for example, allowances for meals. Meal reimbursement is in effect only for overnight stays away from home. For the authorized use of a personal car, including approved travel between buildings, employees shall be reimbursed at a mileage rate established by the board.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals not reimbursed as a meal allowance and other expenses for which receipts are ordinarily available.

PAYROLL DEDUCTIONS

Voluntary Payroll Deductions (GAOF Board Policy)

On written authorization from the employee at the appropriate time, the Board shall deduct from the salary of the employee and make appropriate remittance for:

1. Salary Protection - Premium based salary.
2. Cancer Insurance – (1st time enrollment for previously employed personnel with pre-existing conditions).
3. Savings Accounts
4. Life Insurance option
 - Group term life insurance
 - Dependent life option
5. United Way of Douglas County

6. Lawrence Schools Foundation
7. Annuities - Employees may establish annuities with an eligible company in accordance with Federal and State regulations and the provisions of this policy. An insurance company will be considered eligible if that company:
 - a. Meets Federal and State regulations
 - b. New companies participating in the program must have minimum of five (5) participants
 - c. Companies currently participating in the program may remain in the program until participation reaches zero, then that company must meet the new company requirement of five (5) participants to again participate
 - d. Has on file a Hold Harmless letter with the district.

Employees may establish or change an annuity during one of four (4) enrollment periods. Information must be submitted no later than August 20, November 20, February 20 or May 20 to become effective for the following benefit period. (September – November; December – February; March – May and June – August). An annuity may be terminated at any time. All changes must be received in writing by the Payroll Department before deadline dates.

The board shall deduct the sum authorized by the employee each month. The payments shall be remitted to the annuity company no later than five (5) days after the last classified payroll of each month, providing the billing from the annuity company has been received by the district.

District Hold Harmless Clause:

Classified personnel shall assert no claim against the district, its board of education and members thereof, or district employees and agents, for any act or omission relating to this policy and the implementation of the provisions of this policy.

KPERS/Social Security

The Board of Education makes available to its qualified classified staff members the benefits of two retirement programs -The Federal Insurance Contribution Act (Social Security) and Kansas Public Employees Retirement System Plan. Participation in both plans is mandatory of all qualified employees.

Workers Compensation (EBAA Board Policy)

The district shall participate in workers compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay per day.

All employees of the district shall be covered by workers compensation. Workers compensation coverage shall be provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the district.

The workers compensation plan shall provide coverage for medical expenses and wages for those employees who qualify to the extent required by statutes. An employee using sick leave, or other available leave, in combination with workers compensation shall be charged for one full or partial day of sick leave, as provided for in the sick leave policy for each day of absence until the employee's sick leave is exhausted.

Any employee who is unable to work and drawing workers compensation shall be required to provide the superintendent with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers compensation shall be restricted as provided by current statute.

Choice of Physician - The board has the right to choose a designated health care provider to provide medical assistance to any employee who suffers an injury while performing their job.

Workers Compensation per Illness Leave Policy

Classified employees who are absent, by designated medical providers recommendation, due to a work related injury (worker's compensation) may use accumulated illness leave or vacation the first five consecutive duty days (seven calendar days per statute). The employee may be supplemented through accumulated illness leave with an amount sufficient to pay the employee 100 percent of his/her salary from the 8th calendar day through the remainder of the absence due to a work related injury. If the employee depletes his/her accumulated illness leave, the employee will receive worker's compensation benefits only. (Worker's compensation payment will be deducted for paid days only.)

After an employee is on leave due to a work related injury for more than 21 calendar days, the employee will receive worker's compensation benefits for the first five duty days. The district will not require reimbursement for those first five days. Worker's compensation payments shall be sent to the employee. Reference: Worker Compensation Policy (EBAA Board Policy)

Workers Compensation and Disability Benefits (GAOE Board Policy)

Whenever an employee is absent from work due to a work-related injury as ordered by the district's designated health care provider for workers compensation, the employee shall use available paid sick leave to supplement workers compensation temporary total disability payments.

In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until

1. Available paid sick leave benefits are exhausted;
2. The employee returns to work with a certificate to return to work from the health care provider, or
3. Employment is terminated whichever occurs first. Sick leave shall be deducted on a prorata amount equal to the percentage of salary paid by the district.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify.

Retirement

For information regarding retirement, contact the KPERS representative in the Payroll Department.

Non-Elective Employer Paid Contributions

I. Post Employment Contributions

Employees hired on or before July 1, 2007, will be eligible for Post Employment Contributions. Post Employment Contributions will not apply to any employee newly hired on or after July 2, 2007.

The Board of Education provides a Post Employment Contributions plan in order to facilitate the voluntary retirement of employees of the school district who may find it necessary or desirable to retire from employment with the district prior to retirement age as provided pursuant to 42 U.S.C. § 416 (l)(I) of the Social Security Act. Any eligible employee may elect to take Post Employment Contributions under the terms and conditions set forth in this policy. Post Employment Contributions are entirely voluntary and at the discretion of an eligible employee.

Eligibility - Any employee is eligible for Post Employment Contributions if such employee (a) is currently a full-time or part-time employee of the school district, (b) has fifteen (15) years or more of full-time or full-time equivalency employment service with the school district, (c) has twenty (20) years or more of service credit recognized by Kansas Public Employees Retirement System (KPERS), and (d) must have reached his/her fifty-seventh (57th) birthday on or by September 1, in the year in which she/he retires, and have not reached retirement age as provided pursuant to 42 U.S.C. § 416 (l)(I) of the Social Security Act on or by August 31, in the year which she/he retires. Any employee is also eligible for Post Employment Contributions if such employee's combined age and years of service credit in KPERS totals eighty-five (85) "points" and such employee meets the above (a) and (b) requirements. Eligibility for Post Employment Contributions shall be determined by the KPERS designee (Payroll Department). Any employee applying for Post Employment Contributions shall have the responsibility to provide all facts and information necessary to prove eligibility for Post Employment Contributions and to verify benefits to be paid.

Application - Any employee may apply for Post Employment Contributions by giving written notice to the Department of Human Resources. Such written notice shall be submitted on or before the March 1st preceding the anticipated retirement date and shall include the following information if known:

- a) a statement of the applicant's desire to take Post Employment Contributions,
- b) the anticipated date of retirement,
- c) the applicant's birthday and age on the date of retirement,
- d) the current mailing address and telephone number of the applicant,
- e) the number of years the applicant has been employed by the school district,
- f) the total number of years of service credit recognized by KPERS,
- g) applicant's current annual salary, and
- h) whether the applicant desires to continue participation in the school district's health insurance program to retirement age as provided pursuant to 42 U.S.C. § 416 (l)(I) of the Social Security Act.

Exceptions to Such Policy – Extenuating circumstances which might result in an employee requesting Post Employment Contributions after the March 1 date will be evaluated jointly on a case by case basis by the LEA executive board and superintendent.

Following final action on any application for Post Employment Contributions, the Payroll Department shall notify the applicant, in writing by April 15, of the amount of annual Post Employment Contributions benefits to be paid.

Post Employment Contributions Benefits - The annual Post Employment Contributions benefit for full-time or part-time employees who meet all the eligibility requirements shall be a sum of money equal to the product of (a) the number of years' service credit recognized by KPERS for such employee; multiplied by (b) the largest base salary received by the

employee as a result of employment with the school district during any one (1) of five (5) immediately preceding school years (July 1 through June 30), multiplied by (c) a factor of .006.

Terms and Conditions - The following terms and conditions shall apply to the school district's Post Employment Contributions plan:

- (a) the annual Post Employment Contributions benefit shall be payable by the school district in a lump sum in January each year, not to exceed five consecutive years; the lump sum annual payment will be contributed by the district in an Employer Funded 403(b) Plan established for the retiree with the District. The Plan and assets in the Plan will be subject to IRC Section 403(b) and regulations thereunder. The retiree may choose to leave the assets in the account and withdraw them at a later date or choose to withdraw the assets from the account immediately after the account is established, all subject to the provisions of IRC 403(b) and regulations thereunder.
- (b) an employee taking Post Employment Contributions shall have the option to continue participation in the school district's health insurance program. The District shall provide the same health insurance program benefit provided to current employees (or the prorated amount determined by the employee's full time equivalency at the time of retirement) not to exceed a maximum of seven (7) years or until Medicare eligibility is met, whichever comes first. If the employee is participating in family coverage, family members must meet eligibility requirements as set forth in the plan document. Family members who become eligible for Medicare prior to the retirees' Medicare eligibility will be subject to Medicare regulations. Medicare eligible participants (spouse/partner or dependent) will be transferred to a single policy. Deduction for the Medicare eligible spouse/partner or dependent will be equal to the computed MER rate (Medicare Exclusion Rider). In the event that an employee has been employed at less than full-time due to health reasons, the employee may submit documentation from a physician supporting the need for part-time employment in order to qualify for a single membership paid by the district instead of the prorated amount. The district shall retain the right to request a second opinion from a physician of the district's choice. The cost of a second opinion shall be borne by the district. In order to receive the fully paid single membership, the employee must not have been part-time for more than three consecutive years immediately prior to early retirement.
- (c) the option for the retired employee to participate in the district's health insurance program shall automatically terminate at retirement age as provided pursuant to 42 U.S.C. § 416 (l)(I) of the Social Security Act or until Medicare eligibility is met subject to any right provided pursuant to COBRA,
- (d) any employee who takes Post Employment Contributions shall have the responsibility to keep the school district informed of his/her current mailing address and telephone number,
- (e) any person receiving Post Employment Contributions may apply for re-employment in the district. If the person is re-employed by the district in a contracted position, he/she must give up the Post Employment Contribution benefits. No employee will receive more than a total of five (5) years of Post Employment Contribution benefits.
- (f) if death should occur to the recipient during this agreement, the Board of Education will honor said agreement for that fiscal year only. If compensation has not been paid at the time of death, said compensation shall be paid for that one year to the beneficiary as designated under the Kansas Public Employees Retirement System.
- (g) No Post Employment Contributions will be paid prior to the employee's retirement under the Kansas Public Employees Retirement System.

II. Non-Elective Contributions

A Non-Elective Employer Contributory Employer Paid Deferred Benefit Account 403(b) will be established for each classified employee employed at least half time in USD 497. This account will be separate from any employee paid deferred benefit account, and no employee contributions, via salary reduction or otherwise, shall be allowed into the account. The following terms and conditions apply:

1. The district will contribute \$40 per month (\$480 annually) into each full time district employee Employer Paid Account. Classified employees employed on a less than half time basis during a contract year are not eligible to receive contributions into his/her Employer Paid Account. Contributions will be prorated for employees who work less than full time in a classified position.

Hours	Contribution
7.5 to 8.0	\$40
6.5 to 7.4	\$35
5.5 to 6.4	\$30
4.5 to 5.4	\$25
4.0 to 4.4	\$20
3.9 or less	\$00

2. A classified employee’s ownership interest in his or her Employer Paid Account shall vest in yearly increments. A classified employee will receive one year of vesting credit for each contract year completed, starting with the 2008-09 contract year, in which the classified employee is employed at least half time with the district. The following vesting schedule will be used to determine the classified employee’s ownership interest in the funds in the account:

Vesting Schedule:

Year 1.....	0%
Year 2.....	20%
Year 3.....	40%
Year 4.....	60%
Year 5.....	80%
Year 6.....	100%

An employee continuously employed with USD 497 since the 2008-2009 contract year who retires pursuant to KPERS before the 2014-2015 contract will be fully vested in his/her Employer Paid Account. A classified employee shall have access to the vested portion of his/her Employer Paid Account upon separation from service with USD 497. In the event that such classified employee returns to a classified position within USD 497 at a future date, the previous years of service will be allowed toward placement on the vesting schedule.

3. Employees will have options of investing in various investment tracks within the 403(b) Plan Document established by the employer. Employees not yet in their 7th year of the plan will be limited to investment options approved by Fringe Benefits Committee.

4. Employer paid contributions for district employees who do not make investment elections by September 1 will be placed in an investment track selected each year by the Fringe Benefits Committee, who will review the investment options annually and make changes as necessary.
5. Contributions will be invested in an Employer Contributory 403(b) Plan, established for the employee with an approved vendor. Assets in the Plan will be subject to the regulations and limits under IRC Sections 403(b) and 415. The employee is subject to management charges to maintain the 403(b) plan.
6. Withdrawals from the account upon separation from service may be considered taxable income. Qualified rollover options may allow a participant to defer taxation until a later date.
7. Upon the death of a classified employee, the Designated Beneficiaries of the employee (as determined pursuant to the custodial agreement or related documents) will be entitled to the total vested amount in the employee's Employer Paid Account.
8. Each participant in this plan is strongly encouraged to review the 403 (b) Plan Document. The Plan Document will determine the specific management of the accounts covered by this provision. The purpose of the Plan Document is to ensure compliance with all relevant codes and statutes.
9. If the classified employee receives post employment benefits under Section I of this article, any funds in classified employee's Employer Paid Account will be used to offset the Board's liability pursuant to Section I.

WORK SCHEDULES

Definitions

1. The classified personnel of the Lawrence Public Schools may include all Administrative Services, Facilities and Operations, Information Technology, Food Service, Instructional Services, and Classified Supervisors.
2. A full-time classified employee works eight (8) hours per day (40 hours/week).
3. A part-time classified employee is one who works less than full-time or less than eight (8) hours per day. Only for employer paid fringe benefits, an employee is considered full time if he/she works 7.5 hours per day (37.5 hours a week).
4. A half-time classified employee works four (4) hours per day (20 hours/week).
5. Overtime hours are those hours worked in excess of forty (40) hours **worked** per week.
6. A temporary position may be full-time or part-time and is a non-recurring position. Such a person assumes a substitute or temporary replacement position for another employee. Employees in this category are not eligible for board-paid fringe benefits, illness leave, or holiday pay. Temporary employees are employees-at-will and employment may be terminated at any time, with or without cause.
7. A seasonal position is one of less than six (6) months continuous duration, which may recur on a regular time cycle. This includes summer paint and grounds personnel and student aides. Employees in this category are not eligible for board-paid fringe benefits, illness leave, or holiday pay. Seasonal employees are employees-at-will and employment may be terminated at any time, with or without cause.

8. Introductory period: the first 90 days of employment shall be an introductory period, allowing for training and adjustment to the district.

Electronic Time Clock System (ETCS)

- All Lawrence Public Schools hourly employees are expected to electronically record their actual hours worked in the Electronic Time Clock System using any district Cisco phone.

Hours of Employment

- All classified personnel will work the number of days and hours per day as listed on the employee's at-will agreement.
- Employees are assigned specific starting and ending times and may perform absolutely no work outside this schedule (i.e., no excess or overtime) unless specifically authorized by the immediate supervisor. Any deviation from the assigned starting/ending time must be approved by the Supervisor. All excess or overtime hours must be pre-approved by the Supervisor.
- If the employee prefers to take compensatory time he/she must notify his/her Supervisor prior to working beyond their regular work schedule.
- Employees shall not clock in or out for another employee. This will lead to disciplinary action for both employees that could result in suspension or termination. (This practice constitutes fraud that may result in criminal prosecution.)
- Unless otherwise authorized by the Supervisor, full-time hourly employees shall take a 30 minute duty free lunch break away from their work station. Employees must clock out when they begin the lunch break and clock in when they end the lunch break. Those employees who are required to work during the lunch break shall be compensated, therefore, will not clock out during this time.
- Employees should review and ensure all time reported is accurate. Report any discrepancies to the Supervisor. It is recommended that the employee periodically review the time and attendance records throughout the work week. Any questions regarding the accuracy of compensation should be directed to the Payroll Department.

End of Pay Period

On the Monday following the end of each pay period, the employee must approve the hours for the pay period. This may be completed by either a school district phone or on the school district website.

Using the Cisco phone—

1. Select **Services** and then **Time Clock**
2. Key in your Employee ID and Pin
3. **Log in**
4. Select **Details**
5. Select **Pay Period Details**
6. Select the correct Pay Period
7. Review the hours worked and then select **Back**
8. If the hours are correct, Select **Pay Period Approval** and then proceed with the approval process
9. If the hours are NOT correct, contact your Time Clock Supervisor to make the necessary correction(s)
10. After the correction(s) have been made, review the hours, and approve.

Using USD 497 website, www.usd497.org

1. Select **Staff**
2. Select **Employee Login** and login
3. Select **Old Employee Site**
4. Select **Time Clock** (upper left hand corner)
5. Select **Pay Period Approval**
6. Click on the correct pay period
7. Select Position and review the hours
8. If the hours are correct, approve
9. If the hours are NOT correct, contact your Time Clock Supervisor to make the correction(s)
11. After the correction(s) have been made, review the hours, and approve

All corrections to the time clock system must be completed by 4:30 pm on Tuesday following the end of the pay period. Any corrections to be made once the time clock deadline has passed must be submitted on a paper time sheet to your supervisor. The following information needs to be included: Time In, Time Out, Hours Worked , and Leave (if applicable). The supervisor will retain this paper time sheet for his/her file.

Custodial: Full-time custodians hired prior to May 1, 1993, shall work forty-five (45) hours per week during the year. (Custodians hired prior to May 1, 1993, who transfer to an existing position, will be subject to the hours of the existing position.) If the position is an eight (8) hour position the employee's transfer will be subject to the eight (8) hours unless it is a district requested transfer. If the position is currently a nine (9) hour position, it will be available for nine (9) hours to those prior to May 1, 1993, and currently receiving overtime hours. Custodial staff hired after May 1, 1993, will work forty (40) hours per week. Overtime is subject to budget considerations.

Attendance Required (GCA Board Policy)

Regular attendance is required of all employees except when they are on allowed leave. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

Absences – without Notice

In the occasion that you are unable to work as scheduled, you must notify your immediate supervisor as soon as possible. Departments have specific minimum call-in requirements based on operational needs. Failure to report to work on a scheduled work day without contacting your supervisor will assume that you have resigned/abandoned your position, and the Human Resources Department may officially activate your employment separation from the district.

Absences – Requesting and Reporting Time Off

In the event of an absence from work, the employee is expected to complete the Classified Employee Leave Request Form. The absence form shall be submitted to the Supervisor prior to the absence or immediately upon the employees return to work. After receiving the form, the Supervisor will enter the absence into the Electronic Time Clock System. This form needs to accompany the time sheet to Payroll.

CONDUCT

Drug Free Workplace (GAOA Board Policy)

Maintaining a drug free work place is important for establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited on district property or at school-sponsored activities.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary actions that may be taken under board policies.

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

Employees shall not unlawfully manufacture, distribute, sell, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include suspension, placement on probationary status, or other disciplinary action including termination. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Drug Free Schools (GAOB Board Policy)

Employees shall not unlawfully manufacture, sell, distribute, dispense, possess, or use alcoholic beverages, illegal drugs, or controlled substances on district property or at any school activity. Further, employees shall not be under the influence of alcohol, illegal drugs, or non-prescribed controlled substances on district property or at any student school activity, whether or not consumed on school property or at a student school activity. This policy is intended to meet the requirements of the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

As a condition of continued employment in the district, all employees shall abide by the terms of this policy. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy shall be subject to any of the following sanctions:

- Required participation in a drug and/or alcohol evaluation, testing, education, treatment, counseling, or rehabilitation program, the cost to be borne by the employee, with the district entitled to copies of all evaluation and progress reports;
- Short term suspension with pay;
- Short term suspension without pay;
- Long term suspension without pay;

- Termination from employment

A variety of drug and alcohol counseling and rehabilitation programs are available in the area for employees of the district. A list of available programs along with names and addresses of contact persons for the program is on file with the clerk of the board as well as the district fringe benefit office. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

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 that is provided for in district policies or the professional employees' agreement. This policy is not intended to change any right, duty or responsibility in the current professional employees' agreement.

Use of Tobacco Products in School Buildings (GAOC Board Policy)

The use of tobacco products in any form is prohibited on any district premises or at school sponsored activities except in designated areas at non-student attendance centers. This is in compliance with Lawrence City Code, Article 8, 9-904—Prohibition of Smoking in Places of Employment.

Staff-Student Relations (GAF Board Policy)

Staff members shall maintain professional relationships with students that are conducive to an effective educational environment. Staff members shall not have inappropriate interaction of a sexual nature with any student at any time regardless of the student's age or status. (See IKCA)

Maintaining Control in the School Environment (GAO Board Policy)

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

Confidentiality of Student Information

Confidential student information, whether written or oral, shall be handled in a confidential manner. Actions which violate the privacy rights of students could result in disciplinary actions being taken against the employee, including termination.

Confidentiality of Personnel Information

Confidential personnel information, whether written or oral, shall be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of personnel, could result in disciplinary actions being taken against the employee, including termination.

Harassment (GAAC Board Policy)

The district is committed to maintaining a working and learning environment free from discriminatory harassment.

Harassment against any individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability, in the admission or access to, or

treatment or employment in the district's programs and activities is prohibited by federal statutes and district policy. The District Compliance Coordinator, 110 McDonald Dr., Lawrence, KS 66044-1063, 785-832-5000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Any employee who engages in discriminatory harassing conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of discriminatory harassment may result in corrective or disciplinary action against the complainant.

Harassment on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity shall not be tolerated in the school district. The Board of Education is committed to providing a positive and productive learning and working environment, free from discrimination, including harassment, on the basis of race, color, religion, sex, age, national origin, disability, sexual orientation or gender identity. Harassment of employees of the district by board members, administrators, certified or other employees, students, vendors, volunteers and any others having business with the school district is strictly prohibited.

All forms of discriminatory harassment are prohibited at district facilities, district premises and nondistrict property if at any district sponsored, district approved or district related activity, programs or events, or where the employee is engaged in district business whether or not the harassment occurs on district property.

It shall further be a violation for any employee to discourage an employee from filing a complaint, or to fail when directed to investigate or to refer to the District Compliance Coordinator, any complaint lodged under the provisions of this policy.

Harassment is conduct which:

- affords an employee different treatment, solely on the basis of race, color, national origin, religion, disability, sex, sexual orientation or gender identity in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school; and
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile environment; or
- is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an employee's work performance or employment opportunities.

Harassment may result from verbal or physical conduct or written graphic material.

Sexual Harassment

Sexual harassment shall not be tolerated in the school district. The Board of Education is committed to providing a positive and productive working environment, free from discrimination on the basis of sex, including sexual harassment.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination.

All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, events, or when an employee is engaged in district business whether or not the harassment occurs on school property.

Sexual harassment of employees of the district by board members, administrators, certified or other employees, students, vendors, volunteers and any others having business with the school district is strictly prohibited.

It shall also be a violation for any employee or student to discourage an employee from filing a complaint, or for any employee to fail to refer for investigation, any complaint lodged under the provisions of this policy.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to:

- verbal harassment or abuse;
- unwelcome advances or pressure for sexual activity;
- the request for sexual favors;
- repeated remarks to a person, with sexual or demeaning implication;
- unwelcome touching;
- suggesting or demanding sexual involvement;
- implied or explicit threats concerning an employee's job status or performance;
- other inappropriate oral, written or physical conduct of a sexual nature.

Sexual harassment occurs when these acts are committed by an employee to a student, or to another employee when:

- submission to or rejection of such conduct explicitly or implicitly has the effect of interfering with a student's performance or ability to participate in or benefit from the services, activities, or programs of school; or
- submission to or rejection of such conduct by an individual is made explicitly or implicitly a term or condition of the individual's employment or used as the basis for other employment decisions affecting that individual; or
- such conduct has the purpose or effect of interfering with an individual's academic or job performance or creating an intimidating, hostile or offensive academic or working environment.

Reporting of Harassment

The district encourages all victims of harassment and persons with knowledge of such harassment to report the harassment immediately to the District Compliance Coordinator. Complaints against the Superintendent should be addressed to the Board of Education. (See JGEC)

Complaints of discriminatory harassment will be resolved using the district's discrimination complaint procedures. (See KN) Any employee who engages in discriminatory harassing conduct shall be subject to disciplinary action, up to and including termination. False or

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

The District Compliance Coordinator or his/her designee will promptly investigate all complaints of harassment and take prompt corrective action to end the harassment.

Any employee who believes he or she has been subject to harassment should report the alleged harassment to the District Compliance Coordinator. The District Compliance Coordinator or his/her designee shall discuss the complaint with the employee to determine the appropriate action. If the action is not satisfactory to the employee, the employee may initiate a formal complaint under the district's discrimination complaint procedure. (See KN).

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes harassment under the definition outlined above. Unacceptable employee conduct may or may not constitute harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute harassment may be grounds for discipline. Any employee who engages in discriminating conduct shall be subject to disciplinary action, up to and including termination.

Any employee who witnesses an act of harassment shall report the incident to the District Compliance Coordinator. Employees who fail to report complaints or incidents of harassment to the District Compliance Coordinator may face disciplinary action. Administrators who fail to take appropriate corrective action in response to complaints of harassment may also face disciplinary action.

When a complaint contains evidence of criminal activity or child abuse, the District Compliance Coordinator shall report such conduct to the appropriate law enforcement or SRS authorities. (See GAAD)

To the extent reasonably possible confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation and to take appropriate corrective action.

The filing of a complaint or otherwise reporting discrimination or harassment shall not reflect upon the employee's status. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a discrimination or harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including expulsion for a student or termination of employment for an employee.

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

A copy of this policy shall be available at each district facility, and a summary of this policy shall be included in employee handbooks.

Gifts (GAJ Board Policy)

The giving of gifts between students and staff members is discouraged.

A gift is defined as any donation, present or endowment in the form of cash, merchandise, service or personal favor. Unless approved by the principal, staff members are discouraged from giving gifts to any student or class of students when the gifts arise out of a school situation, class or school sponsored activity.

Staff members are prohibited from receiving gifts of substantial value from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school.

Solicitations (GAI Board Policy) (See KDC)

All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor.

The board discourages all solicitations during regular school hours and at school-sponsored activities. This rule applies to those activities, promotions and sales originating outside the school.

Agents, solicitors and salespersons shall not be permitted to take the time of employees or students from educational activities. The students and faculty of the district shall not promote commercial or private financial interests, either through direct sales or through promotion of competitive goods or services. Exceptions may be made as outlined below.

Materials and projects submitted for consideration as exceptions under this rule must be made in writing to the superintendent. Requests will be considered in light of the proposal's direct contribution to the educational values in the school. Consideration shall be given to the potential for creating unreasonable additional work for staff members.

The superintendent shall report any individuals or organizations that violate the policy on solicitations to the board. Violators may be denied further access to school premises by board action.

Personal Appearance (GAM Board Policy)

Appropriate dress and personal appearance is essential for all district employees.

Conflict of Interest (GAG Board Policy)

District employees are prohibited from engaging in any activity that may conflict with or detract from the effective performance of the duties. No employee shall attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee. No school employee shall enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. (K.S.A. 75-4304)

Non-School Employment (GCRF Board Policy)

Classified employees shall not engage in outside employment that interferes with their duties. Classified employees shall not be excused during their regularly assigned time schedule to perform outside employment.

Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement.

Suspension (GCK Board Policy)

The superintendent shall have the authority to suspend classified employees with or without pay. All employee suspensions will be reported to the board.

Suspension Reasons Defined

The superintendent of the schools may suspend and subsequently discharge an employee for incompetence, neglect of duty, unprofessional conduct, insubordination, physical or mental incapacity, or other conduct which substantially interferes with continued performance of duties. In case of suspension, an employee may, during the term of suspension, continue to receive regular compensation and such other benefits as his/her work agreement indicates. Such suspension shall be reported to the board.

Termination

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

Corrective Action Procedure

The District generally will follow a plan of progressive corrective action steps in an effort to enable an employee to correct job performance problems and retain employment. (See *Corrective Action Form* in Appendix.)

Generally, a supervisor will initiate corrective action procedures which can progress from one step to the next when a specific infraction is repeated or an employee fails to change a specific job behavior after having received a verbal or written warning concerning this behavior. **In some cases the seriousness of the job performance concern may warrant disciplinary action, up to and including termination without following all the steps of this procedure.** In the event the job performance concern is thought to warrant termination from employment, the department director will consult with the Division Director of Human Resources before action is taken. All corrective action is documented and placed in the individual's personnel file.

First Level Warning—Verbal

The first level warning is used as a method of informing an employee of a violation of District rules/regulations or other work-related problems. Generally, the first level warning occurs after an employee has received counseling from the supervisor related to the problem behavior. The purpose of issuing the first level warning is to help the employee change the job behavior

Second Level Warning—Written

The second level warning is used when a work-related violation or performance problem is repeated, or a similar violation or performance problem occurs after the first level warning has been issued, or a violation or performance problem of a more serious nature has occurred and action more severe than a first level warning is warranted

Termination

If prior disciplinary action does not result in the employee correcting his/her behavior, or if the nature of the violation is so serious that a first or second level warning would not be appropriate, then the employee is subject to termination

DISTRICT PROCEDURES

Assignment and Transfer (GACE Board Policy)

The board reserves the right to assign, reassign and transfer all employees.

Board Policy

Employees shall follow and be familiar with all policies and regulations established by the board of education. Board Policies can be accessed at www.usd497.org on the Internet.

Complaints (GAE Board Policy)

Any employee may file a complaint with their supervisor concerning a school rule, policy or decision that affects the employee. The complaint shall be in writing, filed within 10 duty days, but not to exceed 20 calendar days, following the event complained of, and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within 10 duty days, but not to exceed 20 calendar days, of the receipt of the complaint. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Discrimination Complaints (GAAB Board Policy)

(The following serves as annual notification to employees regarding the board's policy on non-discrimination.)

Any incident of prohibited discrimination or harassment (see GAAC) in any form shall promptly be reported to the District Compliance Coordinator for investigation and corrective action.

Discrimination against any individual on the basis of race, color, religion, sex, age, national origin, sexual orientation, gender identity, or disability, in the admission or access to, or treatment or employment in the district's programs and activities is prohibited by federal statutes and district policy. The District Compliance Coordinator of Lawrence Public Schools, 110 McDonald Dr., Lawrence, KS 66044-1063, 785-832-5000 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of prohibited discrimination or harassment should be addressed to the District Compliance Coordinator. Complaints against the Superintendent should be addressed to the Board of Education.

Complaints of prohibited discrimination or harassment will be resolved using the district's discrimination complaint procedures. (See KN)

Any employee who engages in prohibited discriminatory conduct shall be subject to disciplinary action, up to and including termination. False or malicious complaints of harassment may result in corrective or disciplinary action against the complainant.

The district's non-discrimination statement shall be included in the Annual Notices section of the district newsletter which is published in the local newspaper at the beginning of each school year.

Classified Employee Evaluations (GCI Board Policy)

All classified employees shall be evaluated at least once a year. Evaluation documents shall be maintained on file in the Human Resources Department.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be given a copy of their written evaluation and shall have the opportunity to comment on it.

Job Descriptions (GACB Board Policy)

The superintendent or designee shall develop a job description for each category of employee. Job descriptions shall be filed with the Human Resource Department.

Employment Status

All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at anytime.

Material Distribution (KI Board Policy)

The superintendent reserves the right to refuse distribution of any material by outside individuals or groups to the students of the district in accordance with the rules adopted by the board. No student shall be coerced to participate in the distribution of any non-school materials in the schools.

Political Campaign Materials (KI Board Policy)

In order to further citizenship training, the board encourages responsible use of political materials when related to district approved curriculum. Each building principal shall comply with district rules governing the use and distribution of political campaign materials in the school building during election campaigns in order to afford opportunity for all viewpoints to be considered.

Special Interest Materials (KI Board Policy)

The district shall establish rules and regulations governing the distribution of special interest materials in the building. No mailing lists of students or employees of the district shall be given to individuals, organizations or vendors for the purpose of distributing materials.

Advertising in the Schools (KI Board Policy)

No advertising for commercial purposes shall be permitted in the school buildings or on the grounds of the district without prior approval of the board. (See JHCA)

Orientation

All new classified employees shall receive a district orientation from Human Resource Department.

Personal Property

The district is not responsible for employees' personal property and does not provide insurance on employees' personal property. If an employee's personal property is broken, damaged or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Use of Personal Vehicle

With prior approval of administration, classified employees may use their private vehicle to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled and reason for business and signature of the employee and administrative supervisor or building principal with the district business office. Reimbursement shall be made following board approval.

Students in the Lawrence Public Schools should be transported in district vehicles. District employees are discouraged from transporting students in personal vehicles. All staff that transport students in their own private vehicle shall fill out the Board Policy Reference EDDA each school year.

Weapons

Employees are prohibited from carrying weapons on school property or at school-sponsored events.

Interrogation and Investigation of Students (JCAC Board Policy)

Interrogation of students shall be conducted in accordance with the board policies.

Searches of Students and Property (JCAB, JCABB Board Policy)

If a classified staff member believes there is a need to search a student or property, he/she shall contact the principal.

Searches of students or property shall be conducted in accordance with the rules approved by the board.

Principals are authorized to search property if there is reasonable suspicion that district policies, rules or directives are being violated. In addition all lockers shall be subject to random searches without prior notice or reasonable suspicion. All searches by the principal shall be carried out in the presence of another adult witness.

Resignation

Classified employees may resign from their jobs in accordance with the employment agreement and board policies. The employee should submit a letter of resignation to his/her supervisor stating the effective date and reason for leaving. The District prefers a two-week

notice of resignation. The supervisor will meet with the employee regarding exit procedures.

Employee Development Opportunities (GAD Board Policy)

All plans for self-improvement involving expenditure of district funds, or which require time away from the employee's assigned responsibilities shall be approved in advance by the Superintendent or designee.

Personnel Records (GAK Board Policy)

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an administrator. All records and files maintained by the district shall be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Request for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the records custodian who shall respond to the request as the law allows.

Upon receipt of a written request district officials may provide information regarding past and present employees to prospective employers in compliance with current law.

Information that may be provided will include:

- employment date(s);
- job description and duties while in the district's employ;
- last salary or wage;
- wage history;
- whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of that employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access. (K.S.A. 44-119a)

Address Changes

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

Keys

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

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

Keys must be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building.

Staff Security Badges (Board Policy Reference: GACC)

A security badge shall be issued to each employee at the time of initial employment. Badges shall be worn when the employee is on duty, and shall be displayed on an outer garment or on a lanyard. If an employee comes to work without the permanent badge, a temporary badge may be obtained from the building administrator or immediate supervisor. A temporary badge must be returned at the end of that day. The loss of a permanent badge shall be immediately reported to Human Resources which will issue a replacement badge.

Cost of a Security Badge

Upon initial employment:	No charge/cost to the employee
First replacement:	No charge/cost to the employee
Second replacement:	\$15 charge/cost to the employee

Badges remain the property of USD #497 and shall be returned to Human Resources at the time of suspension, resignation, retirement or termination.

Failure to wear the badge as required may subject the employee to disciplinary procedures as specified in employee handbooks or the negotiated agreement, as applicable.

MEET AND CONFER

Procedures

Classified personnel shall be represented as a meet and confer committee for the purpose of establishing communication with district administrators and the board of education. The committee shall consist of a representative from the following families:

1. Administrative Services – Secretaries / Bookkeepers
2. Administrative Services – Library Media
3. Information Technology
4. Instructional Services/ Health Office Assistants
5. Facilities and Operations – Custodial
6. Facilities and Operations – Maintenance
7. Facilities and Operations – Duplicating, Warehouse, Security
8. Food Services

Each committee member will assume the responsibility of conveying the concerns/suggestions of the representative groups and communicating the proceedings and issues to the Division Director of Human Resources. This group will meet approximately three times per year.

Persons interested in serving on this committee should fill out an application by September 15 and submit it to the director of personnel. One employee from each of the groups

mentioned above will be selected to serve on the district's classified meet and confer team. Applications are available through LPS net or the Human Resources office. As part of this process, the Division Director of Human Resources will meet periodically throughout the year with random classified employees from the families mentioned above for the purpose of receiving feedback on work related issues.

REPORTS

Accidents

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

If the person requires medical treatment, the employee shall:

- a. send for medical help;
- b. make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- c. notify the principal or supervisor.

If an employee present is qualified to administer first aid that may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the school nurse.

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

The employee must keep copies of all doctor's orders and provide a file copy to the district central office. The employee must inform the doctor or hospital that he/she is covered by the district worker's compensation plan.

Child Abuse (GAAD Board Policy)

Reporting

Any district employee who has reason to know or suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the Kansas Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

The employee making the report shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. The district employee shall notify the principal that a report has been made. The principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal may confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

If available, the following information shall be given by the person making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of a child shall be conducted by a school administrator or his/her designee in an appropriate manner with a second adult witness present. When possible, either the interviewer or the witness shall be of the same gender as the child.

State law provides that anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

SRS Access to Students on School Premises (See JCAC)

The principal shall allow a student to be interviewed by SRS or law enforcement representatives at an appropriate location on school premises and shall act to protect the student's interests during the interview.

Cooperation between School and Agencies

Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property should not be in uniform.

Vandalism/Protection (EBCA Board Policy)

School personnel required to lock or otherwise secure any files, records, safes or similar compartments at the close of each school day.

All school personnel shall report any vandalism to their immediate supervisor. (See EBC). In the event of vandalism, the board may offer a reward as provided by law. (KSA 38-120, KSA 12 167a).

HEALTH and SAFETY

Asbestos

An asbestos management plan has been developed for the district. A copy of the management plan is available from the building administrator or the Director of Special Operations, Safety and Transportation.

Bloodborne Pathogens (GARA Board Policy)

(The following may serve as the required annual notification to employees regarding the board policy on bloodborne pathogens.)

Bloodborne Pathogen Blood Control

The board will adopt a bloodborne pathogen exposure control plan which conforms with current regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan.

The district has developed a plan to meet safety standards related to bloodborne pathogens. The plan shall provide for the Hepatitis B vaccine to be available to an employee who has not been vaccinated but is exposed through a school related incident within 24 hours, unless the process is waived by the employee.

The supervision of the program, staff development, and training shall be managed by the facilitator of health services and the district's nursing staff. A copy of the Exposure Control Plan shall be available in each of the school health offices and the district human resource department.

Infectious or Contagious Diseases (GAR Board Policy)

Infectious or contagious disease means any disease designated by the secretary of health and environment as an infectious or contagious disease. (KSA 65-128)

Whenever an employee has been diagnosed by a physician as having an infectious or contagious disease as defined in current state regulation, the employee shall report the diagnosis and nature of the disease to his/her supervisor. An employee having an infectious or contagious disease shall be placed on leave for the duration of the contagiousness as deemed necessary by qualified medical authority in order to protect the health and wellness of other district employees and students.

The employee shall be allowed to return to duty:

- upon recovery from the illness;
- when the employee is no longer contagious as authorized in a written statement by the employee's medical provider; or
- when the employee's condition is determined to be non-threatening to the health and wellness of others in the work setting including employees and students.

All of the above are subject to a written authorization by the employee's medical provider. The board reserves the right to require a second opinion.

No information regarding employees with an infectious or contagious disease shall be disclosed by district personnel without the employee's consent except to comply with state or federal statutes.

Health Exams

All employees who come into regular contact with students shall complete health examinations as required by law.

As a condition to entering employment, new employees to the district are required to complete a physical examination at the time of employment with the district. The employee must present a district-approved form completed by a district designated health care professional, to the office of Human Resources which states “ that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils; and that freedom from tuberculosis has been established. If at any time there is a reasonable

cause to believe any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.” (K.S.A. 72-5213)

The Board of Education reserves the right to require medical exams when the physical or mental health of any employee, in the opinion of administration, affects the performance of the employee’s ability to fulfill and perform the obligations of employment and to abide by and implement the policies and rules of the board. Such exams shall be at the Board’s expense. The Board shall have the right to select the physician and determine the nature of the examination. The Board’s representative shall receive a report as to the professional employee’s fitness for duty. Human Resources shall provide the professional employee a copy of the fitness for duty report.

Medications, Administering (JGFGB Board Policy)

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

Hazardous Waste (EBBA Board Policy)

When hazardous waste material is produced in a class, or otherwise located in the district, it shall be disposed of in accordance with state and federal rules and regulations, or current law.

Hazardous Waste Notification

If an employee discovers waste material which is, or may be hazardous, he/she should notify his/her supervisor immediately, according to the building crisis plan.

Pest Control

The district periodically contracts the application of pesticides inside buildings. Information regarding the application of pesticides is available from the Division Director of Operations & Facilities Planning.

Evacuations and Emergencies (EBBD Board Policy)

If an emergency interferes with the normal conduct of school affairs, the superintendent may direct that students be dismissed from school. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board.

A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

School shall not be dismissed early because of an emergency when the safety of students and teachers is better served by having them remain at school.

During an emergency period when there is insufficient warning time, the administration shall keep all students under school jurisdiction and supervision. The staff shall remain on duty to supervise students during this time. Parents may come to school and pick up their children. Students shall be released according to board policy for release of students during the school day. (See JBH)

Planning for Emergencies (EBBD Board Policy)

If an emergency interferes with the normal conduct of school affairs, the superintendent may direct that students be dismissed from school. A plan for emergency dismissal of students during the school day shall be developed by the superintendent and approved by the board. A copy shall be filed with the clerk and procedures for dismissal shall be given to parents and students at the beginning of each school year.

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Crisis Plan

See building administrator for site specific information regarding the building crisis plan.

School-Closing Announcements

When the superintendent believes the safety of students is threatened by severe weather or other circumstances, parents and students shall be notified of school closings or cancellations by announcements made over radio/TV station(s), KLWN 1320 AM, KLZR 105.9 FM, and KANU 91.5 FM. The district also notifies Topeka television channels 13, 27 and 49. Kansas City Area Emergency School Communications System also broadcasts Lawrence Public School closings. The school district's website at www.usd497.org and public information channel 26 also carry the announcement.

Safety Practices

All employees shall engage in safe lifting, climbing and carrying practices. Employees shall ask for assistance when needed. Failure to comply with district safety practices and procedures will result in disciplinary action up to and including termination of employment.

Reporting Crimes at School to Law Enforcement (EBC Board Policy)

Any district employee who knows or has reason to believe any of the following has occurred at school, on school property or at a school-sponsored activity shall immediately report this information to local enforcement: an act which may constitute the commission of a felony or misdemeanor; or an act which involves the possession, use or disposal of explosives, firearms or other weapons as defined in current law. The building administrator must also be notified.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles or other district equipment at the close of each work day and other appropriate times.

EQUIPMENT AND SUPPLIES

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only.

Telephone/Cell Phone Use

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

Use of District Computers (IIBG Board Policy)

Computer systems are for educational and professional use only. All information created by staff and students shall be subject to unannounced monitoring by district administrators. The district retains the right to impose any student disciplinary measures that may include expulsion and to impose upon any employee disciplinary measures that may include termination for a violation of this policy.

Installation (IIBG Board Policy)

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator shall verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Software installed on district computers must comply with copyright laws. (See ECH) License agreements and proof of purchase (copy or original) must be filed in the district technology office.

Hardware (IIBG Board Policy)

Staff shall not install unapproved hardware or connect it to district computers, or make changes to software settings that support district hardware.

Audits (IIBG Board Policy)

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

E-mail/Privacy Rights (IIBG Board Policy)

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

Any e-mail, computer application, or information in district computers or computer systems may be subject to monitoring without notice by the administration and/or school staff when appropriate. The district retains the right to duplicate any information created by employees in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

Internet Use-Purpose (IIBG Board Policy)

The Lawrence Public Schools provides Internet services for a limited educational purpose. The term “educational purpose” includes use of the system for classroom activities, professional or career development, and limited research. Employee use of the system is governed by this policy and related district rules.

Responsibilities (IIBG Board Policy)

The Superintendent shall oversee the district system. District staff may develop regulations including a student disciplinary code. Those regulations and agreements are to be published annually in each student and staff handbook.

Liability (IIBG Board Policy)

The district makes no warranties; either expressed or implied, that the computer and/or network services provided through the district system will be error-free. The district will not be responsible for any interruption of service or errors experienced by loss of or damage to data. The district will not be responsible for accuracy or quality of information obtained through the system nor for any financial obligations arising through the unauthorized use of the system. Users shall indemnify and hold the district harmless from any losses sustained as the result of intentional misuse of the system by the user.

Ownership of Employee Computer Materials (IIBG Board Policy)

All computer-generated materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the district.

Copyright and Duplicating Practices (ECH Board Policy)

The copyright laws of the United States make it illegal for anyone to duplicate copyrighted materials without permission. Severe penalties are provided for unauthorized copying of all materials covered by the act unless the copying falls within the bounds of the “fair use” doctrine.

The legal or insurance protection of the district shall not be extended to school employees who violate any provisions of the copyright laws.

Any duplication of copyrighted materials by district employees must be done with permission of the copyright holder or within the bounds of “fair use,” as set forth in board policy.

Textbooks, Technology Software, Instructional Materials and Media Centers (IF Board Policy)

District employees shall follow established copyright laws in use of all printed and other copyrighted materials. (See ECH)

FORMS AND APPENDICES

On Next Pages

**LAWRENCE PUBLIC SCHOOLS
CLASSIFIED EMPLOYEE LEAVE REQUEST**

Employee Name: _____
Please Print

Position: _____

Building: _____

Request to use:

- | | |
|-------------------------|--|
| _____ Personal Illness | _____ Jury Duty
(Copy of summons required) |
| _____ Family Illness | _____ Bereavement - Relationship
to Deceased _____ |
| _____ Personal Business | _____ Compensation Time
(Must be earned before using) |
| _____ Vacation | _____ Authorized Unpaid |
| _____ Other _____ | _____ Professional Development |
| | _____ Court Appearance
(Copy of summons required) |

Requested: Hour(s) _____ Day(s) _____

Date(s): _____

Additional Information: _____

Substitute requested: Yes Hours Needed: _____
 No

Employee Signature

Date

Please submit to the administrator in charge of securing substitute

**OFFICE USE ONLY
TO BE COMPLETED BY SUPERVISOR/BUILDING ADMINISTRATOR**

Supervisor Signature

Date Approved

Building Administrator Signature

Date Approved

**LAWRENCE PUBLIC SCHOOLS
CORRECTIVE ACTION FORM**

Employee's Name: _____

Job Title: _____ Building: _____

Hire Date: _____

TYPE OF ACTION: (Check One)

_____ Verbal Warning _____ Written Warning _____ Termination

Previous Corrective Actions (Type of Action, Offense, Date):

I. INCIDENT: Describe the situation (behavior, performance, policy violation, etc.) that occurred. Include date(s), time(s), location(s), people involved, witnesses, effects of the incident on employee's work or other employees, and other relevant circumstances or contributing factors. Please be specific in stating observable behaviors and comments whenever possible and attach additional sheet if necessary.

II. EXPECTATIONS AND TIME FRAME FOR IMPROVEMENT: What specific actions, within what time frame, are to be accomplished to improve this behavior/performance?

III. FOLLOW UP DATE REVIEW: _____

VI. CONSEQUENCES: What will happen if employee fails to meet the expectations set within the designated time frame(s)?

V. EMPLOYEE'S COMMENTS:

My supervisor has reviewed the above situation with me and my comments are as follows:

<hr/>	
Supervisor/Administrator Signature	Date
<p>I understand that my signature indicates only that this incident has been reviewed with me and does not indicate agreement with the action taken.</p>	
<hr/>	<hr/>
Employee's Signature (Not required for verbal warning)	Date



CLASSIFIED PERSONNEL EVALUATION FORM

*Press the TAB Key to move from one area to the next. To move back, press the SHIFT and TAB key.
For additional HELP completing this form, read the messages on the status bar.*

Type of	<input type="checkbox"/> End of 90 day introductory period <input type="checkbox"/> Annual Evaluation	Date: _____	School Year: 2010-11
Last Name	_____	First Name	_____ MI _____
Employee ID	_____		
Position	_____	Building	Select Location
Evaluator	_____	Building	_____
		Administrator	_____

Work Related Skills

	Commendable Performance	Above Average	Average	Needs Improvement
Job knowledge.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quality of work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Quantity of work.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Organizational skills.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Care of equipment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows directions.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows procedures.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Commitment to Position

	Commendable Performance	Above Average	Average	Needs Improvement
Abides by district rules—implements policies...	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strives for self-improvement.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Trustworthy.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dependable.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses good judgment.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Accepts constructive criticism.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Confidentiality--keeps information confidential	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Personal Qualities

	Commendable Performance	Above Average	Average	Needs Improvement
Punctual.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses time wisely.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Neat and well groomed.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gets along with other personnel.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with the public.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Relations with students.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
General attitude.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Self-motivated.....	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Evaluator's Comments on Strengths and Weaknesses:

Work Related Skills:

Commitment to Position:

Personal Qualities:

Employee's Comments

I understand that I may submit a written statement to be attached to this document to be placed in my personnel file if I disagree with evaluation.

Employee's Signature: _____ Date: _____

Evaluator's Signature: _____ Date: _____

Building Administrator: _____ Date: _____

All parties listed above must sign this evaluation.

**LAWRENCE PUBLIC SCHOOLS
COMPLAINT FORM
(CONFIDENTIAL)**

Please Print

Reference BOE Policy:
KN

Person making complaint _____ Date of Report _____
(Complainant)

Address _____ Phone # _____

Reported to _____ Position _____

Is the nature of the complaint about:

- | | |
|--|---|
| <input type="checkbox"/> sexual harassment | <input type="checkbox"/> curriculum |
| <input type="checkbox"/> personnel | <input type="checkbox"/> instructional materials |
| <input type="checkbox"/> facilities and services | <input type="checkbox"/> discrimination on the basis of _____ |

Please describe the situation and include information about:

- Who were the persons engaging in the conduct? _____
- What was the nature of the conduct? _____

- When did it occur? _____
- Where did it occur? _____
- What effect did the incident have on you? _____

Were there any witnesses to this incident? Yes No

If yes, please indicate who the witnesses were _____

Signature of complainant

Signature of person taking report

For Human Resources use only

HR office report received by _____

(Name)

Date complaint received _____

Action taken by district/school personnel:

Date of action _____

Follow-up:

Please submit completed form to Bob Arevalo, Director of Personnel, ESDC, 832-5000, ext. 1444

**ACCEPTANCE OF EMPLOYMENT TO CLASSIFIED STAFF POSITION
LAWRENCE PUBLIC SCHOOLS**

On this **«START»**, I **«FIRST» «LAST»**, hereby accept employment with the Lawrence Public Schools, USD #497 subject to the following:

POSITION: «POSITION» - «TITLE»
HOURLY RATE: «00-01» HOURS: «HOURS» DAYS: «DAYS»
START DATE: «START»

1. Compensation will be paid according to district payroll procedures for classified staff.
2. Job duties and work schedules will be as determined and assigned by the Superintendent of schools or his/her designated representative, and shall be in conformity with the policies, rules and regulations of the Board of Education and the laws of the State of Kansas.
3. The starting and ending duty dates and paid holidays for the 2010-2011 school year are enclosed with this work agreement (varies depending on positions). The number of days may vary due to inclement weather and/or extenuating circumstances.
4. **I acknowledge having access to the District’s current Classified Employee Handbook (located on website: www.usd497.org, at ESDC, and at each building). I further acknowledge that I have had the adequate opportunity to read the handbook. I understand that no statements in said handbook are intended to create a right to continuing employment, or to contract rights upon which I may rely. I also understand that said handbook may be changed or modified from time to time, and that no employee of the District has any authority to extend to me any rights beyond which are expressed in this Acceptance of Employment.**
5. I understand that as a classified employee of the District, I am an “at will” employee, which means that I can terminate my employment at any time, for any reason, or with or without cause. The District reserves the same right to terminate employment.

Employee (Signature)

Date

**ACCEPTANCE OF EMPLOYMENT TO CLASSIFIED STAFF POSITION --
NEW TO USD 497**

On this **«START»**, I **«FIRST» «LAST»**, hereby accept employment with the Lawrence Public Schools, USD #497 subject to the following:

POSITION: «POSITION» - «TITLE»
HOURLY RATE: «00-01» HOURS: «HOURS» DAYS: «DAYS»
START DATE: «START»

1. Compensation will be paid according to district payroll procedures for classified staff.
2. Job duties and work schedules will be as determined and assigned by the Superintendent of Schools or his/her designated representative, and shall be in conformity with the policies, rules and regulations of the Board of Education and the laws of the State of Kansas.
3. The starting and ending duty dates and paid holidays for the 2010-2011 school year are enclosed with this work agreement (varies depending on positions). The number of days may vary due to inclement weather and/or extenuating circumstances.

As an employee new to the district I understand the District has made a conditional offer of employment to me for the above position subject to:

- A. My submitting to a physical examination by a physician of the District's choosing and with the cost of the examination to be paid by the District;
- B. A criminal history records check to be performed by the District;
- C. A Child Abuse and Neglect Central Registry check which I hereby authorize to be conducted by the District.

I furthermore understand that I shall not be granted paid illness leave/business leave or vacation until I have completed an introductory period of 90 days. Holiday pay will be granted during the introductory period.

4. I acknowledge having access to the District's current Classified Employee Handbook (located on website: www.usd497.org, at ESDC, and at each building). I further acknowledge that I have had the adequate opportunity to read the handbook. I understand that no statements in said handbook are intended to create a right to continuing employment, or to contract rights upon which I may rely. I also understand that said handbook may be changed or modified from time to time, and that no employee of the District has any authority to extend to me any rights beyond which are expressed in this Acceptance of Employment.

5. I understand that as a classified employee of the District, I am an "at will" employee, which means that I can terminate my employment at any time, for any reason, or with or without cause. The District reserves the same right to terminate employment.

Employee (Signature)

Date

CLASSIFIED ANNUAL CONTRACT
LAWRENCE UNIFIED SCHOOL DISTRICT #497
Douglas County, Lawrence, Kansas

This agreement is entered into this day _____, by and between Unified School District #497, Douglas County, State of Kansas, hereinafter called "Board" and _____ hereinafter called "Employee."

The parties agree that the Employee is employed in the position of _____ and shall perform the duties of such position for the 2010-11 school year. The employee shall be employed at the yearly contract salary of _____ to be paid in substantially equal installments once each month commencing in _____ of the _____ school year. The employee shall report for duty on _____. The number of duty days shall be _____.

Employee acknowledges having access to the District's current Classified Employee Handbook (located on website: www.usd497.org, at ESDC, and at each building). Employee further acknowledges that s/he has had the adequate opportunity to read the handbook. Employee understands that no statements in said handbook are intended to create a right to continuing employment, or to contract rights upon which s/he may rely. Employee also understands that said handbook may be changed or modified from time to time, and that no employee of the District has any authority to extend to Employee any rights beyond which are expressed in this contract.

Employee understands that s/he is a classified employee of the District, an "at will" employee, which means that s/he can terminate employment at any time, for any reason, or with or without cause. The District reserves the same right to terminate employment.

Percent of time _____

Employee Signature

Date

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