

# CLASSIFIED

**BUS DRIVERS  
CUSTODIANS  
DIRECTORS/MANAGERS  
FOOD SERVICE  
MAINTENANCE  
PARAEDUCATORS  
SECRETARIES**

# PERSONNEL

**2011 – 2012**

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# HANDBOOK

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# 2011 - 2012

## DEFINITION OF CLASSIFIED PERSONNEL

### **Classified Personnel**

Classified personnel of Unified School District No. 407 shall include building custodians and maintenance personnel, food service personnel, bus drivers and mechanics, attendance center secretaries, central office secretaries, central office directors and managers (who are not certificated by the Kansas State Board of Education as district level or building level school administrators), and paraeducator personnel.

## DESCRIPTION OF PERSONNEL STRUCTURE

### **Building Custodians & Maintenance Personnel**

The building custodians and maintenance personnel are charged with the responsibility of keeping their assigned attendance centers spotlessly clean and sanitary with all trash, etc., picked up from the grounds as well as other assigned tasks to keep the facilities at 100%. Head custodians report directly to the building principal. Other custodians report directly to the head custodian. Building and grounds maintenance personnel report directly to the Superintendent.

### **Food Service Personnel**

Food service personnel are charged with all aspects of preparing, serving, and cleaning as related to meal preparation. Food service personnel report directly to the Director of Food Service and building principal.

### **Bus Drivers**

Bus drivers are charged with the safety of transporting students to and from approved activities. In addition, they are charged with maintaining transportation vehicles at 100%. Bus drivers report directly to the Director of Transportation.

### **Attendance Center Secretaries (Principal, Office, Nurse & Library)**

Attendance center secretaries are charged with the responsibility of maintaining attendance center records, telephone answering, meeting the public, and carrying out other tasks as assigned by the building administrator. Attendance center secretaries report directly to the building principal. Library secretaries report to the librarian and the building principal.

### **Central Office Secretaries**

Central Office secretaries are classified personnel who are assigned specific tasks (payroll, insurance data processing, fixed assets, etc.). Central Office secretaries report directly to the Superintendent.

### **Central Office Directors and Managers**

Central Office directors and managers are classified personnel who assist the Superintendent by supervising subordinates as directed by the Superintendent and the Board and by overseeing such operations as Food Service, Business Management, etc.

### **Paraeducator Personnel**

The paraeducator assists the regularly assigned classroom teacher with duties that will allow more academic engagement time by the regularly assigned teacher. The regular classroom paraeducator reports directly to the assigned teacher and building principal, Special Education Director and/or Superintendent.

## BEREAVEMENT LEAVE

Classified employees may have up to five (5) days of leave for bereavement following the death of each member of the individual employee's immediate family. Each death of an immediate family member does not automatically qualify each employee for 5 days paid leave. The employee must request bereavement leave, but may be questioned why the leave is needed. The superintendent has the final authority to approve the request in full or in part. This is to be interpreted as up to five (5) days for each death. Bereavement leave for each death does not have to be consecutive days, but must be used within one year of the date of the death.

## CELLULAR PHONES/PAGING DEVICES IN SCHOOL

Generally speaking, staff members who use electronic devices while on duty are most likely taking time and attention away from their basic responsibilities and duty to students; and the Board of Education has an inherent right to ban their use. Cellular phones and paging devices are only to be used under the following guidelines:

Certified staff, including substitute teachers, shall not use a cellular phone/paging device while on teaching duty (8:00 a.m. – 3:30 p.m., excluding planning time and duty free lunch time). Student passing time between classes is included in the time a cellular phone/paging device is not to be used because certified staff should be helping to supervise students.

Classified staff members are not to use a cellular phone/paging device at any time they are on duty.

Certified and classified staff should turn cell phones off at the times designated above. However, if the phone is kept on silent mode (not on vibrate), the cellular phone can be carried in a purse or pocket during times it is not to be used. Staff can then check for missed calls, voice mails, or text messages at times they are allowed to use the device.

### Exceptions:

- Administrators or other staff members who have been assigned a device by the administration for job-related use and/or administrators who are using personal phones for district related correspondence are exempt from this policy.
- A staff member who is serving as an active member of a volunteer firefighting organization or a volunteer emergency medical service organization may use a cell phone or personal pager for either of these purposes.
- With prior permission obtained from administration, limited use of a cellular phone/paging device to deal with family emergencies is permitted by certified or classified staff.

## COMPENSATION

### Regular Compensation

Unified School District No. 407 maintains a formal salary schedule for classified personnel. Initial placement of a classified employee on the classified salary schedule will be determined by the Superintendent based on the candidate's qualifications and experience. Salary increases, when granted, will begin July 1, of each year. Salary increases will be based upon the evaluation received, skills, growth and demands of the position.

### Health Insurance

USD 407 has established a District Health Insurance Pool. For those classified employees that elect to participate in the District Health Insurance Group, the money in the pool is divided based on the following: a full time employee receives one share of the money in the pool, a half time employee receives one-half of a share, and a part time employee is not eligible to receive any share.

Classified employees who worked for USD 407 prior to July 1, 2001, received a fringe benefit that did not relate to participation in the District Health Insurance Group. Those employees were allowed to convert that fringe to salary and retain it. However, as those employees leave the district, the money that they were allowed to retain will be moved to the District Health Insurance Pool. Therefore, anyone employed by USD 407 on or after July 1, 2001, will be eligible to participate in the District Health Insurance Group, but will not be eligible for any other money or other benefit in lieu of participation in the District Health Insurance Pool. New employees will not be eligible to participate in the District Health Insurance Pool until the annual open-enrollment period set by the district.

**Compensatory Time**

Employees who are requested or required to work more than forty (40) hours per week will be given compensatory time at a rate of 1 1/2 hours off for each overtime hour over forty hours. Under no circumstances may an employee work more than forty (40) hours a week without prior approval of the immediate supervisor and the Central Office.

**Holidays**

Holidays, as defined, will be for eight (8) hours or a proration thereof if the employee is not full time and is eligible for holiday pay compensation.

**DISTRICT ACTIVITY PASSES**

District activity passes (non transferable) will be issued to classified employees annually.

**EMPLOYMENT AT WILL**

Employment status does not grant to the employee an expectancy of continued employment. ALL CLASSIFIED EMPLOYEES ARE EMPLOYEES AT WILL. THE BOARD OF EDUCATION SHALL RETAIN THE RIGHT TO DISCHARGE EMPLOYEES AT ITS SOLE DISCRETION.

**EMPLOYMENT POLICY ON DISTRICT VACANCIES**

Each district attendance center will be notified of all district vacancies as they develop. This information is to be placed on bulletin boards for review by the total staff. Any district employee who is qualified for a position may apply, in writing, for that position.

Any classified employee employed from July 1 to December 31 will advance one (1) step on the salary schedule for the next year, if advancement is provided.

Anyone employed from January 1 through June 30 will remain on the step designated from date of employment until July 1 of the next year.

Step placement on the classified salary schedule will be determined by the superintendent based on the candidate's previous work experience as it relates to the position to be filled.

Any classified employee returning to employment in USD No. 407, who had previous employment in the school district, will receive full benefit of the steps on the salary schedule which he/she had accumulated previously – provided they are re-employed in a position with the same classification.

## **HEALTH EXAMINATIONS**

Classified employees must submit a certificate of health signed by a licensed physician on a form prescribed by the Secretary of Health and Environment. The certificate shall include a statement that there is no evidence of a medical condition that would conflict with the health, safety, or welfare of the pupils. This will include assurance that the person is free from tuberculosis, by either a chest x-ray or a negative tuberculin skin test. This test must be presented the first year of employment, except all bus drivers must undergo the physical exam once every two years during employment or at any other time deemed necessary by the school board.

Upon presentation of a signed statement that he/she is an adherent of a religious denomination whose religious teachings are opposed to physical examinations, any person to whom the provisions above apply, shall as an alternative to the certification of health required above, obtain a certification signed by a person licensed to practice medicine and surgery under the laws of any state that freedom from tuberculosis has been established. (K.S.A. 72-5213).

## **JURY DUTY**

It is the policy of the Board of Education that all classified employees will serve jury duty when required to do so. During the period of time of serving jury duty, classified employees will be paid full pay from the school district. This will apply to every day that jury duty is served on a regular work day identified with the school district. Jury duty time shall not be charged against personal or sick leave for classified employees.

## **LEAVE OF ABSENCE**

Classified employees may be granted, upon recommendation of the superintendent and the approval of the Board of Education, a leave of absence with loss of pay for an agreed upon period for the purpose of campaigning for or serving in public office. Employment status shall not be broken because of approved leave for political activity. At the classified employee's option, arrangements may be made by the Board of Education to permit the employee to continue group insurance and other benefits, if applicable, on the same basis as for any other leave of absence. Absence from work for campaigning purposes or holding office shall not be assigned as sick leave.

## **MATERNITY LEAVE**

Disability due to pregnancy shall be considered as personal illness and will be dealt with in accordance with sick leave policy. The pregnant employee will normally be able to continue employment until the employee's physician certifies that the employee should temporarily cease employment. The employee will be considered as physically able to return to work when the employee and the physician agree that the employee is able to resume her duties.

## **OTHER TEMPORARY LEAVE**

Leave of absence requested by a classified employee who has exhausted personal leave, sick leave, and/or vacation must be approved in advance by the building administrator and the superintendent. An employee may not take a day without pay, unless all of his/her personal and vacation days have been exhausted. Employees taking leave for which they do not have the appropriate leave time accumulated and for which they do not have prior approval of both the building administrator and the superintendent will be considered insubordinate and may have employment terminated.

The Board of Education may grant a classified employee an extended leave for such other reasons or purposes not expressly set forth in this agreement. Such leaves shall be upon the recommendation of the superintendent and shall

be chargeable or non-chargeable, as the Board shall determine.

**PAID VACATION**

All classified district employees on a twelve (12) month contract will be granted vacation based on the following scale:

**12 MONTH EMPLOYEES VACATION SCHEDULE**

1 Year .....	5 days
2-4 Years .....	10 days
5-11 Years .....	15 days
12-13 Years .....	16 days
14-15 Years .....	17 days
16-17 Years .....	18 days
18-19 Years .....	19 days
20 Years & beyond .....	20 days

All custodial employees on an eleven (11) month contract will be granted vacation based on the following scale: (Note: Custodians will be compensated for vacation days in July while the buildings are closed and while they are not actively on duty. Vacation days will be included in a custodian’s annual salary, which will be paid out in twelve equal installments.)

**CUSTODIAL EMPLOYEES VACATION SCHEDULE**

1Year .....	5 Days
2-10 Years .....	10 Days
11Years & Beyond .....	15 Days

New hires working less than a full contract year (July 1 - June 30) will receive a proportional share of the paid vacation days based on what month they start. An employee who uses vacation days and does not work the full contract year will have the number of used, unearned days deducted from their final paycheck.

Vacation days for 12 month employees must be used prior to **July** 1 following the year they are awarded and will not be allowed to accumulate. No substitutes will be hired to fill in for those employees who are on vacation.

Classified 12 month employees may take no more than ten (10) days of vacation consecutively. All vacation days must receive prior approval of the immediate supervisor.

**PAYMENT FOR LEGAL HOLIDAYS**

Classified personnel will be paid on the following holidays, provided their contract encompasses these dates; Labor Day, Thanksgiving, Christmas, New Year’s, Good Friday, Memorial Day, Fourth of July (Independence Day).

Anyone who is on a requested leave of absence without pay will not be paid for any observed holiday during that period.

**Note:** When school is taught on Good Friday, the following Monday will be designated paid holiday rather than Good Friday.

## **PAYROLL DEDUCTIONS**

The Board of Education, Unified School District No. 407, hereby authorizes deductions for specified purposes from the compensation pay to classified employees of this district. The deductions are as follows:

1. Health/Vision/Dental Insurance
2. Group Life Insurance
3. Salary Protection and/or Cancer Insurance
4. Tax Sheltered Annuity Plans
5. Hospital Wrap
6. Un-reimbursed Medical and/or Child Care Expenses

These deductions may be made only after written authorization is obtained from each employee in specific terms as to amount, purpose, and disposition of amounts deducted. A proper form will be provided by the Central Office to each employee for his/her examination and signature before any payroll deductions will be made.

## **PERSONAL LEAVE**

Classified employees may earn a maximum of two (2) days of leave per school year for personal business. Employees shall request permission for personal leave from their immediate supervisor who shall grant such leave unless it is not in the best interest of the school. All parties shall remember that personal leave is for personal reasons, and the reason for the leave is not to be the concern of the administration.

Personal leave will not be granted, except in emergencies, during the following times:

1. During the first and last week of school; and
2. On the day immediately before or immediately after a recognized vacation or holiday.

Requests to take personal leave must be filed with the immediate supervisor at least two (2) days in advance, except in cases of emergency. Personal leave, if unused, may be accumulated not to exceed five (5) days of personal leave.

## **PROFESSIONAL TRAVEL**

All requests for in or out-of-state professional travel of classified employees shall be presented first to that employee's immediate supervisor, then the superintendent of schools, in advance of the proposed travel for approval or disapproval. The superintendent shall have full authority to grant or deny the request so long as total district expenditures for professional travel in each fiscal year does not exceed the budget approved by the Board.

Employees will be reimbursed at the rate of \$10.00 per meal as approved by the superintendent.

## **PROMOTIONS**

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

## SEPARABILITY PAY

**DISPLACEMENT:** In recognition of service rendered and any accumulated sick leave which was unused, the following separability pay shall be paid to any qualifying classified employee following his/her displacement:

Any classified employee with five (5) or more years of service in the school district shall receive twenty percent (20%) of his/her daily rate for the current standard contract scheduled salary multiplied by his/her total number of accumulated, unused sick leave days. Such separability pay shall be subject to payroll taxes. Payment of separability pay will not apply to classified employees whose employment is terminated by the school district for cause.

**RETIREMENT:** In recognition of service rendered and any accumulated sick leave which was unused, the following separability pay shall be paid to any qualifying employee upon his/her retirement when retiring from the district and when retiring through KPERS:

Any classified employee with ten (10) or more years of experience in this school district shall receive thirty-five (35) percent of his/her daily rate for the current standard scheduled salary, multiplied by the total number of accumulated, unused sick leave days. Such separability pay shall be subject to payroll taxes.

## SICK LEAVE

Subject to the limitations herein, a classified employee will be paid full salary, based on eight (8) hours a day or prorated if less than eight (8) hours, for days absent due to personal illness or quarantine of the classified employee or the classified employee's immediate family.

Classified employees will earn sick leave at the rate of one (1) day per month or according to their position contract. Sick leave, if not used may be accumulated from year to year not to exceed nine (9) times the months of employment in the classified employment contract.

Example: Twelve (12) month secretarial position will earn twelve (12) days sick leave per year. This may be accumulated to twelve (12) times nine (9) which is equal to 108 days. A ten month secretarial position will earn ten (10) days sick leave per year which may be accumulated to ninety (90) days.

No leave may be granted until at least one (1) day after the first contract duty day. Classified employees will not receive any sick leave pay after the full use of their earned sick leave unless additional days are approved by the sick leave bank. The Board through the superintendent reserves the right to seek verification of the seriousness of the illness or injury and to determine whether paid leave is justified. An employee who uses sick days and does not work the full contract year will have the number of used, unearned days deducted from their final paycheck.

## SICK LEAVE BANK

The sick leave bank is a voluntary program for classified personnel. Upon initial employment with USD 407, a new employee who wishes to participate will donate one (1) day of his/her sick leave. A committee composed of one (1) building custodian/maintenance personnel, one (1) food service personnel, one (1) bus driver, one (1) attendance center secretary, one (1) paraeducator personnel, and the superintendent will determine the usage of the sick leave bank, appropriate reserves for the bank, and methods of rebuilding the reserves in the bank. Any participating member may request to use the sick leave bank by making application to the committee through the superintendent. In the event that the member is unable to make the request, the committee is authorized to act accordingly. Initial grants for sick leave bank days shall not exceed twenty (20) days. No sick leave bank days shall be granted until the member's sick leave and/or vacation leave is exhausted. This is not a maternity leave bank. However, sick leave will be granted for a maximum of ten (10) days for maternity purposes if needed. If more than ten (10) days are needed, the applicant and her building representative of the committee will be present at the meeting. The

superintendent shall notify the applicant on behalf of the committee regarding the action on the request.

**SUBSTITUTES FOR CLASSIFIED PERSONNEL**

Substitutes for classified personnel will not be employed unless the excused absence will be two (2) days or more in duration (exceptions: food service, custodians and bus drivers). A substitute of the immediate supervisor's choosing may be temporarily employed after consultation with the superintendent.

**WORKER'S COMPENSATION**

All classified employees shall be under the worker's compensation program governed by regulations of the State of Kansas.

All injuries must be reported within 10 working days to the immediate supervisor or the building principal, who is responsible for notifying the Central Office. Determination by the Central Office of the proper insurance coverage is essential before medical attention is administered by a physician, other than emergency care.

**GLOSSARY OF TERMS FOR CLASSIFIED PERSONNEL**

<b>Contracted Position</b>	A contracted employee is one who has been issued a written contract for terms of employment, whether it is for full-time or part-time.
<b>Full-Time Position</b>	A full-time classified employee works at least six (6) hours per day, for a minimum of nine months per year.
<b>Half-Time Position</b>	A half-time classified employee works three (3) hours or more but less than six (6) hours per day, for a minimum of nine months per year.
<b>Immediate Family</b>	Husband, wife, son, daughter, mother, father, brother, sister, daughter-in-law, son-in-law, grandparent, or grandchild, and the same for a spouse. Any dependent living in the employee's residence will also be considered immediate family.
<b>Overtime</b>	Overtime hours are those hours worked in excess of forty (40) hours per week.
<b>Part-Time Position</b>	A part-time classified employee works less than nine months per year and/or less than three hours per day.
<b>Temporary Position</b>	A temporary position may be full-time or part-time and is a non-recurring position of not more than ninety (90) days duration. This position is a substitute or temporary replacement position for another employee.
<b>Time</b>	A classified employee's time shall be calculated in relation to an eight (8) hour day.