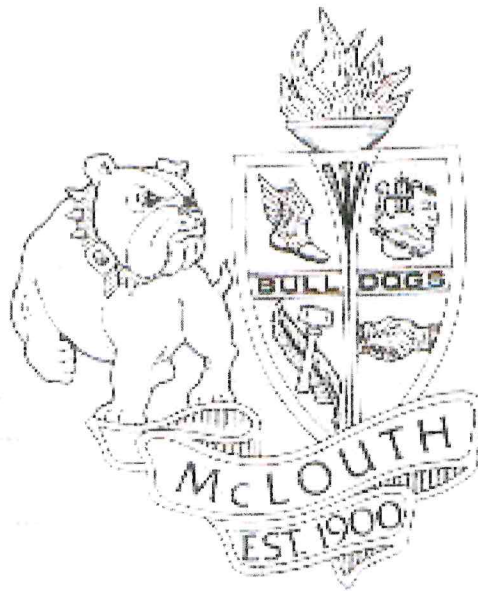


Classified Employee Handbook



McLouth Unified School District No. 342

McLouth, Kansas

Board Approved 10/13/2025

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INTRODUCTION

This handbook will provide you with information regarding the district's policies, benefits, and your responsibilities. It is not designed to provide specific practices or policies for every situation but to prevent misunderstanding by support staff about their duties and privileges. Questions concerning specific practices and policies, or how the general rules apply, should be discussed with your supervisor. Read this handbook carefully and keep it for future reference.

In no way does this handbook constitute a contract between the District and its employees, and should not be construed as such. The policies and information in this handbook may be changed or amended at any time by the Board of Education and interpretation by the Superintendent, or his/her designee upon approval of the Superintendent.

DEFINITION OF CLASSIFIED PERSONNEL

Those staff members who perform services that do not require teacher, administrator, or other licensure granted by the Kansas State Board of Education shall be considered classified personnel. The classified personnel shall include all maintenance, custodial, food service, secretarial, paraprofessional, nursing and transportation personnel.

ABSENCE REPORTING

It is the responsibility of the employee to fill out an online request for leave, in advance, for a planned absence. If an employee is sick the immediate supervisor should be contacted as soon as possible so a substitute may be found. When the employee returns to work, an employee absence report should be completed online for approval by the supervisor.

Any employee who is absent three or more consecutive days may be required to provide a doctor's permit to return to work. There may be conditions that exist that may require an employee to have a written release in order to return to work following medical treatment.

ANNUAL LEAVE

Sick Leave:

All full-time employees shall be entitled to sick leave on full pay for personal illness or for illness of spouse, child, mother, father, mother-in-law, father-in-law, brother, or sister. Personnel assigned to less than ten months regular duty shall be entitled to ten days of sick leave each school year. Personnel assigned to ten or more months of regular duty shall be entitled to twelve days of sick leave each school year. Sick leave is cumulative to sixty (60) days.

Pay for unused sick days will be paid at a rate of \$50 per day after 20 years of service with the district. Payment will be made in the event of medical disability, death, or retirement. If an employee, regardless of the employee's age, has an aggregate of twenty (20) years of employment with the district they shall qualify as meeting the retirement standard.

Family Medical Leave:

Family Medical Leave is available to all employees according to federal law. Information is available on the district's website. To request Family Medical Leave the employee should contact the District Office.

Emergency Business Leave:

Each employee may take up to four (4) days of leave with pay each year for personal matters that require the employee's absence during school hours. Leave taken shall be deducted from the employee's sick leave.

Except in emergency situations, the employee shall give at least two (2) school days' notice to the supervisor of the leave request. The employee shall state the reason for taking this leave; provided that there shall be no entitlements to personal business leave on the day before or day after any day or days designated as a holiday or holidays on the school calendar.

Bereavement Leave:

Four bereavement days per incident will be available for a spouse, son, daughter, mother, father, mother-in-law or father-in-law. Three bereavement days per incident will be available for sister, brother, grandparent, or member of the family living in the same household. If the travel time to the funeral is greater than 300 miles, then one additional day will be allowed for travel time per incident. These days are to be used for bereavement only. Bereavement leave is non-cumulative.

Vacation:

Classified employees employed for less than twelve months are not eligible for vacation leave. Twelve (12) month employees, in their first year of full-time employment, will earn one (1) vacation day for each month worked, not to exceed ten (10) days, starting after two full months of employment. For full-time employees employed for a term of twelve months, vacation will be granted in the amount of ten (10) regular duty days after a period of one year's service, fifteen (15) regular duty days after a period of five years' service, seventeen (17) regular duty days after a period of ten years' service and twenty (20) regular duty days after a period of fifteen years' service.

If, on June 30 of any year, a 12-month employee has any vacation hours remaining, the employee will be reimbursed for those hours at half of their current hourly rate.

Please schedule vacations with your supervisor as far in advance as possible.

Holidays:

All full-time (12 month) classified employees shall receive regular pay for the following holidays that fall within the employees' working year. Fourth of July, Labor Day, Thanksgiving, Christmas (2 Days), New Year's Day and Memorial Day. If a holiday is on Saturday or Sunday, the employee will be paid the day preceding or following as determined by the Superintendent of Schools.

Legal Leave:

Leave with full pay shall be granted in the following cases: jury duty in city, county, state or federal courts, for witness in a case if subpoenaed, or for the giving of a deposition as long as the case does not involve the employee's own case as a plaintiff or defendant. An employee who reports to jury duty and is dismissed, must return to work after completion of their responsibility with the court.

If the work schedule is interrupted, the amount paid for jury duty will be tendered to the Board of Education.

Professional Leave

Classified employees may be granted professional leave for the purpose of improving their skills in the position they hold with prior approval of the superintendent. Costs associated with the workshop or conference may be paid by the school district.

Other Temporary Leave:

The Board of Education may grant an extended leave for such other reasons or purposes not expressly set forth in this handbook. Such leave shall be upon the recommendation of the Superintendent. The Board of Education must approve the leave of absence.

ACCIDENTS, REPORTING OF

In the event an employee is injured on the job he/she shall inform his/her supervisor immediately. The supervisor will then be responsible for contacting the business manager, who will in turn supply the injured employee with the appropriate forms to complete.

The employee must keep copies of all doctors' orders and provide a copy to the district office for the file. The employee must inform the doctor or hospital that coverage is provided by the district worker compensation plan.

The Worker's Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

ADDRESS CHANGES

To ensure correct delivery of paychecks, all address changes must be made with the district clerk before the end of the pay period in which the change took place.

APPEARANCE

Employees' dress shall be professional, modest, neat and clean. No flip-flops will be allowed. Jeans should be professional looking and free of visible wear, i.e. holes, tears and discoloration.

Dress Code: 1. Concerns by an administrator over the appearance of an employee shall be addressed individually with the employee. 2. Rubber/foam flip-flops or shower-style shoes are not to be worn by staff at any time. 3. Leggings are permitted, provided they are worn under a dress or long tunic-style top. 4. Friday is designated as "School Spirit Day", and all staff in the district are encouraged to wear a school shirt or school colors on Friday of each week. 5. When there is no school on Friday, the last day of the school week will be designated as "School Spirit Day".

Exceptions: Any staff member who has a physical condition or health concern that may require them to modify the dress code on a regular basis should obtain approval of the building administrator by providing medical orders.

Administration may designate days when modifications to the policy may be made and/or make exceptions as needed to maintain and promote the building atmosphere. (Examples of this may include: wrestling t-shirts and jeans may be worn before a trip to state, holiday sweaters and jeans may be worn to celebrate the upcoming holidays, etc.). These additions and exceptions should serve to promote school spirit and a collegial, learning-centered atmosphere. On days when a staff member feels it necessary to dress outside of the designated dress code or when dressing outside of the policy in order to promote school spirit, advance the learning environment, or support student activities, it is to be approved by the building administrator. It is the responsibility of the building

administrator to notify staff of exceptions that apply to all staff. (This may include events or activities including field trips, spirit days, track day, Halloween, etc.)

Some staff may make permanent modifications to the policy in order to wear appropriate attire necessary to meet the requirements of their job responsibilities as approved by the building principal. Appropriate safety equipment will be worn as needed.

ASSIGNMENT AND TRANSFERS

The superintendent shall make classified personnel assignments after consideration of the personnel and positions involved.

Any employee may be transferred at any time to a new location or position at the discretion of the superintendent. The board shall be notified of the transfer.

ATTENDANCE

USD #342 expects each employee to report to work on time and to continue to work until the end of the work day. An unsatisfactory attendance report, frequent lateness, and long lunch breaks may be cause for probation. Should these unsatisfactory conditions continue, your attendance record could be reason for dismissal. Your attendance record can be a significant factor in your evaluation.

If you must be late for work, or need extra time for lunch, please clear this matter with your supervisor. Lateness sometimes cannot be avoided. Please report directly to your supervisor to explain when you arrive late. If your supervisor is not available, report to the superintendent.

CHILD ABUSE

Any district employee who suspects that a child's physical or mental health or welfare is being adversely affected by physical, psychological or sexual abuse will immediately report this fact to the local Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF is not open. It is recommended that the building administrator also be notified after the report is made.

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

CONDUCT

As a condition of employment, employees agree to follow rules and regulations, which have been adopted by the board. All personnel are expected to maintain their conduct above reproach. Fraternizing and overly friendly situations with students and staff will not be permitted. The use of inappropriate language, gestures or violence will be just cause for disciplinary action.

An atmosphere and spirit of cooperation is expected of every employee in the daily performance of the job. The employee should communicate well with the people he/she comes in contact with during the course of the employee's duties.

Insubordination will not be tolerated. Supervisors will have the responsibility for those employees they have been assigned to supervise. Supervisors' instructions should be followed at all times and any refusal shall be reason for termination.

Misconduct:

Employee misconduct is defined as willful violation of a material duty owed to the employer. Misconduct includes, but is not limited to:

- Excessive tardiness and absenteeism;
- leave without approval by the supervisor or administrator;
- dishonesty;
- insubordination and/or refusal to follow directions;
- consumption or use of drugs or alcohol during working hours; theft of school property; unapproved use of school property;
- unauthorized possession of firearms or other dangerous weapons while on school district property; possession, selling, distribution, use of or being under the influence of drugs, alcohol, or other controlled substances, unless prescribed by a physician;
- abusing school property; physical assault/battery on another employee or visitor;
- divulging confidential information;
- violation of school district rules, regulations or policies; fraud or fraudulent activities;
- disruptive conduct while on duty or school district property; any act of violence;
- deliberate destruction or defacement of school district property, facilities, or equipment;
- falsification of application or other school district documents;
- threatening other people while on the job or district property;
- loss or suspension of license or loss of any other qualification for the performance of assigned duties;
- violation of local, state and/or federal safety regulations;
- use of tobacco products is not permitted in the building or on the school grounds of USD #342

Suspension of Employees:

Misconduct on the part of the employee may result in suspension. The superintendent of schools may suspend an employee from duty for cause. Employees may be suspended and subsequently discharged for inefficiency, immorality, insubordination, or for violation of the Board regulations.

In case of suspension an employee will continue to receive regular compensation and such other benefits as his or her confirmation letter indicates. Due process shall be accorded the employee in arriving at the final disposition of the case.

CONFIDENTIALITY

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

CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity, which conflicts with or detracts from the effective performance of their duties.

Outside Employment:

No employee shall accept gainful employment in any private business or outside activity during the term of the employee's service to the district, when such employment shall detract from the effectiveness in the employee's assigned duties. If there is doubt, the individual involved shall first secure permission from the superintendent before entering such supplementary employment.

CRIMINAL BACKGROUND CHECK

Newly employed classified staff members will be subject to a criminal background check conducted by the Kansas Bureau of Investigation. Continued employment is contingent upon this records check.

CRISIS PLANS

Crisis plans are available from each office in the school and employees should be familiar with the procedures contained therein.

DISCRIMINATION COMPLAINT

Unified School District #342 has a Discrimination Complaint System through which an employee may report any situation that he/she feels is discriminatory. As with other job-related problems, he/she should first discuss the problem with his/her supervisor. If, after initial discussion(s), the problem is not resolved to his/her satisfaction, the employee may file a written discrimination complaint with the District Office.

ELECTRONIC TIME TRACKING

All classified employees will use Skyward to check in upon arriving to work. Any employee leaving an assigned location shall clock out unless on school business. Failure to clock out may result in immediate termination of employment. Upon returning from a leave, the employee will complete an online leave request for approval by their immediate supervisor. Time will automatically be calculated by the time tracking software based on a standard workweek of Sunday through Saturday.

At the end of each week, employees shall submit their time sheet and the immediate supervisor will approve time sheets to confirm they are aware of the employee's time worked and have approved any overtime represented on the sheet.

E-MAIL COMMUNICATION

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

Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive. Employees who violate district computer policies are subject to disciplinary action up to and including termination.

EMERGENCY SCHOOL CLOSINGS

The district office shall implement a distributed message system (via School Messenger) and regular school day employees will receive a recorded call about the school day's status. The following television stations will be contacted: Channels 4, 5, 9, 13, 27, and 49.

Classified employees will receive pay equal to their regularly scheduled hourly day for the first day that school is dismissed for inclement weather.

EVALUATIONS

Evaluation is a systematic process for comparing expectations with job performance. The major purpose of the evaluation is to assess job performance; however, the evaluation can have implications for salary adjustment, promotion, reassignment, effective communication, professional development and termination.

Each employee will be evaluated a minimum of one time each school year. An unsatisfactory evaluation will require additional evaluations. Both the supervisor and the classified employee will sign the evaluation form and the employee will receive a copy of the form. A copy of the evaluation will be kept with the employee's file. If satisfactory improvement is not made during a reasonable period of time, a two-week notice of termination of employment will be given in writing to the employee.

HARASSMENT

Under Title VII of the Civil Rights Act of 1964 as amended by the Equal Employment Opportunity Act of 1972, all employees have the right to work in an environment free from intimidation and harassment because of sex, race, age, religion and ethnic origin. This school district prohibits any physical, verbal or visual harassment. An employee should report any complaints to the immediate supervisor or other appropriate administrator.

HEALTH

All classified staff members (except temporary workers and substitutes) are required to furnish a statement of satisfactory health upon starting their tenure. State law requires all persons (employees or other persons under the supervision of the school district) who come in regular contact with the pupils to submit a health certificate signed by a person licensed in any state to practice medicine or surgery. The certificate, the form for which is prescribed by the Secretary of Health and Environment, must indicate that such person is free from a condition that would conflict with the health, safety or welfare of the pupils and that freedom from TB has been established by a chest X-ray or negative skin test.

The district may require employees to take medical and other examinations (including drug/alcohol screening tests) at any time; however, the district will pay for such tests.

Bus drivers must meet specific certification requirements for physical examinations and are subject to Drug and Alcohol testing.

Injuries Suffered While Traveling to and from Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment. An employee who is injured while deviating from the course of his/her employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

HEALTH INSURANCE/ SALARY DEDUCTIONS

The Board of Education will pay a fringe benefit for classified employees who meet the working hours requirement and participate in the district health insurance.

Non-12 month employees who have deductions taken from their paychecks for health insurance, life insurance, disability insurance, etc. will have hours reserved to cover deductions during the summer.

OVERTIME

District personnel who work more than 40 hours per week will be compensated for overtime. All overtime shall have prior approval of the Superintendent and be paid at the rate required by current statute.

PAY CHECKS

Staff will be paid on the 5th and 20th of each month. When payday falls on a weekend or holiday, pay will be distributed prior to that date. No paychecks will be made available prior to payday.

RECORDS ON FILE

Each employee must have the following on file with the district office before the first day of employment:

- (1) Application of employment; (2) KPERS enrollment form - if employee is eligible; (3) W-4 (and K-4) withholding certificate; (4) Loyalty oath; (5) Health form; (6) I-9 and proper identification documents; (7) District Acceptable Use Policy; and (8) Background Check Form – needed to confirm employment

RESIGNATIONS

Resignations must be given in writing to the supervisor two weeks in advance of the effective date of resignation. These two weeks are requested as a courtesy to the district in order that an appropriate replacement may be obtained. No personal or sick leave will be honored during these last two weeks, except for unusual circumstances approved by the superintendent. When a resignation is received, an exit interview will be scheduled with the employee in order to make sure all required documents are completed and any equipment (keys, tools, etc.) are returned before leaving our employment.

RETIREMENT PROVISIONS

When it is anticipated that an employee will work at least 630 hours in a calendar year, the employee will be enrolled in the Kansas Public Employees Retirement System (KPERS). This is mandatory for all qualified employees.

VACANCIES

When vacancies exist, they shall be filled in the following manner:

1. Posting of vacancy
2. Screening of applicants
3. Interviewing of selected applicants
4. Notification of results
5. Background Check
6. Recommendation of candidate to board for approval
7. Offering of contract if board approval is granted

WORK HOURS

The immediate supervisor will determine the work hours for all classified employees. No employee is to exceed these hours unless notified by the immediate supervisor and approved by the District Office.

Lunch:

Each classified employee is required to time out for a 30-minute lunch. Employees may take a ten-minute break in each half of the workday.