

**2026-2027
Osawatomie USD #367
Employee Handbook**



USD 367 Mission Statement

**The Osawatomie community is committed to excellence in our schools,
developing students who achieve their full potential as lifelong learners.**

**Osawatomie Unified School District #367
1200 Trojan Drive
Osawatomie, KS 66064**

USD #367 Notice of Discrimination

This handbook contains general information on policies, procedures, and guidelines for USD #367. This handbook is not all-inclusive and is supplemental to existing board policy and rules. Policies and benefits are subject to change. This handbook supersedes all previously issued verbal or written policy statements. It is not intended to be an expressed or implied contract between USD #367 and any employee. Nor shall these policies be deemed to create any promise or expectation of continued employment on the part of any employee. USD #367 classified and non-classified employees are employees-at-will. Any classified and non-classified employee may voluntarily leave employment at any time, and any employment may be terminated by USD #367 at any time for any reason. USD #367 is an equal opportunity employer.

USD 367 does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The district provides equal access to the Boy Scouts and other designated youth groups.

Inquiries regarding this notice, our policies, or to report a specific complaint of alleged discrimination contact:

Title IX/Section 504/Title II Coordinator
1200 Trojan Drive
Osawatomie, KS 66064
(913) 755-4172

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at <https://ocrcas.ed.gov/contact-ocr> or call 800-421-3481.

The contents of this handbook apply to all employees, except as specifically noted or stated differently in the law, BOE Policy, Teachers' Master Agreement, or written Contracts or Work Agreements.

The following codes will denote when an item applies only to a specific classification of employees:

(C) = Certified Staff (those on the USD #367 Master Agreement)

(CL) = Classified Staff

BOARD OF EDUCATION**Stewart Kasper, President**

Marsha Adams, Member
 Whitney Willey, Member
 Donnie Basore, Member
 Beth Stout Rhine, Treasurer

Amy Hall, Vice-President

Michael Taylor, Member
 DJ Needham, Member
 Kathy Harrison, Board Clerk

DISTRICT OFFICE - DIRECTORY**913-755-4172**

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Megan Storey-Kupersmith Assistant Superintendent	storey-kupersmith@usd367.org	ext. 7501
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Amanda Moon Administrative Assistant/Benefits Substitute Calling	moon@usd367.org	ext. 7505
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Dylan Schneider High School Assistant Principal/AD	dylanschneider@usd367.org	ext. 7401
Drew Needham Middle School Principal : 913-755-4155	needhamd@usd367.org	ext. 7300
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Wes Duncan Director of Technology : 913-755-2191	duncan@usd367.org	ext. 7510
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IT/Tech Support - Help Desk	helpdesk@usd367.org	ext. 7512

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PERSONNEL POLICIES

Arrangement for Substitutes (C)

Substitute teachers shall be obtained to provide for a level of instruction commensurate with the regular teacher's performance, as nearly as possible.

When a teacher is to be absent from his or her teaching duties, that teacher shall submit an absence request via SKYWARD as early as possible, and select the need for substitute. All substitute needs should be entered in Red Rover, the districts third party sub-calling software. In the case of an emergency or late notice, the teacher should notify the principal or sub coordinator directly. The length of the teacher's absence will be pre-determined, if possible. At the end of each pay period, each substitute teacher shall provide a timesheet to the District Office.

Asbestos - Operation and Maintenance Plan

In accordance with Environmental Protection Agency regulations, USD #367 has been inspected for all ACM (Asbestos Containing Material). The following buildings have been inspected:

Osawatomie Central Office	1200 Trojan Drive, Osawatomie
Osawatomie High School	1200 Trojan Drive, Osawatomie
Osawatomie Middle School	428 Pacific Street, Osawatomie
Trojan Elementary	1901 Parker Avenue, Osawatomie
Swenson Early Childhood Center	1901 Parker Avenue, Osawatomie
Ozone	300 11 th Street, Osawatomie

In 1996, Congress passed the Asbestos Hazard Emergency Response Act (AHERA). That law requires all schools, kindergarten through 12th grade, to be inspected to identify any asbestos-containing building materials. The law further requires the development of a Management Plan, based upon the findings of the potential for exposure to asbestos fibers in our schools.

In the past, asbestos was used extensively in building materials because of its insulating and fire-retarding capabilities. Virtually any building built before the late 1970s contains at least some asbestos in pipe insulation and structural fireproofing. We have buildings that contain asbestos materials. The primary concern arises when these materials begin to deteriorate or become damaged.

The inspection of our schools is complete, and some asbestos-containing materials were identified in our buildings. The materials are distributed in various locations and include floor tiles, pipe insulation, acoustical plaster and mechanical areas not readily accessible to building occupants or to students.

Our Management Plan was completed and submitted to the governor's office. It outlines in detail the methods we will use to maintain the materials in a safe manner. It also includes a schedule for the phased removal of these materials as applicable.

A copy of the Management Plan is on file for your review in the District Office, which is located at 1200 Trojan Drive. Copies of individual building inspection reports are on file in each school's administrative office.

Assignment/Transfer- [GACE](#), [CG](#)

The Board reserves the right to assign or reassign all employees.

Attendance - [GBR](#)

Regular and predictive attendance is essential to the operations of our schools. Employees are expected to report to work as scheduled and on time. Employees are responsible for notifying their administrator/supervisor of absences, late arrivals, or early departures. If it is impossible to report for work as scheduled, employees must call their administrator/supervisor before starting time. If your administrator/supervisor is unavailable, a voice message should be left. If the absence is to continue beyond the first day, the employee must notify his/her administrator/supervisor on a daily basis unless otherwise arranged. If the employee is unable to contact USD

#367 due to extreme circumstances (such as a medical emergency or natural disaster), the employee should ask a representative (such as a family member or friend) to contact USD #367 on the employee's behalf. Calling in to an administrator/supervisor is the responsibility of every employee who is absent, arriving late, or departing early.

Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action up to and including termination of employment. An absence for three consecutive work days without notifying the supervisor is considered job abandonment and is cause for disciplinary action up to and including termination. Any absence longer than 3 consecutive days, will require a doctor's note to return to work.

Bereavement

Each staff member, upon application to his/her building principal/Supervisor, shall be granted bereavement leave for immediate family members. Up to 5 working days of paid bereavement leave per incident may be granted with additional days subtracted from the employee's sick leave or unpaid. An immediate family member shall be defined as a spouse, child, parent, step parent, brother, sister, mother-in-law, father-in-law, step children, grandparent, grandchild, or any near relative who resides within the household of the staff member.

Bloodborne Pathogen Exposure Control Plan - GARA

The Board exposure control plan (Board Policy-GARA), which conforms to current Occupational Safety and Health Administration (OSHA) standards and regulations of the Kansas Department of Human Resources (KDHR), is reviewed and updated annually. It is available at the office of the school nurse's and the District Office.

Bonded Employees - DH

The Board shall purchase a blanket or surety bond for specified school employees. The amount of the bond shall be determined by the Board.

Building Access

Outside Contract Time

Employee access to the building outside of their contracted hours is at their own risk of injury or liability. Any injury sustained while in the building outside of contract time may not be considered for coverage under Workman's Compensation.

Snow Days/Severe Weather

In the event that the school district is closed due to inclement weather (i.e. snow/ice), certified employees and select classified staff (secretaries, food service, paras) are discouraged from entering the building until the grounds are deemed safe to return. Please obtain permission from your building administrator before entering the building to work during severe weather.

12 month employees (District Office, Maintenance/Grounds, etc) should continue to report to work unless otherwise directed by the Superintendent or their supervisor (see Snow Days section).

Bullying - GAAE, JDDC, KGC

The board is committed to providing a positive and productive learning and working environment. Bullying of employees or students by employees, students, and/or parents is strictly prohibited and shall not be tolerated in the district.

Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Individuals may also be referred to law enforcement officials, as appropriate.

Please review the Anti-Bullying Plan on the USD367 website, under Parents & Students tab.

Cell Phone Usage (Personal) - GAT

USD 367 prohibits the use of personal cell phones during instructional time with students. Cell phone use during any scheduled work time for personal reasons is discouraged. Unless an emergency, employees shall not use communicative devices while driving district vehicles.

Certification Requirements (C) - GBU

State law requires that all teachers and administrators have a valid license for the type of work to be performed, and the board requires such license must be on file in the District Office at all times.

State statute [K.S.A. 72-2159](#) makes it unlawful for the board to pay a certified salary to any employee required to be licensed who does not hold a valid license. Therefore, any employee required to be licensed shall not be paid his or her contractual salary if their license expires or is shown inactive at any time during their employment. Failure to provide a valid license may result in the termination of the employee's contract.

Child Abuse - GAAD

Any district employee who has reason to know or suspect that a child has been injured because of physical, mental or emotional abuse or neglect or sexual abuse shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open.

The employee making the report will not contact the child's family or any other person(s) to determine the cause of the suspected abuse or neglect.

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.

Classified Work Agreement (CL)

Classified staff members who work in a permanent position will receive a classified work agreement annually. The following positions are paid by the hour (timesheets or time entered into TrueTime): Custodial, Maintenance, Ozone and Transportation.

The following staff are paid annualized and require a timesheet or TrueTime: Accompanist, Food Service, Instructional Aides, Library Aides, ESOL Aides, School Nurse Aides, Tech Aides and Building & District Secretaries.

Classified staff members starting an hourly position after January 1st will not have an annualized contract, and will be paid hourly (i.e. food service, aides). These positions will also be required to keep a timesheet and turn it in monthly.

The following positions are not classified as permanent and are paid hourly (timesheets or time entered into TrueTime): substitutes, summer help, temporary staff members or student workers. These positions will have a work agreement stating their rate of pay and expected hours to work.

Communicable Disease - GAR

Whenever an employee has been diagnosed by a physician as having a communicable disease as defined in current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent or the superintendent's designee so that proper reporting may be made to the county or joint board of health as required by current law.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other school employees and to students. The employee will be required to use their days off for this leave.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician. A release shall be obtained from the employee's physician before the employee returns to duty.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be made by the superintendent or the superintendent's designee based upon consideration of the physical condition of the employee and the following factors:

- the nature of the risk;
- the duration of the risk;
- the severity of the risk; and
- the probability that the disease will be transmitted or cause harm to the employee or to others who will share the same setting.

No information regarding employees with communicable diseases shall be released by school personnel without the employee's consent except to comply with state or federal law.

Additional Certifications of Health

If at any time the board has reason to believe that an employee is suffering from an illness detrimental to the health of pupils, the board reserves the right to require such employee to provide the board with a new certificate of health in order to protect the health, safety, and welfare of the school's students. [K.S.A. 72-5213](#)

Complaints/Concerns - [KN](#), [KN \(form\)](#)

Any complaints and concerns may be addressed to the employee's supervisor and then following the normal chain of command may be addressed to any district Administrator who may have supervisory or decision making authority over the issue. Exceptions may be made if the supervisor is the source of the complaint.

Any employee who believes that any part of this handbook is not being followed correctly may submit a complaint either orally or in writing to his/her immediate supervisor. If the complaint is not settled within ten (10) working days after submission, the staff member may submit the complaint to the superintendent.

The superintendent shall review the complaint with the employee and make a recommendation to the building administrator/appropriate supervisor concerning possible resolution(s). The superintendent will make a determination for resolution of the complaint and inform the employee within five (5) working days of his/her decision.

Confidentiality

Information learned at school should 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 specific individuals, could result in disciplinary action being taken against the employee, up to and including termination.

Conflict of Interest- [GAG](#)

District employees are prohibited from engaging in any activity, which may be a conflict of interest and/or distracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell, or endeavor to influence any student of this school district to buy any product, article, instrument, service or other items, which would directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the school district other than a work agreement for employment unless the contract is awarded based on competitive bidding.

Discrimination/Harassment - [GAAB](#), [GAAC](#), [GAF](#), [JGEC](#)

Discrimination and harassment against any individual based on race, color, national origin, sex, disability, age, religion, in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The district does not tolerate any conduct that violates this policy and will promptly investigate all alleged complaints and take appropriate action to correct the matter. Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Harassment - includes verbal, physical or other conduct of a nature that creates an unpleasant or hostile situation against a protected class of employee
- Retaliation against any employee who in good faith files a charge of discrimination or harassment, participates in a discrimination or harassment proceeding, or otherwise opposes discrimination or harassment.

- Retaliation against the respondent.

For more information, see Board Policy GAAB, GAAC, GAF, & JGEC (links above):
<https://meetings.boardbook.org/Public/Organization/2595>

Inquiries regarding this notice, our policies, or to report a specific complaint of alleged discrimination contact:

Title IX/Section 504/Title II Coordinator
 1200 Trojan Drive
 Osawatomie, KS 66064
 (913) 755-4172

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at
<https://ocrcas.ed.gov/contact-ocr> or call 800-421-3481.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints against the superintendent should be addressed to the Board of Education. Complaints of discrimination will be resolved using the Board Policies and Regulations discrimination complaint procedure or the negotiated agreement procedures for certified employees.

KN Form - Complaint Form (Appendix B) (linked)

Dress Code - [GAM](#)

Appropriate dress and personal grooming are an individual responsibility. The impression given to others through personal appearance is important to the employee and to the district. Employees are asked to be responsible and use good judgment concerning appearance. Clothing shall be appropriate for the job, in good repair, and clean.

Any method of dress that may attract undue attention, disrupt, or interfere with the mission of the school district is not permitted. If, in the professional opinion of any supervisor, an employee's attire is disruptive or inappropriate, that employee will be referred to his/her immediate supervisor for a conference.

Drug/Alcohol-Free Workplace - [GAOA](#), [GAOB](#), [GAOD](#), [JDDA](#), [LDD](#)

Maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. Unless otherwise specified in this policy, the unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited at school, on or in school district property; and at school sponsored activities, programs, and events. Possession and/or use of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was obtained directly, or pursuant to a valid prescription or order issued thereto, from a person licensed by the state to dispense, prescribe, or administer controlled substances and any use is in accordance with label directions.

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, and/or use controlled substances in the workplace.

Possession, use, and/or being under the influence of a controlled substance by an employee for the purposes of this policy shall only be permitted if such substance was:

1. Obtained directly from, or pursuant to a valid prescription or order, issued to such employee from a person licensed by the state to dispense, prescribe, or administer controlled substances; and
2. Used, if at all, in accordance with label directions.

Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, an employee who violates the terms of this policy may be subject to any or all of the following sanctions:

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

Prior to applying sanctions under this policy, employees will be afforded any 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. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. A list of area drug and alcohol counseling and rehabilitation programs, along with the names and addresses of contact persons for the programs, is on file with the board clerk.

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. If participation in such a program is required as a condition of continued employment, copies of any documentation related to enrollment in and attendance in such program shall be made available to the board and/or administration upon request.

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. The superintendent shall then ensure that notice of such conviction is given to any granting agency within 10 days of receiving notice thereof.

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 a program. Each employee in the district shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing board policies or the negotiated agreement.

Maintaining a drug-free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensation, possession of or use of a controlled substance is prohibited by the district.

Drug-Free Schools - [GAOA](#), [GAOB](#), [GAOD](#), [JDDA](#), [LDD](#)

The possession, use, sale or distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events is prohibited.

Employee Conduct

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

- Background checks will be done on all new employees ([K.S.A 65-516](#)). The District pays charges for the background checks.
- Employees shall maintain relationships with students that are conducive to an effective educational environment. Employees shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status ([GAF](#))
- An employee may use reasonable force necessary to ward off an attack, to protect a student or another person, or to quell a disturbance, which threatens physical injury to others. ([GAO](#), [GAAF](#))

- Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students, could result in disciplinary actions being taken against the employee, including termination. ([JR](#))
- 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. ([GAK](#))
- Unless approved by the principal, employees shall not give gifts to any student or class of students when the gifts arise out of a class or school related activity. Gifts do not include items which hold little or no resale value. ([GAJ](#), [JL](#))
- Employees, board members (owners), and their immediate families shall neither ask nor accept gratuities, favors, or anything of monetary value from vendors, contractors, or other such representatives ([GAJ](#), [KH](#))
- Unless permission is granted by the appropriate supervisor, solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited. ([JK](#), [KI](#), [GAI](#), [KDC](#))
- District employees are prohibited from engaging in any activity which may conflict with or detract from the effective performance of their duties.
- No employee will 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. This includes staff-wide email sent in order to sell items for personal profit or personal fundraising. Promotion of school sponsored activities is not included in this policy, as it is not a personal endeavor. ([GAI](#))
- No school employee will 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. ([GAG](#), [GBRG](#))
- Employees shall not engage in outside employment which impairs the effectiveness of their service. ([GCRF](#))
- 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 ten (10) days after the conviction or diversion agreement ([GAOA](#), [LDD](#))

Employment Termination - [GBN](#), [GBO](#), [GBQA](#)

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- Resignation - voluntary employment termination initiated by an employee
- Discharge - involuntary employment termination initiated by the organization
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization

The exiting employee must return all district-owned property, repay all outstanding debts to the district, and return their district-issued ID badge, building keys, and any/all electronic devices, including laptops. In cases of termination/resignation, District issued email addresses will be shut down immediately upon employees' last day. Retirees have 90 days after their effective retirement date to move all personal information to their personal account. After 90 days, the employee will no longer have access to the account.

All accrued, vested benefits that are due and payable at termination will be paid with the final paycheck, minus withholdings authorized or allowed by law. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Employees will not be paid for unused personal leave. Retiring employees will receive a paid rate for unused leave. (See "Retirement" section of employee handbook). Classified employees will not be able for unused personal leave.

If an employee is discharged, according to [K.S.A. 44-315](#), the following will apply: "Whenever an employer discharges an employee, or whenever an employee quits or resigns, the employer shall pay the employee's

earned wages not later than the next regular payday upon which the employee would have been paid if still employed as provided under [K.S.A. 44-314](#), either through the regular pay channels or by mail postmarked within the deadlines herein specified if requested by the employee.”

Employment-at-Will (CL)

Classified and non-classified non-exempt employees in USD #367 fall under the employment-at-will category. Employment-at-will is a term used to describe an employment relationship in which both the employer and the employee have the ability to end the employment relationship at any time and for any reason.

Equal Opportunity Employment and Nondiscrimination - [GAAB](#), [GAAC](#), [GAF](#), [JGEC](#)

The board shall hire its employees based on ability and the district’s needs. The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual’s race, color, religion, sex, age, disability, or national origin. The district does not tolerate any conduct that violates this policy and will promptly investigate all alleged complaints and take appropriate action to correct the matter. Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Harassment - includes verbal, physical or other conduct of a nature that creates an unpleasant or hostile situation against a protected class of employee
- Retaliation against any employee who in good faith files a charge of discrimination or harassment, participates in a discrimination or harassment proceeding, or otherwise opposes discrimination or harassment.
- Retaliation against the respondent.

Inquiries regarding this notice, our policies, or to report a specific complaint of alleged discrimination contact:

Title IX/Section 504/Title II Coordinator
1200 Trojan Drive
Osawatomie, KS 66064
(913) 755-4172

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at <https://ocrcas.ed.gov/contact-ocr> or call 800-421-3481.

Complaints of discrimination should be addressed to an employee’s supervisor or to the compliance coordinator. Complaints against the superintendent should be addressed to the Board of Education. Complaints of discrimination will be resolved using the Board Policies and Regulations discrimination complaint procedure or the negotiated agreement procedures for certified employees.

KN Form - Complaint Form (Appendix B)

Evaluations

For certified teachers, see the Master Agreement. Other certified evaluations are done in accordance with the law on district forms. ([GBI](#)) Administrators will be evaluated in accordance with law and per Board of Education policy ([CEI](#), [CG](#)) .

The district shall maintain a formal performance evaluation plan for all support staff members. Evaluation criteria shall be based on individual job descriptions ([GAK](#)).

All support staff employees shall be evaluated at least annually by June 1. Upon completion, the report is to be signed by the evaluator and the employee, submitted to the superintendent and a copy given to the support staff member. Completion of evaluations is the responsibility of the immediate supervisor. ([GCI](#), [GCIA](#))

When it appears to an employee's immediate supervisor that the employee's work performance is not meeting minimum requirements, the supervisor may recommend termination of employment. In cases where the employee's performance can be improved to a satisfactory level, the supervisor shall schedule an evaluation conference with the employee, identify areas that require improvement on the part of the employee, and develop a corrective action plan for improvement. At the conference the supervisor will discuss areas of deficiency. In cases where it is warranted, the employment may be terminated

Exempt and Non-Exempt Employees - [GCA](#), [GAL](#)

Each employee is designated as either non-exempt or exempt from specific provisions of federal and state wage and hour laws. Non-exempt employees are entitled to overtime pay or comp time to the extent required under the specific provisions of federal and state laws. Exempt employees are excluded from specific provisions of federal and state wage and hour laws. Exempt employees hold jobs that meet the standards and criteria established under the FLSA by the U.S. Department of Labor. USD #367 does not offer "comp time", and all hours worked must be reported on appropriate timesheets.

Family/Medical Leave - [GARI](#)

In accordance with the Family Medical Leave Act ("FMLA"), Osawatomie USD #367 will grant up to 12 weeks (or up to 26 weeks of military caregiver leave to care for a covered service member with a serious injury or illness) of unpaid leave during a 12-month rolling period to eligible employees. Classified and non-classified employees are required to use any available paid leave concurrently with FMLA leave. This includes personal, vacation, and sick leave.

Eligible employees should make requests for FMLA leave to their supervisor and the USD #367 Central Office at least 30 days in advance for foreseeable events and as soon as possible for unforeseeable events.

Married employee couples who are both employed with Osawatomie USD367 may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child, or to care for a parent with a serious health condition.

The Uniformed Services Employment and Reemployment Rights Act (USERRA) requires that a person reemployed under its provisions be given credit for any months and hours of service he or she would have been employed but for the military service in determining eligibility for Family and Medical Leave Act (FMLA) leave.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be continued while an eligible employee is on approved FMLA leave. Employees who normally pay a portion of the premiums for health insurance and other benefits will be required to continue payments during the period of FMLA leave through the normal payroll deduction process. If an employee has used all paid FMLA leave and their FMLA leave is now unpaid, the employee has 30 calendar days from the date of their final paycheck to pay their health insurance and other benefit premiums to the Payroll Clerk. If payment is not made within the 30 calendar-day period, group health insurance and other benefits will be canceled for the employee and any of his/her dependents on the plan. If premiums are not received, Osawatomie USD 367 will notify the employee 15 calendar days before the last day of coverage.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Osawatomie USD367 with at least two weeks advance notice of the date the employee intends to return to work. If an employee fails to return to work on the agreed upon return date and without further notice of the reason for the delay, Osawatomie USD367 may assume that the employee has resigned. (A notice of employee rights and responsibilities under the Family and Medical Leave Act is included in Appendix A.)

Field Trips

All field trips must be approved by building administration or District Office. Requests must be made as far in advance as possible, and must include the following:

- Location
- Departure/Arrival Time
- Cost to District
- Cost to families
- Transportation plan
- Meal plan
- Number of Staff Going
- Educational/Curriculum Plan

Food Service

Food Service for staff members is available for lunch at the price of \$4.30 for an adult. It is the responsibility of the employee to pay their food service bill in a timely manner, and regular reminders will be sent. The maximum allowable charge on all adult lunch accounts will be limited to \$25.00. Accounts that reach or exceed this limit will be frozen and meals will not be served until the balance is brought below that threshold. Payments can be made through their Skyward account, in person by card at the District Office, or card by phone through the District Office.

In the event employment is terminated, whether voluntary or involuntary, any unpaid food services balances will be withheld from employee's final check.

COOP employees hired through USD #368 must pay their balances in full upon the termination of their contracts.

Fundraising/Public Sales

All school fundraisers or public sales must be approved by building administration or District Office prior to the start of the event. Employees requesting the opportunity to raise funds must fill out the request form and outline all details of their proposed event. Employees are prohibited from using their personal financial accounts to collect money (e.g., Venmo, Cashapp, etc). All fundraisers should have a clear goal/objective, start and stop date, and detailed log of funds collected. All funds collected must be turned into the District Office to be deposited into the appropriate accounts.

Goals and Objectives - [GAA](#), [BDA](#)

The goal set forth in this policy and rule section is to create the best possible educational climate. These personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to further develop trust and understanding, the board seeks to involve personnel in the development of policies affecting staff positions.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.

Health Examinations

As a condition to entering employment, all new employees of the school district who come in regular contact with the pupils of the school district, including Special Education Co-op employees, are required to provide a certification of health for school personnel on a form prescribed by the secretary of health and environment. This health examination, which includes a tuberculin test, will be submitted to the district at the time of employment with the district. ([K.S.A. 72-5213](#)). The expense of obtaining a certification of health will be borne by the school district employee.

If, at any time, there is a reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school Board of Education may require a "certification of health." ([K.S.A. 72-5213](#)).

As a condition of employment, selected positions may require passing a physical/agility exam based on job requirements to be taken at a facility selected by USD #367. USD #367 will bear the costs of the physical/agility tests for these selected positions.

Health Insurance and Other Voluntary Benefits

District Benefits:

The following benefits are available for eligible employees:

- Medical - Meritain Health
- Dental - Delta Dental of Kansas
- Vision - Vision Care Direct
- Flex Spending Account/Health Savings Account
- Supplemental Policies
- Legal Shield
- Mutual of Omaha - Voluntary Life, Short Term Disability, Accident, and Critical Care Plans

Employee Eligibility

Certified/Licensed Employees: A Certified/Licensed Employee of the Employer who regularly works 30 hours per week will be eligible to enroll for coverage. Coverage is effective on the first of the month following the date of employment. If your hire date is on the first of the month, coverage will begin on the first of the following month. Coverage is effective provided all required election and enrollment forms are properly submitted to the Plan Administrator. Deductions begin the same month as coverage begins.

Classified Employees: A classified Employee of the Employer who regularly works 30 hours per week will be eligible to enroll for coverage under this Coverage is effective on the first of the month following date of employment. If your hire date is on the first of the month, coverage will begin on the first of the following month. Coverage is effective provided all required election and enrollment forms are properly submitted to the Plan Administrator. Deductions begin the same month as coverage begins.

Employees who have elected to deduct premiums for health insurance and other benefits from their monthly payroll will be required to continue payments during any periods where their pay is insufficient to cover premiums. The employee has 30 calendar days from the date of their last paycheck to pay their health insurance and other benefit premiums to USD #367 Central Office Department. If payment is not made within the 30 calendar-day period, group health insurance and other benefits will be canceled for the employee and any of his/her dependents on the plan. If coverage is canceled, Osawatomi USD 367 will notify the employee 15 calendar days before the last day of coverage.

Employees participating in USD #367 Health Savings Account (HSA) plan will be required to use the district-designated financial institution for their HSA savings account. If employee has an HSA established, employee must provide depository information, including routing and checking account numbers to continue contributions. HSA deductions will not start until depository information is received.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance and other voluntary benefits will be continued while an eligible employee is on approved FMLA leave or other authorized leave. Employees who normally pay a portion of their premiums for health insurance and other benefits will be required to continue payments during the period of leave. If an employee has used all paid leave and their leave is now unpaid, the employee has 30 calendar days from the date of their final paid leave paycheck to pay their health insurance premiums and voluntary benefits to the Payroll Clerk. If payment is not made within this 30 calendar day period, group health insurance will be dropped for the employee and any of his/her dependents on the plan. In such instances, Osawatomi USD367 will notify the employee, 30 calendar days before coverage is to cease, advising that coverage will be dropped by a specified date.

See Appendix D for Health Insurance Information.

Holidays & Paid Days Off - GCRG, GBRH, GCRI, GCRH

Unless otherwise provided in the Master Agreement or individual contracts or work agreements, the following days are considered paid holidays:

12-month employees: ten (10) holidays will be granted to employees: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving (3 days), Christmas Eve and Christmas Day.

Secretaries: ten (10) paid holidays: New Year's Day, Martin Luther King Day, President's Day, Good Friday, Memorial Day, Labor Day, Thanksgiving (3 days), Christmas Day.

Employees must work four (4) hours or more each day to qualify for holiday pay.

12 month employees have the following additional four (4) days off: First Day of Spring Break, Last Day of Spring Break, Two Additional Days during Christmas Break,

Initial Employment Requirement

All employees must complete the necessary orientation, paperwork, and required trainings in a timely manner as a condition of employment.

Jury Duty - GCRG

USD #367 will pay each employee his/her daily wage rate for jury duty. Advance notice shall be given to the employee's supervisor, and proof of service must be provided to guarantee payment of wages. Any compensation paid to the employee by the courts, excluding mileage, must be turned into the District Office.

KPERS (Kansas Public Employees Retirement System)

KPERS membership is mandatory for all regular employees working 3 ½ hours per day or at least 630 hours per year. Employee contributions to the system are fixed by statute. Go to www.kpers.org for additional KPERS information.

KPERS Retirement/Employment after KPERS Retirement.

At retirement from USD 367, all accumulated leaves, vacation days, compensatory time, etc. will be brought to "zero" in accordance with policy.

The law removes retired teachers retiring after July 1, 2006, who return to work from tenure rights and the collective bargaining agreements (Master Agreement). This means they become "at-will" employees or are employed only for the term of the contracts they sign and for wages, benefits and conditions of work as outlined by the district or in the contract. Unless stated otherwise in a contract, there would be no expectation or guarantee of employment in the future or due process procedures currently tied to tenure status.

All KPERS retired employees (new and those returning to work for USD #367):

1. Are not eligible for longevity pay
2. In accordance with policies for their classification, are considered a "new" employee for eligibility for personal leave, sick leave, bereavement, health insurance and other benefits.
3. Vacation days are initially set and earned as a new employee.

League Passes

League passes shall be the district identification badge for all school employees and will admit the bearer and family to most League home activities with the exception of specified athletic tournaments and KSHSAA events.

Legal Leave

Legal leave shall be mean and include time away from the job for the purpose of prosecuting or defending a legal action or in testifying in either a court of law or before an administrative body. Time away from the job for any such

action shall be taken as provided herein, and covered by personal leave provisions as allowed by the district. If the employee is a plaintiff in an action against the district, this rule shall not apply.

Loss of Plan (C)

Teachers using his/her preparation time filling in for another teacher as requested by administration shall be paid at the rate of \$24.00, rounded to the nearest half-hour.

On occasion, there will be events (Homecoming, Musical Matinees, Veterans' Day Programs and School Celebrations/Assemblies, Field Trips, etc) that cause staff to miss daily plan time. It is agreed that teachers will not be compensated for missing plan time because there was less instructional time for the week.

When certified staff must take additional students when classroom sections must be combined due to lack of coverage, they shall be compensated by dividing the daily substitute pay rate among the employees covering.

One teacher covering a class for a full day will receive the full sub rate. Two teachers covering a class for a full day will receive half the sub rate. Three teachers covering a class for a full day will receive 1/3 of the sub rate. For half-day coverage, the rate will be based on a half-day sub rate.

Secondary staff who cover one class will receive 1/7 of the sub rate.

Loyalty Oath

All employees must have a signed loyalty oath on file in the central office before beginning employment and to be eligible for a paycheck. [K.S.A. 75-4308](#)

Lump Sum Payment

Certified Staff paid over twelve months, except those with July contracts that end June 30, shall notify the Business Office, in writing, on or before April 1st of each year, if they wish a lump sum payment. Lump sum payment shall be received in June.

Mileage

Approved travel will be reimbursed at the rate determined by the District.

Non-Discrimination Act - [GAAB](#), [GAAC](#), [GAF](#), [JGEC](#)

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability, or national origin. The district does not tolerate any conduct that violates this policy and will promptly investigate all alleged complaints and take appropriate action to correct the matter. Examples of prohibited conduct include, but are not limited to, the following:

- Sexual harassment – unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature.
- Harassment - includes verbal, physical or other conduct of a nature that creates an unpleasant or hostile situation against a protected class of employee
- Retaliation against any employee who in good faith files a charge of discrimination or harassment, participates in a discrimination or harassment proceeding, or otherwise opposes discrimination or harassment.
- Retaliation against the respondent.

Inquiries regarding this notice, our policies, or to report a specific complaint of alleged discrimination contact:

Title IX/Section 504/Title II Coordinator
1200 Trojan Drive
Osawatomie, KS 66064
(913) 755-4172

For further information on non-discrimination, visit the U.S. Department of Education Office for Civil Rights at <https://ocrcas.ed.gov/contact-ocr> or call 800-421-3481.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints against the superintendent should be addressed to the Board of Education. Complaints of discrimination will be resolved using the Board Policies and Regulations discrimination complaint procedure or the negotiated agreement procedures for certified employees.

KN Form - Complaint Form (Appendix B)

Overtime - GCA

Overtime is defined as hours worked by non-exempt employees in excess of 40 hours in a work week. A week begins at 12:01 a.m. Sunday and runs through 12:00 midnight on Saturday. All overtime hours shall have prior approval of the supervisor. All overtime will be paid at the rate required by current law. All approved overtime shall be recorded on the employee's timesheet and cannot be banked as comp time.

In compliance with the Fair Labor Standards Act, overtime will only be paid for hours "physically worked" during a week that exceeds 40 hours. Therefore, if a vacation day, sick day, funeral day, personal day, or holiday is used during a week; those hours will not be counted as hours "physically worked".

Parental Leave

Certified staff entering their 3rd year with USD #367 are eligible for 15 (fifteen) days of paid parental leave following the birth of an employee's child or the placement of a child, age 17 or younger, with an employee in connection with adoption or foster care. The purpose of this paid parental leave is to enable the employee to care for and bond with a newborn or a newly adopted or newly placed child. Any leave days taken pursuant to this provision, will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. An employee is not eligible for more than 15 (fifteen) days of paid parental leave in a rolling 12-month period, regardless of whether more than one birth, adoption or foster care placement event occurs within that 12-month time frame.

After the 15 (fifteen) Parental Leave days in a given year are used, the certified staff member must exhaust all remaining Personal Days and Sick Leave Reserve days (if any) to cover the remainder of their requested time off.

If leave beyond the aforementioned is necessary, the leave may be requested as leave without pay. The employee's salary shall be reduced by the number of leave days taken without pay times the current contract salary per diem rate. All paid leaves must be taken before the employee may use leave without pay. Spouses working in the district would not be eligible for parental leave at the same time.

Certified staff who adopt a spouse's child are not eligible for paid parental leave as outlined in this provision.

The certified staff member will provide his or her supervisor and the district office with notice of the request for paid parental leave at least 30 days prior to the proposed date of the leave (or if the leave was not foreseeable, as soon as possible).

Pay Period- GCA

Each USD #367 employee will have their payroll automatically deposited in their checking account or a physical check cut on the 15th of each month. If the 15th should fall on a weekend, the money will be deposited on Friday preceding the 15th.

Exception: Maintenance/Custodial, Transportation, and Ozone employees are paid on the 15th and the 30th of each month.

Personal Days- [GCRG](#), [GBRH](#), [GCRH](#)

Personal leave hours shall be granted to each staff member working at least 20 hours per week. New employees will have their days pro-rated the first year of employment. Employees cannot choose to receive no pay, in lieu of using their personal leave. If personal leave is available, it must be used for any increment of personal time taken by the employee. If personal days are not used in the year accrued, they will be rolled over to sick leave. In the event a staff member leaves the district, the number of personal hours will be prorated. Classified employees will not be paid for unused personal leave at the time of termination.

Requests for using Personal Days or taking time off must be done as far in advance as possible; last minute requests for non-emergent issues may not be approved, this includes 368 Employees.

Personal Property

The district does not provide insurance on employee's personal property and, therefore, does not assume any liabilities for loss or damage thereto. 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.

Personnel Records - [GAK](#)

Personnel files required by the district shall be confidential and in the custody of the superintendent or human resource director. Employees have the right to inspect their files upon proper notice under the supervision of an administrator. Requests for viewing personnel files must be made in writing via email or district mail, and an appointment will be made by the District Office for supervised viewing.

Requests for copies of the personnel file must be made in writing, via email or district mail, and an appointment will be made by the District Office for pickup of the duplicated file.

Confidential records such as background screenings, medical records, employee referrals, employee warnings/reprimands, and employment verifications are excluded from viewing or copying.

A request by a third party for release of any personnel record shall be made in writing and submitted to the appropriate record custodian who shall administer the request as required by law. As appropriate, all personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

Personnel records are an exemption from the Kansas Open Records Act, and the release of any personal information is strictly prohibited without written employee consent. Employees are prohibited from sharing personal information of any employee at any time. This includes personal addresses and phone numbers.

Printing and Duplicating Services - [ECH](#), [IIBG](#)

In accordance with school board policy [ECH](#), the following regulations will be observed to comply with the copyright laws of the United States.

Under the "fair use" doctrine, unauthorized reproduction of copyrighted materials is permissible for such purposes as criticism, comment, news reporting, teaching, scholarship or research. If duplicating or altering a product is to fall within the bounds of "fair use", these four standards must be met for any of the purposes:

1. **The Purpose and Character of the Use**
The use must be for such purposes as teaching or scholarship and must be nonprofit. "Fair use" would probably allow teachers acting on their own to copy small portions of work for the classroom but would not allow a school system or an institution to do so.
2. **The Nature of the Copyrighted Work**
Copying portions of a news article may fall under "fair use" but not copying from a workbook designed for a course of study.
3. **The Amount and Substantiality of the Portion Used**
Copying the whole of a work cannot be considered "fair use"; copying a small portion may be. At the same time, however, extracting a short sequence from a 16 mm film may be far different from a short

excerpt from a textbook, because two or three minutes out of a 20-minute film might be the very essence of that production and thus outside “fair use”. Under normal circumstances, extracting small amounts out of an entire work would be “fair use”, but a quantitative test alone does not suffice.

4. The Effect of the Use upon the Potential Market for or Value of the Copyrighted Work.

If resulting economic loss to the copyright holder can be shown, even making a single copy of certain materials is an infringement, and making multiple copies presents the danger of greater penalties.

Prohibited Practice - No one may make multiple copies of a work for classroom use if it has already been copied for another class in the same institution; make multiple copies of a short poem, article, story, or essay from the same author more than once in a class term or make multiple copies from the same collective work or periodical issue more than three times a term; make multiple copies of works more than nine times in the same class term; make a copy of works to take the place of an anthology; and may not make a copy of “consumable” materials, such as workbooks.

Permitted Practice - A teacher may make, for use in scholarly research, in teaching or in preparation for teaching a class, a single copy of the following: a chapter from a book; and article from a periodical or newspaper; a short story, short essay or short poem (whether or not from a collected work); a chart, graph, diagram, drawing, cartoons or picture from a book, periodical or newspaper; may make (for classroom use only and not to exceed one per student in a class) multiple copies of the following: a complete poem (if it has fewer than 250 words and is printed on no more than two pages), an excerpt from a prose work (if the excerpt has fewer than 1,000 words or 10 percent of the work, whichever is less) and one chart, graph, diagram, cartoon or picture per book or periodical.

A library may, for interlibrary –loan purposes, make up to six copies a year of a periodical published within the last five years, make up to six copies a year of small excerpts from longer works, make copies of unpublished works for purposes of preservation and security and make copies of out-of-print works that cannot be obtained at a fair price.

Guidelines for Off-Air Recording of Broadcast Programming for Educational Purposes

A broadcast program may be recorded off-air simultaneously with broadcast transmission (including simultaneous cable retransmission) and retained for a period not to exceed the first 45 consecutive calendar days after the date of recording. Upon conclusion of such retention period, all off-air recordings must be erased or destroyed immediately

Off-air recordings may be used once by individual teachers in the course of relevant teaching activities and repeated once, only when instructional reinforcement is necessary, in classrooms and similar places devoted to instruction within a single building, cluster or campus, as well as in the homes of students receiving formalized home instruction, during the first 10 consecutive school days in the 45 calendar day retention period. “School days” are school session days—not counting weekends, holidays, vacations, examinations periods or other scheduled interruptions—within the 45 calendar day retention period.

Off-air recordings may be made only at the request of and used by individual teachers and may not be regularly recorded in anticipation of requests. No broadcast program may be recorded off-air more than once at the request of the same teacher, regardless of the number of times the program may be broadcast.

A limited number of copies may be reproduced from each off-air recording to meet the legitimate needs of teachers under these guidelines. Each such additional copy shall be subject to all provisions governing the original recordings.

After the first 10 consecutive school days, off-air recordings may be used up to the end of the 45 calendar day retention period only for evaluation purposes by the teacher, i.e., to determine whether to include the broadcast program in the teaching curriculum. They may not be used for student exhibition or any other non-evaluation purpose without authorization.

Off-air recordings need not be used in their entirety, but the recorded programs may not be altered from their original content. Off-air recordings may not be physically or electronically combined or merged to constitute teaching anthologies or compilations.

All copies of off-air recordings must include the copyright notice on the broadcast programs as recorded.

Computer Software

District employees may make a back-up copy of computer programs as permitted by current Federal Law. Back-up copies may be used for archival purposes only and all archival copies shall be destroyed in the event that continued possession of the computer program should cease to be useful.

When software is used on a disk-sharing system, efforts shall be made to secure this software from copying. Illegal copies of copyrighted programs shall not be made or used on school equipment.

Professional Code of Conduct - [GBU, CB](#)

USD 367 employees retain all their rights as private citizens in their actions outside of their district assignment. Our public has entrusted their students to us in meeting our student mission and staff are asked to always consider how their outside actions reflect back on this trust and mission.

Professional Development Opportunities - [GBRC, CK](#)

Employees are encouraged to develop and submit, through supervisory channels, plans or proposals for the improvement of skills, knowledge and technical performance capabilities.

Purchasing

Purchases should be approved by your building administrator. Purchase Orders should be entered into Skyward when at all possible. When using the district or building card for purchases on field trips or supply pickups, all receipts must be attached to a pay order and turned in with the card.

Purchases made with personal funds are not guaranteed for reimbursement. Employees must obtain approval from building or district administration prior to purchasing. Once approved, reimbursements forms must be filled out, with receipts attached, and turned into the District Office.

Required Records

All employees are required to have the following records/forms on file with the District Office before the first day of employment:

- Certificate of Health
 - As a condition to entering employment, all new employees of the school district who come in regular contract with the pupils of the school district, including Special Education Co-op employees, are required to provide a certification of health for school personnel on a form prescribed by the secretary of health and environment. This health examination, which includes a tuberculin test, will be submitted to the District Office at the time of employment. (KSA 72-5213)
 - 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 (KSA 72-5213).
- Current Teaching Certificate (C)
- Drivers License or Photo ID
 - Employees who drive any school vehicle are required to have in their possession a valid drivers license when operating a district-owned vehicle.
- Social Security Card
- Passport (optional)
- Birth Certificate (C)
- Employment Application
- I-9 Form (proof of identity)
- Loyalty Oath [K.S.A. 75-4308](#)
- W-4 Federal Withholding Certificate
- K4 State Withholding Certificate

- Direct Deposit Form with Void Check for account verification
- Emergency Contact Information
- Official Transcripts (C)
- Teaching Verification (C)

Additional documents may be required for KPERs and other benefit enrollment purposes

Resignation/Termination (CL) [GBN](#), [GBO](#)

Employment-at-will work agreements may be terminated by either party. The district expects a written notice of resignation from an employee to be given to his/her immediate supervisor at least two weeks prior to the last day of attendance at work. The letter of resignation should specify the employee's last date of work, which is the last day physically present at work. (The last day cannot be a paid day off such as a vacation or a holiday.) It is expected that all district property will be returned to the employee's immediate supervisor. At the discretion of the administrator/supervisor, the classified staff member may be given the opportunity to continue working for two weeks with pay or may be terminated immediately.

Retirement

If any employee wishes to retire, they shall be paid for unused sick leave if they have been employed with USD #367 and meet KPERS retirement guidelines. The rate paid for each unused day will be \$70 per 8-hour day. A total of 110 eight-hour days may be accumulated. Accumulated vacation pay from the prior year will be paid at the full rate, and vacation days earned will be prorated during the year of retirement and paid at the full rate.

Upon satisfaction of the following provisions, any District employee eligible for our group health insurance plan has the option to continue participation in the District's group health plan beyond retirement. This policy is intended to comply with Kansas Statute 12-5040, which includes but is not limited to the following provisions:

1. Eligibility

- Employee must have maintained full-time employment with USD 367 for a minimum of 10 consecutive years, meet KPERS retirement eligibility, and retire with KPERS.
- Employee must be a member of the district's group health insurance plan for at least 5 years prior to retirement
 - Employees Eligible for Retirement in the 2027-2028 SY- Must be enrolled in the district health plan for a minimum of 1 year before retirement
 - Employees Eligible for Retirement in the 2028-2029 SY - Must be enrolled in the district health plan for a minimum of 2 years before retirement
 - Employees Eligible for Retirement in the 2029-2030 SY - Must be enrolled in the district health plan for a minimum of 3 years before retirement
 - Employees Eligible for Retirement in the 2030-2031 SY - Must be enrolled in the district health plan for a minimum of 4 years before retirement
 - Employees Eligible for Retirement in the 2031-2032 SY - Must be enrolled in the district health plan for a minimum of 5 years before retirement
 - Employees Eligible for Retirement after the 2032SY - Must be enrolled in the district health plan for 5 consecutive years before retirement
- Retired employees who wish to elect this extension of coverage should make a written request for continued participation in the group health plan to the District Office within 30 days following retirement. If the employee does not wish to continue coverage, a waiver forfeiting coverage must be signed. At that time, the retiree will no longer be eligible for benefits.
- Retired employees may stay on the plan until they are Medicare eligible (age 65) or become eligible for other coverage.
 - All policies will terminate on the last day of the month prior to employees 65th birthday (Medicare).

- ii. Dependents currently enrolled can stay on the plan until they are Medicare eligible and dependent children until they are 26.
 - iii. Covered dependents will lose eligibility when the retiree loses eligibility.
 - 1. COBRA coverage for Vision and Dental will be offered at that time.
- 2. Coverage and Benefits
 - a. District Paid Benefits for Health will follow that of active employees
 - b. Dental and Vision will be offered to the retiree at 100% of the cost to the employee (total premium) at their current level of coverage.
 - c. Dependents cannot be added to the plan at that time of retirement or after.
- 3. Premium Payments
 - a. All premiums are due the first day of each month via automatic ACH withdrawal.
- 4. Termination of Retiree Coverage
 - a. The District no longer provides coverage to the employee if:
 - i. The full monthly premium is not received in the District Office by the 10th of the month; Cancellation of the coverage will be made to coincide with the date to which coverage has been paid.
 - ii. The retiree becomes Medicare eligible (age 65)
 - iii. The retiree signs the waiver forfeiting retiree continuation coverage
 - iv. Retiree or Dependent becomes eligible for coverage under another health plan.
 - 1. It is the responsibility of the covered member, whether the member is the retiree or the dependent of the retiree, to notify the District in writing that they have become eligible to be covered under a plan of another employer.
 - 2. The member will lose eligibility to continue health insurance coverage under our District health plan even if the member does not elect to enroll in the other employer coverage for which they become eligible.
 - b. If the retiree becomes eligible for coverage as an active full time employee again with our District, the member transfers back to our active group health plan. This continuation plan is again offered at the subsequent retirement.
 - c. Once a retiree or eligible dependent is no longer eligible for coverage according to these provisions, there will be no reinstatement of coverage.
- 5. COBRA Continuation
 - a. Once a retiree becomes Medicare eligible, all plans will terminate. Retiree will have the option to enroll in COBRA continuation coverage for Dental and Vision only thru the District's third party COBRA provider.
 - b. In the event of the death of a retired employee, the surviving spouse and eligible dependents, covered under the retiree's group health plan, will have a right to elect applicable COBRA continuation coverage.
- 6. Exceptions and Limitations
 - a. Employees who have not been on the plan for least 5 years prior to retirement are not eligible for retiree coverage
 - i. Employees Eligible for Retirement in the 2027-2028 SY- Must be enrolled in the district health plan for a minimum of 1 year before retirement
 - ii. Employees Eligible for Retirement in the 2028-2029 SY - Must be enrolled in the district health plan for a minimum of 2 years before retirement
 - iii. Employees Eligible for Retirement in the 2029-2030 SY - Must be enrolled in the district health plan for a minimum of 3 years before retirement
 - iv. Employees Eligible for Retirement in the 2030-2031 SY - Must be enrolled in the district health plan for a minimum of 4 years before retirement

- v. Employees Eligible for Retirement in the 2031-2032 SY - Must be enrolled in the district health plan for a minimum of 5 years before retirement
- vi. Employees Eligible for Retirement after the 2032SY - Must be enrolled in the district health plan for 5 consecutive years before retirement
- b. If an employee waives their right to coverage under the retiree continuation plan, they cannot return to the plan unless they become active employees of the district
- c. Dependents who are not on the plan at the time of retirement cannot be added to the plan in the event of future coverage loss

Safety - EBB, EBC, EBBB, GAAF, EDDA

The safety of students and employees is an important responsibility of the Board of Education. The Board will, through its administrative employees, make every effort to provide a safe environment for students to study and play and for all employees to further their employment duties and responsibilities.

Safety Inspections

The principals and maintenance personnel will periodically inspect each attendance center, playgrounds and playground equipment, boilers, bleachers and other areas to determine whether said facilities or play areas are in adequate repair and free of dangerous or otherwise harmful defects.

Hazardous Waste EBBA

Any hazardous waste found in the district shall be reported to the Director of Maintenance. As appropriate, the hazardous waste will be removed by a hazardous waste specialist.

Section 125 Benefits

The district offers benefits through a Section 125 Benefits plan. An employee must work at least 30 hours per week to be eligible. During the district's benefits open enrollment period, all eligible employees must complete their Employee Benefit Election online in Employee Navigator. The online enrollment must be completed during the open enrollment window (normally end of August/first of September) for the new plan year to begin October 1st. Employees hired after October 1st will complete the Employee Benefit Election online during new hire orientation.

Changes to benefits during the plan year must be made in writing to the District Office and are subject to approval by the provider. Due to plan restrictions, some changes may have to wait until the next open enrollment period.

Security - EBB, EBC, EBBB, GAAF, EDDA

The Board of Education will attempt, through its administrative, professional and support staff, to ensure that students and patrons, and all property owned by the district, are protected at all times from outside intrusion or disturbances occurring on school grounds or in school buildings.

Sick Leave

Sick leave is accumulated annually based on unused personal days left at the end of the year. No sick leave days are allocated to any employee for any reason. Certified Employees are eligible to contribute to the Sick Leave Pool, as stated in their Master Agreement.

School Cancellation Procedures – for Inclement Weather

Classified Employees – 12 months: All 12-month employees are expected to report to work when school is closed due to inclement weather, unless otherwise instructed by their Supervisor. Administrators may be called in to work.

Maintenance and custodial departments, these departments will be required to report for work on all "school closure days". All maintenance and custodial staff members are to report to work for snow removal if needed. If unable to report early, the maintenance or custodial staff member is to call his/her supervisor to make other arrangements, but they are expected to work their full shift.

Classified Employees – Less than 12 month employees of the following classifications will not report to work and will be paid: Paraprofessionals, Secretaries, Aides, Nurses, Transportation and Food Service. However, if school cancellation days are made up, these employees will be required to work the day(s) that are to be made up.

Social Media - [GAF](#), [GAT](#), [GBU](#), [IIBG](#), [IIBGA](#), [IIBGC](#), [KGA](#)

USD #367 has established certain policies and guidelines for employees in online spaces (such as social media or other forms of digital communication) to protect the District from potential harm. USD #367 recognizes that many of our staff, students, parents, and constituents are active social media users.

The purpose of these guidelines is to help you participate online in a respectful, relevant way that protects your reputation, the reputation of the District, and respects the relationship between administration, staff, and students. We ask that you carefully consider the very public forum you are participating in, and act in a way that properly represents both your professional reputation and USD #367.

Participation in Online Forums

The District recognizes that participation in some online forums might be beneficial to an employee's job performance such as by finding the answer to a technical problem by consulting members of a group devoted to the technical area. Employees should remember that any message or information sent to one or more individuals via an electronic network, to include internet mailing lists, bulletin boards, and online services, are identifiable and attributable to the District.

Private Use of Social Media

1. The District understands that social networking and internet services have become a common form of communication in the workplace and among stakeholders and public citizens. The District does not seek to control, through this policy or otherwise, the purely personal online content posted by District representatives when that content is posted during non-working time, is posted using personal equipment, is not posted in an official capacity as an employee, administrator, or appointed or elected official of the District, or is not otherwise disruptive to the District's vision, mission, and values.
2. Confidential, proprietary, and non-released District information should not be included in an employee's private social media activity. Private and personal information, pictures, and videos about or depicting District employees, contractors, and constituents gathered through professional activities must never appear online or be distributed by email or through mobile messaging without permission.
3. An employee's public image in social media, which can be associated with the District, should meet the standards of the organization's rules of conduct. Offensiveness, disparaging comments, untruthful statements, demeaning behavior, nude or obscene pictures and/or video and illegal substance use are all examples of behavior that is considered inappropriate by employees of the District.
 - a. Express your ideas and opinions in a respectful manner.
 - b. Avoid public insults of others, including staff, administrators, or other community members.
 - c. Avoid engaging in or commenting on rumors or unsupported information.
 - d. Represent the District and its constituents you serve in the best light; your posts and comments should help build and support the school community.
4. For employees with personal blogs and social media profiles:
 - a. If an individual identifies themselves as a District employee or representative/administrator/official on their blog or other social media profile, they should make it clear to their readers that views expressed do not necessarily reflect the District's views.
 - b. Employees are encouraged to be respectful to the organization, fellow employees, our constituents, and other agencies
 - c. Employees should not give the impression that they are speaking or acting in their official capacity online.
 - d. Employees are personally responsible for the content published to their personal profiles, and should be mindful that any content published should be appropriate in nature and free

of provocative and offensive language or images.

Guidance for Professional Use of Social Media and Other Digital Communication

1. The administration of the District's official website (www.usd367.org) and other web resources, such as its social networking presence (e.g. Facebook, X (Twitter), Instagram, etc) shall be shared by District Administrators and the Technology Department.
2. The District Administrators may, at their choosing, appoint other designees to assist them in carrying out website updates and other administrative activities pertinent to the District's web presence. The District's official website and networking accounts shall be used solely for the purpose of disseminating information pertinent to the District and communicating with District constituents.
3. No employee shall create, modify, or delete accounts in the District's name or in a District department name on social media or other networking sites except in consultation with District Administration.
4. The District has an Internet Comment Policy, which shall govern the posting of any comments on District-sponsored sites:

Internet Comment Policy

USD #367 social media site articles and comments containing any of the following forms of content shall not be allowed:

1. *Profane, obscene, or sexual content, or comments that contain links to such content;*
2. *Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical, or mental disability, or sexual orientation;*
3. *Solicitations of commerce;*
4. *Conduct or encouragement of illegal activity*
5. *Information that may compromise the health, safety or security of individuals, the public, or public systems; or*
6. *Content that contains personal attacks on District employees/administration or the distribution of their personal information ("doxing"); or*
7. *Content that violates a legal ownership interest of any other party*

Comments posted to District social networking sites will be monitored. The District reserves the right to restrict or remove any content deemed in violation of this social media policy or any applicable law.

The District is under no obligation or requirement to respond in an capacity to comments made on District-sponsored pages, and encourage comments or questions requesting follow-up responses be submitted through

email or by phone to the appropriate District staff.

All school district employees, who participate in social networking websites, shall not post any school district data, documents, photographs or other district owned or created information on any website. Further, the posting of any private or confidential school district material on such websites could be cause for disciplinary action up to and including termination.

Employee-Student Relations (see Board Policy [GAF](#))

The District recognizes the role that communication and collaboration between employees and students play in the education process and experience. The District further recognizes that the advancement of electronic communication and social media technologies creates great opportunities for interaction between employees and students and provides these additional guidelines for your own and our students' protection. Keep all communications in online forums legal, ethical, and morally appropriate. Employees are never under any obligation to accept friend or follower requests from any student, and are prohibited by law from using personal social networking accounts to engage with students or participate in district projects.

1. Employees are strictly prohibited from communicating or connecting privately with any student via social media platforms (see HB 2299). This includes all full time, part time, rule 10, certified, and classified

- employees.
2. Should any employee-student communications or relationships exist it must be done through district monitored communication network (e.g. Apptegy Connect), they should be of an appropriate professional nature, and have content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act (FERPA). Staff shall include an administrator as a member of the group.
 3. Employees are responsible for ensuring any relationship and all dialogue with the student is kept professional in its nature and for immediately reporting to the District any inappropriate communication received from the student. This is for your protection as much as the students'.

All employees shall be subject to disciplinary action if their conduct relating to use of technology, social networking, or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or if it impairs the staff member's job performance or effectiveness in the work setting.

District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment in line with other school policies and/or the negotiated agreement, if applicable

Activity on social networking websites for individual use during school hours is prohibited.

Solicitations - KDC, GAI, JK

All persons seeking to sell, solicit or display an item relating directly to expenditures of school district funds to any school employee on school premises must first secure permission from the building principal, or superintendent, as the case may be, before any appointment is made. All such appointments thus made will be held either before or after regular school hours or as otherwise approved by the appropriate administrator. All other solicitations of or by school district employees are prohibited.

Staff-Community Relations

All staff members are encouraged to reside within the boundaries of the school district and to take an active part in community affairs. Staff members are expected to behave in a respectful, relevant way that protects your reputation, the reputation of the District, and respects the relationship between administration, staff, and students. (See also Social Media & Internet Comment Policy)

Student Privacy Rights - IDAE, JR

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release; for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Department for Children and Families interventions, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employees who may need such information for an educational purpose in connection with their duties and to authorized persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's immediate supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including, termination.

Suspension - [GBK](#), [CGK](#)

An employee may be suspended for cause with pay or without pay by the superintendent until the next regular or special board meeting. An employee will be subject to immediate suspension and/or discharge if it is determined that a deliberate false statement has been made or included in the employment application, or for other reasons deemed appropriate by the administration or board.

Tax Forms

Each USD #367 employee will have annual electronic or paper delivery of all tax documents, including IRS required W-2 and 1095C forms. Employees must log on to their USD #367 Employee Access to retrieve the documents. Paper versions are available upon written request to the District Office.

Tax Sheltered Investments

All staff employed by the district shall be eligible to participate in the purchase of tax sheltered investments from USD #367 approved vendors as provided for in Section 403 (b) of the Internal Revenue Code and the State of Kansas public Employees (KPERS) 457 (b) Deferred Compensation Plan, and other authorized investments as may be adopted by the district's Benefit Committee. Changes to investments can only be made September – June on the first day of each month.

Teacher License Renewal - [GBU](#)

Teachers are responsible for making sure their licenses are up to date, and that they are applying for renewal in a timely manner. If assistance is needed, please contact the Curriculum Director or Director of Student Improvement.

State statute [K.S.A. 72-2159](#) makes it unlawful for the board to pay a certified salary to any employee required to be licensed who does not hold a valid license. Therefore, any employee required to be licensed shall not be paid his or her contractual salary if a current license has not been filed by the employee who is under contract. Failure to provide a valid license may result in the termination of the employee's contract.

Technology Use Policy-Employee - [IIBG](#), [ECH](#)

Osawatomie USD #367 is pleased to offer all employees access to district technology. Technology will encompass all media provided by the district. Access to technology enables students to become better prepared for their future.

USD #367 computers, networks and Internet access are provided to support the educational mission of the school. They are to be used primarily for school-related purposes. Incidental personal use of school computers must not interfere with the employee's job performance, must not violate any of the rules contained in Board or handbook policy or the Student's Acceptable Use Policy, must not violate the law, and must not damage the school's hardware, software, or computer communication systems.

The district computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators (See District Technology Use & No Right to Privacy section). The district retains the right to discipline any employee, up to and including termination, for violation of this policy.

The Osawatomie School District offers up to date technology programs and access to staff for the purposes of educational research and to maximize student learning in the classroom. Staff is entrusted to utilize available technology in a professional manner.

This policy is to ensure that the use of the district technology is consistent with the district's stated mission, goals, and objectives. These terms are provided so that employees are aware of their responsibilities. Access is a privilege provided to employees – not a right.

Terms of District Technology Use & Notice of No Right to Privacy:

Employee users are:

- Required to conduct themselves in a responsible, ethical, legal and polite manner while using district technology.
- Are reminded that school policies against sexual harassment and other forms of discriminatory harassment apply equally to communication on school computer systems.
- Required to use the system according to these guidelines or other guidelines published by the administration. Employees are not to access district blocked web sites.
- Expected to understand that any computer application, information, Internet browser logs, or e-mail messages in district computer systems are subject to monitoring by the administration. The district retains the right to duplicate any information in the system or on any hard drive.
- Not permitted to transmit, receive, submit or publish any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, offensive or illegal material.
- Not permitted to use any computing resource for commercial purposes, product advertising, political lobbying or political campaigning.
- Not permitted to physically or electronically tamper with district technology.
- To know and respect all copyright and intellectual property laws that protects the rights of software owners, artists, and authors.
- To use only their personal password. Logging on as anyone else or accessing another user's folder is not permitted, with the exception of the IT department and district office for purposes of troubleshooting and support.
- Expected to notify district personnel if you are able to identify a security problem in the school's resources. Do not demonstrate the problem to others.
- Not permitted to install or download any software programs on any computer system without approval of the district technology committee and the network administrator.
- Using any information obtained via the Internet is at the user's risk. The district specifically denies any responsibility for the accuracy or quality of information obtained through its services.
- Will not access the Internet without an approved educational purpose
- Are subject to all local, state, and federal laws regarding Internet use and copyright laws.
- Employees of USD #367 have previously agreed to all of the above statements by signing their district contract or work agreements; additional signatures are not necessary. All policies cited in the USD #367 Board of Education's district guide are applicable and binding.

Using Student's Work, Pictures and Names on the Web and in Other District Media

- All Web pages created on the district's computer system will be subject to treatment as district-sponsored publications and require administrator or teacher designee approval. Accordingly, the district reserves the right to exercise editorial control over such publications. All Web pages must be linked to the district Web page and are to be monitored by sponsoring staff and kept reasonably current.
- With administrative approval, student's pictures, names and works may be used on district web sites and in other district media for promotion and recognition of programs and students. Student's home addresses and phone numbers are not to be published on websites.
- Parents wishing to restrict the use of their student's name, picture or works are to outline the restrictions on the appropriate form.

It is recommended that employees maintain a personal email address separate from their district issued email. In the event of retirement, district issued emails will be discontinued after 90 days. In the event of resignation or involuntary termination, email accounts and ID badges will be deactivated on the employees last day.

Time Recordkeeping

It is the employee's responsibility to check their electronic pay stub for payroll discrepancies. Employees must advise the District Office immediately if the employee's records disagree with the district's records. The employee can contact the District Office at 913-755-4172 for assistance in accessing their electronic paystub, if needed.

Time Sheets (CL)

Time sheets are required for all classified positions and must be signed by the employee and supervisor. Timely submission of the time sheets is required for payroll purposes. The cut-off date for each pay period is the last of each month. Time sheets should be forwarded to the District Office immediately thereafter.

In compliance with the Fair Labor Standards Act, overtime will only be paid for hours “physically worked” during a week that exceeds 40 hours. Therefore, if a vacation day, sick day, funeral day, personal day, or holiday is used during a week; those hours will not be counted as hours “physically worked”.

No employee should work overtime without specific authorization from a supervisor; all records must be signed by the appropriate supervisor and the employee.

All time must be recorded for the month in which the work was performed, and will be paid on the appropriate pay date. Time worked outside of contract hours cannot be “banked” and used as time off at a later date, i.e. “comp time”. This is strictly prohibited.

Employees must maintain a record of the total hours worked each day. These hours must be accurately recorded on a timesheet to verify that the reported hours worked are complete and accurate. Employees are prohibited from performing any “off-the-clock” work. “Off-the-clock” work means work you may perform, but fail to report on your timesheet. Any employee who fails to report or inaccurately reports any hours worked will be subject to disciplinary action, up to and including termination.

It is a violation of USD 367 policy for any employee to falsify a timesheet, or to alter another employee's time sheet. No supervisor should instruct any employee to inaccurately report their hours worked. If an employee is instructed to inaccurately or falsely report hours worked, they are to immediately report it to Human Resources at 913-755-4172.

Tobacco Products and Electronic Cigarettes - GAOC, KMA, JCDA

Use of Tobacco Products and Electronic Cigarettes: District property shall be tobacco and electronic cigarette free. The use of tobacco products or electronic cigarettes in any form is prohibited for students, staff, and public patrons at all school events or activities on any district owned or operated property and in any district vehicle, whether owned, rented, or leased. Employees violating this policy may be subject to disciplinary actions up to and including termination.

Training Workshops/Travel Expenses - GAN

Employees may be permitted to attend state, regional and national meetings. It is preferred that employees use district transportation when traveling for district business. If district transportation is not available, reimbursement for use of a private automobile driven to and from the location of a professional in- or out-of-state activity will be paid at a rate established by the District. If an employee declines/refuses the use of district transportation and opts to use their personal vehicle, this must be approved in advance by administration in order to be considered for mileage reimbursement.

Employees may pay all costs incurred and be reimbursed by the district if expenses are approved in advance. A travel expense record must be completed for each trip with appropriate receipts attached for all expenses with the exception of meals. All travel arrangements will be made through the District office.

With the superintendent's approval, support staff who wish to attend an approved meeting at their own expenses may be allowed to attend the meeting without pay deduction.

Use of Private Vehicles- GAN

Staff personnel who use their private vehicle, upon prior approval from administration, and who are entitled to mileage reimbursement shall file a report showing dates, number of miles traveled and signature of the employee with the district office monthly for reimbursement following board approval. Your reimbursement will be issued via check from the district office.

Vacations - [GCRH](#)

Accrued vacation time applies to 12-month employees only, working 20 hours or more per week. In the event a staff member leaves the district, the number of vacation days will be prorated. Proration will be based on an employee's last date of work, which is the last day physically present at work. (The last day cannot be a paid day off such as a vacation day or a holiday.) When an employee moves from a non-vacation eligible position to a vacation eligible position, their vacation time begins accruing when they begin the vacation eligible position.

All paid vacation time will be computed on July 1st of each year. Vacation time will be prorated the first year for all new hires.

Eligible Classified Employees

0-10 years of employment – 10 days vacation

11-20 years of employment – 10 days plus 1 additional day each year for years 11-20.

21+ years – max of 20 days a year

If an employee retires or resigns from the district and is re-hired, they will begin accumulation of any eligible benefits over again.

Employees may not carry over vacation time to the next school year, and any unused time will be lost without compensation.

Work Agreements - [GBR](#), [GCA](#)

Certified and classified exempt staff receive contracts for employment. Classified (hourly) excluding temporary positions will receive employee-at-will work agreements

Worker's Compensation - [GAOE](#)

USD #367 provides worker's compensation insurance for all employees. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. If the injury is life or limb threatening, call 911. The supervisor will then submit the appropriate report to the District Office. All leave pay must be used for time off work not covered by worker's compensation pay. Employees are encouraged to receive treatment at the District designated physician for maximum benefit coverage. Employees who choose to seek treatment from other than the designated physician will have a benefit coverage cap of \$500.

All worker's compensation absences will run concurrent with the Family Medical Leave Act. The board, through its designated worker's compensation coordinator, may require a post-injury chemical test. If such a test is refused, all workers compensation benefits shall be forfeited by the employee. For additional information about your rights and responsibilities under worker's compensation, see Appendix E. Anyone filing a false worker's compensation claim will be prosecuted.