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Certified Personnel Section SN Excludes district school superintendent and other school management and supervisory personnel classified under GC policies.

Compensation Guides and Contracts -KSA 72-5412; 72-5412a SN Scope of category determined by actual agreements in force. See Handbook.

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*GCN GCO (See GCH)

*GCP

*GCQ

GCR

GCR

GCR

*GCRA

*GCRD

*GCRE

GCRF (See GCRE)

GCRG

GCRG

GCRG

GCRG

GCRG

GCRG

*GCRGF

GCRH

GCRI

*GCS Vacations Certified Organizations Certified Publishing Ethics (See GAG)

SN An information category since ethics are usually determined by a profession and not not imposed upon it.

Noncertified Personnel Section SN Excludes school management and supervisory personnel classified under GC policies.

Compensation Guides and Contracts Incentive Pay System Qualifications and Duties SN Job descriptions listed and coded (GCBAA, GCBAB, etc.) job-by-job.

Recruitment Hiring Assignment and Transfer Orientation Probation Supervision -KSA 72-1106 Evaluation Promotion Suspension Tenure Separation Resignation Reemployment Retirement -KSA 74-4931 et seq.

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Time Schedules

Work Load Health Examinations Overtime Pay -KSA 44-1201-1213; (See Fair Labor Standards Act) Travel Expenses -KSA 75-3201 et seq. Non-School Employment Leaves and Absences
Emergency and Legal Illness (Sick Leave) Disability (See GBRIBA) Military Religious Bereavement
Vacation Days -KSA 72-1106 Paid Holidays -KSA 72-1106; 35-107 Employee Organizations

GA Personnel Policy Organization GA

These policies are arranged in the following manner:

GA policies apply to all employees.

GB policies apply to teachers and other certified staff covered by the negotiated agreement.

GC policies apply to classified/non-certified staff. Approved: KASB

Recommendation - 2/98

GAA Goals and Objectives GAA

All employees shall follow all applicable board policies, rules and regulations.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See BDC) Approved: KASB Recommendation - 2/98

GAAA Equal Employment Opportunity and Nondiscrimination GAAA

The board shall hire all employees on the basis of 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.

Inquiries regarding compliance may be directed to Superintendent of Schools at 602 Walnut Street, Wellsville, KS 785-883-2388 or to: Equal Employment Opportunity Commission 400 State Ave., 9th Floor Kansas City, KS 66101 (913) 551-5655 or Kansas Human Rights Commission 900 SW Jackson, 8th Floor Topeka, KS 66603

(785) 296-3206

or

United States Department of Education Office for Civil Rights 10220 North Executive Hills Boulevard, 8th Floor Kansas City, Missouri 64153-1367

(816) 880-4247 Approved: KASB Recommendation - 2/98; 8/98

GAAB Complaints of Discrimination GAAB

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin or disability.

Any incident of discrimination in any form shall promptly be reported to an employees immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the districts programs and activities is prohibited. Denise ODea, USD #289 Superintendent, 602 Walnut St., Wellsville, KS 66092 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

GAAB Complaints of Discrimination GAAB-2

Complaints of discrimination should be addressed to an employees supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the districts discrimination complaint procedures. (See KN) Approved: KASB Recommendation - 2/98; 8/98

GAAC Sexual Harassment (See GAF) GAAC

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

GAAC Sexual Harassment (See GAF) GAAC-2

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unac

ceptable but do not constitute harassment may also result in employee discipline.

GAAC Sexual Harassment (See GAF) GAAC-3

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained through-out the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: July 28, 2003

GAACA Racial Harassment: Employees (See GAF) GAACA

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color or

national origin. Racial harassment will not be tolerated in the school district. Racial harassment of

GAACA Racial Harassment: Employees (See GAF) GAACA-2

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

Racial harassment is unlawful discrimination on the basis of race, color or national origin under Titles VI and VII Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;
2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;
3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of

interfering with an individual's work performance or employment opportunities. Racial harassment may result from verbal or physical conduct or written or graphic material. The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

GAACA Racial Harassment: Employees (See GAF) GAACA-3

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

GAACA Racial Harassment: Employees (See GAF) GAACA-4

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

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: July 28, 2003

GAAD Child Abuse (See JCAC) GAAD

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

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. Approved: KASB Recommendation - 2/98

GAAD-R Child Abuse GAAD-R

SRS Access to Students on School Premises (See JCAC)

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

Cooperation Between School and Agencies Principals shall work with SRS and law enforcement agencies to develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To

GAAD-R Child Abuse GAAD-R-2

the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property **shall not be in uniform.**

Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if SRS is closed. It is recommended the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

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

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

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

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

Recommendation - 2/98

GACA Positions GACA

Employment positions shall be authorized by the board. The superintendent shall prepare for board approval a comprehensive list of all positions, together with the qualifications, duties and responsibilities. (See GACB)

Approved: KASB Recommendation - 2/98

GACB Job Descriptions GACB

The superintendent shall develop a job description for each category of employee. Job descriptions shall be filed with the clerk and may be published in handbooks. Approved: KASB Recommendation - 2/98

GACC Recruitment and Hiring GACC

Recruitment. The board delegates to the superintendent the authority to recruit staff members. Hiring

The board shall approve the employment of all employees. The employment of any staff member is not official until the contract or other document is signed by the candidate and approved by the board.

Background Checks

As a condition of initial employment, an applicant who cannot certify they have continuously resided in Kansas for the past ten years shall be subjected to a statewide and a nationwide criminal history records check by the Kansas Bureau of Investigation (KBI). The check shall conform to applicable federal standards and include the taking of the applicants fingerprints. The board of education shall pay the costs of the background check.

Hiring sequence

The verbal offer of employment to the candidate

Verbal acceptance by the candidate;

Background check initiated, if requested;

Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and

Approval of the contract or other documents by the board. Approved:

GACD Employment Eligibility Verification (Form I-9) GACD

All district employees, at the time of employment, shall provide verification of identity and employment status to the superintendent. Approved: KASB Recommendation - 2/98

GACD-R Employment Eligibility Verification (Form I-9) GACD-R

The superintendent shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U.S. citizenship, or legal alien status. Evidence to be used to verify identity, employment status, U.S. citizenship, or legal alien status should include at least two of the following documents, one of which contains a current photo of the employee: birth certificate, social security card, or a current driver's license; or one of the following: U.S. passport, certificate of U.S. citizenship, certificate of naturalization, unexpired foreign passport, or resident alien card. Approved: KASB Recommendation - 2/98

GACE Assignment and Transfer GACE

The board reserves the right to assign, reassign or transfer all employees. Approved: KASB
Recommendation - 2/98

GAD Employee Development Opportunities GAD

All plans for self-improvement involving expenditure of district funds, or which requires time away from the employee's assigned responsibilities shall be approved in advance by the board or superintendent. Approved:

GAE Complaints GAE

Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document. Approved: KASB Recommendation - 2/98

GAF Staff-Student Relations (See JGEC, JGECA, GAAC and GAACA) GAF

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status. Approved:

July 28, 2003

GAG Conflict of Interest GAG

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. Approved: KASB Recommendation - 2/98

GAH Participation in Community Activities GAH

Prior permission must be obtained from the superintendent for participation in any non-school community activity which takes place during duty hours. Approved: KASB Recommendation - 2/98

GAHB Political Activities (See GBRK and GCRK) GAHB

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated.

Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office. Approved: KASB Recommendation - 2/98

GAI Solicitations (See KDC) GAI

All solicitations of and by staff members during duty hours are prohibited without prior approval of the appropriate supervisor. Approved: KASB Recommendation - 2/98

GAJ Gifts (See JL, KH) GAJ

The giving of gifts between students and staff members is discouraged. Unless approved by the principal, staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity.

Gifts to Staff Members

Staff members are prohibited from receiving gifts from vendors, salesmen or other such representatives. Premiums resulting from sales projects sponsored by the school shall become the property of the school
Approved: KASB Recommendation - 2/98

GAK Personnel Records (See GACD, GBI, CEI, CGI and GCI) GAK

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

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

All records and files maintained by the district should be screened periodically by the custodian of records.

GAK Personnel Records (See GACD, GBI, CEI, CGI and GCI) GAK-2

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured. Approved: KASB Recommendation - 2/98

GAM Personal Appearance GAM

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

Appropriate dress does not include: blue jeans, sweat suits, wind suits, torn clothing, tee-shirts (except Wellsville logoed shirts on pre-approved or designated days), and shorts (dressy short outfits for women are acceptable). Staff who work in special areas and/or times will work with the administrator to decide particular dress.

Staff will be allowed to wear blue jeans on Friday. Appropriate dress will be expected when parent-teacher conferences fall on a Friday.

Custodians and kitchen personnel are required to wear the mandatory uniform assigned. Approved: KASB Recommendation - 2/98

GAN Travel Expenses (See BBBF, CG, CEF, GBRC and GCA) GAN

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together.

Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Staff Travel

Staff members who must drive a personal vehicle during the duty day may be reimbursed for their travel at a rate set by the board. Regulations for reimbursements, if allowed, shall be developed by the superintendent.

Approved: KASB Recommendation - 2/98; 7/03; 4/07; 5/10

GAO Maintaining Proper Control GAO

Each employee is responsible for maintaining proper control in the school. 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. Approved: KASB Recommendation - 2/98

GAOA Drug Free Workplace GAOA

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district. Approved: KASB Recommendation - 9/97

GAOA-R Drug Free Workplace GAOA-R

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 or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within

GAOA-R Drug Free Workplace GAOA-R-2

five days after the conviction.

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

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, 34 CFR Part 85, Subpart

F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under 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, dispensing, possession or use of a controlled substance is prohibited in the district. Approved: KASB recommendation 5/97; 2/98

GAOA-R Drug Free Workplace GAOA-R

Alternative II

As a condition of employment in the _____ program, which is wholly or partially funded with federal grant monies, employees in the program shall abide by the terms of this policy.

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

GAOA-R Drug Free Workplace GAOA-R-2

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

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

Each employee in the _____ 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, 34 CFR Part 85, Subpart

F. It is not intended to supplant or otherwise diminish disciplinary actions which may be taken under board policies or the negotiated agreement. Approved: KASB Recommendation - 9/97; 2/98

GAOB Drug Free Schools (See JDDA) GAOB

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928. Approved: KASB Recommendation - 2/98

GAOB-R Drug Free Schools GAOB-R

Employee Conduct

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

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

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

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs along with names and

GAOB-R Drug Free Schools GAOB-R-2

addresses of contact persons for the program is on file with the board clerk: Bert Nash Mental Health Center 336
Missouri, Suite 202 Lawrence, Kansas 66046 785-843-9192

Franklin County Mental Health Clinic 216 Hickory Ottawa, Kansas 66067

DCCCA Counseling and Resource Center 2200 West 25th Lawrence, Kansas 66046 785-841-
4138

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. A copy of this policy shall be provided to all employees. Approved: KASB Recommendation - 9/97; 2/98

GAOC Use of Tobacco Products in School Buildings GAOC

The use of tobacco products in any form is prohibited in any school building, owned, leased or rented by the district used for pupil attendance purposes. (See JCDA)

The outdoor stadium is a tobacco-free facility.

Approved: KASB Recommendation - 2/98

GAOD Drug and Alcohol Testing GAOD

All district employees performing job functions which require the employee to maintain a commercial driver's license shall be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations.

Each new employee shall be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis. Approved: KASB Recommendation - 7/96; 2/98

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GAOE Workers Compensation and Disability Benefits GAOE

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments. In no event shall the employee be entitled to a combination of workers compensation benefits, district paid disability insurance, and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorata amount equal to the percentage of salary paid by the district.

This policy shall not apply to those employees covered under the negotiated agreement. Approved: KASB Recommendation-7/96; 2/98

GAOF Salary Deductions GAOF

Salary deductions shall be made if permitted by board policy, the negotiated agreement, or required by law. The superintendent shall develop forms to provide information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board. Approved: KASB Recommendation - 2/98

GAQ Retirement and Senior Citizen Privileges GAQ

Retired school employees, who retire under KPERS, and their spouse, will be issued a free athletic pass upon application to the high school office. All senior citizens, sixty-five (65) years of age, or older, will be issued free

GAQ Retirement and Senior Citizen Privileges GAQ-2

passes to athletic events upon application to the high school office.

COBRA Guidelines for Retirees: Retirees and/or their spouses will be allowed to continue participation in the group health insurance plan until such time as the retiree reaches age sixty-five (65). Monthly payments will be submitted to the district office by the retiree and/or spouse by the last day of each month.

After age sixty-five (65), the retiree and/or spouse may elect to remain covered by the group health insurance plan at a monthly rate as determined by the insurance carrier. Medicare would be the primary insurer and the group health insurance would be the secondary insurer.

GAR Communicable Diseases 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 so that a proper reporting may be made to the county or joint board of health as required by statute.

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 district employees and to students.

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.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease. Approved: KASB Recommendation 2/98

GAR-R Communicable Diseases GAR-R

If a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether 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 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. AIDS

In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the Review Board, the risks and benefits to both the employee and to others in the proposed work setting.

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

Guidelines for Dealing With Employees Infected

With HIV in the District School

The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to other school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV. Based upon the

GAR-R Communicable Diseases GAR-R-2

present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated.

Case Review

The determination of the appropriate educational setting for HIV infected individuals will be made on a case-by-case basis by a Review Board. The school nurse or county health nurse will serve as Chairperson of the Review Board and serve as the contact source for all referred cases.

In each case the Review Board shall consider: 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.

The Review Board may consist of, but not necessarily limited to, the employee's physician, school officials including the superintendent of schools, building principal, the employee and/or a representative of the employee, the county health officer, and other individuals as deemed necessary. The school attorney may assist the Review Board as an observer and advise the board on legal questions.

Dealing With School Employees With HIV

The Review Board shall develop additional procedures to periodically assess the employee's condition to assist in determining the employee's status to work. Establishment of a plan for periodic review of the employee's status shall be established by the Review Board at the initial meeting.

GAR-R Communicable Diseases GAR-R-3

Confidentiality

To the extent possible, knowledge of the employee's condition shall be retained within the Review Board members. In some situations it may be necessary that other personnel also be advised. This will be determined by the superintendent. Approved: KASB Recommendation 2/98

GARA Bloodborne Pathogen Exposure Control Plan GARA

The board shall adopt an exposure control plan which conforms with current regulations of the Kansas Department of Human Resources (KDHR).

The plan shall be accessible to all employees and shall be reviewed and updated at least annually. All staff shall receive the training and equipment necessary to implement the plan. Approved: KASB Recommendation - 9/97

GARI Family and Medical Leave GARI

District employees shall be provided family and medical leave as provided by a plan approved by the board. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to all staff at the beginning of each school year. Approved: KASB Recommendation - 9/97; 2/98 (Remove this page from the policy book)

SAMPLE: FAMILY AND MEDICAL LEAVE PLAN

Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition.

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job functions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

FAML-2

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee to the clerk of the board on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications. Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the superintendent may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

GARID Military Leave GARID

Employees are entitled to military leave under the Uniformed Services Employment and Reemployment Act of 1994. The Act applies to military service that began on or after December 12, 1994 or military service that began before December 12, 1994 if the employee was a reservist or National Guard member who provided notice to the employer before leaving work.

Reemployment rights extend to persons who have been absent from work because of service in the uniformed services. The uniformed services consist of the following military branches:

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

GARID Military Leave GARID-2

Service in the uniformed services means duty on a voluntary or involuntary basis in a uniformed service, including:

Active duty. Active duty for training. Initial active duty for training. Inactive duty training. Full-time National Guard duty. Absence from work for an examination to determine a persons fitness for any of the above types of duty.

The employee may be absent for up to five (5) years for military duty and retain reemployment rights. There are, however, exceptions which can exceed the five (5) years limit. Reemployment protection does not depend on the timing, frequency, duration or nature of an individuals service. The law enhances protections for disabled veterans including a requirement to provide reasonable accommodations and up to two (2) years to return to work if convalescing from injuries received during service or training.

The returning employee is entitled to be reemployed in the job that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. If necessary, the employer must provide training or retraining that enables the employee to refresh or upgrade their skills so they can qualify for reemployment. While the individual is performing military service, he or she is deemed to be on a furlough or leave of absence and is entitled to the non-seniority rights accorded other individuals on non-military leaves of absence. Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 18 months at a cost of up to 102 percent of the full premium. For military service of less than 31 days, health care coverage is provided as if the individual had never left. All pensions which are a reward for length of service are protected.

GARID Military Leave GARID-3

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

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

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

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

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

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

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

Kansas law also requires reemployment if an individual is called to active duty by the state. Approved:
KASB Recommendation 9/97

GBH Supervision GBH

The superintendent and other administrators designated by the superintendent have the right to supervise certified staff. The responsibility for the immediate supervision of certified staff rests with each building principal. Approved: KASB Recommendation – 2/98

GBI Evaluation GBI

The board shall adopt an approved evaluation instrument. The instrument shall govern evaluation of teachers, shall be filed with the clerk and may be published in teacher handbooks. Availability of Evaluation Documents

Completed evaluation documents shall be available to the employee, the superintendent, assistant superintendent, other administrators under whose supervision the teacher works, and others authorized by law. (See GAK)

Evaluation Criteria Evaluation criteria shall be established by the board. Approved: July 28, 2003

GBK Suspension GBK

The superintendent shall have the authority to suspend certified employees with pay until the suspension is resolved by board action. See the negotiated agreement. Approved:

GBN Nonrenewal and Termination GBN

Nonrenewal or termination shall be in accordance with Kansas law.

Approved: KASB Recommendation – 2/98

GBO Resignation GBO

The board shall consider any certified employee's resignation which is submitted to the board in writing. The board may accept resignations from employees under contract when the resignation will be in the best interests of the district. Approved: KASB Recommendation – 2/98

GBO-R Resignation GBO-R

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a suitable replacement has been employed.

Liquidated Damages See the negotiated agreement. Approved:

GBQA Reduction of Teaching Staff GBQA

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement. Approved:

GBRC Professional Development (See GBRH and GAN) GBRC

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements. The program shall promote:

GBRC Professional Development (See GBRH and GAN) GBRC-2

- . continuous professional development;
- . improving academic achievement for all students;
- . diversification in academic foundations or subject knowledge; and
- . improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday. Approved: July 28, 2003

GBRG Non-School Employment GBRG

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not engage in outside employment which interferes with their duties. Approved: KASB Recommendation – 2/98

GBRGA Consulting GBRGA

Certified employees may request to be excused from regular duty by the board to serve as paid or unpaid consultants to other districts, government agencies or private industry. If the employee takes paid leave to perform consulting services, any fee and/or honorarium paid to the employee shall be returned to the district. Approved: KASB Recommendation – 2/98

GBRGB Tutoring for Pay GBRGB

Teachers shall not receive pay for tutoring or private instruction at school unless approved in advance by the board. Approved: KASB Recommendation – 2/98

GBRH Leaves and Absences GBRH

Paid Leave

Full-time employees will be credited with 10 days of paid leave on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 90 days. The annual credit of 10 days will be first applied to employee absences. The maximum number of days available in any fiscal year is 100 days.

The paid leave may be used as sick leave, bereavement leave or personal leave.

Sick leave is available for the personal illness of the employee or the illness of the employee's spouse, child, grandchild, parent or the parent or child of the employee's spouse. The superintendent shall have the right to receive verification of any illness or disability.

Bereavement leave is paid leave in the event of the death of a member of the family covered by sick leave. Bereavement leave is limited to three days per occurrence. Bereavement leave will be deducted from available paid leave.

Personal leave is for the purpose of conducting personal activities that may not be completed outside the workday. Personal leave is limited to two days per fiscal year and will be deducted from paid leave allowed. Requests for personal leave must be given to the employee's supervisor at least one week in advance of the period of leave.

If the employee leaves the employment of the district for any reason, no payment will be made for unused sick leave.

GBRH Leaves and Absences GBRH-2

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave. Approved: July 28, 2003

GBRIBA Disability Leave GBRIBA

The board may grant leave of absence for disability with or without pay. Approved: KASB
Recommendation – 2/98

GBRJ Substitute Teaching GBRJ

Qualified substitute teachers shall be secured for the district.

The superintendent (shall/may) meet with potential substitutes before the start of each school year.

The superintendent and principals shall compile a list of available substitute teachers, and each principal shall have a current copy.

Principals (or other designated employees) shall be responsible for obtaining substitute teachers from the list and employing them as needed.

The principal shall be responsible for developing a substitute's handbook.

The board shall establish the rate of pay for substitute teachers each July. Approved: KASB
Recommendation - 5/97; 2/98

GBRJ-R Substitute Teaching GBRJ-R

Each principal shall file a report with the superintendent listing the substitutes used in the building during each pay period.

The superintendent shall meet with principals and review the performance of substitutes. Approved:

GBU Ethics GBU

An educator in the performance of assigned duties shall: actively support and pursue the district's educational mission. (see IA); recognize the basic dignity of all individuals; maintain professional integrity (GAG); avoid accepting anything of substantial value offered by another which is known to be or which may appear to influence judgment or the performance of duties (GAJ); accurately represent professional qualifications (GBC); and be responsible to present any subject matter in a fair and accurate manner (IAA and IKB).

Approved: KASB Recommendation – 2/98

GCA Compensation and Work Assignments GCA

Classified employees shall be paid according to pay rates established by the board. Payment shall be made at the established pay date following the end of each pay period.

Work Assignments Subject to board approval, the superintendent shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the superintendent.

GCA Compensation and Work Assignments GCA-2

Overtime The employee shall not work more than 40 hours per week without the prior permission of the appropriate supervisor. (See GCR) Compensation for Out-of-Town/Overnight Trips (See GAN) When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay as appropriate for time away from Wellsville MINUS:

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business. Approved: KASB

Recommendation 2/98

GCI Classified Employee Evaluation GCI

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board. Approved:

KASB Recommendation – 2/98

GCI-R Classified Employee Evaluation GCI-R

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file. Approved: KASB Recommendation – 2/98

EVALUATOR'S COMMENTS ON STRENGTHS AND WEAKNESSES

1. Personal Qualities

2. Work Related Skills

3. Commitment to Duty

4. Employee's Comments

Employee _____

Evaluator _____

Date _____

Date _____

This evaluation was signed by the employee after it was reviewed by the evaluator.

GCK Suspension GCK

The superintendent shall have the authority to suspend classified employees with pay until the suspension is resolved by board action. Approved: KASB Recommendation – 2/98

GCRF Non-School Employment GCRF

Classified employees shall not be excused during their regularly assigned time schedule to perform outside employment. Classified employees shall not engage in outside employment which interferes with their duties. Approved: KASB Recommendation – 2/98

GCRG Leaves and Absences GCRG

Paid Leave

Personal days shall be earned at the rate of one (1) day per four (4) months for 12 month employees. For 10.5 month employees shall earn one (1) day per five months. Nine (9) month employees shall earn personal days at the rate of one (1) day per semester. The employee shall be expected to provide three (3) days written notice before taking a personal day. The three days written notice is not given, the employer is not required to grant the personal day. If a personal day is requested during the two (2) days prior to or following any holiday, the first five (5) days or the last five (5) days of the school year, the employer need not grant the personal day request. In the case of an emergency, all restrictions as to when personal leave may be taken will be waived. An emergency is defined as a combination of circumstances that require immediate attention and/or action that may interrupt or interfere with the employee's duties at school. The employee shall make a reasonable effort to inform the school of an emergency situation. Unused personal leave shall accumulate as sick leave.

GCRG Leaves and Absences GCRG-2

The employee may exchange two (2) days of sick leave for one (1) additional day of personal leave if so desired. The 12 month employees are allowed a maximum of four (4) personal days per year, the rest are allowed a maximum of three (3) personal days per year.

Sick Leave

Sick leave for twelve (12) month employees will be earned at the rate of one (1) day per month of service completed. Other employees shall earn sick leave at the rate of one (1) day per month of service completed. An employee sick for three (3) consecutive days or longer, shall, be upon request, present a doctor's certificate. Sick leave may accumulate to sixty-five (65) days. Failure to get to school because of car trouble or roads does not constitute sick leave. Attendance at funerals or ministering to ill members of the employee's immediate family considered necessary by the employee shall be chargeable to sick leave.

With the twelve (12) month employees the twelve (12) days of annual allocation shall be granted at the start of each school year. If, however, termination of the employee's contract should occur, for whatever reason, during the contract year, one day of sick leave will be deducted from the total of the twelve (12) days accrued during that contract year for each twenty (20) days remaining on the contract. Should the employee have used sick leave days in excess of the total number of days accrued during the present contract year, less the deducted days, the employee will have deducted from the earned salary an amount equivalent to one day's pay for each day of sick leave used beyond the total entitlement. One day's pay shall be defined as 1/260th of the total contracted salary.

Ten and half (10.5) month employees ten (10) days of annual allocation shall be granted at the start of the school year. If, however, termination of the employee's

contract should occur, for whatever reason, during the contract year, one day of

GCRG Leaves and Absences GCRG-3

sick leave will be deducted from the total of the ten (10) days accrued during the contract year for each twenty (20) days remaining on the contract. Should the employee have used sick leave days in excess of the total number of days accrued in prior years, if any, plus the number of days which would have been accrued during the present contract year, less the deducted days, the employee will have deducted from the earned salary amount equivalent to one day's pay for each day of sick leave used beyond the total entitlement. One day's pay shall be defined as 1/210th of the total contracted salary.

The nine month employees annual allocation of nine (9) days shall be granted at the start of each school year. If however, termination of the employee's contract should occur, for whatever reason, during the contract year, one day of sick leave will be deducted from the total of the nine (9) days accrued during the contract year for each twenty (20) days remaining on the contract. Should the employee have used sick leave days in excess of the total number of days accrued in prior years, if any, plus the number of days which would have been accrued during the present contract year, less the deducted days, the employee will have deducted from the earned salary amount equivalent to one day's pay for each day of sick leave used beyond the total entitlement.

Unpaid Leave

The board may grant a period of unpaid leave as determined by the board. The period of leave and reason for unpaid leave shall be determined by the board. The board shall not be required to pay any salary or benefits during periods of unpaid leave except as may be required by law.

GCRG Leaves and Absences GCRG-4

Jury Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave. Approved:

GCRH Vacations GCRH

Full-time classified employees may be granted a paid vacation each year. (See Classified Employee Policy Handbook) Approved: KASB Recommendation 2/98

GCRH-R Vacations GCRH-R

After two months of continuous employment, a new classified employee may accumulate one (1) vacation day per month up to a total of ten (10) vacation days per year. After the first year of employment, employees earn vacation days at the rate of eight tenths (.8) per month. The ten (10) days of annual allocation shall be granted at the start of each school year. If, however, termination of the employee's contract should occur, for whatever reason, during the contract year, the unearned amount of vacation days used would be deducted from the ending salary. After five (5) years of consecutive service with the district, one (1) additional day of vacation per year may accrue to a maximum of twenty (20) days per year. Vacation days shall not accumulate from one year to the next. Approved:

GCRI Paid Holidays GCRI

Paid holiday leave may be granted to full-time classified employees. Approved: KASB Recommendation 2/98

GCRI-R Paid Holidays GCRI-R

Administrative staff receive the following paid holidays:

- July 4: The day off if it falls during the week. If it falls on Saturday, Friday will be allowed. If it falls on Sunday, Monday will be allowed.
- Labor Day: First Monday in September.
- Thanksgiving: Thanksgiving vacation as per school calendar or as directed by the superintendent.
- Winter: Winter vacation as per school calendar or as directed by the superintendent.
 - New Years: New Years day as per school calendar or as directed by the superintendent.
 - Memorial Day: Last Monday in May. Classified employees (12 month) shall receive the following paid holidays:
 - July 4: The day off if it falls during the week. If it falls on Saturday, Friday will be allowed. If it falls on Sunday, Monday will be allowed.
 - Labor Day: First Monday in September.
- Thanksgiving: Thanksgiving day.
- Winter: Christmas Day off if it falls during the work week. If it falls on Saturday, Friday will be allowed. If it falls on Sunday, Monday will be allowed. If Christmas Eve falls during the week, the full day will be allowed.
 - New Years: New Years day off. If it falls on Saturday or Sunday allow Friday off. Allow New Years Eve off if it falls during the work week.
 - Memorial Day: Last Monday in May.
 - Other holidays designated on the school calendar shall be worked as directed by

the building administrator and/or superintendent. Approved:

GCRK Political Activities (See GAHB) GCRK

Classified staff members shall not use school time, school property or school equipment for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue. Approved: KASB Recommendation – 2/98