



**PUBLIC SCHOOLS
USD 418**

2023/2024 Staff Handbook

Equal Employment Opportunity and Nondiscrimination

McPherson USD 418 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 individual's race, color, religion, sex, age, disability or national origin.

Inquiries regarding compliance may be directed to the Clerk of the Board, 514 N Main, McPherson, KS (620-241-9400) or to:

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

or

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

or

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut Street, Suite 320
Kansas City, Missouri 64106
(816) 268-0550

Statement of Commitment to Professionalism

McPherson USD 418 is committed to holding the highest standards of excellence. A major component of our district achieving excellence is an emphasis on the recognition and development of professional behaviors that reflect a commitment to excellence in the profession.

Table of Contents

Table of Contents	3
McPherson USD 418 Directory	4
Central Office Phone Extensions	5
Health Coverage Continuation Rights for Employees and Dependents	6
School Calendar	7
Selected Board Policies	8
Handbook Policies and Procedures	10
CONTRACT START AND END DATES 2023/24	10
ABSENCE FROM DUTY	10
COMPENSATORY TIME	10
DISTRICT ANNOUNCEMENT	11
EMPLOYEE BACKGROUND CHECKS	11
EMPLOYEE CONDUCT	11
GRIEVANCE PROCEDURES - CLASSIFIED/ADMINISTRATIVE STAFF	11
LEAVES AND ABSENCES	13
MILEAGE REIMBURSEMENT	14
OVERTIME PAY	14
PAID TIME OFF	14
PAID TIME - SNOW DAY	15
PAYROLL INFORMATION	16
PHYSICAL EXAMINATION REQUIREMENT	16
REQUISITION FOR SUPPLIES AND EQUIPMENT	16
SAFE WORK ENVIRONMENT	17
SCHEDULE FOR HOURLY EMPLOYEES	17
SECURING OF SUPPLIES	17
SEPARATION PAY - CLASSIFIED	18
SICK LEAVE - CLASSIFIED	18
SICK LEAVE BANK - CLASSIFIED	19
STAFF APPEARANCE	20
TRANSPORTATION REQUEST INFORMATION	21
VACATIONS - CLASSIFIED	22
WORKERS COMPENSATION	22
WORKING ASSIGNMENTS AND ATTENDANCE	24
WORKING CONDITIONS	24

McPherson USD 418 Directory

2023/2024

Central Office ----- 241-9400

514 N. Main, fax 620-241-9410

- Shiloh Vincent, Superintendent
- Jamie Lewis, Assistant Superintendent
- Brandi McWilliams, Director of Curriculum & Instruction
- Nikki Garcia, Business Manager

McPherson County Special Education Cooperative ----- 241-9400

514 N. Main, fax 620-241-9410

- Melissa Strathman, Director
- Megan Ladenburger, Assistant Director

McPherson High School ----- 241-9500

801 E. First, fax 620-241-9506

- Audrey Herbst, Principal
- Megan Hagaman, Asst. Principal
- Tyson Kendrick, Asst. Principal - Career & Technical Education
- Shane Backhus, Activities Director

McPherson Middle School --- 241-9450

700 E. Elizabeth, fax 620-241-9456

- Inge Esping, Principal
- Todd Beam, Asst. Principal
- Shane Backhus, Activities Director

McPherson Alternative Ctr --- 241-9507

Mailing Address: 514 N. Main

Fax 620-241-9410

- David Patterson, Coordinator

Eisenhower Elementary --- 241-9430

310 E. Wickersham, fax 620-241-9431

- Chris Allen, Principal

Lincoln Elementary ----- 241-9540

900 N. Ash, fax 620-241-9542

- Chris Korbe, Principal

Roosevelt Elementary ----- 241-9550

800 S. Walnut, fax 620-241-9552

- Cara Schrag, Principal

Washington Elementary ----- 241-9560

128 N. Park fax 620-241-9564

- Jill Beam, Principal

Early Childhood Office ----- 241-9590

915 E. First, fax 620-241-9565

- David Brock, Director

Food Service ----- 241-9490

700 E. Elizabeth

- Bill Froese, Operations Director

Park Warehouse ----- 241-9570

210 N. Elm

- Bill Froese, Operations Director

Transportation Center ----- 241-6830

1000 W. First, Unit 2

- Bill Froese, Operations Director

Central Office Phone Extensions

Cabezas, Toni	102	Adm. Asst- Superintendent
Clevenger, Gina	145	Adm. Asst- Dir. of Curriculum & Instruction
Eller, Sarah	126	Para Facilitator
Edgerle, Kaisha	138	Behavior Specialist
Garcia, Nikki	110	Business Manager
Hamma, Susan	117	Adm. Asst- Director of Special Ed
Holthus, Sally	—	Transition Coordinator
Ladenburger, Megan	122	Asst Director - Special Ed
Larson, Kelsey	153	McCSEC Office Assistant
Lewis, Jamie	112	Assistant Superintendent
Goodell, Susan	135	Adm. Asst - Business
McCormick, Mike	----	Adm. Asst - Front Desk
McWilliams, Brandi	134	Director, Curriculum & Instruction
Nunez, Jordan	131	Adm. Asst - Human Resources
Peters, Becki	119	Adm. Asst- Special Ed
Rawson, Jessica	128	Autism Specialist
Schieferecke, Shandell	138	Behavior Specialist
Strathman, Melissa	142	Director of Special Education
Vincent, Shiloh	102	Superintendent
Voicemails		
Brock, Carrie	208	Social Worker
Bunger, Jami	203	School Psychologist
Cooper, Katherine	204	School Psychologist
Gutierrez, Kaitlyn	202	School Psychologist
Korbe, Sarah	206	School Psychologist
Kumle, Jessica	205	School Psychologist
Myers, Holly	201	Social Worker
Sullivan, Melissa	207	School Psychologist

Health Coverage Continuation Rights for Employees and Dependents

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School Calendar

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Selected Board Policies

This list includes selected Board Policies that are most relevant to staff members. All board policies may be found on this district website:

<https://www.boarddocs.com/ks/usd418/Board.nsf/Public>

Animals and Plants in the School	ING
Assignment and Transfers	GACE
Bloodborne Pathogen Exposure Control Plan	GARA
Child Abuse	GAAD
Civility	KP
Communicable Disease	GAR
Compensation Guides and Contracts (Classified)	GCA
Computer and Device Use	IIBG
Conferences and Visitations (Certified)	GBRHB
Conflict of Interest	GAG
Contests for Students (Certified)	JM
Corporal Punishment	JDA
Disability Leave	GBRIBA
Disruptive Acts at School or School Activities	KGD
District Assessment of Students Covered Under IDEA	IIB
Drug and Alcohol Testing	GAOD
Drug Free School	GAOB
Early Retirement Incentives (Classified)	GCQA
Emergency Leave	GBRIA
Emergency Safety Interventions (Certified)	GAAF

Employee Development Opportunities (Certified)	GAD
Energy Conservation Management	EBDA
Equal Employment Opportunity and Nondiscrimination	GAAA
Equipment	KGA
Evacuations and Emergencies	EBBD
Evaluation of Certified Personnel (Certified)	GBI
Expense Reimbursement	GANAA
Family Educational Rights and Privacy Act (FERPA)	IDAE
Fringe Benefits (Classified)	GCRK
Fund Raising	KDCA
Gifts	GAJ
Hazing	JDAB
Health Examinations (Certified)	GBRA
Homeless Students	JBCA
Human Sexuality and AIDS Education (Certified)	IKCA
Identification Badges	GAMA
Textbooks, Instructional Materials and Media Centers	IF
Interrogation and Investigations	JCAC
Job Sharing Positions (Certified)	GBEA
Leaves and Absences (Certified)	GBRH

Loan of Art Collection	KE
District Health and Wellness Plan	JGCA
Longevity Incentive Benefit (Classified)	GCP
Birth/Adoption Leave	GARJ
Non-Renewal & Termination (Certified)	GBN
Military Leave	GARID
Nepotism	GACCA
Non School Employment	GBRG
Overtime (Classified)	GCA
Paid Holidays (Classified)	GCRI
Paid Time Off (Classified)	GCRGA
Parent Participation for Employees	GBRIG
Participation in Community Activities (Certified)	GAH
Personal Appearance	GAM
Personnel Records (Certified)	GAK
Positions	GACA
Printing and Duplicating Services	ECH
Probation (Certified)	JDC
Professional Development	GBRC
Professional Leave (Classified)	GCRGB
Protection of Privacy Rights	KCA
Racial and Disability Harassment	GAACA
Recruitment and Hiring	GACC
Reduction in Teaching Staff (Certified)	GBQA
Reemployment (Certified)	GBP

Religion in Curricular or School Sponsored Activities	IKD
Religious Objectives to Activities	IKDA
Resignation (Certified)	GBO
Salary Deductions	GAOF
School Calendar	AEA
Security and Safety	EBC
Sexual Harassment	GAAC
Smoking and Tobacco Products	GBRAB
Solicitations	KDC
Staff Meetings (Certified)	GBRD
Staff-Student Relations (Certified)	GAF
Student Privacy	IDAE
Substitute Teaching (Certified)	GBRJ
Substitutes for Classified Personnel (Classified)	GCRL
Supervision	GBH
Supervision of Students	JGFB
Suspension	GBK
Termination	GBN
Travel Expenses	GAN
Tutoring for Pay (Certified)	GBRGB
Use of School Facilities	HAHBA
Vacations (Classified)	GCRH
Weapons	JCDBB
Work Schedule	GBR
Workers Compensation	GAOE

Handbook Policies and Procedures

CONTRACT START AND END DATES 2023/24

Teachers

Contract Days: 187 days

First Day: August 10

Last Day: May 23

Administrators

Contract Days	Days Beyond Teacher Contract	Days Before Teachers	Report Date	Days After Teachers	Last Date
212	25	13	July 24, 2023	12	June 7, 2024
222	35	18	July 17, 2023	187	June 14, 2024
232*	45	23	July 17, 2023	232	June 14, 2024

Notes:

Memorial Day is considered a paid Holiday and counted as a contract day.

** Includes 10 days that must be worked outside of the assigned days (summer, weekends, non-teacher contract days).*

ABSENCE FROM DUTY

When any employee finds that s/he must be absent from duty, s/he shall notify the immediate supervisor and/or the building principal at the earliest possible moment. It shall be the responsibility of the director or supervisor to secure substitutes as needed. Leaves are required for all absences.

COMPENSATORY TIME

Compensatory time is banked overtime on an employee's regular job. Overtime is banked at 1.5 times the amount (1 hour overtime = 1.5 hours of banked compensatory time). The maximum banked time that can be accumulated during a fiscal year is eighty (80) hours. Employees use this time by submitting a leave under a "Comp" code. Classified staff must use their compensatory time by June 15th, the date of the last time sheet for the fiscal year. Please contact your supervisor or the payroll department for more information.

DISTRICT ANNOUNCEMENT

The school district currently is utilizing a phone system (Power Announcement) which calls staff to inform them of school closing or emergencies. The system will also send email alerts and/or text messages. It is essential that staff update their information when changes occur to their address, home and cellular phone numbers.

EMPLOYEE BACKGROUND CHECKS

The school district has an affirmative responsibility to verify the accuracy of information relating to potential employees.

In order to be fully apprised of the background of a potential employee, the school district will request Criminal History Record Information (CHRI) from the Kansas Bureau of Investigation (KBI) on all individuals applying for employment with the district.

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 applicant's fingerprints. The board of education shall pay the costs of the background check.

The board may offer provisional employment to an applicant pending receipt of the results of the criminal history records check required by law. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in law.

McPherson USD 418 shall enter into a nondisclosure agreement with the KBI. A current agreement must be on file with the KBI.

EMPLOYEE CONDUCT

As a condition of continued employment, all employees are expected to abide by all board and handbook policies. Employees who violate board or handbook policy or law, have job-related safety violations, and/or display personal behaviors that reflect negatively upon the district shall be subject to disciplinary action.

GRIEVANCE PROCEDURES - CLASSIFIED/ADMINISTRATIVE STAFF

Definitions

Grievance: An alleged violation, misapplication or misinterpretation of contract, working agreement, job description, or school policy.

Days: Calendar days

Procedure

The following procedure shall be followed and may only be altered by consent of employee and the central office administrator responsible for the area of employment of the employee. The incident cited in the grievance must have occurred within thirty (30) days of the initial presentation of the grievance.

1. The employee shall present either verbally or in writing the grievance to his/her immediate supervisor in an effort to resolve the matter. The supervisor shall give the employee a written answer within five (5) days. If the grievance is not answered in five (5) days or settled to the satisfaction of the employee, the employee may take it to the next level of supervision.
2. The grievance shall be presented in writing to the next level of supervisor who shall request assistance from his/her supervisor to consider the matter unless it is the superintendent. In case the supervisor is the superintendent, step 3 shall be followed. The responsible supervisor shall convey his/her response to the employee in writing within ten (10) days.
3. The presentation shall consist of a copy of the original written grievance and any other correspondence exchanged between the employee and the supervisor(s) regarding the grievance. The superintendent may either require a meeting of any or all employees directly involved in the violation or may respond based on the written materials presented. The superintendent shall respond in writing within twenty (20) days of receiving the grievance.
4. If the resolution of the grievance is not to the satisfaction of the employee, (s)he may request through the board president a review by the board of education. The review shall be in executive session if requested by either party and shall be within twenty-one (21) days of receipt. All written materials previously used in the grievance procedure will be supplied to the board of education. The board will provide a written response within thirty (30) days.

Additional Rules

1. No grievance may be expanded beyond the first written statement once the process begins.
2. The employee may be accompanied by a representative who is also employed by USD 418 at all levels of the procedure.
3. The utilization of this process shall not adversely affect the employment of any employee.

LEAVES AND ABSENCES

Paid Leave

Full-time employees will be credited with paid leave in accordance with the terms of applicable employee handbooks, any contracts and/or work agreements, and the terms of this policy. Paid leave for those contracted for less than 230 days is called personal leave or paid time off. Paid leave for those contracted for 230 days or more is called vacation.

Sick Leave

Staff absent for three or more consecutive days and utilizing sick leave must submit a completed Request For FMLA Form and may be asked to submit a doctor's statement verifying the illness or disability.

If a classified employee is terminated or non-renewed, no pay will be granted for unused sick leave. If a classified employee resigns, any and all unused sick leave will be reimbursed to them.

Unpaid Leave

The board may grant a period of unpaid leave as 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. Paid leave must be used before unpaid leave unless approved by the employee's administrator prior to the leave being taken.

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. Any payment or fees received for the performance of jury duty, outside of necessary travel expenses and meal allowances, will be paid to the district.

MILEAGE REIMBURSEMENT

Mileage reimbursement is 58.5¢ per mile. Staff members who wish to receive reimbursement on a monthly basis should submit mileage reimbursement requests to the business office by the 20th day of each month.

OVERTIME PAY

The district will pay overtime pay when appropriate to classified employees. Overtime will be paid on all hours worked in excess of forty (40) hours per week at the rate of one and one-half times the regular hourly rate. Sick leave time, paid holidays, annual leave, weather-related absences, jury duty, compensatory time, state-imposed "stand-by" time (e.g., Executive Order No. 20-07) etc. are not considered hours worked according to the Fair Labor Standards Act. As such, overtime is not paid when those hours are part of the excess of forty (40) hours in a week. The FLSA requirement to pay overtime for hours worked over forty (40) in a week applies only to time the employee actually spends working. Entry into overtime work will be voluntary by the employee and must be at the request of district supervisory personnel.

An exception to Board Policy GCA will apply to head custodians, custodians and maintenance personnel in order to provide a rate of pay equal to time-and-one-half for hours worked in excess of (8) hours per day, and, for hours worked as assigned by the Director of Facilities during weekends, holidays, vacation days personal days and sick leave days. All hours eligible for the exception to GCA must be pre-approved by the Director of Facilities before the hours are worked. (In the case of head custodians, pre-approval for up to 226 eligible hours is granted by the "Work Agreement.") These special hours must be clocked with an "after hours" additional duty job code in order to be paid.

Time entry in the USD 418-provided time-keeping system for head custodians, custodians and maintenance personnel shall not exceed eight (8) hours on any given "working" weekday. As a result, work time recorded by the time-keeping system is paid at "straight" time (the employee's rate of pay indicated on the "Work Agreement"), unless the total hours for a given work week exceed the FLSA maximum of forty (40) hours.

PAID TIME OFF

The district will grant classified employees who are employed less than year round paid time off with full pay within the limits of the following conditions:

If an employee is hired during the school year, non-accumulative paid time off may be granted as follows:

- A. prior to December 31 of the current school year -- two (2) days
- B. between January 1 & March 31 of the current school year -- one (1) day
- C. between April 1 & June 15 of the current school year -- zero (0) days

For employees who have less than (10) years of experience, a maximum of two days of non-accumulative paid time off will be allowed each school year.

An employee with greater than:

- A. ten (10) years of experience in this district may be granted 3 (three) non-accumulative days of paid time off per year.
- B. fifteen (15) years of experience in this district may be granted 4 (four) non-accumulative days of paid time off per year.
- C. twenty (20) years of experience in this district may be granted 5 (five) non-accumulative days of paid time off.

Any employee who has not utilized their allowed days of paid time off during the school year will have it rolled over to sick leave, if they qualify for sick leave. They will lose it if they do not qualify for sick leave. If an employee resigns/retires at the end of the school year, paid time off will be paid out with their sick leave after it's rolled over. If an employee leaves in the middle of the school year, they will lose any remaining personal time.

Paid time off will be granted at the discretion of the building principal/supervisor and superintendent contingent upon the availability of substitutes. Requests for paid time off shall be made in advance to the building principal/supervisor and superintendent. Paid time off leave requests must be submitted prior to May 1 to be considered during that month, except for unforeseen circumstances approved by the building principal/supervisor. A written explanation will be provided to the employee any time leave is denied.

An employee with credited paid time off may elect to use such time in the event of an emergency school closing for the time he/she would otherwise be expected to work.

PAID TIME - SNOW DAY

The district will grant classified employees one paid day per year to be used in the event that school is canceled on a normally scheduled student contact day. This day is non-accumulative and does not accrue until the district calls a weather related day.

For staff that do not work, payroll enters this snow day manually, therefore employees are NOT required to log into TimeClock to be paid for this snow day.

For staff who are required by their supervisors to work on a district called weather day, they will be assigned a snow day leave code to be able to use the day in the future. This day must be used before June 15 of the current school year. If the day is not used it is forfeited.

PAYROLL INFORMATION

Direct deposit will occur no later than the 25th of each month.

TimeClock Plus is utilized for time-entry electronically from district-approved devices. Using these devices, the employee will “Clock-In” to start a work segment and “Clock-Out” to end it. Work-time incurred where an approved device is not readily available should be recorded in writing and entered into TimeClock Plus no later than the next business day. The supervisor or administrator will log into TimeClock Plus no later than the first business day following the 15th of each month to approve the worker’s time entries, but may approve or edit time entries on a daily or periodic basis throughout the pay period if desired. Instructions for use of TimeClock Plus are available from the employee’s supervisor or from Business Office personnel at the Central Office.

PHYSICAL EXAMINATION REQUIREMENT

Each employee who is in regular contact with students shall be required to submit a certificate of health signed by a licensed physician on a form prescribed by the Kansas State Board of Health (such form is available in the school district central office). If, at any time, there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of the students, employee may be required to provide a new certificate of health. The expense of obtaining the original certificate of health will be borne by the school employee. Additional certification required by the board of education shall be at board expense.

REQUISITION FOR SUPPLIES AND EQUIPMENT

All supplies and equipment must be purchased with a preapproved requisition. On occasion, building administrators or supervisors may preapprove expenditures. Those expenditures should immediately be followed up with a requisition. This will be communicated directly from principals to the Business Manager. Phone orders or verbal orders to sales representatives should be followed up with a requisition indicating that it was a phone or verbal order and that it is not to be duplicated. The school district does not reimburse for expenses that are not accompanied with receipts or for sales tax paid.

SAFE WORK ENVIRONMENT

Employees in all workplaces have the right to expect that their employer has taken all reasonable measures to provide a safe work environment. McPherson USD 418 supports this philosophy and practice to ensure that safe work environments are maintained for all of our employees.

The district provides extensive information about rights and responsibilities of both employers and employees in the use of chemical substances. A manual, "Guide to Hazardous Products You Work With," is available in every school district building. The manual is available to all employees. It is not necessary that every employee know everything about the manual's contents, but rather that you know the general rights and responsibilities if and when your job assignment or work environment is affected by chemical safety matters. A team effort among all individuals involved is fundamental to achieve and maintain safe environments.

Manuals are available in all district buildings as well as in specific departments. If you need clarification of any information included in the manual, contact the district administration.

Your efforts in keeping the McPherson Unified School District 418 a safe environment in which to work are appreciated. Please feel free to make suggestions for safety improvements to your supervisor. As a team, we can live and work more safely.

SCHEDULE FOR HOURLY EMPLOYEES

All employees shall work on a schedule as assigned by their supervisor and in accordance with their job description.

During the period of time that school is not in session, the head custodian of each building shall check the climate control system and condition of the building and equipment. In the event the head custodian desires to be out of town for this period, s/he shall make arrangements with another custodian to check the building for her/him. Head custodian shall report such arrangements to the Director of Operations prior to leaving.

SECURING OF SUPPLIES

It is the duty of all classified staff to requisition the supplies necessary to carry out the duties of their position. Requisitions for supplies are to be prepared on the proper form as provided by the school district.

SEPARATION PAY – CLASSIFIED

Upon separation from McPherson USD 418 through resignation or retirement, the board of education will pay each employee one-half (1/2) of the hourly cost of the substitute employee for that job classification. Pay will be for all hours of accumulated sick leave. The payment shall be made on the last check or within thirty (30) days or one full pay period following the notice of the resignation or retirement.

SICK LEAVE - CLASSIFIED

Classified employees who are contracted for four (4) hours or more per day for five (5) days a week will be granted sick leave. Sick leave will be earned at the rate of one contracted day per calendar month worked, starting on the first day of employment.

Sick leave will be paid down annually to the maximum accrual amount of sixty (60) contracted days. This payment occurs in July for twelve (12) month staff and in September for remaining staff.

An employee's credit and use of accumulated sick leave shall not be denied during the term of the employee's contract, and does not extend beyond the term of any employee's contract.

Sick leave shall be utilized for absences for the employee's own illness or disability, or illness in the employee's immediate family, which shall include father, mother, father-in-law, mother-in-law, brother, sister, wife, husband, children, foster children, grandparent or grandchildren, and shall include birth or adoption of a child or children by the employee, or the birth or adoption of the employee's grandchild or grandchildren as hereinafter specified. In the event of the birth or adoption of a grandchild/children, the leave must occur within thirty (30) days prior to or after the birth or adoption and shall be limited to a leave period of five (5) school days per occurrence.

Sick leave may be used for absences for the employee to attend funerals.

In the event that an immediate family member of an employee dies or requires residential care placement, and the employee is required to act in fiduciary capacity, sick leave may be utilized not to exceed five days, which may or may not be consecutive for conducting related business requirements. The employee must first utilize all allotted personal leave before this use of sick leave.

The administration may require a physician's statement concerning an employee's health and suitability for employment. The Business Manager shall notify each employee on or before August 1 of the preceding July 1 balance of accumulated sick leave, showing leave days used in the previous year.

SICK LEAVE BANK - CLASSIFIED

Classified employees may participate in the sick leave bank by donating one day of accumulated sick leave. The plan year for the sick leave bank shall be from September 1 through August 31.

Employees may initially join the sick leave bank in the subsequent year of employment after they have accumulated eight sick leave days. Employees who have eight days earned sick leave as of August 31, of the eligible subsequent year, and elect not to join the bank must wait until the next plan year to join. Employees who do not have one day to contribute on August 31, but would like to join the sick leave bank, may do so by contributing one day once the eight days have been earned if they indicate their intention to do so prior to the August 31 date. Once an employee has elected to join the bank and accumulates the eight days in order to contribute one day, the employee will be eligible to elect to join and contribute a day as of August 31 of the succeeding years without again having to accumulate eight sick leave days. Employees who elect not to contribute in any succeeding year will return to the original status of having to both elect to join the bank and accumulate eight days again in order to be eligible to participate in the bank.

The board of education shall contribute a matching number of days to the bank. An employee may not use days from the sick leave bank when payment is being received for lost work days from the district's worker's compensation insurance.

The sick leave bank is established for utilization by employees with extended personal illness in excess of two (2) days who have utilized their accumulated sick leave, vacation leave, and personal leave. Employees shall provide appropriate medical reports to substantiate that the employee is unable to work because of illness.

In the event that the employee utilizes the sick leave bank for more than one (1) illness, the first two (2) days of utilization for the second or subsequent illness or need for utilization that is different from the first utilization shall be without compensation.

If the employee utilizes the sick leave bank on more than one (1) occasion during the school year for the same illness, all days will be subject to regular compensation.

Use of the Sick Leave Bank will be limited to the lesser of (1) 130 contract days or, (2) the number of contract days missed during the 180-calendar-day length of continuous total disability leading up to eligibility for the Kansas Public Employees' Retirement System long-term disability benefit. No employee shall use days after becoming eligible for disability benefits of Kansas Public Employees' Retirement System.

(Per KPERS: "For approved claims, benefits will begin the later of (a) the date the member completes 180 continuous days of disability; or (b) the date the member ceases to draw compensation from his or her employer" Cited from KPERS disabilityspd.pdf Summary Plan Description GLD 2006, page 5, "Benefit Waiting Period.")

In the event of a hardship case involving an immediate family member (spouse, child or foster child), the employee shall provide appropriate medical reports to substantiate the case to the superintendent. The superintendent and/or designee will submit the formal request to the board of education if it is determined that leave from the sick leave bank should be approved. If the superintendent denies the request for sick leave bank utilization, the employee may request a review of the decision by the board of education. Only employees who have contributed one day to the bank may utilize the sick leave bank for a hardship case.

In the event an employee is unable to join the sick leave bank due to extraordinary medical circumstances of the employee or an immediate family member, upon appeal by the employee or a designee of the employee, the superintendent will submit a formal request to the board of education if the superintendent determines that an exception for leave from the sick leave bank should be approved.

In the event that the classified sick leave bank is depleted before August 31 and an employee is eligible for days from the sick leave bank, the business office will request voluntary contributions to the sick leave bank. The day(s) contributed will be matched one-for-one by the board of education.

Sick leave days contributed to the sick leave bank shall be subtracted from accumulated sick leave of participating employees.

Employees requesting utilization of days from the sick leave bank shall submit the proper request to the superintendent or his/her designee.

Days remaining in the sick leave bank at the end of each year shall not be carried over to succeeding years.

STAFF APPEARANCE

Staff dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety and decency.

Employees are expected to report for work appropriately dressed and fully prepared to perform their duties. In recognition of the important role that members of the staff play in setting an example for the students by the image they project in reflecting the school district to the community, it is expected that the staff will present a professional, neat and clean appearance at all times.

Footwear is an important aspect of professional dress and safety. At a minimum, shoes should have a strap that goes around the heel and has appropriate soles for traction. Flip flops and other non-professional footwear are not acceptable.

Uniformed workers, if applicable, shall wear the required uniform instead of professional dress.

Principals and Directors are expected to counsel employees assigned to their buildings on appearance in relation to the educational environment and to enforce these rules across the district in an equitable, consistent and fair manner. Principals and Directors will be afforded situational discretion in the execution of this change.

TRANSPORTATION REQUEST INFORMATION

McPherson USD 418 has vehicles available for travel that is school-related. Reservations to use a school vehicle may be made by completing an electronic Transportation Request form at www.mcpherson.com. If possible, requests should be made at least two weeks in advance of the travel.

Keys for the school vehicles may be picked up during business office hours: Monday-Thursday 8:00am-4:30pm and on Friday 8:00am-4:00pm. Along with the keys, a Vehicle Assignment and a credit card will be issued for each vehicle. If checking out the vehicle after hours, you must enter the back (north door) using the passcode. Before leaving the garage, the odometer reading should be recorded in the "starting mileage" blank on the Vehicle Assignment form provided. Also, driver needs to make sure vehicle is in operating condition before leaving and initial the Vehicle Assignment form. A garage door opener is clipped to the sun visor of each vehicle.

Upon returning to McPherson, the vehicle should be filled with gas using a McPherson USD 418 VISA gas card. The VISA gas card may be used at any gas station that accepts VISA. The district vehicle number and activity must be written on the gas ticket.

If you notice a problem with the vehicle, please note what the problem is on the Vehicle Assignment form. If problems occur during your trip that you feel require immediate attention, you may call the Central Office, (620) 241-9400. If the problem occurs after business office hours or on a weekend, please use the contact information on the emergency card found in the vehicle.

The ending mileage should be recorded when returning the vehicle to the garage. When returning from a trip during the business office hours, please return the keys, Vehicle Assignment form, credit cards and gas receipts to the business office. If returning after office hours, deposit the same items in the mailbox beside the west door on the south wall inside of the garage.

In the event a vehicle is not available for school-related travel, the district will reimburse the driver for use of a personal car as outlined in the mileage reimbursement section of this handbook. Arrangements must be approved in advance of travel.

When it is necessary to pay cash or use a personal credit card for school-related travel, submit a requisition for your reimbursement as soon as possible.

VACATIONS - CLASSIFIED

The Board will pay for vacation time for twelve month classified employees (230 days or more on the contract) who are contracted for four (4) hours or more per work day.

Vacations will be provided on the following basis:

- One-half workday* per month, accumulative to a maximum of six days in the first year of employment;
- One workday per month accumulative to twelve (12) days in the second through tenth years of employment;
- One and one-half workdays per month accumulative to eighteen (18) days each year after ten (10) years of employment;
- Two workdays per month accumulative to twenty-four (24) days after twenty (20) years of employment.
- Accumulated vacation time as of July 1 may be used through December 31. If it is not used before January 1, it is forfeited.
- Unused vacation will be forfeited as of the last day of employment.

The years of employment shall be based on the anniversary date of the employee's hiring

Vacations may be taken at any time during the year, subject to the approval of the employee's director.

An employee with credited vacation time may elect to use such time in the event of an emergency school closing for the time he/she would otherwise be expected to work.

**A workday is the day normally worked by an employee, but it must be a minimum of four hours per day. A workweek is defined as a forty (40) hour period. Pay for vacations will not exceed forty (40) hours per week.*

WORKERS COMPENSATION

It is very important that anyone who receives a job-related injury follow procedures as outlined by the Kansas Workers' Compensation Law.

What to do if an injury occurs on the job:

Notify your employer immediately. McPherson USD 418 employees should advise their immediate supervisor of any job-related injury and request the appropriate paperwork. You are required to immediately go to the

Hutchinson Clinic, 619 North Main Street, McPherson, KS for a drug screening test and initial physician's diagnosis. Should the Hutchinson Clinic be inaccessible, proceed to the McPherson Hospital Emergency Room.

Supervisors:

Submit injury reports to the Business Office Administrative Assistant. Employees: Your claim may be denied if you fail to tell your employer within twenty (20) days of the injury, per Kansas Statute.

Medical Benefits:

An employer is required to furnish all necessary medical treatment and has the right to designate the treating physician, per Kansas Statute. Please contact a Business Office Administrative Assistant at 620-241-9400 ext 131. The assistant will fill out a release and send it to the Hutchinson Clinic.

If the employee seeks treatment from a doctor not authorized by the employer, the employer or its insurance carrier is only liable up to \$500.

After you have been seen by the workers' compensation assigned physician, you must supply your supervisor a copy of the physician's notes. The supervisor will then record information from the physician and send this information to the Business Office at the Central Office.

Weekly Benefits:

Benefits are paid by the employer's insurance carrier or self-insured program. Injured workers are not entitled to compensation for the first week they are off work unless they lose three consecutive weeks. The first compensation payment is normally due at the end of the 14th day of lost time. An injured employee is entitled to a weekly amount of 66 2/3% of his average weekly wage up to a maximum of 75% of the state's average weekly wage. If the injury results in permanent disability, the Kansas compensation law provides for additional benefits. In addition, should the employee be released to return to work by the workers' compensation physician and fail to do so, all benefits under employee's sick leave will be ended and those benefits under Workers' Compensation shall be restricted as provided by current statute.

McPherson USD 418 workers' compensation claims are administered by KASB Risk Management, Workers Compensation Fund, Inc., 1420 SW Arrowhead Road, Topeka, Kansas 66604-4024.

Contact the Ombudsman/Claims Advisory Section at the Kansas Division of Workers' Compensation immediately if you do not receive compensation in a timely manner. The division of Workers' Compensation has full-time personnel who specialize in aiding injured workers with claim problems. They can give information on what benefits an injured worker is entitled to receive. Such problems as benefits not being paid on time, unpaid medical bills, questions in regard to proper settlement amounts, etc., should be brought

to their attention. Injured workers may use the toll free telephone number, 1-800-332-0353. Source: Kansas Department of Human Resources

WORKING ASSIGNMENTS AND ATTENDANCE

Assignment

Certified personnel must be at their assigned area during each duty day. Any teacher who finds it necessary to leave while supervising students shall first secure approval from the principal. Building and playground assignments shall be made by the principal.

Attendance

Regular attendance is required of all employees subject to leave provisions in district policy or the negotiated agreement, as appropriate. Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment.

WORKING CONDITIONS

The board of education will make every effort to establish and maintain adequate working conditions, including but not limited to time schedules and workloads.