

2023-2024

SUPPORT STAFF HANDBOOK



Table of Contents

1. Introduction	5
1.1 Purpose and Use of this Handbook	5
1.2 Supplemental Documents	5
1.3 Equal Opportunity Employer (See Board Policy GAAA)	5
1.4 Use of District Resources (See Board Policy IIBG)	5
1.5 Cell Phones	6
1.6 Workplace Safety	6
1.7 Blood Borne Pathogens	6
1.8 Tobacco and Drug Free Workplace (See Board Policy GAOC)	6
1.9 Harassment (See Board Policy GAAC)	7
2. Employment	7
2.1 Vacancy, Posting, and Application Process	7
2.2 Qualifications of Employment	7
2.2.1 Criminal Background Investigation	7
2.2.2 Drug Screening	8
2.2.3 Physical Examination	8
2.3 Job Description	8
2.4 New Employee Orientation	8
2.5 Photo ID Badges	8
2.6 Appropriate Attire (See Board Policy GAM)	9
2.7 Passes to Athletic Events	9
2.8 Merit System	9
2.9 Work Performance Evaluations	9
2.10 Discipline Procedures	10
2.11 Transfer	10
2.12 Reclassification	10
2.13 Termination	10
2.14 Grievance Procedure (See Board Policy GAE)	11
3. Compensation and Benefits	11
3.1 Pay Schedule and Movement	11
3.2 Movement for Non-Scheduled Positions	11

3.3	Longevity -----	11
3.4	Employee Benefits-----	12
3.4.1	Employee-Paid Benefits -----	12
3.4.2	Kansas Public Employees Retirement System-----	12
3.4.3	Voluntary Benefits-----	12
3.4.4	Retiree Health Insurance-----	12
4.	Work Day / Work Year -----	13
4.1	Work Week-----	13
4.2	Timesheets / Timeclocks -----	13
4.3	Supervisors' Options for Extended Hours -----	13
4.4	Paid Holidays -----	13
4.5	Inclement Weather-----	14
4.6	Power Outages -----	15
5.	Employee Leave-----	15
5.1	USD 305 Family and Medical Leave Plan -----	16
5.2	Parental Leave-----	19
5.3	Sick Leave-----	19
5.3.1	Discretionary Leave -----	20
5.3.2	Emergency Leave -----	20
5.4	Jury / Civil / Temporary Military Leave -----	20
5.5	Illness and Disability Pool-----	21
5.6	Payment for Unused Sick Leave -----	21
5.7	Vacation Leave -----	21
5.8	Call-In Procedures -----	22

Employment At-Will

All employees covered under this handbook are considered “at-will” employees and this handbook is to serve only as information relevant to employment and in no way is to be construed as an employment contract. Employment in “at-will” positions may be terminated by Salina USD 305 at any time.

Notice of Nondiscrimination

Unified School District #305 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. Any person having inquiries concerning Unified School District #305 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District #305 Executive Director of Human Resources, P.O. Box 797, Salina, Kansas 67402, 785-309-4726.

Modification of Rights Disclaimer

Salina USD 305 reserves the right to implement, change, promulgate, interpret, or eliminate any provision contained within the Support Staff Handbook at any time.

Confidentiality of Student Information

Employees must be extremely sensitive of the need to maintain strict student confidentiality. Student information should not be discussed with anyone other than appropriate school personnel who have a legitimate educational interest in the information. A legitimate educational interest means the employee needs the information “in order to fulfill his or her professional responsibility.”

Students, coworkers, and any incidents involving a student or coworker should never be discussed in an unprofessional way in our community or with other staff members who do not have a legitimate educational interest. Please refer to the USD 305 Annual Employee Training related to Blood Borne Pathogens, Sexual Harassment, Bullying, and Confidentiality for additional information.

Definitions

- Day** The total hours an employee is scheduled to work in a given week divided by five working days.
- Leave Day** Days of leave are prorated for employees who work less than eight hours a day and/or are employed for less than a full fiscal year. A paid leave day shall be equal to one “day” of wages.

1. Introduction

1.1 Purpose and Use of this Handbook

The purpose of the Support Staff Handbook is to promote a high degree of understanding, cooperation, efficiency, and unity through consistent communication and use of personnel policies.

All items described within the Support Staff Handbook are approved by the USD 305 Board of Education.

1.2 Supplemental Documents

Departments may have a need to provide additional, unique, and/or more specific information to their employees through supplemental documents.

Supplemental documents must

- not contain rules, benefits, or procedures which contradict the Support Staff Handbook or Salina USD 305 Board of Education policy;
- be approved by the human resources department; and
- be provided to employees covered by the regulations.

Supplemental documents are kept on file in the human resources department.

1.3 Equal Opportunity Employer (See Board Policy GAAA)

No person employed, or seeking employment, by Salina USD 305 shall be appointed, promoted, demoted, removed, or advanced in any way otherwise affected on the basis or for any reason other than qualification, merit, and fitness for duty. Discrimination against any person on the basis of race, sex, religion, age, color, national origin, ancestry, disability, or familial status is expressly prohibited except where physical fitness, sex, or age is a bona fide occupational qualification.

1.4 Use of District Resources (See Board Policy IIBG)

Employees are required to make an effort to conserve energy by turning off lights, fans, computers, radios, etc. in rooms that are unoccupied and by adjusting thermostats in the evenings and weekends.

Salina USD 305 computers and network systems are for educational and professional use. By logging onto the district's computers and network, employees are agreeing to comply with Board of Education Policy IIBG and the district's Acceptable Use Policy. Information created by staff is considered district property and is subject to unannounced monitoring by district administration. The district retains the right to discipline any staff member who violates the Acceptable Use Policy. Employees can review these policies by visiting the district website at https://www.usd305.com/STAFF/technology_use.htm.

1.5 Cell Phones

Employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of district phones. Personal calls and texting during work hours can interfere with employee productivity and be distracting to others.

Salina USD 305 requests employees exercise professional judgement by limiting personal calls during work hours. Employees should make friends and family members aware of this policy.

1.6 Workplace Safety

Every employee is entitled to a safe and healthy workplace. To ensure this, Salina USD 305 has adopted a “Zero Accident Culture.” Employees are expected to keep their work environment clean and safe.

All work-related accidents **must** be reported to the human resources department immediately. Failure to report work-related accidents could result in disqualification of workers compensation benefits.

1.7 Blood Borne Pathogens

“Universal Precautions” shall always be observed to prevent contact with any body fluid (blood, urine, feces, etc.) and other potentially infected materials. Use of “Universal Precautions” means that all blood and body fluids should be treated as if known to be infectious for HIV or Hepatitis B. “Universal Precautions” include, but are not limited to, the use of protective gloves, proper disposal of possibly infected materials, and appropriate hand washing procedures.

The Hepatitis B vaccination series will be made available to employees in positions that are considered to have a higher risk of occupational exposure.

The following is a list of job classifications requiring a Hepatitis B vaccination series or signed waiver upon employment:

- laundry workers;
- school personnel assigned first-aid duties; and
- paraeducators in classrooms where students are diapered, suctioned, or known biters.

Maintenance and operations employees may also request to receive the Hepatitis B vaccination series at no cost.

1.8 Tobacco and Drug Free Workplace (See Board Policy GAOC)

District property is to be tobacco free. No employee, student, or visitor shall use any tobacco product, drug, or facsimile thereof at any time, in or on district-owned, leased, personal, or real property.

1.9 Harassment (See Board Policy GAAC)

Salina USD 305 maintains a work environment free of intimidation, insult, and harassment based upon race, religion, sex, age, national origin, ancestry, or disability. To ensure that this policy is strictly adhered to, Salina USD 305 will not tolerate harassment of any kind and will take immediate disciplinary action if such behavior occurs.

Unlawful harassment is unwelcome conduct that is based on race, color, sex, religion, national origin, disability, and/or age.

Sexual harassment includes, but is not 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 or education;
2. submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual or used as the basis for academic decisions affecting the individual; or
3. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or a student's academic performance or creating an intimidating, hostile, or offensive working or academic environment.

Salina USD 305 maintains a **ZERO** tolerance policy in regard to all forms of harassment. Any employee who feels that he/she is being subjected to any unwanted or unwelcome sexual or other conduct must immediately contact his/her supervisor and/or the human resources department.

2. Employment

2.1 Vacancy, Posting, and Application Process

In an effort to find and hire the most qualified applicant possible, all position vacancies will be on the district's website.

Individuals interested in applying for a vacant position must complete an online application located on the district's website.

2.2 Qualifications of Employment

Job candidates who receive a conditional offer of employment from Salina USD 305 must complete the following qualification processes prior to their first day of work.

2.2.1 Criminal Background Investigation

Criminal background investigation forms and fingerprint cards, when necessary, must be accurately completed and submitted to the human resources department prior to an individual's first day of work.

The human resources department will determine if an employee's background investigation results are acceptable for continued employment with Salina USD 305.

2.2.2 Drug Screening

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 a condition of initial employment, and thereafter as required by current federal law. Board approved rules and regulations necessary to implement the testing program shall be on file with the clerk. The board of education reserves the right to require drug testing or retesting of any employee should there be sufficient reason to believe that the employee is in an impaired state or otherwise using alcohol or drugs while on duty. A positive drug or alcohol screen is grounds for immediate termination of any employee.

2.2.3 Physical Examination

Prior to their first day of work, all individuals must provide proof of a negative tuberculosis test and a physician's written confirmation of fitness to perform their job duties.

Further, all employees in positions requiring moderate to extreme physical exertion must complete and pass an ergonomic physical prior to their first day of work.

In the event that the results of the ergonomic physical indicate that the employee cannot perform the physical duties of the position safely, the employee will be notified, and his/her employment will be terminated immediately.

2.3 Job Description

Job descriptions are available upon request from the human resources department.

2.4 New Employee Orientation

New employees are required to attend a New Employee Orientation within 30 days of their first day of work.

2.5 Photo ID Badges

Employees are required to wear identification badges appropriate to their position and purpose.

Employee badges must be worn using a fastener provided by the Salina USD 305 human resources department. Employee ID badges must be worn above the employee's waist and

must be clearly visible. **No alterations** of any kind may be made to any ID badge. Employees may be charged a small fee for replacement of badges lost, destroyed, or otherwise made unusable.

2.6 Appropriate Attire (See Board Policy GAM)

Employees are expected to dress as professionals. Depending on the nature of the job, certain staff may be required to wear uniforms.

2.7 Passes to Athletic Events

Non-seasonal employees will be provided a pass to all Salina USD 305-sponsored athletic events. This pass will admit the employee and one guest to all regular season events not held at the Tony's Pizza Events Center or at Kansas Wesleyan University. Tony's Pizza Events Center and Kansas Wesleyan University events will require an employee pass and \$2.00 per person.

Employee passes will be printed on the back side of all employee photo ID badges. Employees who are not issued a photo ID badge may request an activity pass by contacting the Salina USD 305 public information office.

2.8 Merit System

The successful completion of the Salina USD 305's mission statement is dependent on the daily efforts of industrious, conscientious, capable, and mission-driven employees.

Employees are selected, promoted, and retained on the basis of fitness and merit. Fitness implies suitability for a particular job. Merit is defined as being deserved on the basis of qualifications and ability. The quality of services provide by Salina USD 305 is dependent upon competition between new applicants for job openings and current employees seeking advancement.

2.9 Work Performance Evaluations

Employees will be evaluated on their performance by Salina USD 305.

Each supervisor shall utilize a standardized evaluation system based on each employee's job description. Further, all work performance evaluations will be administered in a manner that promotes and encourages the concept of equal employment opportunity based on merit and fitness for duty.

Employees are required to read and sign the completed evaluation document. In the event the employee refuses to sign the evaluation, the supervisor will make this notation on the form and continue the process in the regular manner.

The employees will receive a copy of their evaluation.

2.10 Discipline Procedures

Grounds for disciplinary action include, but are not limited to, less than acceptable appearance, behavior, conduct, care of employer equipment, and/or job performance. Disciplinary actions will be initiated whenever employees are found to be dishonest or insubordinate in any area related to their work with Salina USD 305.

All supervisors and department heads shall exercise good judgement and discretion in taking or recommending disciplinary action. They shall endeavor to insure that the extent of the penalty is not unreasonable or excessive in relationship to the seriousness of the violation or circumstances for which an employee is being penalized. In taking or recommending disciplinary action of any type, supervisors and department heads shall do so in an effort to most effectively meet the mission of Salina USD 305.

In any case of disciplinary action (except a verbal reprimand), the supervisor or department head shall submit a written report. This report shall be made with the employee's knowledge and the employee will be required to read and requested to sign the report. In the event the employee refuses to do so, a notation to that effect shall become part of the report.

2.11 Transfer

All support staff should be placed in the school and department that will best fit the needs of the district as determined by administration. While consideration will be given to the support staff member's placement preference, transfers shall be used to maintain a proper balance of experience and specialized competence throughout the district. The board reserves the right to assign, reassign, or transfer all employees at its discretion.

2.12 Reclassification

A reclassification may be initiated when a job description no longer accurately reflects the functions, skills, responsibilities, and/or qualifications necessary to satisfactorily perform in a position. Position reclassifications may result in changes in job functions and/or reassignment to a different salary schedule pay range.

Directors and building administrators may request a position reclassification review at any time due to required position changes for employees they supervise.

Further, in January of each year, employees may request a position reclassification review based on perceived new, additional, and/or changed job-related functions, skills, responsibilities, etc.

2.13 Termination

All employees covered under this handbook are considered "at-will" employees. Employment "at will" positions may be terminated by the employee or by Salina USD 305. No oral

statements or statements in the Support Staff Handbook are intended to create a right to continuing employment.

2.14 Grievance Procedure (See Board Policy GAE)

Support staff who feel that the Support Staff Handbook or departmental regulations have not been followed correctly may submit a grievance.

All grievances must be in writing. The supervisor will attempt to respond within an appropriate length of time. If the grievant is unsatisfied with the response or feels that the response is unduly delayed, he/she has the option of taking the written grievance to the next level. The supervisor will be contacted for input at that time. The levels of grievance are as follows:

- immediate supervisor;
- director of building administrator; and
- human resources department.

3. Compensation and Benefits

3.1 Pay Schedule and Movement

In an effort to clearly, fairly, accurately, and consistently provide like pay for like work, Salina USD 305 provides standardized salary schedules.

Salary schedules for employees covered by this document include:

- Pay Range
 - Provides internal equity from job to job based on the complexity, knowledge, responsibilities, skills, and working conditions of each position while maintaining competitiveness in the area job market.
- Longevity Step
 - Designed to reward newly hired employees for position- related experience above the minimum requirements for the position and to further reward employees who continue their employment with Salina USD 305. Employees progress along the salary schedule annually at the discretion of the Salina USD 305 Board of Education.
- Cost-of-Living Increase
 - In an attempt to maintain competitiveness in the area job market, salary schedules may be increased annually at the discretion of the Salina USD 305 Board of Education.

3.2 Movement for Non-Scheduled Positions

Classified employees in positions not attached to any salary schedule will receive annual wage increases at the discretion of the Salina USD 305 Board of Education.

3.3 Longevity

Employees will be paid longevity pay each July according to the following schedule.

<u>Contiguous years with USD 305</u>	<u>Amounts</u>
16-20 years	\$500.00
21 years and above	\$750.00

3.4 Employee Benefits

Employees are provided various employer-paid benefits and have a wide range of voluntary benefit options available to them.

3.4.1 Employee-Paid Benefits

Salina USD 305 provides workers compensation coverage for all employees.

Employees who participate in the Salina USD 305 health insurance are also provided employer contributions toward the district's health plan.

3.4.2 Kansas Public Employees Retirement System

Participation in KPERS is mandatory for all qualified employees. For more information regarding KPERS, employees may contact the human resources department, visit the KPERS website at www.KPERS.org or contact KPERS at 888-275-5737.

3.4.3 Voluntary Benefits

Employees are considered benefits eligible if they are scheduled to work at least 30 hours per week in a school year position.

Eligible employees will be given an explanation of the benefits available to them at their New Employee Orientation. Employees are responsible for attending this orientation at their first opportunity and for completing all required paperwork in a timely manner.

The Salina USD 305 employee benefit plan is divided into three sections: Section 125 (Cafeteria) Plan items, after tax deductions, and 403(b) tax sheltered retirement accounts.

Employees may contact the human resources department to receive more detailed information concerning the various voluntary benefit offerings available.

3.4.4 Retiree Health Insurance

At the time of retirement, employees are given the opportunity to continue participation in the Salina USD 305 retirees' health insurance plan until the month they become eligible for Medicare or Medicaid if they:

- retire from KPERS and
- have participated in the Salina USD 305 health insurance coverage for at least one year prior to retirement.

Employees electing to participate in the Salina USD 305 retirees' health insurance will be required to pay the full cost of the insurance coverage.

Employees may contact the human resources department for more details concerning the retiree health insurance plan.

4. Work Day / Work Year

The work day and year for all employees will be determined by the human resources department and, when applicable, by other supervisory staff.

4.1 Work Week

The work week for all employees will begin on Monday and run through Sunday.

4.2 Timesheets / Timeclocks

Employees working in non-exempt positions are required to record all hours of work completely and accurately using the time keeping method provided by their department supervisor. Timely submission of hours is required for payroll purposes.

Employees working more hours than allotted to their position must receive permission from their immediate supervisor **prior** to working the extra time.

Employees working fewer hours than scheduled during the work week must use available leave to satisfy the expected schedule as determined by their supervisor.

4.3 Supervisors' Options for Extended Hours

Supervisors may require employees working more than normal time during a work week to receive compensation for the additional hours in any (or a combination) of the following ways.

- Flexible
 - Allows for rescheduling of time during the same work week not to exceed 40 hours worked.
- Overtime
 - Payment for hours worked more than 40 hours during a work week. Vacation, holiday, sick, or any other leave time, paid or unpaid, will not be counted toward the 40 hours needed to earn overtime pay. Overtime will be paid at 1.5 times the regular hourly pay.

4.4 Paid Holidays

The following holidays will be paid holidays for all positions scheduled to work **fewer than 260 days**. The specified employees are eligible for the paid holiday if such holiday falls during the employees' work agreement. The paid holiday will be equivalent to the employee's normal hours worked per day.

Labor Day	September 4, 2023
Thanksgiving Day	November 23, 2023
Winter Holiday	December 25, 2023
New Year's Holiday	January 1, 2024
Last Day of Spring Break	March 15, 2024
Memorial Day*	May 27, 2024

*(Only if during work agreement)

The following holidays will be paid holidays for all positions scheduled to work **260 or more days**. The paid holiday will be equivalent to the employee's normal hours worked per day.

Independence Day	July 4, 2023
Labor Day	September 4, 2023
Day Before Thanksgiving	November 22, 2023
Thanksgiving Day	November 23, 2023
Day After Thanksgiving	November 24, 2023
Winter Holiday	December 25, 2023 December 26, 2023 December 27, 2023 December 28, 2023 December 29, 2023
New Year's Holiday	January 1, 2024 January 2, 2024
Last Day of Spring Break	March 15, 2024
Memorial Day	May 27, 2024
Juneteenth	June 19, 2024
Floating Holiday	One day to be scheduled at the convenience of the employee AND the supervisor.

4.5 Inclement Weather

School Closing: When the superintendent calls for school closure due to inclement weather, the following employee work schedules and leave procedures shall be followed.

Employee Group	Work Schedule	Leave Protocols
260 Day Employees	Report at the regularly scheduled time.	Vacation or discretionary leave may be used if hazardous conditions prevent travel.
Secretaries or Building Assistants (working less than 260 days per year) ²	Report to work if requested by the building principal/ director.	Vacation or discretionary leave may be used if hazardous conditions prevent travel.
Paraprofessionals and Instructional Assistants ^{1,2}	Do not report to work.	May use available discretionary leave or remain unpaid.
Food & Nutrition Services ^{1,2}	Staff do not report. Kitchen managers and supervisors should report to their kitchens to receive food deliveries.	May use available discretionary leave or remain unpaid. Kitchen managers/ supervisors who report

		for deliveries will be paid for time worked.
Custodial/Maintenance Staff	Report to work as directed by the executive director of operations.	Vacation or discretionary leave may be used if hazardous conditions prevent travel.
District Office and CKCIE Office Employees	Report to work at the regularly scheduled time.	Vacation or discretionary leave may be used if hazardous conditions prevent travel.

¹ In the event that a makeup day is necessary, these employees are expected to be on duty and will be paid for time worked.

² Classified staff who work will be compensated for their time. Classified staff may use vacation or discretionary leave.

Late Start: When the superintendent calls for a late start due to inclement weather, the following employee work schedules and leave procedures shall be followed.

Employee Group	Expectations
Secretaries or Building Assistants ¹	Report to work 2 hours later than the regularly scheduled time UNLESS directed by the building principal to report at the regular time.
Certified Staff	Report to work 25 minutes prior to student arrival.
Paraprofessionals and Instructional Assistants ¹	Report to work 15 minutes prior to student arrival.
Food & Nutrition Services ¹	All FNS employees who work at a production kitchen will report to work at their regularly scheduled times. Employees who work breakfast at an elementary school will not report to work until their regularly scheduled time prior to lunch. Employees who only work lunch at an elementary school will report to work at their regularly scheduled times. Bookkeepers who work at an elementary school will report to work at 9:30 a.m.
Custodial/Maintenance Staff	Report to work as directed by the executive director of operations.
District Office and CKCIE Office Employees	Report to work at the regularly scheduled time.

¹Classified staff who work will be compensated for their time. Classified staff may use vacation or discretionary leave to cover time not worked due to the late start.

4.6 Power Outages

In the event of a power outage, department supervisors or building principals will determine the work schedules for classified staff working 260 days per year. If released for the day, such staff must remain available to return to work if called during normal business hours. During a power outage, any employees released will be paid for the missed portion of their regularly scheduled work hours due to the outage.

5. Employee Leave

Salina USD 305 complies with all relevant state and federal regulations concerning employee leave.

If an employee begins or ends employment mid-year, the annual allotment of leave shall be prorated.

All requests for time off (vacation, sick, discretionary, dock time, etc.) are subject to the approval of the employee's supervisor, department head, and the human resources department.

Use of planned time off (vacation, discretionary day, “foreseeable” medical procedures) must be requested in writing at least two weeks prior to the planned absence whenever possible.

5.1 USD 305 Family and Medical Leave Plan

Definitions from FMLA Regulations by US Department of Labor:

Employee’s spouse, son, daughter, or parent.

Spouse – husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in state where it is recognized.

Parent – biological, adoptive, step, or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.

Son or Daughter – biological, adopted, step, or foster child; a legal ward; or a child of a person standing in loco parentis who is either under the age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that leave is to commence.

In Loco Parentis – including those with day-to-day responsibilities to care for and financially support a child. This would include grandparents who have taken in a grandchild and who have assumed ongoing responsibility for raising the child because the parents are incapable of providing care, or no longer living. Whether an employee stands in loco parentis to a child is a fact issue dependent on multiple factors. Courts have enumerated factors to be considered in determining in loco parentis status; these factors include:

- the age of the child;
- the degree to which the child is dependent on the person claiming to be standing in loco parentis;
- the amount of support, if any, provided; and
- the extent to which duties commonly associated with parenthood are exercised.

Employees of USD 305 are eligible for family and medical leaves of absence described herein if they have at least 12 months of service and have worked at least 1,250 hours within the preceding 12-month period.

An eligible employee may be able to take up to 12 weeks of unpaid leave during the period from July 1st through June 30th of each academic school year for the following reasons:

- the birth of a child of the employee or to care for a child within the first 12 months after birth;
- the placement of a child with the employee for adoption or foster care and to bond with and care for the child (within first 12 months after placement);
- to care for an immediate family member (spouse, child, or parent of the employee) who has a serious health condition;
- for a serious health condition that prevents the employee from performing the functions of his/her position; or
- if the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child who is a member of the National Guard, military reserves, or the regular armed forces has been called to or is on active military duty or who is a member of the National Guard or military reserves and is called to active duty in a foreign country.

If the employee has any paid vacation, personal, sick, or disability leave, the leave shall be used first and counted toward the annual family and medical leave.

Military Caregiver Leave

In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the National Guard, military reserves, or the regular armed forces, or within five years of such member's separation from the armed forces, who was injured while on active duty, or who had a pre-existing serious injury or illness that was aggravated as a result of their active duty, may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above.

Notice of Leave

When requesting leave, the employee must:

- supply sufficient information for USD 305 to be aware that the leave provided in this policy may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;
- provide notice of the need for leave at least 30 days in advance or as soon as practicable;
- cooperate with all requests for information regarding whether absences qualify for the leave described in this policy; and
- attempt in good faith to schedule leave requests so as to minimize disruption to the academic environment.

Failure to comply may result in leave being delayed or denied.

Intermittent Leave

When medically necessary, employees may take the leave provided in this policy intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with USD 305 to arrange reduced work schedules or intermittent leave so as to minimize disruption of its academic functions.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and Other Certifications

Employees will be required to provide a medical certification if the leave request is

- for the employee's own serious health condition;
- to care for a family member's serious health condition; or
- military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied, and the employee may be disciplined.

Salina USD 305, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by

the employee. USD 305 may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications

Because Salina USD 305 wishes to ensure the well-being of all employees, any employee returning from leave provided in this policy for his/her own serious health condition may be required to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide a FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits

Salina USD 305 will maintain health care benefits for the employee while on the leave provided in this policy, but the employee is responsible for paying the normal monthly contribution. Any employee portion of the cost shall be paid by the employee to the clerk of the board by the payroll date or other time as he/she and superintendent/designee may agree. The board may terminate group health coverage if the employee's payment is not received within 30 days of the due date. If the employee elects not to return to work at the end of the leave period, the employee may be required to reimburse USD 305 for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Concurrent Leave

Employees must use any accumulated and available leave benefits during the leave provided in this policy, unless such leave is compensated, in whole or in part, under workers compensation and other similar benefit laws and provisions, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period, unless Salina USD 305 and the employee agree, in writing, to allow use of accumulated and available leave benefits to supplement the compensation up to the amount of the employee's regular rate of pay. Absences in excess of accumulated and available leave benefits will be treated as unpaid leave.

Married Couples Who Work for USD 305

If an employee and his/her spouse both work for USD 305, they are both eligible for the leave under this policy as hereinafter described. The employee and the employee spouse may be limited to a combined total of 12 weeks of leave during the period from July 1st through June 30th of each academic school year if the leave is taken for:

- the birth, adoption, or foster placement of a child;
- to care for and bond with such child who does not suffer from a serious health condition;
- to care for a parent with a serious health condition; or

- a combination of the above.

5.2 Parental Leave

USD 305 will provide up to ten days of paid parental leave to benefits eligible employees following the birth or adoption of the employee’s child. The purpose of paid parental leave is to enable the employee to care for and bond with a newborn or newly adopted or newly placed child. This policy will run concurrently with Family and Medical Leave Act (FMLA) leave, as applicable. This policy will be in effect for births or adoptions occurring on or after July 1, 2022.

Employees who do not qualify for FMLA leave and need to be absent from work due to the birth or adoption of a child may receive leave equal to six weeks. Such leave may be extended up to eight weeks; however, a physician’s statement must be submitted stating the necessity for additional time. Employees will receive compensation for their time off work only if they have paid leave time available.

5.3 Sick Leave

Employees scheduled to work 17.5 hours a week in a school year position are granted paid sick leave based on the number of days in the school year that the position is calendared to work. Sick leave will be granted according to the following schedule:

Employees in positions normally requiring:

Less than 209 days per year	10 days per year
Between 210 and 259 days per year	11 days per year
260 or more days per year	12 days per year

Employees who start work after the calendar start date for the position accrue sick leave at a prorated rate based on the number of workdays between their start date and the end date calendared for the position.

Upon an employee’s resignation, retirement, or termination, any used but unearned sick leave will be deducted from the employee’s final paycheck.

Employees may accrue up to 120 days of unused sick leave. All days over 120 will be compensated annually at \$25 per day. This amount will be prorated for employees working few than eight hours per day.

An employee may use accrued sick leave to gain paid time off for any of the following reasons:

- personal illness or physical incapacity;
- medical appointments;
- birth or adoption of a child;
- illness or injury in the employee’s family requiring the employee’s attendance; or
- attendance at funerals.

Daily limits for varying types of sick leave are not set. This is done to give supervisors and employees the ability to make decisions concerning leave use based on each individual situation.

In an attempt to maintain standardization, the following guidelines are offered to assist in setting a **recommended time allowable** for leaves other than personal illness. Supervisors may grant additional sick leave for employees who provide an appropriate reason.

<u>Reason for Leave Request</u>	<u>Recommended Time Allowed</u>
Family member illness	1 day
Funeral leave (parent, brother, sister, child, spouse)	3 days
Funeral leave (family)	1 day
Funeral leave (friend)	½ day

Examples of appropriate reasons to allow extension of time include, but are not limited to, the following:

- travel time,
- medical necessity, or
- participation in a ceremony (pallbearer, eulogist, etc.)

Salina USD 305 reserves the right to require official written proof of need prior to the approval of any paid sick leave.

5.3.1 Discretionary Leave

Upon approval by their supervisor, employees may use six of their accrued sick leave days at their own discretion.

The use of more than three consecutive discretionary days is highly discouraged.

5.3.2 Emergency Leave

Accrued sick leave may be granted when an unforeseen emergency situation prevents an employee from attending work.

5.4 Jury / Civil / Temporary Military Leave

Employees will be granted paid leave when officially called for jury or civil duty by a recognized government or civil authority. The amount of leave granted will not exceed the amount required to fulfill the duty.

Employees called to serve temporary military duty will be granted unpaid leave. Employees will be required to select those duty options which least interfere with the mission of Salina USD 305. Further, Salina USD 305 requires official documentation stating the type of duty and expected duration, as well as a listing of alternative duty assignments, when applicable.

5.5 Illness and Disability Pool

A voluntary sick leave bank has been established to provide additional leave during long, unforeseen illnesses or injuries of the employee or the employee's immediate family members (spouse, parent, son, or daughter).

Employees wishing to participate in this pool must complete an Illness and Disability Pool participation form at the beginning of each school year. Completion of this form indicates that the participating employee agrees to donate one of his/her personal sick leave days to the pool to maintain an appropriate number of days in the pool. After the September 1st deadline, a drawing will be held in the human resources department to obtain the necessary days to meet the quota (175 days) for the Illness and Disability Pool. Further, if the number of days in the pool reaches zero, all participating employees will be required to donate one additional sick leave day to the pool.

Participating employees will be eligible to apply to use days from the pool in accordance to the following schedule:

<u>During Year of Service</u>	<u>Maximum of Days Allowed</u>
1 st	4
2 nd	6
3 rd	8
4 th	10
5 th	12

Participating employees who have depleted their accumulated leave (i.e.; sick leave/vacation leave) may request use of Illness and Disability Pool days by completing an Illness and Disability Pool Usage application. This form can be obtained by contacting the building secretary or the human resources department.

5.6 Payment for Unused Sick Leave

Employees who retire or resign after 15 or more consecutive years of service with Salina USD 305 immediately prior to resignation or retirement, shall receive payment for days of unused accumulated sick leave at the rate of \$50 per day. This amount will be prorated for employees working fewer than eight hours a day.

5.7 Vacation Leave

Employees in positions scheduled to work 17.5 hours a week or more and 260 or more days per year will be granted vacation with full pay.

Vacation time will be accrued according to the following schedule:

- Beginning Fiscal Years 1-5 10 days per year
- Beginning Fiscal Years 6 + 20 days per year

Employees with a start date after July 1st accrue vacation leave at a prorated rate based on the number of workdays between their start date and June 30th.

Employees can carry over a maximum of 20 days between fiscal years. Vacation days in excess of 20 days as of June 30th will be forfeited.

Employees who leave employment will be paid at their daily rate of pay for unused vacation time. When calculating days for payment, vacation days will be prorated based on the number of days accumulated since the most recent July 1st.

5.8 Call-In Procedures

Employees who will be absent from work due to an injury or illness must notify the appropriate supervisor verbally, as per supervisor guidelines, prior to their scheduled duty day. If the employee is unable to speak to the appropriate supervisor, a message is to be left with the supervisor's designee. Supervisors may provide their employees with special absentee notification procedures not listed in this handbook.

Note: This handbook may contain errors or omissions. Notify human resources department in writing for clarification, interpretation, or notice of these.