

# KANSAS SCHOOL FOR THE DEAF

## EMPLOYEE HANDBOOK



Revised April/May 2014

# KANSAS SCHOOL FOR THE DEAF

## TABLE OF CONTENTS

### **SECTION 1: HANDBOOK INTRODUCTION**

1.1 Welcome Statement.....	5
1.2 History of KSD.....	5
1.3 School Vision.....	6
1.4 School Mission .....	6
1.5 Handbook Purpose.....	6
1.6 Methods of Communication.....	6
1.7 Human Resource Department.....	7

### **SECTION 2: GOVERNING PRICIPLES OF EMPLOYMENT**

2.1 Policies of the Kansas State Board of Education & KSD.....	7
2.2 Equal Employment Opportunity / Affirmative Action & Title IX Policies .....	7
2.3 KSD Code of Ethics.....	8
2.4 Americans with Disability Act of 1990 (ADA) .....	9

### **SECTION 3: GENERAL STANDARDS OF CONDUCT**

3.1 Social Networking.....	9
3.2 Violence in the Workplace.....	10
3.3 KSD Promotes Diversity .....	10
3.4 Professional Conduct.....	11
3.5 Reporting of Child Abuse .....	11
3.6 Emergency Safety Intervention (ESI).....	12
3.7 KSD Work Rules.....	13
3.8 Video Surveillance .....	16

### **SECTION 4: HEALTH AND SAFETY**

4.1 Directions for Fire Drills/Alarms.....	16
4.2 Directions for Tornado & Intruder Drills/Alarms.....	17
4.3 Inclement Weather .....	17
4.4 KSD Crisis Management Plan .....	19
4.5 Maintenance Requests .....	19
4.6 Health Services/Infirmary/Accidents .....	19
4.7 Safety Conscious Staff & Students .....	20
4.8 Smoking Policy.....	21
4.9 Drug Screening.....	21

## **SECTION 5: USE OF COMPANY PROPERTY**

5.1 State Vehicles.....	21
5.2 KSD Vehicles/Requests .....	21
5.3 Person Liability for Damages to State Vehicles.....	23
5.4 Mileage Logs in State Vehicles .....	23
5.5 Respect for Privacy.....	24
5.6 State Property .....	24
5.7 Inventory Control of Consumable Supplies.....	24
5.8 Inventory Control of Capital Assets .....	24

## **SECTION 6: BUILDING ACCESS & ID BADGES**

6.1 ID Badges .....	25
6.2 Key Requests.....	25
6.3 Parking Permits .....	25
6.4 Parking.....	25
6.5 Campus Visitors.....	26
6.6 Intruders on Campus – Safety First .....	26
6.7 Locked Doors – Keep Your Area Secure.....	26

## **SECTION 7: HUMAN RESOURCES INFORMATION**

7.1 Introduction.....	26
7.2 Kansas Civil Service.....	27
7.3 Legal Representation.....	27
7.4 Personnel Files.....	28
7.5 Grievances .....	28
7.6 Nepotism.....	29
7.7 Outside Employment.....	29
7.8 Temporary Staff Living Quarters .....	30
7.9 Promotions/Transfers.....	30
7.10 Resignations/Terminations.....	30
7.11 Sexual Harassment.....	31
7.12 Substance Abuse.....	32
7.13 Disciplinary Process .....	33

## **SECTION 8: PERFORMANCE EVALUATIONS**

8.1 Classified / Unclassified Non-Teaching Staff.....	34
8.2 Certified Teaching Staff .....	34

**SECTION 9: PAYROLL**

9.1 Work Schedule ..... 35  
9.2 Paydays/Payroll Periods/Payroll Entry ..... 35  
9.3 Compensation ..... 36  
9.4 Fair Labor Standards Act (FLSA) ..... 37  
9.5 Shift Differential ..... 38

**SECTION 10: BENEFITS**

10.1 Introduction ..... 38  
10.2 Holidays ..... 39  
10.3 Discretionary Day..... 39  
10.4 Personal Days ..... 39  
10.5 Group Health Insurance..... 40  
10.6 Life Insurance ..... 40  
10.7 Disability Insurance ..... 40  
10.8 Shared Leave ..... 41  
10.9 Sick Leave..... 41  
10.10 Vacation Leave..... 42  
10.11 Family Medical Leave Act (FMLA) ..... 43  
10.12 Military Leave ..... 43  
10.13 Funeral Leave..... 44  
10.14 Extended Leave of Absence..... 44  
10.15 Jury Leave..... 44  
10.16 Official Leave..... 44  
10.17 Kansas Public Employees Retirement System (KPERs) ..... 44  
10.18 Miscellaneous Benefits..... 45

**SECTION 11: ORGANIZATIONS**

11.1 Kansas Organization of State Employees (KOSE)..... 46  
11.2 Kansas School for the Deaf - National Education Association (KSD-NEA)..... 46

**SECTION 12: GENERAL INFORMATION**

12.1 Professional Development..... 46  
12.2 Notary ..... 47  
12.3 Political Activity ..... 47  
12.4 Employee Assistance Program (EAP) ..... 47  
12.5 Mail ..... 47  
12.6 Meals ..... 47  
12.7 Official Bulletin Board (Human Resources)..... 47  
12.8 Employee Bulletin Board ..... 48  
12.9 Flower Fund ..... 48

## **SECTION 1: HANDBOOK INTRODUCTION**

### **1.1 Welcome Statement**

It is a pleasure to welcome you to the Kansas State School for the Deaf. To all of you, whether you are a new employee or not, we wish to express our sincere hope that you will find your time here rewarding. Every job is important at KSD and you will play a key role in the continued growth of our school. We urge you to read this handbook, as it contains a great deal of important information about KSD, its procedures, programs and benefits. Should you have any questions concerning this handbook, please feel free to discuss them with your Supervisor or Human Resources.

### **1.2 History of KSD**

The Kansas State School for the Deaf (KSD) was founded by Philip A. Emery, a deaf man who had been a teacher at the Indiana School for the Deaf from 1854 to 1860. Emery had come to Kansas to start a new life and a new occupation; but J. R. Kennedy, one of the early Kansas settlers, persuaded him to educate Kennedy's three deaf children. Emery located a small house with two rooms and an attic in Baldwin City that could be rented for five dollars per month. On December 9, 1861, the Kansas State School for the Deaf opened its doors to the first student, Elizabeth Studebaker from Clinton, a niece of the famous Studebaker wagon manufacturer.

On March 5, 1862, the first Kansas legislation was passed to help the School by appropriating a sum of \$500 for the "purpose of helping Professor P.A. Emery" and twenty-five cents per day per student for their education (the funds were to be paid in state script that could be cashed only by taking a discount of between twenty-five and thirty-five percent off its value). For this Emery was required to report to the auditor of Kansas the number of pupils he taught and the number of days each attended.

Disaster almost came to the Kansas State School for the Deaf on August 21, 1863. Quantrill and his men had finished their infamous raid on the nearby town of Lawrence and were headed to Baldwin City, probably intending to destroy the town and everyone in it. However, Major Preston B. Plumb, with 200 Union cavalry, intercepted Quantrill before they reached Baldwin City, thus saving the little school house that was the beginning of the Kansas School for the Deaf.

With land acquired, the School was scheduled to move to Olathe, but the legislators of this time were debating over the location of many of the State's newly formed institutions. A School for the Deaf located in a legislator's hometown would represent prestige and a source of employment for his constituents. Some legislators believed that all State agencies should be located in Topeka, and so in the Fall of 1864, the Kansas State School for the Deaf was moved to Topeka where it was located for one year before moving back to Baldwin City in 1865. Problems increased about the location of the School and there was a three-way political dispute between Olathe, Baldwin City, and Topeka as to which city would get the School for the Deaf. W. H. Fishback, a senator from Olathe, was able to get a bill passed and signed into law by Governor Carney on February 12, 1864, which stated the School for the Deaf would be located in Olathe, Kansas.

On November 15, 1866, the Kansas State School for the Deaf with its 18 students moved into its newly constructed stone building in Olathe. This building was torn down in 1886 to make way for a new administration and dormitory building that was replaced in 1934 by the present Roth Administration and Dormitory Building. By the year 1893 the enrollment of the school had soared to more than two hundred students.

The School was first known as the Asylum for the Deaf and Dumb and in 1885 the name was changed to the Kansas Institution for the Education of the Deaf and Dumb. In 1896, the School was named the School for the Deaf. In 1905, the legislature enacted a law that made attendance of all deaf persons between the ages of six and twenty-one compulsory unless they attended another special school.

The Kansas School for the Deaf continues as a large center school for the deaf and hard of hearing. The School is known for its academic excellence in pre-college preparation and its strong career technical training and dual placement programs leading to job placement, or post-secondary training/education upon graduation.

The Kansas School for the Deaf is a source of pride for all Kansans. We are proud of our history that tells of our commitment to the mission of quality education for deaf and hard of hearing children in Kansas.

### **1.3 School Vision**

A school, a community, a society in which hearing acuity is incidental, barriers are minimized, human potential is maximized and people are judged by their contributions and their character.

### **1.4 School Mission**

To ensure that all students achieve their full potential in a language-rich environment.

### **1.5 Handbook Purpose**

We feel that employees are happier and more valuable if they know what they can expect from our Agency and what our Agency expects from them. This handbook will familiarize you with the privileges, benefits, and responsibilities of being an employee at KSD. We expect you to incorporate that information into your day-to-day job performance. Please understand that this Handbook can only highlight and summarize our Agency's procedures and practices.

### **1.6 Methods of Communication**

Important notices and items of general interest are communicated by e-mail and posted on our bulletin boards. These areas are also the place where Human Resources posts important information regarding legal rights, including information about equal employment opportunity laws and wage and hour laws. Make it a practice to review them frequently. This will assist you in keeping up with what is current at KSD.

## **1.7 Human Resources Department**

The Human Resources Department professionals are available to answer your questions, field your complaints, and assist in making our Agency run more smoothly. In fact, the procedures in this Handbook often refer you to the Human Resources Department for more information or to obtain help. Phone numbers are:

- 913/210-8113 (Voice Only) or 913-645-5358 (Voice or Text) HR Director
- 913/210-8114 KSD Human Resources Professional

All employees are required to furnish various documents during their employment with KSD. Some of these documents are furnished on a one time basis, i.e., social security card, driver's license, etc. All personnel files are reviewed to decide if the required information contained therein is current and meets state and federal guidelines. Employees should understand that misrepresentation or omission of facts on their employment papers is grounds for dismissal. If an employee has questions regarding KSD and/or the State of Kansas' policies or procedures, it is the employee's responsibility to contact his/her supervisor or the Human Resources Department to clarify or request additional information. Staff is required to abide by all rules and regulations of KSD.

All employees of the school, not under a letter of employment for a specified time (school year) period, are "employee's at-will" of the school. The school reserves the right to discharge any employee with notice. The contents of this handbook are presented as a matter of information only. While KSD believes wholeheartedly in the plans, policies, and procedures described here, they are not conditions of employment. KSD reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, or procedures, in whole or in part, at any time, with or without notice. The language used in this handbook is not intended to create, nor is it to be construed to constitute, a contract between KSD and any one or all of its employees. Any policies herein that might be in conflict with state or federal regulations will be superseded by state and federal guidelines. Staff is encouraged to obtain a copy of his/her department policies and to keep all employment information in a safe and accessible place for future reference.

## **SECTION 2: GOVERNING PRINCIPLES OF EMPLOYMENT**

### **2.1 Policies of the Kansas State Board of Education and KSD**

The policies of the Kansas State Board of Education relating to KSD may be obtained from the Superintendent's office upon request. KSD maintains a Policy Handbook approved by KSDE as of September 2007. (Currently working on revision for 2014)

### **2.2 Equal Employment Opportunity/Affirmative Action & Title IX Policies**

In accordance with the Kansas Organization of State Employee's (KOSE) Memorandum of Agreement (MOA) effective July 1, 2010, it is the policy of the Kansas School for the Deaf to prohibit discrimination in employment against any employee or applicant for employment because of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status, disability status or political affiliation and to promote and implement a positive and continuing program of equal employment

opportunity. Any person having inquiries concerning KSD's compliance with the regulations implementing any federal law prohibiting discrimination may contact the Human Resources Director at 450 E. Park Street, Olathe, Kansas 66061-5497, 913-210-8113 (Voice Only) or 913-645-5358 (Voice or Text).

Copies of the KSD Affirmative Action Plan may be obtained in the Human Resource's Office. The plan is also posted on the Official Bulletin Board in the Roth Administration building and other bulletin boards throughout the campus buildings. KSD follows the Governor's Executive Order 92-153 regarding individuals with disabilities (ADA). Coordinator: Human Resources Director, regarding employment and facilities.

Furthermore, the Kansas School for the Deaf now notifies all parents, students, patrons, employees and potential employees that it will not discriminate because of sex in the educational programs or activities that it operates. This requirement, not to discriminate in educational programs and activities, extends to employment therein and to admission thereto. No student or employee of the Kansas School for the Deaf shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity conducted by the Kansas School for the Deaf. More specifically, the Kansas School for the Deaf will treat its students without discrimination based on sex regarding access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities as prescribed by the Title IX regulations.

## **2.3 KSD Code of Ethics**

**Affirmation:** As a Kansas School for the Deaf employee I will promote organizational integrity, professional & personal integrity, and exceptional service. **PEP:** Provide Exceptional Service / Ensure Organizational Integrity / Promote Professional & Personal Integrity.

### **Provide Exceptional Service**

- Advance the highest standards in all school activities to inspire confidence and trust.
- Be proactive in providing quality service in a responsive, courteous, and professional manner.
- Seek public input and participation that promotes educational excellence.
- Promote principles of equality, fairness, representation, and due process.

### **Ensure Organizational Integrity**

- Cultivate an environment that promotes ethical behavior and holds staff and students accountable for their conduct.
- Demonstrate and champion a cooperative work environment among all school departments.
- Have the courage to overcome barriers to communication, cooperation and productivity.
- Use effective planning strategies to facilitate the current and future goals of the school.



## **Promote Professional and Personal Integrity**

- Be sensitive to the balance of the diverse groups served by the school.
- Take personal responsibility for decisions and actions.
- Recognize the contributions and efforts of others.
- Practice truthfulness and respect in all interactions.
- Establish and maintain professional relationships with all KSD employees and consumers.

## **Staff- Student Relations**

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

## **2.4 Americans with Disabilities ACT of 1990**

The enactment of the Americans with Disabilities Act of 1990 (ADA) prohibits discrimination against the physically and mentally disabled. This act provides protection to persons with disabilities similar to those accorded under the Rehabilitation Act of 1973. KSD actively supports the ADA in determining and making reasonable accommodations for employees. For more detailed information refer to the ADA Policy Handbook in the office of the Human Resources Director.

## **SECTION 3: GENERAL STANDARDS OF CONDUCT**

### **3.1 Social Networking**

The Kansas State School for the Deaf (KSSD) discourages school employees from socializing with KSSD students outside of school in person or by interactive communication including, but not limited to, social networking websites such as Twitter and Facebook.

No school employee shall post any school data, documents, photographs or other school owned or created information on any website including social media websites. Further, the posting of any private or confidential school material on any websites is strictly prohibited.

School employees are prohibited from engaging in any conduct in person, or by interactive communication, including social networking websites, which violates the law, school policies, or other standards of conduct. Employees who violate this policy may face discipline and/or termination in line with other school policies and/or collective bargaining agreements, if applicable.

Nothing in this policy prohibits employees or KSSD students from the use of educational websites if such sites are used solely for educational purposes. It is understood that access to social networking and other media sites does occur from time to time, but care must be taken not to violate KSSDB policies or the law, and to insure that it does not habitually take time from the performance of one's duties or have a negative impact on the work environment.

## 3.2 Violence in the Workplace

KSD has a zero tolerance policy for workplace violence. Any attempted, be it physical or verbal, violence will not be tolerated; this includes the use of profanity. If you have experienced *any* workplace violence, notify your supervisor immediately. Employees are entitled to have a safe and secure workplace.

### **Bullying**

KSD has a zero tolerance of bullying whether it be students or staff involved. Bullying means

- any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:
  - \* Harming a student or staff member, whether physically or mentally.
  - \* Damaging a student's or staff member's property.
  - \* Placing a student or staff member in reasonable fear of harm to themselves or to their property.
- any other form of intimidation or harassment prohibited by any policy of KSD.

A copy of the KSD Bullying Prevention Plan is available in the school offices.

## 3.3 KSD Promotes Diversity

**Diversity Vision Statement:** KSD shall ensure equal access to opportunity and workforce advancement, and shall promote respect for the dignity of others, learning about cultures, becoming sensitive to differences, and respecting those differences.

### **What is Diversity?**

Diversity is each and all of us, individually and collectively. It is what we do and how we do it, individually and collectively. Our challenge as individuals and as a community is to expect, appreciate, value, and respect diversity in those around us.

Diversity is everything that makes individuals different *and* those things about individuals that are similar. Diversity refers to things you can see and things you can't see in the people around you, at anytime, anywhere. Culture, gender, age, ethnicity, nationality, geography, lifestyle and education are just a few dimensions of diversity present in every individual. Diversity speaks to people and their unique experiences. Diversity is language and how people use it. Dimensions of diversity such as culture, age, ethnicity and geography are reflected in the way people talk.

People using their talents and skills to do different things to accomplish similar goals -- this is also diversity. Faculty in the Student Life and other related departments provide different academic experiences yet share the similar goal of educating deaf youth. Instructional Services, Residential Services, Related Services, and Support Services personnel provide very unique services, yet all focus on internal customer service. Using different approaches, teaching, dorm, and support staff impact the effect of the educational process of each student. As a result, you will have unique opportunities to broaden your understanding and respect of others, providing each of us with opportunities for personal

and professional growth. Diversity requires that we create an environment where no one is advantaged or disadvantaged by prejudices and biases but where every person is encouraged to fully utilize his/her unique talents, skills and abilities.

### **3.4 Professional Conduct**

When an individual joins KSD, that person becomes part of a team. Each person is part of his departmental team doing the best job in a cooperative manner. In an organization such as ours, each department is dependent on the others. Teamwork and cooperation between employees and departments are very important. Whatever your work may be, it is necessary to the efficient and successful operation of the entire school.

All employees are expected to devote their full working day to the business of the School. Work schedules, break time, mealtime, and all leaves of absence are set by the Superintendent or by the Supervisor of their department with the approval of the Superintendent. They are consistent with State and Federal rules, regulations, and laws. ***Absenteeism and tardiness are a part of your review.***

Employees are required to notify KSD if unable to report to work. Employees are expected to arrive at work BEFORE their assigned work schedule, in time to begin their duties at the scheduled time. Check with your supervisor regarding the policy on this in your department.

Employees are expected to use state property carefully and only with proper authorization. It is expected that all employees will maintain a courteous attitude toward students, parents, fellow employees, and the public. This attitude is part of the annual review process for all staff.

### **3.5 Reporting of Child Abuse**

It is the policy of the State of Kansas and KSD to provide protection for children from being the subject of physical, mental, emotional, or sexual abuse or neglect by requiring the prompt reporting of suspected abuse and/or neglect. We will insure the prompt and thorough investigation of those reports by working with the Department of Children and Families (DCF). Reports will be made to the Kansas Protection Report Center (1-800-922-5330).

Immediately after reporting an incident to the Department of Children and Families (DCF), staff members are to report the incident to their supervisor, and/or the Assistant Superintendent, and/or the Superintendent. When employees notify their supervisor, the supervisor is to immediately notify the Superintendent.

State law requires that willful and knowing failure to report suspected abuse, and preventing or interfering with the intent to prevent the making of a report by a mandated reporter, is a class B misdemeanor. All KSD employees are mandated reporters.

**Physical Abuse:** The use of more force than is necessary usually resulting in physical injury in the form of bruises, abrasions, broken bones, or dislocated joints.

**Neglect:** The intentional or unintentional leaving of children without supervision where the likelihood of serious physical injury is high.

**Verbal Abuse:** The use of derogatory, extremely negative language said in such a manner as to demean an individual's self-esteem. This is also called mental or emotional abuse.

**Sexual Abuse:** Sexual activity between adults and children, including indecent liberties with a minor (under 16 years) which could include sexual battery, sodomy, sexual intercourse, sexual exploitation, or gratification (including taking nude or sexual pictures of students or distributing sexual pictures), or any sexual contact with a child. Any of these could occur willfully by the child, be submitted to by the child, or forced upon the child. In the state of Kansas, the age of consent is 16 years. This means that any child under the age of 16 cannot agree to participate in sexual activity and cannot legally participate in any sexual activity. It is equally inappropriate for any adult to do any of the above with any student over the age of 16.

In any given situation, humiliation techniques (public embarrassment), corporal punishment (striking a student with hand or object), seclusion (placing a student alone in a locked room), and mechanical restraint (restricting a student's movement by limiting the use of their limbs with belts, ropes, etc.) are not permitted at KSD.

KSD reserves the right to also investigate any allegation of abuse.

**Corporal Punishment:** No teacher or administrator shall use physical force or physical contact against a student or strike a student as punishment for a violation. However, nothing in this policy shall be construed to keep a teacher or administrator from using reasonable and necessary physical force to restrain a student in order to protect one's self, the student, or other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

### **3.6 Emergency Safety Intervention (ESI) - Used only in rare, specific occasions**

In the event any student needs to be restrained for his safety or the safety of others, or to prevent the immediate destruction of property, the following procedures should always be followed as demonstrated in the Crisis Prevention and Intervention (CPI) program training. If the employee present/involved has not had CPI training she should immediately contact her supervisor to inform him of this dangerous situation so trained personnel can be sent to the situation site immediately.

The safe immobilization of the student will **never** include the following:

- Restraint in a manner that will prevent the student from communicating with you either with voice or visual language.
- Holding a student in prone (face down), supine (face up) or in any other manner where a student's airway could be obstructed.
- Use of ANY chemical or physical restraints. Law enforcement may use these types of restraint at their sole discretion.

KSD has certified CPI trainers and they will provide all employees instruction in CPI annually. If an employee has not had this training he should contact his immediate supervisor and request training.

The following procedure **DOES NOT** constitute physical restraint:

- Physically escorting a student who is acting out by touching or holding the hand, wrist, arm, shoulder, or back of a student in order to induce the student to walk to a safe location.

**Seclusion** - This type of restraint is **never** practiced at KSD.

**Time Out** - is neither emergency restraint nor seclusion. Time out is defined in regulations as a behavioral intervention in which the student is temporarily removed from a learning activity without being confined.

**In-School Suspension** – is neither emergency restraint nor seclusion. In-school suspension places a student in a safe neutral place where the student can work on school work or other activity as assigned by a teacher or school administrator. The student is not isolated from adults or peers.

### **Required Emergency Safety Intervention Documentation**

- Name(s) of school personnel who participated in restraint intervention.
- Name(s) of any school personnel who supervised the restraint intervention.
- Date and Time of the intervention.
- Type of restraint intervention used.
- Length of time (minutes) the restraint intervention was used.

### **Parent Notification**

Notification of the use of ESI shall be made to parents or legal guardian on the day ESI is administered, but no longer than 2 school days after its use. Parents are advised of their right to file a formal complaint with the Superintendent and other due process rights.

### **Debriefing**

Once the emergency safety intervention is complete and the student is deemed safe, a certified CPI trainer shall facilitate a meeting with all personnel involved to review the following:

- Cause of the behavior.
- Types of intervention that could have been used to avoid acceleration of behavior that necessitated the use of ESI.
- Type/techniques of restraint used and whether they were appropriate for the student and/or the situation.

### **Reporting to KSDE**

The school will provide a written report to the Superintendent and Assistant Superintendent for the purpose of reporting to the Kansas Department of Education.

## **3.7 KSD Work Rules**

*Work Rules* are created by management, within its authority and discretion, to define the rights of employees on the job. When employee conduct would harm the interests of the State as an employer, KSD may enforce *Work Rules* outside of work hours.

The rules listed below cannot cover every behavior or eventuality, but are guidelines for employees to govern their behavior by, along with good judgment and professional work ethics. The *Work Rules* are listed as activities that are prohibited. These activities may result in disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness and/or frequency of the prohibited activities. Additional rules are covered in State Statutes and Regulations. Talk with your supervisor if you have any questions about *Work Rules*.

Employees of KSD are ***prohibited from committing any of the following acts*** (these are not inclusive and are only a partial list) in the performance of their work:

- Failing to or refusing to follow written or verbal instructions of supervisory authority, or failing to or refusing to carry out work assignments without good cause.
- Bringing children/friends/relatives to the work site while ***on duty***.
- Neglecting to or failing to perform job duties or responsibilities.
- Loafing, loitering, sleeping, or engaging in other unauthorized personal activities during working hours.
- Disclosing confidential information and/or records without authorization.
- Intentionally falsifying records or intentionally giving false information to other State agencies, private organizations, or employees responsible for record keeping.
- Failing to observe all safety rules and practices including, but not limited to, the use of protective equipment and clothing, and in the operation of vehicles and equipment.
- Intentionally altering, withholding, removing, or destroying records, documents, or other materials to conceal wrong doing or violation of the work rules by the employee or others.
- Directing, encouraging, or knowingly permitting others to intentionally falsify records or give false information to other State agencies or private organizations or to employees responsible for record keeping.
- Stealing State or an employee's personal property, or personally acquiring or using State property for unauthorized purposes.
- Failing to report promptly at the scheduled starting time, leaving before the end of the scheduled work shift, or leaving the place of duty during a work shift without permission (in most instances, excluding lunch periods). Exempt employees must follow leave request procedures for ANY time away from work. A supervisor may require an exempt employee to use increments of half-day leave if the employee abuses time away from work.
- Failing to notify the proper authority of unexpected absence or tardiness for any reason, one hour prior to scheduled starting time, and/or within specific timeframe and procedure established by an individual department; unexcused or excessive absences.
- Failing to observe the time limits of lunch (1/2 – 1 hour) or breaks. [Lunch is mandatory non-paid time for classified staff as well as for instructional staff according to the KSD-NEA agreement. Breaks (paid time) are optional if work schedule permits.]
- Failing to properly maintain equipment according to common standards.

- Abusing or misusing State or private property, equipment, telephones, vehicles, materials, credit cards, keys, passes, and staff identification including knowingly permitting, encouraging, or directing others to misuse, abuse or use State property for unauthorized purposes including entering State property outside of assigned work hours without authorization.
- Using work computer for other than work related matters is discouraged. (All messages distributed via the KSD e-mail system, even personal e-mails, as well as computers are KSD's property.) You must have no expectation of privacy in anything that you create, store, send, or receive on KSD computers. Staff and students are prohibited from; a) **sending or forwarding** e-mails containing libelous, defamatory, offensive, racist or obscene remarks, b) **forwarding** or copying a personal message or attachment belonging to another user without first acquiring permission from the originator, c) **sending** unsolicited e-mail messages or chain mail, d) **forging** or attempting to forge e-mail messages, or disguising or attempting to disguise your identity when sending e-mail. E-mail "mailboxes" should not exceed 75% full. All business e-mails shall contain a digital signature approved by the IT Department.
- Making false or malicious statements about other employees, supervisors, or KSD.
- Threatening to inflict, attempting to inflict, or inflicting bodily injury on others.
- Threatening, intimidating, harassing, or using abusive language toward others.
- Interfering with an employee's performance of their duties.
- Using official stationary (agency letterhead) without administrative authorization.
- Possessing any weapon on KSD campus or at other sanctioned KSD activities off campus, subject to Kansas law.
- Possessing or using alcohol or controlled substances (unless medically prescribed) while on State time or property including reporting for work in an unsafe condition due to the influence of alcohol or other drugs.
- Conducting oneself in a manner unbecoming a State employee (example: profanity, lewd gestures, sexually explicit or otherwise inappropriate portrayals on social or publicly accessible websites will be considered a violation of K.S.A. 75-2949f).
- Smoking or the use of tobacco products (chew) on KSD grounds is prohibited as of 7/1/03.
- Littering, creating unsanitary or unsafe conditions.
- Selling commercial products or services on State property during working hours.
- Soliciting funds or donations for any purpose not directly related to the benefit of KSD during working hours without authorization.
- Committing or participating in workplace gossip, rough or boisterous play, pranks, and offensive jokes, as they may develop into a serious and dangerous chain of events.
- Lending or borrowing agency keys and key access badges without authorization. Duplicating keys is prohibited, except by authorized employees.

- Dressing inappropriately for the workplace. Staff has a responsibility to dress appropriately for the workplace. This agency has liberal standards for dress, but each individual must keep in mind the reasons that we want to present a good image. First, part of our curriculum is to teach students that appearance is extremely important and that appropriate dress varies from situation to situation, i.e., business versus leisure. This is a critical concept for the success of young people transitioning to adult roles and responsibilities. Second, our public image as a school and State agency is directly connected to how we are perceived by parents and visitors. It is understood that appropriate dress varies according to job assignment, i.e., classroom versus maintenance, but each has its own set of generally accepted standards for attire. Any attire or appearance that is disruptive to a school environment will be considered inappropriate. Please consider these issues and dress accordingly.
- Gambling at the workplace, which includes tournament pools. (Prohibited by State law).
- Soliciting or accepting compensation, reward, or gift from outside sources for any matter related to your job responsibilities as a KSD employee.
- Inappropriately and/or excessively using personal cell phones or school phones for personal phone calls. Cell phones are conveniences which should not interfere with or distract from workplace responsibilities. Non-work related use should be limited to break time and meal time. Non-critical work related use should be planned to avoid disruption of classroom and student related service delivery. Telephone courtesy is essential. Much business is conducted over the telephone, and the lines should not be tied up with personal phone calls. If a personal call is necessary, please try to make it as brief as possible so it does not interfere with work. Emergency calls may be made or received any time. An emergency is regarded as illness or severe injury, etc. Long distance calls that incur a charge must be for OFFICIAL school business.

### **3.8 Video Surveillance**

Video surveillance is conducted to promote the safety of employees, students, and visitors, as well as the security of facilities. KSD may conduct video surveillance of any portion of its premises at any time, the only exception being private areas such as restrooms, dressing rooms, bedrooms, etc., and the video cameras will be positioned in appropriate places in order to help promote the safety and security of people and property.

## **SECTION 4: HEALTH AND SAFETY**

### **4.1 Directions for Fire Drills/Alarms**

- Fire drills/alarms will be conducted according to KSDE regulations. The audio and visual signals will be the fire alarm notification.
- When the fire alarm is activated everyone, without exception, will vacate the buildings. Do not search for a cause.
- Safety of the children is the first concern. Fighting the fire or protecting property is to be considered only after the children have been removed to safety, or when absolutely necessary for the removal of the children.
- Attendance should be taken once students and staff are outside.



- Students and staff will remain out and away from buildings until they are advised by an administrator on duty to return to the buildings.

IT WILL BE THE RESPONSIBILITY OF CLASSROOM TEACHERS AND DORMITORY TEACHERS TO SEE THAT:

- The premises are vacated by making room checks.
- All windows and doors are closed if time allows.
- Students leave by the assigned exit (all staff should learn their assigned exit prior to students reporting to their classroom/dorm area).
- Students leave promptly, quietly, and orderly.

***IT WILL BE THE RESPONSIBILITY OF ALL OTHER KSD STAFF TO HELP WITH THE STUDENTS IN AN EMERGENCY WHENEVER THE CIRCUMSTANCES DICTATE OR WHEN REQUESTED BY ANOTHER EMPLOYEE. THE SAFETY OF THE CHILDREN IS THE RESPONSIBILITY OF ALL STAFF.***

## **4.2 Directions for Tornado & Intruder Drills/Alarms**

When the tornado or intruder drill/alarm is activated, as with the fire alarm, all staff and students are to move quickly and quietly to safe and secure areas. Staff is responsible for knowing where they are to go in their respective buildings. Staff and students will remain in the assigned safety areas until they have been notified that the all clear has been sounded. Refer to the Crisis Management Cascade for specific procedures.

## **4.3 Inclement Weather**

### **Inclement Weather School Closing Guidelines and Procedure**

The Kansas School for the Deaf has a long history of remaining open when surrounding schools are closed due to weather and road conditions. Since many students reside on campus during the week, they are here regardless of the weather. Those teachers and other staff able to travel to KSD safely maintain a somewhat modified school routine for residential students and day students for whom personal or LEA transportation is available. Student absences on such days are considered excused. However, inclement weather which occurs on a weekend when all students are home may result in KSD closing. When this occurs, please note the following:

- The Superintendent determines if conditions, or predicted conditions, warrant school closing. This decision must be made Sunday morning in order to alert families and transportation services in distant locations.
- The decision to close school activates a telephone communication procedure for notifying all those transportation services and families who normally transport on Sundays.
- Television and radio stations in the Johnson County/Kansas City metropolitan area are notified of the school closing, and Kansas School for the Deaf will be listed along with other closings as part of media broadcasts.
- Efforts will also be made to personally contact all students' families and all employees.

- The decision to close school must be made on a daily basis. The above procedure will be replicated as needed when school continues to be closed for a sequence of days.
- When there is an official school closure, all school activities scheduled for that day will be cancelled.

Sometimes we guess wrong! There have been times when KSD has closed and all surrounding schools were open. This may happen when Sunday morning forecasts show severe weather for Sunday night or Monday morning and the forecasts are wrong. The opposite may also happen, that is, unforeseen weather conditions may warrant school closings Monday morning, but for KSD this is too late. Many students are already on campus, and school will be in session as indicated in the first paragraph.

Your understanding and patience in dealing with occasional severe weather situations is appreciated. When local schools are closed and KSD remains open, the decision to transport day students rests with each family.

The Superintendent or authorized designee may declare an inclement weather situation. When students are on campus, all KSD personnel are considered essential and should report to their assigned job. If students are NOT on campus at the time of the declaration, only essential personnel need report to work. For a detailed explanation contact the Superintendent's office for a copy of the KSD Inclement Weather Implementation Plan.

**Inclement Weather Plan Essential Personnel (*Students on campus*)**

If inclement weather is declared when students are on campus, all KSD personnel is considered "essential" and is expected to report to work at their assigned times or as directed by their supervisor. Personnel who miss work due to weather must use leave time to cover the absence. (Sick leave **cannot** be used to cover absence.) K.A.R. Article 9: 1-9-5

(Personnel who are concerned about the ability to safely travel to work may remain home and inform their supervisor they will use leave time.)

**Inclement Weather Plan (*No students on campus*)**

If inclement weather is declared and there are no students on campus, only essential personnel need to report to work. Essential personnel are defined as maintenance and security personnel and designated members of the KSD Leadership Team. All other personnel normally scheduled to work will be provided Inclement Weather Leave (IWL).

Essential personnel who miss work due to weather must use leave time to cover the absence. (Sick leave cannot be used to cover absence.) K.A.R. Article 9: 1-9-5

The status of the inclement weather period, and the students' return to school will be conveyed via local media and the KSD telephone communication tree.

Only the Superintendent or authorized designee can declare Inclement Weather.

#### **4.4 KSD Crisis Management Plan**

The KSD Crisis Management Plan sets forth procedures to take when certain situations might occur and how to handle each situation you might encounter. Refer to the Crisis Management Cascade for complete explanation for the following situations: Fire/Tornado/Severe Storm/Intruder/Toxic Chemicals/Bomb Threats/Field Trip/ Evacuation Steps and other Resource information.

#### **4.5 Maintenance Requests**

All requests for maintenance and inventory transfers must be made via e-mail to deafwo@kssdb.org. Maintenance and Housekeeping staff may perform maintenance repair or move equipment/materials after the work order has been approved.

#### **4.6 Health Services/Infirmary/Accidents**

Blood pressure checks will be provided for staff by the nurses of KSD. Also, the nurses will provide first aid for staff that are injured while working. Any incident that warrants more than first aid should be dealt with in the appropriate manner, i.e., send the staff to the emergency room at Olathe Medical Center, to their local physician, or call 911 for an ambulance. Health Center medications are not to be used for staff illness, except in emergency situations. The supervisor should be contacted when possible, depending upon the severity of the situation. ***A written report must be completed on all accidents/injuries that occur at work no matter how minor they are.*** It is the individual's responsibility to see that the report is completed WITHIN 24 HOURS of the incident unless circumstances prevent and then as soon as possible. You must notify your supervisor ***immediately***. Failure to do so may result in nonpayment of job related injury medical expenses in the future. Should you become injured while at work you can receive specific information by contacting the Human Resources/Payroll Office.

#### **Injury Report/Workers' Compensation Forms**

An employee must report any injury/illness promptly (best if within 24 hours) to the employee's department supervisor, who will conduct an investigation and obtain an "Employer's Report of Accident" form (K-WC 1101-A). Both the employee and the supervisor must complete the report and forward copies to the Human Resources Department. Timely recording of an accident is essential to provide appropriate medical attention and the establishment of any claim for the job-related injury, i.e. Workers' Compensation claim.

Workers' Compensation packets, containing the "Employer's Report of Accident" form, Work Injury/Illness Incident Report, Workers' Compensation Benefit/Information letter, informational memo from State Self-Insurance Fund, and a map of K.U. Medical Center are available in the Human Resources Department or the Health Center.

All employees are covered by insurance under the provisions of the Kansas Workers' Compensation Law. This insurance protects the employee with entitlements to certain benefits to assist with income losses and/or medical expenses caused by job-related injuries or occupational diseases arising out of and in the course of an employee's assigned duties.

All accidents, no matter how minor, must be reported immediately to the department supervisor. An “Employer’s Report of Accident” will need to be completed, and information explaining your rights and responsibilities will be provided. Failure to report injuries or to be treated in a timely manner may affect eligibility of Workers’ Compensation benefits.

Workers’ Compensation packets, containing the “Employer’s Report of Accident” form, Work Injury/Illness Incident Report, Workers’ Compensation Benefits/Information letter, informational memo from State Self-Insurance Fund, and a map of K.U. Medical Center, are available in the Human Resources Department or the Health Center.

The State has contracted with the K.U. MedWest, located at Renner Road and Midland Drive in Shawnee, KS, as a provider of medical services for State employees in the immediate Kansas City area. Services for Workers’ Compensation illness/injuries are provided by K.U. MedWest without the need for prior authorization from the State Self-Insurance Fund in Topeka. The use of any other medical facility will require prior authorization from the State Self-Insurance Fund, or the cost of treatment exceeding \$500 may become the employee’s responsibility. In the event of a life threatening medical emergency, telephone “911” (emergency services) so that appropriate medical staff can provide needed services and transportation to the nearest medical facility. The furnishing of vehicles or transportation for staff to obtain medical attention is the responsibility of the employee, and not KSD.

When the employee returns to KSD after going to K.U. MedWest, he needs to submit the medical release forms to his department supervisor. The department supervisor will then submit the appropriate documents to the Human Resources Department for processing. All bills for medical treatment covered under Workers’ Compensation should be submitted to the Human Resources Department to be forwarded to the State Self-Insurance Fund.

If medical services are needed on the initial day of injury/illness, the employee’s absence from duty while at the K.U. Medical Center will be considered to be in “pay status” without the need to use accrued leave. If medical services are needed after the initial day, the employee must use accrued leave to cover the time off, or be considered on “Leave Without Pay” status.

Under the provision of the State Self-Insurance Fund, compensation for the first week the employee is unable to work is not paid until the employee is off work for three consecutive weeks. Reimbursement is paid at the rate of 66 & 2/3% of the average weekly wage up to a maximum of 75% of the State’s average weekly wage. If an injury/illness results in permanent disability, the law provides for additional benefits.

Employees with questions concerning the benefits provided under Workers’ Compensation should contact the Human Resources Department or the Kansas State Self-Insurance Fund. The Kansas State Self-Insurance Fund has representatives who specialize in aiding injured employees with claim information questions and problems.

#### **4.7 Safety Conscious Staff & Students**

We expect all of our employees to be safety conscious and to help us in finding conditions in our school that might cause accidents. Report ANY unsafe conditions and ANY injury received while at work to your supervisor IMMEDIATELY. ***We require all employees who***

***have direct supervision of students during activities associated with KSD to assure their health and safety at all times.*** All staff will abide by the KSD Self-Destructive Statements, Behaviors and Threats (SDSBT) policy and follow appropriate steps if a student shows signs of self-destructive behaviors.

#### **4.8 Smoking Policy**

According to the State of Kansas Tobacco-Free Schools Law (K.S.A. 21-4010), effective August 1, 1994, the use of tobacco products in ANY building was PROHIBITED. ***Effective July 1, 2003***, the KSBE (Kansas State Board of Education) approved KSD's policy of ***no tobacco product use on school grounds.*** (REF: P-3700)

#### **4.9 Drug Screening**

The Kansas Governor signed into law the Drug Screening Program, effective May 16, 2002. Employees of the Kansas State School for the Deaf are included. The bill states that KSD employees can be tested for drugs if there is reasonable suspicion. (H.B. #2933 Session of 2002) (REF: K.S.A. 75-4362) If you see any suspicious behavior, report it to the Human Resources Director immediately.

### **SECTION 5: USE OF COMPANY PROPERTY**

#### **5.1 State Vehicles**

The use of state vehicles for school business related activities should be reserved in advance, through the Security Office. ***Employees must have a copy of their driver's license on file in the security office before driving a State vehicle. Employees are responsible for reporting to the Security Office any change in driver's license status during the year such as driving restrictions or a license being revoked.*** If needed, gasoline credit cards will be checked out at the Security Office when vehicle keys are picked up. If a gasoline credit card is checked out, please make sure that the vehicle is refueled before returning it to campus. Receipts are to be turned in to the Security Office. For complete information refer to the manual located in each vehicle.

#### **5.2 KSD Vehicles/Requests**

If your job duties entail driving a KSD vehicle for any reason, you must be familiar with the vehicle use policy, and adhere to it. The policy states:

- A copy of your valid driver's license (DL) ***must be on file*** with the Security Department (per Superintendent).
- Drivers are responsible for keeping the vehicles clean and secure. Pick up your trash and lock up when done.
- If a fuel card (Visa) is used on a trip, return the card and all receipts acquired from your trip to the Security Office.
- ***A fee of \$300.00 (subject to change based on replacement costs) will be assessed to any employee who loses or fails to return vehicle keys.***
- The vehicle log must be completed after each use.

You will be notified if we do not have a copy of your DL on file and your name appears as a driver on a vehicle request form. Due to insurance/liability issues, you will not be allowed to drive a KSD vehicle until this requirement is satisfied.

If you need to reserve a vehicle please do so in a timely manner. Fill out the Field Trip – Vehicle Request Form located on the X-drive. This form is to be used for both field trip and vehicle requests. Just fill out the section(s) that applies to your need.

***If your request DOES involve student transport***, please forward the completed form to the Assistant Superintendent’s office for approval. If approved, it will be forwarded to the Security Department for processing. School counselors and the Athletic Director are exempt due to prior authorization. If the Security Department receives a vehicle request that has not been approved by the Assistant Superintendent, it will not be honored.

***If your request DOES NOT involve student transport***, please forward the completed form directly to the Security Department ([security@kssdb.org](mailto:security@kssdb.org)).

Please remember to copy your supervisor when emailing the form for approval either way.

Once the Security Department has received your request you will receive a confirmation email indicating that your vehicle has been reserved for the requested date/time, or an email indicating that there are no vehicles available for the requested date/time. If you do not receive a confirmation in a timely manner please contact the Security Department.

Please be aware that there are times when vehicles will not be available, and it may be possible that an approved request may be “bumped”, depending on priorities. Student transport takes priority over all other requests. All other requests will be assigned vehicles as to purpose and destination.

When vehicle keys are picked up at the Security Office ***there will no longer be accompanying paperwork***. The Vehicle Request form will stay on file in the Security Office. Drivers will now pick up keys and fuel cards only. However, the vehicle logs will still need to be completed at the end of each trip. The logs are located in a red folder that is kept in each vehicle. Please remember that the DRIVER IS RESPONSIBLE FOR THE KEY. There is a \$300 fee for each lost key. Please keep that in mind if you decide you are okay with someone else picking up your key.

If you need to inform the Security Department of a vehicle maintenance issue please fill out a ***Vehicle Maintenance Request slip***, located next to the door of the Security Office, and leave it in the key drop box.

***It will now be the responsibility of staff to install and remove car booster seats as needed for field trips***. Please continue to fill out the car booster seat section of the vehicle request form so that we can make sure there are enough seats available for use. The seats are all located on shelves in the middle and north garage bays. When returning from a trip in which car booster seats were used, you ***must*** remove the seats from the vehicle and return them to the shelves in the middle or north garage bay so that they can be easily located and used by other staff transporting children who need them.

As noted in the vehicle use policy, drivers are responsible for the returned condition of vehicles. Please make sure that trash is picked up, all lights (interior and exterior) are off, windows are rolled up, and the doors are locked when vehicle use has been completed. Drivers who violate this policy may be restricted from driving. Continuous violations will result in loss of driving privileges. The vehicles are checked nightly.

### **5.3 Personal Liability for Damages to State Vehicles**

Historically, agencies of the State of Kansas have not attempted to hold an employee liable for any damages to a state vehicle incurred because of that employee's use of the vehicle for official state business. Two exceptions to this, in which case the state may seek indemnification from the employee for damages, are when the employee is using the vehicle for other than state business or when the damage was caused by the employee's gross negligence. Within the state's policy "gross negligence" means conduct showing a reckless disregard and complete indifference for the possible consequences of the person's actions.

One example of such a situation would be driving under the influence; i.e., drugs or alcohol. All passengers will be secured with provided seatbelts. The driver will NOT transport anyone (including pets) in state vehicles who is not on official school business or as approved by the Superintendent.

It is the intent of KSD to follow the above stated policy. It is requested, of course, that employees using state vehicles treat them with the same care as taken with their private vehicles. An employee shall report ANY damage that occurs to a state vehicle while that employee has that vehicle checked out. The driver must report the cause of the damage, however slight it might appear, and whether the damage is inside or outside the vehicle.

In the event that damage (breaking, bending, denting, cutting, scratching, etc.) is caused by a staff member or a student, the employee who has the vehicle checked out shall inform the Business Manager's office of the cause and the extent of the damage when the vehicle is returned.

In case of an accident while off campus, the employee shall follow the generally accepted routine of calling the police, getting names of people involved in the accident and names of witnesses, surveying for injuries/damages, etc. The employee should *not* admit guilt. When possible after the accident, call the Security Department (913-915-8109) immediately to report the accident, the extent of damage to the vehicle and whether the vehicle is drivable. The Business Manager should also be notified of the extent of injuries to staff and/or students.

We will not penalize employees for damage to state vehicles (except as noted above), HOWEVER we MUST insist that damages be reported. Failure to report damage to a state vehicle will result in disciplinary action.

### **5.4 Mileage Logs in State Vehicles**

Whenever a state vehicle is used for any reason, the mileage must be recorded on the log in that vehicle. Anyone using a state vehicle should check the beginning odometer reading with the last entry on the mileage log. Any discrepancy should be noted on the log. Also, please note that repair and/or maintenance to the vehicle is to be noted on the mileage

logs. Items needing immediate emergency attention should also be reported to the Security Department as soon as possible.

Drivers may request approval to take a vehicle home on the evening of a workday immediately preceding a travel day so long as it does not increase the total one-way trip between work and destination by more than ten (10) miles. (Ref: K.A.R. 1-17-2a)

## **5.5 Respect for Privacy**

Any searches, for any reason, whether it relates to staff or students, require that an Administrator BE NOTIFIED IN ADVANCE, and he/she or a designated staff member will help in the inspection.

The Appointing Authority reserves the right to search any vehicle, office, dormitory, or property on campus if reasonable cause is suspected. For details regarding this, refer to the Kansas Board of Education Policy, Section P-3800.

## **5.6 State Property**

State property is not to be taken from the campus without written permission from your Supervisor or from the Superintendent. This includes machines, tools, supplies, etc. You are expected to exercise due care in the use of school property and to use such property only for authorized purposes. The misuse of computers for personal gain or for illicit means will result in immediate disciplinary action to include possible termination. Negligence in the care and use of school property may be reason for suspension and/or dismissal. Unauthorized removal of school property from the premises or its conversion to personal use will be considered reason for suspension and/or dismissal. School property issued to you must be returned to the school upon termination of employment or when your department head, or his or her designated representative, requests its return. The value of any property issued, lost, destroyed, or not returned will require a personal check made payable to KSD.

## **5.7 Inventory Control of Consumable Supplies**

An inventory of supplies will be maintained in your department. Contact your immediate supervisor first if you need supplies. If an item that you need is not available, please complete a requisition and send to your supervisor. Do not purchase an item without prior approval. State policies, procedures, and contracts must be adhered to; otherwise, you may end up paying for the item(s) yourself. Always check with your supervisor or contact the Business Manager to ensure that you can be reimbursed for the purchase of an item.

## **5.8 Inventory Control of Capital Assets**

KSD equipment that is required to be on inventory, (e.g., desk, personal computer, pager, cellphone, etc.) must be accounted for each year. The responsibility for that equipment is the occupant of that office or classroom, or the building supervisor, etc. As a state employee you are responsible for the equipment within your care. Any changes to your inventory are to go through your supervisor in written form. In order to remove any item (destroyed or obsolete equipment) that is in your care, you must submit a written request to remove it from your responsibility. Inventory should be completed by May 1st of each year. Contact the office of the Business Manager for more information.



## **SECTION 6: BUILDING ACCESS & ID BADGES**

### **6.1 ID Badges**

If for any reason you need to make adjustments to your access times during the school year please inform your supervisor and he will contact the Superintendent or authorized designee for authorization. The Security Department cannot make adjustments without the Superintendent's or authorized designee's authorization.

If you need to have a replacement ID badge made due to loss or damage, a **\$15** replacement fee must be paid in the Business Office prior to the new badge being made. Please bring your receipt to the Security Office.

### **6.2 Key Requests**

If you are in need of a key during the school year please fill out the Key Request Form located on the X-drive (rev: 6/5/13). Once the form has been completed please forward it to your supervisor for approval.

If approved by your supervisor, the form will be forwarded to the Assistant Superintendent's office for approval. If approved by the Assistant Superintendent, it will be forwarded to the Deputy Superintendent's office for approval. After the form has gone through the approval process it will be forwarded to the Security Department for processing.

Once the Security Department receives the Key Request Form you will be notified by email that it has been received and is being processed. When the key is ready to be picked up you will again be notified by email. ***You must personally come to the Security Office and sign for the key, as you will be responsible for it.***

Be aware that sometimes keys will have to be cut by our locksmith so some requests may be delayed.

### **6.3 Parking Permits**

Staff will be notified when parking permits are available for distribution. When you come to the Security Office to get a parking permit please bring your valid driver's license (for copying if needed), and ***have the following information available: vehicle make, model, year, color, and license plate number.*** This is kept on file for identification and emergency use, if needed.

### **6.4 Parking**

The only reserved parking areas are 'Handicapped' spots located in the various parking lots on campus and as designated. Students have been designated to park in specific areas. All parking is on a first-come basis. Do not park in NO PARKING areas or behind someone to block another individual's vehicle. Cars parked illegally are subject to ticketing and/or towing at the individual's expense.

## 6.5 Campus Visitors

Unauthorized solicitations of employees on the premises are strictly prohibited. This prohibition applies both to employees and to non-employees. Solicitations for gifts (for such occasions as resignation, retirements, weddings, and births, etc.) are considered authorized. Distribution of literature of any kind and/or solicitations of any kind by non-employees is prohibited at any time without the consent of the Superintendent or Human Resources Director. Also prohibited is the posting of notices or signs, or writing in any form on school property including bulletin boards, without specific approval. Notices or signs that have been approved and posted are not to be removed without specific approval.

- All visitors on campus must check in through the Security Office located on the northeast side of the Roth Administrative Office building. Sales persons or solicitors are not allowed to contact personnel while they are on duty.
- Personnel who schedule visitors or resource persons must receive approval from their supervisor in advance. Secretaries for that area are to be notified to expect that person(s). The person visiting should check in through the Security Office to obtain an appropriate ID badge. All Collective Bargaining personnel representatives are to check in with the H.R. Director for any visits.
- The only sales persons allowed on campus are those scheduled to talk with supervisors about purchases for the school. If any individual contacts you on campus or by phone, regarding buying miscellaneous items, (e.g., copying machine supplies) ask for their name, company, address and telephone number and then give this information to the Business Manager *immediately*.

## 6.6 Intruders on Campus - Safety First (Refer to the Crisis Cascade)

Contact your supervisor if you suspect someone is on campus without authorization. If you feel it necessary, notify the Security Department and/or police - 911. The person(s) should be questioned as to his identity and business on campus. If he does not belong, ask him to leave *immediately*. If the person(s) fails to leave, ask your immediate supervisor to notify the local police immediately. If necessary make the call yourself.

## 6.7 Locked Doors - Keep Your Area Secure

Upon leaving an office, classroom, or locked building be sure to test the lock to make certain the door is secure. Doors to the office and dormitories are locked to prevent unauthorized persons from entering the building. EVERYONE is responsible for safety and security. *Don't leave your valuables unsecured at anytime.*

## **SECTION 7: HUMAN RESOURCES INFORMATION**

### 7.1 Introduction

The Human Resources Director is the Equal Employment Opportunity Affirmative Action Coordinator and the Employee Assistance Coordinator. If at any time an employee needs information for referral to other services, contact the Human Resources Department. All information is handled in a strictly confidential manner. Also, additional information is available about job advancement, testing, other agency job opportunities, etc., for those who need it. If an employee has questions regarding the policies/procedures of KSD and/or

of the state of Kansas, it is the employee's responsibility to contact his/her supervisor or the Human Resources Department to clarify or request additional information.

## 7.2 Kansas Civil Service

The Kansas Civil Service is divided into Unclassified and Classified services. Unclassified service comprises positions held by state employees at KSD who are administrative officers, directors, and teaching personnel who are under the supervision and control of the state board of education and generally are employed on a year to year basis. Personnel regulations affecting Unclassified employees are available through the Human Resources Office. These regulations are taken from three (3) primary sources: Kansas State Board of Education regulations and policies; Kansas State Department of Administration regulations and policies; and KSD procedures.

Classified service comprises all positions now existing or hereafter created which are not included in the unclassified service. Appointments in classified service shall be made according to merit and fitness from eligible lists prepared upon the basis of examination that as far as practicable shall be competitive. Personnel regulations affecting classified employees are available through the Human Resources Department. (Ref: K.S.A. 75-2935)

## 7.3 Legal Representation

If a KSD employee is subpoenaed to testify or provide records CONCERNING THE AGENCY in a court proceeding, ***it is very important*** that the Superintendent AND the Human Resources Director ***be notified immediately***. Certain state records are confidential; certain information known to state employees is confidential; thus, it is very important that legal advice be secured ***prior*** to the giving of testimony or records. Legal consultation will be obtained through the appropriate school channels according to state regulations.

### **Tort Claims:**

When a civil suit is brought against an employee for an action taken as a part of employment, the State of Kansas will provide defense for that employee when the employee was acting within the scope of employment, subject to exceptions from liability as outlined by Kansas statute.

Defense will not be provided for the following:

- Acts outside the scope of employment.
- Acts or omissions due to malice or fraud.
- Cases where conflict of interest might arise for the State.

The employee must file written request for defense with the Office of the Attorney General within fifteen (15) days after service of process upon the employee. When the employee is eligible, yet is unable to receive defense from the State Attorney General or designated attorney, the employee is entitled to recover, from the State of Kansas, reasonable attorney's fees, costs, and expenses which are necessarily incurred in defending the action. Please refer to Kansas Statute Annotated 75-6101 et seq. for further information concerning this benefit.

## 7.4 Personnel Files

No employee is allowed to examine individual personnel files unless authorized to do so. Employees have the right to examine their own file upon request to the Human Resources Department. Staff may review their files only while in the presence of someone from the Human Resources department. Nothing may be added or deleted without first submitting a written request to the Human Resources Director. Copies of information may be obtained by submitting a written request to the Human Resources Department.

In accordance of K.A.R. 1-13-1a and KOSE MOA the only information allowed to be given out on an employee regarding employment reference/verification inquiries includes: 1) confirmation that an individual is employed by the agency, 2) name of employing state agency, 3) current or prior title and job position, 4) current or prior rates of pay, 5) length of employment with the state, 6) length of time the employee has served in the employee's current or prior job position. Any additional information must be specified in writing with an original signature of the employee requesting the release to a specific agency/company.

Employee personnel records are required by law and deemed essential for efficient operations and will be maintained by KSD. Employees are required to report ***immediately*** any changes in status to the Human Resources Department such as name, address, phone number, marital status, dependents, college courses completed and other training skills acquired, beneficiaries of life insurance and retirement, physical disabilities, on-the-job injuries, etc. ***Remember, if the change affects your group health insurance it is very important to make the change within 31 days to comply with federal regulations; otherwise you run the risk of not being covered.***

## 7.5 Grievances

The efficiency and effectiveness of the Kansas State School for the Deaf are decided mostly by the willingness of employees to do their duties as outlined in position descriptions, day-to-day instructions, and requests by their supervisors, principals, directors, or the Superintendent. Employees have a right to expect supervisors, principals, directors, and the Superintendent to treat them fairly and be alert and receptive to ways of improving working conditions. However, when people work together over a period of time, differences between supervisors and employees and with co-workers may develop.

K.A.R. 1-12-1 and KOSE MOA Article 12 require that each agency shall have a written grievance procedure for its employees. It is the intent of this agency to provide an effective mechanism for the orderly, fair, and expeditious processing and settlement of employee grievances. For this procedure, a grievance means a detailed, written expression of dissatisfaction by an employee of working conditions, employee relationships, employment problems, or departmental policies or procedures not covered by statute or Department of Administration Regulation.

However, the grievance procedure may be used for a grievance alleging discrimination based on race, color, national origin, age, sex, sexual harassment, sexual orientation, physical disability, or political or religious affiliation. The grievance procedure applies to all employees. If you have a problem you should first talk with your supervisor when you can and explain how you feel. ***You must act within fourteen (14) days of the alleged***

***incident or within fourteen (14) days of the employee's knowledge of its occurrence.***  
Please refer to your copy of the KSD Grievance Procedure for complete details.

***\*\*\*Select covered Instruction personnel should refer to the KSD/NEA Professional Agreement for complete details on the grievance procedure.***

## **7.6 Nepotism**

Concerning K.A.R. 1-9-21, ***no person*** shall be appointed, promoted, transferred, or otherwise employed in any position at KSD, when as a result, he or she would supervise (directly or indirectly), or receive supervision from a member of his or her family or household. Supervising means the authority to influence, recommend or approve the individual's appointment, transfer, promotion, salary, evaluation, termination, or other similar personnel actions.

For the purpose of this policy

***"Family Member"*** means:

- Spouse.
- Parent.
- Child (includes legally adopted & foster).
- Sibling/Half Sibling.
- Uncle.
- Aunt.
- Cousin.
- Nephew.
- Niece.
- Step – Mother/Father/Sister/Brother/Daughter/Son.
- Grand or Great Grand – Mother/Father/Daughter/Son.
- In-Law – Mother/Father/Sister/Brother/Daughter/Son.

***"Household Member"*** means:

- Person having legal residence in, or permanently living in, the employee's place of residence.

Exceptions will be considered by the Superintendent when enforcement of this policy could result in the non-selection of an employee for a critical position for which there has been demonstrated difficulty in recruiting.

## **7.7 Outside Employment**

All employees are expected to place the responsibilities and obligations of their job (KSD) first, and will only be allowed to engage in outside work on off-duty time if

- There is no possible conflict of interest.
- There is no interference with the work of KSD, and the outside employment does not interfere with the employee's job efficiency, quality, and effectiveness.
- Outside employment shall not be carried on in the school nor shall KSD equipment, supplies, or staff be used for such work or to do personal business without the specific consent of the Superintendent via your Supervisor. Failure to follow these guidelines is grounds for disciplinary action.

## 7.8 Temporary Staff Living Quarters

The Kansas State School for the Deaf is a state-funded residential school for the deaf. Residential services are provided for all students enrolled at KSD who wish to use them and meet specified guidelines. Occasionally, new KSD staff is hired from outside the state or from nearby communities and must relocate to begin work at KSD. When an individual is hired and relocation is a problem, the individual may be considered for TEMPORARY living arrangements at KSD. The individual will be required to apply through the Assistant Superintendent. The Superintendent or authorized designee will give final approval. Approval is for a specified time period not to exceed two months. No individuals (except for Student Teachers or Interns during school year) are allowed to have permanent living quarters on the KSD campus.

## 7.9 Promotions/Transfers

If you are interested in advancing within the school, you should perform your present job to the best of your ability and prepare yourself for advancement by taking advantage of training and educational opportunities. Before applying you may wish to contact the Human Resources Department which will acquaint you with the job description and other basic information about the job. Employees who wish to do so are often allowed to transfer from one job to another within the school. This can be done only when there is a vacancy, when there are sufficient revenues to cover any added increase of the individual's salary, when both the "sending" and "receiving" immediate supervisors have given their approval, and when the Superintendent has authorized the transfer. KSD employees who are interested in promotion or transfer are encouraged to apply for vacancies by completing an application. Any KSD employee who meets the minimum requirements for the position will be considered. In addition, as an employee of the school, you will be treated on an equal basis with all other applicants without regard to race, creed, color, national origin, religion, age, non-job-related disability, sex, sexual orientation, or veteran status. This also applies to every aspect of work, including demotion, layoff or other terminations, recalls from layoff, rates of pay and other benefits, and selection for training. Your request for promotion/transfer will be considered based on your qualifications for the position and the needs of the school at the time.

## 7.10 Resignations/Terminations

All employees who are resigning from their position must submit a signed and dated letter of resignation. The letter should be addressed to the Superintendent and delivered to the Human Resources Director. A copy should also be sent to your immediate Supervisor. This must be done at least **two weeks prior** to the date of the resignation in order to resign in good standing. This is necessary in order to coordinate your employee benefits, i.e., medical and life insurance, KPERS, leave, etc.

All terminating employees will be provided an exit survey form by the Human Resources Director. The main purpose of this interview is to be certain that the reasons for an employee's termination are not founded on a misunderstanding that might be corrected by either the school or the employee. In addition, KSD wants to collect any information that may improve future working conditions.

Unclassified ***Certified Teachers*** are covered under the Kansas continuing contract statute; 76-11a05 "written notice of intention to non-renew a contract shall be served . . . .on or before May 1<sup>st</sup>. A teacher shall give written notice . . . .that the teacher does not want continuation of contract on or before May 15<sup>th</sup>." (per Office of Revisor of Statutes and subject to legislative review.)

In addition to voluntary resignation the following conduct shall also be deemed a resignation:

- Unauthorized and unexplained absence from work for five (5) consecutive working days may be considered by the Superintendent as abandonment of the job and a presumed resignation. The Superintendent or designee must make a reasonable effort to contact (via phone, postal mail, or email) the employee before proceeding with the resignation of the employee.
- Failure to return to work at the expiration of an authorized leave of absence, or upon notice by the Superintendent that a leave has been terminated.
- The Superintendent will consider the resignation of any employee that is submitted in writing. Failure to return an Employment Contract (Unclassified staff) by the stipulated date shown on the contract may be considered a form of resignation and that position may be considered open for receipt of applications to fill the position. The Superintendent will accept such resignations only when he/she believes it will be in the best interest of the State of Kansas. The protection of public interest is a proper consideration in the determination of possibility of liquidated damages. A teacher who has signed his/her contract and accepted a teaching position at the Kansas State School for the Deaf for the coming year MAY NOT BE RELEASED from that contract to accept another position until a competent replacement has been contracted in his/her place. The Superintendent may accept a late resignation in the case where a spouse is transferred outside the Kansas City metropolitan area; a health problem and/or disability exists; or where a significant change, as decided by the Superintendent, has occurred due to family circumstances. (Ref: GBO-R KSSD Board Policy)

Any layoff or furloughs for classified staff will be in accordance with K.A.R. 1-14-6 thru 1-14-11. Unclassified staff will be in accordance with KSDE and KSD policy.

## **7.11 Sexual Harassment**

It is the policy of KSD to maintain an environment free of discrimination for all employees. Part of maintaining a good working atmosphere includes freedom from unwelcome sexual advances. All employees are responsible for assuring that the work place is free from sexual harassment. Therefore, it is important for all employees to know ***KSD's policy is "zero tolerance", and understand that no form of harassment will be tolerated.*** To help clarify what is unlawful sexual harassment, the Federal Equal Employment Opportunity Commission Guidelines say that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful harassment when

- Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment.
- The submission to or rejection of sexual conduct by an individual is the basis for any employment decision affecting the individual.

- Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature, have the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at work concerning anyone, including supervisors, co-workers, or visitors, must bring the problem to the attention of a responsible school official immediately. As a result, there may be situations in which we find a violation of our sexual harassment policy occurred that would not actually be a violation of law. Employees may bring their complaints to their supervisors, and/or the Human Resources Director/EEO Coordinator. If the complaint is against the complainant's supervisor, then the employee may bring the complaint to another supervisor, the next level of management, or the Human Resources Director. All such complaints will be promptly handled through the school's complaint-handling process, except that special privacy safeguards will be applied. The privacy of both the charging party and the person accused of sexual harassment will be strictly maintained. The school will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures when justified, to remedy all violations of this policy. Please refer to the KSD Policy (REF: P-6200) on Sexual Harassment for the complete policy. The KSD Grievance Procedure is available to make a formal complaint and is specifically designed to handle Sexual Harassment issues. All new employees receive a copy of the Grievance Procedure.

## **7.12 Substance Abuse**

Employees are the State of Kansas' most valuable resource and, therefore, their health and safety is a serious concern. The State of Kansas will not tolerate substance use or abuse that imperils the health and well being of its employee. Furthermore, employees have a right to work in an environment free of substance abuse and with persons free from the effect of drug or alcohol abuse. It shall therefore be the policy of the State of Kansas to maintain a workforce free of substance abuse.

- Reporting to work or doing work for the state while impaired by or under the influence of drugs or alcohol is prohibited.
- The illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance by an employee at the worksite, during work hours, or while the employee is on duty, official state business, or standby duty is prohibited.
- Violation of such prohibitions by an employee is considered conduct detrimental to state service and will result in discipline according to K.S.A. 75-2949d and K.A.R. 1-10-6, or other appropriate administrative regulations.
- Employees are required by federal law to notify the Superintendent or Human Resources Director within five (5) days of any criminal drug statute conviction where such conviction was due to an occurrence at the worksite, during work hours, while on duty, official business or standby duty.
  - \* An employee who is convicted of violating any criminal drug statute in such workplace situations as stated above will be subject to discipline according to K.S.A. 75-2949d and K.A.R. 1-10-6, or other appropriate administrative regulations.



- \* A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury, or both, in any federal, state, county, or city court.
- Employees are given a copy of the Substance Abuse Policy to read and sign during the initial orientation process by the Director of Human Resources. Employees must abide by the terms of the policy as a condition of employment, and by the consequences of any violation of such policy.

### 7.13 Disciplinary Process

From time to time it may be necessary to discipline due to deficiencies in work performance or because of personal conduct detrimental to the school (Ref: K.S.A. 75-2949e & 75-2949f.) Disciplinary action can be anywhere from a verbal warning to termination. Typical disciplinary steps are:

1. Verbal warning.
2. Written warning.
3. Suspension without pay.
4. Termination.

There may be circumstances when a situation is serious enough to warrant immediate dismissal, demotion, suspension, or bypassing steps in the progressive discipline process.

*(Depending on the seriousness of the infraction, some steps may be eliminated.)*

Supervisors may obtain progressive discipline forms from the Human Resources Department. These forms become part of an employee's personnel file. The Human Resources Director is to be consulted immediately by the supervisor regarding any step beyond step two. Supervisors need to be aware of the correct procedures for Classified versus Unclassified staff. For further clarification, contact the Human Resources Director.

Any regular Classified employee may be suspended, demoted, or dismissed in adherence to proper Civil Service procedures. Staff covered within the working units established by KOSE MOA will follow Article 13. Classified employees with regular status (second year or longer) shall have the right to a hearing as provided by Civil Service regulation. Unclassified employees and Classified employees within one year, and temporary and provisional appointments do not have a Civil Service right of appeal.

Unclassified employees, i.e., Administrators, Dormitory Teachers, and Paras, serve at the pleasure of the Superintendent.

Unclassified certified teachers are covered under the Kansas continuing contract statute (K.S.A. 72-5435, et seq.). (A teacher must have been offered a contract following three consecutive years of satisfactory teaching at KSD to become tenured REF: K.S.A. 76-11a13).

***\*\*\*Select covered Instruction personnel should refer to the KSD/NEA Professional Agreement for complete details on disciplinary procedures.***

## **SECTION 8: PERFORMANCE EVALUATIONS**

### **8.1 Classified / Unclassified Non-Teaching Staff**

Kansas Statutes require that the performance of each state employee in the Classified service be evaluated at least annually. Supervisors are responsible for overseeing the completion of job descriptions, and performance reviews on time. ***An employee's performance review after probation will be completed on a regular cycle during the months October 1st to December 31st.*** Pay increases usually do not coincide with performance reviews. During the six (6) month training period an employee may be terminated at the sole discretion of the appointing authority without right of appeal. The new employee may talk with the appointing authority regarding the termination if the employee requests either verbally or in writing to the appointing authority's office within seven (7) calendar days from the date of proposed termination.

The employee's immediate supervisor will evaluate his/her work performance on a review form provided by the Human Resource Office and a copy will be provided to the employee and supervisor upon completion of all signatures on the review. Subsequently, the performance report will be reviewed and signed by the appropriate staff in the following order; supervisor, reviewer, and employee. The Reviewer **MUST APPROVE** and **SIGN** before the employee sees the review. If the employee feels that the evaluation of the her work was unfair or inaccurate she may make a written comment on the review form and appeal the report in writing to the Superintendent **within** seven (7) calendar days after being informed of her evaluation. Signing an evaluation does not necessarily signify agreement. (K.A.R. 1-7-12)

### **8.2 Certified Teaching Staff**

Evaluations of Unclassified employees are important factors in considering contract/agreement renewal. Evaluation appeals may only go up to Superintendent. Specifically, licensed teachers who are covered (those having successfully completed three continuous years and offered a fourth year ["tenure"] under the continuing contract state law) (REF: K.S.A. 76-11a05) must receive written notice of non-renewal **by May 1st** (dates subject to change per State Board of Education). The tenured teacher shall be given a written notice of the proposed non-renewal or termination including

- A statement of the reason(s) for the proposed non-renewal or termination.
- A statement that the employee may have the matter heard by a hearing committee, upon written notice filed with the Human Resources Director as provided by K.S.A. 72-5436, et seq.

A teacher shall give written notice to the school that he does not want continuation of his contract **on or before May 31st** (dates subject to change per State Board of Education). All other Unclassified staff (REF: K.S.A. 76-1002a&b) ". . . of the Kansas State School for the Deaf shall serve at the pleasure of the Superintendent" i.e., Paras, Dormitory staff, Administrators. (K.A.R. 1-7-12)

- **72-5413 et.seq. The Professional Negotiations Act**

Teacher evaluation is a term and condition of professional service and, as such, is a mandatory topic for bargaining. In the Act, the phrase used in 72-5413 (I)(1)(a) is "professional employee appraisal procedures."

- **42-9001 Evaluation of Licensed Personnel**

The evaluation of licensed personnel in Kansas is governed by K.S.A. 72-9001 through 9006. The statute requires each local board of education to adopt written policies of personnel evaluation procedure [and those relating to teacher evaluation are governed by the above-referenced Professional Negotiations Act].

The statute also includes timelines for evaluations, which are consistent with the requirements for evaluation on a regular basis,” as required by the ESEA Waiver. Those timelines are:

- First two consecutive years of employment: at least one time per semester but not later than the 60<sup>th</sup> school day of the semester.
- Third and fourth years of employment: at least one time each school year but not later than February 15.
- Fifth year and beyond: at least once every three years not but later than February 15 of the school year in which the employee is evaluated.

## **SECTION 9: PAYROLL**

### **9.1 Work Schedule**

As a general policy, Classified staff is allowed, during each eight-hour working period, two paid (optional) fifteen minute work breaks. The optional breaks are to be taken with approval from your supervisor, in a designated area, and at a designated time. Unclassified staff should check with their Supervisor/Principal for procedures on breaks/planning periods, etc. Break times cannot be saved, added together or combined with lunch or in place of lunch. A break time is allowed *if the work situation permits*.

All Classified employees who work a minimum of a FIVE-hour shift will be allowed a lunch break (non-paid time) of at least thirty-minutes. Eight-hour shift personnel MUST take at least one half of an hour, and may take up to an hour for lunch, if requested and approved by the supervisor. Lunch time is non-paid time.

Work schedules are assigned to each employee. All employees are to be at KSD in time to take care of personal needs BEFORE starting work at the scheduled time. Consult your supervisor on your specific department's procedures.

### **9.2 Paydays/Payroll Periods/Payroll Entry**

Pay periods occur biweekly. Paychecks are electronically direct deposited to your bank savings and/or checking account every other Friday.

All full-time employees will have the option to enter their time worked through the Employee Self Service at <http://www.kansas.gov/employee/>. Please refer to the training materials you received for step by step instructions on entering your time in the Employee Self Service. Contact the Human Resources Department with questions or for further assistance/training.

## 9.3 Compensation

### Classified Employees

Classified employees are paid according to classification from the Kansas State Civil Service Basic Salary Plan based on the pay grade for that classification and step. Steps range from 4 thru 18. Steps 4 & 5 are normally six-month steps. All other steps (6-18) are one-year steps (2.5% increments). Other types of compensation are:

- **Annual Cost of Living Adjustment (COLA)** authorized by the state legislature each year and may vary depending upon the revenue restrictions of the state for that particular legislative session.
- **Longevity Pay** (Ref: K.A.R. 1-5-29) is authorized, if approved, for those Classified employees who have worked at least ten (10) SATISFACTORY service credit years with a state agency. Employees are paid \$40 for each satisfactory credit year based on length of service with the state.
- **Shift Differential** (time worked before 7:00 a.m. and after 5:00 p.m.)
- **Call-In Pay\***, if an employee is called in to work during a time other than their scheduled hours of work, he/she will receive no less than two hours pay beginning at the start of work.
- **Stand-By Pay\*** also is available to those required to be on stand-by.
- **Overtime Pay**
- **Holiday Pay**

*\*An employee who is using sick leave and not able to respond to Call-in or Stand-by is considered not eligible for either type of pay.*

Please see your supervisor or contact Human Resources regarding more details. Again, funding for step movement and longevity for classified staff is subject each fiscal year to the Kansas Legislature's authorization and appropriation.

### Unclassified Employees

Unclassified employees may receive an annual Cost of Living Adjustment (COLA) increase. This increase is subject to approval by the legislature each year. COLA increases vary from year to year for all Unclassified employees and are usually reflected on their September checks. Administrators on Twelve Pay Twelve positions receive their first increase at the beginning of the fiscal year. Another possible increase for Unclassified Staff each year is the "column" movement for additional college hours on the approved State Board of Education salary schedules. Subject to annual legislative approval, licensed and certificated staff receive pay comparable to the Olathe School District as set out in Kansas Statute 76-11a17, effective July 1, 2007.

Salary is based upon years of experience, college credits, and professional development. Proof of completion of college hours (i.e. grade card) may be submitted to the Human Resources Department for salary schedule column advancement. College hours that will result in column advancement in the current contract year will be credited only if official transcripts are submitted by the second paycheck of the current contract year. Failure to meet the deadline for official transcript submission after submitting proof of completion of college hours will result in retroactive salary adjustment. Transcripts for college hours

submitted after the second paycheck will be credited in the following contract year. It is your responsibility to obtain these transcripts.

The PDC year is May 1 to May 1. All point requests should be submitted by May 1 of the current school year and should be for professional development completed between May 1 of the previous year and May 1 of the current year, (e.g. submitted by May 1, 2014 for PD completed between May 1 2013, and May 1, 2014). Points will be applied for the following school year's (2014-2015) contracts.

To move onto a degree column, (i.e. BS or MS column) you must earn a BS or MS degree. All hours to obtain a Ph.D. degree must be earned hours within that approved program **by the KSD staff development committee**. Hours granted for experience will not be accepted. A combination of college credit and inservice will not be authorized. College credits beyond your degree are counted from the time you obtain your last, highest degree. For more specific details see the Human Resources Director, your Supervisor, or the Professional Development Coordinator. Once you obtain your master's degree, accumulation of inservice points starts over.

The following is a general guide regarding the MINIMUM number of work days or hours for each classification for a full-time position.

Unclassified Non-exempt staff, who have elected to accrue compensatory time, may use it only within the regular school year, (i.e. September to June end of school year) to cover breaks (i.e., Christmas, Spring Break, etc.) **(Sick leave cannot be used to cover breaks.)**

## **9.4 Fair Labor Standards Act (FLSA)**

Under the Fair Labor Standards Act (FLSA) positions are divided into two categories, exempt and non-exempt. Employees in exempt positions are paid a salary which covers the amount of time required to perform the job. Although an exempt employee's compensation is not determined by the specific number of hours worked, an exempt position normally requires a minimum of 40 hours per week to meet the needs of State government and the public.

Employees in non-exempt positions are paid for hours worked and are covered by the provisions of the Fair Labor Standards Act (FLSA). Occasionally situations arise that warrant employees to be required to work overtime. KSD's policy and fiscal management seeks to hold overtime to a minimum. It requires prior approval by the employee's supervisor based on consideration for the operational needs of KSD's programs. Supervisors are responsible to explore other alternatives before assigning any overtime work.

### **9.4(a) OVERTIME**

Employees assigned to non-exempt positions, who have worked over 40 hours per week, will be compensated at the premium rate of one and one-half times the employee's regular hourly pay, or given compensatory time at the premium rate. (See next section, Compensatory Time & Holiday Compensatory Time.)

All employees on non-exempt temporary appointments shall have all overtime paid in cash at the premium rate. The accrual of compensatory time is not an option.

***(Please note: Paid leave hours do not count towards the total number of hours in a work week in determining whether overtime is to be paid. Paid leave includes all paid time away from work.)***

#### **9.4(b) COMPENSATORY TIME & HOLIDAY COMPENSATORY TIME**

Employees assigned to non-exempt positions are paid through compensatory time (comp time) and holiday compensatory time (holiday comp) at the premium rate of one and one-half times the number of hours worked for time worked over 40 hours per week or when required to work on a designated holiday. Employees can accrue up to a maximum of 120 hours of holiday compensatory time (holiday comp), with each balance independent of the other. It is standard practice that all overtime be earned in the form of compensatory time (comp time) and/or holiday compensatory time (holiday comp), when applicable. (See Holiday section in Section 10 for the list of designated holidays.)

#### **9.5 Shift Differential**

Employees in eligible classified positions with consistently scheduled workdays and hours (a regular schedule) that have hours that fall between 5:00 PM and 7:00 AM, will be eligible for shift differential for those regular hours within the range. All hours outside the 5:00 PM and 7:00 AM range will not qualify for shift differential, unless the employee is scheduled and/or is required to work overtime. The rate of compensation for shift differential depends upon the classification of the position.

If an employee works unscheduled hours between the 5:00 PM and 7:00 AM range, they will not be eligible for the shift differential. ***Shift differential is only for those hours worked on a regular basis (a regular schedule), or for prior approved overtime.***

Currently, employees in eligible unclassified positions have shift differential factored into the base rate of compensation, which takes into consideration the nature of the job and related schedules, such as Dormitory Teachers.

Specific questions concerning the applicable Kansas Administrative Regulations should be referred to the Human Resources Department.

### **SECTION 10: BENEFITS**

#### **10.1 Introduction**

Our employee benefits program is an addition to your paycheck and can provide comfort and security. The State supports a comprehensive and up-to-date benefits program that is competitive with most plans and is designed to provide protection if you're sick or injured, security for your survivors, and financial support for the future. This section gives a quick review of benefits provided to benefits eligible KSD employees. If you have further questions, contact the Human Resources Department.

## 10.2 Holidays

Classified employees, the Superintendent, and some unclassified exempt & non-exempt staff are entitled to receive holiday credit for the following holidays, subject to approval by the Governor:

- New Year's Day
- Martin Luther King Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day (two days)
- Christmas Day

The Appointing Authority may require a Classified employee to work the holiday. If a Classified employee works a holiday they will receive either holiday pay for that day or compensatory time at the rate of time and a half for hours worked. Employees ***MUST be in pay status the day before and after*** to receive pay credit for the actual holiday.

Unclassified employees are on contract for a specified number of school days/hours in the year. In some cases Unclassified staff works holidays due to the school calendar work days. Unclassified non-exempt staff who work a holiday that ***falls within the school work calendar*** will receive either holiday pay for that day or compensatory time at the rate of time and a half for all hours worked on the holiday. Most unclassified EXEMPT staff do not receive any "holiday" credit either in ***extra*** compensation or time.

## 10.3 Discretionary Day

KSD employees that are benefits eligible receive a Discretionary Day if they 1) are employed 50% of the time or more, and 2) have worked a minimum of six months with KSD. This day is granted on a year to year basis by the Governor to employees to observe a holiday or other special DAY during the calendar year. The Discretionary Day should be requested at least two weeks in advance on a KSD Application for Leave form. It must be approved by your supervisor. Staff is encouraged not to wait until the end of the calendar year to use this time due to scheduling conflicts near the holidays. The Discretionary Day is authorized on a calendar basis and may not be carried over into the next calendar year. It MUST be taken as a regular whole work day, i.e., 1/2 day (4 hours) for part-time (50%) staff or a full work day (8-24 hours) for full-time (100%) staff.

## 10.4 Personal Days

KSD will grant three (3) days of personal time annually for Certified personnel, Paraprofessionals and Student Life staff to be used during the regular school year, but not during the extended school year (ESY). Any time not taken during the regular school year will be forfeited, and cannot accumulate. Personal leave requests must be made no less than five (5) days in advance to allow for the development of lesson plans and related activities for the support of a substitute teacher.

Personal leave is not available under the following conditions unless authorized by the Superintendent/Assistant Superintendent:

- The orientation period at the beginning of the school year.
- The last five (5) contract days of the school year.
- The last contract day prior to Thanksgiving break, winter break, spring break, or a holiday.
- The first contract day following Thanksgiving break, winter break, spring break, or a holiday.
- Any professional development or professional preparation days identified on the school calendar.

## 10.5 Group Health Insurance

State sponsored group health insurance is available to state employees with a variety of vendor plans. (Contact the Human Resources Department for booklets containing the different plan options.) The state pays a portion of the employee's premiums but the employee must pay the majority of the premiums for his/her dependent and spouse's coverage through payroll deduction. Dental Insurance covers ***routine*** dental work. New employees have a waiting period of approximately 30 days before their insurance becomes effective and then it will begin on the 1st of the month after the waiting period is met. Current employees may change coverage and/or providers during open enrollment, usually during October, to be effective on January 1st of the New Year. Employees are ***not allowed*** to change their coverage at-will midyear unless there is a qualifying event (check with the Human Resources Department for more details on qualifying events). ***Restrictions apply*** (i.e., waiting periods for pre-existing conditions). (***Consult your insurance carrier*** or the Human Resources Department.) Employees who do not work during the summer months but are returning in the fall, will continue to be covered. Staff not paid 12 months must prepay premiums before the beginning of a pay period by bringing a check into the Business Office for the amount normally deducted from their biweekly pay check to cover their portion of the insurance program in order to avoid cancellation of the coverage.

## 10.6 Life Insurance

Members can enroll at any time or increase their coverage, up to the plan maximum of \$250,000 with proof of good health. You can enroll for, or increase coverage, by up to \$50,000 without proof of good health within 30 days of a marriage, a change in marital status, or the birth or adoption of a child. New employees (30 days from date of employment) can receive up to \$50,000 of optional life insurance coverage without providing proof of good health. All benefit eligible employees are covered for 1.5 times their annualized salary at no cost (free) while employed.

## 10.7 Disability Insurance

After six months of certified ***total*** disability, an employee may receive compensation equal to 60% of state salary. (Percentage will be reduced if employee is receiving any other form of disability pay, SSI, retirement pay, etc.)



**10.8 Shared Leave**

Employees who work 50% of the time or more and meet eligibility requirements are eligible for Shared Leave. The Shared Leave policy is posted on the Official Bulletin Board just outside of the Human Resources Department, and in the Human Resources Office. (REF: K.A.R. 1-9-23) Shared Leave is for situations considered to be **“catastrophic or life threatening”** to one’s self or one’s immediate family. A three member Department of Personnel Services (DPS) committee must approve all requests before any donations from state employees are solicited. Employees are not eligible for Shared Leave if they are receiving worker’s compensation benefits. Under extenuating circumstances the Superintendent may, at the committee’s discretion, overrule the decision of the committee.

**10.9 Sick Leave**

Benefit eligible **Classified and Unclassified NON-EXEMPT** employees receive Sick Leave for the pay period worked at the rate of:

**SICK LEAVE TABLE FOR NON-EXEMPT EMPLOYEES**

<b>HOURS IN PAY STATUS PER PAY PERIOD</b>	<b>HOURS EARNED PER PAY PERIOD</b>
00 - 07	0.0
08 - 15	0.4
16 - 23	0.8
24 - 31	1.2
32 - 39	1.6
40 - 47	2.0
48 - 55	2.4
56 - 63	2.8
64 - 71	3.2
72 - 79	3.6
80+	3.7

Non-exempt employees shall only use sick leave increments of a quarter (.25) of an hour. Benefit eligible **Classified and Unclassified EXEMPT** employees receive sick leave according to the number of days worked in their pay period.

**SICK LEAVE TABLE FOR EXEMPT EMPLOYEES**

<b>TIME IN PAY STATUS PER PAY PERIOD</b>	<b>HOURS EARNED PER PAY PERIOD</b>
0	0.0
>0	3.7

**SICK LEAVE PAYOUT AT RETIREMENT**

8 Years	800-999 Hours	Paid 240 Hours/30 days
15 Years	1000-1199 Hours	Paid 360 Hours/45 days
25 Years	1200+ Hours	Paid 480 Hours/60 days

Exempt employees, including part-time exempt employees, shall only use sick leave in either half (4 hour) or full (8 hour) day increments. Unclassified Exempt "9 pay 12" staff may accrue 80 hours (10 days), unless they work summer school and then would receive an additional 8 hours. Unclassified Exempt "12 pay 12" staff may accrue 96 hours (12 days).

Sick leave with pay shall be granted for the following reasons:

- Illness or disability *of the employee* including pregnancy, childbirth miscarriage, abortion, and recovery therefrom
- Illness or disability, including pregnancy, childbirth, miscarriage, abortion, and recovery therefrom, *of a member of the employee's family* when the illness or disability reasonably *requires* the employee to be absent from work. "Employee's family" shall be limited to:
  - \* Persons related to the employee by blood, marriage, or adoption.
  - \* Minors residing in the employee's home because of court proceedings pursuant to the Kansas code for care of children or Kansas juvenile offenders code.
- The employee's personal appointments with a physician, dentist, or other recognized health practitioner.
- Legal quarantine of the employee. (REF: K.A.R. 1-9-5)(C)

**\*\* Sick leave will not be granted in place of absences other than illness.**

## 10.10 Vacation Leave

### VACATION LEAVE/DESIGNATED EMPLOYEES ONLY

If an employee is entitled to vacation leave with pay it shall be earned and accumulated as shown in the following table per pay period:

**VACATION LEAVE TABLE FOR NON-EXEMPT EMPLOYEES**  
Hours Earned Per Pay Period Based on Length of Service

<i>Time in Pay Status Per Pay Period</i>	<i>Less Than 5 Years</i>	<i>5 Years &amp; Less Than 10 Years</i>	<i>10 Years &amp; Less Than 15 Years</i>	<i>15 Years &amp; Over</i>
00-07	0.0	0.0	0.0	0.0
08-15	0.4	0.5	0.6	0.7
16-23	0.8	1.0	1.2	1.4
24-31	1.2	1.5	1.8	2.1
32-39	1.6	2.0	2.4	2.8
40-47	2.0	2.5	3.0	3.5
48-55	2.4	3.0	3.6	4.2
56-63	2.8	3.5	4.2	4.9
64-71	3.2	4.0	4.8	5.6
72-79	3.6	4.5	5.4	6.3
80+	3.7	4.7	5.6	6.5

Non-exempt employees shall only use vacation leave in increments of a quarter of an hour.

**VACATION LEAVE TABLE FOR EXEMPT EMPLOYEES**

Hours Earned Per Pay Period Based on Length of Service

<i>Time in Pay Status Per Pay Period</i>	<i>Less Than 5 Years</i>	<i>5 Years &amp; Less Than 10 Years</i>	<i>10 Years &amp; Less Than 15 Years</i>	<i>15 Years &amp; Over</i>
00	0.0	0.0	0.0	0.0
>0	3.7	4.7	5.6	6.5
<b>Maximum Accumulation of Hours</b>	144.0	176.0	208.0	240.0

Exempt Employees, including part-time exempt employees, shall only use vacation leave in either half or full-day increments.

**10.11 Family Medical Leave Act (FMLA)**

As a State benefit eligible employee who has worked six months at KSD, you are entitled to be covered under the Federal Family and Medical Leave Act (FMLA) up to 12 weeks paid and or unpaid leave based on a “rolling year”. Please refer to the FMLA policy posted on the Official Bulletin Board near the Human Resources Director's Office. Staff are sent an inquiry if they miss more than three work days in a row.

Employees are to turn in their Application for Leave immediately upon return to work or in advance if possible, (i.e., doctor's appointments), to be approved by your supervisor and to alert them to your absence. If an employee is sick for three consecutive work days or more a doctor's statement is to be given to your supervisor upon return to work. It shall be the policy of KSD to reserve the right to verify employee's reason for use of sick leave and their ability to return to full and unrestricted duties of their position. A doctor's statement and/or release to return to work may be required for any use of sick leave even for one day. (REF: 1-9-3 (a), 1-9-5 (a, d, f))

Up to twelve (12) weeks of paid sick leave and/or Leave Without Pay (LWOP) can be used for absence from work because of pregnancy, termination of pregnancy, childbirth and the recovery therefrom. (See FMLA policy in Human Resources) A physician's statement may be requested to decide probable birth and **is required** after birth to return to work. Any additional time off will require a special request for a Leave of Absence and must be approved by the Superintendent.

Annual leave requests are submitted to an employee's supervisor with at least two weeks notice to ensure that the work of the School can be accomplished during the employee's absence.

**10.12 Military Leave**

Any employee who is a member of the National Guard or U.S. Military reserve unit, shall be granted a leave of absence with pay for the duration of any official call to duty or for the annual training period that shall be limited to twelve calendar days in any calendar year. Any additional military time will be taken as vacation time or leave without pay unless specified by the Governor. (K.A.R. 1-9-7) (See FMLA policy for use for Military Leave for families.)

### **10.13 Funeral Leave**

An Appointing Authority may grant leave with pay to an employee who is working 50% of the time or more upon the death of a close relative. Such leave shall not exceed six (6) working days. The Supervisor shall consider the employee's relationship to the deceased and the necessary travel time among the factors considered in determining whether to grant leave, and if so, the amount of leave to be granted. To insure consistency regarding the use of funeral leave, "close relative" shall be defined as: spouse, child, (step) mother, (step) father, brother, sister, foster parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, cousin, or a relative permanently residing in the employee's household. (REF: K.A.R. 1-9-12)

### **10.14 Extended Leave of Absence**

Leave without pay may be granted to an employee, for an extended illness, temporary disability, or other good or sufficient reason considered in the best interest of the Kansas State School for the Deaf, not to exceed one (1) year. Such leave shall be requested in writing by the employee on an Application for Leave form. The Appointing Authority must approve the request. If the employee does not return to work at the end of her approved time, her employment status will be officially terminated. (REF: K.A.R. 1-9-6)

### **10.15 Jury Duty**

Benefit eligible employees shall be granted leave when summoned for jury duty, or to comply with a subpoena as a witness before the civil service board, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court. An employee shall NOT be entitled to leave with pay in circumstances where the employee is called as a witness on the employee's own behalf in an action in which the employee is a party. When jury duty leave is requested and taken by an employee, his/her regular salary will be received. Jury duty pay may be retained by the employee if the amount does not exceed \$50.00. You must obtain from the court a written statement showing the days you served as a juror or as a subpoenaed witness. This statement of service is to be given to your supervisor and forwarded with your Application for Leave to the Human Resources Department. (REF: K.A.R. 1-9-8)

### **10.16 Official Leave**

In general, Official Leave is used for attending seminars, workshops, and other official meetings that will benefit the school upon the employees' return. Unclassified employees must request Official Leave to attend off campus training, seminars, workshops, or other meetings on scheduled work days whether the school pays for the expenses or not.

### **10.17 Kansas Public Employees Retirement System (KPERs)**

KSD employees whose positions are at least 1,000 hours (50%) per year and who are not temporary employees are covered by KPERs. Participation is *mandatory*.

Effective July 1, 2009, new employees will be immediate members and not have a waiting year. This system provides disability benefits, a retirement plan, and a death benefit. Should a non-vested member resign, he/she may elect to leave his/her contributions up to

five years or apply, after 31 days, to withdraw his contributions by filing an application with KPERS. Once vested (5 years) effective 7/1/09, employees may leave their contributions in the retirement system until they reach retirement eligibility. Please contact KPERS for current and specific information or call 1-888-275-5737; Website: [www.kpers.org](http://www.kpers.org).

**\*\*\*The Legislature has passed changes to your KPERS benefits beginning in 2014.**

**TIER 1**

<i>Tier 1- Now</i>	<i>Tier 1 (Change) January 2014</i>	<i>Tier 1 (Change) January 2015+</i>
4% contributions	Increase to 5% contributions	Increase to 6% contributions
1.75% multiplier	Increase to 1.85% multiplier (future service only)	Continue with 1.85% multiplier

**TIER 2**

<i>Tier 2 Current (members hired July 1, 2009+)</i>	<i>Tier 2 New</i>
6% contributions	Continue with 6% contributions
1.75% multiplier	Increase to 1.85% multiplier ALL services, not just future Starts January 2014
Have COLA increase	Lose COLA starting July 2012 (Doesn't affect members retiring before July 2012)

**10.18 Miscellaneous Benefits**

- **Tax-sheltered benefits** – Available through various state approved companies. Contact Human Resources for more information on Voluntary Tax Shelter Annuities (VTSA).
- **Service Awards** – For recognition upon 10, 20, 30 and 40 years of employment.
- **Social Security** (FICA tax or OASDI) – Employee and employer contributions are deposited with the Social Security Administration and are available to employees in the form of retirement, disability, and death benefits. For further information contact your local Social Security office.
- **Unemployment Insurance** – Employees of KSD are under the Kansas Unemployment Compensation Act. This act was designed to provide a program of insurance on a short-term basis for the payment of benefits to former employees of the State who, through NO FAULT OF THEIR OWN, have been temporarily restricted from gainful employment. All employees are covered by the act. However, employees who are under contract for

nine months or who accept a position that is less than twelve months are NOT eligible for unemployment compensation during the summer months IF THEY ARE RETURNING the next school year. The eligibility or disqualification of each staff member who separates from KSD employment will be based on the type of separation. A claimant must initiate the claim at her nearest State Employment Security/Job Services Office.

- **Workers' Compensation** – Income protection for ON THE JOB injuries. Payment of medical bills and other benefits specified by law, providing documentation was completed within the required time frame of the accident. You will receive further information when you complete an accident form.
- **Long Term Care Insurance**
- **Other benefits** – Credit for months not worked that is extended to staff not working during the summer months (due to school requirements) includes; service credit for longevity pay, service pins, leave accrual rate, and classified step movement on the salary schedule.

## **SECTION 11: ORGANIZATIONS**

In 1972, the Kansas Public Employer-Employee Relations Act was passed by the Kansas Legislature to promote improvement of employer-employee relations in the public agencies of the State. This law recognized the right of public employees to join or refrain from joining such organizations. There are several employee organizations for State employees.

### **11.1 Kansas Organization of State Employees (KOSE):**

The State of Kansas recognized KOSE in May 2008 as the “recognized employee organization”, as that term is defined in K.S.A. 75-4322, for employees in the bargaining unit where it has been certified or recognized. The Employer recognizes the Union as the sole and exclusive representative in all matters establishing and pertaining to wages, hours and other terms and conditions of employment and *revised July 1, 2010, for employees of KSSD and KSSB.*

### **11.2 Kansas School for the Deaf – National Education Association (KSD-NEA) and Kansas State Board of Education**

The Kansas School for the Deaf NEA is affiliated with the Kansas National Education Association and the National Education Association. This agreement may be amended at any time by mutual consent. However, no amendment to this agreement shall be binding unless executed in writing and ratified by both the Board and the bargaining unit represented by the Association.

## **SECTION 12: GENERAL INFORMATION**

### **12.1 Professional Development**

The school maintains a working environment in which opportunities are provided for all employees to achieve their fullest potential. One of the ways these opportunities are

brought about is through training programs. In support of this policy of personal development, the school offers training programs for exempt and non-exempt employees in all departments. There are also training programs in supervisory and managerial skills. A variety of training courses are available to help employees improve job performance. To decide what, when, and where courses are available, ask your supervisor.

## **12.2 Notary**

Occasions may arise that require the services of a notary public. You may obtain this service free of charge through the Business Manager or Human Resources Director.

## **12.3 Political Activity**

KSD employees are NOT to be involved with any political activity on campus. Employees are NOT to compel any employee to join any organization, to take part in any political activity, or to pay or promise to pay any assessment, subscription or contribution. Any employee shall resign from the school upon filing as a candidate for public office unless it is an elective nonpartisan office. (Ref: K.S.A. 75-2953)

## **12.4 Employee Assistance Program (EAP)**

If you have a question or problem, your supervisor will be glad to talk with you about it. There may be times, however, when you would rather discuss a personal problem with someone who is not directly associated with you. In such a case, the Director of Human Resources will assist you with your problem or direct you to other persons who may be able to help.

## **12.5 Mail**

All incoming mail will be distributed to the appropriate persons. Mail is usually received at the Roth building around 11:00 a.m. The last mail deposit to the Post Office from the Business Manager's Office is at 10:00 a.m. each weekday. KSD is NOT to be used for receiving personal mail and is not responsible for it.

## **12.6 Meals**

You may eat in the school cafeteria; the cost is set and posted annually in the kitchen. This is announced before the beginning of the school year. Staff pay according to the items selected. Staff supervising students while on duty are not required to pay for meals.

## **12.7 Official Bulletin Board (Human Resources)**

The official agency information bulletin board is located on the ground floor of the Roth Administration building next to the Human Resources Department. Please check the bulletin board from time to time to see what has been added or changed. Such items as in-house job vacancies, other state job vacancies, Governor's Directives & Executive Orders, training opportunities, and policies on Affirmative Action Plan, Sexual Harassment, Grievance Procedure, Political Activity, Substance Abuse, Employee Assistance Program, Public Employer-Employee Relations are posted for your information.

## **12.8 Employee Bulletin Board**

The employee information bulletin board is located on the ground floor of the Roth Administration building next to the Human Resources Department. Please check the bulletin board from time to time to see what has been added or changed. Employees may post items such as thank you cards, employee personal announcements, items for sale, etc. Check with the Human Resources Department before posting any item on the Employee Bulletin Board.

## **12.9 Flower Fund**

The purpose of the Flower Fund is to maintain systematic administration of monies needed for sending flowers/cards to employees and/or their immediate family at time of death. The fund operates on voluntary donations by school employees sent to the Superintendent's secretary. When the fund has been nearly depleted, another voluntary donation will be requested.

*This handbook serves only as a general guide to what we can reasonably expect from each other in the conduct of our business. Therefore, neither this handbook nor any of its provisions constitute an employment agreement or contract of any kind towards continued employment. Because circumstances and situations change, we will have to change or amend these sections from time to time. We will notify you in writing when such changes are made.*

**Revised: March/April 2014**