



VISION

*The Right Help, at the Right Time,
in the Right Location for Students
with Visual Impairments*

Employee Handbook

With Great Staff Comes Great Responsibility

Kansas School for the Deaf

MISSION

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



~est. 1861~

TABLE OF CONTENTS

SECTION 1: HANDBOOK INTRODUCTION	1
1.1 Welcome Statement	1
1.2 Purpose of Handbook	1
1.3 Methods of Communication	1
1.4 Human Resources Department	2
SECTION 2: GOVERNING PRINCIPLES OF EMPLOYMENT	2
2.1 Governance of Kansas State School for the Blind and Kansas State School for the Deaf by the Kansas State Board of Education – August 2012	2
2.2 Policies of the Kansas State Board of Education and KSD/KSSB	3
2.3 Equal Employment Opportunity/Affirmative Action & Title IX Policies	4
2.4 Code of Ethics	5
2.5 Americans with Disabilities ACT of 1990	6
SECTION 3: GENERAL STANDARDS OF CONDUCT	6
3.1 Staff – Student Relations	6
3.2 Freedom of Speech and Expression	6
3.3 Media and Community Relations	6
3.4 Social Networking	7
3.5 Violence in the Workplace	7
3.7 Professional Conduct	8
3.8 Reporting of Child Abuse	8
3.9 Emergency Safety Intervention (ESI) - Used only in rare, specific situations	9
3.10 KSD/KSSB Work Rules	11
SECTION 4: HEALTH AND SAFETY	14
4.1 Video Surveillance	14
4.2 Directions for Fire Drills/Alarms	14
4.3 Directions for Tornado & Intruder Drills/Alarms	15
4.4 Intruders on Campus - Safety First (Refer to the Crisis Cascade)	15
4.5 Locked Doors - Keep Your Area Secure	15
4.6 Inclement Weather	15

4.7 KSD/KSSB Crisis Management Plan	17
4.8 Health Center Services/Employee Accidents	17
4.9 Safety Conscious Staff and Students	19
4.10 Tobacco Policy	19
4.11 Drug Screening	19
SECTION 5: USE OF COMPANY PROPERTY	19
5.1 State Property	19
5.2 Respect for Privacy	20
5.3 State Vehicles	20
5.4 KSD/KSSB Vehicle Use Policy	20
5.5 Personal Liability for Damages to State Vehicles	21
5.6 Mileage Logs in State Vehicles	22
5.7 Inventory Control of Consumable Supplies	22
5.8 Inventory Control of Capital Assets	22
SECTION 6: BUILDING ACCESS & ID BADGES	23
6.1 ID Badges	23
6.2 Key Requests	23
6.3 Parking Permits	23
6.4 Parking	23
6.5 Campus Visitors	24
SECTION 7: HUMAN RESOURCES INFORMATION	24
7.1 Introduction	24
7.2 Kansas Civil Service	25
7.3 Legal Representation	25
7.4 Personnel Files	26
7.5 Grievances	26
7.6 Nepotism	27
7.7 Outside Employment	28
7.8 Temporary Staff Living Quarters	28
7.9 Promotions/Transfers	28
7.10 Resignations/Terminations	29

7.11 Sexual Harassment	30
7.12 Bullying	31
7.13 Substance Abuse	31
7.14 Disciplinary Process	32
SECTION 8: PERFORMANCE EVALUATIONS	33
8.1 Classified / Unclassified Non-Teaching Staff	33
8.2 ASL Diagnostic Assessment	33
8.3 Certified Teaching Staff	34
SECTION 9: PAYROLL	35
9.1 Work Schedule	35
9.2 Paydays/Payroll Periods/Payroll Entry	36
9.3 Compensation	36
9.4 Fair Labor Standards Act (FLSA)	38
9.4(a) Overtime	38
9.4(b) Compensatory Time & Holiday Compensatory Time	38
9.5 Shift Differential	39
SECTION 10: BENEFITS	39
10.1 Introduction	39
10.2 Holidays	39
10.3 Discretionary Day	40
10.4 Personal Days	40
10.5 Group Health Insurance	40
10.6 Life Insurance	41
10.7 Disability Insurance	41
10.8 Shared Leave	41
10.9 Sick Leave	41
10.10 Vacation Leave	44
10.11 Family Medical Leave Act (FMLA)	44
10.12 Military Leave	45
10.13 Funeral Leave	45
10.14 Extended Leave of Absence	45

<i>10.15 Jury Duty</i>	46
<i>10.16 Official Leave</i>	46
<i>10.17 Kansas Public Employees Retirement System (KPERs)</i>	46
<i>10.18 Miscellaneous Benefits</i>	47
SECTION 11: ORGANIZATIONS	48
<i>11.1 Kansas Organization of State Employees (KOSE):</i>	48
SECTION 12: GENERAL INFORMATION	48
<i>12.1 Professional Development</i>	48
<i>12.2 Notary</i>	49
<i>12.3 Political Activity</i>	49
<i>12.4 Employee Assistance Program (EAP)</i>	49
<i>12.5 Meals</i>	49
<i>12.6 Official Bulletin Board (Human Resources)</i>	50
<i>12.7 Official Employee Bulletin Board</i>	50
<i>12.8 Maintenance Requests</i>	50
<i>12.9 Requests for References</i>	50
<i>History of KSD</i>	51
<i>History of KSSB</i>	52

SECTION 1: HANDBOOK INTRODUCTION

1.1 Welcome Statement

It is a pleasure to welcome you to the Kansas School for the Deaf/Kansas State School for the Blind. To each of you, we wish to express our sincere hope that you find your experience as an employee to be rewarding. Every job at KSD/KSSB is important and plays a key role in the continued growth of our schools. We urge you to read this handbook as it contains a great deal of important information.

1.2 Purpose of Handbook

We feel that employees are happier and more valuable if they know what they can expect from our agencies and, in turn, what our agencies expect from them. This handbook will apprise you of the policies, procedures, privileges, benefits, and responsibilities of being an employee at KSD/KSSB and we expect you to incorporate this information into your day-to-day job performance.

The contents of this handbook are presented as a matter of information only and serve as a general guide to what we can reasonably expect from each other in the conduct of our businesses. While KSD/KSSB believe wholeheartedly in the plans, policies, and procedures described herein, over time, circumstances and situations change and we reserve 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. Any policies herein that might be in conflict with state or federal regulations will be superseded by state and federal guidelines.

Neither this handbook nor any of its provisions constitute an employment agreement or contract of any kind towards continued employment at KSD/KSSB. Staff are encouraged to keep all employment information in a safe and accessible place for future reference. Should you have any questions, please feel free to discuss them with your supervisor or Human Resources.

1.3 Methods of Communication

The powers and duties of the Superintendents of KSD/KSSB are established by the policies of the Kansas State Board of Education (KSBE). The Superintendents serve at the pleasure of KSBE and are responsible for all reports to KSBE. The Superintendents shall serve as KSBE's liaison to the executive and legislative branches of state government regarding the schools' services, facilities and budget. The Superintendents shall have active oversight responsibility for all policy, personnel, and budgetary decisions, and shall have active leadership in the development of all curricular and extracurricular programs of KSD/KSSB. The Superintendents, or designees, are the spokespersons for KSD/KSSB in regard to the media or in any other situation where the official position of the schools are being represented. (K.S.A. 76-1115)

Temporary Policies

The Superintendents have the authority to establish and enforce reasonable temporary policies to comply with federal or state legislative, judicial, or executive mandates; to implement or maintain necessary educational services in accordance with KSD's/KSSB's mission and purpose and to accommodate other unforeseen circumstances. These temporary policies shall be provided to KSBE for modification, permanent approval, and/or dismissal.

Important notices and items of general interest are communicated by email, newsletters, and postings on bulletin boards located in the hallways by the Human Resources offices and additional bulletin boards throughout the buildings on each campus. These areas are also where Human Resources posts important information regarding legal rights, including information about equal employment opportunity laws and wage and hour laws.

1.4 Human Resources Department

The Human Resources Department professionals are available to answer your questions, field your complaints, and assist in making our agencies run more efficiently. In fact, the procedures in this handbook often refer you to the Human Resources Department for additional assistance.

- KSD/KSSB HR Director:
913-210-8113 (V) / 913-645-5358 (V or Text) / 913-324-5850 (VP)
- KSD Human Resources Professional
913-210-8114 (V)
- KSSB Human Resources Professional II
913/305-3004

All employees of KSD/KSSB are required to furnish various documents during their employment. Such documents are kept in employee personnel files which are reviewed as needed to ensure the required information/documentation is current and meets state and federal guidelines. Employees should understand that misrepresentation or omission of facts on their employment documents is grounds for dismissal. If an employee has questions regarding policies or procedures of KSD/KSSB and/or the State of Kansas, it is the employee's responsibility to contact their supervisor or the Human Resources Department for clarification or additional information. Staff are required to abide by all rules and regulations of KSD/KSSB.

SECTION 2: GOVERNING PRINCIPLES OF EMPLOYMENT

2.1 Governance of Kansas State School for the Blind and Kansas State School for the Deaf by the Kansas State Board of Education – August 2012

Kansas statutes establish the Kansas State School for the Blind and the Kansas State School for the Deaf (K.S.A. 76-1101 *et seq.* and K.S.A 76-1001 *et seq.*) The Kansas State Board of Education is charged with the control and supervision of both schools. Specifically, the State Board “may enter into contracts, adopt rules and regulations and do or perform such other

acts as are authorized by law or are necessary for such purposes” (K.S.A. 76-1001a and K.S.A. 76-1101a). The following chart attempts to clarify “control and supervision”.

Required by Statute, Regulation or Policy	Desired	Not Required by Statute, Regulation or Policy
Appoint superintendent (K.S.A. 76-1115(a), 76-1002(a))	Regular communication from superintendent: <ul style="list-style-type: none"> • Quarterly face-to-face State Board meetings • Monthly written report • Monthly phone conferences with Commissioner • Immediate communication during emergencies 	Day-to-day management, operation and maintenance of the schools (K.S.A. 76-1115(b)(1), 76-1002(b)(1))
Fix annual salaries for unclassified staff within appropriations from Legislature (K.S.A. 76-1116, 76-1002a)	Anticipate challenges	Personnel decisions (recruitment, retention, disciplinary)
Negotiations (Kansas State School for the Deaf only)		Budgetary decisions
Set annual compensation of superintendent (K.S.A. 76-1115(a), 76-1002(a))		Curriculum decisions
Approve contractual agreements of amounts over \$10,000 (KSDE Policy)		Contractual agreements less than \$10,000 (KSDE Policy)
Set tuition, fees and charges for non-residents (K.S.A. 76-1102, 76-1006)		Procurements less than \$10,000
Set tuition, fees and charges for training programs at the school (K.S.A. 76-1102a, 76-1013)		Student disciplinary issues
The power to delegate “such other duties and functions as are specified by KSBE.” (K.S.A. 76-1115(b)(3), 76-1002(b)(3))		
Rules and regulations for the admission of students (K.S.A. 76-1101b(a), 76-1001b(a))		

2.2 Policies of the Kansas State Board of Education and KSD/KSSB

The responsibility of the Board is to establish policies, leaving implementation to the Commissioner. Board policies relating to the work of the staff on behalf of the State Board direct the Commissioner to achieve certain results or limit the Commissioner to act within acceptable boundaries.

1. The Commissioner is authorized to make all decisions, take all actions and develop all activities which are consistent with the Board's policies.
2. The Commissioner serves the State Board.
3. The Commissioner may not perform, allow or cause to be performed any act which is unlawful, insufficient to meet commonly accepted business and professional ethics on executive authority.

2.3 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/Kansas State School for the Blind 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/KSSB's compliance with the regulations implementing any federal law prohibiting discrimination may contact the Human Resources Director at 913-210-8113 (V) or 913-645-5358 (V or text).

The current KSD/KSSB Affirmative Action Plan (AAP) is distributed to all employees via email. The AAP can be referenced on the schools' websites under Human Resources. The plan is also posted on the official bulletin boards located in the hallways by the Human Resources offices and additional bulletin boards throughout the buildings on each campus. KSD/KSSB follow the Governor's Executive Order 92-153 regarding individuals with disabilities (ADA).

Furthermore, the Kansas School for the Deaf/Kansas State School for the Blind now notify 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, to not 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/Kansas State School for the Blind 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/Kansas State School for the Blind. More specifically, the Kansas School for the Deaf/Kansas State School for the Blind will treat their 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.

Inquiries regarding compliance may be directed to any of the following:

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

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

United States Department of Education
Office for Civil Rights
One Petticoat Lane
1010 Walnut St., Suite 320
Kansas City, MO 64106

2.4 Code of Ethics

The standards set forth in the KSD/KSSB Code of Ethics are designed to help avoid conflicts of interest between your public responsibilities and personal interests. These standards aim to improve the standard of public service, and to promote and strengthen the faith and confidence of the citizens of Kansas in their public service employees.

The Code of Ethics policy recognizes:

- You have the same personal and economic interest in the decision and policies of the State government as do other citizens.
- You retain your rights as an individual, and interests of a personal or economic nature.
- Your standards or ethical conduct need to distinguish between minor or inconsequential conflicts that are unavoidable in a free society, and those conflicts that are substantial and material.
- You may need to engage in employment, other than official duties or may need to maintain investments, but you shall not engage in any employment or maintain any investment if the employment or investment conflicts with specific provisions of KSD's/KSSB's code.

Affirmation: As a KSD/KSSB employee, I will promote organizational integrity, professional and 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 departments in each school.

- Have the courage to overcome barriers to communication, cooperation and productivity.
- Use effective planning strategies to facilitate the current and future goals of the schools.

Promote Professional and Personal Integrity

- Be sensitive to the balance of the diverse groups served by the schools.
- 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/KSSB employees and consumers.

2.5 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/KSSB actively support the ADA in determining and making reasonable accommodations for employees. For more detailed information, refer to the ADA Policy Handbook located in the offices of the Human Resources Director.

SECTION 3: GENERAL STANDARDS OF CONDUCT

3.1 Staff – Student Relations

All KSD/KSSB employees shall maintain professional relationships with KSD/KSSB students that are conducive to an effective educational environment. Staff are to maintain an appropriate, professional conduct with students and are not permitted to associate with students outside of the school environment. Students seeking counseling, tutoring, or other personal assistance must address this need in the school or dormitory setting. An exception to this policy may be made with employees who are also parents of KSD/KSSB students. School employees shall not submit students to sexual or racial harassment and shall not have any interaction of a sexual nature with any KSD/KSSB student at any time regardless of the student's age, status or consent. Staff are not permitted to transport students in their own personal vehicles unless parents grant permission. Refer to Section 3.4 (page 7) Social Networking.

3.2 Freedom of Speech and Expression

KSD/KSSB Superintendents or designees may reasonably regulate the time and the place of speeches, assemblies, distribution of literature, and content of school publications.

3.3 Media and Community Relations

The Superintendents shall be the media contacts for all matters concerning the schools. The Superintendents may designate others to perform this function as needed.

3.4 Social Networking

KSD/KSSB discourage school employees from socializing with KSD/KSSB students outside of school either in person or by interactive communication including, but not limited to, social networking websites such as Twitter, Facebook, Instagram, Snapchat or others.

Posting by staff of **any** school data, documents, photographs or other school owned or created material/information on any website, including social media 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 KSD/KSSB 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 KSD/KSSB policies or the law, and to ensure that it does not habitually take time from the performance of one's duties or have a negative impact on the work environment.

3.5 Violence in the Workplace

KSD/KSSB have a zero-tolerance policy for workplace violence. Any attempted violence, be it physical or verbal, 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 a safe and secure workplace.

Anti-Bullying Policy (copy available in school offices)

KSD/KSSB have a zero-tolerance policy for bullying whether it be students, staff, or visitors involved. Bullying means

- any intentional gesture or intentional written, verbal, or physical act or threat sufficiently severe, persistent or pervasive that it creates an intimidating, threatening, or abusive environment for a student or staff member and 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/KSSB.

3.6 KSD/KSSB Promote Diversity

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 any time, and in any place. Culture, sex, 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. Staff provide different experiences yet share the similar goal of educating students. As a result, staff and students will have unique opportunities to broaden their understanding and respect of others 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 their unique talents, skills, and abilities.

3.7 Professional Conduct

When an individual joins KSD/KSSB, that person becomes part of a team. Each person is part of their departmental team doing the best job in a cooperative manner. In organizations such as ours, each department is dependent on the others. Teamwork and cooperation between employees and departments is 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 work day to the business of the school. Work schedules, breaktime, mealtime, and all leaves of absence are set by the Superintendents or by department supervisors. They are consistent with state and federal rules, regulations, and laws. ***Absenteeism and tardiness are a part of each employee's annual review.***

Employees are required to notify KSD/KSSB if unable to report to work. You are expected to arrive at work BEFORE your assigned start time and to begin your duties at the scheduled time. Check with your supervisor regarding the protocol on this in your department.

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.

3.8 Reporting of Child Abuse

It is the policy of the State of Kansas and KSD/KSSB to provide protection for children from being the subject of neglect or physical, mental, emotional, or sexual abuse by requiring the

prompt reporting of suspected abuse and/or neglect. We will ensure the prompt and thorough investigation of those reports by working with the Department for 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 for Children and Families (DCF), staff members are to report the incident to their supervisor and/or 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/KSSB 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 the age of 16) 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 be 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.

Corporal Punishment: Punishment intended to cause physical pain to a person. 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 oneself, the student, or other persons, to prevent the destruction of property, or to prevent any illegal overt act on the part of the student.

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/KSSB.

KSD/KSSB reserve the right to also investigate any allegation of abuse.

3.9 Emergency Safety Intervention (ESI) - Used only in rare, specific situations

In the event any student needs to be restrained for their 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 they should immediately contact their supervisor to inform them of the dangerous situation so that trained personnel can be sent to the situation site immediately.

KSD/KSSB have certified CPI trainers who provide CPI instruction to designated employees annually. If an employee has not had this training, they should contact their immediate supervisor and request training.

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

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

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 the student in order to induce the student to walk to a safe location.

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

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 their schoolwork or other activities as assigned by a teacher or school administrator. The student is not isolated from adults or peers.

Required Emergency Safety Intervention Documentation

All instructional supervisors have procedures to follow for the purpose of state reporting. Any CPI trained employee, after restraining a student, is required to complete an incident report.

Parent Notification

When emergency safety intervention is used with a student, written documentation of the incident must be completed and provided to the parent no later than the school day following the day on which the emergency safety intervention was used. Parents are advised of their right to file a formal complaint with the KSD/KSSB Superintendent and of 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 the 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 for the purpose of reporting to the Kansas Department of Education.

3.10 KSD/KSSB Work Rules

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

The rules listed below cannot cover every behavior or eventuality but are guidelines for employees to follow, along with good judgment and professional work ethics, to govern their own behavior. 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 activity. Additional rules are covered in State Statutes and Regulations. Talk with your supervisor if you have any questions about *Work Rules*.

Employees of KSD/KSSB will conduct themselves in a manner that supports the missions of the schools and does not cause disruptions to the work or learning of others. The following are examples of unprofessional conduct, however, this list is not exhaustive.

- Failing or refusing to follow written or verbal instructions of supervisory authority, or neglecting, failing, or refusing to perform job duties or responsibilities without good cause (insubordination).
- Bringing children/friends/relatives to the worksite, without the Superintendent's approval, while **on duty**.
- 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 wrongdoing 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 another 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 a 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 a work computer for other than work related matters is discouraged. (All messages distributed via the KSD/KSSB e-mail system, even personal emails, as well as computers are KSD's/KSSB'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** emails 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 email. All business emails shall contain a digital signature approved by the IT Department.
- Making false or malicious statements about other employees, supervisors, or KSD/KSSB.
- 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 stationery (agency letterhead) without administrative authorization.
- Possessing any weapon on the KSD/KSSB campuses or at other sanctioned KSD/KSSB 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 on KSD/KSSB grounds is prohibited (see 4.8).
- 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/KSSB 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. Our agencies have 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 images as schools and State agencies are 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.
- Soliciting or accepting compensation, reward, or gift from outside sources for any matter related to your job responsibilities as a KSD/KSSB employee. (K.S.A. 46-237)
- 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.
- Talking about politics during work—these types of conversations/discussions can create an uncomfortable work environment, impacting morale and productivity and could ultimately lead to discrimination and/or hostility amongst staff. Staff elected or appointed to a public office, which restricts the employee's ability to complete contractual obligations, may be required to take unpaid leave for a period of time determined by the KSD/KSSB Superintendent, or may be terminated.
- Engaging in any activity which may conflict or detract from the effective performance

of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which may directly or indirectly benefit the school employee.

- An employee may not knowingly accept gifts or gratuities totaling a value greater than \$25.00 in a single calendar year, from any person or business that does business with, is regulated by, is seeking grants from, is involved in litigations against, or is lobbying or attempting to influence the actions of the state agency for which the employee works or from any group of association which has as its primary purpose the representation of such persons or businesses. The giving of gifts between students and staff members is discouraged.

SECTION 4: HEALTH AND SAFETY

4.1 Video Surveillance

Video surveillance is conducted to promote the safety of employees, students, and visitors, as well as the security of facilities. KSD/KSSB 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. The video cameras will be positioned in appropriate places in order to help promote the safety and security of people and property. Only the Superintendents can give approval for reviewing any videos.

4.2 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 and student life teachers/instructional assistants to see that:

- The premises are vacated by doing 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.

In an emergency, it will be the responsibility of all other KSD/KSSB staff to help with the students whenever the circumstances dictate or when requested by another employee. The safety of the children is the responsibility of all staff.

4.3 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 are 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.

4.4 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 their identity and business on campus. If they do not belong, ask them 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.

4.5 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 offices 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 any time.***

4.6 Inclement Weather

Inclement Weather School Closing Guidelines and Procedure

KSD/KSSB have long histories of remaining open when surrounding schools are closed due to weather and road conditions. A number of students reside at the schools during the week, and are on the campuses regardless of the weather. Teachers and other staff who are able to travel safely to KSD/KSSB will maintain a somewhat modified school routine for residential students and those 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/KSSB closing. When this occurs, please note the following:

- The Superintendents determine 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 an electronic communication procedure for notifying all those transportation services and families who normally transport students on Sundays.
- Television and radio stations in the Johnson County/Kansas City metropolitan area are notified of the school closing, and KSD/KSSB may be listed along with other closings as part of media broadcasts.
- Efforts will also be made to personally contact (electronically) 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.

There have been times when KSD/KSSB have 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/KSSB, 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/KSSB remain open, the decision to transport day students rests with each family.

The Superintendents, or authorized designees, may declare an inclement weather situation. When students are on campus, all KSD/KSSB 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 to report to work. For a detailed explanation, contact your supervisor for a copy of the KSD/KSSB Inclement Weather Implementation Plan.

Inclement Weather Plan Essential Personnel (Students on campus)

If inclement weather is declared when students are on campus, all KSD/KSSB personnel are considered “essential” and are 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. According to K.A.R. Article 9: 1-9-5 sick leave **cannot** be used to cover the absence. Certified/licensed educators should reference the KNEA agreement for the use of sick leave. (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 KSD/KSSB Administration. 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

Only the Superintendents, or authorized designees, can declare Inclement Weather. The status of the inclement weather period, and the students’ return to school will be conveyed via local media and the KSD/KSSB SwiftK12 mass notification system.

4.7 KSD/KSSB Crisis Management Plan

The KSD/KSSB 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 a complete explanation, evacuation steps, and other resource information for the following situations:

- Medical emergency
- Fire
- Tornado/Severe weather
- Intruder
- Toxic chemicals
- Bomb threats/Suspicious packages
- Field trip

4.8 Health Center Services/Employee Accidents

Blood pressure checks will be provided for staff by the nurses at KSD/KSSB. The nurses will also provide first aid for staff who are injured while working. Health Center medications are not to be used for staff illness, except in emergency situations.

A written report must be completed for 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 it, in which case the report must be completed as soon as possible. Please note that for any workplace injury, you must notify your supervisor immediately and complete an Inured Employee's Report of Injury (form WC-9).

Workplace Injury Report/Workers' Compensation Forms

All KSD/KSSB employees are covered by insurance under the provisions of the Kansas Workers' Compensation Law under the State Self-Insurance Fund (SSIF). 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. The HR department must report all staff related injuries, no matter the extent of the injury, to Workers' Comp (State Self-Insurance Fund) within 24 hours of the incident and authorization must be obtained for any medical treatment that is needed beyond first aid.

It is the responsibility of employees to immediately report all accidents, no matter how minor, to their department supervisor. The supervisor will investigate the reported injury and *An Injured Employee's Report of Injury (form WC-9)* must be completed, signed by both the employee and the supervisor, and sent to the Human Resources Department. Timely recording of an accident is essential to providing appropriate medical attention and establishing a claim for the job-related injury, i.e. Workers' Compensation claim. Failure by an employee to report an injury and complete the required form, and to be treated in a timely manner, may affect their eligibility for Workers' Compensation benefits and could result in nonpayment of future medical expenses for a job-related injury. Injured employees will be given Workers' Comp information explaining employees' rights and responsibilities.

Upon receiving *An Injured Employee's Report of Injury*, HR will submit the information to Workers' Comp via the SSIF web portal. All other documentation, such as physician's notes or return to work slips can be emailed to wc1101a@ks.gov. **Note:** All email containing Protected Health Information (PH*) such as physician's notes, medical reports, etc. must be sent securely. If you do not have a secure email delivery mechanism, you may use DHCF's "Proofpoint" secure email delivery server to send encrypted email to DHCF.

Human Resources shall obtain Prior Authorization for Medical Care from SSIF (State Self-Insurance Fund). **Note:** If it is a life or limb threatening emergency, get the employee to the closet medical provider as soon as possible. Staff needing medical care for Workers' Comp may be sent to any one of the following approved SSIF medical providers: Emergency Room at Olathe Medical Center, KU MedWest Occupational Health, State Avenue Health Care, Occupational Health at the University of Kansas Hospital, or the University of Kansas Hospital Emergency Room. In the case of a life-threatening emergency, call 911 for an ambulance.

The State has contracted with the SSIF medical providers listed in the previous paragraph as providers of medical services for State employees in the immediate Kansas City area. Services for Workers' Compensation illness/injuries provided by these facilities may require prior authorization from the State Self-Insurance Fund, or the cost of treatment exceeding \$500 may become the employee's responsibility. Transportation for an employee to obtain medical attention is the responsibility of the employee, not KSD/KSSB.

When an employee returns to KSD/KSSB after going to an approved SSIF medical provider, they must submit the medical release forms to their department supervisor. The 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 will be considered to be on "pay status" while away from work to go to the approved SSIF medical provider and will not need to use accrued leave for that time. If medical services are needed after the initial day of injury/illness, 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, an employee is not paid compensation for time they are unable to work until they are off work for three consecutive weeks. Reimbursement is paid at the rate of 66 & 2/3% of the employee's average weekly wage up to a maximum of 75%. 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 KSD/KSSB Human Resources Department or the Kansas State Self-Insurance Fund to speak with a representative who specialize in aiding injured employees with claim information questions and problems.

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

4.9 Safety Conscious Staff and 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. As previously stated, 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/KSSB to assure their health and safety at all times.

4.10 Tobacco Policy

KSD/KSSB are smoke-free campuses and the use of tobacco products on school property is strictly PROHIBITED. Tobacco use is also prohibited in state vehicles. We follow the Kansas State Board of Education's Comprehensive Tobacco-Free School Grounds Policy. "Tobacco product" means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, Electronic Nicotine Delivery System (ENDS), cigarettes, cigars, pipe tobacco, snuff, or snus. Violators of this policy are subject to disciplinary procedures. FDA-approved Nicotine Replacement Therapies including transdermal nicotine patches, nicotine gum and nicotine lozenges are not included in the definition of "tobacco product".

4.11 Drug Screening

The Kansas Governor signed into law the Drug Screening Program, effective May 16, 2002. Employees of the Kansas School for the Deaf/Kansas State School for the Blind are included. The bill states that KSD/KSSB 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 Property

State property is not to be taken from the campus without signed or written permission from your Supervisor or from the KSD/KSSB 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 a 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 designated representative, requests its return. The value of any property issued to you that is lost, destroyed, or not returned will require a personal check made payable to KSD/KSSB.

5.2 Respect for Privacy

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.

A search for any reason, whether it relates to staff or students, requires that an Administrator BE NOTIFIED IN ADVANCE and they, or a designated staff member, will help in the inspection.

5.3 State Vehicles

When a state vehicle is needed for school education and business-related activities, it should be reserved in advance. Vehicle requests will be handled by Facilities Operations via their FOS Management System.

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. For requests that do not involve the transportation of students, vehicles will be assigned based on purpose and destination.

5.4 KSD/KSSB Vehicle Use Policy

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

- Employees must have a copy of their driver’s license on file in the security office before driving a state vehicle and 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 your name appears as a driver on a vehicle request form and we do not have a copy of your current driver’s license on file, you will be notified. Due to insurance/liability issues you will not be allowed to drive a KSD/KSSB vehicle until this requirement is satisfied.
- Drivers are responsible for following traffic laws and operating state vehicles in a safe and controlled manner.
- Drivers will NOT transport anyone in a state vehicle who is not on official school business or has not been approved by the KSD/KSSB Superintendent (*this includes pets*).
- Drivers are responsible for taking care of and returning the vehicle key. *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.*

- If a fuel card (VISA) is needed, it is to be promptly turned, along with all receipts acquired, upon your return from the trip. If you check out a fuel card please make sure that the vehicle is refueled before returning to campus.
- All passengers must be secured with provided seatbelts.
- It is the responsibility of staff using the vehicle to install and remove car booster seats when needed for fieldtrips. Seats are located on shelves in the garage bays and must be removed from the vehicle and returned to the shelves upon returning to campus.
- Drivers are responsible for the returned condition of the vehicle. At the completion of your trip, make sure:
 - all trash is picked up
 - all lights (interior and exterior) are off
 - windows are rolled up
 - doors are locked

The vehicles are checked nightly and drivers who are found to have violated this policy may be subject to driving restrictions. Continuous violations will result in the loss of driving privileges and possible legal consequences.

- The vehicle log, kept in a folder in each vehicle, must be completed after each use.
- If you encounter/notice a vehicle maintenance issue while using a vehicle, send an email to the Security Department at security@kssdb.org to inform them of the issue.

5.5 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. Examples of such a situation would be reckless driving and/or driving under the influence; i.e., drugs or alcohol.

It is the intent of KSD/KSSB to follow the above state policy. It is requested, of course, that employees using state vehicles treat them with care. 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 on the inside or outside of 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 security of the cause and the extent of the damage when the vehicle is returned.

If an accident occurs 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 (KSD 913-915-8109/KSSB 913-305-3009) immediately to report the accident, the extent of damage to the vehicle and whether it is drivable. The Director of Finance must be notified of the extent of injuries to staff and/or students and given a copy of the accident report and a written statement from the employee describing the details of the accident to give to the insurance company.

We will not automatically 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.

5.6 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)

5.7 Inventory Control of Consumable Supplies

An inventory of supplies will be maintained in your department. If you need supplies, contact your immediate supervisor. If an item that you need is not available, please complete a requisition and send it to your supervisor. Always check with your supervisor and the Business Office to ensure that you can be reimbursed for the purchase of an item.

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.

5.8 Inventory Control of Capital Assets

KSD/KSSB equipment that is required to be on the asset list, (e.g., items costing \$5,000 or more at time of purchase) must be accounted for each year. The responsibility for that equipment is the occupant of the office or classroom where it is located, or the building supervisor. Any changes to items on the asset list must go through your supervisor in written form and physical inventory should be completed by May 1st of each year. You are responsible for any additional equipment within your care that is not on the asset list. To remove any item within your care, request permission from the Director of Finance or Procurement Officer, then submit a work order for removal.

SECTION 6: BUILDING ACCESS & ID BADGES

6.1 ID Badges

If, for any reason, you need an adjustment made to your access times during the school year, please inform your supervisor and they will contact the Superintendent, or authorized designee, for authorization. The Security Department cannot make an adjustment to an employee's access times without the authorization of the Superintendent, or authorized designee.

If you need to have a replacement ID badge made due to loss or damage, a **\$25** 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 need a key during the school year, you must fill out a Key Request Form which is located on the Google Shared Drive. After completing the form, forward it to your supervisor for approval. If approved by your supervisor, the form will then be forwarded to the Superintendent for approval and then to the chief of operations for approval. After the form has gone through the approval process, it will be forwarded to the Security Department for processing.

When the Security Department received 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 go to the Security Department to pick up the key and sign for it.* Note: sometimes keys will have to be cut by our locksmith which can cause a delay in the process.

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' and 'Visitor' spots located in the various parking lots on the campuses 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 KSD/KSSB Superintendent or the 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 the campuses must check in through the Security Office.
- Personnel who schedule visitors or resource persons must receive approval from their supervisor in advance. The Administrative Assistant for the area is to be notified to expect the visitor(s). The person visiting should check in through the Security Office to obtain an appropriate ID badge.
- The only sales persons allowed on the campuses 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 Director of Finance *immediately*.

SECTION 7: HUMAN RESOURCES INFORMATION

7.1 Introduction

The Human Resources Director is the Equal Employment Opportunity Affirmative Action, Title IX Sexual Harassment 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/KSSB and/or of the state of Kansas, it is the employee's responsibility to contact their supervisor or the Human Resources Department to clarify or request additional information.

KSD/KSSB will comply with all applicable federal and state laws and regulations regarding employment practices, and will comply with other employment policies that may be developed by the Kansas State Board of Education and the Department of Administration.

The following laws are specifically applicable to personnel policies and procedures of KSD/KSSB:

- Kansas Civil Service Act (K.S.A. 75-2925)
- Fair Labor Standards Act of 1938, as amended
- Equal Pay Act of 1963, as amended
- Title VI & VII of the Civil Rights Act of 1964, as amended
- Age Discrimination in Employment Act of 1967, as amended
- Title IX of the Education Amendments of 1972, as amended

- The Rehabilitation of 1973, as amended
- The Immigration Reform and Control Act of 1976, as amended
- The Americans with Disabilities Act of 1990, as amended
- The Civil Rights Act of 1991, as amended
- The Family Medical Leave Act of 1993, as amended

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/KSSB 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/KSSB 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) KSD/KSSB shall comply with all statutes, regulations, policies, and directives pertaining to all employment actions involving staff in the Classified and Unclassified Service. (Ref. K.S.A. 76-1002a)

7.3 Legal Representation

If a KSD/KSSB employee is subpoenaed to testify or provide records CONCERNING ONE OF OUR AGENCIES in a court proceeding, ***it is very important*** that the Superintendent of the school 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 a 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, deemed essential for efficient operations, and will be maintained by KSD/KSSB. 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 KSD/KSSB is 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 KSD/KSSB 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 our agencies 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 the 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 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/KSSB Grievance Procedure for complete details.

*****Certified/licensed educators 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/KSSB, when as a result, they would supervise (directly or indirectly) or receive supervision from a member of their 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 KSD/KSSB Superintendent when enforcement of this policy could result in the non-selection of an employee for a critical position for which difficulty in recruiting has been demonstrated.

7.7 Outside Employment

All employees are expected to place the responsibilities and obligations of their job (KSD/KSSB) 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/KSSB 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/KSSB equipment, supplies, or staff be used for such work or to do personal business without the specific consent of the KSD/KSSB Superintendent via your Supervisor. Failure to follow these guidelines is grounds for disciplinary action.

7.8 Temporary Staff Living Quarters

KSD/KSSB are state-funded residential schools. Residential services are provided for students enrolled at KSD/KSSB who meet specified guidelines and wish to use them. Occasionally, new KSD/KSSB staff is hired from outside the state or from nearby communities and they must relocate to begin work at the school(s). When an individual is hired and relocation is a problem, the individual may request to be considered for TEMPORARY living arrangements at KSD/KSSB. These requests will be submitted to the KSD/KSSB Superintendent, or authorized designee, who 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 the school year) are allowed to have permanent living quarters on the KSD/KSSB campuses.

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 their 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 KSD/KSSB Superintendent has authorized the transfer. KSD/KSSB employees who are interested in promotion or transfer are encouraged to apply for vacancies by completing an application. Any KSD/KSSB 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 of the school 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/KSSB 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 1st. A teacher shall give written notice that they do not want continuation of contract on or before May 15th." (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 KSD/KSSB Superintendent as abandonment of the job and a presumed resignation. The Superintendent, or authorized 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 of the school that a leave has been terminated.
- The KSD/KSSB 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 resignation 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 a possibility of liquidated damages. A teacher who has signed his/her contract and accepted a teaching position at KSD/KSSB 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 KSD/KSSB 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 through 1-14-11. Unclassified staff will be in accordance with KSDE and KSD/KSSB policy.

When employment ends, regardless of the reason, employees must return to their immediate supervisor all government-owned equipment. This includes office and building keys, electric gate openers, access cards, books, computer equipment, supplies, etc.

7.11 Sexual Harassment

It is the policy of KSD/KSSB 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 that all forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs, or events. Sexual harassment against individuals associated with the schools is prohibited, whether or not the harassment occurs on school grounds. 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. False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant. 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. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. The KSD/KSSB 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 Bullying

Bullying on KSD/KSSB property or at any KSD/KSSB sponsored activity or event is prohibited. Staff members who bully others may be subject to disciplinary action, up to and including suspension pending a hearing and/or termination.

The following definition applies. "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 educational 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 property
 - placing a student or staff member in reasonable fear of harm
 - any other form of intimidation or harassment prohibited by any policy of KSD/KSSB

7.13 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 employees. 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 or other appropriate administrative regulations for both classified and unclassified staff.
- Employees are required by federal law to notify the KSD/KSSB 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.

7.14 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 range 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).

****Certified/licensed educators 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 Statute requires 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. **After probation, an employee's performance review will be completed each year between October 1st and 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 their work performance and complete a review form provided by the Human Resources Office. 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. Upon completion of all signatures, a copy will be provided to the employee and supervisor. An employee's signature on an evaluation does not necessarily signify agreement (K.A.R. 1-7-12). If the employee feels that the evaluation of their work was unfair or inaccurate, they may make a written comment on the review form and appeal the report in writing to the KSD/KSSB Superintendent within seven (7) calendar days after being informed of their evaluation.

8.2 ASL Diagnostic Assessment

“American Sign Language (ASL) is a complex form of manual communication in which hands, limbs, head, facial expression and body language are used to communicate a visual-spatial language without sound. ASL is not related to spoken English and features an entirely different grammar and vocabulary: linguistically it is a complete, natural and fully realized language in its own right.”

The school environment should be one that promotes clear communication and ASL is an integral part of the communication environment at KSD. Meaningful and understandable communication among students, staff, parents and other consumers is a critical component in creating positive and healthy learning and living environments for our students.

Every KSD employee is a valuable resource for enhancing the quality and quantity of ASL communication and, as such, the school shall assume responsibility for providing each one with the opportunity to develop and strengthen their ASL proficiency. Becoming proficient in ASL is an ongoing process for employees which should extend throughout their employment with the school. Staff development will be provided to support employees in their continued learning and development of ASL skills, regardless of their standard of proficiency.

The ASL Diagnostic Assessment is a conversational interview. The questions generally move from social topics to more academic topics. After asking questions from the set below, the interviewer may ask follow-up questions to allow for elaboration and for a more conversational flow to occur.

The School's program of ASL instruction for employees shall include:

- A reliable method for assessing employee proficiency and determining an appropriate course of instruction.
- A variety of conveniently scheduled instructional opportunities structured to meet employee needs based on proficiency level.
- Enrichment opportunities and resources including provision of information about deaf culture and the linguistics of American Sign Language.
- Opportunities to participate in instructional offerings in the community.

Depending on a number of factors, employees' proficiency levels in ASL communication will vary significantly. These factors include length of employment, previous learning opportunities for ASL communication, and opportunities for interaction with persons skilled in ASL communication.

The KSD Superintendent shall ensure that a procedure is adopted to implement this policy. The procedure shall include but is not limited to the following topics:

- The method for determining the standard of ASL proficiency assigned to each position or group of positions.
- A reliable and efficient assessment for determining an employee's ASL proficiency.
- Supervisors responsibility to monitor and review ASL proficiency activities in performance evaluations.

The ASL communication skills of each KSD employee are assessed as part of the interview process. Individuals deemed as needing support for their development of ASL, as part of their employment agreement, are identified during the interview process. They will be required to attend ASL classes which are provided to them on campus during their work hours.

(Adopted August 17, 2020)

*** *Currently the ASL Assessment Testing will be utilized at KSD only. (Subject to change at the Superintendent's discretion)***

8.3 Certified Teaching Staff

The evaluations of unclassified employees are important factors when considering the renewal of contracts/agreements. Evaluation appeals may only go up to the KSD/KSSB 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 they do not want continuation of their contract **on or before May 15th** (dates subject to change per State Board of Education). All other Unclassified staff (REF: K.S.A. 76-1002a&b) ". . . of KSD/KSSB shall serve at the pleasure of the Superintendents" 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."

- **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 60th 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, staff are allowed two paid (optional) fifteen-minute work breaks, during each eight-hour working period. The optional breaks are to be taken with approval from your supervisor, in a designated area, and at a designated time. 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 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/KSSB 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 bi-weekly. Paychecks are deposited electronically to your bank savings and/or checking account every other Friday via direct deposit.

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. 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.S.A. 75-5541) 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. This provision does not apply to any state employee who was hired or rehired on or after June 15, 2008.
- **Shift Differential** (time worked after 5:00 p.m. and before 7:00 a.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 - Refer to Section 9.4 (a)**
- **Holiday Pay - Refer to Section 9.4 (b)**

****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.

Employees

Unclassified employees 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. Administrators on twelve pay twelve positions receive their first increase at the beginning of the fiscal year.

Another possible increase for certified, 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 certified 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 experiences, 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 April 30. All point requests should be submitted by May of the current school year and should be for professional development completed between May 1 of the previous year and April 30 of the current year. Points will be applied for the following school year contract.

KSD/KSSB certified employees may use school-approved professional development credits to renew for licensure through the Kansas State Department of Education. Both certified and noncertified instructional student life staff may also use professional development credits to move across the salary schedule. The schools provide both on-campus and off-campus activities. Employee participation in the program is managed and monitored by the Professional development Council (PDC). This group is representative of both administrators and the teachers.

Licensure renewal may be accomplished by using professional development points alone, college credit alone, or a combination of points and credits. One clock hour of approved professional development activity equals one professional development (PD) point. One college/university credit is equivalent to twenty (20) professional development (PD) points. Points are documented in the Professional Development Toolbox through Greenbush.

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 hours earned within that approved program **by the KSD/KSSB professional 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.

9.4 Fair Labor Standards Act (FLSA)

Under the Fair Labor Standards Act (FLSA) positions are divided into two categories, exempt and nonexempt. 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 the State government and the public.

Employees in nonexempt 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/KSSB'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/KSSB's programs. Supervisors are responsible to explore other alternatives before assigning any overtime work.

9.4(a) Overtime

Employees assigned to nonexempt 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 nonexempt 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 nonexempt 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.)

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

9.5 Shift Differential

Employees in eligible 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.

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/Instructional Assistants.

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/KSSB employees. If you have further questions, contact the Human Resources Department.

10.2 Holidays

Classified employees, the Superintendents (Appointing Authorities), and some unclassified exempt & nonexempt 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 Superintendents (Appointing Authorities)/Supervisor may require an employee to work the holiday. If an 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, certified employees are on contract for a specified number of school days/hours in the year. In some cases, Unclassified staff work holidays due to the school calendar work days. Unclassified nonexempt 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 certified staff do not receive any "holiday" credit either in **extra** compensation or time.

10.3 Discretionary Day

KSD/KSSB 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/KSSB. 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/KSSB Application for Leave form. It must be approved by your supervisor. Staff are 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., half 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

Certified personnel, Paraprofessionals and Student Life staff will be granted three (3) days of personal leave each year. This may 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 a minimum of three (3) 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 (Appointing Authority)/Supervisor:

- 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 paycheck to cover their portion of the insurance program in order to avoid cancellation of the coverage.

10.6 Life Insurance

Members can enroll, or increase their coverage, at any time. You can enroll for, or increase coverage, 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. Optional Life is available for Spouse and Children. All benefit eligible employees are covered for 1.5 times their annualized salary at no cost (free) while employed. Contact Human Resources for further details. Dollar amounts are subject to change.

10.7 Disability Insurance

After six months (180 days) of certified **total** disability, an employee may receive compensation equal to 60% of their state salary. (Percentage will be reduced if the 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 KSD/KSSB Superintendent may, at the committee's discretion, overrule the decision of the committee.

10.9 Sick Leave

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

SICK LEAVE TABLE FOR NONEXEMPT EMPLOYEES

HOURS IN PAY STATUS PER PAY PERIOD	HOURS EARNED PER PAY PERIOD
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

Nonexempt 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

TIME IN PAY STATUS PER PAY PERIOD	HOURS EARNED PER PAY PERIOD
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)

****Communicable Diseases**

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the Superintendent, Supervisor or Human Resources so that a proper reporting may be made to the county or joint board of health as required by current law. KSD/KSSB reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

***** Sick leave will not be granted in place of absences other than illness with the exception of certified/licensed educators covered under the provisions of the KNEA agreement.***

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 NONEXEMPT EMPLOYEES
Hours Earned Per Pay Period Based on Length of Service

Time in Pay Status Per Pay Period	Less Than 5 Years	5 Years & Less Than 10 Years	10 Years & Less Than 15 Years	15 Years & Over
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

Nonexempt 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

Time in Pay Status Per Pay Period	Less Than 5 Years	5 Years & Less Than 10 Years	10 Years & Less Than 15 Years	15 Years & Over
00	0.0	0.0	0.0	0.0
>0	3.7	4.7	5.6	6.5
Maximum Accumulation of Hours	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/KSSB, 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 Office of the Director of Human Resources. 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/KSSB to reserve the right to verify an 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 KSD/KSSB Superintendent.

Annual leave requests are to be 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 KSD/KSSB, 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 their approved time, their 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/KSSB 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.

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

TIER 3

<i>Tier 3 (members hired January 2015 & after)</i>	<i>Tier 3</i>
6% contributions	Continue with 6% contributions
No multiplier No COLA increase	Contributions earn 4% interest annually (paid quarterly). There is also a possibility of additional interest, depending on KPERS' investment returns. You earn retirement credits while working. They are based on a percentage of your pay and the number of years you've worked. These credits can only be used at retirement.

10.18 Miscellaneous Benefits

This is not a complete, all-inclusive list. Check with the Human Resources for a complete list of all state employee benefits.

- **Tax-sheltered benefits** – Available through various state approved companies. Contact Human Resources for more information on Deferred Compensation Plan (Section 457 of IRS code) and Voluntary Tax-Sheltered Annuities (Section 403(b) of IRS code)
- **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/KSSB 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/KSSB employment will be based on the type of separation. A claimant must initiate the claim at his/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.
- **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 acknowledged 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 KSD and KSSB.***

SECTION 12: GENERAL INFORMATION

12.1 Professional Development

The schools maintain 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 schools offer training programs for exempt and nonexempt 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 Office or Human Resources.

12.3 Political Activity

Employees are free to participate in any political activity offsite, on your own time. With few exceptions, being a State employee does not prohibit your right to participate in our political process. You are encouraged to support the candidates of your choice, and to vote on Election Day. At work, however, it is important to keep several Kansas laws in mind. (Ref: K.S.A. 75-2953)

The following guidelines are suggested in order to be in full compliance with State law and to avoid any question of impropriety:

- Supervisors or members of their immediate families should not solicit for political contributions or participation in political activities from any State employees, whether classified or unclassified, under their supervision.
- Solicitation for political contributions or political activities should not occur on State property or during regular hours of employment.
- To the extent solicitations for funds or activities are lawful and appropriate, they should not be made with expressed or implied offers of special favor or threats of penalty.
- Campaign literature or other paraphernalia should not be brought onto State property or transported in or displayed on State vehicles. You may have a bumper sticker or other decal on your own private vehicle.

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 Meals

You may eat in the school cafeteria; the cost is set and posted annually in the kitchen. Staff supervising students while on duty are not required to pay for meals.

12.6 Official Bulletin Board (Human Resources)

KSD/KSSB has an official information bulletin board which is located next to the Human Resources Department. Please check the bulletin board from time to time to see what has been added or changed. Items such 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. The locations of the information boards are:

- KSD - ground floor of the Roth Administration building
- KSSB - Irwin Administration building

12.7 Official Employee Bulletin Board

The KSD/KSSB employee information bulletin board is also located 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.

12.8 Maintenance Requests

All requests for maintenance and inventory transfers must be made through the FOS Management System. Approved requests will convert to work orders and be assigned to the appropriate service area.

12.9 Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee, and shall be submitted to the Human Resources Department who shall respond to the request as the law allows.

Upon receipt of the written request, school officials may provide information regarding past and present employees to prospective employers in compliance with current law. Information that may be provided will include:

- employment date(s)
- job description and duties while in the school's employment
- last salary or wage
- wage history

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.

KSD 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.

KSD 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.

History of KSSB

The Kansas State School for the Blind (KSSB), governed by the Kansas State Board of Education, is an excellent example of the long-standing commitment by the State of Kansas to special education.

The first organized classes for Kansas blind children was held on October 7, 1867. There were nine children in attendance. By 1900, the enrollment at KSSB had increased to more than 50 students, and with few exceptions, the enrollment has fluctuated from 60 to 80 students. Blindness is the rarest of disabilities and can occur in all age ranges, all socioeconomic and ethnic groups, and at all intellectual levels. Therefore, it is not uncommon for the general public to have had little contact with a person who is blind or visually impaired.

KSSB is located on land in Kansas City, Kansas, formerly owned by the Delaware and Wyandotte Tribes. In 1853, the Wyandotte Tribe purchased 36 sections from the Delaware Tribe. A member of the Wyandotte Tribe, Mr. William Johnson, disposed of his real estate to the original town company. In 1866, the City of Wyandotte deeded the land to the State of Kansas for the purpose of serving the blind.

This agency, in cooperation with other public and private schools, serves as an important part of the continuum of services to the children and youth of Kansas. Admissions are made cooperatively with the student's local school district and the child's parents. There is no charge for tuition or board for Kansas citizens. The local school district is responsible for the transportation costs; however, the State of Kansas refunds a percentage of these costs.

The parents are financially responsible for a nominal annual activity fee (for extracurricular activities, yearbook, and other miscellaneous items), clothing, spending allowances, and other personal items. Should families have need of financial assistance, the request will be reviewed.

At KSSB, students are provided the adapted technique and technology needed to allow them to develop the academic, technical, and social skills which are important to compete in a sighted society.

Although some students board at the school during the Fall and Spring semesters, and possibly for the Extended School Year Program (summer), strong family ties are maintained. All residential students return home every weekend. Students who reside in the local community (day students) are transported home daily during the school year. This agency is very cognizant of the sacrifices made by parents of student boarders. In exchange for sending their child to a residential school, parents have a right to expect that their child receives an intensive education resulting in the ability to live independently in the sighted community. Successful graduates are evidence that this trust has been kept over the years.