



**Maize USD #266**  
**District Office**

**Employee Handbook**



Maize USD 266 District Office

Employee Handbook

DO-1001, Rev 22-01

## **Revision**

Revision 22-01- Adopted 08/08/2022



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## **1 Purpose**

This manual is to be considered informational only. This policy is not intended to create any contractual or other legal right.

This manual offers current and prospective employees general guidelines about the Employment practices of Maize USD 266. The Education Support Center is happy to provide the current full policy statement of any policy summarized in this manual. While every attempt is made to keep this manual up to date, all policies and practices are subject to periodic review and modification. This manual is to be considered informational only. It is not intended to create any contractual or other legal rights. If you have any questions about specific practices or policies, please contact the Maize Educational Support Center at 722-0614 for clarification.

*Welcome, Staff Member!*

*In the Maize School District, we believe in finding ways to build success not only for all our students, but also for all members of our educational team. We welcome you aboard and remind you that the Maize Educational Support Center is here to help you in any way we can. We hope you find employment with Maize USD 266 successful.*

*Sincerely yours,*

*Maize Administrative Team*

The mission of the Maize School District is to inspire students to discover their potential through connecting, learning and leading.

### **1.1 Equal Opportunity Employment**

It is the policy of Maize USD 266 to provide equal opportunity employment to all employees and applicants for employment. Maize USD 266 will not discriminate against any person because of race, religion, color, sex, age, national origin, disability, genetic information or veteran status. If you suspect or believe discrimination has occurred, contact the Human Resources Director or Superintendent.

### **1.2 Americans with Disabilities Act (ADA) and Reasonable Accommodation**

Maize USD 266 is committed to the fair and equal employment of individuals with disabilities under the ADA. It is policy to provide reasonable accommodation to qualified individuals with disabilities unless the accommodation would impose an undue hardship on the district. Maize USD 266 prohibits any harassment of, or discriminatory treatment of, employees or applicants based on a disability or because an employee has requested a reasonable accommodation.

In accordance with the ADA, reasonable accommodations will be provided to qualified individuals with disabilities to enable them to perform the essential functions of their jobs or to enjoy the equal benefits and privileges of employment. An employee or applicant with a disability may request an accommodation from the HR department and should specify what accommodation is needed to perform the job and submit supporting documentation explaining the basis for the requested accommodation, to the extent permitted and in accordance with applicable law. The Human Resources Department then will review and analyze the request, including engaging in an interactive process with the employee or applicant, to identify if such an accommodation can be made, or if any other possible accommodations are appropriate. If requested, the employee is responsible for providing medical documentation regarding the



disability and possible accommodations. All information obtained concerning the medical condition or history of an applicant or employee will be treated as confidential information, maintained in separate medical files, and disclosed only as permitted by law.

Maize USD 266 prohibits retaliation against employees for exercising their rights under the ADA or other applicable civil rights laws. Employees should report any harassment, discrimination, or retaliation they have experienced or witnessed.



## **2 Standards of Conduct**

U.S.D. 266's Standards of Conduct have been formulated to promote pleasant and productive working conditions for the mutual benefit of all. In general, employees are expected to behave in a lawful and professional manner at all times while representing the district and at all times while on district property or within district owned personal property such as cars, vans, trucks, buses, etc. Visitors, students, and other district personnel are to be treated with respect and courtesy, and personal feelings should not interfere with the performance of work assignments. Clothing should be neat and in good taste and should be compatible with the employee's assigned work duties.

Certain actions are specifically prohibited. Among these are:

- Possession of weapons.
- Theft or misuse of district property.
- Theft or stealing of another person's property.
- Use or threat of physical force against another.
- Bullying.
- Gambling or commission of a crime.
- Violation of district drug, alcohol, or tobacco policies.
- Deliberate damage to the property of others.
- Indecent, immoral or offensive conduct.
- Violation of safety or security policies or procedures.
- Falsification of district records or reports, including attendance records.
- Providing false or misleading information.
- Inattention to duties.
- Unauthorized disclosure of confidential information about students or employees.
- Insubordination.
- Unexcused or excessive absence, including failure to work required overtime.
- Excessive or chronic lateness.
- Use of district resources, including mail, printer/copiers, telephones, equipment, e-mail, computers, or other systems, for personal business.
- Violation of the district's Equal Employment Opportunity Policy, including discriminatory statements or acts, and sexual harassment of any kind.
- Breach of any other policy statement found in this employee handbook, the USD 266 policy manual, or otherwise issued policy statements.

Failure to conform to Maize USD 266 Standards of Conduct, whether or not listed above, will be grounds for disciplinary action ranging from a verbal warning to immediate discharge depending solely upon the district's judgment of the seriousness of the offense on a case by-case basis. Maize USD 266's standard of conduct policy does not include a progressive discipline or prior warning requirement.





## **3 General Employment Requirements**

### **3.1 Employment of Personnel**

The Superintendent of Schools shall recommend all personnel for employment, dismissal, assignment, suspension and/or promotion. All classified employees are considered “employees-at-will.” The employment of any staff member is not official until approved by the Board. The hiring sequence shall be as follows:

- 1) Conditional verbal offer of employment to the candidate.
- 2) Verbal acceptance by the candidate.
- 3) Background check initiated.
- 4) Conditional work agreement and salary offer made by human resources.
- 5) Approval or rejection of the work agreement by the Board.

### **3.2 Background Checks**

All offers of employment are contingent upon a pre-employment background check. In addition, the district may conduct background checks on current employees on a periodic/random basis.

### **3.3 Certification of Health**

All Maize USD 266 employees shall be required to establish that freedom from tuberculosis has been established by chest x-ray or negative tuberculin skin test. If at any time there is reasonable cause to believe that any such person is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health.

### **3.4 Nepotism**

At no time shall an employee be placed under the supervision of an employee who is a relative. A relative should not work in the same department or building of an administrator they are related to. Refer to the current Board of Education Policy Manual for additional details.

### **3.5 Resignations**

Employees are expected to give two weeks’ notice in writing. An exit interview will be conducted by Human Resources. All district-owned property/attire must be returned before leaving. If under the Negotiated Agreement, please see that document for timelines regarding resignation.

### **3.6 Personal Appearance**

Employees should consider each day’s activities when determining what to wear. Clothing should allow employees to feel comfortable at work, yet be professional and appropriate for a school environment.

All employees shall visibly wear their district issued photo identification while on duty.

#### **3.6.1 Maintenance and Custodial Employees**

All district maintenance and custodial employees, upon employment, will be issued by the district seven sets of approved uniforms, plus a jacket. The employee must be in the specific uniform upon issuance,



and clothing will be replaced as needed. All maintenance/grounds and custodial employees must wear leather, closed-toe shoes or boots.

### 3.7 Performance Evaluations

Communication between employees and supervisors is very important. Discussions regarding job performance are ongoing and often informal. Employees should initiate conversation with their supervisors if they feel additional ongoing feedback is needed.

A formal performance evaluation is completed annually for classified employees and/or according to contractual agreement for certified employees. The purpose of the performance evaluation program is to provide an opportunity for discussing goals for improved performance and to create a record about performance which may be considered in promotions, transfers or other personnel decisions.



## **4 Employment Classifications**

In order to determine eligibility for benefits and overtime status and to ensure compliance with federal and state laws and regulations, Maize USD 266 classifies its employees as shown in the following sections.

### **4.1 Exempt Employees**

Exempt employees are paid on a salary basis and are not eligible to receive overtime pay. Eligibility for exempt status is established by the Fair Labor Standards Act, but typically includes teachers, nurses, administrators, department directors, and other licensed professionals.

### **4.2 Nonexempt Employees**

Nonexempt employees are paid on an hourly basis and are eligible to receive overtime pay for overtime hours worked. These employees are often referred to as classified staff and include paras, food service, drivers, custodians, maintenance and secretaries.

### **4.3 Full-time Employee**

Full-time employees are employees that are regularly scheduled to work 25 hours or more per week.

### **4.4 Part-time Employees**

Part-time employees are employees that are regularly scheduled to work less than 25 hours per week.

### **4.5 On-call Employees**

On-call employees are employees that are used to supplement the workforce on an as needed basis. These are typically substitute positions.

### **4.6 Seasonal Employees**

Seasonal employees are employees that fill a need during a specific time of year such as summer help or Rule 10 coaches.

### **4.7 Classified Employees**

Classified employees are employees who do not hold a certificate or license issued by the Department of Education.

### **4.8 Certified Employees**

Certified employees are employees who hold a certification or license issued by the Department of Education.



## **5 Attendance and Leave**

### **5.1 Attendance / Non-Approved Absence**

All employees are expected to maintain satisfactory attendance and report to work on time every day.

An employee who has non-approved, unpaid leave totaling more than one work day in any twelve-month period is in violation of the district's attendance policy. These employees are subject to disciplinary action up to and including termination. All employees are expected to be regular in attendance and to be at their assigned workstations, at their assigned start time and throughout the duty day, on every scheduled workday.

#### **5.1.1 Lateness or Absence**

USD 266 expects every employee to report to work "on time" for each scheduled workday. On occasions when an employee is unable to report for work or cannot arrive on time, he or she must notify his or her supervisor at the beginning of the workday. After the start of the workday, an employee who must leave work early must first obtain the supervisor's approval.

During an absence of short duration (a few days), the employee may be required to call the supervisor once a day. In the event of an extended absence, the employee must report in once a week or more often if requested by the supervisor.

An employee's absence or lateness may be cause for termination of employment. An absent employee who fails to contact his or her supervisor may be considered to have voluntarily resigned.

Reasonable justification, such as a doctor's certification of illness, may be required after an absence of any duration, or as proof of the employee's ability to return to his or her duties.

### **5.2 Work Calendars**

Work calendars are established each year based on the academic calendar. Work calendars vary based on department and job type. If you are unsure which work calendar you fall under, you should contact your supervisor or the Human Resources Department. You are expected to be at work on all scheduled work days or use allowed paid leave time. Paid leave time may not be used on unscheduled work days.

### **5.3 Holiday – Paid / Non-Paid**

*This section is in effect for 12 Month Employees only.*

Holiday is defined as paid non-working days. The holidays will be:

- Martin Luther King, Jr Day (1)
- Independence Day (1)
- Labor Day (1)
- Thanksgiving (2)
- Christmas (2)
- New Year's Day (2)
- Memorial Day (1)

To receive holiday, pay, an employee must be a full-time 12-month employee. He/she must be in pay status the scheduled working day before and following the holiday(s). Pay status is defined as physically on the job or on "paid leave" or on "paid vacation" for the full scheduled working day.



## 5.4 Sick / Personal Leave

### 5.4.1 Sick Leave

All employees not defined as seasonal or on-call will receive the hour equivalent of 16 work days in sick leave per year. The amount is pro-rated depending on the employee's standard daily hours. Example: An employee who works 8 hour days receives 128 hours of sick leave (8 hours x 16 days). Sick leave is accumulative to 100 days. Unused sick leave above 84 days will be "bought back" by the district at the rate of \$50.00 per day.

### 5.4.2 Personal Leave

Employees may use up to four of their sick leave days as personal leave days each year. Personal leave will be limited to no more than 1 day taken during the first five days of school and no more than 1 day taken during the last five days of school. Personal leave will not be granted the day before or the day following a school break, except for attending graduations or weddings of immediate family members. School breaks are Fall Break, Winter Break and Spring Break. Though not required, as a professional courtesy, employees should provide a minimum of two days' notice for non-emergency use. Employees seeking exceptions to these guidelines may seek supervisor approval.

### 5.4.3 Sick/Personal Leave Uses

Sick / Personal leave may be used for the following:

- 1) Illness; disability or injury to self; doctor and dentist appointments; adoption or the adoption process, pregnancy, childbirth, false pregnancy, termination of pregnancy and recovery from these conditions.
- 2) Illness, injury or death of immediate family member (shall include mother, father, legal guardian, grandparents, mother-in-law, father-in-law, son-in-law, daughter in-law, brother-in-law, sister-in-law, grandchildren, brother, sister, wife, husband or child.)
- 3) Death of a close friend or relative outside the immediate family. Except in unusual circumstances, such leave shall be limited to a maximum of one day. All such requests must have the prior approval of the building principal.
- 4) Parental leave will be provided as a time of adjustment for both the child and parent following the birth or adoption of the teacher's child. Building principals must have prior notice of all such requests, if possible.

## 5.5 Legal Leave

An employee will be allowed temporary leave for the following reasons, subject to the following provisions. Such temporary leave shall not be chargeable to cumulative sick/personal leave days, and the employee shall receive full pay.

Legal leave is defined as any leave required by a court proceeding in which the employee's presence is mandated, e.g., jury duty, testimony under subpoena, etc. Any reimbursement received by the employee for participating in such court proceeding(s) shall be turned over to the district to off-set district payment under this section. The employee will, if possible, notify the administrator/director of the need for legal leave two days prior to such leave. Legal leave cannot be taken for court proceedings involving personal neglect, personal violation of the law, personal divorce, or court proceedings brought by the employee against the district.



## 5.6 Vacation

*This section is in effect for 12 Month Employees only.*

All twelve (12) month employees will receive up to 2 weeks of their daily hours of paid vacation upon hire or transfer to a full time position. This amount will be prorated based on hire date and the remaining time in the current fiscal year. Each fiscal year a twelve (12) month employee in their first 5 contract years will receive 2 weeks of their daily hours of paid vacation. At the beginning of the sixth contract year, and every contract year thereafter, the employee will receive 4 weeks of their daily hours of paid vacation. Vacation time does not accumulate. Employees may not use more than 10 consecutive days of vacation leave without supervisor review and approval. Vacation may not be used during an employee's final 10 days of employment.

## 5.7 Family and Medical Leave Act (FMLA)

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

- 1) The birth of a son or daughter of the employee and to care for the son or daughter;
- 2) The placement of a son or daughter with the employee for adoption or foster care;
- 3) The need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or
- 4) A serious health condition of the employee that prevents the employee from performing the job functions.

Leave for reason 1 or reason 2 must be taken within 12 months of the birth or placement. Such leave shall not exceed 60 days and shall run concurrently with FMLA leave. The leave shall be unpaid. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used and counted toward the annual family and medical leave. The Educational Support Center will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave. The employee is eligible for family and medical leave upon completion of 12 months of service in the district and if employed at least 1,250 hours during the preceding year.

The Family and Medical Leave Act (FMLA) also entitles eligible employees who work for covered employers to take up to 12 workweeks of unpaid, job-protected leave in a 12-month period for a "qualifying exigency" arising out of the foreign deployment of the employee's spouse, son, daughter, or parent. FMLA leave for this purpose is called qualifying exigency leave. Leave is also available to care for a covered service member with a serious injury or illness for up to 26 weeks.

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

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

## 5.8 Timecards and Break Times



### **5.8.1 Time Cards**

All non-exempt employees are required to maintain a record of their work hours using the digital time and attendance system provided by the district. The district uses a federal labor standards approved seven-minute swing on the time cards. Employees must clock out at lunch and back in after lunch unless an automatic lunch deduction has been set up. The employee's immediate supervisor must approve time cards. Any employee who falsifies or attempts to falsify a time card is subject to disciplinary action up to and including dismissal. Intentionally clocking in more than seven minutes prior to your shift or seven minutes after your shift to gain clocked time is considered an attempt to falsify your time records for added pay and employees who do so are subject to disciplinary action. The district will only pay for time actually worked.

### **5.8.2 Break Times**

Neither federal nor state laws require that an employer provides a break. USD 266 does not provide for work breaks for its staff; however, it does allow each department supervisor to set break policy within their department. Breaks should not be greater than fifteen minutes and employees are expected to interrupt their break if necessary to attend to district business if required. If employees take lunch breaks of greater than 20 minutes, they are expected to clock out and back in at the end of their lunch break.



## **6 Compensation and Benefits**

### **6.1 Payroll Information**

Classified employees will be paid every other week based on the hours worked in the respective pay period. Employees on contract or annual salary will be paid on the 15<sup>th</sup> and 30<sup>th</sup> of each month. Primary payment will be via direct bank deposit.

### **6.2 Classified/Non-Exempt**

It is the employee's responsibility to record time accurately. These time records are the basic source of information for payroll purposes; therefore, time worked must be reflected accurately. Accurate electronic time cards must be submitted by the employee and approved by the supervisor at the end of each work week. The normal work week is Sunday through Saturday with days and hours of work determined by the employee's direct supervisor. All hours worked beyond the employee's standard weekly hours must be approved in advance by the direct supervisor, and will be paid according to wage and hour law requirements. Up to 40 hours physically worked per week are paid at the employee's hourly rate. Hours above 40 hours physically worked per week are paid at 1.5 times the employee's hourly rate. Comp time may not be earned.

Supervisors may adjust employees' work week schedule to avoid exceeding their standard weekly hours. Overtime is discouraged but may be approved if required. Supervisors shall seek approval of the superintendent or designee prior to approving overtime.

Non-exempt employees will be allowed to volunteer for services other than those regularly performed as an employee.

### **6.3 Certified/Exempt**

Employees exempt from FLSA are not paid overtime. Exempt employees include, but are not limited to, teachers, administrators, division directors, nurses and certain classified personnel.

Exempt employees must accurately report the use of sick, personal, and vacation time.

### **6.4 Salary Schedule**

When moving to another job within the district an employee may move up no more than 3 steps. Concerns regarding pay must be addressed at the time of hiring for new hires and by August 5 for returning employees. Once the salary cap is reached, pay increases will be reviewed by the supervisor and Director of Human Resources.

### **6.5 Fringe Benefit Program**

The Board shall establish a fringe benefit program to comply with Section 125 of the Internal Revenue Code. The Board shall provide the opportunity for each eligible employee who works 25 hours a week or more, to execute a salary reduction agreement once annually to cover all premiums for the employee's selected benefits. Once the annual allocation for each elected benefit is made, no changes will be allowed until the next annual renewal date unless authorized under IRS rules for instances such as a change in legal marital status, number of dependents, or employment status or if dependent satisfies (or ceases to satisfy) dependent eligibility requirements and/or adoption assistance. All staff members eligible for the 125 benefits are eligible to receive a board paid contribution to apply toward their health





insurance premium. Amount of board contribution depends on enrollment tier level and can be found in the Employee Benefits Guide.

The Board will carry a \$50,000 term life insurance policy on each licensed employee.

## 6.6 Salary Reduction Agreement

Each employee executing a salary reduction agreement for benefits shall allocate an annual sum to be used for the purchase of:

- 1) Health insurance;
- 2) Salary protection insurance;
- 3) Cancer insurance;
- 4) Child care;
- 5) Medical reimbursement account; and/or
- 6) Other voluntary deductions

## 6.7 Workers' Compensation

All employees of the district shall be covered by worker's compensation insurance. Any workplace injuries or accidents must be reported to the employee's supervisor as soon as possible. Written documentation of the incident must be provided to Human Resources.

## 6.8 Unemployment Compensation

Maize USD 266 provides unemployment compensation at no cost to employees. The amount is controlled by the Kansas Department of Labor. Employees should be aware that voluntary termination or discharge for cause is not normally covered by unemployment compensation. Specific qualification requirements for benefits may be obtained from the local State Employment Office.

All employees, unless otherwise notified, have a reasonable expectation to return to their position after school breaks and therefore are not normally covered by unemployment compensation when school is not in session.

## 6.9 Retirement Program - KPERS

The Kansas Public Employees Retirement System is an organization that provides a retirement plan for current and former Kansas public employees. A nine-member Board of Trustees administers the retirement system.

KPERS is a non-voluntary program meaning that all public employees who regularly work a minimum of seventeen (17) or more hours per week or; public school employees who work 630 hours per school year must make contributions to KPERS.

Active KPERS members are covered by a life insurance policy of 1.5 times their annual salary. They are also covered by a disability policy that begins payments to the employee if they are disabled longer than 6 months.

As of January 1, 2015, all employees contribute 6% to KPERS. This contribution is matched by the State. The matching amount is credited annually on June 30 and is based upon the balance in the member's account as of December 31 of the preceding year.



Employees may name a sole or joint primary beneficiary and a sole or joint contingent beneficiary. Employees may also name an estate or a trust. Upon death, the designated person, estate, or trust will receive all benefits payable from the retirement system.

Once an employee has five (5) years of service, they become vested in the program. If an employee leaves public service prior to becoming vested, they will receive only the monies that have been contributed. Payment is made 30 days after the end of employment. Retirement benefits vary from person to person and are based upon the date of hire and the salary earned while a KPERS qualified employee.

For more information concerning these benefits, contact Human Resources or the KPERS hotline at 888-275-5737. Employees may also register with the KPERS website, [www.kpers.org](http://www.kpers.org), under the active employee tab. Employees will have access to a number of tools and will be able to view their account status.

### **6.9.1 Retiree Benefits**

Employees who have worked in the District for at least 10 years and retire from KPERS may continue their health and dental benefits in retirement up to age 65. A retiree who elects retiree benefits will be responsible for the full monthly premium for the benefits they select.

### **6.9.2 Earned Benefit**

Upon retirement of an employee having twenty (20) years of total experience or being at least 55 years of age, the employee will be paid 100% of his/her accumulated days of sick leave at the rate of \$65 per day. The employee will be paid for their unused vacation leave at their individual hourly rate. In addition, the employee will be paid \$100 for every year over 10 years of service in the district.

At the time of enrollment in KPERS, the member designates a beneficiary to receive the accumulated contributions in case of death before retirement. Beneficiaries may be changed at any time by filling out the proper form in the business office.

Employees who terminate before qualifying for retirement may apply to receive the return of their accumulated KPERS contributions. Application for withdrawal is filed in the business office.

## **6.10 Death of an Employee**

In the event of the death of an employee who has completed two years of employment for the district, the district will compensate the estate of the employee. The rate of the compensation will be equal to the employee's one (1) month salary or the buy-back of unused sick leave and vacation time, whichever is greater.



## **7 Safety and Security**

### **7.1 Employee Safety**

Maize USD 266 has a responsibility to provide all personnel with facilities which are free of recognized safety hazards. One way we address this responsibility is by developing programs to help us comply with the many complex safety laws and regulations that apply to different aspects of our operations.

However, compliance with federal, state and local regulations will not guarantee that we have a safe workplace. Safety depends primarily on the individual and collective efforts of personnel who take pride in performing their tasks professionally and have an active interest in their safety and the safety of others.

### **7.2 Family Educational Rights and Privacy Act (FERPA) Confidentiality Agreement**

The Family Educational Rights and Privacy Act (FERPA) is a federal law enacted in 1974 that protects the confidentiality of a student's educational records. As an employee at Maize USD 266, it is important for you to familiarize yourself with some of the basic provisions of FERPA to ensure that you do not violate this federal law. You must not, under any circumstances, release to any person(s) information about a student – unless your position specifically authorizes and requires you to do so. You must not acquire or collect any information from a student's record that you do not need in order to do your job or perform the duties assigned to you. You must not share information about students that you may have learned while performing your work. Even a minor disclosure of information (e.g., telling another student of someone's class schedule) is a violation and may result in disciplinary action up to and including termination from your position. It is your responsibility to keep any information obtained in your workplace confidential. Your signature of receipt of this handbook indicates that you have read and understand your responsibilities as stated under the Family Educational Rights and Privacy Act Confidentiality Agreement and that you agree to comply by the terms of this Confidentiality Agreement.

### **7.3 Prevention of Bullying, Harassment, and Sexual Discrimination**

The Board of Education prohibits bullying in any form on or while utilizing school property, in a school vehicle, or at a school-sponsored activity or event.

1) Bullying means any intentional gesture or intentional written, verbal, electronic, or physical act or threat that is sufficiently severe, persistent, or pervasive that 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:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student's or staff member's property;
- c. Placing a student or staff member in reasonable fear of harm to the student or staff member; or
- d. Placing a student or staff member in reasonable fear of damage to the student's or staff member's property; or
- e. Cyberbullying (Bullying by use of any electronic communication device through means including, but not limited to, email, instant or text messaging, blogs, mobile phones, pagers, online games and websites.)



- 2) Any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this section or subsection (e) of K.S.A. 72-8205 and amendments thereto. "School vehicle" means any school bus, school van, other school vehicles and private vehicles used to transport students or staff members to and from school or any school-sponsored activity. Employees who have bullied others in violation of this policy may be subject to disciplinary action, up to and including termination. If appropriate, employees who violate the bullying prohibition shall be reported to local law enforcement.
- 3) Sexual Harassment is defined as unwanted sexual attention of a persistent or offensive nature made by a person who knows, or reasonably should know, that such attention is unwanted. Unwelcome actions of harassment and sexual discrimination of employees and students will not be tolerated in the school district. Employees or students who believe they have suffered harassment and/or sexual discrimination practices shall report the incident in one of the following ways:
  - a. To their building principal, counselor or teacher
  - b. Online via the Bullying Incident Report Form on the district's Web site
  - c. To their immediate supervisor
  - d. Educational Support Center

A confidential report will be filed for each reported incident and will include names, dates, locations, nature of the incident and suggestions and time frames that will eliminate harassment and sexual discrimination in the school district. Supervisory staff will be trained in workplace conduct annually. Staff members who have violated this policy may be subject to disciplinary action, up to and including termination.

## 7.4 Mandatory Reporting – KSA 38-2223

### 7.4.1 Persons Making Reports

When any of the following persons has reason to suspect that a child has been harmed as a result of physical, mental or emotional abuse or neglect or sexual abuse, the person shall report the matter promptly...teachers, school administrators or other employees of an educational institution which the child is attending.

### 7.4.2 Form of Report

The report may be made orally and shall be followed by a written report if requested. Every report shall contain, if known: The names and addresses of the child and the child's parents or other persons responsible for the child's care; the location of the child if not at the child's residence; the child's gender, race and age; the reasons why the reporter suspects the child may be a child in need of care; if abuse or neglect or sexual abuse is suspected, the nature and extent of the harm to the child, including any evidence of previous harm; and any other information that the reporter believes might be helpful in establishing the cause of the harm and the identity of the persons responsible for the harm.

### 7.4.3 Violations

- 1) Willful and knowing failure to make a report required by this section is a class B misdemeanor. It is not a defense that another mandatory reporter made a report.
- 2) Intentionally preventing or interfering with the making of a report required by this section is a class B misdemeanor.
- 3) Any person who willfully and knowingly makes a false report pursuant to this section or makes a report that such person knows lacks factual foundation is guilty of a class B misdemeanor.



#### **7.4.4 Immunity from liability**

Anyone who, without malice, participates in the making of a report to the secretary or a law enforcement agency relating to a suspicion a child may be a child in need of care or who participates in any activity or investigation relating to the report or who participates in any judicial proceeding resulting from the report shall have immunity from any civil liability that might otherwise be incurred or imposed.

#### **7.5 Facility Usage Agreement**

A completed and approved facility usage agreement is required prior to any activities being held on school property with the exception of school sponsored or KSHSAA sponsored events. Facility usage agreements and details including fee structures, timelines, required liability insurance are available by contacting building administrators. Facility requests are due a minimum of two weeks prior to the event.

#### **7.6 Use of Tobacco Products**

District property is to be tobacco free. The use of tobacco products is prohibited at all times in or on all district owned, leased, personal or real property. Vapor products are also prohibited regardless of content.

#### **7.7 Drug and Alcohol Free Workplace**

All employees, visitors to our facilities and all students are hereby notified that Maize USD 266 will maintain a drug and alcohol free workplace. The possession, use, sale, distribution, or being under the influence of controlled substances and/or alcohol by school employees at school; on, in, or while utilizing school property; or at school sponsored activities, programs, or events is prohibited. Refer to BOE Manual for complete policy.

#### **7.8 Social Media / Cyberbullying / Social Networking**

The District, as part of its age appropriate Internet safety curriculum, educates staff and students about appropriate online behavior, including rules of interaction with other individuals on social networking websites, cyber bullying awareness and response. All staff members are expected to speak respectfully about the district, its employees and students. Staff members should not engage in name calling or behavior that will reflect negatively on the district's reputation.

#### **7.9 Video Cameras**

District-installed video cameras may be used in any school building, school bus, or on any property of the school district to ensure the health, welfare and safety of all staff, students and visitors, and to safeguard school facilities and equipment. Video cameras may be used in locations as deemed appropriate by the superintendent.

#### **7.10 Cellular Phones**

Under certain conditions, the use of cellular phones to conduct school business is permissible. Employees may be eligible for reimbursement of cellular phone expenses when extraordinary circumstances dictate use for school related business. Employees using cell phones when a school phone is available shall not be reimbursed. Employees will not be reimbursed for apps loaded on their



cellular phones. Employees are not to use cellular phones while operating district owned vehicles or equipment.

### 7.11 Search Policy

As a condition of employment, Maize USD 266 employees grant to management and supervisory personnel the authority to conduct random and unannounced inspections of employee lockers, desks and the like. Except in matters where there is reasonable cause to suspect criminal activity, employees shall be given an opportunity to be present in any inspection of lockers, desks, etc. Disciplinary action, including termination, may result from searches and inspections or from failure to comply with this regulation.



## **8 Energy Management**

To complement the district's energy management program, the district has developed and will implement a preventive maintenance and monitoring plan for its facilities and systems, including HVAC, building envelope and moisture management.

### **8.1 Responsibilities**

- Every person is expected to be an “energy saver” as well as an “energy consumer.” • The teacher is responsible for implementing the guidelines during the time that he/she is present in the classroom.
- The custodian is responsible for control of common areas, such as halls, the cafeteria, etc.
- Since the custodian is typically the last person to leave a building in the evening, he/she is responsible for verification of the nighttime shutdown.
- The principal is responsible for the total energy usage of his/her building. • The energy manager performs routine audits of all facilities and communicates the audit results to the appropriate personnel.
- The energy manager provides regular reports to principals indicating performance with regard to energy savings.
- The district is committed to and responsible for maintenance of the learning environment.

### **8.2 Guidelines, General**

The effective dates for the following temperatures are two weeks before the start of school and one week after the school year ends.

- Classroom doors should remain closed when HVAC is operating. Ensure that doors between conditioned space and non-conditioned space remain closed at all times (such as between hallways and gym area.)
  - Cooling Season Occupied Set Points: 72 - 76°
  - Cooling Season Unoccupied Set Point: 85°
  - Heating Season Occupied Set Points: 68 - 72°
  - Heating Season Unoccupied Set Point: 55°
- Proper and thorough utilization of data loggers will be initiated and maintained to monitor relative humidity, temperature and light levels throughout the district's buildings to ensure compliance with district guidelines.
- All exhaust fans should be turned off at the end of every day and during unoccupied hours.
- All office machines (copy machines, laminating equipment, etc.) shall be switched off each night and during unoccupied times. Fax machines should remain on.
- All computers should be turned off each night. This includes the, local printer and speakers. Network equipment is excluded.
- All capable PCs should be programmed for the “energy saver” mode using the power management feature. If network constraints restrict this for a PC, ensure the monitor “sleeps” after 10 minutes of inactivity.

### **8.3 Guidelines, Lighting**

- All unnecessary lighting in unoccupied areas will be turned off. Teachers should make certain that lights are turned off when leaving the classroom when empty. Utilize natural lighting where appropriate.



- All outside lighting shall be off during daylight hours.
- Gym lights should not be left on unless the gym is being utilized.
- All lights will be turned off when students and teachers leave school. Custodians will turn on lights only in the areas in which they are working.
- Refrain from turning lights on unless definitely needed. Remember that lights not only consume electricity, but also give off heat that places an additional load on the air conditioning equipment and thereby increases the use of electricity necessary to cool the room.

*Disclaimer: The district shall adopt, observe and implement these guidelines as provided. However, these guidelines are not intended to be all-inclusive, and they may be modified for local conditions. These guidelines supersede all previous instructions related to energy conservation or building management.*