

Unified School District #309
Nickerson – South Hutchinson



Classified Staff
Benefit
Handbook

Revised and Adopted by BOE - June 23, 2008

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**UNIFIED SCHOOL DISTRICT #309
BOARD OF EDUCATION
HANDBOOK FOR CLASSIFIED STAFF**

Part-time/Full-time Employees:

- A. Part-time employees are defined as an employee working less than six hours per day/thirty hours per week.
- B. Full-time employees are defined as a non-temporary employee working at least six hours per day/thirty hours or more per week for a minimum of thirty-six weeks during any fiscal year.
- C. Temporary employees are defined as an employee identified at the time of employment to work a short-term assignment to expire on or before a specified date and shall include temporary summer assignments.

Kansas Public Employee Retirement System Membership:

- A. Classified employees working 630 hours or more as defined in the KPERS regulations during a calendar year will be members of the Kansas Public Employees Retirement System.

Payroll/Withholding Requirements:

- A. Each employee shall file all required payroll information with the district office prior to the issuance of the first paycheck.
- B. The regular monthly payroll period will be from the 14th of each month through the 13th of the following month.
- C. Payroll will be issued on or before the 20th of each month to cover the pay period described in Item "B". When the 20th falls on a weekend or holiday, payroll will be issued on the first workday prior to the weekend or holiday.
- D. Payroll shall only be made through Direct Deposit beginning July 1, 2008.
- E. Employees shall submit accurate timecards reflecting the actual time worked. Employees shall not be directed or approved to work by their supervisors without the time being accurately reflected on the timecard.
- F. Employees shall not work overtime without the prior written approval and/or request of their immediate supervisor. The overtime rate of pay is one and one half times the regular rate of pay for all hours actually worked over forty hours per week.
- G. The initial payroll check will reflect payment for the time worked during the pay period in which the employee was employed.
- H. Payroll deductions available to each employee include the following:
 - a. Blue Cross/Blue Shield health insurance premiums
 - b. Tax Sheltered Annuity premiums
 - c. Hutchinson Credit Union (Savings account/loan repayment)
 - d. Other deductions approved by the Board of Education

Tax Sheltered Annuities:

- A. An insurance company is eligible to enter into an annuity purchase agreement with the school district when ten or more full-time employees have agreed to participate in an annuity program with that company.
- B. Participating employees must submit the proper application form supplied by the insurance company and a district form provided by the district business manager stating the amount of the reduction of the employee's salary to be used for the purchase of the annuity.
- C. A minimum deduction of \$25 a month is required to participate in the annuity plan. This may be increased in increments of \$5 up to a maximum of 20% of the employee's gross monthly income. The total purchase price of the annuity will be deducted monthly from the employee's salary.
- D. The district will purchase the tax-sheltered annuity on behalf of the employee and such annuity will be nonforfeitable except for the failure of the employee to pay the premiums.
- E. Each participating employee will be responsible for initiating any change or termination of the purchase of a tax sheltered annuity by submitting to the district office a written request for such change or termination of the purchase of such annuity. Changes are restricted to the months of September and February and written notice requesting a change must be filed with the district office on or before the 10th of September or February.
- F. The tax sheltered annuity provision offered by the district may be modified or amended by the Board of Education or may be discontinued at any time. The accumulated vested interest in the annuity will not be forfeited by the employee should the Board discontinue the district annuity provision.

Workman's Compensation:

- A. District employees are covered by Worker's Compensation for injuries and disabilities resulting from job related accidents. The cost of the premiums are paid by the Board of Education

It is essential that employees who sustain job related injuries follow the following procedures.

1. Employees are responsible for notifying their immediate supervisor within twenty-four hours of the incident when an injury occurs and file an accident report.
2. The superintendent and/or his or her designee shall be notified as soon as possible by the immediate supervisor.
3. The employee is responsible for informing the attending physician that the injury is covered by the district's insurance policy (work-related injury)
4. The district retains the authority to designate treating physician.
5. The immediate supervisor is responsible for completing the required paperwork as identified by the district office within twenty-four hours of the notice of an accident and submits the paperwork to the superintendent or his/her designee.

B. Injuries Occurring When an Employee is “Under the Influence”

The Workers' Compensation Law clearly states that compensation is not payable if the injury was caused primarily by the intoxication of the employee or by the influence of any drugs, barbiturates, or other stimulants not prescribed by a physician. Under the law, the employer may require the employee to submit to a test for the presence of any or all drugs or alcohol in his or her system. If the injured worker refuses to submit to a drug test, it shall be presumed in the absence of clear and convincing evidence to the contrary that the injury was caused primarily by the influence of drugs or alcohol.

C. Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

D. Injuries Suffered While Traveling to and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

E. Horseplay

An employee who is injured during horseplay occurring in the course of the workday is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Health Insurance Benefits:

- A. Full-time employees are eligible to participate in the district sponsored group health insurance program.
- B. Full-time employees are eligible for a defined benefit of **\$390 a month** toward the health insurance premium of the health insurance carrier selected by the Board of Education.
- C. Full-time employees who do not take the health insurance with U.S.D. 309, but are eligible for district insurance, will be allowed to use the defined benefit to pay for the district's dental policy.
- D. Full-time employees who do not participate in the district health insurance program may use a maximum of \$50 per month of the defined benefit toward the payment of cancer insurance premiums.
- E. The master contract for the district's group health insurance plan will be held in the name of the Board of Education.

- F. Any refunds, rebates, or reductions in premiums from the insurance carrier will be the property of the school district and be applied and used to reduce future premiums.

Salary Protection Disability Insurance:

- A. Full-time employees qualify for the district disability insurance plan.
- B. The Board of Education may pay all or part of the premium for the disability insurance for each full-time employee. The employee is responsible for all premium costs not paid by the Board of Education to maintain the policy.

Term Life Insurance Benefit:

- A. The Board of Education may elect to pay the full premium for a \$20,000 double indemnity term life insurance policy for each full-time employee.
- B. The employee is responsible for paying the premium costs not paid by the Board of Education to maintain the policy.

Sick Leave Benefits:

- A. Full-time employees qualify for sick leave benefits.
- B. Employees shall accrue one sick leave day per month to a maximum of **twelve (12) days** per contract year. Employees who are not twelve month employees shall accrue one sick leave day per month to a maximum of ten **(10) days** leave per fiscal year.
- C. Employees may not use sick leave benefits until the employee has completed **ninety (90) days** of employment.
- D. Unused sick leave may accumulate, but the total accumulation may not exceed **ninety 90 days**.
- E. Upon proper notification to the employee's supervisor, sick leave will be granted for illness, injury, or death of the immediate family. Immediate family shall include the classified employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, and grandparents, grandparents of spouse, grandchildren, aunt, uncle, niece, or nephew.
- F. Sick leave may be approved due to illness or injury to family members other than the immediate family after the personal leave has been depleted. The superintendent or his/her designee must approve this leave before it may be taken for a member other than immediate family.
- G. Fraudulent use of sick leave may result in the full salary reduction for the time required that is deemed fraudulent, or other discipline up to and including termination.
- H. Three days of sick leave per year may be used for personal leave subject to prior approval of the immediate supervisor. **(The first day of personal leave will not be charged to sick leave.)** Personal leave shall not accumulate. Two days of sick leave may be used for bereavement leave subject to prior approval of the immediate supervisor. Staff members who have completed 10 years of service with U.S.D. 309 shall be allocated **five (5) days** annually for personal leave at the beginning of their eleventh year of service subject to prior approval of their immediate supervisor, **(the first 2 days of personal leave will not be charged to sick leave.)**

- I. Sick leave may not be used to cover overtime work that is assigned, but not worked due to illness.
- J. Personal leave will not be granted for a day in which the employee was not scheduled to work. If school is dismissed on a day the employee was scheduled to work, personal leave may be applied for.
- K. Classified employees will be paid for all unused accumulated sick leave at the time of retirement or termination of the contract. The rate of compensation will be determined annually by the Board of Education. Employees must give two weeks notice of their intent to resign their position to qualify for unused sick leave payment.
- L. The school district reserves the right to ask for verification of illness leading to the use of sick leave.

Holiday Benefit

- A. Full-time employees qualify for the district approved holiday benefit. In order to receive this benefit the employee must be scheduled to work before and after the approved holiday. The employee shall be paid their normal hourly worked schedule not to exceed eight hours.
- B. District approved holidays are:
 - 1. Independence Day – July 4th
 - 2. Labor Day
 - 3. Thanksgiving Day
 - 4. Friday following Thanksgiving
 - 5. Christmas Eve Day
 - 6. Christmas Day
 - 7. New Year's Day
 - 8. Good Friday – Friday before Easter
 - 9. Memorial Day
- C. Alternate days will be selected by the superintendent should school be in session on a district holiday.
- D. Unless school is in session, the preceding Friday will be observed as a holiday when a holiday occurs on a Saturday. The following Monday will be observed as a holiday when the holiday occurs on a Sunday. An alternate day will be selected for the holiday celebration should school be in session on the Monday or Friday described above.
- E. Employees qualifying for holiday pay will be paid at the rate of 2.5 times their regular hourly rate of pay when required to work on a district approved holiday.

Employee Vacation Requirement: (Twelve month employees only.)

- A. Full-time employees employed on a twelve month basis qualify for vacation compensation.
- B. Vacation time will be earned from the initial date of employment through June 30th of the current year according to the following guidelines:
 - a. One day of vacation per fifty-two days worked. (First year of employment).
Maximum of five days per year.

- b. One day of vacation per twenty-six days worked. (Years 2 through 10).
Maximum of ten days per year.
- c. One day of vacation per seventeen days worked. (Years 11 and thereafter).
Maximum of fifteen days per year.
- C. Employees may not use vacation leave benefits until the employee has completed **ninety (90) days** of employment.
- D. Vacation schedules must be approved in advance by the immediate supervisor and/or the superintendent or his/her designee.
- E. Employees will be compensated for their unused earned vacation time as of the effective date of resignation/termination/retirement to be payable at the next regular district payroll date.
- F. Earned vacation time must be used within twelve months following June 30th of the year in which the time was earned. If not used, the earned vacation time is considered null and is therefore, forfeited by the employee.
- G. Vacation credit may not be used by the employee until the probationary period has been completed.

Leave Without Pay:

- A. Leave without pay will not be granted unless approved in writing by the supervisor and superintendent.

Probation Options:

- A. Employees not meeting the expectations of their immediate supervisor may, at any time, be recommended for a probationary period by their immediate supervisor. The recommendation will be made to the superintendent or his/her designee. The terms of the probation will be developed and implemented by the supervisor and superintendent or his/her designee.
- B. Employees placed on probation will not be eligible for movement on the current salary schedule until the probationary status has been removed. Time accruing during the period of probation will not be considered relative to incremental pay increases.

Salary Placement:

- A. The superintendent or his/her designee will determine classified employee's salary based upon their relevant experience, education and position at the time of employment.

Transportation – Special Considerations for Bus Driver Benefits

- A. Bus Drivers that qualify for KPERs benefits shall qualify for sick leave.
- B. Sick leave is defined as time absent from work due to illness or injury of the bus driver or his/her immediate family.
- C. **Bus Driver's Day** is defined as the actual time worked during regular scheduled school days. This does not include activity trips or athletic routes.
- D. Bus Drivers shall earn one Bus Driver's Day per month not to exceed ten **(10) Bus Driver's Days** per year.

- E. Unused sick leave will be converted into a normal eight hour day for the purpose of buying back any unused sick leave. The district will buy back unused sick leave days in excess of thirty (30) days at the end of the fiscal year at the rate of \$25.00 per eight hour day.
- F. Unused sick leave may accumulate, but the total accumulation may not exceed **thirty 30 days**.
- G. Upon proper notification to the employee's supervisor, sick leave will be granted for illness, injury, or death of the immediate family. Immediate family shall include the classified employee's spouse, children, parents, brothers, sisters, father-in-law, mother-in-law, brothers-in-law, sisters-in-law, and grandparents, grandparents of spouse, grandchildren, aunt, uncle, niece, or nephew.
- H. Sick leave may be granted due to illness or injury to family members other than the immediate family after the personal leave has been depleted. The superintendent or his/her designee must approve this leave before it is granted for a family member other than immediate family.
- I. Bus Drivers may not use sick leave benefits until the employee has completed **ninety (90) days** of employment.
- J. Fraudulent use of sick leave may result in the full salary reduction for the time required that is deemed fraudulent, or such other discipline up to and including termination.
- K. Three days per year may be used for personal leave subject to prior approval of the immediate supervisor. **(The first day of personal leave will not be charged to sick leave.)** Personal leave shall not accumulate. Two days of sick leave may be used for bereavement leave subject to prior approval of the immediate supervisor. Staff members who have completed 10 years of service with U.S.D. 309 shall be allocated **five (5) days** annually for personal leave at the beginning of their eleventh year of service subject to prior approval of their immediate supervisor, **(the first 2 days of personal leave will not be charged to sick leave.)**
- L. Sick leave may not be used to cover overtime work that is assigned, but not worked due to illness.
- M. Personal leave will not be granted for a day in which the employee was not scheduled to work. If school is dismissed on a day the employee was scheduled to work, personal leave may be applied for.
- N. Bus Drivers will be paid for all unused accumulated sick leave at the time of retirement or termination of the contract. The rate of compensation will be determined annually by the Board of Education and is currently \$25.00 per day. Employees must give two weeks notice of their intent to resign their position to qualify for unused sick leave payment.

Salary

The superintendent or his or her designee shall establish the salary for all bus drivers.

UNITED SCHOOL DISTRICT 309 VISION

Unified School District 309 Nickerson-South Hutchinson will be a leader in providing educational programs and experiences, training and knowledge with 21st Century tools and skills for students to excel in the global environment. Staff will be dedicated to providing opportunities for academic excellence in all subjects, building a firm foundation for life-long learning.

Through collaboration with the community and students, USD 309 will provide a safe, supportive environment with educational opportunities empowering every student to become a self-assured, responsible, and economically productive citizen. The district exists to serve the unique academic, physical, social and emotional needs of the students.

Students and staff will create a community of empowered learners in an atmosphere of mutual respect and trust. Students will be inspired and challenged to learn, grow, and accomplish academic, social, and vocational goals.

All USD 309 staff shall be committed to the students, each other, and the education profession as one team to achieve excellence in learning and teaching. Students, parents, the school board, and the community shall be members of the team to create an outstanding student centered learning environment, which supports experiences in curricular and extra-curricular activities for all children.