



#345
**Seaman
School District**

Learning Without Limits

CLASSIFIED EMPLOYEE HANDBOOK

Updated June 2023

Table of Contents

THE SUPERINTENDENT	5
SEAMAN BOARD OF EDUCATION	5
IMPORTANT INFORMATION CONCERNING THE EMPLOYEE HANDBOOK	6
SEAMAN MISSION STATEMENT	6
GOALS	6
GENERAL POLICIES AND RESPONSIBILITIES	7
EQUAL EMPLOYMENT OPPORTUNITY	7
NONDISCRIMINATION PROCEDURES	7
SEXUAL HARASSMENT	7
BULLYING BY STAFF	9
STAFF STUDENT RELATIONSHIPS	9
CHILD ABUSE	9
POLITICAL ACTIVITIES	9
DRUG-FREE STATEMENT	9
USE OF TOBACCO PRODUCTS AND NICOTINE DELIVERY DEVICES	10
HAZARDS STATEMENT	10
CONFIDENTIALITY	10
AMERICAN'S WITH DISABILITIES ACT	10
EMPLOYMENT ISSUES	11
EMPLOYMENT CLASSIFICATION	11
TARDINESS AND ABSENTEEISM	11
PERFORMANCE EVALUATIONS	11
SUSPENSION	12
DISMISSAL	12
RESIGNATION	12
REDUCTION IN FORCE	13
COMPENSATION	13
SALARY OR WAGE RATES	13
LONGEVITY PAY: (HOURLY CLASSIFIED EMPLOYEES ONLY)	13
PAY PERIOD/PAY DATE	13
FAIR LABOR STANDARDS ACT (FLSA)	13
PAYCHECKS	14
PAYMENT UPON SEPARATION	14
BENEFITS	14
GROUP HEALTH INSURANCE	14
PRESCRIPTION DRUG COVERAGE	15
DENTAL AND VISION BENEFITS	15
PRETAX PREMIUM OPTION	15
FLEXIBLE SPENDING ACCOUNTS	15
HEALTH CARE FLEXIBLE SPENDING ACCOUNT	15
DEPENDENT CARE FLEXIBLE SPENDING ACCOUNT	16
GROUP LIFE AND DISABILITY INSURANCE	16
GROUP LIFE INSURANCE	16

OPTIONAL GROUP LIFE INSURANCE.....	16
LONG TERM DISABILITY INSURANCE.....	17
BENEFICIARIES.....	17
PLAN 125 BENEFITS.....	17
FINANCIAL PRODUCTS.....	17
KPERS 457 DEFERRED COMPENSATION.....	17
WORKERS COMPENSATION.....	18
SOCIAL SECURITY.....	20
COURTESY PASSES.....	20
EMPLOYEE ASSISTANCE PROGRAM (EAP).....	20
LEAVE.....	20
SICK LEAVE.....	20
SICK LEAVE BUYBACK.....	21
VOLUNTARY SICK LEAVE POOL.....	22
PERSONAL LEAVE.....	23
VACATION LEAVE (PAID VACATION FOR 12 MONTH CLASSIFIED EMPLOYEES ONLY).....	23
JURY LEAVE AND SUBPOENAED COURT APPEARANCES.....	24
BEREAVEMENT LEAVE.....	24
HOLIDAYS.....	24
FAMILY MEDICAL LEAVE ACT (FMLA).....	25
LEAVE WITHOUT PAY.....	25
LUNCH BREAKS.....	25
BREAKS.....	26
RETIREMENT.....	26
KPERS.....	26
KPERS 1.....	26
KPERS 2.....	27
KPERS 3.....	27
RETIREMENT HONORARIUM.....	27
RETIREMENT BENEFITS-HEALTH INSURANCE.....	27
MISCELLANEOUS ITEMS.....	27
ORIENTATION.....	27
STAFF DEVELOPMENT.....	27
GENERAL POLICIES.....	28
WHISTLEBLOWER POLICY.....	28
HEALTH EXAMINATIONS.....	28
BUS DRIVERS.....	29
BULLETIN BOARDS.....	29
ACCESS AND UPDATING PERSONNEL RECORDS.....	29
GIFTS.....	29
SOLICITATION.....	29
OUTSIDE EMPLOYMENT.....	30
CONFLICT OF INTEREST.....	30
USE OF SCHOOL EQUIPMENT OR PROPERTY.....	30
PERSONAL PROPERTY.....	30
WORKSITE LACTATION POLICY.....	30
SUPPORT STAFF OF THE YEAR PROGRAM.....	32
TRAVEL.....	32
DRESS.....	32
STAFF RELATIONS.....	32

EMPLOYEE INFORMATION CHANGES	33
E-MAIL AND INTERNET:.....	33
IDENTIFICATION CARDS	34
VEHICLES, OPERATING ON DISTRICT BUSINESS	34
BUS DRIVER RECRUITMENT INCENTIVE	34
INCLEMENT WEATHER	34
GBQ-R – RETIREMENT BENEFITS	35

THE SUPERINTENDENT

On behalf of the Seaman USD 345 School Board, I would like to thank you for being a part of Seaman Schools. We are happy to have you as a member of our staff.

Brad Willson, Superintendent of USD 345 Seaman Schools.

SEAMAN BOARD OF EDUCATION

Michelle Caudill, President
Chris Travis, Vice-President
Donna McGinty
Frank Henderson
Kyle McNorton
Christy Weiler
James Adams

mcaudill@usd345.com
ctravis@usd345.com
dmcginty@usd345.com
fhenderson@usd345.com
kylemcnorton@usd345.com
cweiler@usd345.com
jadams@usd345.com

IMPORTANT INFORMATION CONCERNING THE EMPLOYEE HANDBOOK

This Employee Handbook is intended to comply and conform to the procedures set by applicable regulations and statutes, and board policies. These documents are subject to periodic revision. Consequently, applicable regulations and statutes, and board policies will govern should disputes regarding implementation arise.

The Employee Handbook is designed to serve as a quick and user-friendly method of providing Seaman USD 345 classified employees general information related to their employment. It explores a variety of topics. It is a general guideline for Seaman USD 345 employees and highlights significant and frequently used information.

Nothing in this document shall be construed as a contract of employment between Seaman USD 345 and any employee, nor as a guarantee of any employee to be continued in the employment of Seaman USD 345, nor as a limitation on the right of Seaman USD 345 to discharge any of its employees with or without cause.

Seaman USD 345 reserves the right to modify or discontinue the information at any time. If you have questions or need additional information, please contact your supervisor or the Seaman USD 345 Human Resources Office.

SEAMAN MISSION STATEMENT

Seaman Unified School District #345 will provide a positive environment in which all students will achieve the knowledge, skills, and social/emotional behaviors enabling them to be responsible, productive citizens in a democratic society.

Goals

Each member of our staff plays an integral role in the efficient operation of our school district and the attainment of district goals.

GENERAL POLICIES AND RESPONSIBILITIES

Equal Employment Opportunity

The district is an equal opportunity employer and shall not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment because of an individual's race, color, religion, sex, age, disability or national origin. The board shall hire employees on the basis of ability and the district's needs.

Nondiscrimination Procedures

In compliance with state and federal law and regulations and district policies, Seaman District is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, religion, sex, age, national origin, or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal, or the district Title IX coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. Marty Nienstedt, Executive Director of Human Resources and Operations, 901 NW Lyman Road, Topeka, KS 66608-1900, 785-575-8600, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. This person is the district's compliance coordinator.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures. The district prohibits retaliation or discrimination against any person for opposing discrimination, including harassment; for participating in the complaint process; or making a complaint, testifying, assisting, or participating in any investigation, proceeding, or hearing. Retaliation against any individual for participating in the making of a complaint, in investigation of a complaint, or in providing information relevant to a complaint investigation is prohibited.

Sexual Harassment

The Board of Education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment. Sexual

harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. 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 school is prohibited, whether or not the harassment occurs on school grounds.

Sexual harassment shall include, but may not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment. Such behavior will not be tolerated, and employees violating the sexual harassment policy are subject to immediate disciplinary action, up to and including termination.

Compliance questions may be directed to the compliance coordinator or:

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

Or

Kansas Human Rights Commission
900 SW Jackson, Suite 568-S
Topeka, KS 66612-1258
(785) 296-3206

Or

United States Department of Education Office for Civil Rights
8930 Ward Parkway, Suite 2037
Kansas City, Missouri 64114-3302
(816) 268-0550

Bullying By Staff

The board of education prohibits bullying in any form either by any student, staff member, or parent towards a student or by a student, staff member, or parent towards a staff member on or while using school property, in a school vehicle or at a school-sponsored activity or event. For the purposes of this policy, the term "bullying" shall have the meaning ascribed to it in Kansas law. Staff members who bully others in violation of this policy may be subject to disciplinary action, up to and including suspension and/or termination. If appropriate, staff members who violate the bullying prohibition shall be reported to local law enforcement.

Staff Student Relationships

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to bullying, harassment or discrimination prohibited by board policy. Staff members shall not have any interaction of a romantic and/or sexual nature with any student at any time regardless of the student's age or status or consent.

Child Abuse

Any district employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Kansas Department for Children and Families (DCF) office or to the local law enforcement agency if the DCF office is not open. Employees may file a report of suspected abuse anonymously to either DCF by phoning 1-800-922-5330 or to local law enforcement officials. The Code for Care of Children also provides civil immunity from prosecution if the report is made in good faith.

Political Activities

Staff members shall not use school time or school property for the purpose of furthering the interests of any political party, the campaign of any political candidate or the advocacy of any political issue. Staff members 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 board or may be terminated. Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance. An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Drug-Free Statement

The manufacture, sale, distribution, dispensing, possession or use of alcohol, illicit drugs, controlled substances, and any drug paraphernalia is prohibited in Seaman USD #345. Employees

are not to report to work under the influence of alcohol or illegal drugs. Violations of this policy by staff members will result in disciplinary action up to, and including, suspension and/or termination from employment. Suspected violations of criminal law will be reported to law enforcement.

Use of Tobacco Products and Nicotine Delivery Devices

The use of tobacco products in any form and/or any nicotine delivery device is prohibited for staff members in any school building owned or operated by the district and in school vehicles. For the purpose of this policy, "nicotine delivery device" means any device that can be used to deliver nicotine to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe or personal vaporizer.

Hazards Statement

ASBESTOS: Seaman USD #345 has an asbestos management plan in place for managing asbestos-containing materials. Information concerning the plan and asbestos location is on file in each building in the Seaman district and is available for inspection by all employees.

WORKER RIGHT TO KNOW: Seaman USD #345 has a program designed to inform workers of hazardous materials in the schools. Information covering hazardous materials, including safety data sheets, is available in each building and is available for inspection by all employees.

Confidentiality

Information learned at school should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule which violate the privacy rights of specific individuals could result in disciplinary action being taken against the employee, including termination.

American's With Disabilities Act

The American's With Disabilities Act (ADA) is a strong anti-discrimination law enacted to help eliminate discrimination against persons with disabilities by removing the attitudinal, architectural, and communications barriers they face. As managers, supervisors, and employees, each of us has rights and responsibilities under the ADA. It is the responsibility of managers and supervisors to ensure persons with disabilities are afforded the opportunity to participate fully in all aspects of employment without fear of harassment or ridicule. Employees with a disability have the right to expect reasonable accommodations and responsibility to notify management of their needs and work cooperatively towards meeting those needs. Finally, employees have the responsibility to maintain harmonious relationships with our co-workers and the right to demand that we be treated with dignity and respect.

EMPLOYMENT ISSUES

Employment Classification

1. Full time employees are those employees who work an average of 30 or more regularly scheduled hours per work week. They are eligible for all employee benefits. *(Employees working less than 20 hours prior to July 1, 2023 will be grandfathered in for benefits eligibility if they have previously been enrolled in full time benefits)*
2. Part time employees are those employees who work less than 30 regularly scheduled hours per work week. They are eligible for those employee benefits which are not specifically limited to full time employees or by departmental policy.
3. Temporary employees are those employees who are employed on a day to day basis, or for specific time limited tasks. They are not eligible for employee benefits.

Tardiness and Absenteeism

Repeated absenteeism, tardiness, and/or failure to provide proper notification of unscheduled absences to the immediate supervisor may result in disciplinary action which include unpaid suspension, and/or dismissal.

Performance Evaluations

1. The work performance of each employee shall be evaluated twice during the first year of employment and at least once a year during subsequent years.
2. The Board of Education determines annual wage rates and salary schedules each year. The supervisor determines eligibility for wage rate increases.
3. When it appears to an employee's immediate supervisor that the employee's work performance is not meeting minimum requirements, the supervisor may recommend termination of employment. In cases where the employee's performance can be improved to a satisfactory level, the supervisor shall schedule an evaluation conference with the employee, identify areas, which require improvement on the part of the employee, and develop a written plan for improvement. At the conference the supervisor will discuss areas of deficiency. In cases where it is warranted, the employee may be terminated.
4. An employee may request a work performance evaluation from his/her supervisor.
5. The completed performance evaluation becomes a part of the employee's personnel record.
6. A copy of the evaluation will be given to the employee.

7. Receipt of a poor work performance evaluation may be cause for suspension or termination

Suspension

1. The Superintendent or designee may suspend an employee for cause with or without pay.
2. Written notice of the action taken and documentation describing the incident which was the basis for the suspension will be filed in the personnel record, which is available to the employee.
3. The employee is to report to the administrator/director for counseling and/or disciplinary action before returning to his/her regularly scheduled work.
4. An employee will be subject to immediate suspension and/or discharge if it is determined that a deliberate false statement has been made or included in the employment application.

Dismissal

1. With board approval, the Superintendent or designee may dismiss any employee.
2. A written notice of that action will be filed in the personnel record, which is available to the employee.

Resignation

Employees wishing to resign from the service in good standing must submit a written letter of resignation to their supervisor, who will copy the Human Resource department, at least one week in advance of the last day on the job. This letter should include the effective date of the resignation and the reasons for leaving. An unauthorized absence from work for a period of five consecutive working days could also be considered a presumed resignation. All employees will be asked to complete an exit interview form prior to departure. For cancellation or withdrawal of 125 benefits or 403b's or 457's, please contact the carrier who is providing that service. Health insurance will terminate at the end of the last month you work. Covered employees who lose their group health insurance coverage due to voluntary termination or discharge will be allowed to continue to self-pay their group health insurance for 18 months. Payroll will provide the necessary paperwork. Upon termination of employment, a member may convert the employer provided group life insurance and, if applicable, optional group life insurance to an individual policy. The conversion must be made within 60 days of terminating employment or retirement, and does not require proof of insurability. As applicable, you are required to turn in your building key fob, employee ID card, keys, and any other miscellaneous district property before departure. If you later have a change of address, please notify Seaman USD 345 payroll by the middle of December so that your W-2 will not be delayed or lost.

Reduction In Force

In response to a shortage of work or funds or material changes in duties or organization, the Superintendent may conduct a reduction in force. Reduction in force does not necessarily mean unemployment. Employees may be offered a transfer or demotion to another position rather than be separated from the district.

COMPENSATION

Salary Or Wage Rates

1. The starting hourly wage for each employee is determined on the classified starting pay schedule and based upon experience.
2. Employees may receive annual increases as approved by the Board of Education.
3. All staff increases are determined annually at the beginning of each contract year.

Longevity Pay: (Hourly Classified Employees Only)

Longevity shall be paid according to the classified salary schedule.

Pay Period/Pay Date

The standard workweek for district employees begins at 12:00 a.m. Sunday and ends the following Saturday at 11:59 p.m. All hourly employees will utilize a time clock to record their time. You should not clock in for another employee, nor should you have another employee clock in for you. Doing so could result in disciplinary action up to and including termination of your employment. Employees are paid on a monthly basis on the 14th day of each month, unless the 14th falls on a weekend day or a holiday, in which case pay day will be the last working day before the 14th of the month. All new 10-month employees will receive checks over 10 months for the first year of employment. In year two, they will be given the option to have their pay spread out over 12 months.

Payroll reductions/deductions are made automatically from paychecks for various required Federal and State obligations, as well as for various employee determined programs and benefits.

Fair Labor Standards Act (FLSA)

Each position in the district has been analyzed to determine if the position, under the Fair Labor Standards Act, is considered to be a non-exempt or exempt position. A non-exempt employee is paid on an hourly basis and is eligible to be compensated for actual hours worked over 40 hours

in either pay or compensatory time. All overtime hours worked must be authorized in advance by your supervisor. Exempt employees are paid a monthly salary and work the hours necessary to get the job done with no overtime pay for hours worked over 40 hours in a work week.

If you are a non-exempt employee, the following terms apply:

Paid Leave: Paid leave hours do not count towards the total number of hours worked in a week in determining whether overtime is paid. Paid leave includes all paid time away from work (vacation, sick, holiday, etc.)

Rearranged Time: Supervisor's may request that an employee adjust their daily work schedule within the work week in order to prevent exceeding 40 hours of work. For example, if you worked 8.5 hours on Monday through Thursday (34 hours), you would only work 6 hours on Friday in order not to exceed 40 hours. This is also known as "equivalent time off."

Paychecks

Employees will have their pay direct deposited into their own checking or savings account. Digital forms are available from payroll to sign up for either direct deposit. Pay stubs will be accessible through the eFinance Portal.

Payment Upon Separation

Employees who resign or otherwise separate from Seaman USD 345 shall be compensated for leave as follows:

- Accumulated vacation leave for 12-month employees, up to the maximum number of hours allowed, will be paid in a lump sum on their final paycheck.
- No compensation shall be paid for any accumulated sick leave except when an employee retires or in the case of a death of an employee who was eligible to retire.
- Compensatory time hours will be paid on their final paycheck.

BENEFITS

Group Health Insurance

Complete descriptions of health benefits, limitations, exclusions and other provisions are provided included as an attachment to this handbook. The district currently offers Blue Cross and Blue Shield of Kansas as its health insurance provider. Open enrollment takes place in July and August to take effect on September 1. The district pays \$460 a month towards the cost of health insurance. Employees pay the remaining monthly premium and are offered single coverage, employee and spouse, employee and children, or full family. New employees hired from the 1st to the 15th of the month are eligible to obtain health insurance the first of the month following their date of employment. Employees hired after the 15th of the month are eligible to obtain health insurance the first of the second month following their date of employment. If an employee

chooses not to enroll at time of employment, they may do so again during open enrollment, which occurs in August each year for a September 1 effective date. Change forms must be completed within 31 days of the event (marriage, divorce, birth, etc.) in order for the change to be approved.

Prescription Drug Coverage

All participants in the group health insurance program also have outpatient prescription drug coverage from Blue Cross and Blue Shield of Kansas.

Dental and Vision Benefits

Employees who work 20 hours or more per week are eligible to enroll in dental and vision coverage. Dental coverage is provided by Delta Dental of Kansas and Superior Vision is our vision provider. Both companies offer both a high and low benefit option.

Pretax Premium Option

This option allows the employee to pay for the cost of health insurance with pre-tax dollars. Payment on a pre-tax basis means that the employee enters into an agreement with the district to reduce their salary by the cost of group health insurance coverage. Since the employee's salary has been reduced, the employee does not pay federal or state income taxes or social security taxes on these amounts. As a result, an employee's take home pay will increase by the amount they don't pay in taxes for the pretax benefits selected.

Flexible Spending Accounts

The Flexible Spending Accounts offers employees an opportunity to pay for certain expenses not covered by other benefit plans with pretax dollars. There are two types of spending accounts: Health Care Flexible Spending Account and Dependent Care Flexible Spending Account.

Health Care Flexible Spending Account

The Health Care Flexible Spending Account can be used to pay for eligible medical, vision, prescription drugs, and dental expenses which are not reimbursed by health insurance. Eligible expenses are those the IRS considers deductible expenses on the employee's federal income tax return. These expenses may be for you or any of your dependents. Your dependents do not have to be covered under the district's health insurance plan. As the employee has health care expenses, they request reimbursement from the account by filing claims. The employee will receive reimbursement of their eligible expense by direct deposit into their own checking or savings account.

Dependent Care Flexible Spending Account

The Dependent Care Flexible Spending Account can be used to pay for an employee's eligible work-related dependent care (day care) expenses. According to IRS regulations, expenses which are eligible for reimbursement are expenses for the care and well-being of the employee's dependent child under the age of 13 or for the care of a dependent of any age who is incapable of self-care and spends at least 8 hours in the employee's home. These expenses include:

- A licensed or registered day care facility or nursery school;
- An individual in the employee's home (other than a spouse, their qualified dependent under age 19, or a housekeeper); or
- An individual in their home (assuming all licensing requirements have been met). The

employee may file at any time during the year from their Dependent Care account by completing a reimbursement form. The employee will be reimbursed for eligible dependent care expenses up to the balance currently on deposit in the employee's account. More information can be obtained on this plan from our 125 plan administrator.

Group Life and Disability Insurance

Group Life Insurance, long term disability insurance, optional group life insurance, death benefits and accidental death benefits are provided for eligible district employees.

Group Life Insurance

Benefits eligible state employees have group life insurance coverage. The entire cost of the coverage is paid for by the employer. The group life insurance coverage provides an insured death benefit which is currently 150% of the employee's annual rate of compensation. This is administered through KPERS and Standard Insurance Company.

Optional Group Life Insurance

Benefits eligible employees may elect to purchase optional group life insurance coverage through additional payroll deductions. Employees must apply within 30 days following their first day actively at work. If the application is not submitted to Standard Insurance Company and postmarked within the designated time frames, the employee will be allowed to enroll, but must prove eligibility of insurability. Coverage amounts range from \$5,000 to \$250,000 on the employee only. This amount is an addition to the basic life insurance policy provided by the state. Upon termination of employment or retirement, an employee may convert either or both of the life insurance policies to an individual policy. The conversion must be made within 31 days of termination or retirement, whichever comes first. The individual policy is sold by Standard Insurance Company and is not available at group rates. Open enrollment occurs during the month of September each year for a January 1 effective date the following year.

Long Term Disability Insurance

Benefit eligible district employees have long term disability insurance coverage. The entire cost of the coverage is paid by the employer and administered by KPERS. Disability income benefits provide a monthly benefit based on 66 2/3% of the employee's annual rate of compensation. To qualify for a disability benefit, an employee must have a total and permanent disability and be off work 180 (6 months) consecutive days. The disability may be either physical or mental.

Beneficiaries

Primary and contingent beneficiary forms are filled out at orientation, and are updated when an employee joins KPERS. Changes in beneficiaries or the name of a beneficiary (due to marriage, divorce, etc.) can be made on-line through the KPERS employee portal.

Plan 125 Benefits

District employees may elect to participate in the Cafeteria Plan 125 as a salary reduction or salary deduction according to the planned document. These plans are administered by the Kansas Association of School Boards and their Risk Management Agencies. Employees will be able to purchase benefits such as accident and health benefits, short-term disability insurance and flexible spending accounts for medical and dependent care. Enrollment information will be available on-line or from the human resource office.

Financial Products

Employees have the option to put additional money away for retirement in addition to KPERS by opening a pre-tax 403b or 457 account or an after-tax Roth account. <https://www.tsacg.com/individual/plan-sponsor/kansas/seaman-unified-school-district-345/> is the website for employees to see what financial options are available to you and the companies that provide them. Employees can enroll, make changes, or drop products at any time by contacting one of the participating providers.

KPERS 457 Deferred Compensation

Deferred compensation is a voluntary defined contribution retirement plan established by the state to help employees provide a supplement to their KPERS retirement income. Deferred compensation reduces income taxes while helping retirement savings grow. The plan is administered by Great-West Life & Annuity, and this is how it works:

- The employee decides how much money they want to defer.
- The money set aside from the employee is invested in the investment options chosen by the employee.

- The employee pays no federal or state income tax on the deferred amounts or its earnings.
- The employee pays no up-front administrative charges or annual fees, so 100% of the employee's contribution is invested in the employee's account.

There is no open enrollment period for deferred compensation, and you may increase, reduce, or restart their deferral once every 90 days.

Workers Compensation

1. Immediately report the injury or incident to the school nurse. Notify building administrator/director and Health Services Director (**Jenny Crowell, RN 575-8700 jcrowell@usd345.com**) if the nurse is not available.
2. A "**Seaman USD #345 Incident Reporting**" form must be completed before leaving the premises (if able to do so). This must be filled out within 20 days of the incident. This form is completed after the school nurse has assessed or evaluated the accident or injury. (This form can be completed by any school staff personnel, *in the absence of the school nurse*.) If injury is not emergent in nature, the school nurse or administrator/director will contact University of Kansas/**St. Francis Hospital Occupational Medicine Facility at 631 Horne Street, Topeka, Ks. 66606 (the second floor Continental Building)**. Please call **785-270-5000** and schedule an appointment for the Occupational Health Physician to evaluate the district employee. Hours are **Monday through Friday 7:00 am to 4:00 pm**.
3. A "**Registration/Treatment Consent by Employer Post-Accident at Work**" form *must also be completed* and sent with the district staff upon referral to St. Francis Hospital Occupational Medicine Facility. If after hours advise staff to proceed to St. Francis Urgent Care Center/Emergency Room for evaluation at 1700 SW 7th, Topeka, Ks. 66606, and any follow up will occur at the St. Francis Hospital Occupational Medicine Facility.
4. Both the "Seaman USD #345 Incident Reporting" form and St. Francis "Registration/Treatment Consent by Employer Post-Accident at Work" forms are available in all Seaman USD #345 health rooms and on the district website, on the "Administration" webpage.
5. The school nurse, or administrator/director, should contact the Health Services Director (**Jenny Crowell, RN 575-8700 or jcrowell@usd345.com**) and the SEC Workman's Comp designee (**Marty Nienstedt 575-8602**), and a copy of the "**Seaman USD #345 Incident Reporting**" form and the St. Francis "**Registration/Treatment Consent by Employer Post-Accident at Work**" form should be sent to SEC Workman's Comp designee (**Jenny Boggs 575-8602 or jboggs@usd345.com**) either electronically or via interdepartmental mail.
6. If the employee does not seek medical services, written documentation needs to be sent to SEC Workman's Comp designee verifying the reason for not seeking evaluation/treatment. If medical attention is needed at a later date, the employee must report the change in condition

to the school nurse, in person, for further evaluation and referral for medical care. The nurse will notify the Health Services Director and SEC Workman's Comp designee of this change in condition, and provide written documentation noting the change. If needed, staff member will be referred to St. Francis Occupational Medicine Facility and procedures should be followed as noted above in items 1 – 5.

7. Staff member must keep the school nurse informed of all visits to the physician and the results of those visits. Within 24 hours of the visit to the physician, staff are required to bring documentation of the physician evaluation to the school nurse for review prior to returning to work. A copy of this documentation will be sent to SEC Workman's Comp designee. The school nurse will coordinate the "return to work" with staff member, and their building administrator/director, as well as SEC designee.
 - If a life-threatening condition exists, notify 911, and provide emergency first aid as needed. If necessary, proceed to the nearest emergency room as requested by injured staff member.

It is also recommended that for all staff EMERGENCY injuries or illnesses, a supervisor accompany the staff member to the emergency room. Completion of the "Seaman USD #345 Incident" form, and the St. Francis "Registration/Treatment Consent by Employee Post-Accident at Work" form may occur when time allows, in the emergent situation.

8. If staff member is required by the physician to be off duty, they must report to the school nurse in person (if able) after every physician visit with a written progress report of their condition. They must also contact their building administrator/director to report their absence, indicating it is due to a work-related injury.
9. When released by the physician for light duty, the release must be presented to the school nurse prior to performing any duties. The modified work assignment will be reviewed and approved by both the school nurse and administrator/director prior to staff member's assignment of duties. Staff members may be required to perform duties outside of their normal assigned department or work station. Refusal to perform light duty may impact their worker's compensation benefits.
10. When the physician releases staff member for full duty, the written release must be presented to the school nurse immediately, and prior to their performance of any normally assigned duties. The school nurse will notify the administrator/director and the SEC Workman's Comp designee immediately of changes in work status. **Staff members must not place themselves or any co-worker at risk by performing tasks they have not yet been released to perform.**
11. If an accident/injury occurs when school is not in session and a school nurse is not available, any school staff personnel may complete the "Seaman USD #345 Incident Reporting" form, and their administrator/director (supervisor) can complete the St. Francis

“Registration/Treatment Consent by Employer Post-Accident at Work” form, and the above noted procedures are followed beginning with the next contracted work day.

All workdays missed before Worker’s Comp Temporary Total Disability (TTD) begin will be charged to sick leave, personal leave and/or annual leave unless otherwise specified in board policy, in this handbook, or the negotiated agreement.

Once TTD benefits begin, sick leave will no longer be charged. The employee's gross salary will be adjusted to reflect the benefit amount paid to them. If any retroactive benefits are received, the employee will be credited with the appropriate amount of sick leave.

Social Security

The State of Kansas participates in the Federal Social Security Program. Under the plan, both the employee and the employer, the State of Kansas, pay an equal social security tax on the wages of the employee, up to a maximum set by law. The employee's share is deducted from his/her monthly paycheck. If you have questions or need more information about this tax or any other payroll tax issue contact human resources.

Courtesy Passes

The Board will provide each classified employee with a Courtesy Pass to district- sponsored athletic activities with the exception of specified athletic tournaments and KSHSAA events. The pass will be valid for the employee and his/her immediate family only. Your current staff ID will serve as your pass each year.

Employee Assistance Program (EAP)

This program is administered by Guardian and is a comprehensive system of health offerings designed to help employees overcome life challenges that can affect their health, family life and job performance. It gives employees access to tools and services to live a balanced and happy life. It is available to employees, their spouse, live-in significant others and dependents up to age 26. It offers free legal and financial advice and also counseling services for emotional issues. It is available 365 days a year, 24 hours a day at 1-800-386-7055. Website access is available through ibhworklife.com and the password is 70101.

LEAVE

Sick Leave

Sick leave is the benefit the district provides you to remain in pay status due to personal illness or the illness of a family member that reasonably requires your presence.

Sick leave may only be used when an employee is unable to work because of personal illness or injury and for medical or dental appointments that cannot be scheduled outside your working

hours. In addition, you may use sick leave for the illness or disability of a family member, defined as spouse, son, daughter, father, mother, grandparents, and any step or in laws of the relatives listed; and minors residing in the employee's residence as a result of court proceedings. You may also use sick leave for the adoption of a child or initial placement of a foster child in your home when adoption or initial placement reasonable requires you to be absent from work.

All sick leave must be requested and approved in accordance with the process that will be explained to you by your supervisor. For absences of three days or more, the supervisor may require a medical statement verifying your reason for sick leave.

- a. Employees, working less than twelve (12) months shall earn ten (10) days of sick leave per year. Full year (12 month) employees shall earn twelve (12) days sick leave annually. Classified sick leave is accrued in hours equal to each individual's working day and cannot exceed the equivalent of 120 of an individual's workdays.
- b. Employees whenever possible should give prior notification to their supervisor before the work day starts. Each department has specific policies regarding the procedures for notification of absence.
- c. Persons hired after the beginning of the school year will have their sick leave prorated based on the remaining months in the school year.
- d. Employees must complete the necessary processes for requesting sick leave A medical statement verifying the employee's illness, or release to return to work may be requested by the employee's supervisor.
- f. If all sick leave is used during the term of the contract and BEFORE the contract is renewed, or if the employee has not yet worked on the new contract, then the employee's absence will be treated as leave without pay.
- g. Classified employees shall be paid for all accumulated unused sick leave up to 50 days, at the time of the employee's KPERs eligible retirement from Seaman USD 345 or death while employed by Seaman USD 345 at rate of 50% of Column E, Starting pay of the classified salary schedule per normally scheduled day.

Sick Leave Buyback

Classified employees, upon accumulation of thirty (30) days of sick leave:

1. may choose to place the remaining annual sick leave days for the current year into the individual's sick leave accumulation,
OR
2. may cash the remaining annual sick leave days (in hours equal to the contracted work day) for the current year at the rate of 70% of the starting pay for Column D on the

Classified Salary Schedule,

AND

3. must maintain a minimum of thirty (30) days of sick leave to be eligible for (1) or (2) A combination of choices (1) or (2) may be made. The total of (1) plus (2) plus the number of sick leave days used must equal the number of sick leave days granted at the beginning of the contract year, or ten (10) days, whichever is less. Personal leave days placed in sick leave will not be eligible for buyback. Employees must notify the human resource department of their choices before 1 June of each year.

Voluntary Sick Leave Sharing

The District classified staff may participate in a Voluntary Sick Leave Pool provided they meet the following guidelines:

Sick Leave Sharing Plan -- Any eligible (full or part-time employee eligible to receive sick leave benefits) certified employee may participate in the Sick Leave Sharing Plan as a recipient or donor with others in the certified employee group. The days will be administered by the USD 345 Human Resources Department.

Recipient of Sick Leave Sharing Plan Days must meet the following guidelines:

- Have a physician statement attached to the appropriate district form (Sick Leave Sharing Plan Request form) which indicates why the employee will need sick leave.
- All sick, personal, and vacation leave must be exhausted before a request can be made for Sick Leave Sharing Plan Days.
- A sick Leave Sharing Plan requests is signed by the recipient or his/her representative indicating acceptance of the donated days.
- A recipient of Sick Leave Sharing Plan days cannot donate Sick Leave Sharing Plan days to another employee.

Donor of Sick Leave Sharing Plan Days guidelines:

- Shall not be pressured into donating to the Sick Leave Sharing Plan.
- The donor will complete the Sick Leave Sharing Plan donor's form.
- The sick leave days shall not be donated in less than the one hour units.
- The donated day cannot be recovered by the donor.
- The donor must have 10 sick leave days accumulated before the donor is allowed to donate.

Conditions of Use

- A recipient is limited to a total of thirty (30) Sick Leave Sharing Plan days per event.

- Classified employees across the district may donate sick leave days to any other benefit eligible classified employee.
- The donated Sick Leave Sharing Plan days will become effective when all eligibility requirements are met as substantiated by the required forms.
- Employees cannot save or carry over donated Sick Leave Sharing Plan days for a future occurrence.
- Extraordinary circumstances will be considered on a case-by-case situation by Human Resources.

It is understood that the decision to become a Sick leave Sharing Plan donor or recipient is voluntary on the part of the certified employee(s) and neither the Board of Education nor USD 345 will be held responsible should a donor be sought, but no donor comes forward.

Personal Leave

- a. Classified School Secretaries, Paraprofessionals, Food Service and Transportation employees are eligible one (1) day of personal leave accrued in hours equivalent to the individual's work day.

Twelve month classified employees are eligible for two (2) days of personal leave. Building custodians must use one of their personal days when school is not in session.

- b. The employee requests such leave through his or her supervisor prior to taking the leave.
- c. The employee must work one day on the new contract year before a personal day may be issued.
- d. Classified employees may elect to place their unused personal leave day into their sick leave accumulation. Employees must notify the business department of their intent before 15 June of each year. (Food service employees must notify the food service department).
- e. Personal leave is excluded from compensation at separation from USD #345

Vacation Leave (Paid Vacation for 12 Month Classified Employees Only)

- a. Twelve-month, classified staff earn ten (10) days of paid vacation per year. After five years of full-time service to the district twelve (12) days are earned. Fifteen (15) days are earned after ten years of full-time service to Seaman. Twenty (20) days are earned after twenty years of service and beyond. All vacation days are accrued and use must be approved by supervisor in advance.
- b. Accrued vacation up to 50% of accrued annual hours may be carried over to the next school year only.

- b. Employees leaving the district shall be paid for accrued vacation time at the employee's regular daily rate of pay.
- c. Classified employees transferring to a twelve-month position will have their years of service computed in equivalent months for vacation eligibility.

Jury Leave and Subpoenaed Court Appearances

Any employee who receives a notice from a court of law that he/she will be required to serve on a jury or is subpoenaed by a court of law, except for personal defense for criminal or civil cases, is entitled to leave with pay.

- a. Upon notification of the jury duties the employee must inform the administrator about the official summons for jury duty.

Bereavement Leave

Bereavement Leave for Death in the immediate family: Each employee may take a maximum of three (3) days bereavement leave per occurrence, this leave will not be counted against a staff members sick or discretionary leave if taken for immediate family. Immediate family shall mean spouse, children, siblings, spouse's parents, spouse's siblings, parents, grandparents, and grandchildren of employee. Bereavement leave for other individuals may be granted by administrative supervisor and deducted from the employee's sick leave.

Holidays

Classified staff are eligible for the following paid holidays based on their work year calendar:

School Secretary: Labor Day, Thanksgiving Day, Christmas Day, one day during Winter Break, New Year's Day, Martin Luther King Jr. Day, one (1) day during Spring Break, and Memorial Day.

10 Month Paraprofessionals, Food Service, and Transportation employees: Labor Day, Thanksgiving Day, Christmas Day, one day during Winter Break, New Year's Day, Martin Luther King Jr. Day, and one (1) day during Spring Break.

Twelve Month Classified Staff: Independence Day, Labor Day, Wednesday-Friday Thanksgiving Week, Christmas Eve Day, Christmas Day, ½ day on New Year's Eve, New Year's Day, Martin Luther King Jr. Day, one (1) day during Spring Break, and Memorial Day.

When a holiday falls on a Saturday, it is observed on the preceding Friday. When it occurs on a Sunday, it is observed on the following Monday. If you are a non-exempt employee and are required to work on a holiday, you are entitled to holiday overtime credit for the hours worked at 1-1/2 hour's credit for each hour worked. Employees should have pre-approval from their supervisors before working on a holiday.

Family Medical Leave Act (FMLA)

Federal law enacted in 1993 provides that employees **who have been employed for at least 12 months and have been employed in a position that requires at least 1,250 hours per year** are entitled to use 12 work weeks (480 hours) of leave during a 12-month period from the first day leave was taken for qualifying circumstances. Qualifying circumstances include:

- the birth of a child or placement of a child with you for adoption or foster care
- and care of the child upon birth or placement in your home;
- caring for a family member with a serious health condition; or
- your own serious health condition that makes you unable to perform the functions of your position.

The military family leave provisions of the Family and Medical Leave Act (FMLA) entitle eligible employees of covered employers to take FMLA leave for any “qualifying exigency” arising from the foreign deployment of the employee’s spouse, son, daughter, or parent with the Armed Forces, or to care for a service member with a serious injury or illness if the employee is the service member’s spouse, son, daughter, parent or next of kin.

The Human Resources Office will provide the necessary paperwork to request family medical leave should an employee be off work due to any of the above circumstances. The 12-week entitlement will be counted from the date you are off from work due to the medical condition and have entered leave without pay status. While in leave without pay status during the course of your absence, health insurance benefits will be continued on the same basis as coverage would have been provided if you had been continuously employed. The employee will be responsible for paying their portion of the premium directly to the agency during that time.

Leave Without Pay

The superintendent or his or her designee shall determine whether approval of each request for leave without pay is for the good of the service, and shall approve or disapprove the request. The appointing authority may require use of accumulated vacation leave and accumulated sick leave before approval of leave without pay. When the leave without pay exceeds 30 days, you are also responsible for the employer’s contribution for payment of health insurance premiums unless the leave is designated for FMLA purposes. Contact the Seaman USD 345 human resources office for more information.

Lunch Breaks

Employees working more than 6 hours in a day must take a lunch period of at least 30 minutes. The lunch break should be taken within the middle hours of an employee’s shift whenever possible.

Breaks

Work breaks are not required by law or regulation, but are good business practice. If possible, employees are entitled to one 15-minute break during each 4-hour work period. Breaks cannot be combined, broken up into smaller breaks, banked from day to day, used to extend the lunch break, or be taken at the start or end of a shift.

RETIREMENT

KPERS

The Kansas Public Employees Retirement System (KPERS) was established in 1961 for State of Kansas public employees to provide a defined benefit pension plan. KPERS membership is mandatory for all employees in eligible positions (17 ½ hours or more per week).

Employees become members and begin contributing to KPERS at hire. Employee contributions are fixed by statute at 6 percent of gross compensation and are excluded from gross income for federal income tax purposes. Employee contributions are taxable for state income tax purposes. The employer contributions remain with KPERS at the time an employee terminates and withdraws. If an employee terminates employment and is vested in KPERS (5 years or more of credited service), they may leave their contributions with KPERS and draw a benefit when they meet one of the full-retirement criteria. Contributions will continue to receive interest although interest only comes into play with a lump sum payout. The employee may choose to make application for withdrawal of accumulated contributions. Amounts withdrawn may be subject to Federal income taxes and are subject to mandatory withholding of 20% if not rolled over to another qualified plan or to an IRA. If an employee terminates employment and is not vested in KPERS (less than 5 years of credited service), they may choose to make an application for withdrawal of accumulated contributions. If the contributions are not withdrawn, their KPERS membership will be protected for 5 years. Interest will continue to be credited and should the employee be re-employed in a covered position within the 5-year period, their participation in KPERS would be immediate. If the employee does not return to covered employment and they do not withdraw their contributions, their contributions will revert to the employer's reserve at the end of the 5-year protection of membership and no further interest will be credited. An employee may receive the reverted contributions by completing a special affidavit. There are three different KPERS plans, depending on your hire date.

KPERS 1

New employees hired before July 1, 2009

Full Retirement Eligibility:

Age 65 with 1 year of service, Age 62 with 10 years of service, or any age when age + service = 85

KPERS 2

New employees hired after July 1, 2009 and before January 1, 2015

Full Retirement Eligibility:

Age 65 with 5 years of service or Age 60 with 30 years of service

KPERS 3

New employees hired after January 1, 2015

Full Retirement Eligibility:

Age 65 with 5 years of service or Age 60 with 30 years of service

Employees can access their accounts to make beneficiary changes, see account balance, and estimate retirement benefits at the KEPRS members portal at

<https://member.kpers.org/wfmLogin.aspx>

Retirement Honorarium

Retiring full-time personnel, having been in the district five or more years will receive an honorarium of \$25.00 per year of service to the district.

Retirement Benefits-Health Insurance

Staff members reaching retirement qualifications as certified by KPERS may be eligible for certain district health benefits based upon the provisions of Board Policy GBQ-R. Board Policy GBQ-R is attached at the end of this document.

MISCELLANEOUS ITEMS

Orientation

The Human Resources Office generally presents orientation to all new employees within the first week of employment. Information provided in the orientation includes:

- Seaman USD 345 personnel policies and procedures
- Benefits

Staff Development

1. All employees are expected to participate in staff development activities as part of their job and personnel may be permitted to attend state and regional meetings.
2. Employees wishing to attend a specific staff development activity should seek the approval of the immediate supervisor and building principal/director.

3. Costs incurred are generally paid by the district, if expenses are approved in advance. Meal, travel, and expense reimbursements have limits.
4. If an employee attends an approved staff development activity during duty hours, no deduction in work time pay will occur for the staff development time.

General Policies

1. Employees are expected to accomplish the work outlined by their supervisor in a thorough and efficient manner.
2. Employees are expected to treat students, parents, visitors, supervisors and fellow employees with respect and courtesy.
3. Relatives of employees, who are able to qualify for position vacancies on their own merits, will be considered for employment. They may not work in positions where one relative is responsible for the supervision of another.

Whistleblower Policy

The district encourages complaints, reports or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports could include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations or other similar illegal, mistreatment of students or staff, or improper practices or policies. The district prohibits retaliation by or on behalf of the district against staff members who make good faith complaints, reports or inquiries under this policy or for participations in a review or investigation under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, or vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the board of education.

Health Examinations

Health examinations are necessary for all district and contract service personnel who come in direct contact with students.

As a condition to entering employment, new employees and contract service personnel in any of these categories in the district are required to complete a physical examination and TB test at the time of employment with the district. The employee must present a district-approved form, to the

appropriate department, which states "that there is no evidence of physical condition that would conflict with health, safety, or welfare of the pupils and that freedom from tuberculosis has been established. If at any time there is a reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils, the school board may require a new certification of health." (K.S.A. 72-5213)

Bus Drivers

A physical exam is required for all drivers according to their specific DOT card. The district has a contract with a local clinic to provide exams for all drivers at no additional cost to the driver. Drivers also have the option of using their own doctor and receiving the district reimbursement. Any additional examination services above the minimum requirements (such as a chest x-ray instead of the skin test for tuberculosis screening), will be at the expense of the individual employee. (See current "Bus Driver Information and Benefits" sheet for name of clinic and amount of reimbursement.)

NOTE: The Board reserves the right to have any employee examined at any time by a physician of the board's choice to determine if the employee is mentally and/or physically able to fulfill the obligations of employment and/or the policies and rules of the board. The costs of any examination required will be borne by the Board.

Bulletin Boards

You can find important information about the district and your employment posted on the bulletin boards in your buildings. This is where we post important information regarding your legal rights, including information about equal employment opportunity laws and wage and hour laws. We expect all employees to periodically read the information on the bulletin board.

Access and Updating Personnel Records

You are one of the few people who have access to your personnel file. If you wish to review your file or photocopy any of your records, the HR staff or your supervisor can assist you. Most employees face many changes in their personal lives during their career. Some may be as simple as a change of address or telephone number. Others may be more involved, such as birth, adoption, marriage, or divorce. Always notify Human Resources of changes in your personal situation.

Gifts

Employees are not to receive incentives or gifts from sales representatives or vendors. Any gifts, such as pens, candy, etc. become district property.

Solicitation

Of Employees: Unless permission is granted by the appropriate supervisor solicitation of employees by any vendor, student, other school district employee or patron during normal duty hours is prohibited.

By Employees: No employee may attempt, during regular duty hours, or on school property, to sell or endeavor to influence any student or school employee to buy any item or service which would directly or indirectly benefit the school employee.

Outside Employment

Classified employees shall not be excused during work time to perform outside work. Classified employees shall engage in no outside employment, which by nature or duration will impair the effectiveness of their assigned duties.

Conflict Of Interest

District employees are prohibited from engaging in activities, which conflict with or detract from the effective performance of their duties.

Use Of School Equipment Or Property

Employees are not to remove from the facility or use for personal use, any equipment or property belonging to USD #345 without authorization from the Superintendent or his/her designee. Carelessness, neglect and/or improper use of equipment, which may cause injury to persons or damage to equipment, may result in disciplinary action, which may include unpaid suspension, and/or dismissal.

Personal Property

The district does not provide insurance for employees' personal property and, therefore, does not assume any liabilities. If an employee's personal property is broken, damaged or stolen while the employee is on duty, repair or replacement is the employee's responsibility.

Worksite Lactation Policy

Seaman USD 345 provides breastfeeding employees with the following:

Reasonable Time to Express Milk at Work

Employees shall be provided reasonable time to express milk while at work for up to three years following the child's birth each time the employee has need to express milk. Employees should use usual break and meal periods for expressing milk, when possible. If additional time is needed beyond the provided breaks, employees may use personal leave or may make up the time as negotiated with their supervisors.

A Private Area for Milk Expression

Employees will be provided with a private place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, to express breast milk. The room can be a designated space for lactation. If this is not practical or possible, a vacant office, conference room, or other small area can be used so long as it is not accessible or visible to the public or other employees while the nursing employee is using the room to express milk.

The room will:

- Be in close proximity to the employee's work station when possible
- Have a door equipped with a functional lock or, if this is not possible, the room will have a sign advising that the room or location is in use and not accessible to other employees or the public
- Be well lit
- Ensure privacy by covering any windows with a curtain, blind, or other covering
- Contain at a minimum a chair and a small table, counter, or other flat surface
- Ideally include an electrical outlet and nearby access to clean water

No employee shall be discriminated against for breastfeeding or expressing milk during the work period, and reasonable efforts will be made to assist employees in meeting their infant feeding goals while at work.

This policy shall be communicated to all current employees and included in new employee orientation training.

Any act found to be intentional that invades a nursing mother's privacy shall be treated as a disciplinary offense and reported to the appropriate manager.

Employer Responsibilities

Seaman USD 345 will:

- Maintain the cleanliness of the room or location set aside for the use of employees expressing breast milk at work.
- Notify employees taking parental leave for the birth of a child of their rights under this policy. This notice may either be provided individually to affected employees or to all employees generally through posting in a central location.
- Provide an atmosphere of support for breastfeeding employees and will educate all supervisors and co-workers about this policy.

Employee Responsibilities

Breastfeeding employees utilizing lactation support services will:

- Give supervisors advance notice of the need for time and a place to pump upon return to work, preferably prior to their return to work following the birth of the child. This will allow supervisors the opportunity to establish a location and work out scheduling issues.
- Maintain the designated area by wiping the pump (if provided) and surfaces with microbial wipes so the area is clean for the next user.
- Ensure the safekeeping of expressed breast milk stored in any refrigerator on the premises. Breast milk can be stored in a general company refrigerator, in a refrigerator provided in the lactation room, or in the employee's personal cooler.

Support Staff of the Year Program

Seaman USD 345 recognizes the importance of support provided by non-instructional staff. Under the direction of the superintendent, the Support Staff Employee of the Year award is presented annually. This award is presented at the annual Back to School Meeting in August of each school year. Support staff includes custodians, secretaries, maintenance staff, food service staff, health staff, bus drivers, paras, and any other non-instructional staff members. A plaque and a day off with pay will be awarded to the staff member selected for this honor. A committee will review all nominations and select the winner based on the nomination form and information provided by a direct supervisor. Nominations are accepted in the spring for the award for the current school year.

Travel

If your position is exempt under FLSA, your salary covers all hours spent traveling on state business. If your position is non-exempt, the compensability of the time you spend traveling on state business depends on the kind of travel involved. For example, one day special assignments (training) would allow non-exempt employees to be compensated for all hours spent traveling to and from the special assignment, less the meal period. In the case of overnight travel, only those hours that cut across a non-exempt employee's regular work hours would be compensable, less the meal period. Other hours can be counted only if actual work is performed. Reimbursements for travel expenses shall be submitted to the business office. The form and the required documentation shall be provided by and then submitted to your supervisor for final approval.

Dress

Dress will vary in the district depending on the type or work being done. Whatever the dress in your work unit is, you are expected to dress in a manner that will be safe during the performance of work and will not cause an undue disruption to the workplace.

Staff Relations

Equal Treatment: As coworkers, we are to treat each other equally, regardless of sex, age, race, ethnic background, political beliefs, religious affiliation, disability, or employment status. We

should avoid an activity of language that could be construed as discriminatory based on any of the above factors. Language, jokes, written communication, gestures, or other means that slander or cause discomfort to a coworker is unacceptable. This includes, but is not limited to, racial or ethnic slurs, sexual harassment, jokes or slurs based on a person's religious affiliation or other language or communication which coworkers may find offensive.

Personal Consideration: Each of us has the right to expect the protection of our personal privacy and the confidentiality of our work projects. We should guard against accidental disclosure of information that could personally affect another employee, or which another employee would rather keep confidential. Gossip, careless handling of written information, or other inconsiderate disclosure of information about a coworker is not acceptable. No employee should attempt to use personal advantage any confidential or sensitive information concerning a coworker. No employee should disclose, or allow to be disclosed by action or inaction, confidential or sensitive information which could harm a coworker if made public or which the coworker would rather keep private.

Employee Information Changes

Employees are responsible for notifying our human resources office and your supervisor by logging into TalentEd Records and filling out the appropriate form of any changes in name, address, marital status, emergency information, or any other pertinent information that could impact your ability to receive information, benefits, paychecks or other important messages from this office.

E-mail and Internet:

Electronic mail is provided as a vehicle for communication between district employees. The internet enables employees to access information from outside sources. These resources are to be used for official business purposes. Any personal use of these technologies must be short in duration and must not disturb work responsibilities or adversely affect the productivity of the employee. The nature of these electronic resources is such that employees must have no expectation to privacy. Electronic mail and internet use is monitored by the Seaman Technology Department. This monitoring is necessary to ensure that district resources are not used inappropriately.

Inappropriate use of electronic resources includes:

- Accessing or distributing obscene, pornographic, or sexually explicit material
- Distribution of e-mail that is discourteous or in bad taste
- Distribution of electronic mail that is offensive or insulting in nature including, but not limited to, information that is related to race, color, sex, religion, national origin, ancestry, age, and/or disability

Violations may result in disciplinary action including termination of employment. All employees will sign an Acceptable Use Agreement related to technology use.

Identification Cards

All employees will be required to obtain an identification card. This card is used for security and identification purposes and should be worn at all times when you are working.

Vehicles, Operating on District Business

Seaman USD 345 employees must have a valid driver's license to operate a district-owned or leased vehicle or personal vehicle (while on district business). Traffic violations convictions which impact the employee's ability in having a valid driver's license (suspension of license, restriction of license, etc.) must be reported to their immediate supervisor. Willful damage or abuse of district vehicles, willful endangerment of lives and/or property, improper use of district property, and being under the influence of alcohol or drugs while operating a district vehicle is grounds for suspension or termination. All district employees operating or riding in a district-owned vehicle shall have the seat belts properly fastened while the vehicle is in motion. Any collision, traffic citations, or other incident involving a district vehicle shall be reported, by the employee involved, to the Director of Transportation with a description of the incident. Failure to make this report may be cause for disciplinary action for the employee involved.

Bus Driver Recruitment Incentive

Any active employee (one who is currently receiving paychecks from the district) that is responsible for recruiting a new bus driver (regular or substitute) according to established procedures shall receive \$300.00. The established procedure is as follows: The proposed employee must attest/pledge their interest in becoming a USD #345 bus driver by filling out the required form. The form must be jointly signed and dated both by the USD #345 active employee who recruited the bus driver, and the proposed bus driver, prior to the beginning of training. The proposed bus driver must be successful in completing all aspects of becoming a driver which includes the initial hire, passing all requirements to obtain a valid Kansas Commercial Driver's License (CDL), as well as district requirements in becoming a district employee as a bus driver.

The USD #345 active employee who recruited the new driver will receive a one-time payment of \$300 once the newly recruited driver has completed 20 working days of actually driving a route by themselves as a qualified regular or substitute USD #345 School Bus Driver. The \$300 will be subject to taxes and other required deductions and will be paid as part of the monthly payroll cycle.

Inclement Weather

In the case where school is cancelled due to inclement weather, the first and second day missed will not be made up. You will receive those days off with pay. The third and fourth days missed due to inclement weather will be made up utilizing the snow days built into the district calendar. Subsequent days missed due to inclement weather will not be made up unless the district does not meet the statutory requirement for annual hours of school.

GBQ-R – Retirement Benefits

Staff members reaching retirement qualifications as certified by KPERS and having worked a total of 20 or more years in the district, with at least 10 years of continuous service immediately before retirement, who retire, will be eligible for certain district health benefits, provided they meet the criteria for one of the groups listed below.

Group 1 – Permanent Policy

- Age 60 or greater, or having worked a total of 30 continuous years in the district
- Minimum of five years' continuous enrollment in the District Health Plan immediately before retirement
- Group 2 – Grandfather Policy
- 20 years employment in the District before 1 July 2019
- Enrollment in District Health Plan before 9 June 2014
- Age 55 or greater
- Minimum of two years' continuous enrollment in the District Health Plan immediately before retirement
- Group 3 – Grandfather Policy
- 20 years employment in the District before 1 July 2019
- Continuous enrollment in the District Health Plan from 1 September 2014
- Age 58 or greater
- Minimum of two years' continuous enrollment in the District Health Plan immediately before retirement

Administrators or Directors electing retirement under KPERS who meet the criteria for one of the groups above, with the exception that the words "10 years" shall replace the words "20 years", may receive a pro-rated retirement benefit according to the following schedule. The

district will pay the pro-rated amount of a single membership for the individual until that individual reaches Medicare eligibility.

<u>Yrs of Service</u>	<u>Dist. Benefit%</u>	<u>Yrs of Service</u>	<u>Dist. Benefit %</u>
10	50%	16	80%
11	55%	17	85%
12	60%	18	90%
13	65%	19	95%
14	70%	20	100%
15	75%		

Staff Members (other than Administrators or Directors) electing retirement under KPERS who meet the criteria for one of the groups above, with the exception that the words “11 years” shall replace the words “20 years”, may receive a pro-rated retirement benefit according to the following schedule. The district will pay the pro-rated amount of a single membership for the individual until that individual reaches Medicare eligibility.

<u>Yrs of Service</u>	<u>Dist. Benefit%</u>	<u>Yrs of Service</u>	<u>Dist. Benefit %</u>
11	10%	16	60%
12	20%	17	70%
13	30%	18	80%
14	40%	19	90%
15	50%	20	100%

Staff members meeting the criteria for one of the groups above, requesting in writing, and being granted approval by the Board for retirement, are eligible to maintain membership in the district health plan. The district will pay up to the cost of a single membership for the individual in the District health plan.

Payment of the single membership will begin with the September premium and continue until the staff member reached the age of Medicare eligibility. The retiring staff member will be responsible for his/her portion of the premium prior to the beginning of the paid retirement benefit. The district will continue payment of the present district benefit during the transition time.

Any retired staff member who elects to terminate coverage under the district-adopted health and accident plan will not be allowed to rejoin the plan at a future date.

The Board may pro-rate all payments under this section based on available monies. All changes shall be communicated to retired staff members by July 1 of each year. All health insurance premium amounts of paid by the Board shall be the responsibility of the retired staff member. Failure to pay these amounts may result in the loss of health insurance coverage.

The Superintendent may, at his discretion, recommend the benefit for any employee:

1. Whose retirement would benefit the district, or
2. Whose denial of the retirement benefit would constitute an undue hardship.

The Seaman USD 345 Human Resources Office is located on the 3rd floor of the Seaman Education Center Building, 901 NW Lyman Rd. Topeka, KS 66608. Throughout the course of your employment with Seaman USD 345, the human resource office will serve as a resource regarding all aspects of your employment. They can be reached at 575-8602.