

Board Policy G - Personnel

GAA: Goals and Objectives

The goal set forth in this policy and rule section is to create the best possible educational climate. These personnel policies are designed to prevent misunderstanding by the personnel of the district about their duties and privileges. In order to further develop trust and understanding, the board seeks to involve personnel in the development of policies affecting staff positions.

All personnel handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules. (See BDC)

Approved: October 12, 1998

GAAB: Complaints of Discrimination

The 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 compliance coordinator for investigation and corrective action by the building

Board Policy G - Personnel

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.

Ron Alford, Director of Personnel, 1520 N. Plum, Hutchinson, KS

67501, (316) 665-4419 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] 973, and The Americans with Disabilities Act of 1990.

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 educa-

Board Policy G - Personnel

tion.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures. (See KN)

Approved: October 12, 1998

GAAC: Sexual Harassment (See GAF)

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

Board Policy G - Personnel

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.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but 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

Board Policy G - Personnel

has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The district encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately.

Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator.

Board Policy G - Personnel

Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may

also face disciplinary action.

Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a sexual harassment complaint is prohibited.

Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint: The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

False or malicious complaints of sexual harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each

Board Policy G - Personnel

district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Updated: 8/9/04

GAACA: Racial Harassment: Employees (See GAF)

The board of education is committed to providing a positive and

productive working and learning environment, free from discrimination, in-

cluding harassment, on the basis of race, color or national origin,

Racial

harassment will not be tolerated in the school district. Racial harassment of

employees or students of the district by board members, administrators, cer-

tified and support personnel, students, vendors, and any others having busi-

ness or other contact with the school district is strictly prohibited,

Racial harassment is unlawful discrimination on the basis of race,

color or national origin under Titles VI and VII Civil Rights Act of 1964,

Board Policy G - Personnel

and the Kansas Acts Against Discrimination. All forms of racial harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Racial harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to racially harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violations of this policy by any employee shall result in disciplinary action, up to and including termination.

Racial Harassment is racially motivated conduct which:

1. Affords an employee different treatment, solely on the basis of race, color or national origin, in a manner which interferes with or limits the ability of the employee to participate in or benefit from the services, activities or programs of the school;

Board Policy G - Personnel

2. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of creating a hostile working environment;

3. Is sufficiently severe, pervasive or persistent so as to have the purpose or effect of interfering with an individual's work performance or employment opportunities.

Racial harassment may result from verbal or physical conduct or written or graphic material.

The district encourages all victims of racial harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of racial harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to racial harassment should discuss the problem with their immediate supervisor, If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the district compliance coordinator, Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the district's

Board Policy G - Personnel

discrimination complaint procedure. (See KN)

Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes racial harassment under the definition outlined above. Unacceptable conduct may or may not constitute racial harassment, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

An employee who witnesses an act of racial harassment or receives a complaint of harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of racial harassment to appropriate school officials may face disciplinary action, School administrators who fail to investigate and take corrective action in response to complaints of racial harassment may also face disciplinary action.

Initiation of a complaint of racial harassment in good faith will not adversely affect the job security or status of an employee, nor will it

Board Policy G - Personnel

affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of a racial harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to termination of employment.

To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the district's obligation to conduct a thorough investigation, to take appropriate action or to provide due process to the accused, False or malicious complaints of racial harassment may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each district facility. The policy shall also be published in student, parent and employee handbooks as directed by the district's compliance coordinator, Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

Approved: October 12, 1998

Updated: July 7, 2003

Board Policy G - Personnel

GAAD: Child Abuse (See JCAC)

Any district employee who has reason to know or suspect that 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 social rehabilitation services (SRS) office or to the local law enforcement agency if the SRS office is not open.

Approved: October 12, 1998

GAAD-R: Child Abuse

The employee making the report will not contact the child's family or any other persons to determine the cause of the suspected, abuse or neglect.

SRS Access to Students on School Premises (See JCAC)

The building principal shall allow a student to be interviewed by SRS or law enforcement representatives on school premises and shall act as appropriate to protect the student's interests during the interview.

Cooperation Between School and Agencies

Principals shall work with SRS and law enforcement agencies to

Board Policy G - Personnel

develop a plan of cooperation for investigating reports of suspected child abuse or neglect. To the extent that safety is not compromised, law enforcement officers investigating complaints of suspected child abuse or neglect on school property while school is in session shall not be in uniform.

Reporting Procedure

The employee shall promptly report to the local SRS office or law enforcement if SRS is closed. It is recommended that the building administrator also be notified after the report is made.

If the building principal has been notified, the principal shall immediately notify the superintendent that the initial report to SRS has been made.

If appropriate, the principal will confer with the school's social worker, guidance counselor or psychologist. At no time shall the principal or any other staff member prevent or interfere with the making of a report of suspected child abuse.

If available, the following information shall be given by the per-

Board Policy G - Personnel

son making the initial report: name, address and age of the student; name and address of the parents or guardians; nature and extent of injuries or description of neglect or abuse; and any other information that might help establish the cause of the child's condition.

Any personal interview or physical inspection of the child by any school employee shall be conducted in an appropriate manner with an adult witness present.

Anyone making a report in accordance with state law and without malice shall be immune from any civil liability that might otherwise be incurred or imposed.

Approved: October 12, 1998

GAC: Policies and Rules Development Involvement

In the development of personnel policies, rules and regulations, the board shall, to the extent practicable, involve the employees of the district.-

Approved: October 12, 1998

GACA: Positions

Only those positions authorized by the board may be filled.

Board Policy G - Personnel

Approved: October 12, 1998

GACB: Job Descriptions

A job description for each category of employees shall be developed by the superintendent. The job description shall be filed with the clerk and may be published in the appropriate handbook.

Approved: October 12, 1998

GACC: Recruitment and Hiring

Recruitment

The board delegates recruiting authority to the superintendent. In carrying out this responsibility, the superintendent may involve administrators and other employees.

Hiring

The board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the board.

Hiring sequence

- Conditional offer of employment to the candidate;
- Acceptance by the candidate;

Board Policy G - Personnel

- Contract or other appropriate document sent to the candidate and candidate's acceptance signified by a signed document returned to the superintendent; and
- Approval of the contract or other documents by the board.

Provisional Employment

The board may offer provisional employment to an applicant pending receipt of the results of the criminal history records check required by the Board and/or law. Any agreement for

provisional employment shall specify that the employment is subject to termination by the board,

without further proceedings and without reference to any other law or contractual agreement, if

the results of the criminal history records check reveal that the applicant has been convicted of any

offenses specified in law.

Approved: 7/24/00

Updated: 9/10/2001

GACC: Recruitment and Hiring: GACC-2

Provisional Employment

Board Policy G - Personnel

The board may offer provisional employment to an applicant

pending receipt of the results of the criminal history records check required by law. Any agreement for provisional employment shall specify that the employment is subject to termination by the board, without further proceedings and without reference to any other law or contractual agreement, if the results of the criminal history records check reveal that the applicant has been convicted of any offenses specified in law,

Approved: 7/24/00

Hutchinson Public Schools
Hutchinson, Kansas

The following statements should be included on all job applications:

1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or missing of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.
2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from an liability for any damages that may result from

Board Policy G - Personnel

furnishing such information to you. I authorize any background checks by any third party.

3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.

4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation and I release you from all liability for any damages that may result from your doing so.

Signature of Applicant

Date

Approved: 7/24/00

Hutchinson Public School

Hutchinson, Kansas

Affidavit of Continuous Residency

STATE OF KANSAS

SS:

COUNTY OF _____

I, (name), of lawful age and being first duly sworn on my oath, allege and state

Board Policy G - Personnel

as follows:

1. That I have been a permanent resident of the State of Kansas for the past _____years.

2. That I have resided at the following addresses for the last 10 years:

(List most recent first.)

Address (Street Address, Town or City and Zip Code) : From To

Name _____

SUBSCRIBED AND SWORN TO before me this

day of

,20_.

Notary Public

My appointment expires:

GACD: Employment Eligibility (Form I-9)

All employees of the district, at the time of employment, shall pro-

vide verification of identity and employment status to the superintendent.

Pre-employment background checks may be conducted by the district

Board Policy G - Personnel

prior to contracts or work agreements being offered to prospective employees.

Approved: October 12, 1998

GACD-R Employment Eligibility Verification (Form I-9)

The superintendent shall maintain a file on all of the district's

employees hired after November 6, 1986, proving that each employee has

verified their identity, employment status, U.S. citizenship, or legal alien

status. Evidence to be used to verify identity, employment status, U.S. citi-

zenship, or legal alien status should include at least two of the following

documents, one of which contains a current photo of the employee: birth cer-

tificate, social security card, or a current driver's license; or one of the fol-

lowing: U.S. passport, certificate of U.S. citizenship, certificate of naturali-

zation, unexpired foreign passport, or resident alien card.

Approved: October 12, 1998

GAD: Employee Development Opportunities

Employees are encouraged to develop and submit, through supervisory

channels, plans or proposals for the improvement of skills, knowledge and

technical performance capabilities.

Board Policy G - Personnel

Approved: October 12, 1998

GAD-R Employee Development Opportunities

All plans for self-improvement that involve the expenditure of district funds shall be approved by the board.

Approved: October 12, 1998

GADA: In-Service Education

There shall be a program of in-service education for employees which meets minimum statutory requirements, and which promotes continuous professional development, diversification in academic foundations or subject knowledge, improved job effectiveness and enhanced skills. When appropriate, the superintendent shall consult with the staff affected by the inservice.

Approved: October 12, 1998

GADA-R: In-Service Education

All appropriate employees shall attend in-service education sessions unless excused by the superintendent. Inservice programs may utilize all or a portion of the work day,

Approved: October 12, 1998

Board Policy G - Personnel

GAE: Grievances

See Professional Agreement, Article V.

Approved: October 12, 1998

GAEA: Complaints of Discrimination

Discrimination against any individual on the basis of race, color, na-

tional origin, sex, disability, age, or religion in the admission or access to, or

treatment or employment in the district's programs and activities is prohib-

ited, Ron Alford, 1520 North Plum, Hutchinson, KS 67501 -1908, 316-665-

4419 has been designated to coordinate compliance with nondiscrimination re-

quirements contained in Title VI of the Civil Rights Act of 1964. Title IX of

the Education Amendments of 1972 is coordinated by Gary Carson, Assistant

Superintendent for Operations, 316-665-4440, 1520 North Plum, Hutchinson,

KS 67501-1908. Section 504 of the Rehabilitation Act of 1973 and The

Americans with Disabilities Act of 1990 are coordinated by Connie Clark, Di-

Board Policy G - Personnel

rector of Student Services, 316-665-4426, 1520 North Plum, Hutchinson, KS
67501-1908.

Complaints of discrimination should be addressed to an employee's
supervisor or to the compliance coordinator. Complaints against the superin-
tendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's dis-
crimination complaint procedure. (See KN)

Approved: October 12, 1998

GAF: Staff-Student Relations

Staff members shall maintain relationships with students which are
conducive to an effective educational environment. Staff members shall not
have any interaction of a sexual nature with any student at any time regardless
of the student's age or status.

Approved; October 12, 1998

GAG: Conflict of Interest

District employees are prohibited from engaging in any activity which

Board Policy G - Personnel

may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which would directly or indirectly benefit the school employee. No school employee will enter into a contract for remuneration with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding,

Approved: October 12, 1998

GAG-R Conflict of Interest

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether the policy has been violated. Upon evidence of a violation, the superintendent shall report to the board for a board determination. If a district employee has been found to have violated the conflict of interest policy, the board will order the employee, in writing,

Board Policy G - Personnel

to cease and desist from all such activities. If the employee fails to comply, the board may suspend or terminate the employee, pursuant to the provisions of GBK-R and GCK.

Approved: October 12, 1998

GAGA: Nepotism Relatives of Board Members

The board will not employ anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of any member of the board.

This provision shall not apply to any person who has been regularly employed by the board prior to, the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

Relatives of Administrators

The superintendent shall not recommend for employment any person who is a relative of the superintendent as defined above. The superintendent,

Board Policy G - Personnel

assistant superintendents, principals and directors shall not directly supervise or evaluate any person who is a relative as defined above.

Approved: October 12, 1998

GAGA-R Nepotism

The superintendent shall make reasonable efforts to determine

whether a candidate for employment in the district is related to a board mem-

ber, the superintendent, an assistant superintendent or a director. If a candi-

date is related to a board member or any of these officials, the superintendent

will make this fact known to the board.

Approved; October 12, 1998

GAH: Staff-Community Relations

Staff members are encouraged to reside within the boundaries of the

district, and enroll eligible children in USD 308 schools.

Participation in Community Activities

Staff members are encouraged to participate in community activities

and organizations, if these activities do not infringe upon school time.

Board Policy G - Personnel

Approved: October 12, 1998

GAH-R: Staff-Community Relations

Participation in Community Relations

Prior permission must be obtained from the superintendent for participation in any non-school community activity which takes place during school time.

Approved: October 12, 1998

GAHB: Political Activities

It is in the best interest of the district and the community for staff members to participate in the political process.

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.

Approved: October 12, 1998

GAHB-R Political Activities

Staff members who intend to become candidates for political office may notify the superintendent of the declaration of candidacy.

Board Policy G - Personnel

A staff member who becomes a candidate for public office may apply to the board for a leave of absence without pay for the purpose of conducting a campaign. Leave may not be granted if the board determines that the leave would cause the employee to not perform duties as contracted.

Staff members who are elected or appointed to a public office which restricts the employee's ability to complete contractual obligations shall be terminated.

Staff members holding public offices which in the judgment of the board are 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 short or long term leave of absence without pay for the duration of the political duties.

Approved: October 12, 1998

GAI: Solicitations

Persons seeking to sell, solicit or display on school premises any item

Board Policy G - Personnel

requiring the expenditure of district funds must first secure permission from the building principal or superintendent.

Appointments with district staff

during duty hours shall be held at a time approved by the appropriate supervisor. If a vendor violates this policy, the vendor may be suspended from making appointments with and soliciting school employees. Notices of the suspension shall be provided to district administrative personnel, the vendor's supervisor and the board.

Approved: October 12, 1998

GAJ: Gifts (See JL, KH)

Gifts by Staff Members

Staff members shall not give gifts to any student or class of students when the gifts arise out of a school situation, class or school-sponsored activity unless approved by the principal.

Gifts to Staff Members

Staff members are prohibited from receiving gifts in excess of \$25 value from vendors, salesmen or other such representatives.

Board Policy G - Personnel

Approved: October 12, 1998

GAJ-R: Gifts (See JL, KH)

Gifts to Staff Members

If an employee of the district is found to have accepted a gift from any person as outlined in this policy, the employee may be subject to disciplinary action.

The superintendent shall be responsible for the administration of this policy.

Approved: October 12, 1998

GAK: Personnel Records (See GBI, CE1, CG1 and GC1)

Employee Personnel Files Kept by the District

Personnel files required by the district shall be confidential and in the custody of the appropriate building supervisor and/or the superintendent.

Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

A request by a third party for release of any personnel record shall be

Board Policy G - Personnel

made in writing and submitted to the appropriate record custodian who shall administer the request as required by law.

All records and files maintained by the district should be screened annually by the custodian of records and obsolete materials shall be discarded.

As appropriate, all personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured,

Approved: October 12, 1998

GAL: Salary Deductions

Salary deductions shall be made if required by law, permitted by board policy or are agreed to in the negotiated agreement.

Approved: October 12, 1998

GAL-R Salary Deductions

The superintendent shall develop forms to supply the necessary information needed to make approved salary deductions. All requests for salary deductions shall be submitted to the superintendent during enrollment periods established by the board.

Board Policy G - Personnel

Approved: October 12, 1998.

GAM: Personal Appearance

The board encourages appropriate dress for all district employees.

Approved: October 12, 1998

GAN: Travel Expenses (See BBBFand GBRC)

The board shall provide reimbursement for expenses incurred in travel related to the duties of the district's employees when approved in advance by the superintendent. Mode of travel will be based on, but not limited to, the availability of transportation, distance and number of persons traveling together. A first class airfare will be reimbursed only when coach space is not available. The district does not issue per-diem in advance for staff travel.

GAN-R Travel Expenses

An adequate accounting of all ordinary and necessary expenses stating the purpose and how it is directly related to the business, date, time, place and amount shall be included with the request for reimbursement within five (5) business days to the employee's supervisor on district Form 172. Requests for reimbursement shall have the following attached: receipts for transportation, parking, hotels or motels, meals and other expenses for

Board Policy G - Personnel

which receipts are ordinarily available. For the authorized use of a personal car, including approved travel between buildings, staff members shall be reimbursed at a mileage rate established by the board.

Authorized use of a personal car for staff members shall be reimbursed at a mileage rate established by the board only if there is no district transportation available at the time the travel request is made, All stops or layovers for the convenience of the employee shall be at the expense of the employee. In the event an employee would prefer to take a car rather than fly, the cost of meals, lodging and tips will not exceed more than the cost of a round trip flight.

The district will not reimburse claims for alcoholic beverages. Nor will the district reimburse employees for phone calls of a personal nature.

Claims for reimbursement may be made up to, but not exceeding the following amounts:

- A. Actual lodging cost
- B. Meals: thirty-four (\$34.00) dollars per day.

When arrangements for lodging are made, rooms that can be shared

Board Policy G - Personnel

should be requested when both proper and possible.

Staff members using district purchasing cards for payment of ordinary and necessary business travel expenses will need to provide on Form 172 an adequate accounting of all ordinary and necessary business expense stating the purpose and how the expense is directly related to the purpose of the business travel: date, time, place and amount shall be included with the request for payment of the credit card according to the purchasing card employee handbook.

Any expense to the district or reimbursement made for a staff member that does not fall within the above accountability plan will be considered a taxable benefit to the staff member and will be taxed through payroll on the first reasonable payroll period.

Updated: 8/9/04

GAO: Staff Responsibilities for Discipline

Each employee is responsible for maintaining proper control and

discipline in the school. An employee may use reasonable force necessary to

ward off an attack, to protect another person, or to quell a disturbance which

Board Policy G - Personnel
threatens physical injury to others.

Approved: October 12, 1998

GAOC: Use of Tobacco Products in School Buildings

The use of tobacco products in any form is prohibited in any school

building, owned, leased or rented by the district, that is used for pupil atten-

dance purposes. (See JCDA)

Approved: October 12, 1998

GAOD: Drug and Alcohol Testing

All district employees performing job functions which require the

employee to maintain a commercial driver's license shall be tested for alcohol

and drugs as required by current federal law. Board approved rules and regu-

lations necessary to implement the testing program shall be on file with the

clerk.

Each new employee who is required to undergo alcohol and drug

testing shall be given a copy of the appropriate regulations,

Each new employee shall be informed that compliance with the re-

quired elements of the testing program is a condition of employment as a

Board Policy G - Personnel

driver in the district. All employees shall be informed of this policy on an annual basis.

Approved: October 12, 1998

GAOE: Workers Compensation or Disability Benefits

Whenever an employee is absent from work and is receiving workers

compensation benefits due to a work-related injury or is receiving district

paid disability insurance, the employee may use available paid sick leave to

supplement the workers compensation or district paid disability insurance

payments. In no event shall the employee be entitled to an amount in excess

of his/her full salary, Available paid sick leave may be used for this purpose

until 1) available paid sick leave benefits are exhausted; 2) the employee re-

turns to work; or 3) employment is terminated. Sick leave shall be deducted

on a prorata amount equal to the percentage of salary paid by the district.

See the negotiated agreement for applications of this policy to teach-

ers,

Approved: October 12, 1998

Board Policy G - Personnel

GAQ: Retirement (See GBN)

Employees are requested to notify the board of an intent to retire.

Approved: October 12, 1998

GAR: Communicable Diseases

Whenever an employee has been diagnosed by a physician as having a communicable disease, the employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made to the county or joint board of health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be required to withdraw from active employment for the duration of the illness in order to give maximum health protection to other district employees and to students.

The employee shall be allowed to return to duty upon termination of the illness, when authorized by the employee's physician or by the health assessment team.

Board Policy G - Personnel

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of a severe communicable disease,

Approved: October 12, 1998

GAR-R: Communicable Diseases

In the event that a district employee has been diagnosed as having a communicable disease and the superintendent has been notified by the employee, as provided in policy, the superintendent shall determine whether a release shall be obtained from the employee's physician before the employee returns to his duties.

Decisions regarding the type of employment setting for an employee with a communicable disease shall be based upon the physical condition of the employee and the expected type of interaction with other employees and students.

These decisions are best made using the team approach including the employee's physician, public health personnel, superintendent and personnel

Board Policy G - Personnel
associated with the proposed employment setting.

AIDS

In each case involving an employee with AIDS, the board shall reserve the right to make a final decision regarding the employment status of the employee after taking into account the recommendations of the health assessment team, the risks and benefits to both the employee and to others in the proposed work setting,

No information regarding employees with communicable diseases shall be released by district personnel without the employee's consent except to comply with state or federal statutes.

Guidelines for Dealing with Employees Infected
with HIV in the District Schools

A. The district establishes the following guidelines for dealing with the problems presented by school employees who have or could transmit HIV to other school employees or students. The guidelines will be reviewed periodically and revised as necessary to reflect new medical information regarding HIV.

Board Policy G - Personnel

B. Based upon the present knowledge that HIV is primarily transmitted by blood or sexual contact, and that casual person-to-person contact as would occur among school employees appears to pose no risk, individuals known to be infected with HIV virus should not be restricted from the work setting unless otherwise medically indicated. Those individuals include the following: school personnel with positive antibodies to the HIV virus; school personnel who have illness due to the virus but do not meet the HIV CASE definition; and school personnel with HIV.

Case Review

The determination of the appropriate educational setting for HIV infected individuals should be done on a case-by-case basis by a Review Board and should be weighed against the risk and benefits to both the infected individual and to others who will share the same setting. The superintendent will appoint a Chairperson of the Review Board and this person is the contact source for all referred cases.

The Review Board may consist of, but not necessarily limited to, the employee's physician, appropriate district personnel appointed by the superintendent, the employee and/or a representative of the employee and the county health officer. The school attorney may assist the Review Board as an ob-

Board Policy G - Personnel

server and advise the board on legal questions.

Dealing with School Employees with HIV

A. The, Review Board may need to, develop, additional procedures to periodically assess the employee's condition to assist in determining the employee's status to work. Establishment of a plan for periodic review of the employee's status shall be established by the Review Board at the initial meeting.

B. Before HIV infected individuals may work in the district, they shall be required to participate in a conference with appropriate school personnel for the purpose of determining reasonable expectations regarding the individual's responsibilities in the work setting. Written recommendations are to be developed from the conference.

Confidentiality

To the extent possible, knowledge of the employee's condition shall be retained within the Review Board members. In some situations it may be necessary that other personnel also be advised. This will be determined by

Board Policy G - Personnel

the superintendent.

Policy Review

When new medical information becomes available with regard to

HIV, these recommendations may be updated or changed as needed.

Approved: October 12, 1998

GARA: Bloodborne Pathogen Exposure Control, Plan

The board shall publish an approved exposure control plan which con-

forms with current Occupational Safety and Health Administration (OSHA)

standards and regulations of the Kansas Department of Human Resources

(KDHR).

The plan shall be accessible to all employees and shall be reviewed

and updated at least annually. All staff shall receive the training and equip-

ment necessary to implement the plan.

Approved: October 12, 1998

GARI: Family and Medical Leave

District employees shall be provided family and medical leave as

Board Policy G - Personnel

provided by a plan approved by the board and required by current federal law and regulation. The plan for providing leave under this policy shall be filed with the clerk of the board and made available to AJI staff at the beginning of each school year.

Approved: October 12, 1998

GBA: Compensation Guides and Contracts

The board shall develop compensation guides for the district.

Approved: October 12, 1998

GBBA: Qualifications and Duties

A job description for each category of certified employee will be developed by the superintendent, A copy of each job description shall be filed with the clerk and may be published in the appropriate handbook,

Approved: October 12, 1998

GBC: Recruitment

Subject to board approval, the superintendent is directed to recruit qualified personnel to staff the schools. The superintendent may request

Board Policy G - Personnel

building principals or other staff members to assist in this effort.

Approved: October 12, 1998

GBD: Hiring
Certified Selection

The board shall approve the employment of all employees. While this legal responsibility cannot be waived, the board delegates to the superintendent the authority to recruit staff members. In carrying out this responsibility, the superintendent may involve administrators and teachers.

Approved: October 12, 1998

GBD-R: Hiring (See GAAA)
All employment contracts recommended by the superintendent are subject to ratification by the board.

The employment of any staff member is not official until the contract is signed by the candidate and approved by the board.

The hiring sequence shall be as follows:

The verbal offer of employment to the candidate;

Board Policy G - Personnel

Verbal acceptance by the candidate;

Contract sent to the candidate and candidate's acceptance signified

by a signed contract returned to the superintendent; and

Approval of the contract by the board.

Approved: October 12, 1998

GBG: Probation

The authority to recommend to the board that certified staff members

be placed on probation is delegated to the superintendent following rules

found in the negotiated agreement.

Approved: October 12, 1998

GBB: Supervision

The responsibility for the immediate supervision of faculty members

rests with each building principal. The superintendent and other central of-

fice administrators designated by the superintendent also have a right to su-

pervise faculty members.

Approved: October 12, 1998

GBI: Evaluation

Board Policy G - Personnel

The board shall adopt an approved evaluation instrument. The

instrument shall govern evaluation of teachers, shall be filed with the

clerk and may be published in teacher handbooks.

Availability of Evaluation Documents

Completed evaluation documents shall be available to the

employee, the superintendent, assistant superintendent, other

administrators under whose supervision the teacher works, and others

authorized by law, (See GAK)

Evaluation Criteria

Evaluation criteria shall be established by the board.

Approved: October 12, 1998

Updated: July 7, 2003

GBK: Suspension

The superintendent shall have the authority to suspend certified em-

ployees with pay until the suspension is resolved by board action at the next

regular or special meeting of the board.

Approved: October 12, 1998

Board Policy G - Personnel

GBK-R Suspension

The superintendent may suspend certified employees with pay for any one or more of the following reasons: alleged violation of board policy, rule or regulation; the filing of a formal complaint against the employee with any civil authority or with the board charging the employee with the alleged commission of an offense involving moral turpitude; and other good cause,

An employee may be suspended with pay. If the suspension is imposed on an employee pending dismissal, the employee is entitled to pay until the employee has had a due process hearing before the board. The hearing shall determine whether further suspension shall be with or without pay and whether the employee will be terminated.

Approved: October 12, 1998

GBN: Separation

The administration shall recommend any change in employment status to the board. Nonrenewal or termination shall be in accordance with Kansas law.

Board Policy G - Personnel

Approved: October 12, 1998

GB0: Resignation

The board shall consider the resignation of any non-adminjstrative certified employee which is submitted to the board in writing, The board shall accept resignations from employees under contract only when the board is of the opinion that the resignation will be in the best interests of the district.

Approved: October 12, 1998

GB0-R Resignation

A certified employee who has signed a contract and accepted a teaching position in the district for the coming year or who has not resigned by the continuing contract notice deadline shall not be released from that contract to accept another position until a competent replacement has been contracted.

In the event the teacher terminates employment in the district without compliance with board policy, the board may contact the Professional Practices Commission.

Board Policy G - Personnel

Approved: October 12, 1998

GBQ: Retirement

Early Retirement

The district will make available an early retirement option for administrative and classified employees which is similar to the one available to certified employees as a part of the professional agreement. This option will be available only as long as the plan continues to be available for certified staff through a current professional agreement.

Approved: October 12, 1998

GUQA: Reduction of Teaching Staff

If the board decides that the size of the teaching staff must be reduced, guidelines in the negotiated agreement shall be followed. Insofar as possible reduction of staff shall be accomplished by attrition due to resignations and retirement.

Approved: October 12, 1998

GBR: Work Schedule

For the district to develop the educational environment to the best advantage, certain guidelines are necessary.

Board Policy G - Personnel

Time Schedules

To ensure the supervision of students and the instructional program of the district, professional personnel must be at their places of assignment preceding, during, and following classes each school day.

Work Load

Based upon each teacher's time schedule and needs of the district, certain related non-teaching duties may be assigned on a regular or rotation basis by the superintendent.

Approved: October 12, 1998

GBR-R Work Schedule

Time Schedules

The duty day for all certified staff members will be established each year in August by the superintendent or building principal. Each certified employee shall be notified of the duty day schedule before each school year begins.

Work Load

Board Policy G - Personnel

The number of sections to which a teacher is assigned by the building principal shall be dependent upon availability of staff and number of students, Building and playground assignments on a regular basis will be made by the building principal.

Work Day

The school workday shall be established by the board.

Teachers to Remain in the Classroom

Any teacher who finds it necessary to leave an assigned duty station while supervising students shall first secure approval from the building principal.

Approved: October 12, 1998

GBRC: Professional Development (See GBRH and GAN)

There shall be a program of professional development for employees, which meets minimum statutory and State Board of Education requirements, The program shall promote:

- continuous professional development;

Board Policy G - Personnel

- improving academic achievement for all students;
- diversification in academic foundations or subject knowledge;

and

- improved job effectiveness and enhanced skills.

When appropriate, the superintendent shall consult with the staff about professional development activities.

All appropriate employees shall attend professional development sessions unless excused by the superintendent. Professional development programs may use all or a portion of the workday.

First Reading: July 7, 2003

GBRD: Staff Meetings

Staff meetings for certified personnel shall be called by the administration.

Approved: October 12, 1998

GBRE: Additional Duty

In addition to extra duty and supplemental duty which is assigned and

compensated for as specified in the negotiated agreement, the board may es-

Board Policy G - Personnel

establish out-of-class educational assignments that may extend beyond the school day or time class is in session.

Approved: October 12, 1998

GBRG: Non-School Employment

The board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of the contract.

Certified employees shall not be permitted to engage in outside employment which impairs the effectiveness of their instructional service.

Approved: October 12, 1998

GBRGA: Consulting

Certified employees may be excused from regular duty by the superintendent to perform technical or instructional services as consultants to other districts, government agencies or private industry.

Approved: October 12, 1998

GBRGA-R: Consulting

Requests for approval to serve as a consultant shall be submitted

In writing to the superintendent.

Board Policy G - Personnel

Approved: October 12,1998

GBRGB: Tutoring for Pay

Teachers shall not receive pay for tutoring.

Approved: October 12, 1998

GBRH: Professional Leave

Personnel may be granted professional leave as specified In the negotiated agreement.

Sabbaticals

Sabbatical leaves may be granted with or without pay at the discretion of the board.

Conferences and Visitations

The superintendent shall have the authority to grant leaves of absence for any employee during any school year for the purpose of attending educational conferences or school visitations.

Association Leave

Association leave may be granted as specified In the negotiated

Board Policy G - Personnel

agreement.

Exchange Teaching

All leaves for exchange teaching may be granted at the discretion of the board.

Approved: October 12, 1998

GBRH-R: Professional Leave
Sabbaticals

Any employee desiring a sabbatical leave shall file written application with his/her principal or supervisor at least 90 days prior to the first day of the requested leave. The application shall be in writing on a form prescribed by the superintendent and shall explain in detail the length of the desired leave, the purpose of the desired leave and the applicant's reasons why the leave will be of benefit to the district. The superintendent shall present the request to the board at its next regular or special meeting together with a recommendation.

No sabbatical leave shall be granted for a period longer than one year. The employee receiving a sabbatical leave shall be entitled to all of the

Board Policy G - Personnel

rights and privileges of employment that would have been received under regularly performed contracted functions during the period of such leave, except salary shall be discretionary with the board.

Conferences and Visitations

Employees desiring to attend conferences and make visitations shall file an application in writing with the superintendent at least two weeks prior to the first date of the leave being requested. The application shall be on a form prescribed by the superintendent. The request shall explain in detail the length of the leave, the purpose and the opinion of the person requesting the leave as to how it will benefit the district.

Exchange Teaching

Any employee desiring a leave for the purpose of teaching in another district shall file a written application with his/her principal at least 90 days prior to the first day of the requested leave. The application shall explain in detail the length of the desired leave, the purpose of the desired leave

Board Policy G - Personnel

and the applicant's reasons why the leave will be of benefit to the district.

The superintendent shall present the request to the board at its next regular or special meeting together with a recommendation for the board's consideration.

No exchange teaching leave shall be granted for a period longer

than provided by law. The employee receiving such a leave shall be entitled

to all of the rights and privileges of employment that would have been re-

ceived had duties been performed during the period of the leave. No leave

shall be granted until all employment obligations have been resolved in a

written agreement between the districts concerned.

Approved: October 12, 1998

GBRI: Personal Leaves and Absences

Certified personnel may be granted personal leaves and absences as

specified in the negotiated agreement.

Emergency and Legal

As specified in the negotiated agreement, emergency leaves, including

legal leave without pay, may be granted.

Illness (Sick Leave)

Board Policy G - Personnel

As provided for in the negotiated agreement, certified employees may be provided with leaves of absence with pay for illness.

Religious

Leaves of absence without pay may be granted for participating in religious activities.

Bereavement

Bereavement leave may be granted with pay for death within the immediate family.

Approved: October 12, 1998

GBRI-R

Personal, Leaves and Absences

Emergency Leave

To the extent possible, employees should give advance notice in requesting emergency leaves. Whenever an employee takes an emergency leave without prior consent, the employee shall notify the principal or immediate supervisor at the earliest possible time. When the employee is unable to

Board Policy G - Personnel

give such notice, arrangements should be made for some other person to notify the employee's principal or immediate supervisor of the emergency leave.

If the employee desires not to have a salary deduction made for the emergency leave, an application shall be made to the board by filing a request with the superintendent within ten days following the return from the emergency leave which shall explain in full the nature of the leave and the reasons why the employee is of the opinion no salary deduction should be made. The request shall be considered at the next regular board meeting; however, filing the request in no way guarantees that the request shall be granted by the board.

Legal Leave

Legal leave shall mean time away from the job for the purpose of prosecuting or defending a legal action or for testifying in either a court of law or before an administrative body. If the teacher is a plaintiff in an action against the district, this rule shall not apply. Time away from the job for any action shall be taken as provided in policy and covered by other leave provi-

Board Policy G - Personnel

sions as allowed by the district.

Jury Duty

An employee called to jury duty may be paid regular school wages.

Religious

Requests for religious leave without pay must be made to the superintendent at least five school days prior to the first day of the requested leave. The leave may be granted by the superintendent, but the leave shall not exceed two school days per employee per school year. The request for religious leave shall be in writing and shall fully explain the time, date and reasons of the leave,

Bereavement

Employees desiring bereavement leave shall contact their immediate supervisor. Bereavement leave may be granted at the discretion of the superintendent. The length of each bereavement leave shall be determined by the superintendent.

Approved: October 12, 1998

Board Policy G - Personnel

GBRIBA: Disability Leave

The board may grant leave of absence for disability with or without pay. Disability is a temporary suspension of duties subject to the board's policies/rules generally. (See GBN, GBN-R, GBRI, GBRI-R.)

Approved: October 12, 1998

GBRIBA-R: Disability Leave

Any teacher who becomes disabled due to illness or injury or anticipates becoming disabled for reasons including, but not limited to, surgery, hospital confinement, medical treatment, confinement at home by order of the teacher's physician or pregnancy may become eligible for a leave of absence based upon said disability upon compliance with the rules hereinafter set forth.

Anticipating Disability

Any teacher who reasonably anticipates becoming disabled because of any of the reasons set forth above shall give written notice to the superintendent of the condition expected to result in disability as soon as the

Board Policy G - Personnel

condition is known to the teacher. In addition, such notice shall contain a statement from the teacher specifying the date on which the teacher wishes to commence disability leave and the expected date on which the teacher wishes to resume duty following recovery from said disability along with a statement from the teacher's physician concerning the teacher's present general health and physical capacity to work.

When a teacher desires to continue in the performance of duty during the period of time from the date of giving notice to the superintendent, as set forth above, to the date of disability, the teacher shall be permitted to do so only when the teacher's physician statement indicates that said teacher is physically capable of continuing to perform assigned duties. Such statement shall establish the time period, in the opinion of said physician, during which the teacher is expected to be capable of performing said duties, After consultation with the teacher, the teacher's immediate supervisor, if any, and principal, the superintendent shall determine whether or not the teacher is capable of performing assigned duties up to the date re-

Board Policy G - Personnel

requested by the teacher.

In no event shall the board be obligated to permit a teacher anticipating a state of disability to continue in the performance of duty where the performance of said teacher has substantially declined from that performance shown by the teacher prior to consultation with the superintendent provided in the paragraph immediately preceding.

The statement of the teacher's physician concerning the teacher's general health and physical capacity to work shall be submitted for board consideration together with the recommendation of the superintendent concerning the teacher's continued performance of assigned duties. The board will consider both the recommendation of the superintendent and the physician's statement when acting to allow said teacher's continued performance of assigned duties after notification of the anticipated disability. The board reserves the right to have the teacher examined by a physician of the board's choice at district expense.

Failure or refusal of the teacher to furnish a physician's report

Board Policy G - Personnel

or to be examined by the board's physician shall preclude the teacher from receiving any sick leave benefits for any disability and effect a waiver of said eligibility to resume assigned duties,

If the teacher does not agree to the findings of the superintendent, the teacher may request a hearing before the board to state reasons for continuance of assigned duties. The hearing must be requested by the teacher in writing within a reasonable period of time prior to the regular board meeting when said teacher's future employment status will be determined. Said request will be delivered to the superintendent or the clerk of the board,

The board will make its decision within a reasonable period of time after hearing all of the evidence presented by the teacher, the superintendent and the teacher's physician. Said decision will be based on the evidence presented at the hearing,

whenever, in the opinion of the board, the dates for the commencement of an anticipated disability leave and/or the dates for the resump-

Board Policy G - Personnel

tion of duties would substantially interfere with the administration of the school or with the education of students, the requested dates may be changed by the board. The teacher shall resume assigned duties no later than the first day of the school year following the date that the teacher was declared eligible for resumption of duties. Failure to appear for resumption of duties shall be deemed a resignation by the teacher.

When it is mutually agreed to between the teacher and the board that the teacher will not resume contracted duties for the school year in which the teacher would be eligible to resume duty, the teacher shall be separated from employment as provided by law (See GBN and GBN-R). The board will have discharged its responsibility after offering to allow the teacher to resume duty in the first vacancy for which the teacher is certified that occurs after the teacher has' been declared eligible for resumption of duty.

Returning to Duty

The teacher who submits a written physician's report that the teacher is physically fit for full-time employment may be declared eligible for

Board Policy G - Personnel

resumption of duties.

If the superintendent or the teacher's immediate supervisor has a good faith doubt that the teacher is capable of resuming regular classroom duties, the superintendent shall conduct an inquiry to determine whether the teacher is capable of resuming regular classroom duties. The findings and conclusions of the superintendent's inquiry will be given to the teacher in writing at the conclusion of the investigation. If the findings and conclusions are contrary to the opinion of the teacher and the teacher's physician, the teacher may request a hearing before the board to resolve the matter. The request for said hearing shall be given to the clerk of the board in writing within a reasonable period of time after receipt of the superintendent's report. The board will hold the hearing at its next regularly scheduled board meeting.

If the board has a good faith doubt that an employee, not returning to duty after a disability, is unable to resume contracted duties, the board may request that the employee be examined by a physician of the board's choice at district expense. If the physician's report is that the em-

Board Policy G - Personnel

ployee is able to resume work, the board may require the em'ployee to do so or to be placed on unpaid leave and possible suspension. The employee may request a hearing to resolve the matter before the board as herein provided previously.

Extensions or Reductions of Leave

where disability leaves have been approved, the beginning or ending dates thereof may be further extended or reduced for medical reasons upon application by the teacher to the board, such extensions or reductions may be granted by the board for additional reasonable periods of time provided, however, that the board may alter the requested dates upon a finding that such extension or reduction would substantially interfere with the administration of the school and/or with the education of the students and provided further that such change by the board is supported by reasonable evidence.

The provision of this regulation shall not be deemed to impose

on the board any obligations to grant or extend a leave of absence to any

Board Policy G - Personnel

nontenured teacher beyond the end of the contract school year in which the leave is obtained.

Leave Benefits

All personnel benefits accrued by the teacher at the date the disability leave begins will be retained during disability leave unless the person concerned shall have severed the employment relationship by resignation.

No additional personnel benefits will accrue during the period of disability leave except as expressly provided by law.

The provisions of this policy and regulation shall not be applicable and shall be of no force nor effect during any period of time not covered by a contract of employment with the teacher.

A leave of absence due to a disability may be chargeable to the sick leave of the teacher. (See GBRI & GBRI-R)

District disability or sick leave benefits shall be reduced by any duplicating monetary benefit received by the employee under any plan,

Board Policy G - Personnel

including a plan established by law, toward which the board contributes or for which the board pays. The board will retroactively adjust the district benefits provided by the board under one plan when granted prior to the notice that the employee has elected to file for benefits under another plan provided in full or in part by the board, e.g., an employee's utilizing paid sick leave for a disability and filing for benefits under workmen's compensation which would be paid, duplicate all or part of the benefit provided earlier and increase the employer's contribution rate because of the loss-experience record.

Such retroactive adjustment may involve a prorata deduction in wages to compensate for duplication of benefits or an endorsing all or part of the benefit over to the district. In either case, a proration of sick leave taken earlier will be reinstated to the employee's accrued accumulated sick leave.

The adjustment will be conducted as group insurance companies coordinate benefits so that the employee receives the best adjustment of his full claim, but never more than the full amount of his claim. Such an adjustment shall not affect any personal insurance coverage carried by the employee in which

Board Policy G - Personnel

the board is not a contributor,

Approved: October 12, 1998

GBRID: Military Leave (Also GCRG)

Any employee, upon written request to the superintendent, shall be granted leave to cover the length of his required service, as defined below, in the military forces of the United States. Each request for military leave shall be accompanied by a copy of the appropriate military orders. On the date of release from service, the employee shall notify the superintendent of his availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period which may be extended to five years at the option of the military service, such employees have a 90-day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay.

Board Policy G - Personnel

Guardsmen or reservist taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval.

Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or members of the national guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

Board Policy G - Personnel

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational disservice to the education of the boys and girls of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he shall seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support

Board Policy G - Personnel

of the Guard and Reserve, Office of the Secretary of Defense, 1735 North
Lynn Street, Arlington, VA 22209.

Approved: October 12, 1998

GBRJ: Substitute Teaching

Qualified substitute teachers shall be secured for the district.

The superintendent shall meet with potential substitutes before the
start of each school year.

The superintendent and principals shall compile a list of approved
substitute teachers.

Building principals shall be responsible for obtaining substitute
teachers and employing them as needed.

The superintendent shall be responsible for developing a substitute's
handbook.

The board shall establish the rate of pay for substitute teachers,

Approved: October 12, 1998

GBRJ-R: Substitute Teaching

Board Policy G - Personnel

Candidates will receive a substitute's handbook, an explanation of

the substitute program, application forms, and necessary tax forms and other records to be completed.

The handbook shall include information on when and how candi-

dates should apply to be substitutes, the rates of pay, the time of the morning

or day that substitutes can expect to be called for duty, instructions on where

to report for all district attendance centers, maps of the school district and of

each attendance center, a current copy of the school calendar, a copy of the

board's educational philosophy (see IA), hints on working with students, a

statement of expectations the district has for substitutes, a list of things the

substitute must do before leaving for the day and a sample report form for re-

porting incidents that may take place during the day.

Substitutes are encouraged to prepare, in advance, for the subjects

in which they are most likely to substitute in case lesson plans are not avail-

able as required in IKI.

Whenever a teacher IS to be absent from teaching duties, the

Board Policy G - Personnel

teacher shall notify the principal as early as possible or shall arrange to have some other person notify the principal.

Each principal shall file a report with the business office listing the substitutes used in the building during each pay period.

Each spring the superintendent shall meet with the principals and review the performance of the substitutes used throughout the school year,

Approved: October 12, 1998

GBU: Ethics

An educator In the performance of assigned duties shall: recognize basic dignities of all individuals with whom he interacts In the performance of assigned duties;

Exercise due care to protect the mental and physjcal safety of students, colleagues and subordinates for whom he is responsible;

Be accountable for maintaining his integrity and shall avoid accepting anything of substantial value offered by another which is known to be or which may appear to be for the purpose of influencing his judgment or the

Board Policy G - Personnel

performance of his duties;

Accurately represent his qualifications;

Be responsible to present any subject matter In a fair and accurate manner; and

Extend to students the opportunity for individual action in pursuit of learning and shall take steps to ensure that the students shall have access to varying points of view.

Approved: October 12, 1998

GRV: Official Records of the District

The official records of the District are the sole property of the District.

Certified or classified employees leaving or relinquishing their positions within the District shall leave all official records for their successors or deliver such records to the Superintendent of Schools or to the Superintendent's designee.

Official Records

Official records of the District are defined as any documentary materials or items, regardless of physical form or characteristic, which are created or received by or on behalf of any employee in pursuit of the District's objectives or during

Board Policy G - Personnel

the course of its operation of business. For the purposes of this definition, the term employee means each administrative, professional and classified employee.

Such official records include, but, are not limited to, correspondence, reports, minutes, memoranda, registers, directives, announcements, manuscripts, publications, architectural and building plans, personnel records of all employees and student records. Also included are audiovisual materials, film, tape, photographs, drawings, computer software and output data and any other material created or received by the District or any District employee.

Exclusions

Excluded from this definition of official records are archival or published materials, in print, electronic or other formats, collected as reference material to support the instructional and curricular programs of the District. Documents or other materials developed or produced by District's employees on their own time and without the substantial involvement of the District's equipment, personnel and supplies also are excluded from the definition of official records.

The superintendent shall prescribe uniform procedures for the maintenance, retention and disposal of the District's official records.

Approved: 9/23/02

Board Policy G - Personnel

GCA: Compensation Guides and Contracts

Noncertified employees shall be paid according to pay rates established by the board.

Monthly Pay for Employees Working Less Than 12 Months

Regularly scheduled employees who work less than 12 months each year may be paid in substantially equal payments over the number of months worked, The board may designate classes or groups of employees to be paid in substantially equal payments over 12 months. Any overtime payment shall be paid in the first pay period after the overtime duty was performed.

Overtime

There shall be no overtime unless prior approval is granted,

Compensation for Out-of-Town/Overnight Trips

When noncertified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay as appropriate for time away from (name of town) MINUS:

I. Eight hours for sleep when overnight;

Board Policy G - Personnel

2. Reasonable time for meals (normally one hour per meal); and

3. Time used exclusively for pleasure or personal business,

Approved: October 12, 1998

GCC: Recruitment

The superintendent will recruit noncertified personnel to fill existing or proposed vacancies and recommend that the board hire the best qualified candidate.

Approved: October 12, 1998

GCDA: Teacher Aides and Paraprofessionals

Teacher aides and paraprofessionals shall follow all applicable board policies, rules and regulations and shall be under the general supervision of the building principal.

Approved: October 12, 1998

GCE: Assignment and Transfer

The superintendent reserves the right to assign, reassign or transfer all noncertified employees.

Approved: October 12, 1998

Board Policy G - Personnel

GCH: Supervision

The superintendent has the responsibility to supervise all non-certified employees not directly under the supervision of a building principal. A building principal has the responsibility to supervise all non-certified employees who are assigned to the building.

Approved: October 12, 1998

GCI: Classified Employee Evaluation

All classified employees shall be evaluated as follows:

(1) employees with less than 3 full years of experience will have an annual evaluation completed by March 1 of each school year; (2) employees with three or more years of employment will be evaluated every three years; (3) newly employed classified employees will have an evaluation completed by the immediate supervisor within 60 days of employment. Employees hired prior to January 1, will have 2 evaluations the first year.

Approved: October 12, 1998

Updated:

CHANGES TO CLASSIFIED EVALUATION PROCEDURES

FORMAT

Board Policy G - Personnel

All classified evaluations are now in the same format, allowing for computer completion.

FREQUENCY

All classified employees new to the district will have an evaluation completed by their

supervisor within 60 days of employment. Employees hired after January 1 will not need

an additional evaluation unless poor job performance dictates that an evaluation is

necessary to assist with job improvement. Employees hired prior to January 1 will have

two evaluations completed during their first year.

Employees with less than 3 full years of employment will have an annual evaluation

completed by March 1st of each school year. After the 3rd full year of employment

classified employees will be placed on a rotation where an evaluation will be completed

every 3rd year.

SELF-EVALUATION

Classified employees with less than 3 full years of experience will be required to

complete a self-evaluation during the evaluation process. Employees with more than 3

years of employment will have the choice to complete a self-evaluation or waive the

option to complete a self-evaluation.

IMPROVEMENT PLAN

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Classified employees who receive a significant number (outlined on each evaluation) of

low ratings (ones or twos) will be placed on an improvement plan. The plan will include

the areas of poor performance, specific goals aimed at improved job performance, and the

date when the second evaluation will be completed. Employees who do not make

satisfactory progress on the Plan of Improvement may be recommend to the

superintendent of schools that their employment be terminated from the school district.

CLERICAL EVALUATION

Name of Employee

Building

Name of Supervisor

Assignment

Date

Employees with less than 3 full years of employment are required to complete a self-evaluation and need to mark

the appropriate box. Employees with 3 or more full years of employment have the option to complete the self-

evaluation or waive the option to complete a self-evaluation, If the employee waives the option to complete a self-

evaluation, the "Waive Self-Evaluation" box needs to be checked on the supervisor's copy of the evaluation.

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Self-Evaluation Waive Self-Evaluation

Evaluations are to be completed no later than March 1, in order to allow time for a second evaluation, if necessary.

Ratings of 1, 2, or 5 require an explanation, although comments are encouraged for all areas, Individuals receiving 2

(two) or more 1 or 2 ratings will be re-evaluated by May 10th, following the completion of an improvement plan for the

identified areas of concern.

Rating Scale:

1. Little or no evidence of effective job performance,
2. Performs some aspects of the job, but below standard.
3. Adequate performance; meets minimum standard,
4. Above average performance
5. Outstanding performance

As with any evaluation process, the intent is to provide information that will enable the employee to improve job

performance. Individuals needing to improve in an area should be given specific information as to the reasons why

improvement is needed and time to correct any deficiencies. Employees needing to complete a self-evaluation should

have it finished prior to the evaluation conference and with them at the conference.

AREAS OF RESPONSIBILITY

RATING

Board Policy G - Personnel

1. Demonstrates knowledge of and performs the duties of job description,
2. Prioritizes work according to performance objectives of job description and supervisory instructions.
3. Works independently and completes assigned tasks with accuracy and minimal supervision.
4. Responds with promptness to work deadlines.
5. Schedules work effectively and efficiently,
6. Recognizes and assumes additional tasks.
7. Accepts constructive criticism in a positive manner.
8. Demonstrates good work habits,
9. Adjusts to new ideas, techniques and procedures, including technology.
10. Communicates effectively with co-workers, students, supervisors and the public.
11. Maintains confidentiality.
12. Treats all individuals with respect and courtesy, even in difficult situations.
13. Demonstrates enthusiasm and initiative for the job.
14. Sustains a record of good attendance and punctuality,

Comments:

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The supervisor and employee will jointly form two (2) goals aimed at increasing job performance.

SATISFACTORY JOB PERFORMANCE

YES

NO

If no:

A) Termination is recommended ____

B) Improvement plan is required ____

Employee's signature:

Date:

Supervisor's signature:

Date:

Copies to: Human Resources, Supervisor & Employee

Hutchinson Public Schools

Classified Plan of Improvement

Employee Name

Position

Evaluator

Board Policy G - Personnel

Date Plan Begins

Date of Next Evaluation

1. List the items from the evaluation which were rated 1 or 2 and why.
2. List the goals for each item and how each will be measured.

I understand that if I do not make satisfactory progress on this Plan of Improvement then my supervisor

may recommend to the superintendent of schools that my employment be terminated with the school

district.

Employee Signature

Date

Evaluator Signature

Date

Copies to Human Resources, Supervisor & Employee

Revised 4/27/2005

GCI: Classified Employee Evaluation

All classified employees
evaluated at least once a year.

the clerk of the board.

GCI-R

Board Policy G - Personnel

Classified employees shall be evaluated by the principal of the building~ to which they are assigned, District-level classified employees shall be evaluated by the superintendent.

Classified employees shall be evaluated on their personal qualities, their commitment to duty and specific work-related skills which are directly related to their job description. A copy of the completed evaluation will be given to each employee after it is signed by the employee and the evaluator.

A copy will also be placed in the employee's personnel file at the district office.

Approved: October 12, 1998

GCK: Suspension

The superintendent may suspend non-certified employees with pay pending a board determination, Under emergency situations, the superintendent may suspend non-certified employees without pay or terminate such employees pending approval of the board,

Approved: October 12,1998

Board Policy G - Personnel

GCO: Resignation

Noncertified employees may resign from their jobs in accordance with the employment handbook and board policies.

Approved: October 12, 1998

GCR: Work Schedules

The board will make reasonable effort to establish and maintain adequate working conditions.

Time Schedules

The superintendent shall develop time schedules for all noncertified employees, subject to approval by the board.

Work Load

Work load assignments for noncertified personnel, i.e., clerical, aides, nurses, maintenance, custodial, food service and transportation, shall be made by the superintendent.

Approved: October 12, 1998

GCR-R Work Schedules

Time Schedules

Board Policy G - Personnel

Time schedules for noncertified employees will be assigned at the

GCR-R

beginning of the employment term by the superintendent.

Work Load

The normal work load for noncertified personnel may vary according

to assignment.

Approved: October 12, 1998

GCRF: Non-School Employment

Noncertified employees shall not be excused during their regularly

assigned time schedule to perform outside work. Noncertified employees shall

engage in no outside employment which impairs the effectiveness of their as-

signed duties.

Approved: October 12, 1998

GCRG: Leaves and Absences

Noncertified employees may be granted leaves and absences.

Emergency and Legal

Board Policy G - Personnel

Noncertified employees may be granted emergency and legal leave,

illness (Sick Leave)

Noncertified employees may be granted leaves for illness. Less than

full-time employees may be granted sick leave as noted on individual job

agreements. Full-time classified employees shall be granted ten days sick and

bereavement leave each contract year. Sick leave may be used for the em-

ployee's illness or critical illness in the immediate family. Sick leave shall

accumulate as specified in the current employee handbook.

Military Leave (Also GBRID)

Any employee, upon written request to the superintendent, shall be

granted leave to cover the length of his required service, as defined below, in

the military forces of the United States. Each request for military leave shall

be accompanied by a copy of the appropriate military orders, On the date of

release from service, the employee shall notify the superintendent of his

availability and possible date of return to employment.

Service veterans returning to active duty have a four-year duty period

Board Policy G - Personnel

which may be extended to five years at the option of the military service.

Such employees have a 90-day period following release to report for reemployment with the district. This type of military leave shall be without pay.

Employees who are guardsmen or reservists taking initial active duty training will have 31 days after release to report for reemployment with the district. This type of military leave shall be without pay.

Guardsman or reservist taking annual training, special school or special duty will report for reemployment with the district immediately following release plus any necessary travel time. This type of military leave may be with pay subject to board approval. Failure to return within the time period allowed without notice to the superintendent shall result in cancellation of the military leave, and the employee shall receive no credited service in the district for the time served on military leave. Continued absence may result in termination of employment.

Military leave shall be limited to the length of service required by the induction of the draftee or the orders to active duty of enlisted reserves or

Board Policy G - Personnel

members of the national guard plus the applicable time period following release. Military leave for guardsmen or reservists who are ordered to active duty shall be limited to the date when the officer can by his own actions terminate such active duty or the date of his orders to inactive status, whichever may occur first.

An employee on military leave, if he makes application to the superintendent within the applicable time period after the effective date of his release from active duty, shall be returned to a position comparable to the position held at the time the leave was granted. The employee's salary and benefit status upon return from military leave shall be the same as it would have been if leave had not been taken. The district shall have a 10-day grace period to make arrangements for reemployment of the employee, and the superintendent shall make every effort consistent with law and the wishes of the employee to minimize any possible adverse effect of employment changes on the educational program.

In the event the requested military leave causes an educational dis-

Board Policy G - Personnel

service to the education of the students of the district, the superintendent shall notify the commanding officer who signed the orders, requesting an adjustment in the orders. If the superintendent is not satisfied with the response, he may seek further assistance by calling 1-800-336-4590 to request a consultation with an officer in the National Committee for Employer Support of the Guard and Reserve, Office of the Secretary of Defense, 1735 North Lynn Street, Arlington, VA 22209.

Approved: October 12, 1998

GCRI: Paid Holidays

Paid holiday leave may be granted to noncertified employees.

Approved: October 12, 1998

GCRI-R

Paid Holidays

When a holiday falls during contract time, noncertified employees will receive the following paid holidays: Labor Day, Thanksgiving, Christmas plus one day, New Year's Day, Spring (two days), Memorial Day, and Inde-

Board Policy G - Personnel

pendence Day.

Approved: October 12, 1998

GCT Employee Use of District Cellular Phones

The board of education recognizes that certain job functions require that an employee be

accessible when away from their workplace or during times outside the normal school day. For this reason the district will provide a cellular phone to select employees, Employees not on contract during the summer months will be expected to check in the District cellular phones at Computer Services before leaving for the summer. The purpose of this policy is to ensure cellular telephones are used appropriately and to provide guidelines in the acquisition and use of such equipment.

Guidelines for Cellular Phones

(1) All district- provided cell phones are to be acquired through Computer Services, No employee is authorized to acquire a District cell phone independently.

(2) When receiving the District cell phone the employee is required to sign a Statement of Receipt and Responsibility for the District Cellular Phone.

(3) The District's cellular phone contract provides a pool of 11,000 minutes for 80+ phones with no roaming or long distance charges in a specified coverage area. The area is all of Kansas and Nebraska and parts of states that border Kansas and Nebraska. Calls placed or received outside of the coverage area are subject to

Board Policy G - Personnel

long distance and roaming charges.

Reimbursement for personal calls

(1) District provided cellular phones are intended to be used for official school business,

(2) It is recognized, however, that it is not feasible totally limit the use of District

cellular phone to 100% school use. For example employees cannot always control incoming phone calls. the determination of whether a specific call is business-related or personal may be open to interpretation based upon specific facts and circumstances.

(3) Personal use of a District cellular phone cannot be completely prohibited, but the

District expects employees to exercise best judgment in keeping personal calls to those which are necessary during the time the employee is on duty for the school district.

(4) Employees making personal calls that incur long distance and roaming charges will be expected to reimburse the District for those charges within ten (10) days after being notified of the charges by the Business Office.

Removal of cell phones

Board Policy G - Personnel

A District cell phone is the property of the District and as such may be removed from

the employee's possession at any time. Abuse of District cellularphone privileges

will result in (1) loss of cellular phone privileges and (2) other disciplinary actions as

deemed appropriate by the Board of Education.

Approved:

GCT-R: Employee Use of District Cellular Phones

Statement of Receipt and Responsibility for the District Cellular Phone*

By signing this document, I signify that I have read, understand, and agree to adhere to

Hutchinson Public Schools Cellular Phone Usage Policy.

Name:

Position:

Signature:

Date:

. form must be signed annually no later than September 1 of any school term, by any employee

having in his/her possession a district owned cellular phone.

Approved:

Board Policy G - Personnel