

**NORTHEAST KANSAS  
EDUCATION SERVICE  
CENTER**

**Personnel Policies  
and  
Procedures Handbook**

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## **MISSION**

The mission of the Northeast Kansas Education Service Center, as the primary catalyst of a dynamic network of regional education resources is to develop, implement and maintain cooperative programs, products and services that meet the common and unique needs of participating districts with the primary intent of increasing the benefit (quality) and decreasing the costs of "best practices."

## **INTRODUCTION AND HISTORY**

The Atchison/Jefferson Education Cooperative was formed July 1, 1976 by the following school districts: Valley Falls, U.S.D. #338; Jefferson County North, U.S.D. #339; Jefferson West, U.S.D. #340; Oskaloosa, U.S.D. #341; McLouth, U.S.D. #342; Perry Unified, U.S.D. #343; and Atchison County Community, U.S.D. #377. The purpose of this organization was to provide special education services for the cooperating districts. On January 1, 1989, the organization became the Northeast Kansas Education Service Center.

The Service Center is funded through local assessments and state and federal funding. NEKESC, Interlocal #608, is governed by a Board of Education made up of one board member from each of the seven districts. The superintendents of the cooperating districts serve as advisors to the Board and the Administrators.

## **EMPLOYMENT PRACTICES**

All employees of the Northeast Kansas Education Service Center will be expected to know and follow all rules, regulations and policies as set forth by the Board.

## **POLICIES**

### **Recruitment and Selection**

The agency secures quality teachers and other personnel by an effective recruitment program based upon alertness to good candidates, initiative that results in prompt action and good personnel practices in dealing with applicants. Every effort will be made by the administration to notify certified staff of existing vacancies. Employment opportunities will be posted in the NEKESC central office and electronically through the NEKESC website. A personal interview will be required for any person employed by the Northeast Kansas Education Service Center. Local district superintendents and building administrators will have an opportunity to be involved in the interviewing and selection process for positions in their respective districts. The superintendent will be notified before any professional candidate is hired to teach in his/her district.

It is the responsibility of the Executive Director and of persons delegated by him/her to determine the personnel needs of the Northeast Kansas Education Service Center and to locate suitable candidates to recommend for employment to the Board. It shall be the duty of the Executive Director to see that persons nominated for employment shall meet all qualifications established by law and the Board for the type of position for which nomination is made. Reference K.S.A. 72-1390.

### **Equal Employment/Educational Opportunity Policy Statement**

The Northeast Kansas Education Service Center does not discriminate on the basis of sex, race, color, national origin, religion, disability, or age in admission or access to, or treatment or employment in, its programs or activities. Any questions regarding the NEKESC's compliance with Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 may be directed to the Equal Opportunity Coordinator, who can be reached at (785) 887-6711, 620 E Woodson, Lecompton, KS 66050 or to the Assistant Secretary for Civil Rights, U.S. Department of Education.

### **Certified Personnel Affirmative Action**

The administrative staff shall establish work schedules and provide for absences and other conditions in keeping with the Board's policies. Working conditions shall be designed to promote excellent physical and mental health of all employees.

General employment policies regarding vacations, leaves of absence, resignation, re-employment, duties, hours and other matters related to the nature of the position and specifically noted herein are determined by the Board upon recommendation of the Executive Director. These will not necessarily be identical for all assignments.

## **GAOA Drug Free Workplace Policy Statement**

The Board believes that maintaining a drug free work place is important in establishing an appropriate learning environment for the students served by the Service Center staff. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Interlocal #608.

### **GAOA-R Drug Free Workplace**

As a condition of employment in the Service Center, employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the Director of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the Service Center will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.

Each employee in the Service Center shall be given a copy of this policy.

This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions which may be taken under existing Board policies or the negotiated agreement.

## **Health Services for Students**

The Nurse Practices Act of 1989 requires that nursing services, such as dispensing medication, catheterization, or tube feeding, can be performed only by a licensed medical professional or a person to whom the task has been delegated. When such services are needed by students with disabilities during the school day, school nurses from the respective county health departments will provide training for NEKESC staff and delegate the task. Required documentation will be maintained by the nurse and the staff performing the delegated task.

### **Exposure to Bloodborne Pathogens**

All employees must be aware of the fact that occupational exposure to blood or other potentially infectious materials may leave them at risk of acquiring hepatitis B virus or HIV infections, such as AIDS. After reading and discussing the "Occupational Exposure to Bloodborne Pathogens Exposure Control Plan," the employee is encouraged to consult with his/her physician regarding the need for a hepatitis B vaccination. Vaccinations will be provided through the Jefferson County Health Department at no cost for employees who work with preschool children or assist with feeding, toileting, or personal health care. Other employees wishing to receive the vaccination at no cost must submit their request in writing to the Executive Director.

# **Occupational Exposure to Bloodborne Pathogens**

## **Exposure Control Plan for School Compliance**

**Environmental Compliance Consortium**

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PO Box 189  
Girard, Kansas 66743  
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## Facts About Bloodborne Diseases

Bloodborne pathogens are microorganisms in human blood that can cause disease in humans. They include hepatitis B virus (HBV) and the human immunodeficiency virus (HIV), which causes AIDS.

### **Hepatitis B Virus (HBV):**

Hepatitis B is an infection of the liver. The onset of symptoms may appear 1 to 6 months after exposure to the virus.

#### ***Symptoms may include:***

- fatigue
- mild fever
- muscle or joint aches
- loss of appetite
- nausea
- vomiting
- abdominal pain
- jaundice (yellow color of the skin and whites of the eyes)
- darkened urine

Some who contract hepatitis B become carriers, passing the disease on to others. Carriers also are at higher risk for other liver ailments which can be fatal, including cirrhosis of the liver and primary liver cancer.

### **Human Immunodeficiency Virus (HIV):**

Human Immunodeficiency Virus attacks the body's immune system, causing the disease known as AIDS, or Acquired Immune Deficiency Syndrome. AIDS victims usually develop life-threatening infections or cancer. A person with HIV may carry the virus without developing symptoms for 10 years or more. As the immune system weakens, the following symptoms may appear:

- swollen lymph glands in the neck, underarm, or groin
- recurrent fever, including "night sweats"
- constant fatigue
- diarrhea
- loss of appetite
- rapid loss of weight for no apparent reason
- white spots or unusual blemishes in the mouth

## How Bloodborne Pathogens are Transmitted

### ***You can contract Hepatitis B and HIV infections when:***

- infectious body fluids and tissues contact your eyes, mouth, or other mucous membranes
- infectious body fluids and tissues contact open cuts, scratches and other breaks in your skin
- your skin or mucous membranes are pierced by a contaminated needle, broken glass, or other sharp object

***Potentially infectious materials include:***

blood  
any body fluid that may be contaminated with blood  
exposed tissue from an open wound

***Potentially infectious materials continued:***

semen  
vaginal secretions  
amniotic fluid (fluid around a fetus, present during pregnancy)  
cerebrospinal fluid (fluid from the area of the brain and spine)  
synovial fluid (fluid from the area of joints and tendons)  
pleural fluid (fluid from the chest cavity)  
pericardial fluid (fluid from the area of the heart)  
peritoneal fluid (fluid from the abdominal cavity)  
severed tissues or organs

***It is not always possible to distinguish among fluids, so treat all body fluids as if they are known to be infectious.***

**How to Reduce Your Risk of Exposure  
to Blood and Other Potentially Infectious Materials**

Cover open cuts, scratches, or other wounds in your skin with a bandage, and use protective equipment such as gloves, masks, and gowns whenever you expect contact with blood or other body fluids.

Wash with soap and water if your skin comes into contact with blood or other body fluids. If blood contacts your eyes or other mucous membranes, flush them with water as soon as possible. Wash your hands immediately after removing protective equipment. If soap and water are not available, use antiseptic towelettes or hand cleaners. Then wash with soap and water as soon as possible.

Remove your clothes if they become contaminated with blood or other body fluids and immediately place the clothing in a leak-proof biohazard bag. Deposit the bag in a designated area for laundering.

Be careful with needles and other sharp instruments. Do not recap, bend, shear, or break needles after use. Dispose of sharp instruments immediately after use in the nearest designated sharps container.

Do not eat, drink, smoke, apply lip balm or cosmetics, or handle contact lenses in areas where there is a risk of exposure to blood or other body fluids.

Do not keep food or drink on shelves, countertops, cabinets, etc. where blood or other body fluids may be present.

Minimize splashing, spraying, spattering, and generation of droplets in all procedures involving blood or other body fluids.

Use a brush and dustpan, forceps, tongs, or other mechanical means to pick up potentially contaminated broken glassware. Never pick up by hand, even when wearing gloves.

Clean up spills of blood and other body fluids immediately with bleach solution or EPA-approved disinfectant.

### **Disposing of Potentially Infectious Waste**

Spills of blood and other body fluids can be decontaminated with a bleach solution or EPA-approved disinfectant. After decontamination, blood and other body fluids may be disposed by the same means as regular waste.

Dispose of **contaminated** waste in leak-proof bags or containers that have been closed to keep the contents from spilling. If the outside of a container becomes contaminated, it must be placed within a second container. Bags and containers must be red in color or marked with the biohazard symbol.

Contaminated sharps must be disposed in a rigid, puncture-proof container which has been closed to prevent leakage. The container must be leak-proof and maintained upright. The container must be color-coded or marked with the biohazard symbol.

#### ***Always follow these precautions regarding waste containers:***

- Never reach into the container.
- Do not overfill the container.
- Replace the container when necessary.
- Close the lid before handling.
- Use a secondary container if there is a chance of leakage.

**Contaminated** waste may be incinerated or disposed in a sanitary landfill.

### **Laundering Contaminated Clothing**

Contaminated clothing must be removed immediately and placed in a leak-proof biohazard bag. Handle contaminated clothing as little as possible and with a minimum of agitation. Do not sort or rinse except in a designated area. Wear gloves and other protective equipment when handling potentially contaminated clothing. Wash contaminated clothing in hot water (160 degrees Fahrenheit) for 25 minutes. Clothing may also be dry-cleaned.

### **Personal Protective Equipment**

Wear personal protective equipment any time you expect that blood and other potentially infectious materials might contact your work clothes, street clothes, undergarments, skin, eyes, mouth, or other mucous membranes.

#### ***Gloves:***

Use gloves if you expect to have hand contact with blood or other body fluids, or with contaminated surfaces.

Do **not** wash, decontaminate, or reuse disposable gloves.

If you are allergic to standard gloves, your employer will provide hypoallergenic gloves or similar alternatives.

***Eye & Mouth Protection:***

Use goggles, masks, glasses and side shields, chin-length face shields, etc. when splashes, sprays, spatters, or droplets of blood or other body fluids pose a hazard to your eyes, nose, or mouth.

***Gowns, lab coats, etc.***

Use these when there is a chance that your clothing may become contaminated.

***Removing, decontaminating and disposing of personal protective equipment:***

Always remove protective equipment before leaving the work area or whenever the protective equipment becomes contaminated.

Remove a garment immediately if it becomes penetrated by blood or other body fluids.

Wash your hands immediately after removing protective equipment.

If soap and water are not available, use antiseptic towelettes or other handwashing measures. Then wash with soap and water as soon as possible.

Place used personal protective equipment in designated containers for storage, decontamination, or disposal.

## **Hepatitis B Vaccine**

Hepatitis B vaccination is a noninfectious yeast-based vaccine given in 3 injections in the arm. The second injection is given one month after the first, and the third injection is given six months after the initial dose.

The vaccination is prepared from yeast cultures, rather than human blood or plasma. Thus, there is no risk of contamination from other bloodborne pathogens, nor is there any chance of developing hepatitis B from the vaccine. The vaccine does not harm those who are already immune or who may be hepatitis B carriers.

Over 90% of those vaccinated develop immunity to hepatitis B. It is not clear how long immunity lasts, so booster shots may be required at some point in time.

If you are likely to be exposed to blood or other potentially infectious materials because of your job duties, your employer will make the hepatitis B vaccine available at no cost to you. If booster doses are later recommended by the U.S. Public Health Service, they will be offered as well.

You must sign a declination form if you are eligible for the vaccine, but choose not to receive it. At any time thereafter, you may opt to receive the vaccine at no cost.

If you provide first aid as a collateral duty, you will be offered a blood test and the hepatitis B vaccine within 24 hours **after** exposure.

## What to do if an Exposure Incident Occurs

***Immediately take the following action if you come into contact with blood or other potentially infectious material through your eyes, mouth, nose, mucous membranes, broken skin, or through a puncture from a needle or other sharp object:***

Wash the affected skin with soap and water.

If eyes or other mucous membranes are affected, flush with water.

Contact your immediate supervisor so he/she can make a written report of the incident and refer you to a licensed health care professional for medical evaluation and follow-up. Your employer will provide the health care professional with information documenting the circumstances of exposure. To the extent possible by law, your employer will also see that the source individual is tested to determine if he/she is infected with hepatitis B and/or HIV.

***The medical evaluation and follow-up will include the following at no cost to you:***

Your blood will be screened if you so consent.

The health care professional will counsel you about what happened and how to prevent further spread of any potential infection.

The health care professional will provide the hepatitis B vaccination, if indicated.

The health care professional will prescribe appropriate treatment and evaluate any reported illness to determine if the symptoms may be related to hepatitis B or HIV.

In order to receive a medical evaluation, you must agree to have blood drawn. However, you have the option to give a blood sample and refuse permission for HIV testing at any time. Your blood sample will be maintained for 90 days in case you change your mind about testing.

The health care professional will give a written report to your employer. The report will identify whether the hepatitis B vaccine was recommended and whether you received it. The report will also note that you were informed of the results of the evaluation and that you were told of any medical conditions resulting from exposure that require further evaluation or treatment. Any added findings must be kept confidential; your hepatitis B or HIV status will **not** be reported to your employer.

No one can see your medical records without your written consent.

Your medical records will be kept for the duration of your employment plus 30 years.

## District Facilities and Resources

***Locations of facilities and resources in this district/building:***

Handwashing facilities:

Antiseptic towelettes or hand cleaners:

Disinfectant/cleaning supplies:

Sharps containers, color-coded bags, biohazard labels, designated waste receptacles:

Personal protective equipment:

Laundering facilities:

***Contact persons responsible for distributing and maintaining resources in this district/building:***

Antiseptic towelettes, hand cleansers, other handwashing supplies:

Disinfectant/cleaning supplies:

Sharps containers, color-coded bags, biohazard labels, designated waste receptacles:

Personal protective equipments:

***Person to contact concerning hepatitis B vaccine:***

NEKESC Administrative Secretary

***Person to contact concerning disposal of contaminated waste:***

***Person to contact concerning laundering of contaminated clothing:***

***Person to contact if an exposure incident occurs:***

NEKESC Administrative Secretary

## **Hepatitis B Vaccine Declination (Mandatory)**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk or acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

---

Name (Type or Print)

---

Signature

---

Social Security Number

---

Date



**Evaluation of Exposure Incident**

Employee name: \_\_\_\_\_

Social Security number: \_\_\_\_\_ Job title: \_\_\_\_\_

Dates of employee's hepatitis B vaccination series: \_\_\_\_\_

Date and time of exposure incident: \_\_\_\_\_

Date and time employee was referred to licensed health care professional: \_\_\_\_\_

Description of the incident, including employee's duties as they related to the incident, circumstances surrounding the incident, and route of exposure (type of material contacts, and whether contact was through eyes, mouth, etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name, address, and other identifying information regarding the source individual:  
\_\_\_\_\_  
\_\_\_\_\_

Has source individual been tested to determine HIV/HBV infectivity? (Yes or No)

Has exposed employee been notified of results of source individual's testing? (Yes or No)

Has exposed employee been notified of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual? (Yes or No)

If source individual refuses testing, document that legally required consent for testing can not be obtained: \_\_\_\_\_  
\_\_\_\_\_

Person making this report: \_\_\_\_\_ (Signature) \_\_\_\_\_ (Date)

The school district must provide the exposed employee with a confidential medical evaluation and follow-up from a licensed health care professional immediately after exposure (within 24 hours). The information on this form along with a copy of the OSHA Standard must be provided to the health care professional. The district must also provide the health care professional with all medical records in the possession of the district which are relevant to the treatment of the employee. Within 15 days of the completion of the evaluation, the district must provide the employee with a copy of the health care professional's written opinion.





(Signature)

(Date)



## Designated Responsibilities for Plan Implementation

Person responsible for overall implementation of the plan and recordkeeping. The person assures hepatitis B vaccine is offered to appropriate staff, waivers are signed, exposure incidents are investigated, medical and training records are properly maintained, etc.

Name Jim Wheeler, Executive Director Year 1997

Name Jim Wheeler, Executive Director Year 1998

Name Jim Wheeler, Executive Director Year 1999

Person responsible for the annual review and update of the plan.

Name Jim Wheeler, Executive Director Year 1997

Name Jim Wheeler, Executive Director Year 1998

Name Jim Wheeler, Executive Director Year 1999

Person responsible for supervising OSHA compliance with engineering and work practice controls and inspection/decontamination of waste receptacles.

Name Susan Aspinwall, Business manager Year 1997

Name Susan Aspinwall, Business manager Year 1998

Name Susan Aspinwall, Business manager Year 1999

Person responsible for annual staff training.

Name Jim Wheeler, Executive Director Year 1997

Name Jim Wheeler, Executive Director Year 1998

Name Jim Wheeler, Executive Director Year 1999

Person responsible for ordering maintaining and distributing all supplies connected with the standard.

Name Kathy McDaniel, P.O. Clerk Year 2000

Name Dona Higgins, P.O. Clerk Year 2001

Name Dona Higgins, P.O. Clerk Year 2002

## Sexual Harassment

No district employee may sexually harass another employee or non-employee, or permit sexual harassment of an employee or a non-employee by an employee or non-employee. Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints. If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the administration. Complaints against the administrator shall be heard by the Board. In order to file a complaint, the employee will follow the same procedure as outlined in the "Grievance Procedure" in the NEKESC Negotiated Agreement.

### Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

- Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;
- Subtle pressure or requests for sexual activity;
- Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile work environment, including the use of innuendos or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;
- Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;
- Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or
- Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of

the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee until a finding of fact determines that that person acted improperly. Strict confidentiality shall be maintained throughout the complaint procedure.

## **Workers' Compensation**

The NEKESC will participate in workers' compensation as required by current statute. The combined workers' compensation benefits and salary received under allowed sick leave, or other available leave, shall not exceed one full day's pay.

Workers' compensation coverage is provided for all employees of the NEKESC regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment with NEKESC.

The workers' compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of workers' compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using sick leave, or other available leave, in combination with workers' compensation will be charged for one full or partial day of sick leave, as provided for in the sick leave policy or the negotiated agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and drawing workers' compensation shall be required to provide the Clerk of the Board with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under workers' compensation shall be restricted as provided by current statute. For further information see "Workers' Compensation Procedures."

## **Workers' Compensation Procedures**

Upon employment by NEKESC the employee will read the following and sign a copy of the "Workers' Compensation Procedures Agreement" to be placed in their personnel file.

The Safety Coordinator shall maintain a set of procedures to be followed by building principals, building managers and supervisors when employees become

involved in work-related accidents. Failure to follow safety procedures may result in denial of claim(s). These procedures will specify that:

All accidents must be reported to the injured person's special education supervisor immediately. If medical attention is needed the employee will see the designated health care physician. If the employee opts to see his/her own family physician, treatment will be considered unauthorized and a maximum of \$500 will be paid.

Building principals and building managers shall report all work-related injuries of employees assigned to their building within twenty-four hours to the Safety Coordinator by using an "Employer's Report of Accident Form." Employees should not be allowed to complete the employer's form.

All immediate supervisors must complete a "Supervisor's Incident Report" form before the end of the shift during which the accident, illness or other incident occurred. It must accompany the state "Employer's Report of Accident Form" sent to WPRS. If an incident involved vehicular damage but no employee injury, the police report will be sufficient. Police reports are required for all vehicular incidents.

The Safety Coordinator shall assist the immediate supervisor and the injured employee in the development of an action plan which outlines corrective actions to be taken by the employee and/or supervisor to prevent the causative factors associated with the accident from reoccurring.

If it is proved that the injury to the employee results from the employee's deliberate intention to cause such injury, or from the employee's willful failure to use a guard or protection against accident required pursuant to any statute and provided for the employee, or a reasonable and proper guard and protection voluntarily furnished the employee by the employer, or substantially from the employee's intoxication, any compensation in respect to that injury shall be disallowed. The employer shall not be liable under the Workers' Compensation Act where the injury, disability or death was substantially caused by the employee's use of drugs, chemicals or any other compounds or substances, including but not limited to, any form or type of narcotic drugs, marijuana, stimulants, depressants or hallucinogens, except such drugs or medications which are available to the public without a prescription from a physician and which are used for the treatment of an illness, or which were obtained and used by the employee pursuant to and in accordance with such a prescription.

Building principals and building managers or designees shall advise medical care providers that an injured employee is covered by Workers' Compensation and medical bills should be submitted to the Safety Coordinator.

If an eyewitness was present, the supervisor will ask him/her to fill out the "Report by Eyewitness." The reports are to be turned in to the Central Office to the Safety Coordinator. The Safety Coordinator will then fill out the "Employer's Report of Accident."



**Northeast Kansas Education Service Center  
601 Woodson, PO Box 320  
Lecompton, KS 66050**

**Workers' Compensation Procedures Agreement**

I have read the Workers' Compensation policy and understand the procedure to follow in the event of a work-related accident.

\_\_\_\_\_  
Employee

\_\_\_\_\_  
Witness

\_\_\_\_\_  
Date



## Personnel File

Before the first salary payment, all employees will be expected to have the following items on file in the NEKESC central office:

1. Loyalty oath;
2. Current teaching certificate or license;
3. I-9 verification of citizenship form plus two proofs of identification; (i.e. driver's license, social security card);
4. Verification of TB test upon initial employment;
5. KPERs enrollment;
6. College transcripts (official copies verifying placement on salary schedule);
7. W-2 form;
8. Proper forms for additional salary withholding, annuities, other insurance and any other payroll deductions which are approved by the Board and the employee.

**Certificate or license and transcripts must be on file before the first paycheck can be issued.**

The employee's current address and telephone number must also be on file. If an employee has an unlisted phone number, he/she should list it privately with the Administrative Secretary at the office in Lecompton.

An official college transcript (no duplicated copies will be accepted) and/or an official inservice point transcript **MUST** be given to the Clerk of the Board on or before SEPTEMBER 1st in order to advance on the salary schedule. **THERE WILL BE NO EXCEPTIONS MADE.** Paraeducators must have a current transcript or grade card on file to receive inservice points for college courses.

***NOTE: All certified staff must hold certification or licensure in the area and at the level which they are teaching, or be eligible for a waiver of these requirements by the state of Kansas. State funding is contingent upon meeting these requirements.***

## Personnel Health Examinations

Each new employee shall provide evidence of freedom from communicable disease and of physical ability to fulfill the requirements of the position for which application is made. Health certificates may be required after initial employment as requested by the Executive Director.

The Executive Director and/or the Board may require, from any employee, a report of examination by a physician who is a member in good standing of the Kansas Medical Association. Cost of the examination shall be borne by NEKESC. Each such report shall include a statement by the examining physician as to any physical or mental condition noted likely to prevent the person examined from performing all duties and responsibilities of the position sought or occupied, or a statement that no such condition exists. Reference K.S.A. 72-5213 Health Certificate.

In case of an on-the-job injury, the employee must notify all supervisors and contact the Safety Coordinator at the Central Office for proper workers' compensation forms.

### **Family and Medical Leave**

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

Leave is available because of (1) the birth of a son or daughter of the employee and to care for the son or daughter; (2) the placement of a son or daughter with the employee for adoption or foster care; (3) the need to care for a spouse, son, daughter or parent of the employee because of a serious health condition; or (4) a serious health condition of the employee that prevents the employee from performing the job junctions. (Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The Executive Director will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of

the cost shall be paid by the employee to the clerk of the Board on the payroll date or other time as the employee and Executive Director may agree. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give to the Executive Director a written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, the NEKESC will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any fitness-for-duty certification required by the employer.

Family leave (reasons 1 and 2) may not be used intermittently or on a part-time basis without prior approval of the Executive Director.

The Executive Director may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health condition, the Executive Director may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

## **Mandated Reporting of Child Abuse/Neglect**

As required by Kansas law, NEKESC employees working with children/youth shall report all known or suspected incidents of child abuse or neglect to the Kansas Department of Social and Rehabilitation Services. If emergency reports must be made when SRS offices are not open, these reports shall be made to the appropriate law enforcement office. Procedures for NEKESC staff making reports of abuse or neglect are as follows:

1. Notify the immediate supervisor and/or building principal prior to making the report, if possible, or as soon as possible after making the report.
2. The mandated report to SRS or law enforcement is verbal.
3. If the staff member believes a verbal report should be made, s/he must do so even if the supervisor disagrees.
4. A short written record of the report will be kept on file.

## **Relations with Students**

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

## **Confidentiality**

Confidential student information, whether written or oral, shall be handled in a confidential manner and be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, which violate the privacy rights of students or personnel, could result in disciplinary actions being taken against the employee, including termination.

## **Children and Youth with Disabilities in Local Correctional Facilities**

Federal and state regulations require local school districts to provide FAPE (special education and related services) to students with disabilities/exceptionalities, even if they are in a detention or correctional facility. The local district where the correctional facility is located is responsible for the provision of these services.

When local school personnel have knowledge of a student with an exceptionality being placed in a local correctional facility, they must contact an NEKESC special education administrator immediately. The NEKESC administrative team will

make all necessary arrangements for providing FAPE. The NEKESC Director of Special Education will make yearly contacts with the Jefferson County Attorney and the Jefferson County Sheriff to share information regarding the obligations of the school and to discuss the most efficient method for providing the services.

Local school personnel should also contact an NEKESC special education administrator if they have knowledge of a student with an exceptionality being placed in a correctional facility outside the NEKESC service area. In this case, the NEKESC administrator will contact the appropriate person in the district where the student is detained to assure that FAPE is provided there.

## PROCEDURES

### Pay Day

Pay day for all employees of the NEKESC will be on or before the 20th of each month. Yearly salary for certified staff will be paid in twelve equal payments. Teachers may choose to receive June, July, and August checks at one time or they may receive three checks, one per month, for the three months of the summer. The NEKESC office must be notified by April 1st if the employee elects to receive all three checks at one time.

Employees have the option of having pay checks deposited directly into their bank accounts. Arrangements for direct deposit may be made with the accounting department in the NEKESC office.

If an employee is planning to let another person pick up his/her paycheck, the Clerk of the Board must be notified either in writing or by phone. No checks will be given to a person other than the employee without prior notice.

### Sick/Parental Leave

Full time employees of NEKESC are allowed ten days of sick leave. This sick leave shall cover absences for the employee's own illness and illness or death within his/her immediate family. The immediate family shall include parents, siblings, spouse, children, grandparents and in-laws of the employee. Sick days may accumulate to a total of seventy days. This leave must be reported on the time card or calendar of the employee. Accumulated sick leave can be used for maternity/paternity or adoption leave. To qualify for this leave, the employee must submit a "Family/Medical Leave Request Form." The form must be signed by the principal(s) and the NEKESC Executive Director. The parental leave will begin when a doctor's statement is given to the Executive Director stating when this leave should begin. The employee will return to work when a doctor's statement is presented stating the time and condition upon which the employee can return to employment. Employees are encouraged to remember that their health and the welfare of their family should be given first consideration. See the Family and Medical Leave policy for further information.

A monthly report of remaining sick leave will appear on paycheck stubs. Part-time employees will receive a percentage of sick leave according to the percentage of the school year worked. See the Negotiated Agreement for further information.

## **Discretionary Leave**

Certified staff may use five of their sick leave days as discretionary leave. Prior notice of 48 hours is to be given to the building principal(s), if possible, prior to the discretionary leave. See the Negotiated Agreement for further information.

## **Personal Leave**

Each teacher is allowed two (2) personal days per year, non-cumulative. A request of prior notice of 48 hours is to be given to the building principal(s) when possible. The teacher will record on his/her monthly calendar when an absence is personal leave.

## **Professional Leave**

All certified persons wishing to attend a conference, workshop, etc. must submit a "Certified Staff Professional Leave Request Form" to the Assistant Director(s) who supervises the special education program in building(s) they serve. The request must first be approved by the principal of any building(s) that would be affected by the possible absence. The amount of the reimbursement of expenses paid by the NEKESC for approved professional leave will be at the discretion of the Executive Director of the NEKESC. Arrangements for direct billing of expenses to be incurred by staff for approved professional leave will be made whenever possible. Receipts of all other claimed expenses must be submitted for reimbursement on the appropriate forms. DO NOT SUBMIT MILEAGE OR OTHER TRAVEL EXPENSES FROM A CONVENTION OR WORKSHOP ON THE MONTHLY "EXPENSE VOUCHER." These expenses should be claimed on the form returned to the employee when the professional leave request is approved. See the Negotiated Agreement for further information. Mileage to activities outside NEKESC area may be claimed from home and back. If a teacher is granted professional leave but does not use it, he/she should notify the NEKESC central office so that the day will not be charged against professional leave.

## **Jury Duty and Other Court Appearances**

Education personnel are expected to fulfill their obligations as citizens in serving jury duty when selected. Employees receiving notice of impending jury duty should notify their immediate supervisors and Assistant Director(s) as soon as possible, so that a substitute may be secured if needed.

## **Pay Deductions**

Any absence that does not fall under sick leave, discretionary leave, personal leave, prior approved professional leave, or jury duty will result in a deduction in salary equivalent to one day's pay.

### **Release from Contract**

The continuing contract law requires the employer to notify certified staff by May 1 if his/her contract will not be renewed for the following year. In turn, certified staff must notify their employer by May 15th if they do not plan to renew their contract. Requests for release from a contract made after May 15th will be acted on individually by the Board of Education considering the merits of each case. It is likely that requested release will be contingent on finding a suitable replacement. Any staff member who is not renewing his/her contract must schedule an exit interview through the administrative secretary at the Central Office.

Upon termination of employment, if the employee is a member of KPERS and under 65, application may be made for the return of contributions made to the Kansas Public Employees Retirement System. This request may be made 121 days following the cessation of employment. Reference K.S.A. 72-5411 & 5412.

### **Retirement**

All certified and non-certified employees of the NEKESC who work at least 20 hours a week in a covered position, as defined in the Kansas Public Employees Retirement System Manual, are automatically members of KPERS. Four percent of the employee's salary is deposited each month in a personal account for that employee. After 10 years the employee is vested in KPERS and eligible for benefits upon retirement. If the employee leaves the NEKESC and does not work elsewhere for a KPERS employer, he/she may request a refund of his/her KPERS contributions. For more information, see the KPERS Manual or talk to your KPERS representative, Susan Aspinwall.

### **Reports**

Upon request, all personnel of NEKESC shall submit to the Executive Director any information required for the preparation of annual reports required by the State Department of Education and any other information that is needed by either federal or state sources. These reports are to be filed promptly and accurately.

### **Personnel Problems**

If problems concerning NEKESC personnel arise, they should be referred immediately and in a professional manner to the immediate NEKESC supervisor. Even if the problem is resolved at this level, the Director of Special Education or Executive Director should be notified. See the Negotiated Agreement for Grievance procedure.

### **Personal Contact with Board of Education**

Personnel should not approach Board members directly with individual problems. These should be referred to the Executive Director who in turn may refer them to the Board. Personnel may ask to be placed on the agenda of the regular monthly Board meeting to express their concerns.

### **Telephone Calls**

Teachers who find it necessary to make long distance phone calls concerning NEKESC matters should charge these calls to the NEKESC phone card provided to them. If the teacher is calling from a school concerning a student in that district, the cost of the call should be paid by the local district. Staff members are encouraged to be very selective about use of the phone card.

### **Staff Evaluations**

All certified personnel will be evaluated by NEKESC administrators in accordance with the requirements of the Kansas State Board of Education. Building principals are expected to assist in these evaluations and/or submit a separate evaluation. Planning and implementing instruction, student progress, interactions with students, interactions with other staff, and special education record keeping will be components of each teacher's evaluation. Student records will be reviewed to determine if IEPs are completed on time and in compliance with federal and state regulations. The quality of IEPs will be determined by comparing goals to the student's present level of performance and verifying that goals are measurable and that benchmarks or objectives indicate how progress will be measured. Other records reviewed will include progress reports sent to parents and Rainbow files, and documentation of parent contacts, etc. The accuracy of the teacher's computerized IEP information and the Rainbow Files in the NEKESC Central office are equally important. See Negotiated Agreement for further information.

### **Ordering Supplies**

Teachers will be expected to fill out the proper requisitions when requesting supplies for their classrooms. The name and address of the company, the name

and catalogue number of each item, and the cost of each item should be included. Ten percent should be added to the total cost for shipping and handling. Failure to follow these procedures will result in a delay in ordering. Teachers must sign the requisition and should send it to their Assistant Director by media mail. If the requisition is not approved, the teacher will be notified.

Supplies may be charged at K-Mart North in Topeka. The Executive Director will approve other grocery and discount stores where teachers may charge supplies for their classrooms. Teachers must have prior approval from the purchasing clerk if the charge will exceed \$25.00. Personal expenses for supplies may be reimbursed if the teacher obtains prior approval from the Director of Special Education and submits a receipt. A copy of all receipts must be turned in to the NEKESC central office with the expense voucher by the fifth of the month. It is the teacher's responsibility to determine the amount of supply money available in his/her account prior to requesting reimbursement or charging materials.

At the beginning of the school year, each teacher should check with assigned district(s) as to what supplies will be available. In all cases, NEKESC personnel should be provided the same supplies as the regular education teachers in that district. If problems arise with securing supplies in a district, the Assistant Director(s) should be notified.

NEKESC participates in cooperative purchasing, which allows the ordering of supplies at a significant cost saving. Staff members are encouraged to plan for supply needs and order through coop purchasing in the spring. These items will be charged against the classroom budget.

### **Monthly Expense Voucher**

Itinerant staff and staff who travel to other buildings on NEKESC business must report their mileage on the "Expense Voucher". Other approved expenses may be reported on this form also. A receipt must accompany any listed expense. Travel to conferences, workshops, etc. cannot be reported on the "Expense Voucher." A special form for reporting these expenses will be attached to the approved request for professional leave.

Teachers may not claim mileage from home to their first work location of the day. Travel to the NEKESC central office or another school after the beginning of the school day for an inservice meeting or approved workshop or conference will be reimbursed in the following manner: the teacher may count mileage from his/her home school or home (whichever is closer) to the location of the meeting and back to the home school or home (whichever is closer). The location of the teacher's home school may be determined by the teacher but must remain constant throughout the school year. When a teacher is asked to

attend a meeting after school, mileage will be counted from the teacher's last school to the meeting and from the meeting to the teacher's home or home school, whichever is closer.

On the "Expense Voucher," Travel Code A should be listed in the column marked REASON for the following:

1. Teacher travel from one attendance center to another.
2. Staff travel from one attendance center to another as part of supervision or evaluation.
3. Teacher or administrator travel from one attendance center to another for staffing or IEP.
4. Actual travel expenses of staff to activities if the activity is part of a student IEP or the staff is involved in sponsorship or transportation of special education students.

Travel Code B should be marked for the following:

1. Inservice and departmental meetings.
2. Responsibilities directly associated with administration.
3. Staff travel outside cooperative boundaries unless required by student IEP.
5. Transportation of media center materials and supplies.

**NOTE: Expense vouchers must be turned in by the 5th of the month or payment will be delayed until the following month.**

## **Teacher Work Day**

Teachers will provide services in each assigned school on every day that school is in session. **Work day is defined as contract days for the staff in the assigned district(s) and NEKESC inservice days.** Teachers are not required to work when their assigned districts are closed due to inclement weather or other emergencies. The NEKESC staff member will follow his/her assigned district's policy for making up lost days/time. However, NEKESC staff must work a minimum of 186 days. Workshops attended on Saturdays or weekends **DO NOT** count as work days. At the beginning of the school year each teacher must check the NEKESC calendar and the calendar of the district(s) to which he/she is assigned. Any teacher who will be obligated for more than 190 days must notify the Assistant Director in writing before October 1 to be eligible for a contract extension request.

All staff must file a schedule with the NEKESC central office and all building principals before September 15. An amended schedule must be submitted

whenever there is a change. If a teacher cannot be in a school building at the scheduled time, he/she **must** inform the principal or his/her office staff.

## **Absence Reports**

All staff must call the building principal(s) or the designated person for that district as early as possible when an absence is necessary so a substitute can be arranged, if needed. Each district is responsible for reporting this absence to the NEKESC on the "Monthly Absentee Report."

When an itinerant teacher is ill, he/she should immediately call all building principals where he/she is scheduled for that day. In case of emergency, the NEKESC office should be contacted with a request to notify principals.

All NEKESC certified staff must report all absences on the monthly calendar which is sent to the Central Office before the 5th of each month. Absences are to be reported as quarter, half or full day.

## **Arrival and Departure Times**

Certified personnel are expected to follow the workday schedule of the building in which they are working. Itinerant staff will begin their day at the time teachers are expected to arrive at their first school, and end their day at the time teachers are permitted to leave at their last school. If this schedule causes a longer than normal workday, an Assistant Director will assist in arranging adjustments. All itinerant staff must sign in and out on the "Staff Check-In" form in the office of each building.

## **Building Responsibilities**

NEKESC teachers will be under direct daily supervision of their building principals. Teachers should be aware of all local school district policies governing the building in which they are teaching and perform their duties accordingly. Teachers and paras are to follow the dress codes of each building in which they teach. Itinerant teachers must dress appropriately for all buildings in which they serve students.

Personnel of the NEKESC are encouraged to work closely with building principals concerning scheduling, planning time, supervision of students and extra-curricular activities. Itinerant staff who serve more than one district are not expected to take on extra-curricular supervision but teachers who work in only one school district are encouraged to take their turn in helping supervise local district school functions.

## **Staff Development**

It is the belief of the NEKESC that in order to provide appropriate programs for students, their teachers must be life-long learners, constantly adding to their knowledge, skills, and attitudes. All NEKESC employees are expected to continue to learn new skills and to be knowledgeable regarding best practices and new developments in their respective areas of specialization. Staff development for special education staff is provided at the beginning of each school year and periodically throughout the year. Attendance of certified staff is required at the August staff development day(s) and any other training as notified. Other staff development opportunities will include workshops for specific groups, workshops on topics of general interest, and individual coaching as needed. Certified staff may request to attend staff development activities outside the NEKESC by submitting a "Certified Staff Professional Leave Request Form" to their Assistant Director. The NEKESC Professional Development Council will provide guidelines for awarding inservice education credits for participation. See the NEKESC Professional Development Council Handbook.

## **Departmental Meetings**

Certified staff may count six (6) hours of attendance at after school departmental meetings or focus groups as one contract day as long as they do not exceed 190 total contract days. The content of these meetings must be professional development or curriculum development. Attendance must be verified by signing an attendance sheet.

## **Practice/Cooperating Teachers**

Certified NEKESC teachers may agree to supervise a student teacher provided the principal of the school and the Director of Special Education have given their approval. All inquiries from universities or prospective student teachers should be referred to an administrator.

Any money received by the district as reimbursements or payments may be distributed either to the classroom budget of the cooperating teacher or as payroll to the cooperating teacher. Cooperating teachers who elect to receive a distribution as payroll will not be eligible to receive inservice points for supervising a student teacher.