



Keystone Learning Service Center

Business Office
Personnel Policies
And
Procedures Handbook

August 2011

Keystone does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Keystone Executive Director, 500 E. Sunflower Blvd., Ozawie, KS 66070.
Phone: 785-876-2214 / Fax: 785-876-2629.

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MISSION

Forging educational partnerships through innovation and leadership to provide quality services that produce independent learners.

VISION

We deliver high-quality, innovative services using affordable, technology rich, and time responsive methods. We are leaders with respect to all educational issues. We are unified across all Keystone programs and divisions. We maximize service and reduce costs. Through relentless commitment to excellence, Keystone is trusted throughout the region to deliver the best possible educational products and services.

VALUES

- Demonstrating respect for students and families
- Improving student lives through education
- Developing trust relationships based upon professionalism, collaboration and respect
- Recruiting highly qualified staff and providing ongoing professional development
- Providing efficient and centrally located facilities for current and future programs

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. NEKESC adopted the name Keystone Learning Services (hereon in this document to be referred to as Keystone) in 2008 to reflect the expanded programs that Keystone has committed to provide.

Keystone is funded through local assessments and state and federal funding. It is governed by a Board of Directors (hereon in this document to be referred to as the Board) 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 of Keystone.

POLICIES

All employees of Keystone shall follow all applicable board policies, rules and regulations.

Keystone Policies can be found on the website at www.keystonelearning.org under the Personnel tab.

DISCRIMINATION (Board Policy GAAB)

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or Keystone compliance coordinator (Executive Director) for investigation and corrective action by the building or service center compliance officer.

RACIAL HARASSMENT (GAACA)

The Board is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment on the basis of race, color or national origin. Racial harassment will not be tolerated.

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 Keystone's compliance coordinator (Executive Director). Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under Keystone's discrimination complaint procedure.

SEXUAL HARASSMENT (GAAC)

The Board 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 by Keystone. Sexual harassment of employees or students of the service center by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with Keystone employees is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at

school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

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 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.

Keystone 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 a Keystone administrator.

Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the service center's discrimination complaint procedure. Complaint should be in written format. (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, persuasiveness 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/Executive Director. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may 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 service center'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 service center facility. The policy shall also be published in student, parent and employee handbooks as directed by the service center compliance coordinator. Notification of the policy shall be included in the school newsletter or published in the local newspaper annually.

WORKERS COMPENSATION (GAOE)

In case of an on-the job injury, the employee must notify all supervisors and contact Human Resources for proper workers' compensation forms.

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 service center paid disability insurance payments. In the event that the employee has been intentionally injured by a student, the employee will be allowed up to five days of leave per incident with no deduction in leave days, provided a doctor's statement verifies that the employee was unable to work due to the injury. This will be in accordance with service center policy GAOE. Workers compensation benefits and

FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, service center paid disability insurance, and salary in excess of his/her full salary. Available paid leave must be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Leave shall be deducted on a prorata amount equal to the percentage of salary paid by the service center.

WORKERS' COMPENSATION PROCEDURES

1. Upon employment by Keystone, the employee will read the following and sign a copy of the "Workers' Compensation Procedures Agreement" to be placed in their personnel file.
2. The Human Resources shall maintain a set of procedures to be followed by building principals, building managers and supervisors when employees become involved in work-related accidents.
3. 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 and Keystone Human Resources 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.
4. Building principals and building managers shall report all work-related injuries of employees assigned to their building within twenty-four hours to Human Resources by using an "Employer's Report of Accident Form." Employees are not allowed to complete the employer's form.
5. 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/reported. It must accompany the state "Employer's Report of Accident Form". These forms need to be sent to Keystone Human Resources Department.
6. If an incident involved vehicular damage but no employee injury, the police report will be sufficient. Police reports are required for all vehicular incidents unless otherwise designated by police department.
7. Human Resources 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.
8. 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.

9. 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.
10. Building principals or Keystone Human Resource Department shall advise medical care providers that an injured employee is covered by Workers' Compensation and medical bills should be submitted to Human Resources.
11. 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 Keystone Human Resource. Human Resources will then fill out the "Employer's Report of Accident."

KEYSTONE LEARNING SERVICES
500 E. Sunflower Blvd.
Ozawkie, KS 66070

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

DRUG FREE WORKPLACE (GAOA, GAOA-R)

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the service center. The unlawful manufacture, distribution, sale dispensing, possession of or use of a controlled substance is prohibited in Keystone.

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

1. Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.
2. Any employee who is arrested/convicted under a criminal drug statute for a violation occurring at the workplace must notify the Director of the arrest/conviction within five days after the arrest/conviction.
3. Within 30 days after the notice of arrest/conviction is received, Keystone 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.
4. 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.
5. This policy is available on the Keystone website or a copy may be requested from the Keystone Office. 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.

CHILD ABUSE (GAAD)

Any Keystone employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

Unless otherwise specified, Keystone employees will follow those policies adopted at each local district level and Keystone.

These policies will follow the guidelines established by the State of Kansas for reporting child abuse.

Procedures for Keystone 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.

STAFF-STUDENT RELATIONS (GAF)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. 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 or consent.

PROCEDURES

HUMAN RESOURCES

Personnel Files

Personnel files required by Keystone shall be confidential and in the custody of the records custodian and/or the Executive Director. Employees have the right to inspect their files upon proper notice to Human Resources under the supervision of an appropriate supervisor.

Before the first salary payment, all employees will be expected to have the following items on file in the Keystone central office (Human Resources):

1. Loyalty oath;
2. Current teaching certificate or license if applicable;
3. Keystone Application for Employment and references;
4. Within three days of hire, Keystone must have an I-9 verification of citizenship form plus two proofs of identification completed; (i.e. valid driver's license, or another picture id, and a social security card);
5. Verification of TB test upon initial employment and completed Health Certificate;
6. KPERS enrollment;
7. College transcripts, if applicable (official copies);
8. W-2 form;
9. K-4 form;
10. 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 if applicable.
- Current name, address, marital status (for emergency contact, benefits and tax withholding purposes only) and telephone numbers (including cell numbers) must also be on file. If an employee has an unlisted number, he/she should list it privately with Human Resources at Keystone.

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

In the event that an administrator allows his/her license to expire the administrator will receive substitute wages from the date of expiration until the date a new license is issued. Once the new license is issued, wages lost during the time of the lapsed license will be retroactively paid.

Each licensed employee has a professional responsibility to maintain appropriate licensure. To assist licensed staff with this responsibility, strong support will continue through the administrative team and support staff at Keystone. We notify staff of impending expiration dates and visit with teachers who seem to be slow in initiating licensure renewal.

Employees are expected to complete all paperwork before the first day of employment.

The Board will avoid employing anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of a direct supervisor, unless extenuating circumstances are present (ex. Staff shortages, availability of qualified employees, etc.)

Reasonable Assurance

Kansas Employment Security Law prohibits employees who work for an educational institution from receiving unemployment benefits during regularly scheduled breaks of employment. These scheduled breaks would include scheduled time off for summer, spring, and winter. Any employee who has the reasonable assumption of continuing in the same or similar employment following any or all of these scheduled breaks would be ineligible for unemployment benefits. This includes employees of certified, classified and substitute status, so as long as the employee is paid directly by Keystone and not contracted services.

Voluntary Resignation

1. Employees who are absent from work for three consecutive days without being excused or giving proper notice may be considered as having voluntarily quit.
2. Former employees who left Keystone in good standing may be considered for re-employment.
3. Former employees who resigned without notice or who were dismissed for cause may not be considered for re-employment.

Benefits

Staff working thirty or more hours per week qualify for all Section 125 benefits.

Employees working thirty hours or more per week with a twelve month contract will receive \$400 a month for a single health plan / \$600 a month on coverage above a single plan.

Employees working thirty hours or more per week with a contract under twelve months will receive \$175 a month benefit that can be used for Plan 125 products excluding health.

Life Insurance can be purchased through the 125 Plan as an after tax employee paid product.

If staff resigns/terminates prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

Hours of Work

Keystone business hours are 8:00 A.M. – 4:30 P.M, Monday through Friday. June and July business hours are 7:00 A.M. – 5:30 P.M. Monday through Thursday except for the week the Independence holiday falls. A yearly calendar will identify days Keystone is open for business.

1. If an employee works with supervisors approval on a day Keystone is closed, the employee will be paid regular pay for the hours worked. If an employee does not work, vacation, personal or unpaid leave may be used.
2. Supervisors may schedule time over an eight -hour day when it is deemed necessary. Employees are not permitted to work time over 40 hours a week without the prior approval of Keystone supervisor.

Work Day

1. Workday is defined as 8.5 hours including a 30-minute unpaid lunch break if contract states 40 hours per week or contracted by days. If contract states less than 40 hours per week, the total weekly contracted hours divided by five days will be used to obtain daily average. This average is then used as the workday for calculating absences and holiday pay.
2. The Keystone office follows the Oskaloosa School District schedule when closed due to inclement weather. If an employee works on a day Keystone is closed due to inclement weather, the employee is paid regular pay for the hours worked. If an employee does not work, vacation or personal leave may be used. Sick leave **cannot** be used for these days.
3. If an employee cannot be at work, he/she must notify the office or immediate supervisor.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of Keystone. It is the employer's responsibility (and privilege) to control the work of its employees.

Transfers

Employees have the right to request a transfer. Keystone reserves the right to approve or disapprove transfer requests based on the educational and operational needs of Keystone.

Any employee wishing to transfer shall make said request in writing to Human Resource indicating the position and school/department to which he/she wishes to be transferred.

Attendance and Punctuality

It is the procedure of Keystone to require employees to report to work punctually and to work all scheduled hours. Excessive tardiness and poor attendance disrupts workflow and will not be tolerated.

1. All employees are expected to be regular in attendance and to be at their assigned location through the duty day.

2. The immediate supervisor will review frequent absences.
3. Discipline action can be issued by the supervisor for excessive absences, too frequent absences, or absences without permission.

Absence Reporting

All employees must follow these procedures if an absence occurs:

1. If previous knowledge that an absence is going to occur, notify the office and or immediate supervisor.
2. When an employee becomes ill without previous warning, notify the office and or immediate supervisor.
3. When reporting absences such as professional leave, personal leave or sick on calendar / timecard, absences must be reported in $\frac{1}{4}$, $\frac{1}{2}$, $\frac{3}{4}$, or full day increments.

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 Keystone 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 denied or approved FMLA leave.

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

During the period of approved family and medical leave the Board will continue to pay employer portion of the employees benefits and the employee is responsible for sending in money for their regular monthly contribution. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

If the employee does not qualify for FMLA through our agency the Board does not continue to pay his/her portion of the benefits and the employee is responsible for sending money in for all current benefits selection until she/he return to their current position.

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, Keystone 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. 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.

Military Leave

Both federal and state laws grant employees the right to leave from employment for military service. The rights of returning members of the uniformed services, including the National Guard or Reserve, are defined in the Uniformed Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C 4301 *et seq.*, and K.S.A. 73-213 *et seq.*

PAYROLL AND BUSINESS OFFICE

Rate of Pay

All employees' salaries / wages will be identified contracts and approved by the Board of Directors.

Payroll

1. Keystone's payday is the 20th of each month. Employees will be paid by check or direct deposit on or before the 20th of each month.
2. Employees will be paid in compliance with State statute 12-105b, which states that employees will be paid the month after hours are worked.
3. Paychecks are not released in advance for any reason.
4. Employees have the option of having checks deposited directly. Arrangements for direct deposit may be made with the payroll department at the Keystone office.
5. If an employee is planning to let another person pick up his/her paycheck, they need to call by 3:00 pm. Employee must complete a Paycheck Authorization Form. The authorized person must bring it into the Keystone office in order for the check to be released. No checks will be released to a person other than the employee or person listed on the Paycheck Authorization Form. Employee or person listed on the Paycheck Authorization Form must show a valid identification card with a picture to pick up a paycheck from the Keystone office.

Overtime Pay

Employees who are classified as non-exempt shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours.

Overtime will be paid upon approval of director/supervisor and must be approved prior to the overtime worked. Overtime is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or without pay will not be used for calculation purposes. Overtime pay will be paid in the payroll month in which the overtime occurred.

If employee physically works a total of 40 hours or less, no extra pay is required.

Compensatory Time and Compensatory Time Off

Non-exempt employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours. Compensatory time shall be at the rate of not less than one and one-half hours of compensatory time for each hour overtime worked, just as the monetary rate of overtime is calculated at the rate of not less than one and one-half times the regular rate of pay.

No compensatory time will be awarded without prior approval of director/supervisor. Compensatory time is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or with pay will not be used for calculation

purposes. Compensatory time shall be used before other leave (sick, personal, vacation) and within four (4) weeks.

Sick Leave

Twelve-month employees receive 12 days of sick leave and ten-month employees receive 10 days of sick leave available for use at anytime (accrued one per month per contract length), unless contract specifies otherwise.

A Workday is defined as total weekly contracted hours divided by five days to obtain daily average. The average is then used as the workday for calculating absences and holiday pay. All employees will have their workday computed to determine their daily average hours of work.

At the end of the school year, any unused leave will be accumulated to seventy (70) sick days, unless contract specifies otherwise.

1. Sick days may accumulate to a total of seventy days, unless contract specifies otherwise.
2. Sick leave must be reported on the time card / calendar in quarter increments.
3. A monthly report of remaining sick leave will appear on paycheck stubs.
4. Employees who begin after the start of the contract year and part-time employees will receive a percentage of sick leave according to the percentage of the contract worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn $\frac{1}{2}$ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will earn one day of sick leave each month they work.
5. If an employee resigns or terminates before the end of said contract and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.
6. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse, children, grandparents and in-laws of the employee.

Personal Leave

1. Each employee is allowed two (2) personal days per year (1 accrued per semester), non-cumulative, unless contract specifies otherwise.
2. Personal leave is to be requested on "Personal Leave Request Form" which is signed by the employee and supervisor. This form should be received in the Business Office five (5) days in advance of the leave day.

3. Emergency use--when an employee is unable to request personal five days in advance due to an emergency, shorter notice may be given. The request process (above) should be completed as soon as possible within the month of the leave.
4. Personal Leave must be recorded on the monthly time card / calendar in quarter increments.
5. Personal leave can be used at any time. If an employee resigns or terminates before the end of said contract and has been paid for un-accrued days, the final paycheck will be adjusted to pay back un-accrued days.
6. Employees may use personal days (without prior approval) on snow days or other emergency days that the office is closed.

Accrued personal and sick leave will not be paid if separation occurs. Contracts shall not be completed with paid leave unless request is approved by administration and or Board.

Employee on FMLA, extended leave (10 consecutive days or more), or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

Leave Without Pay

There is no such leave as Leave Without Pay except for FMLA. Staff (certified and classified) who have used all of their leave and are not on FMLA may be dismissed by the Board.

Leave with Pay

Administrators may place staff members (certified and classified) on leave with pay during an investigation or for a disciplinary action.

Work Related Injury Leave

In the event that the para has been intentionally injured by a student, the para will be allowed up to five days of leave per incident with no deduction in leave days, provided a doctors statement verifies the para was unable to work due to injury.

Professional Leave

1. Employees wishing to attend a conference, workshop, etc. must submit a " Professional Leave Request Form" to their supervisor.

2. The amount of the reimbursement of expenses paid by the Keystone for approved professional leave will be at the discretion of the Executive Director of Keystone. 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 "Conference Expense Voucher". DO NOT SUBMIT MILEAGE OR OTHER TRAVEL EXPENSES FROM A CONVENTION OR WORKSHOP ON THE MONTHLY "EXPENSE VOUCHER."

3. If an employee is granted professional leave but does not use it, he/she should notify the Keystone central office so that the day will not be charged against professional leave.

Keystone sponsored workshops/in-service: Employee Leave Request Forms do NOT need to be completed. Simply follow the instructions in the announcement information, which typically includes emailing or calling the Oskaloosa office to register.

Off-site Workshops/Conferences: An Employee Leave Request Form must be submitted to the special education administrator. All requests will be carefully considered by the administrative team and returned with the decision about attendance and reimbursement information. Conference information (registration information, conference description) must be attached to the request.

- Reimbursement: To be reimbursed for conference attendance/mileage/meals/etc., submit information with receipts* on the Conference Expense Voucher Form and send it to the Keystone office ATTN: Accounts Payable. Do not submit on the monthly expense voucher.
 - Vouchers must be turned in on the first day the media route runs of each month before the fifth day of the month or payment may be delayed until the following month. ** Vouchers for the current school year must be turned in by June 5th; failure to do so may result in non-reimbursement of expenditures.
- Meal Reimbursement: Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions in the following manner: If the meal is not provided at the function, the expense of the noon meal as well as morning/evening meals are reimbursable not to exceed the daily amount of \$45. Prior approval on the Professional Leave Request Form is required.

* **Keystone is a tax-exempt agency.** Employees will not be reimbursed for any sales tax or gratuity (tips). No alcoholic beverage is allowed on a receipt (all items on the receipt will not be reimbursed).

1. Staff wishing to attend a conference, workshop, etc. must submit a "Certified Staff Professional Leave Request Form" to the Keystone Central Office, ATTN: special education administrator responsible for your district.
2. Conference information (registration information; conference description) must be attached to the request.
3. The request must first be approved by the principal(s) that would be affected by the possible absence.
4. All requests will be returned to the employee with the decision about attendance and reimbursement information.
5. To be reimbursed for conference expenses, submit this information with receipts on the "Conference Expense Voucher" form and send to the Central Office ATTN: Accounts Payable. **Do not submit on the monthly expense voucher.**
6. Keystone is a tax-exempt agency. Employees will not be reimbursed for any sales tax.
7. Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions. Approved meal allowance is up to \$45.00 per day. If conference provides breakfast and or lunch the meal stipend will be adjusted accordingly.
8. If an employee is granted professional leave but does not use it, he/she should notify the Keystone Central Office so that the day will not be charged against professional leave.

Credit Card Procedure

Employee Responsibilities

- Sign all credit card purchases. Make it clear that no one may use the credit card except authorized individuals. All purchases must be school related – no personal purchases.
- Submit credit card receipts, invoices, and logs to the business office on a regular basis.
- Report all lost or stolen credit cards immediately to the business office.
- Never accept cash for credit card returns. Request that merchant credit the credit card account.
- Make sure telephone and catalog orders include appropriate shipping addresses and instructions (name of organization, building, employee's name, etc.)
- Make sure merchants are aware of the sales tax exemption status of school districts when purchasing merchandise with credit cards.

Purchase Card

Purchase Card can be made available to staff pending Board approved training and special administrators approval.

Jury Duty and Other Court Appearances

Employees are expected to fulfill their obligation as a citizen in serving jury duty when selected. Employees should notify their immediate supervisor and submit a copy of your summons to Keystone Human Resources as soon as possible so that a substitute may be secured if needed.

1. The Board will release the employee with full wages during the period of such service.
2. The employee will need to provide verification for each day actually served, attached to timecard / calendar.
3. Payment received for jury duty is to be submitted to the Payroll Clerk.
4. Payment received for mileage may be kept by the employee.

Employees will not receive paid legal leave if they are subpoenaed as a witness in their own defense or personal civil matters or litigation against Keystone.

Pay Deductions

Any absence that does not fall under sick leave, personal leave, prior approved professional leave, jury duty, or work related injury leave will result in a deduction in salary / wage equivalent to one day's pay. If an employee resigns or terminates before completing their contract and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.

Retirement

All classified employees of Keystone who work at least 17.5 hours a week/630 hours annually in a covered position, as defined in the Kansas Public Employees Retirement System Manual, are automatically members of KPERS. Four percent prior to July 2009, 6% thereafter of the employee's salary is deposited each month in a personal account for that employee. After five (5) years the employee is vested in KPERS and eligible for benefits upon retirement. If the employee is not vested leaves Keystone and does not work elsewhere for a KPERS employer, he/she may request a withdrawal of his/her KPERS contributions. For more information, see the KPERS Manual or talk to Keystone's appointed KPERS Representative.

Monthly Expense Voucher

Completing the Form. Employees that travel to other buildings on Keystone business will be reimbursed at the current state rate. Staff seeking reimbursement must report their mileage on the monthly “Expense Voucher”.

Travel Code “A” (Service to special education student) should be listed in the column marked “Reason” for the following:

- Employee travel directly related to providing special education and related services to exceptional children.

Travel Code “B” (Other) should be used for the following:

- Inservice, workshops or other professional meetings; transportation of media center material and supplies; etc.

Staff who do not have cods completed may have their forms returned which may cause a month delay in reimbursement. Please mark A or B.

Mileage Reimbursement Guidelines

- Activities *outside of the Keystone* area will be reimbursed in the following manner:

Employees may claim mileage from home and back with prior administrative approval. Mileage reimbursement for conferences must be claimed on the “Conference Expense Voucher” **not** on the monthly “Expense Voucher” form.

Example 1: An employee lives in Topeka and drives from home to an all-day workshop in Lawrence. Mileage may be claimed from the employee’s home to Lawrence and back.

- Activities *within the Keystone* area will be reimbursed in the following manner:

Employees may not claim mileage from home to their first work location of the day or from work to home at the end of the day. Travel to another Keystone office and schools during the workday is reimbursable.

Example 1: An employee assigned to Valley Falls and Oskaloosa may claim mileage between these two buildings during the day, but may not claim mileage from home to school or school to home.

Example 2: An employee lives in Atchison and drives to a Keystone workshop in Lecompton. No mileage will be reimbursed.

Travel for after school meetings will be reimbursed from the employee's office to the meeting location and then back to the employee's office or home (whichever is closer).

Example 1: An employee living and working in Oskaloosa attends an after-school inservice in Lecompton. The employee may claim mileage from Oskaloosa to Lecompton and back to Oskaloosa.

Example 2: An employee living in Oskaloosa and working in Effingham attends an after-school inservice in Lecompton. The employee may claim mileage from Effingham to Lecompton and from Lecompton back to the employee's home in Oskaloosa.

- Itinerant staff must determine a "home school" or "base" and this must be constant throughout the school year. The above reimbursement guidelines will then apply.

Where/When to Send the Reimbursement Form Send completed Mileage/Expense vouchers to the Keystone office ATTN: Accounts Payable. Vouchers must be turned in on the first day the media route runs of each month or payment may be delayed until the following month. Vouchers for the current school year must be turned in by June 5th; failure to do so may result in non-reimbursement of expenditures. Mileage reimbursement will be at the state rate.

STAFF BEHAVIOR

Reports

Upon request, all personnel of Keystone shall submit to the Director of Special Education 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 Keystone personnel arise, they should be referred promptly and in a professional manner to the immediate Keystone supervisor. Even if the problem is resolved at this level, special education administrator and Executive Director should be notified.

Personal Contact with Keystone Board of Directors

Personnel should not approach Board members directly with individual problems without having first spoken with the special education administrator and Executive Director. Personnel may be referred to the Board. Personnel may also ask to be placed on the agenda of the regular monthly Board meeting to express their concerns.

Telephone / Computer / Equipment Usage

Use of cellular phones for conversations or text messaging/twittering is prohibited unless used during lunch or breaks. Personal telephone calls should not be conducted during the duty day unless it is an emergency or during breaks.

Using Keystone computer/equipment (copier, fax machine, printers, cameras, smartboard, etc.) is strictly prohibited for personal usage. Using computers to access personal accounts, e-mails, facebook, writing personal information or searching the internet is not allowed. (All employees may use the computer for communication from Keystone-including electronic direct deposit slips).

During school/business hours district and Keystone IT staff monitors activity conducted on computers. Inappropriate usage of computers and equipment can result in disciplinary action or dismissal.

Disciplinary Action for Misconduct

Employees may be disciplined for misconduct by reprimand, suspension, disciplinary supervision or dismissal. Examples (not all-inclusive) of misconduct are:

- Illegal or Serious Misconduct (such as reporting and/or being on duty under the influence of alcoholic beverages or illegal drugs; threatening, intimidating, coercing, abusive or vulgar language; interfering with the performance of other employees, customers or vendors; dishonest or improper conduct on the job; actions which are disruptive to the operation of the office; unauthorized use of Keystone equipment)
- Insubordination (such as breaking of Keystone rules, regulations, or policies; willful disobedience of a direct order from a supervisor)
- Poor attendance (such as excessive, unexplained, or unexcused absenteeism; frequent tardiness; or failure to notify supervisor)
- Unsatisfactory work performance (such as failure to progress in job proficiency; incompetence; inappropriate dress/hygiene)

In cases involving serious misconduct, such as a major breach of policy or violation of law, the procedures contained below, may be disregarded. Administration should suspend the employee immediately and, if appropriate, recommend termination of the employee. Employees suspended from work will not receive or accrue any employee benefits during the suspension, unless administration grants an exception.

At any investigatory interview conducted for the purpose of determining the facts involved in any suspected violation of Keystone rules and regulations, the following procedure should apply: prior to the interview, the employee who is suspected of violating Keystone rules and regulations should be told in general terms what the interview is about.

Types of Disciplinary Action

1. Oral Reprimands. This is the most frequently used and mildest form of discipline. It is a warning, which at the same time, tries to get at the root of the problem and overcome the source of difficulty. When the supervisor gives an oral reprimand, he/she makes a brief note of it for his/her own future reference and guidance.
2. Written Reprimands. An offense, which in the opinion of the supervisor, justifies a written reprimand containing a brief description of the unsatisfactory conduct of the employee. It may include a written warning and suggest actions to be taken. A copy shall be provided to the employee prior to being included in his/her personnel file. The employee may respond in writing with five (5) workdays and such written response shall be included and made part of his/her personnel file.

Ordering/Purchasing Supplies

Employees may order supplies on the E-Req system. The requisition will be sent to the Executive Director for approval.

Confidentiality

1. Confidentiality refers to the protection of personally identifiable information at all stages, including the collection, use and maintenance of education records.
2. Confidentiality applies to both written records **and** oral information.
3. Employees may share confidential student information **only** with Special Education Administration.
4. If a family member of the student or friend of the student inquires as to the student's status, progress or problems, the employee must direct the person without further comment to the licensed special education provider.
5. Confidential information, whether perceived to be positive or negative, must never be shared by an employee to individuals other than those identified above.

6. Violations of confidentiality, which violate the privacy rights of students or personnel, could result in disciplinary actions being taken against the employee, including termination.
7. If you must talk to someone else, talk to your supervisor or someone who has shared access to the individual or information to be shared.

Civil Actions and Administrative Complaints

Any Keystone employee served with formal legal process and a complaint from a federal or state court or civil rights enforcement agency (including the Kansas Human Rights Commission, the Federal Equal Employment Opportunity Commission, or the Office for Civil Rights of the U.S. Department of Education) shall immediately advise Keystone Executive Director. The filing of litigation or a complaint with an administrative enforcement agency shall suspend any further processing by Keystone of any internal complaint made regarding same subject matter. Upon receipt of any final order by a court administrative enforcement agency, any internal complaint pending Keystone regarding the same subject matter shall be dismissed.

Office / Support Staff are considered to be Non-Exempt Employees with respect to Fair Labor Standard Act (FLSA)

The Fair Labor Standard Act (FLSA), 29 U.S.C. 201 et seq., contains federal statutes establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United States Department of Labor, Wage and Hour Division.

Time Cards

1. Keystone office / support staff employees must report each day's arrival and departures plus all absences, on monthly timesheets.
2. Time cards are due the 1st day the media mail runs of each month, no later than the 5th.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

Paid Holidays

Office / support staff employees receive seven paid holidays. Employee must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- a. Christmas
- b. New Year's Day
- c. Good Friday
- d. Memorial Day

Paid Vacation

July 1, office / support staff employees receive vacation days available for use at anytime agreeable with the Executive Director and employee.

Vacation days are prorated for employees contracted after the start of said contract year. Employees who work less than full time have their leave days prorated in a ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck

will be adjusted to pay back unearned days.

Twelve-month employees will receive the following paid vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days
- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the previous contract year.

Evaluations

1. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years.
2. Evaluations can be conducted anytime it is deemed necessary by the supervisor.
3. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the employee.

Office Paraeducators are considered to be Non-Exempt Employees with respect to Fair Labor Standard Act (FLSA)

The Fair Labor Standard Act (FLSA), 29 U.S.C. 201 et seq., contains federal statutes establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United States Department of Labor, Wage and Hour Division.

Time Cards

1. Keystone office paras must report each day's arrival and departures plus all absences, on monthly timesheets.
2. Time cards are due the 1st day the media mail runs of each month, no later than the 5th.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by your supervisor if you are absent on the date time cards must be submitted for payroll.

Paid Holidays

Twelve-month paraeducators working in the office receive seven paid holidays. Paraeducator must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- d. Christmas
- e. New Year's Day
- f. Good Friday
- g. Memorial Day

Paraeducators working less than twelve-months working in the office receive seven paid holidays. Paraeducator must be employed at the time of the holiday and resume work after a paid holiday to receive this benefit.

- a. Two days in November
- b. Three days in December
- c. Two days in March

Paid Vacation

Twelve-month paraeducators receive vacation days available for use at anytime agreeable with the Executive Director and employee. A workday is equal to the number of hours an employee is scheduled to work in a standard workday.

Vacation days are prorated for office paras contracted after the start of said contract year. Employees who work less than full time have their leave days prorated in a ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

Twelve-month office paras will receive the following paid vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days
- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the previous contract year.

Evaluations

1. All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years.
2. Evaluations can be conducted anytime it is deemed necessary by the supervisor.
3. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the employee.

Inservice Hours

1. Paras with less than three years of continuous employment or staff with more than three years of employment but have unsatisfactory evaluations with Keystone must attend twenty hours of inservice training annually.
2. Paras with more than three years of continuous employment with Keystone and satisfactory evaluations must complete at least ten hours of inservice training annually.
3. One hour of college credit counts for 20 hours of inservice hours
4. There are different types of inservices allowed:

- a. On-Line/Computer Programs. Earn up to seven (7) hours of inservice using computer programs (ParaPro Assessment, WorkKeys and Infinitec). To receive credit a copy of the certificate must be sent in with confirmation passing the course.
 - b. Inservice Classes. Examples include First aid and other inservices sponsored by the school, district, teacher, or support staff (ex. speech pathologist, school psychologist, APE, etc.). Inservice hours can also be earned through trainings at Keystone.
 - c. Reading/Video. A maximum of five (5) hours can be earned for reading an approved book or watching an approved educational video. Twenty pages equals one (1) hour of inservice.
 - d. Passing the ParaPro Assessment is worth 20 hours. Coursework prior to the ParaPro assessment is not to be counted in addition to the 20 hours given to passing the ParaPro Assessment. Certificate is necessary for credit.
5. Examples of non-allowable inservice hours are time worked while setting up a classroom or closing a classroom at the end of the year. Television programs are not allowed. Journal or magazine articles are generally not allowed. Computer classes or inservices that are un-related to the job are not allowed (ex. taking an Algebra II class and the job held is in the preschool program).

Inservice Documentation

Para Inservice Documentation Records are kept on file at Keystone for five years.

1. All inservice requires Keystone Administrative approval to receive credit.
2. Paraeducators must complete the "Paraeducator Staff Development Documentation Form" and submit to Keystone Administration for approval. The paraeducator's supervisor must sign this form.
3. Paraeducator's attending a Keystone inservice opportunity need only sign the "Staff Sign-in Sheet" to receive credit. No other documentation is required.

Managers / Coordinators / Directors are considered to be Exempt Employees with respect to the Fair Labor Standard Act (FLSA)

Exempt employees are not covered by the Fair Labor Standard Act (FLSA). To qualify for exemption, initially the employee must be considered salaried. In order to be considered salaried the employee must regularly receive a predetermined amount of pay that is not dependent upon the quantity or quality of work performed. The employee must receive full salary for a workweek in which the employee performs any work, regardless of the number of days or hours worked.

Attendance Calendar

All managers, coordinators, and directors are required to submit calendars every month for payroll and auditing purposes. Mark the calendar with the appropriate codes listed on the calendar.

Submit monthly calendars by the first day the media route runs each month, no later than the 5th. Send calendars to "Payroll Clerk".

Paid Holidays

Managers, coordinators, and directors receive seven paid holidays, unless contract specifies otherwise. Employees must be employed at the time and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Thanksgiving
- d. Christmas
- e. New Year's Day
- f. Good Friday
- g. Memorial Day

Paid Vacation

July 1, employees receive vacation days available for use at anytime agreeable with the Executive Director and employee. A workday is equal to the number of hours an employee is scheduled to work in a standard workday.

Vacation days will be prorated for employees contracted after the start of said contract year. Employees who work less than full time will have their leave days prorated in a

ratio equivalent to the amount of their contract time. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and the final paycheck will be adjusted to pay back unearned days.

Employees will receive the following vacation days for years of service, unless contract specifies otherwise.

- a. First year = 5 days
- b. Second through fourth year = 10 days
- c. Fifth through ninth year = 15 days
- d. Tenth through fourteenth year = 20 days
- e. Fifteenth year and on = 25 days

Vacation days must be used by July 31 of the previous contract year.

Evaluations

Managers, Coordinators and Directors shall be formally evaluated a minimum of two times each year during their first two years of service. The first evaluation conference will occur prior to the sixtieth (60th) day of the first semester and the second evaluation shall occur prior to the sixtieth (60th) day of the second semester. This semester starting time shall be determined by the Board's approved calendar. Managers, Coordinators and Directors in their third and fourth year of employment shall be evaluated at least one time each school year, no later than February fifteenth (15th). After the fourth year of employment, Managers, Coordinator and Directors will be evaluated at least once every year but not later than February fifteenth (15th) of the school year in which the Manager, Coordinator and Director are evaluated.

Special Education Administrators are considered to be Exempt Employees with the respect to the Fair Labor Standard Act (FLSA)

Exempt employees are not covered by the Fair Labor Standard Act (FLSA). To qualify for exemption, initially the employee must be considered salaried. In order to be considered salaried the employee must regularly receive a predetermined amount of pay that is not dependent upon the quantity or quality of work performed. The employee must receive full salary for a workweek in which the employee performs any work, regardless of the number of days or hours worked.

Attendance Calendar

All employees are required to submit calendars every month for payroll and auditing purposes. Mark your calendar with the appropriate codes listed on the calendar.

Submit monthly calendars by the first day the media route runs each month, no later than the 5th. Send calendars to "Payroll Clerk".

Paid Holidays

Administrators do not receive paid holidays, unless contract specifies otherwise.

Paid Vacation

Administrators do not receive paid vacation, unless contract specifies otherwise.

Evaluations

Administrators shall be formally evaluated a minimum of two times each year during their first two years of service. The first evaluation conference will occur prior to the sixtieth (60th) day of the first semester and the second evaluation shall occur prior to the sixtieth (60th) day of the second semester. This semester starting time shall be determined by the Board's approved calendar. Administrators will annually be evaluated beginning their third no later than February fifteenth (15th).

