



Keystone Learning Service Center

*Kansas State Department of Education (KSDE)
Technical Assistance Support Network (TASN)
General Supervision, Timely and Accurate Data Project (GSTAD)*

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: 785-863-2214 / Fax: 785-876-2629

Table of Contents

MISSION	4
VISION	4
VALUES	4
INTRODUCTION AND HISTORY	4
POLICIES	5
DISCRIMINATION (Board Policy GAAB)	6
RACIAL HARASSMENT (GAACA)	6
SEXUAL HARASSMENT (GAAC)	6
WORKERS COMPENSATION (GAOE)	8
WORKERS' COMPENSATION PROCEDURES	9
DRUG FREE WORKPLACE (GAOA, GAOA-R)	12
CHILD ABUSE (GAAD)	12
STAFF-STUDENT RELATIONS (GAF)	13
PROCEDURES	13
HUMAN RESOURCES	13
Personnel Files.....	13
Reasonable Assurance.....	14
Voluntary Resignation.....	14
Benefits.....	14
Days of Work.....	15
Work Day.....	15
Duty and Work Assignments	15
Attendance and Punctuality	15
Absence Reporting.....	16
Family and Medical Leave	16
PAYROLL AND BUSINESS OFFICE	17
Rate of Pay	17
Attendance Calendar.....	17
Paperwork Submission Deadline	17
Payroll.....	18
Military Leave	18
Sick Leave.....	18
Personal Leave	19
Paid Vacation	19
Paid Holidays.....	19
Leave Without Pay	20
Professional Leave.....	20
Jury Duty and Other Court Appearances.....	21
Pay Deductions.....	21
KPERs	22
Purchase Card.....	22
MONTHLY EXPENSE VOUCHER	22
Mileage Reimbursement Guidelines.....	22
Other Travel Expenses.....	23

Ordering/Purchasing Supplies	23
Communication Expenses	23
Contractual Expenses.....	23
KEYSTONE INVENTORY	24
Fair Labor Standard Act (FSLA)	24
Evaluations	24
STAFF BEHAVIOR	24
Reports.....	24
Personnel Problems	25
Personal Contact with Keystone Board of Directors	25
Telephone / Computer / Equipment Usage.....	25
Disciplinary Action for Misconduct.....	25
Types of Disciplinary Action.....	26
Civil Actions and Administrative Complaints	26

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.

The purpose of Project GSTAD is to continue to provide data management for the State Performance Plan indicators, Annual Performance reporting, preparation of district performance reports and support for the Kansas Integrated System of Accountability (KIAS). KSDE TASN GSTAD Project is funded with IDEA VI-B funds through a special project by Kansas State Department of Education Special Education Services Team. A continuation of the previous five year Grant was awarded to Keystone Learning Services beginning in July 2010.

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 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 policy 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 doctors statement verifies the employee was unable to work due to injury. 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. 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 guideline 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 are 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 3 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, 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.
- 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.

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 including Health. Grant staff and the Grant Coordinator will receive \$600.00 monthly for the purchase of the board approved health insurance. **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.

Days of Work

The Grant Coordinator and Data Analyst are employed for 1.0 FTE (260 days). The On-Site File Reviewer is employed for .56 FTE (144 days).

Work Day

1. Workday is defined as any day that is not considered a legal holiday.
2. The school district where the Grant staff member resides is the school district schedule the Grant staff will follow when closed due to inclement weather. If a Grant staff member works on a day the residence school district is closed due to inclement weather, the Grant staff member will count that day as a regular contract. If a Grant staff member 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 the GSTAD Grant Activities, KSDE SES Administration and Keystone. It is the employer's responsibility (and privilege) to control the work of its employees.

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. Absences that are too frequent, absences which are without leave, and absences, which extend beyond the established limits for a given reason, are subject to review and appropriate action by supervisor (Plan of Action and Dismissal).

Absence Reporting

Document absences on your time sheet / calendar in quarter, half, three-quarter 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 functions. (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.

PAYROLL AND BUSINESS OFFICE

Rate of Pay

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

Attendance Calendar

All Grant staff and the Grant coordinator 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 no later than the 5th of each month. Send calendars to "Payroll Clerk".

Paperwork Submission Deadline

All business office and payroll paperwork is due in the Keystone office no later than the fifth day of the month.

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.

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.*

Sick Leave

Employees working 12 months receive 12 days of sick leave available for use at anytime (accrued one per month per contract length), unless contract specifies otherwise.

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 ½ 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 on 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 un-accrued 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. Employees are allowed three (3) personal days per year, non-cumulative, unless contract specifies otherwise.
2. Personal Leave must be recorded on the monthly calendar in quarter, half, three-quarter or full increments.
3. Personal leave can be used at any time.

Employee on FMLA, extended leave, 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.

Paid Vacation

July 1, employees working 12 months will receive 20 vacation days available for use at anytime agreeable with the employee and grant coordinator.

Vacation days will be prorated for employees contracted after the start of said contract year. 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.

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

Paid Holidays

Grant employees will receive eight paid holidays. 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. Two days at Thanksgiving
- d. Christmas
- e. New Year's Day
- f. President's Day or Martin Luther King Day
- g. Memorial Day

Leave Without Pay

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

Professional Leave

1. Grant Staff wishing to attend a conference, workshop, etc. must submit a "Professional Leave Request Form" to Grant Coordinator. The form is available by contacting the Keystone Learning Services Business office.
2. The amount of the reimbursement of expenses paid by the Keystone for approved professional leave will be at the discretion of the Grant Coordinator. 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. 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 expenses 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.
4. The Professional Leave Request Form must be approved by the Grant Coordinator before the Grant staff member attends the conference.
 5. All requests will be returned to the employee with the decision about attendance and reimbursement information.
 6. 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.**
 7. Keystone is a tax-exempt agency. The Grant Coordinator can approve at his discretion tax and gratuity for reimbursement. No alcoholic beverage is allowed on a receipt (all items on the receipt will not be reimbursed). Employees may use agency purchase card for charging meals.

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.

KPERS

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.

Purchase Card

Purchase Card can be made available to staff pending Board approved training and special education administrator's approval.

MONTHLY EXPENSE VOUCHER

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" or through the EReqs system. Travel Code "B" (Other) should be used. Forms where the codes have not been completed may be returned which may cause a month delay in reimbursement. The voucher is available by contacting the Keystone Learning Services Business office.

Mileage Reimbursement Guidelines

Travel for meetings, in-state conferences and on-site visits required by KSDE will be reimbursed from the employee's office to the meeting location and then back to the employee's office. Travel to airports for out of state conferences required by KSDE will be reimbursed from the employee's office to the airport and then back to the employee's office. Mileage will be reimbursed at the current state rate.

Other Travel Expenses

In addition to mileage, Grant staff and the Grant Coordinator will be reimbursed for additional in-state travel expenses such as tolls, parking and lodging as part of carrying out the activities in Grant upon submission of receipts. Grant staff will be reimbursed for out of state travel expenses such as mileage, flights, tolls, parking and lodging as part of carrying out the activities in Grant upon submission of receipts. Grant staff must complete the Professional Leave process to be reimbursed for all in-state conferences workshops etc., and all out of state conferences, workshops etc as part of carrying out the activities in Grant. The Grant Coordinator will be reimbursed for in state and out of state travel expenses such as mileage, flights, tolls, parking and lodging as part of carrying out the activities in Grant upon submission of receipts and approval by the Keystone Administration.

Ordering/Purchasing Supplies

Grant staff may purchase supplies for reimbursement after obtaining prior approval from the Grant Coordinator. Grant staff may also order supplies on the E-Req system. The requisition will be sent to the Grant Coordinator for approval. The Grant Coordinator may purchase supplies for reimbursement or by using the E-Req system.

Communication Expenses

The Grant Coordinator shall determine whether Grant staff and the Grant coordinator will be reimbursed a monthly stipend for communication expenses or for the actual costs of communication expenses following monthly submission of invoices.

Contractual Expenses

The grant activities and budget require the project to enter into contractual arrangements with specific providers of services named in the grant such as software vendors as well as vendors for such services as room rental and catering. The Grant Coordinator and the MIS Technical Assistant/Secretary will make arrangements for those contracted services. Payment for the services will be made by the Keystone Business Office or through reimbursement to the Grant Coordinator.

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 by the fifth 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.*

KEYSTONE INVENTORY

The Grant Staff and the Grant Coordinator in possession any electronic equipment/hardware purchased by the GSTAD project must submit a request for a Keystone Inventory sticker to the Media Center Coordinator. The request must contain the person's mailing address and the type of electronic equipment/hardware, model and serial number. Upon receipt of the Keystone Inventory sticker, the sticker must be affixed to the electronic equipment/hardware.

Fair Labor Standard Act (FSLA)

Grant Staff and the Grant Coordinator are considered to be Exempt Employees with respect to FSLA. Exempt employees are not covered by the FSLA. 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.

Evaluations

Grant staff and the Grant Coordinator are directly supervised on a daily basis by the KSDE SES Team Director of Special Education. Grant staff and the Grant Coordinator shall be formally evaluated by the KSDE SES Team Director of Special Education.

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

Using school district 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). 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.

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.

