

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

School Year  
2019-2020  
July 15, 2019

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 Project was awarded to Keystone Learning Services beginning in July 2015.

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## **HUMAN RESOURCES**

### **Fair Labor Standard Act (FLSA)**

Project Staff and the Project Coordinator are considered to be Exempt Employees with respect to FLSA. The FLSA does not cover exempt employees. To qualify for the exemption initially the employee must be considered salaried. 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.

### **Rate of Pay**

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

### **Days of Work**

The Project Coordinator, Project Assistant Coordinator, Data Analyst and KIAS Trainer and Technical Support Provider are employed for 1.0 FTE (260 days).

### **Workday**

1. Workday is defined as any day that is not considered a legal holiday.
2. The school district where the Project staff member resides is the school district schedule the Project staff will follow when closed due to inclement weather. If a Project staff member works on a day the residence school district is closed due to inclement weather, the Project staff member will count that day as a regular contract day. If a Project staff member does not work, vacation or personal leave may be used. Sick leave cannot be utilized 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 Project Activities, KSDE SET Administration, and Keystone. It is the employer's responsibility (and privilege) to control the work of its employees. The following positions are full-time: Project Coordinator, Project Assistant Coordinator, Data Analyst, Technical Support Provider and Administrative Assistant.

### **Evaluations**

Project staff and the Project Coordinator are directly supervised on a daily basis by the KSDE SET Administration. Project staff and the Project Coordinator shall be formally evaluated by the KSDE SET Administration.

## PAYROLL AND BUSINESS OFFICE

### Benefits

**Health Insurance** – Keystone Learning Services will contribute the negotiated rate toward the purchase of the adopted health plan for employee only.

**Dental Insurance** -The project will provide an employee dental plan.

**Vision Insurance** –The project will provide an employee vision plan.

**Voluntary Benefits** – Short term disability, life insurance, cancer, accident, hospital confinement, critical illness, identity theft, medical flex and dependent flex will be available for employees to choose from at their cost, through payroll deduction. Roth IRA and 403 B plans are available at employees' cost, through payroll reduction/deduction.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

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

### Ordering Supplies

Project staff may purchase supplies for reimbursement after obtaining prior approval from the Project Coordinator. The Project Coordinator may purchase supplies for reimbursement.

### Expense Vouchers

Send completed Mileage/Expense vouchers to the designated project administrative assistant on the date assigned to do so. The administrative assistant will then submit them to: Keystone office ATTN: Accounts Payable. Vouchers must be turned in 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. All claim reimbursements on the voucher are subject to review and approval by the project director and/or project coordinator. Only the approved claims will be reimbursed.

#### Travel Expenses

Send completed Mileage/Expense vouchers to the designated project administrative assistant on the date assigned to do so. The administrative assistant will then submit them to: Keystone office ATTN: Accounts Payable. Vouchers must be turned in 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. All travel claim reimbursements on the voucher are subject to review and approval by the project director and/or project coordinator. Only the approved travel claims will be reimbursed. Mileage will be reimbursed at the current state rate, effective July 1 of each year. The conditions for Travel Expense reimbursement apply to all staff unless otherwise stipulated in an employee's Employment Contract.

#### **1. Non-Overnight Travel-**

1.1. *Non-Overnight Travel* is travel where all three of the following conditions are met:

- 1.1.1. Staff member does not stay overnight away from the staff member's domicile/office located within the state of Kansas,
- 1.1.2. Staff member travel is more than 30 miles, one way, from the staff member's domicile/office located within the state of Kansas, and
- 1.1.3. Staff member workday is extended 3 hours beyond the staff member's regular workday.
- 1.1.4. Non-Overnight Travel includes workshops, presentations, the Annual KSDE Special Education Conference and Quarterly TASN conferences.
- 1.2. *Non-Overnight Travel* Mileage Reimbursement: Mileage will be reimbursed at the state rate of reimbursement. Turnpike tolls will be reimbursed provided that staff member provides a receipt with monthly expense voucher.
- 1.3. *Non-Overnight Travel* Lodging Reimbursement: None. There is no overnight travel.
- 1.4. *Non-Overnight Travel* Meal Allowance Reimbursement: Project Staff are eligible for a taxable, flat, per diem of \$27.50 when meals are not provided. The taxable, flat, per diem will be reduced to \$13.75 when one meal is provided. The taxable, flat, per diem will be reduced to \$0.00 when two or more meals are provided. Meal Receipts are not required to be submitted with monthly expense voucher.
- 1.5. Examples:

1.5.1. *Non-Overnight Travel* Eligible Meal Allowance Reimbursement Example

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance?	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Office	KSDE, 152 mile one way trip	5:00 AM	7:00PM	3	\$27.50	0	\$27.50
9/9/15	Office	KSDE, 152 mile one way trip	5:00 AM	7:00PM	3	\$27.50	1 Meal: \$13.75 reduction in per diem	\$13.75

1.5.2. *Non-Overnight Travel* Not Eligible Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Office	KSDE, 152 mile one way trip	5:00 AM	7:00PM	3	\$27.50	2 meals: \$27.50 deduction in per diem	0
9/9/15	Office	KSDE, 152 mile one way trip	8:00 AM	4:00PM	NA, day not extended	0		0
9/9/15	Office	KSDE, 28 mile one way trip	5:00 AM	6:00PM	NA, not more than 30 miles	0		0

**2. Overnight In-State Travel:**

- 2.1. *Overnight In-State Travel*: The Staff member stays overnight within the state, and the stay is away from the staff member's domicile/office located within the state of Kansas. The number of miles traveled is not a condition when determining *Overnight In State Travel* reimbursement

eligibility. This includes workshops, presentations, the Annual KSDE Special Education Conference and Quarterly TASN conferences.

- 2.2. *Overnight In State Travel* Mileage Reimbursement: Mileage will be reimbursed at the Kansas rate of reimbursement. Turnpike tolls will be reimbursed provided that staff member provides a receipt with the monthly expense voucher.
- 2.3. *Overnight In State Travel* Lodging Reimbursement: All in-state lodging must be charged sales tax exempt. Receipts are required to be submitted with monthly expense voucher.
- 2.4. *Overnight In State Travel* Meal Allowance Reimbursement: Project Staff are eligible for a meal reimbursement on a quarter of a day basis. Meal Receipts are not required to be submitted with monthly expense voucher.
  - 2.4.1. The number of quarter days allowed begins with and includes the quarter day in which the employee departs on official travel 60 miles or more from employee's domicile and for each quarter day thereafter, including the quarter day in which the employee returns to the official station or domicile. An overnight stay, 60 miles or more from employee domicile, is required to claim quarters. Days are divided into four quarters.

Quarter	Timeframe	Overnight In-state <i>Travel</i> Meal Reimbursement Allowance
Quarter I	12:00 A.M. – 5:59 A.M.	\$13.75
Quarter II	06:00 A.M. – 11:59 Noon	\$13.75
Quarter III	12:00 P.M. – 5:59 P.M.	\$13.75
Quarter IV	06:00 P.M. – 11:0590 Midnight	\$13.75

2.4.2. The number of eligible quarter days allowed begins with and includes the quarter day in which the staff member departs on an official in-state overnight travel.

2.4.3. The number of eligible quarter days also includes each subsequent quarter day after the quarter in which the staff member departed.

2.4.4. Exceptions to the number of eligible quarter days:

2.4.4.1. The quarter day in which the employee returns to the official station or domicile/office located within the state of Kansas is not an eligible quarter day. The final eligible quarter day is the quarter day before the staff member returns to the staff member's domicile/office located within the state of Kansas.

2.4.4.2. A quarter day is not an eligible quarter day when a meal was provided to the Project staff member during that quarter day.

2.4.5.: Overnight In State Travel Meal Allowance Examples:

2.4.5.1. Eligible Overnight In State Travel Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Office	KSDE	5:00 AM	NA	Q1-Q4	\$55.00	0	\$55.00
9/10/15	KSDE	KSDE	NA	NA	Q1-Q4	\$55.00	0	\$55.00
9/11/15	KSDE	Office	NA	6:30PM	Q1-Q3	\$41.25	0	\$41.25

2.4.6. Not Eligible *Overnight In State Travel* Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement = Total \$ Possible – Amt Meals Provided.
9/9/15	Office	KSDE	5:00 AM	NA	Q1-Q4	\$55.00	Q1:\$ 13.75 Q2:\$ 13.75	\$00.00

							Q3:\$ 13.75 Q4:\$ 13.75	
9/10/15	KSDE	KSDE	NA	NA	Q1-Q4	\$55.00	Q1:\$ 13.75 Q2:\$ 13.75 Q3:\$ 13.75 Q4:\$ 13.75	\$00.00
9/10/15	KSDE	Office	NA	6:30PM	Q1-Q3	\$41.25	Q1:\$ 13.75 Q2:\$ 13.75 Q3:\$ 13.75	\$00.00

2.4.7.Both Eligible and Not Eligible *Overnight In State Travel* Meal Allowance Reimbursement Examples

	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Office	KSDE	5:00 AM	NA	Q1-Q4	\$55.00	Q3:\$13.75	\$41.25
9/10/15	KSDE	KSDE	NA	NA	Q1-Q4	\$55.00	Q1:\$ 13.75 Q2:\$ 13.75 Q3:\$ 13.75 Q4:\$ 13.75	\$00.00
9/10/15	KSDE	Office	NA	6:30PM	Q1-Q3	\$41.25	Q1:\$ 12.75 Q3:\$ 12.75	\$13.75

### 3. **Out of State Travel:**

- 3.1. Out of State Travel: The Staff member stays away from the staff member's domicile/office located within the state of Kansas overnight in a location that is not within Kansas. Reimbursement for Out of State Travel expenses will be made only when the staff member travel is required to attend meetings and conferences by KSDE or the Project Coordinator. The number of miles traveled is not a condition when determining Out of State Travel reimbursement eligibility.
- 3.2. Out of State Travel Request: The Staff member must submit an Out of State Travel Request in writing to the Project Coordinator two weeks before the beginning of Out of State Travel. The Out of State Travel Request must be approved by the Project Coordinator prior to the commencement of the Out of State Travel.
- 3.3. Out of State Travel Mileage Reimbursement: Mileage will be reimbursed at the state rate of reimbursement.
- 3.4. Out of State Travel Other Reimbursement: Staff member must submit an estimate of other expenses on the Out of State Travel Request. Examples of Out of State Travel Other expenses include airfare, transportation within destination city, parking and turnpike tolls. Receipts must be submitted with monthly expense voucher.
- 3.5. Out of State Travel Lodging Reimbursement: Lodging will be reimbursed at the prevailing rate for the conference hotel or locale. Lodging Receipt must be submitted with monthly expense voucher.
- 3.6. Out of State Travel Meal Allowance Reimbursement: Project Staff are eligible for a meal reimbursement on a quarter of a day basis. Meal Receipts are not required to be submitted with monthly expense voucher. Out of State Travel Meal Allowance Reimbursement is non-taxable.
- 3.7. A quarter day is a day divided into the following timeframes and is reimbursed as follows:

Quarter	Timeframe	Out of State Meal Reimbursement Allowance
Quarter I	12:01 A.M. – 06:00 A.M.	\$25.00
Quarter II	06:01 A.M. – 12:00 Noon	\$25.00
Quarter III	12:01 P.M. – 06:00 P.M.	\$25.00
Quarter IV	06:01 P.M. – 12:00 Midnight	\$25.00

- 3.8. The number of eligible quarter days allowed begins with and includes the quarter day in which the staff member departs on official out of state overnight travel.
- 3.9. The number of eligible quarter days also includes each subsequent quarter day after the quarter in which the staff member departed.
- 3.10. Exceptions to the number of eligible quarter days:
- 3.10.1. The quarter day in which the employee returns to the official station or domicile/office located within the state of Kansas is not an eligible quarter day. The final eligible quarter day is the quarter day before the staff member returns to the staff member's domicile/office located within the state of Kansas.
- 3.10.2. A quarter day is not an eligible quarter day when a meal was provided to the Project staff member during that quarter day.
- 3.11. Out of State Travel Meal Allowance Reimbursement Examples:
- 3.11.1. Eligible Out of State Travel Meal Allowance Reimbursement Example

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Office	DC	5:00 AM	NA	Q1-Q4	\$100.00	0	\$100.00
9/10/15	DC	DC	NA	NA	Q1-Q4	\$100.00	0	\$100.00
9/11/15	DC	Office	NA	6:30PM	Q1-Q3	\$75.00	0	\$75.00



3.11.2. Not Eligible *Out of State Travel* Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Office	DC	5:00 AM	NA	Q1-Q4	\$100.00	Q1:\$25, Q2:\$25 Q3:\$25 Q4:\$25	\$00.00
9/10/15	DC	DC	NA	NA	Q1-Q4	\$100.00	Q1:\$25, Q2:\$25 Q3:\$25 Q4:\$25	\$00.00
9/10/15	DC	Office	NA	6:30PM	Q1-Q3	\$75.00	Q1:\$25, Q2:\$25 Q3:\$25	\$00.00

3.11.3. Both Eligible and Not Eligible *Out of State Travel* Meal Allowance Reimbursement Examples

	Starting Location	Starting Location Departure Time	Destination	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement = Total \$ Possible – Amt Meals Provided.
9/9/15	Office	5:00 AM	DC	NA	Q1-Q4	\$100.00	0	\$100.00
9/10/15	DC	NA	DC	NA	Q1-Q4	\$100.00	Q1:\$25, Q2:\$25 Q3:\$25 Q4:\$25	\$00.00
9/10/15	DC	NA	Office	6:30PM	Q1-Q3	\$75.00	Q1:\$25, Q2:\$25	\$25.00



### **Communication Expenses**

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

### **Contractual Expenses**

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

## **Inventory**

The Project Staff and the Project Coordinator in possession of 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.

## **Intellectual Property**

All intellectual property, (i.e. materials, school related data/information, student related data/information, presentations, photos, video, server contents) created, collected or used as part of the project are property of the project. Intellectual property shall not be downloaded or shared via personal email addresses without written permission from Project Coordinator. These items are always to be housed in an editable form and available to the Kansas Department of Education.

## **Equipment Replacement Procedure**

KSDE TASN GSTAD project employees will be given the opportunity to purchase computers and/or ipads that are to be removed from service, (for equipment in service a minimum of three years from the date of purchase) from the respective TASN project, for \$50.00 each for computers and \$25.00 for iPads/Tablets. That amount to be payable to Keystone Learning Services. Payment will then be credited to the project from which the computer is taken out of service. All software licensed to Keystone Learning Services will be removed from the computer prior to purchase, as well as any data regarding the project. iPads/Tablets will be restored to factory settings by Keystone Learning Services IT Department Staff. The cost to prepare a computer for an employee will be \$50 and an iPad/Tablet will be \$15. That amount will be paid by the recipient of the hardware, also to Keystone Learning Services.

Please note that individual project employees are only eligible to purchase a computer and/or iPad/Tablet no more often than every three years, and viable equipment may be kept in service longer than the three year period. This is at the discretion of the project director and Keystone's project manager. If a computer is not purchased, it will be returned to Keystone Learning Services upon replacement or separation for disbursement at Keystone's discretion. Each transaction must be approved by the executive director or designee. The included form should accompany each request.

Additionally, project employees are required, upon separation, to return all equipment to the project director with any user names and passwords needed to reset the equipment. Terminated employees are not eligible to purchase equipment.



Equipment Return Form

Project: \_\_\_\_\_

Date: \_\_\_\_\_

Type of Equipment: \_\_\_\_\_ iPad/Tablet (\$25) \_\_\_\_\_ Computer (\$50)

Serial Number: \_\_\_\_\_

Date Put in Service: \_\_\_\_\_

Purchased Software to be Removed: \_\_\_\_\_

Please list any user names and passwords needed to open the device: \_\_\_\_\_

Data Files Cleared: \_\_\_\_\_yes \_\_\_\_\_no

Prep Fees (\$50 per computer, \$15 per iPad/Tablet): \_\_\_\_\_Paid by Individual

\_\_\_\_\_  
Signature of Project Director

\_\_\_\_\_  
Signature of Employee

**PLEASE RETURN THIS COMPLETED FORM, EQUIPMENT, AND PAYMENT TO THE GSTAD PROJECT MANAGER**

**TO BE COMPLETED BY THE KEYSTONE BUSINESS OFFICE**

Amount Received: \_\_\_\_\_

Amount Returned to Project: \_\_\_\_\_

\_\_\_\_\_  
Project Manager

\_\_\_\_\_  
Date

## LEAVE

### Personal Leave

1. Full-time employees are allowed three (3) personal days per year, non-cumulative unless the 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.
4. Contracts shall not be completed with paid personal leave unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.
5. Accrued personal leave will not be paid if separation occurs.

### Sick Leave

Full-time employees working 12 months receive 12 days of sick leave available for use at any time (accrued one per month per contract length), unless the contract specifies otherwise.

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

1. Sick days may accumulate to a total of seventy days unless the 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. Full-time employees who begin after the start of the contract year 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 newly 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 after that, the employee will accrue 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 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/step-parents, siblings/step-siblings, spouse/partner, children/step-children/dependents, grandparents/step-grandparents and parents in-laws/step-parents-in-laws, and grandchildren/step-grandchildren of the employee.
7. Sick leave will not be approved to complete contract unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.
8. Accrued sick leave will not be paid if separation occurs.

An employee on FMLA, extended leave, or disability is responsible for submitting to Human Resource a physician's release to return to work.

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

## **Bereavement Leave**

Each employee shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/step-children/dependents, parents/step-parents, parents-in-law/step-parents-in-law, siblings/step-siblings, grandparents/step-grandparents, and grandchildren/step-grandchildren. –Please note on timecard/calendar relationship of loved one.

## **Emergency Leave**

1. A maximum of one (1) day emergency leave will be projected to each full-time employee.
2. Emergency leave is defined as leave provided for business or activities, which cannot be conducted during time outside of school.
3. Requests for this leave must be made orally to the Project Director with written explanation to follow as soon as possible.
4. Emergency leave is nondeductible and non-cumulative.
5. Emergency leave is projected only if all other applicable leave is exhausted.

## **Paid Holidays**

Full-time 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

## **Paid Vacation**

July 1, full-time employees working 12 months will receive 20 vacation days available for use at any time agreeable with the employee and project 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.

Employees who receive 20 or more days per year of vacation per year may add unused days at the end of their contract year to their sick leave. If their sick leave has accumulated to 70 days, employees may receive reimbursement for up to five unused vacation days at the rate of \$70 per day.