

Keystone Learning Services



KSDE TASN Coordination

**Addendum Handbook
School Year
2019-20**

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HUMAN RESOURCES

Fair Labor Standard Act (FLSA)

TASN Coordination staff are considered to be Exempt Employees with respect to FLSA. Exempt employees are not covered by the 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 work week 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

All staff are employed for 1.0 FTE (260 days).

Workday

1. Workday is defined as any day that is not considered a paid holiday as defined in this addendum.
2. If an employee cannot be at work, he/she must notify immediate supervisor and note on work calendar.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as directed by the TASN Coordination Project, KSDE SETS Leadership and Keystone. It is the employer's responsibility (and privilege) to control the work of its employees.

PAYROLL AND BUSINESS OFFICE

Benefits

Health Insurance – Employees will receive the negotiated rate toward the purchase of the adopted health plan.

Dental Insurance –Employees will receive a paid single dental plan.

Vision Insurance – Employees will receive a single vision plan.

There is a 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.

Travel Expenses

All local, out-of-state and out-of-town travel must be justified as necessary, reasonable, and allocable. As per the KSDE proposal requirements, all travel must be calculated and reimbursed at **Federal** rates used by the State of Kansas.

Lodging will be reimbursed if paid using a personal credit card only if the Keystone Learning Services purchase card is not available. All in-state lodging must be sales tax exempt, using Keystone Tax Exempt Forms.

Meals will be covered in Standard and Non-Standard areas according to the Federal rates used by the State of Kansas. Per diem rates for Standard and Non-Standard areas will be calculated using the per diem system below.

1) Standard Areas - The rate for standard areas is \$55/day and applies for all Kansas cities with the exception of Kansas City/Overland Park (\$66) and Wichita (\$61). The government per diem rate calculator can be found at: <http://www.gsa.gov/portal/content/104877>

The number of quarter days allowed in standard areas begins with and includes the quarter day in which the employee departs on official travel and for each quarter day thereafter, including the quarter day in which the employee returns to the official station or domicile. Quarters are divided as follows:

Quarter I 12:01 A.M. – 06:00 A.M.

Quarter III 12:01 P.M. – 06:00 P.M.

Quarter II 06:01 A.M. – 12:00 Noon

Quarter IV 06:01 P.M. – 12:00 Midnight

No reimbursement is granted when the meal is provided as part of conference or training.

The employee is eligible for a flat \$27.50 per diem if employee travels more than 30 miles from the employee's domicile and the employee's workday is extended 3 hours beyond employee's

normal workday. If a meal is provided during the day, this amount reduces to \$13.75. If more than one meal is provided, there rate is no per diem. This per diem is taxable.

2) Non-Standard Areas – The per diem rate for non-standard areas varies and is dependent upon specific out-of-state city/area. Rates for non-standard areas can be found at <http://www.gsa.gov/portal/content/104877>. Non-standard areas in Kansas are Kansas City/Overland Park area and Wichita.

Mileage will be reimbursed according to Keystone Board policy and at the current state rate.

Where/When to Send Travel Expenses. Completed Travel Expenses are submitted to **Keystone** office ATTN: Accounts Payable. Receipts for meals are not required. Expenses must be turned in by fifth of the month or payment may be delayed until the following month. Only the approved claims will be reimbursed.

*With overnight travel, the per diem is non-taxable

Communication Expenses

TASN Coordination staff will be reimbursed a monthly stipend for communication expenses or for the actual costs of communication expenses following monthly submission of invoices.

Inventory

The Project Staff in possession any electronic equipment/hardware purchased by the TASN Coordination Project must submit a request for a Keystone Inventory sticker to IT 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.

All materials, presentations, photos and video collected or used as part of the TASN Coordination Project are property of the Project.

Equipment Procedures

KSDE TASN 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. That amount will 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 will be restored to factory settings. The cost to prepare a computer for an employee will be \$50 and an iPad will be \$15. That amount will be paid by the recipient of the hardware.

Please note that individual project employees are only eligible to purchase a computer and/or iPad no more often than every three years. 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.

Personal Leave

LEAVE

1. Full-time 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.
4. 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 unless contract specifies otherwise.

At the end of the school year, any unused leave will be accumulated up 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. 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 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 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, siblings, spouse, children, grandparents, grandchildren, and parent in-laws 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.

Employee on FMLA, extended leave, or disability is responsible to submit to Human Resource a physician's release to return to work.

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

Bereavement Leave

Each full-time 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/dependents, parents, parents-in-law, siblings, grandparents, and 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 eleven 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. Thanksgiving and the day after
- d. Two days before Christmas, Christmas and the day after
- e. New Year's Day
- f. President's Day or Martin Luther King Day
- g. Memorial Day

Paid Vacation

Certified employees working 12 months will receive 20 vacation days unless otherwise specified on the contract. Vacation days are available for use at any time.

Vacation days will be prorated for employee's 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.

Employees who complete contract year and separate/terminate/retire from employment will be paid daily rate for any unused vacation days.

Vacation days must be used by July 31st of the following year.