

CLASSIFIED EMPLOYEE MANUAL

Approved by BOE July 11, 2016

Fringe Benefits

Defined Benefit..... Regularly scheduled classified employees working 630 hours or more per year shall be eligible to receive the health insurance defined benefit.

Eligibility for the defined benefit shall begin on the first of the month following an employee's hire date and continue through the end of the month during which an employee works his/her last day. If an employee is hired on the first of the month, eligibility shall begin on that day.

Each eligible regularly scheduled employee will receive \$475 per month for months preceding October 2016 and \$499 per month for months following September 2016 to be used exclusively for health insurance provided through the ESSDACK Health Insurance Group.

Paid Holidays..... Classified employees not in a job share position will be paid for the following holidays that fall between their first regularly scheduled work day and their last regular scheduled work day each year: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Thanksgiving, and Christmas.

Eligibility for Leave..... All regularly scheduled classified employees working 630 hours or more per year shall be eligible for leave as defined in the leave sections below.

Sick Leave Employees will be allowed fifteen days of sick leave per year accumulative to ninety days. Employees who do not use all of their sick days will receive pay for sick days that will be lost. Payment for lost sick leave (those beyond ninety days) will be made with the first paycheck containing regularly scheduled hours worked in the succeeding year and will be paid at a rate of \$25 per eight hours lost.

Employees who become eligible for and exercise a retirement option in KPERS will be paid for all unused sick leave. The payment for unused sick leave will be made with the final pre-retirement payment to an employee and will be at a rate of \$25 per eight hours. Retired employees returning to work may begin to accumulate sick leave again, but will not be paid for any unused or lost leave.

Family Illness Leave..... Leave will be granted for the illness of a family member. Leave will also be granted for the purpose of the adoption of children. This leave will be granted upon request of the adoption agency and shall not exceed sixty days. Family illness leave shall be subtracted from sick leave.

Employees may use accumulated sick leave for any scheduled work day that occurs within sixty calendar days after the birth of a child. In order to use sick leave after this sixty-day period, the employee will be required to present a statement from a physician stating that the health condition of either the employee or child is such that additional sick leave is needed.

Bereavement Leave Employees will be allowed time off because of the death of a family member, a friend, or an acquaintance. Such leave shall not be in excess of five days per bereavement for family members and one day for a friend. Bereavement leave beyond these limits may be granted by the Superintendent. Bereavement leave shall be subtracted from sick leave.

Personal Leave..... Employees shall be allowed two days of personal leave per year, accumulative to six days. One personal day may be taken adjacent to a scheduled holiday. Employees who do not use all of their personal days will receive pay for personal days that will be lost, based on their daily rates of pay times the number of days lost. Payment for lost personal leave will be made with the first paycheck containing regularly scheduled hours worked in the succeeding year and will be computed using the employee’s current salary for the fiscal year in which the payment is made.

Employees who become eligible for and exercise a retirement option in KPERS will be paid for all unused personal leave. The payment for unused personal leave will be made with the final pre-retirement payment to an employee and will be based on the employee’s daily rate of pay. If employment ends prior to the employee being eligible for and exercising a retirement option in KPERS, payment for unused personal leave will not be made unless an exception is granted by the Superintendent. Retired employees returning to work may begin to accumulate personal leave again, but will not be paid for unused or lost leave.

Conversion of Sick Leave..... Sick leave may be converted to personal leave after all paid leave (personal & vacation) to Personal Leave has been exhausted. The rate of conversion shall be at a ratio of three sick leave days to one personal leave day. The draw on sick leave shall be on an ‘as used’ basis; the employee may not accumulate any unused personal leave. A maximum of five personal leave days may be gained annually using this conversion, and these must be approved by the Superintendent. Sick leave days used in this conversion shall be deducted from the employee’s accumulated sick leave. Examples of the conversion follow:

- 1 Day Personal Leave = 3 Days Sick Leave
- 1 Hour Personal Leave = 3 Hours Sick Leave
- 15 Minutes Personal Leave = 45 Minutes Sick Leave

Unpaid Personal Leave..... All unpaid leave must have prior supervisor approval.

Vacation..... All full-time (year-round) employees will receive paid vacation. Vacation days will be granted after sixty calendar days of employment. The annual amount of vacation allowed will be increased by three days after five years of employment and by an additional two days after fifteen years of employment.

Employees are encouraged to use vacation time during the year it is accumulated. Vacation time may be carried over when mutually agreed upon by the employee and his immediate supervisor. No employee may accumulate more than five days of vacation beyond the annual allotment of vacation days. In emergency situations, exceptions to this policy may be granted by the Superintendent.

Payment for unused vacation upon leaving employment may be granted with permission of the Superintendent.

Inclement Weather..... For inclement weather situations, classified personnel are placed into one of three groups:

- Group A – Transportation & Maintenance Coordinator, Maintenance Workers, and Custodians
- Group B – Secretaries, Treasurer, Parent Educators, Head Start Family Advocate, Transportation Aide, and Kitchen Managers
- Group C – Bus Drivers, Cooks, Aides, Nurse, and Technology Assistant

Group A: Report to work as required by your supervisor. If a member of Group A is unable to report to work, leave must be taken. If the shift involves snow removal, snow removal time will be paid at the snow removal rate which is time and a half the regular rate. Snow removal time may be part of or may be added to the regular work schedule. Once snow removal duties have ended, the employee and supervisor will discuss whether to work the regular schedule or take leave for any portion of the remainder of the day. If the employee works or leave is taken for the regular schedule, the regular rate of pay will be received after snow removal duties have ended.

Group B: Reporting to work is optional unless requested by your supervisor. Pay will be at the regular rate of pay for all hours worked and for any leave taken. If the employee does not report for work and no leave is requested, no pay will be received.

Group C: These positions will not report to work. Pay will be received at the regular rate of pay if leave is taken. If no leave is taken, pay will not be issued.

Other Information

Unscheduled Hours Unscheduled hours must be approved by your supervisor. Hours worked beyond forty hours per week will be paid at an overtime rate. Overtime will not be allowed unless approved by your supervisor and the superintendent.

Leave Requests A request must be submitted each time leave is taken. A request for a personal day or vacation day must be approved by your supervisor in advance.

Physicals The district will reimburse up to \$85 for employee out-of-pocket expenses for required physicals. Out-of-pocket expense is the amount still owed after the claim has been processed by the employee’s health insurance. In order to receive this reimbursement, please submit a copy of either your doctor’s bill showing that the claim has been processed by your health insurance carrier or a copy of your ‘Summary of Claims Processed’ showing the amount that remains your responsibility.

Maintenance & Custodial Employees Only

Uniforms..... All regularly scheduled maintenance and custodial employees are furnished two complete uniforms or four uniform tops or four pants per year. Uniforms are expected to be worn during work time.

Bus Drivers Only

Activity Trips..... Activity trips will be paid at the activity trip bus driver rate of \$11.00 per hour or the employee's regular rate, whichever is greater. Overtime rate will be paid for time over forty hours per week. Pay begins thirty minutes before scheduled departure time. Drivers must be ready to load fifteen minutes ahead of scheduled time. Drivers are allowed fifteen minutes of clean-up time after completion of trip.

Vehicle & Bus Cleaning Vehicle and bus washes will be handled by the shop attendant. Bus drivers are expected to keep the interior of their busses clean including the insides of the windows. If an exception is necessary, the transportation supervisor will work out details with the shop attendant and the driver involved.

Substitute Drivers Substitute drivers will be paid at the substitute driver rate of pay for attendance at required meetings for licensing purposes