

POLICY C-1
PAYMENT OF SALARIES

All regular employees shall be paid on a monthly basis with payment due on or before the 10th of each month. Whenever the 10th falls on a non-working day, payment shall be made on the last prior working day.

Licensed employees who actually work nine or more months per year for an annual contracted amount shall normally receive one/twelfth of the contracted amount on each pay date beginning on the regular September pay date.

Any employee who has completed the contracted school year may choose to receive the June, July, and August payments during the month of June on a date set by the Board. Otherwise, the June, July, and August payments will be distributed on the regular payday.

All employees who are not on annual contracts are required to complete, sign, and submit accurate time sheet records. Hours worked through the last day of each month shall be included on each time sheet. Holidays, sick leave, and other absences shall be accurately indicated.

In order to process the time sheets through a computer system, it is necessary that time sheets must be turned into the District Office at the end of the day on the last day of the month.

POLICY C 1.1
REQUISITIONS

The purchasing agent shall develop a requisition form to be used by staff members requesting that certain goods be purchased for the district.

All requisitions shall be submitted to the purchasing agent by the designated deadline. After a purchase order has been issued, the number of the purchase order shall be recorded on the requisition, and the number of the requisition shall be recorded on the purchase order. After processing, the original copy of the requisition shall be filed in the office of the purchasing agent in numerical sequence.

School letterhead shall not be used in ordering supplies and equipment for the personal use or purchase by employees.

POLICY C-2
403 (B) TAX SHELTERED ANNUITIES

In compliance with House Bill #1853, 1974 session of the Kansas Legislature, Unified School District, No. 282 will cooperate with any District employee who requests a reduction in compensation for the purpose of purchasing a 403 (b) tax sheltered annuity.

Any employee desiring to purchase such a contract shall notify the Board Clerk in writing during the 30-day period immediately prior to September 1 or during the 30-day period immediately prior to February 1 of any year. Deductions shall then begin at the next pay period following receipt of the contract.

The Superintendent and Board Clerk will oversee 403 (b) deduction requests and may choose not to include the participation of certain companies if employee interest is low, and/or involves just one individual, or if the company is not in compliance with the provisions of Section 403 (b) of the Internal Revenue Code.

No agent or representative shall be allowed to solicit sales on school property except upon the specific invitation of the school administration. Also, in those instances no employee shall be detained or distracted from his/her normal duties.

POLICY C-3
ACTIVITY ACCOUNTING

1. **Activity Funds** shall include all monies collected at attendance centers by teachers, secretaries and Principals.
2. The Superintendent of Schools shall exercise general supervision over all activity fund accounts; each Principal shall be directly responsible to the Superintendent for the proper accounting of activity funds collections, transfers, and disbursements. Each school secretary shall work directly with the school Principal to provide accurate accounting records of all activity money.
3. Each above named employee must further recognize that he/she is an agent of the Board of Education in collecting, dispersing, and otherwise controlling various "activity funds."
4. A prenumbered receipt book system shall be maintained, by each employee who regularly collects "activity funds."
5. Each separate activity fund shall have a designated treasurer - normally, the Principal and - a secretary, both of whom shall sign each check and/or voucher.
6. All disbursements shall be by check and no check shall be written or approved, which is not covered by an adequate balance with the proper "line item" of the activity account.
7. The various accounts which may be established within the activity fund must fall within one of the following categories:
 - A. **Fees and User Charges:** Book rental fees, food service collections, and similar accounts are the property of the Board of Education. All collections must be remitted to the Board on a regular basis and at the end of the fiscal year there shall be no monies remaining in this group of accounts.
 - B. **Gate Receipts:** All receipts collected from school sponsored events such as athletics, music, etc. shall be deposited in this group. All expenditures shall be made for the same general purpose (student activities), for which collected.

- C. School Project Accounts:** Collections from fund raising projects such as athletics, music, etc. shall be deposited in special line accounts. Upon the completion of the project or upon the call of the Superintendent and/or Board, such funds shall be transferred to the Board as provided in K.S.A. 72-7062.
- D. Student Organization Accounts:** Classes, organizations, or clubs may raise funds and expend the same through activity accounts. Such accounts shall be maintained under the supervision of officers, sponsors and the school Principal.
- E. Special Revolving Accounts:** The Board of Education may authorize sums to be used for special revolving accounts.
8. At the conclusion of each calendar month, the secretary shall prepare the monthly report, which shall list all accounts, the beginning balance, monthly receipts, monthly expenditures, and end-of-month balances. A copy of this report shall be provided for each administrator and Board members.
9. Funds which are collected for the Board such as fees and user charges shall be transferred at the end of each month or as required by the district Superintendent. These funds shall be placed in the general fund, or special fund where appropriate, and may be expended by the District Office for purchases and expenses approved by the Superintendent and/or Board.
10. The district Superintendent and Board Clerk shall maintain monthly records which will indicate: a) individual department budgets, b) transferred activity funds (fees and collections) which increase department budgets, c) expenditures against the total of a and b, and d) remaining balance available.
11. All expenditures against department budgets and transferred activity funds shall require approved district purchase orders and any remaining balance at the end of the fiscal year shall be merged with other district funds to fund the subsequent year budget.
12. Initially the following transfer funds shall be established within the West Elk Junior-Senior High Activity Fund:

| | | | |
|-----|-----------------------|-----|-------------------|
| 403 | Art | 418 | Gym Suits |
| 407 | Industrial Arts | 419 | Miscellaneous |
| 409 | Library | 421 | Music |
| 411 | Photography | 423 | Pipe Fund |
| 412 | Adult Lunch | 425 | Textbook |
| 413 | Student Lunch | 428 | Computer Disks |
| 414 | Reduced Student Lunch | 429 | Adult Breakfast |
| 415 | Adult Milk | 431 | Student Breakfast |
| 416 | Student Milk | 431 | Reduced Breakfast |
| 417 | Lock Rental | | |

13. In addition, the following “gate receipts” and student organization accounts will be authorized:

Activities

| | | | |
|-----|-----------|-----|------------|
| 501 | Athletics | 503 | Activities |
|-----|-----------|-----|------------|

Clubs/Organizations

| | | | |
|-----|-----------------------|-----|------------------------|
| 601 | Seniors | 621 | Drama |
| 603 | Juniors | 623 | Student Council |
| 605 | Sophomores | 625 | National Honor Society |
| 607 | Freshmen | 635 | JH Pep Club |
| 609 | 8 th Grade | 637 | JH Cheerleaders |
| 611 | 7 th Grade | 641 | Band Council |
| 615 | FFA | 632 | Choir Council |
| 620 | FHA | | |

14. All Activity Ticket and Adult Season Ticket money shall be divided on a pre-arranged basis (80/20) between the following funds: Athletics and Activities as proposed by the Principal.

POLICY C-4
BUDGETING AND PURCHASING

West Elk USD #282 shall strive to operate its affairs within the various budget and cash basis laws as established by the State of Kansas. These laws include the following requirements:

1. Each U.S.D. shall prepare, publish, and approve a general fund and various special fund budget amounts except upon specific approval of the State Board of Tax Appeals.
2. Fees and other reimbursement income may be expended above the legal budget limits upon the approval of the Superintendent and/or Board.
3. Creation of indebtedness in excess of funds budgeted or available shall be unlawful except for Cancelable Purchase Orders, which can be issued under certain conditions. Cancelable purchase orders for school supplies, equipment, buses and textbooks may be ordered in advance of the budget year during which moneys will become available to pay for the items. However, such purchase orders must be specifically identified as "Cancelable Purchase Orders" and title shall not pass to the U.S.D. until budgeted funds and actual cash shall be available to complete the transactions.
4. The Clerk of the Board and the School Superintendent shall maintain control over the expenditure of all school funds. This control shall include the preparation and approval of all purchase orders. The Superintendent is authorized to establish "monthly purchase orders" with various merchants so that custodians, principals, and other authorized employees may purchase essential low cost materials and supplies. This authorization shall include such items as food for home economics, glass for broken windows, parts for school buses, etc. All other expenditures shall require the preparation of a requisition and approval of the Superintendent before a purchase order is prepared and issued by the Clerk of the Board.

Employees are cautioned to refrain from approving or creating financial obligations prior to obtaining approval from the Superintendent. Such obligations may result in the employee becoming responsible for payment or for returning the merchandise if the district does not approve the requisition.

5. "No contract involving expenditure of more than \$20,000 shall be made except upon sealed proposals, and to the lowest responsible bidder".
6. The Clerk of the Board shall be authorized to prepare and the Superintendent and/or designee shall distribute all payroll checks which are based upon written contracts or wage amounts which have been approved by the Board.

All other payments shall require specific Board approval at a regular or special Board meeting except that small and/or emergency payments may be made through the "cash item fund" as provided by State law.

POLICY C-4.1
ANNUAL OPERATING BUDGET

The district budget shall be prepared by the superintendent in cooperation with selected district employees and shall reflect the district's educational goals.

The superintendent shall follow the adopted budget.

The district shall fund the operating budget according to approved fiscal and budgetary procedures required by the State of Kansas.

Budget Forms

Budget forms used shall be those prepared and recommended by the Kansas State Department of Education. Budget summary documents shall be prepared on forms provided by the Kansas State Department of Education.

Priorities

The board will establish priorities for the district on a short-term, intermediate and long-range basis.

Deadlines and Schedules

Deadlines and time schedules shall be established by the Board.

Encumbrances

An encumbrance shall be made when a purchase is made or when an approved purchase order is processed. All encumbrances shall be charged to a specific fund. All necessary encumbrances shall be made by the superintendent.

Recommendations

Recommendations of the superintendent and professional staff concerning the district's educational program and related budget figures will be presented to the board prior to submission of the tentative draft budget. All superintendent and staff recommendations will be presented to the board no later than the regular board meeting in August of each year.

Preliminary Adoption Procedures

The superintendent will be responsible for developing the budget cover letter. It is recommended that the letter include a restatement of the goals of

objectives of the district and a list of budget priorities. An explanation of line item expenditures will be included in the letter. Fund expenditures and line categories will also be explained in terms of how the budget meets the goals and objectives of the district and enhances completion of priority programs. A preliminary draft of the district's budget will be submitted by the superintendent to the board on or before the August Board meeting of each year.

Hearings and Reviews

The board shall conduct budget hearings according to state law.

Budget Transparency

The district shall comply with the requirements of the Kansas Uniform Financial Accounting and Reporting Act and rules and regulations promulgated by the Kansas State Board of Education thereunder in maintaining, reporting, publishing on the district's website, and making available to the public specified budgetary records, forms and information.

Management of District Assets/Accounts

The superintendent shall establish and maintain accurate, financial management systems to meet the district's fiscal obligations, produce useful information for financial reports, and safeguard district resources. The superintendent shall ensure the district's accounting system provides ongoing internal controls. The superintendent shall review the accounting system with the board.

Fraud Prevention and Investigation

All employees, board members, consultants, vendors, contractors, and other parties maintaining a business relationship with the district shall act with due diligence in duties involving the district's fiscal resources. The superintendent shall develop internal controls that aid in the prevention and detection of fraud, financial impropriety, or irregularity.

Reporting Fraud

An employee who suspects fraud, impropriety or irregularity shall promptly report those suspicions to the immediate supervisor and/or the superintendent. The superintendent shall have primary responsibility for any investigations, in coordination with legal counsel and other internal or external departments and agencies as appropriate.

Whistleblowers

The district encourages complaints, reports, or inquiries about illegal practices or violations of district policies, including illegal or improper conduct by the district, its leadership or by others on its behalf. Reports

could include, but not be limited to, financial improprieties, accounting or audit matters, ethical violations, or other similar illegal or improper practices or policies. The district prohibits retaliations by or on behalf of the district against staff members who make good faith complaints, reports and inquiries under this policy. This protection extends to those whose allegations are made in good faith but prove to be mistaken. The district reserves the right to discipline persons who make bad faith, knowingly false, vexatious complaints, reports or inquiries or who otherwise abuse this policy.

Complaints, reports or inquiries may be made under this policy on a confidential or anonymous basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the superintendent. If the superintendent is implicated in the complaint, report or inquiry, it should be directed to the West Elk Board of Education. The district will conduct a prompt, review or investigation. The district may be unable to fully evaluate a vague or general complaint, report, or inquiry that is made anonymously.

POLICY C- 4.2
EXPENSE REIMBURSEMENT AND CREDIT CARDS

Non-administrative staff use of district credit card, if authorized by the staff member's immediate supervisor, shall be confined to necessary school business and shall be subject to any guidelines for such use established by the board or district administration. Unless otherwise specified in guidelines established pursuant to this policy, staff members shall retain any receipt(s) for district credit card expenditure(s) and shall provide them to the staff member's immediate supervisor as soon as practicable following the expenditure.

The superintendent may designate administrative and other staff members to whom a district credit card will be issued. The Board shall annually prescribe limits and restrictions on the use of district credit cards and shall monitor monthly receipts and reimbursement expenses. In no case will credit card expenditures in excess of \$5000 in one month be authorized for any non-administrative staff member without prior approval of the superintendent.

All rewards points or cash back payments earned using district credit cards are district property and shall be either applied to future district credit card purchases or remitted to the district treasurer for accounting and deposit.

Accountings of district credit cards use shall be provided to the board for review on a monthly basis, and a record of district credit card usage shall be maintained. Expenses for district travel in personal vehicles or extended travel incurred in the performance of official duties shall be reimbursed in accordance with the provisions of West Elk Board Policy C-7.

POLICY C-5
TEXTBOOK RENTAL AND OTHER FEES

West Elk Unified School District, No. 282 shall provide a Textbook Rental Program under the supervision of the Superintendent of Schools. The main purpose of the program shall be to secure books, including approved workbooks, and other materials that can be rented to two or more students over the life of the book or material.

Also, other fees may be established to provide required materials such as additional workbooks, shop materials, art supplies, etc.

Each school Principal shall collect the textbook rental and other fees as approved and remit to the district textbook rental fund.

Other instructional materials such as specimens for science, food for home economics, welding rod for shop, etc. may be requisitioned and purchased with District funds as budgeted in the instructional materials account.

Whenever a student completes a project of some personal value the student shall be required to pay for the materials used within the project. Some examples include shop projects, home economics clothing, and art objects. Also, recommended, but not required, books and materials may be ordered through the activity funds for resale to individual students.

Whenever a fee for less than a full year is to be charged (or refunded) the following "10% plan" shall be used. Each month, September through May, shall be charged (or refunded for each full month) 10% of the full fee. The additional 10% to make a total of 100% shall be charged when the fee is assessed and shall not be refunded.

**APPROVED 12-13-93
AMENDED 11-9-98**

**POLICY C-6
KPERS MEMBERSHIP**

Every employee of a Kansas public school district shall become a member of the Kansas Public Employees Retirement System provided he/she meets the following requirements:

- 1. His/her job or position is expected to include at least 3 ½ hours of work per day and the position is not temporary.**

NOTE: See Employer's School Employment Manual for additional conditions and procedures.

AMENDED 7-31-89
AMENDED 7-8-91
AMENDED 8-12-96

POLICY C-7
MILEAGE AND REIMBURSEMENT

TRANSPORTATION AND PERSONAL REIMBURSEMENT

1. Requests for transportation and other personal reimbursement expenses shall be submitted to the Superintendent for his/her approval prior to the actual expenditure whenever possible.
2. Actual claims shall include itemized expenses and receipts.
3. Car expenses shall be limited to the Kansas State reimbursement rate for mileage, plus turnpike and parking fees. Normal meal allowance shall be set at \$18.00 per day, except that larger amounts may be requested and approved in special circumstances.
4. Employees assigned to two or more schools shall be paid round trip from the closest assigned school to the second (and third) assigned school.
5. All district employees approved for reimbursement to a specific event shall ride in one vehicle with the following exception. Two or more approved employees may split the usual mileage amount in order to travel with his/her own family.
6. This policy shall provide for in-district travel as well as out-of-district travel as long as each trip is approved and recorded. All travel must be *strictly for* school-approved business such as supervision of athletic events, attendance at professional meetings and other approved school business.
7. In some instances, it may be necessary and/or desirable to approve the use of a school vehicle such as a van or bus instead of a mileage reimbursement.

POLICY C-8
FIXED ASSET ACCOUNTING

The 1978 Kansas Legislature passed a bill identified as K.S.A. 75-1117, which required that the governing body of each municipality (including school districts) shall develop and maintain fixed asset records for buildings, land, and equipment.

The following local regulations are designed to meet the intent of the law:

1. The Superintendent of Schools, in cooperation with the school Principals, teachers, and secretaries, shall develop and maintain an inventory system which shall safeguard the various fixed assets of the District. The District inventory records shall then be used by the District's audit firm to identify and record the fixed assets of the District.
2. Each classroom and department (custodial, lunchroom, school nurse, etc.) shall maintain an inventory record for each equipment item (or group of items) which has a useful life of one or more years and which has an actual or estimated value of \$100 or more. This inventory record shall be duplicated for the Principal's office and the District Office.
3. To whatever extent possible, each "item" shall be tagged and assigned an inventory number by using the following number ranges:

| | |
|------------------------------|-----------|
| District Office | 1001-1250 |
| Transportation | 1250-1500 |
| West Elk Jr.-Sr. High School | 2000-3999 |
| Moline Elementary | 4000-4999 |
| Severy Elementary | 5000-5999 |

4. Each item or group of items (example – 20 blue chairs) shall be assigned a cost. The cost may be the actual, if known, or estimated, if unknown. This cost should be the original cost, not replacement cost.
5. Property built into a building shall be counted as a part of the building and not a separate item. Test: Can the item be easily moved?
6. Items in use beyond normal life, such as old projectors, screens, etc. shall not be listed.
7. The District Office shall be responsible for listing and assigning a cost to the following types of fixed assets: land buildings (and built in equipment), outside improvements (bleachers, scoreboards, etc.) and construction work in process. The local schools shall be responsible for equipment inventories.
8. Equipment is "moveable personal property" which retains its original shape, is nonexpendable, can be repaired, and represents a value of at least \$100.

9. Supplies are not to be inventoried as fixed assets. Supplies are consumed in use, lose original shape, are expendable, sometimes inexpensive, and frequently lose identity into a more complex item.
10. Sets such as socket wrenches, silverware, pots and pans, “10 folding tables”, etc., may be listed as a “group” of items. The “group list” may be retained within the school or department as a more precise inventory.
11. Books, with the exception of expensive volumes and sets, shall not be listed as fixed assets. (However, library book inventories must be maintained for purposes of other State reports).
12. Depreciation may be recorded periodically, but it is not required. However, each item should be assigned an “estimated useful life”, so that the District auditor may drop the item from the district’s fixed assets when its useful life has expired.
13. Useful life has been estimated as follows for various types of fixed assets:

| | |
|------------------|----------------|
| Office furniture | 8 to 12 years; |
| Office equipment | 5 to 7 years; |
| Buses | 7 to 11 years; |
| Buildings | 30 years. |
14. Inventory records, as developed and maintained by schools within the District, shall be more inclusive and detailed than fixed asset records as determined by the district auditor.

**ADOPTED 10-29-90
AMENDED 06-10-91
AMENDED 06-22-93
AMENDED 12-13-93
AMENDED 8-8-94
AMENDED 11-9-98
AMENDED 7-13-09**

**POLICY C-9
FRINGE BENEFITS AND WORKING CONDITIONS**

- 1. This policy shall establish fringe benefits and working conditions for the following classified employees:
 - A. Board Clerk**
 - B. All Other Secretarial or Clerical Personnel**
 - C. Educational Aids (Paraprofessionals)**
 - D. Custodians-Maintenance Employees**
 - E. Cooks-Cooks' Helpers**
 - F. Bus Drivers**
 - G. Transportation Supervisor**
 - H. School Nurse and Administrative Personnel****

- 2. The Superintendent shall be authorized to employ temporary personnel to complete a school year or to accomplish short term assignments. These employees shall not be eligible for health insurance, KPERS, vacation time, or holiday pay.**

- 3. All other classified employees shall be employed with a letter of employment approved by the Board. Contracted classified employees shall be granted the following fringe benefits:
 - A. All 12-month contracted employees shall receive seven paid holidays on specific dates authorized by the Board.**
 - B. All 12-month contracted employees shall be eligible for paid vacation within the following policy:
 - Completion of one year of full time employment, one week paid vacation**

 - Completion of two or more years, of full time employment, two weeks paid vacation**

 - Unless otherwise agreed, all vacation time must be taken when school is not in session**

 - After ten years of full time employment, three weeks paid vacation**

 - With administrative approval, an employee may take additional unpaid vacation time.******

- C. All classified employees shall receive sick leave. The sick leave benefit shall be similar to the teachers' sick leave benefit except that part-time employees shall be paid for their normal work day/hours and no employee shall be paid for more than 8 hours of sick leave for any day. Also each eligible classified employee shall be placed in one of the following classes based upon anticipated annual earnings from USD #282.

Class I - Minimum \$20,000 annual contract
 Class II - Minimum \$12,000 annual contract
 Class III - Minimum \$ 4,000 annual contract

- D. The three "classes" shall have the following provisions:

| <u>Class I</u> | <u>Class II</u> | |
|------------------------------|-----------------|--------------|
| <u>Class III</u> | | |
| 10 days = \$1000 | 10 days=\$700 | 10 day=\$400 |
| Daily=\$100 | Daily=\$70 | |
| Daily=\$40 | | |
| Hourly-\$12.50 X \$5.00 X | Hourly-\$8.75 X | Hourly- |
| 8 hours = \$100 | 8 hours = \$70 | 8 hours = |
| \$40 | | |

- E. The Board will provide all full-time (1.0) classified Employees (minimum of 1440 hours per year) a fringe benefit of \$235 per month.

Part-time classified employees who are contracted a minimum of 732 hours per year will receive a FTE prorated or percentage of contracted hours in relationship to the definition of a full-time employee, 1440 hours annually.

Other classified employees who average at least 20 hours per week may join the district's approved health plan by paying 100% of the cost from salary deduction or personal reimbursement to the Board Clerk.

All severed employees shall continue to be eligible as per COBRA (Federal law) requirements for a period of 18 months. The school district shall not provide any financial amount for severed or retired employees.

Any retired employee who has been employed at West Elk for at least 10 years shall be eligible to continue membership from the date of retirement until age 65. This availability is based upon K.S.A. (Kansas statute) 12-5040(a). The retired employee shall be required to pay 100 percent of the monthly premium.

This benefit can only be applied to the district approved health insurance plan and employees who do not need and/or do not choose to enroll in the District approved plan will receive no fringe benefit.

4. Working Conditions

Unless otherwise agreed and specified on the employee's contract/letter of agreement, each classified employee shall work within the following policies:

- A. The normal workday shall be 8 hours unless otherwise agreed or contracted.
- B. Each employee shall have an unpaid lunch period of 30, 45 or 60 minutes as agreed or contracted.
- C. Each classified employee shall be employed at an hourly rate.
- D. Each classified employee shall have a regular daily work schedule as approved by the school Principal and/or Superintendent. This schedule shall be followed except for emergency situations and/or other approved adjustments.
- E. Over time at 1.5 times the normal rate shall be paid for all hours over 40 per week. The work week shall begin each Sunday at 12:01 A. M., and conclude each Saturday at 12:00 midnight.
- EE. Sick leave and/or paid holiday time shall not count toward overtime within each one-week period. Overtime is only allowed for hours actually worked in excess of 40 during any week.
- F. In addition to the lunch break, each classified employee may take one or two "breaks" per day equal in time to 5 minutes for each hour worked. Example 8 hours worked earns two, 20 minute breaks.
- G. Bus Driver may "clock-in" approximately 15 minutes before "trip time" in order to clean bus, check tires, gas bus, etc. They should "clock-out" at the next 15 minute interval following completion of the trip, cleaning the bus, etc.

5. Time Sheets and Pay Dates –

Each employee who is employed on an hourly rate shall complete a monthly time sheet. Sick leave, vacation time and hours actually worked shall be accurately recorded each day. The District Office shall establish a schedule for time cards to be submitted to the district office. Each time card shall include time worked through Saturday of the final week included on each time sheet. All hourly employees and contracted employees shall receive monthly checks on the 10th of the month following submission of the time cards. If the 10th is a non-working day, the checks will be distributed earlier if available.

- 6. Effective July 1, 1988, each non-certified employee who works at least 17.5 hours per week shall be eligible to authorize a Section 125 Cafeteria Salary**

Reduction Plan. For additional requirements of this “Plan” see the plan on file in the District Office.

POLICY C-10
CLASSIFIED EMPLOYEE EVALUATION

PURPOSE OF EVALUATION: West Elk USD #282 has developed this policy to enhance communication between administrators and staff, and to improve work quality and efficiency.

Classified employees shall include all non-certified employees such as secretaries, custodians, aides, bus drivers and lunchroom personnel.

PROCEDURES FOR EVALUATION The Superintendent of Schools and each Principal shall have the responsibility to evaluate classified employees within his/her jurisdiction. Employees who work totally within one of the attendance centers shall be evaluated by the proper school Principal. District Office personnel, bus drivers, and other shared employees shall be evaluated by the Superintendent.

The administrator shall conduct as many conferences as necessary with each employee and shall then conduct a final evaluation conference. At that time the written evaluation form shall be reviewed, discussed and signed. Signature shall indicate acknowledgement of the evaluation, not necessarily agreement.

A copy of the completed evaluation shall be provided for the employee, for the evaluator, and for the District Office (Superintendent and Board).

Annual evaluations for each classified employee shall be completed by May 1 of each year. In addition, the Board, Superintendent or Principal, may require additional evaluation concerning any specific employee(s) at other times.

Each classified employee shall have the right to respond in writing within a two-week period following the final evaluation conference. Any such response shall be attached to the related evaluation form.

The Performance-Based Classified Employee Evaluation shall be a part of this policy.

APPROVED 9-12-83

BOARD POLICY C-11
AUTHORIZING EARLY PAYMENT OF CLAIMS

(Claims which result in a late payment penalty or provide for an early payment discount)

BE IT RESOLVED by the Board of Education of Unified School District, No. 282, Elk County, State of Kansas, that the Clerk of said Board is hereby authorized to pay in advance of approval by the Board of Education any claims against said district that provide for a discount for early payment or for the assessment of a penalty for late payment; that prior to payment of any claim in advance of approval by the Board of Education, the claim shall be audited by the Treasurer of the Board and the Superintendent of Schools and approved by them as correct, due and unpaid; and that the Clerk shall keep an accurate record of all monies paid, the purposes for which expended, and shall submit the record to the Board of Education for approval at its next regular meeting, all in accordance with the provisions of K.S.A. 12-105b, as amended by L. 1983, Ch. 56, Sec. 1 (1983 Senate Bill 446)

POLICY C-12
CONFLICT OF INTEREST

District employees are prohibited from engaging in any activity which may be construed as a conflict of interest and detract from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other such item, which would directly or indirectly benefit said school employee. No school employee will enter into a contract for employment unless the contract is awarded on the basis of competitive bidding.

Any district employee shall report alleged violations of the conflict of interest policy to the Superintendent. The Superintendent or designee shall make an initial investigation to determine whether said policy has been violated. Upon substantial evidence of a violation, the Superintendent shall report to the Board for a Board determination. In the event a district employee has been found to have violated the conflict of interest policy, the Board will offer the employee, in writing, to cease and desist from all such activities. If the employee fails to comply, the Board may suspend or terminate the employee, as facts of the investigation dictate.

POLICY C12.1
STANDARD OF CONDUCT FOR FEDERALLY FUNDED CONTRACTS

The following standard of conduct shall be followed by board members, district employees, officers, and their agents in an effort to eliminate conflicts of interest and to govern actions while engaged in the selection, award, and administration of contracts on behalf of the district.

No board member, employee, officer, or agent may participate in the selection, award, or administration of a contract supported by Federal funds if he or she has a real or apparent conflict of interest concerning the contract.

For the purposes of this policy, a conflict of interest would include any instance when a board member, employee, officer, or agent; any member of his or her immediate family; his or her partner; or an organization which employs or is about to employ any of the parties indicated herein has a financial or other interest in or receives or would receive a tangible personal benefit from a firm considered for a contract.

Unless otherwise provided herein, no board member, employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from vendors, contractors, or parties to subcontracts. Therefore, these individuals would be prohibited from accepting offers for free entertainment which would otherwise cost the individual, lodging, transportation, gifts, or meals. However, accepting meals offered by a sponsor and consumed by such individual at school, a school sponsored activity, or a related event and/or accepting free product samples having a retail value no greater than \$25 will not be a violation of this policy or standard of conduct.

Employees, officers, and agents of the district found to be in violation of this policy and standard of conduct shall be subject to disciplinary action, up to and including suspension or termination for employees and denial of access to district property and activities and/or the severing of the officer or agency relationship with the district, as appropriate.

POLICY C-13
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 District 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) 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, or sick 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 Superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

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

During the period of any unpaid family and medical leave the Board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. Any employee portion of the cost shall be paid by the employee, to the Clerk of the Board on the payroll date or other time as the employee and the Superintendent may agree. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

When leave is foreseeable, the employee shall give 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, the Superintendent will notify the employee of:

- a. If the leave will count as family and medical leave;
- b. Any requirements for medical certification;
- c. Employer requirement of utilizing available leave;
- d. Requirements for premium payments for health benefits and employee responsibility for payment of employee's share, right to be restored to same or equivalent job,
- e. Any employer required fitness-for-duty report to return to work.

Family leave (reasons 1 or 2) may not be used intermittently or on a part-time basis without the prior approval of the Superintendent.

The Superintendent may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health conditions, the Superintendent may require an instructional employee to continue leave until the end of a semester, if:

- 1. The leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester; or**
- 2. The leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.**

Refer to the Family and Medical Leave Act of 1993, U.S. Department of Labor, Employment Standards Administration Wage and Hour Division, Washington, D.C. 20210 for additional information.

APPROVED 4-11-94
AMENDED 1-13-03
AMENDED 12-11-06
AMENDED 1-12-15

POLICY C-14
WORKERS COMPENSATION

The District will participate in Workers Compensation as required by current statute. The combined Workers Compensation benefits and salary received under allowed paid leave, shall not exceed one full day's pay.

All employees of the District shall be covered by Workers Compensation. Workers Compensation coverage is provided for all employees regardless of assignment, length of assignment, and/or hours worked per day. Benefits are for personal injury from accident or industrial diseases arising out of and in the course of employment in the District.

If you are injured at work, you must immediately report the incident to your supervisor as soon as possible. If your supervisor is not available, contact the designated Workers Compensation Coordinator or, if the Coordinator is unavailable, contact the Superintendent. To be eligible for Workers Compensation benefits the statute of limitations is within 20 days of the injury or within 20 days of repetitive trauma. The injured employee, his/her supervisor, and any witnesses to the injury will be asked to complete an Injury Report to be filed with the designated Workers Compensation Coordinator.

The Workers Compensation Plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify; however, the amount of Workers Compensation benefits and sick leave benefits shall not exceed a regular daily rate of pay. An employee using paid in combination with Workers Compensation will be charged for one full or partial day of paid leave, as provided for in the applicable leave policy or the Negotiated Agreement, for each day of absence until the employee's sick leave is exhausted.

Any employee who is off work and receiving Workers Compensation benefits shall be required to provide the employer's designated Workers Compensation Coordinator with a written doctor's release before the employee is allowed to return to work. The DHCP will work with the district to implement a Modified Duty Work Program for any employee that is permitted to return to work with restrictions. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under paid leave shall terminate and those benefits under Workers Compensation shall be restricted as provided by current statute.

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 district paid disability insurance payments. 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, district paid disability insurance, and salary in excess of his/her full salary. Available paid leave may be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work 3) the employee is released by the medical provider and a position is offered by the employer, but the employee declines to return to work; or 4) employment is terminated. Paid leave shall be calculated on a prorate amount equal to the percentage of salary paid by the district.

Testing

The Board, through its designated Workers Compensation Coordinator, may require a post-injury chemical test as authorized by K.S.A. 44-501 *et seq.*, and, if such test is refused, all Workers Compensation benefits shall be forfeited by the employee.

Recreational and Social Activities

Recreational and social activities are not compensable unless such recreational or social activities are an expressly required incident of employment and produce a substantial direct benefit to the employer beyond improvement in employee health and morale that is common to all kinds of recreation and social life.

Injuries Suffered While Traveling To and From Work

An injury suffered while going to or coming from work is not an injury arising out of and in the course of employment whether or not the employer provided transportation if such means of transportation was available for the exclusive personal use by the employee, unless the employee was engaged in a special errand or mission for the employer, or access to the vehicle was an integral element of the employment. An employee who is injured while deviating from the course of his/her employment, including leaving the employer's premises, is generally not eligible for benefits unless such deviation is expressly approved by the employer.

Horseplay

An employee who is injured during horseplay occurring in the course of the work day is not entitled to benefits unless the injured employee is an innocent victim not participating in the activity.

Choice of Physician

Employees need to contact the district's Workers Compensation Coordinator to determine where to seek medical attention; however, in the case of an emergency, the employee may access the nearest Health Care Provider. All employees will be directed to a Designated Health Care Provider (DHCP) for injuries sustained while at work. The DHCP will coordinate all referrals to

specialists with the Workers Compensation adjuster at Alternative Risk Services, LLC.

The District will only be responsible for \$500 of unauthorized medical expenses if any employee seeks medical attention apart from the DHCP. Except in emergency situations, initial appointments for medical service shall be scheduled through the district's Workers Compensation Coordinator.

POLICY C-15
Recruitment and Hiring

Recruitment

The Board delegates recruiting authority to the Superintendent. In carrying out this responsibility, the Superintendent may involve administrators and other employees.

Hiring

The Board shall approve the hiring of all employees. No staff member's employment is official until the contract or other document is signed by the candidate and approved by the Board. All candidates will be requested to sign an "Acknowledgements" statement that will be included with the application for employment.

Background Checks

The Board shall authorize a background check of all staff member's who have been offered a conditional offer of employment. Background checks will be completed by the Kansas Bureau of Investigation at the district's expense. A staff member who fails to provide information on the application relative to any conviction of a violation of law other than a minor traffic violation and/or entered into a sentence modification or diversion agreement may be terminated. The Board will make the final determination once the violation has been revealed through the background check.

Any history of conviction or the entering of a sentence modification or diversion agreement for child endangerment, child pornography, kidnapping, sale of a controlled substance, or child abuse will result in denial of employment or termination.

Drug and Alcohol Testing

Each new classified employee who is required to undergo alcohol and drug testing shall be given a copy of the appropriate district regulations. The expense of this testing will be charged to the district. If the employee terminates employment prior to 120 calendar days, the employee must reimburse the cost of the pre-employment screening (not to exceed \$200.00). This payment will be taken as a payroll deduction if the employee does not coordinate other repayment options with the payroll clerk.

Each new classified employee shall be informed that compliance with the required elements of the testing program is a condition of employment as an employee in the district. All employee shall be informed of this policy on an annual basis.

Health Certificate

No staff member will be allowed to begin work, until he/she has on file the “Certification of Health for School Personnel” form.

Hiring Sequence

- **Conditional offer of employment is extended to the candidate subject to revocation or, if provisional employment has already begun, termination of employment based upon unsatisfactory results of any reference and/or background checks performed;**
- **Acceptance by the candidate;**
- **Contract or other appropriate document sent to the candidate and candidate’s acceptance signified by a signed document returned to the Superintendent;**
- **Permission for pre-employment drug testing if offered a safety sensitive position: and**
- **Approval of the contract or other documents by the Board.**

**WEST ELK USD #282
APPLICANT JOB APPLICATION ACKNOWLEDGMENTS**

(The following statements should be included on all job applications:)

- 1. I certify that all the information provided by me in this application is true and complete. I understand that any misstatement, falsification, or omission of information is grounds for refusal to hire or, if I am hired and the same is discovered thereafter, termination.**
- 2. I authorize any of the persons or organizations referenced in this application to give you any and all information concerning my previous employment, education, or any other information, personal or otherwise, with regard to any of the subjects covered by this application, and I release all such parties from all liability for any damages that may result from furnishing such information to you. I authorize any background checks by any third party.**
- 3. I authorize you to request, receive, and verify all information given on this application and I release you from all damages that may result from your doing so.**
- 4. I authorize you to conduct a criminal background investigation using any and all methods necessary to successfully complete such investigation, and I release you from all liability for any damages that may result from your doing so.**

Signature of Applicant

Date of Birth

Prior Names: _____

Date _____