

# Lansing Unified School District #469 Classified Staff Handbook

Board Approved August 14, 2023

## **INTRODUCTION**

Classified employees play an important support role in the Lansing School District (USD 469) by helping provide a safe, orderly, and healthy environment. This handbook is to provide classified personnel generalized employment information, guidelines and procedures.

This handbook is approved by the Board of Education (Board) and is an extension of board policy. The right to change any item in this handbook is reserved by the Board, Superintendent, or his designee upon approval of the Superintendent.

Any questions that are not covered in this handbook can be answered by your supervisor the building principal, or the Human Resources Department (HR) at the District Office, 913-727-1100.

This handbook is not intended to create any contractual relationship or alter the character of the employment relationship in any way and is subject to change at any time.

## **LANSING USD 469 NOTICE OF NON-DISCRIMINATION**

Applicants for admission and employment, students, parents of elementary and secondary school students, employees, sources of referral of applicants for admission and employment, and all unions or professional organizations holding collective bargaining or professional agreements with Unified School District 469 are hereby notified that this institution does not discriminate on the basis of sex, race, color, national origin, gender, age, religion, marital status, veteran status, disability or any other basis prohibited by state or federal law in admission or access to, or treatment, or employment in, its programs and activities.

Any person having inquiries concerning Unified School District 469 compliance with the regulations implementing Title II of the Americans with Disabilities Act, Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, the Age Discrimination Act of 1975, Boy Scouts of America Equal Access Act of 2001, the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA)-, Section 504 of the Rehabilitation Act of 1973, or reports of specific complaints, or alleged discrimination, is directed to contact Unified School District 469, 200 E. Mary Street, Lansing, Kansas 66043, (913) 727-1100. The Superintendent is designated by the USD 469 Board of Education to coordinate the institution's efforts to comply with the regulations implementing Title II, Title VI, Title IX, the Age Discrimination Act of 1975, the Boy Scouts of America Equal Access Act of 2001, USERRA, Section 504 or other applicable federal, state or local law. The district provides equal access to the Boy Scouts of America and other designated youth groups.

Any person may also contact the Office for Civil Rights, U.S. Department of Education, One Petticoat Lane, 1010 Walnut Street, Suite 320, Kansas City, MO 64106, (816) 268-0550, TDD (877) 521-2172, regarding the institution's compliance with regulations implementing Title II, Title VI, Title IX, or Section 504. (2/2020)

## **MISSION STATEMENT**

**The Lansing School District's mission is to provide all students with the scholastic, technical, social, and life-long learning skills essential for academic, occupational, and personal success as productive citizens.**

**Our mission will be accomplished through the knowledge, skill and attitudes of a quality and caring staff.**

## **EMPLOYEE DEFINITIONS**

Persons employed in positions that do not require teaching or administrative certification are considered classified employees. Types of classified positions are maintenance, custodial, transportation, bus monitors, crossing guards, nurses, food service, registrars, bookkeepers, secretaries, aides, and paraprofessional personnel.

## **CLASSIFICATION OF EMPLOYEES**

### **Classified Personnel KPERS Eligible - Full Time**

A classified employee hired to work in a KPERS covered position more than 3 hours per day, more than 15 hours per week, and more than 630 hours per calendar year is considered KPERS eligible and a full time employee.

### **Classified Personnel Non KPERS Eligible – Part Time**

A classified employee hired to work 3 hours or less per day, 15 hours or less per week, 630 or less hours per calendar year is considered Non KPERS eligible and a part time employee.

## **EMPLOYMENT PROCEDURES**

### **Forms**

All board approved new employees will be required to fill out payroll paperwork consisting of: Loyalty Oath Form, W4, K4, I-9. The new employee will also be required to have a background check and child abuse screening at USD 469's expense and a TB test at the employee's expense.

All documents completed by employees will be maintained in the HR Department. Employee record retention is a core function of HR. These are the master files for the district. A personnel file contains basic HR and payroll information that an employee is already familiar with, such as job applications, employment contracts and performance reviews. Any other files kept off site from HR are merely copies and will not be considered in the event of a legal matter.

### **Probationary Period**

All newly hired employees will receive an appointment to the job, subject to Board approval. Failure to gain Board approval will cause immediate dismissal. All employees are on probation during the first sixty (60) work days of their employment. During this time the employee is ineligible to use any leave benefits and will be docked for any time off. The purpose of the probationary period is to provide the

supervisor an opportunity to observe a new employee's capabilities and gather additional background information.

If at any time during the probationary period it is apparent that the employee is not performing satisfactorily and if training or counseling has not resulted in sufficient progress, the employee may be terminated during the probationary period without notice.

### **Dress Code**

Any method of dress that may attract undue attention, disrupt, or interfere with the mission of USD 469 is not permitted. Employees are to use good judgment concerning appearance. Clothing shall be appropriate for the job, clean and in good repair. Departmental dress code is set by the supervisor or school administration.

### **Evaluations**

All classified employees will be evaluated on their work related skills related to their job description once per school year by their school administrator or supervisor. New employees will be evaluated at the end of the 60 day probationary period. The supervisor or school administrator may at his/her discretion, cause an evaluation to be made more frequently. Evaluation documents will be on file with HR and attached to all employees' profiles in Skyward. An unsatisfactory evaluation will also have an improvement letter indicating the employees' needs to improve their job performance.

### **Improvement letters**

Misconduct is defined as a willful violation of a material duty owed to the employer by the employee.

The goals of the Improvement Letter are to provide an opportunity for the classified employee to improve unacceptable performance, and the plan is to provide suggestions for supervisory actions. There is nothing in the plan that provides an employee due process should the plan not be followed. In any group of employees, errors in work behavior and violation of rules do occur. These must be resolved properly to constructively correct the situation in a reasonable consistent manner.

Certain types of misconduct are regarded as so serious as to call for termination without prior warnings or probation.

All disciplinary action shall be documented in writing with the employee receiving a copy of an Improvement Letter. A copy of Improvement Letters shall be maintained in the employee's personnel file. If the disciplinary action requires probation, the probation period will be sixty (60) days.

The Superintendent has the authority to suspend any employee for any violation of the policies and regulations of the Board or for violation of a state law. The Superintendent shall take such action when, in his/her judgment, the best interest of USD 469 shall be served by immediate suspension.

### **Confidentiality**

Confidential student information, whether written or oral, shall be discussed only with the parents/guardians of the particular student and the appropriate school personnel. Violations of this rule, could result in disciplinary actions or termination.

### **Assignments & Transfer**

The Superintendent has the right to assign, reassign and transfer classified personnel. The Board will approve all assignment changes when the change involves a change in pay.

### **Termination**

The Board may terminate a classified employee at any time, with or without cause.

### **Resignation**

Classified employees must submit a letter of resignation to their supervisor, school administrator, or HR advising the Board of their intent to resign. They may resign at any time by giving ten (10) working days written notice. If less than 10 days written notice is given, it will be listed in the employee's record. The Superintendent or designee may permit a waiver of the ten (10) working days-notice if circumstances warrant. The last paycheck may be held until USD 469 has received a written letter of resignation.

### **Job abandonment**

If an employee fails to notify their immediate supervisor, school administrator, or HR of any absences for three (3) consecutive days and/or fail to comply with procedures for reporting absences, USD 469 will assume that the employee has resigned/abandoned their position and HR will initiate an employment separation from USD 469 ending all wages and benefits.

## **EMPLOYEE BENEFITS**

### **Communicate with HR regarding the following – 913-727-1100**

#### **Health Insurance**

Full time, classified employees are eligible to receive USD 469's health Insurance benefit on the first of the month following 60 day of employment. An email will be sent to all new employees to access the Employee Navigator portal to sign up or waive benefits. For returning employees, notice will be sent as to when benefit enrollment will be offered for the new plan year.

#### **KPERS – Kansas Public Employees Retirement System**

Employees who meet the qualifications for the Kansas Public Employees Retirement System are required to participate in KPERS. An employee contribution will be made each pay date. Requests for information or questions about procedures should be directed to HR.

### **Employee Assistance Program**

USD 469 uses New Directions for the Employee Assistance Program offering service for Work/Life Balance, Financial Services, Legal Services and Life Coaching Services. Employees and their families can reach out to them at 800-624-5544 or online at [eap.ndbh.com](http://eap.ndbh.com) using the passcode USD469.

### **Workers Compensation**

Information about your rights and responsibilities under worker's compensation may be obtained from Kansas Department of Labor; [www.dol.ks.gov](http://www.dol.ks.gov).

Under the law, an employee must provide notice to the employer either (a) the employee sustained a work-related injury, or (b) the employee wants workers compensation benefits. The employee must provide notice to the district office, either orally or in writing, by the earliest of (1) 20 days from the date of accident (or the statutory date of injury in the case of repetitive trauma, such as carpal tunnel syndrome), (2) 20 days from the date medical treatment is sought if the employee is still working for the employer, or (3) 10 days after the last day actually worked if the employee no longer is employed by the employer.

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with USD 469. Injuries which occur during recreational or social events under circumstances where the employee is under no duty to attend, and where the injury did not result from the performance of tasks related to normal job duties are not covered under workers compensation.

Any employee who is off work and drawing workers compensation shall be required to provide HR with a written doctor's release before the employee is allowed to return to work. In addition, should the employee be released to return to work by a doctor and fail to do so, all benefits under sick leave shall be ended and those benefits under worker's compensation shall be restricted as provided by current statute.

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify in accordance with board policy. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury, the employee may use available paid sick leave to supplement the workers compensation. In no event shall the employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary.

Available paid sick leave may be used for this purpose until

- available paid sick leave benefits are exhausted;
- the employee returns to work or
- employment is terminated.

### **Family Medical Leave Act**

The Family and Medical Leave Act (FMLA) provides certain employees with up to 12 weeks of **unpaid**, job-protected leave per year. It also requires that their group health benefits be maintained during the leave.

FMLA is designed to help employees balance their work and family responsibilities by allowing them to take reasonable unpaid leave for certain family and medical reasons. It also seeks to accommodate the legitimate interests of employers and promote equal employment opportunity for men and women.

FMLA applies to all public agencies, all public and private elementary and secondary schools, and companies with 50 or more employees. These employers must provide an eligible employee with up to 12 weeks of unpaid leave each year for any of the following reasons:

- for the birth and care of the newborn child of an employee;
- for placement with the employee of a child for adoption or foster care;
- to care for an immediate family member (spouse, child, or parent) with a serious health condition; or
- to take medical leave when the employee is unable to work because of a serious health condition.

Please refer to the [www.dol.ks.gov](http://www.dol.ks.gov) or call HR at 913-727-1100 ext. 1102 or 1103

### **Employees Working in Multiple Departments**

Employees that work in two or more departments will be paid at the discretion of the payroll department due to reporting of benefits and deductions. Overtime will be limited and tracked and approved by the department supervisors if overtime occurs in a work week of Sunday to Saturday. Leave and holiday pay will be given based on the department allocations in which the employee is working.

### **Military Leave**

Lansing USD 469 supports all employees who elect to serve their Country and/or State by enlisting in a branch of the armed forces. As such, Lansing USD 469 will fully comply with all state and federal guidelines and laws regarding Military Leave. Unless there are State Laws that govern a situation more strictly, Lansing USD 469 will specifically follow the Uniformed Services Employment and Reemployment Act (USERRA) when handling all military leave requests.

It is the employee's responsibility to be aware of all required notifications and necessary documentation when preparing for or returning from leave. While the HR Department will assist the employee as much as possible, Lansing USD 469 recommends that you contact the National Committee for Employer Support of the Guard and Reserve ombudsman at 800-336-4590 with specific questions.

# **USD 469 CUSTODIAL STAFF**

## **SCHEDULES AND JOB PLACEMENT**

The custodial supervisor will assign a school custodian's schedule and job location based on the needs of the district.

## **ELECTRONIC TIMEKEEPING – TRUE TIME**

The custodians are to clock in and out through Skyward Employee Access. If there is a missed clock in or out time, the custodian is to notify their supervisor of the missed punch and correct time.

Employees who abuse the system of clocking in and out may be recommended for termination.

## **PAID HOLIDAYS**

Paid holidays for the custodial staff are New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, and Christmas Day. Holiday schedules are set upon the discretion of the custodial supervisor.

## **PAID TIME OFF**

Custodians are given 12 leave days per year. The 12 leave days are earned every month starting in July of the new fiscal year. After 5 full years of employment a custodian will earn an additional day of leave each year. Custodians are allowed to accumulate a maximum of six times their yearly allowance.

## **OVERTIME**

The workweek for the custodial staff is Sunday to Saturday. Approved overtime is paid for hours worked in excess of 40 hours in a workweek at 1.5 times their hourly rate.

## **LUNCH/DINNER BREAK**

Custodians working five hours or more a shift are required to take a 30 minute lunch or dinner break. The 30 minutes is automatically deducted from the shift time in Skyward. Leave will need to be taken for additional time to extend a lunch break unless prior communication and approval has been made with the custodial supervisor. If there is a need to leave campus, the custodian is required to clock out and then back in upon their return.

## **PAYDAY**

Custodians are paid biweekly. Checks and direct deposits are issued on the Friday after the last day of the pay period. If payday falls on a holiday then pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.



## **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

In the event of voluntary or involuntary termination, the difference between days used but not earned will be subtracted from the employee's final paycheck at the employee's daily rate of pay.

Holiday pay will not be granted if the employee calls in sick the day before or after a holiday.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.

# **USD 469**

## **REGISTRARS & BOOKKEEPERS**

### **PAY PERIOD**

Registrars and Bookkeepers are placed on level pay. Their hours are calculated based on the district calendar and the needs of the district and their individual schools. Hours are then multiplied by the employee's hourly rate and divided by 12 (months) to get their monthly gross pay. Difference in hours worked and hours budgeted are adjusted on the last payday of the fiscal year or can be spread out over remaining months in the fiscal year.

### **ELECTRONIC TIMEKEEPING – TRUE TIME**

Registrars and Bookkeepers are to clock in and out through Skyward Employee Access. Employees who abuse the system of clocking in and out may be recommended for termination.

### **PAID HOLIDAYS**

Paid holidays for Registrars and Bookkeepers are New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

### **PAID TIME OFF**

Registrars and Bookkeepers are given 10 leave days per year. Each year, an additional day of leave after year ten will be given to all bookkeepers and registrars. Leave will be allowed to accumulate a maximum of six times their yearly allowance.

When on leave, there is no expectation from USD 469 for an employee to work. If asked to work and upon administrator written approval to district office, the employee will clock in on Skyward and will be compensated for working the requested hours.

### **OVERTIME**

The workweek is Sunday to Saturday. Approved overtime is paid for hours worked in excess of 40 hours in a workweek at 1.5 times their hourly rate. Comp time is not allowed.

### **LUNCH BREAK**

A 30-minute lunch or break away from the employee's normal work station is required and automatically deducted from the shift time in Skyward. Leave will need to be taken for additional time to extend a lunch break unless prior communication and approval has been made with administration.

### **PAYDAY**

Payday is the 15th of each month. If payday falls on a holiday, pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.

## **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Principal, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

In the event of voluntary or involuntary termination, the difference between days used but not earned will be subtracted from the employee's final paycheck at the employee's daily rate of pay.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.

# **USD 469 BUILDING SECRETARIES**

## **PAY PERIOD**

Secretaries are placed on level pay. Their hours are calculated based on the district calendar and the needs of the district and their individual schools. Hours are then multiplied by the employee's hourly rate and divided by 12 (months) to get their monthly gross pay. Difference in hours worked and hours budgeted are adjusted on the last payday of the fiscal year or can be spread out over remaining months in the fiscal year.

## **ELECTRONIC TIMEKEEPING – TRUE TIME**

Secretaries are to clock in and out through Skyward Employee Access. If there is a missed clock in or out time, they are to notify their school's bookkeeper/office manager of the missed punch and correct time. Employees who abuse the system of clocking in and out may be recommended for termination.

## **PAID HOLIDAYS**

Paid holidays for Secretaries are New Year's Day, MLK Jr. Day, Good Friday, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

## **PAID TIME OFF**

Secretaries are given 10 leave days per year. Each year, an additional day of leave after year ten will be given to all secretaries. Leave will be allowed to accumulate a maximum of six times their yearly allowance.

When on leave, there is no expectation from USD 469 for an employee to work. If asked to work and upon administrator written approval to district office, the employee will clock in on Skyward and will be compensated for working the requested hours.

## **OVERTIME & COMP TIME**

The workweek is Sunday to Saturday. Approved overtime is paid for hours worked in excess of 40 hours in a workweek at 1.5 times their hourly rate. Comp time is not allowed.

## **LUNCH BREAK**

A 30-minute lunch or break away from the employee's normal work station is required and automatically deducted from the shift time in Skyward. Leave will need to be taken for additional time to extend a lunch break unless prior communication and approval has been made with administration.

## **PAYDAY**

Payday is the 15th of each month. If payday falls on a holiday, pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.

## **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Principal, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

In the event of voluntary or involuntary termination, the difference between days used but not earned will be subtracted from the employee's final paycheck at the employee's daily rate of pay.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.

# **USD 469**

## **FOOD SERVICE EMPLOYEES**

### **PAY PERIOD**

Food Service employees are placed on level pay. Their hours are calculated based on the district calendar and the needs of the district and their individual schools. Hours are then multiplied by the employee's hourly rate and divided by 12 (months) to get their monthly gross pay. Difference in hours worked and hours budgeted are adjusted on the last payday of the fiscal year or can be spread out over remaining months in the fiscal year.

### **ELECTRONIC TIMEKEEPING – TRUE TIME**

Food Service employees are to clock in and out through Skyward Employee Access. If there is a missed clock in or out time, they are to notify the Food Service Manager or HR of the missed punch and correct time. Employees who abuse the system of clocking in and out may be recommended for termination.

### **PAID HOLIDAYS**

Paid holidays for Food Service employees are New Year's Day, MLK Jr. Day, Good Friday, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

### **PAID TIME OFF**

Food Service employees are given 10 leave days per year. Each year, an additional day of leave after year ten will be given to all food service employees. Leave will be allowed to accumulate a maximum of six times their yearly allowance.

### **OVERTIME & COMP TIME**

Overtime and Comp time is not allowed for an employee's regular work schedule. Exception is extra duty functions.

### **EXTRA DUTY PAY**

Food Service employees working extra duty for various school functions will be paid at a rate of \$15.00 per hour or time and a half; whichever is higher.

### **PAYDAY**

Payday is the 15th of each month. If payday falls on a holiday, pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.

### **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time

off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Principal, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour to hourly increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.

# **USD 469**

## **AIDES, PARAS, P/T ASSISTANTS & INTERPRETERS**

### **PAY PERIOD**

Aides and Paras are placed on level pay. Their hours are calculated based on the district calendar and the needs of the district and their individual schools. Hours are then multiplied by the employee's hourly rate and divided by 12 (months) to get their monthly gross pay. Difference in hours worked and hours budgeted are adjusted on the last payday of the fiscal year or can be spread out over remaining months in the fiscal year.

### **ELECTRONIC TIMEKEEPING – TRUE TIME**

Aides and Paras are to clock in and out through Skyward Employee Access. If there is a missed clock in or out time, they are to notify their school's bookkeeper/office manager of the missed punch and correct time.

Employees who abuse the system of clocking in and out will be recommended for termination.

### **PAID HOLIDAYS**

Paid holidays for Aides and Paras are New Year's Day, MLK Jr. Day, Good Friday, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

### **PAID TIME OFF**

Aides and Paras are given 10 leave days per year. Each year, an additional day of leave after year ten will be given to all Paras, P/T and OT Assistants and Interpreters. These days will be given in July of every year and will be allowed to accumulate a maximum of six times their yearly allowance.

### **OVERTIME & COMP TIME**

Overtime and Comp time is not allowed.

### **LUNCH BREAK**

A 30-minute lunch or break away from the employee's normal work station is required and automatically deducted from the shift time in Skyward. Leave will need to be taken for additional time to extend a lunch break unless prior communication and approval has been made with administration.

### **PAYDAY**

Payday is the 15th of each month. If payday falls on a holiday, pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.



## **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Principal, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.

**USD 469**  
**REGULAR ROUTE BUS DRIVERS AND MONITORS**

**PAID HOLIDAYS**

Paid holidays for drivers and monitors are New Year's Day, MLK Jr. Day, Good Friday, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

**PAYDAY**

Pay periods for the transportation department is the 26th of the month to the 25th of the next month. Payday is the 5th of each month. If payday falls on a holiday, pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.

**LEAVE**

Employees in the transportation department will be allotted one day of leave per month based on their daily hours. Leave will be adjusted if a change in their daily hours occur.

# **USD 469**

## **MAINTENANCE AND GROUNDS STAFF**

### **ELECTRONIC TIMEKEEPING – TRUE TIME**

Maintenance and grounds staff are to clock in and out through Skyward Employee Access. If there is a missed clock in or out time, they are to notify HR of the missed punch and correct time.

### **PAID HOLIDAYS**

Paid holidays for the maintenance and grounds staff are New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, and Christmas Day. Holiday schedules are set upon the discretion of the maintenance supervisor.

### **PAID TIME OFF**

Maintenance and Grounds staff are given two weeks of vacation and 13 sick days. All days are allotted on July 1.

### **OVERTIME**

The workweek for the maintenance and grounds staff is Sunday to Saturday. Approved overtime is paid for hours worked in excess of 40 hours in a workweek at 1.5 times their hourly rate.

Winter months that require snow removal or treatment, graduation and other district functions may require additional work time whether it be before or after work hours and/or on the weekend. This is required time and will be compensated accordingly.

### **PAYDAY**

Maintenance and Grounds are paid biweekly. Checks and direct deposits are issued on the Friday after the last day of the pay period. If payday falls on a holiday then pay will be received on the business day before the holiday. If working more than one department, the HR office will determine upon what payroll the employee will be paid.

### **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

#### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Principal, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

Holiday pay will not be granted if the employee calls in sick the day after a holiday.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.

# **USD 469**

## **District Office Staff**

### **ELECTRONIC TIMEKEEPING – TRUE TIME**

District office staff are to clock in and out through Skyward Employee Access. If there is a missed clock in or out time, they are to notify HR of the missed punch and correct time.

### **PAID HOLIDAYS**

Paid holidays for the district office staff are New Year's Day, MLK Jr. Day, Good Friday, Memorial Day, 4th of July, Labor Day, Veteran's Day, Thanksgiving Day and the Friday after, and Christmas Day.

### **PAID TIME OFF**

District office staff are given two weeks of vacation and 13 sick days. All days are allotted on July 1.

### **OVERTIME**

The workweek for the district office staff is Sunday to Saturday. Approved overtime is paid for hours worked in excess of 40 hours in a workweek at 1.5 times their hourly rate.

### **PAYDAY**

District office employees are paid monthly on the 15<sup>th</sup> of every month. If payday falls on a holiday then pay will be received on the business day before the holiday.

### **LEAVE BENEFITS**

An employee's attendance is important to the overall productivity of USD 469. Attendance is a vital category on an employee's evaluation. If an employee is unable to report for work they are to contact their supervisor or school administrator at the earliest time possible. Leave is to be taken for any time off. The option to take unpaid leave is only allowed if the employee is out of leave or if school is cancelled. All time off is to be entered into Skyward regardless if the employee has leave to use or not.

#### **Procedure for Requesting Leave**

All classified employees request leave through Skyward Family Access prior to any known or planned absence. In the case of an emergency or illness, the absence must be reported in Skyward Employee Access as soon as possible.

Abuse of leave can be cause for termination of employment. When an illness or injury involves treatment by a physician, employees must obtain a doctor's notice of release from work. If you fail to notify your immediate supervisor of your absences for three (3) days and/or fail to comply with procedures for reporting absences, USD 469 will assume that you have resigned/abandoned your position, and HR will initiate your employment separation from USD 469. A doctor's certificate may be required as proof of illness at any time. This certificate may be requested by the Supervisor, Principal, Superintendent or HR.

### **Bereavement Leave**

Bereavement leave will be granted in addition to sick leave. Leave in excess of two (2) days for any bereavement will be with the advanced approval of school administration, Superintendent, and will be deducted from the employee's leave accumulation. Bereavement leave is for leave due to death in the employee's "immediate family" defined as follows: spouse, partner, mother, father, children, grandchildren, brothers, sisters, grandparents, aunts, uncles, nieces, and nephews of either the employee or the spouse.

### **Paid Time Off**

Time off may be taken in quarter of an hour increments. Such absences will be deducted from the accumulated leave allowance. Unused leave shall be carried forward to the following year. Any absences in excess of earned and accumulated leave will result in a loss of pay at the hourly pay rate of the employee, for each day's absence.

Holiday pay will not be granted if the employee calls in sick the day after a holiday.

### **Jury Duty**

All employees called to jury duty are paid their regular wage. In order to be paid for the time off, proof of jury duty assignment is to be given to the employee's supervisor and HR. Pay for serving on the jury duty is to be relinquished to the district office.