

# CLASSIFIED EMPLOYEE HANDBOOK

2011-2012



Revised July 2011

**Sedgwick County Area Educational Services**

**Interlocal Cooperative #618**

**620 Industrial Road**

**Goddard, Kansas 67052**

**794-8641**

**794-2439 (Fax)**

**[www.sped618.org](http://www.sped618.org)**





August 2011

Dear Paraeducator:

Welcome to the Sedgwick County Area Educational Services Interlocal Cooperative, more commonly known in our nine districts as the "Special Ed Coop". As a paraeducator, you will be assisting with our special needs students in a variety of ways. Each para has different duties and responsibilities based upon the needs of the students with which they work.

Each student is different and those differences contribute to the uniqueness of each of the classrooms in the almost fifty buildings we serve. Because of the nature of your job, it is not uncommon to be overwhelmed at times. Being a paraeducator is an extremely important undertaking, so feel free to ask questions and use this handbook as a valuable resource. We could not serve our students without you.

Sincerely,

Aundrea Mastin  
**Para Facilitator**

Kay Bartel  
**Assistant Director**





**CLASSIFIED EMPLOYEE HANDBOOK  
TABLE OF CONTENTS**

**Classified Employment Practices & Procedures**

Assignments .....	1
Classified Personnel, definition .....	1
Evaluation .....	2
Job Descriptions .....	2
Personnel Files .....	2
Resignations .....	2
School property .....	2
Term of Employment .....	1
Termination .....	2
Transfers .....	2
Statement of Non-discrimination .....	1
Unemployment Benefits .....	2

**Expectations for Employee Conduct**

Attendance .....	3
Excessive Absences .....	3
Extended absence .....	3
Leaving Your Building During the Day .....	3
No show/No call .....	3
After School Activities .....	4
Appropriate Touch .....	4
Boundaries .....	4
Communication, Professionalism .....	4
Confidentiality/FERPA/HIPPA, Student .....	5
Disciplinary Process .....	9
Dress Code .....	5
Driver's License .....	6
Electronic Devices .....	10
Grievance Procedure .....	8
Inservice/Staff Development .....	6
Mandatory Reporting .....	8
Volunteering for school activities .....	10

**SCAESIC #618 Board Policies**

Acceptable Use Policy.....	11
Bullying, Policy .....	16
Compensation/Fair Labor Standards Act (FLSA) .....	13
Confidentiality/HIPPA, Employee .....	20
Discrimination, Policy .....	18
Family & Medical Leave Act (FMLA) .....	14
Procedure to request FMLA .....	15
Hazing, Policy .....	16
Leave of Absence for Victims of Domestic Violence or Sexual Assault, Policy .....	22
Sexual Harassment, Policy .....	19
Substance Abuse Policy .....	20
Worker's Compensation Policy .....	21

**Payroll & Benefits**

Breaks .....	25
--------------	----

Change of Address .....	23
Holidays paid .....	25
Insurance .....	25
Jury Duty .....	25
KPERS (Kansas Public Employee Retirement System) .....	25
Legal Leave .....	25
Lunch .....	25
Pay Periods .....	23
Temporary Leave .....	24
Bereavement Leave .....	24
Personal Leave .....	24
Sick Leave .....	25
Sick Leave Pool .....	25
Unscheduled School Closure .....	24
Snow Day .....	24
Timesheets .....	23
Figuring Hours per Day .....	23
Wage Adjustments .....	23
Work Schedule .....	23

**Forms may be found on the website [www.sped618.org](http://www.sped618.org)**

Evaluation Form, Paraeducator (ESC 106)  
 Inservice/Staff Development KNOWLEDGE Form (ESC-66)  
 Inservice/Staff Development APPLICATION Form (Upon request from Facilitator)  
 Notice of Resignation (ESC-64)  
 Notice of Corrective Action (ESC-65)  
 Request for FMLA Form (ESC-63)  
 Sample Timesheet (include in Handbook)  
 Sick Leave Pool Request Form (Upon Request)  
 Timesheet (ESC-108)

## **OF A SPECIAL EDUCATION PROGRAM**

It is the philosophy of the Sedgwick County Area Educational Services Interlocal Cooperative to provide a free and appropriate educational program to assist all exceptional children in reaching those levels of attainment compatible with their potential, and for students with disabilities, that potential should be realized in the least restrictive environment.

To promote the success of any special program, a team approach must be accepted and implemented by all personnel, regular and special, that serve exceptional children. The various stages of planning, implementing, and administering special services requires that all personnel agree that the express purpose of all special programs is that of serving the exceptional child and that all considerations be directed toward the welfare of the exceptional child whether he be a student served in their home school, out of district student, a special class student, or one served by an itinerant teacher. It is expected that the exceptional child be a recipient of all privileges and services granted other students and by the same token it is expected that he be charged with all the responsibilities of "studentship" that he is capable of handling (per their IEP).

The above is offered to highlight certain philosophies basic to the implementation of viable services to exceptional children and basic functional guidelines for program implementation.

### **SEDGWICK COUNTY AREA EDUCATIONAL SERVICES INTERLOCAL COOPERATIVE ORGANIZATION AND ADMINISTRATION**

The Sedgwick County Area Educational Services Interlocal Cooperative is comprised of nine member school districts, which are as follows: Valley Center (USD #262), Clearwater (USD #264), Goddard (USD #265), Maize (USD #266), Renwick (#267), Cheney (#268), Conway Springs (USD #356), Burrton (USD #369), and Sedgwick (#439).

The Interlocal Board is composed of one member from each member districts Boards of Education.

Financial support for the Interlocal Cooperative is received from Federal, State and local agencies. Each member school district contributes its proportional share.

### **STAFF RESOURCE LIST**

(All can be reached by phone or by e-mail)

#### **Cooperative Central Office, 620 Industrial – 794-8641**

Larry Clark, Director – [lclark@sped618.org](mailto:lclark@sped618.org)  
Erica Nance, Assistant Director – [enance@sped618.org](mailto:enance@sped618.org)  
Karen Kuhn, Assistant Director – [kkuhn@sped618.org](mailto:kkuhn@sped618.org)  
Christy Skelton, Assistant Director – [cskelton@sped618.org](mailto:cskelton@sped618.org)  
Kay Bartel, Assistant Director (Paraeducators) – [kbartel@sped618.org](mailto:kbartel@sped618.org)  
Aundrea Mastin, Para Facilitator – [amastin@sped618.org](mailto:amastin@sped618.org)  
Debbie Bradstreet, Bookkeeper – [dbradstreet@sped618.org](mailto:dbradstreet@sped618.org), Payroll, benefits, KPERS, leave  
Cynthia Lindenmeyer, LD Consultant – [clindenmeyer@sped618.org](mailto:clindenmeyer@sped618.org)  
Shirley Price, Medicaid Data Clerk – [sprice@sped618.org](mailto:sprice@sped618.org), inservice workshop registrations  
Denise Ketcham, Assistive Tech Clerk – [dketcham@sped618.org](mailto:dketcham@sped618.org)  
Cathy Hoyt, Secretary – [choyt@sped618.org](mailto:choyt@sped618.org)  
Angela Maris, Secretary – [amaris@sped618.org](mailto:amaris@sped618.org)  
Larry Binggeli, Delivery Clerk – [lbinggeli@sped618.org](mailto:lbinggeli@sped618.org)

#### **Day School, 401 Industrial – 794-3315**

Pat Tripp, Cooperative Nurse – [ptripp@sped618.org](mailto:ptripp@sped618.org), Bloodborne exposures, student health plans

#### **Instructional Materials Center (IMC), 520 Industrial - 550-6200**

Connie Craig, IMC – [ccraig@sped618.org](mailto:ccraig@sped618.org) -request videos, CD-ROMs, DVDs or books for inservice  
Doug vonEhrenkrook MR/BD Coordinator  
Lisa Morch – Psychologist Coordinator  
Gail Bauer – Autism Specialist  
Stacie Morris, Behavioral Specialist  
Lisa Lajoie-Smith, Math Specialist  
Leann Todd, Assistive Tech Specialist office at Maize Elementary (316) 722-8230



## **Classified Employment Practices & Policies**

### **CLASSIFIED PERSONNEL DEFINITION**

Classified personnel are those employees of the Sedgwick County Area Educational Services Interlocal Cooperative #618 (SCAESIC) who are not required to hold a Kansas State Educational Teaching Certificate or license. This includes, but is not limited to, all Paraeducators, Psych Secretaries, central office personnel and custodians.

### **NOTIFICATION STATEMENT OF NONDISCRIMINATION**

- I. 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 Interlocal #618 are hereby notified that this institution does not discriminate on the basis of race, color, national origin, sex, age, religion, or disability in admission or access to, or treatment or employment concerning Interlocal #618. Any person with questions, concerns, complaints, or requests for additional information regarding compliance with the regulations implementing Title VI of the Civil Rights Act of 1964 (Title VI), Title IX of the Education Amendments of 1972 (Title IX), Age Discrimination Act of 1975 (AGE), Section 504 of the Rehabilitation Act of 1973 (Section 504), or Title II of the Americans with Disabilities Act of 1990 (ADA) is directed to contact Larry N. Clark, Director of Special Education, 620 Industrial, P.O. Box 760, Goddard, Kansas, 67052 - Phone (316) 794-8641. Larry N. Clark has been designated by Interlocal #618 to coordinate the institution's efforts to comply with the regulations implementing Title VI, Title IX, AGE, Section 504, and the ADA. Title VI, Title IX, and Section 504 complaints may also be filed with the Regional Office for Civil Rights:

The OCR office for Kansas is located at: The OCR National Headquarters is located at:

Kansas City Office  
Office for Civil Rights  
U.S. Department of Education  
8930 Ward Parkway, Suite 2037  
Kansas City, MO 64114  
Telephone: 816-268-0550  
FAX: 816-823-1404;  
TDD: 800-437-0833  
Email: OCR\_KansasCity@ed.gov

U.S. Department of Education  
Office for Civil Rights  
Customer Service Team  
550 12th Street, SW  
Washington, DC 20202 -1100  
Telephone: 1-800-421-3481  
FAX: 202-245-6840;  
TDD: 877-521-2172  
Email: OCR@ed.gov

All Students receiving services from Interlocal #618 may participate in educational programs and extracurricular activities, including but not limited to: health; physical education; music and vocational and technical education, regardless of race, color, national origin, age, sex, religion, or disability.

### **TERM OF EMPLOYMENT**

Classified personnel may be employed on a part-time or full-time basis. When necessary, additional classified personnel may be employed on a temporary basis. Kansas is an employment at-will state, which means that there is no right to continuing employment from school year to school year. **EVERY LETTER OF EMPLOYMENT IS AN "EMPLOYMENT AT WILL" AGREEMENT THAT MAY BE TERMINATED BY EITHER PARTY AT ANY TIME. NO ORAL STATEMENTS OR STATEMENTS IN THE CLASSIFIED EMPLOYEE HANDBOOK ARE INTENDED TO CREATE A RIGHT TO CONTINUING EMPLOYMENT.**

If an employee will not be offered a position for the following year, the employee will receive a letter stating such by June 20<sup>th</sup> of each year.

### **ASSIGNMENTS**

The Para Facilitator, Assistant Director or Director will assign paras based on student and program needs. Paras are expected to practice teamwork and must be willing and able to adjust to changes in schedules, students and/or responsibilities based on the needs of the student population. All paras should be prepared to move to priority areas to ensure the safety and success of all students, which may at times include moving to another building and/or school district.

It is expected that any specialized training required for a student will be completed by each para who works with or who may work with that student. If a para is unwilling or unable to complete the required training, the option of being moved into an alternative placement will be determined by the Cooperative administration at the earliest possible time.

## **TRANSFERS**

All requests from individuals desiring consideration for a transfer shall be submitted in writing to the supervisor or the Para Facilitator. Every effort will be made to honor transfer requests from SCAESIC classified personnel but a transfer during the school year is uncommon due to the disruption it causes to students. If a transfer request cannot be honored during the current year, such a request shall be considered for the following year. Transfer requests by classified staff for the next school year must be received no later than May 31st.

**\*Transfers to different programs, buildings or Districts may be initiated by SCAESIC at any time to meet the changing needs of its member districts and the students served.**

## **TERMINATION**

Employment may be terminated at any time without cause with two weeks notice. Paraeducators must have the required number of inservice hours completed prior to the last day of work in order to be considered for reemployment.

## **RESIGNATIONS**

Notice of Resignation forms are required to be submitted to the Para Facilitator and the Assistant Director in charge of paraeducators **at least two weeks** in advance of the effective date of resignation. (**Notice of Classified Staff Resignation** ESC-64, may be found on the website). Paraeducators must have the required number of inservice hours completed prior to the last day of work. Any property or equipment of the school/District or Cooperative must be returned (i.e. books, keys, fobs) and any fines or balances due paid.

## **UNEMPLOYMENT BENEFITS**

An employee who receives a letter of reasonable assurance is **not** eligible to receive unemployment benefits over the holiday breaks or summer months when school is not in session.

## **SCHOOL/DISTRICT/COOP PROPERTY**

Employees terminating for any reason are charged with returning any and all property belonging to the School/District or Coop that they may have in their possession upon effective date of resignation/termination or at the end of the school year.

## **PERSONNEL FILES**

A master file of all materials relating to an employee shall be located at the Sedgwick County Area Educational Services Interlocal Cooperative #618 administrative office. Upon request, all materials placed in the employees' file and originating with the Coop shall be available to the employee in the presence of the person responsible for the safekeeping of the files. Employees may request copies of anything within their own file, but are not allowed to remove any information without prior consent from the Director. All questions relating to classified personnel issues should be directed either to the Assistant Director in charge of paraeducators or the Director.

## **JOB DESCRIPTIONS**

Written job descriptions with the expectations of employees, unique to each assignment, will be viewed and signed by all staff. Job descriptions of individual jobs will include the following areas:

- Purpose of the position
- Essential duties
- Other job duties
- Required qualifications & skills
- Attendance requirements
- Physical/environmental conditions
- Signature of employee

## **EVALUATION**

Supervisors evaluate classified employees each semester, no later than **November 1 and March 1**. The supervisor will complete the form and discuss the evaluation with the employee. The employee then will sign the evaluation form to show that he/she has conferred with the supervisor about the evaluation. The signature of the employee simply notes that the conference was held, not that the employee agrees with the evaluation. Space is left on the form for comments by the employee. A copy of the evaluation will be provided to the employee, the supervisor will keep a copy and a copy will be kept in the employee's personnel file at the SCAESIC office. (**Paraeducator Evaluation**, ESC-106 may be found on the website).

Should the evaluation reveal performance concerns (a rating of "0" or "1" on any item), the supervising teacher may initiate the Progressive Discipline Policy and develop a Notice of Corrective action. A re-evaluation of the specific items shall be completed **within** 4 weeks. If improvements do not occur, the supervisor may contact the Para Facilitator to request a Plan of Improvement be implemented, if the employee remains employed by SCAESIC.

## EXPECTATIONS FOR EMPLOYEE CONDUCT

### ATTENDANCE EXPECTATIONS

Employees are expected to perform their assigned duties in a professional, efficient and competent manner and report to work when they are able to do so without threatening their health and wellbeing or that of others.

#### Reporting an absence

Absence is the failure to report for work and remain at work as scheduled. It includes late arrivals and early departures, as well as absence for an entire day. Attendance and punctuality are essential functions of the paraeducator's job so reporting a deviation from. They convey how seriously you take your job. Your supervising teacher and the students you work with count on you being at work and on time every day. Regular and punctual attendance is essential for work at Sedgwick County Area Educational Services Interlocal #618 (SCAESIC). In the case of an unplanned absence from work, late arrival or leaving earlier than the regularly scheduled time the employee MUST contact 3 parties verbally prior to their normal starting time:

1. The supervising teacher – the employee is required to notify the supervising teacher as early as possible. Failure to call the supervising teacher PRIOR to normal reporting time will be considered a No Show/No Call. *Please try to speak to your teacher personally. If you have to leave a message, please call later in the day to verify that your supervising teacher got the message.*
2. The school building office to which they are assigned. *Please make sure that you leave a message with a person in the office. Do not leave a message on the answering machine.*
3. The SCAESIC office for each day that he/she is absent. Calls to the SCAESIC central office must be made after **7:30 am**. *Leaving a message with the person who answers the call is adequate. You do not need to speak with the Para Facilitator directly.*

**Unless an emergency situation dictates otherwise, messages regarding absences may not be left by 3<sup>rd</sup> parties (i.e. friends, relatives, etc.) or left with administrative staff or co-workers unless the supervising teacher has designated that individual to receive absence notifications.**

*Failure to request advance approval or to report the absence as described will result in the absence being recorded as unexcused. All employees are expected to notify the supervising teacher as far in advance as possible of planned absences*

#### Excessive Absences &/or Tardies

Employees with two (2) or more absences or tardies in one (1) month who do not have accumulated temporary leave available may be required to document the reasons for the absences or tardiness, including providing a doctor's statement. Those absences are also subject to review and may result in termination. If an employee runs out of accumulated temporary leave time, SCAESIC does not have an obligation to continue employment if the employee continues to be absent. Circumstances that may require the employee to be off work without pay will be considered on an individual basis by the Director and/or Assistant Director.

#### No show/No call

Absence from work with no call to the required parties for a period of three (3) workdays either successive or throughout the school year is considered abandonment of the position and is a presumed voluntary resignation.

#### Leaving Your Building During the Day

Employees may not leave their assigned building during the day without first receiving approval from their supervising teacher. If leaving for a particular reason is part of the employee's regular work schedule, the employee must notify their supervising teacher when they leave the building.

#### Extended Absence

If an employee is absent from work 5 consecutive days or more due to personal illness, he/she must provide a physician statement to the SCAESIC central office **before** returning to work. Additionally, if an employee is on medical leave per a physician's order, the employee must provide the physician's written release to return to work to the SCAESIC central office **before** returning to work.

If an employee needs to take an extended leave they **MUST** contact the Para Facilitator & submit an **FMLA Request Form** (ESC-63 may be found on website) to determine whether they are eligible for FMLA. Circumstances that may require the employee to be off work without pay will be considered on an individual basis by the Director and/or Assistant Director.

## **AFTER SCHOOL ACTIVITIES**

Classified employees are not required to participate in any after school activities. However, employees are welcome to attend any school function.

## **BOUNDARIES AND APPROPRIATE TOUCH**

Employees are always encouraged to develop positive relationships with all students, so it is imperative that the relationship is one of an **authority figure not a confidant, friend or surrogate parent**. It is important that as role models for students good boundaries are practiced with others that include appropriate touch and respect for personal space. Appropriate boundaries and interactions with students are “Those that create a safe environment in which students may grow, learn, seek help in solving problems and conflicts and develop social skills.” (“Defining Staff-Student Boundaries,” Fairbanks North Star Borough School District)

Different types of boundaries include:

*Role boundaries* – doing things for a student that is not part of your job, e.g. helping a student move on the weekend.

*Time boundaries* – spending non-work time with a student.

*Money boundaries* – buying a student personal items or allowing students to buy you items of any kind.

*Clothing boundaries* – dressing in a suggestive manner or in any way that blurs the professional relationship with the student.

*Language boundaries* – using nicknames or endearments when addressing each other (e.g. cutie, honey) or excessive use of humor especially off color humor and sarcasm.

*Self-disclosure boundaries* – disclosing personal information that lack educational value.

*Physical contact boundaries* – touching student in unnecessary or suggestive ways.

Part of modeling positive boundaries is always encouraging and giving verbal praise to children. Verbal interactions should be appropriate and respectful. Personal information or discussion of topics that lack educational value should not occur. Do not use endearments, nicknames, sarcasm or off color humor. Furthermore no student should ever be verbally berated or called negative names. You are ultimately responsible for maintaining appropriate boundaries so if a student is violating boundaries you must address the issue immediately.

If the above expectations are not followed this is grounds for immediate termination.

Employees should always be respectful of another’s personal space. Avoid physical contact unless it is absolutely necessary for the safety of the student or others. Employees should never grab a student’s arms, hands or clothing. Physical reprimanding or corporal punishment shall never occur. Physical restraint should never occur unless you are MANDT trained and it has been approved by your teacher or the child is in immediate danger. Verbal and physical abuse to children or other staff members will not be tolerated (See Hazing & Bullying Policy, p. 16)

Finally, to maintain appropriate professional boundaries with students you may not have contact with students outside of school through telephone, email, text messaging, instant messaging or social networking sites such as MySpace, Facebook, etc. You should never exchange letters, phone numbers, email addresses etc. with students. You should never have students over to your home or transport students in your personal vehicle. If a student attempts contact in any way outside of school, do not respond and notify your supervising teacher immediately

## **PROFESSIONAL COMMUNICATION**

Successful teams depend on good communication among its members. Poor communication skills and negative statements are at the heart of most problems. Communication goes beyond verbal interaction - according to existing research over 80% of communication is non-verbal. Non-verbal communication includes things such as: eye contact, body language, facial expressions, posture, gestures, voice tone, intonation, volume and respect for personal space.

Perception of your attitude is developed from both verbal and non-verbal cues. Actions do speak louder than words. Using positive non-verbal communication indicates respect, courtesy and support. Employees are expected to be polite, courteous, respectful and practice the “Golden Rule” when interacting with others. You convey a positive and professional demeanor by:

The following are examples of reactions that have negative impacts on communication :

- Undermining a teachers authority by showing disapproval of a task assigned, refusing to follow a direction, raising your voice at inappropriate times or correcting the teacher during instruction and so on.
- Negative comments, insults, disparaging or belittling comments, or gossip.
- Rolling of the eyes

- Interrupting or cutting someone off who is speaking
- Expressing anger by yelling or throwing things in the classroom
- Participating in malicious gossip or making disparaging remarks about other personnel, administrators or districts.
- Engage in any verbal or written communication with parents regarding students without knowledge and approval of the supervising teacher.

### **CONFIDENTIALITY/FERPA/HIPAA**

Student confidentiality is extremely important when working with special education students. The Family Education Rights and Privacy Act (FERPA) is the federal law that protects the privacy of student records. The Health Insurance Portability and Accountability Act (HIPAA) is the federal law that protects the privacy of medical records. Information protected by these laws **MUST** remain confidential. Significant penalties can occur from failure to comply with these privacy acts.

Information and records covered may include but not be limited to:

- *Personal and family data*
- *Evaluation and test data*
- *Psychological and medical reports*
- *Disability information*
- *Grade and progress reports*
- ✓ ○ *Records of conferences with students and/or parent*

Discussing specific facts about the students with which you work **even conversations with non-school personnel (i.e. family members) or school personnel without an educational involvement (including other teachers and paras)** may be a violation of the students' confidentiality rights and the law. Practicing a "need to know" philosophy is best, meaning that an employee only discuss students with others who work directly with that student. Discussions should occur in private - not in the teacher's lounge, grocery store, restaurants or school events. Even if you do not mention a student's name, talking about an incident can give identifiable information. Remember to leave notebooks, binders, etc. that may include student academic information at school. **DO NOT** discuss students on social networking sites. Also, developing relationships regarding students in your classroom is highly discouraged.

When asked:

- What's wrong with Susanna? A possible response might be "Sorry, I can't talk about kids outside of school."
- Is Tanya in that special reading class? A possible response might be "Student placement is confidential."
- I heard Jason is doing better with that new special ed teacher. A possible response might be "Jason's progress is confidential. It's not OK for me to discuss it."

### **DRESS CODE**

Employees are expected to dress neatly, modestly and professionally at all times to help create an atmosphere for learning. As adults, we are role models to show children how to dress and behave in a work environment. Most often business casual attire will be appropriate for most programs. General guidelines include but are not limited to:

1. No low rise jeans or pants revealing the lower back area or undergarments.
2. No bare midriffs
3. No spaghetti straps
4. No mesh, see-through, halter-tops, crop-tops, low-cut tops, cut off T-shirts, bicycle shorts or clothing considered to be underwear visible or worn as the outer garment.
5. T-shirts may not advertise drugs, alcohol, illegal, sexual or questionable behavior.
6. Shoes must be worn at all times.
7. Capri & crop pants are acceptable
8. Shorts & skirts that are a **maximum** of 4" above the knee are acceptable.
9. Limit the use of perfume or cologne due to allergies of students and co-workers (**Some Maize buildings are fragrance free!**)
10. Be aware of the types of students you work with when wearing jewelry. Wearing dangle earrings & necklaces can be risky around younger students.

The immediate supervisor or building principal reserves the right to disapprove any apparel that he/she feels may create a disturbance or is inappropriate in the school setting. Employees should check with immediate supervisors on whether jeans are within the building dress code. Any requirements established by the District or building principal will be followed.

## **DRIVER'S LICENSE**

When an employee's driver's license is suspended or revoked for any length of time and a valid driver's license is a requirement for the position occupied, the employee is required to notify his/her supervisor and Para Facilitator immediately (no later than the next work day). If any employee's driver's license is suspended the employee may be reassigned to a position that does not require a driver's license or may be terminated. It is illegal for anyone to text while driving. Texting while transporting students is grounds for immediate termination.

## **INSERVICE/STAFF DEVELOPMENT**

20 Staff Development Hours – Those who have worked for the Cooperative less than 3 years (within the past 3 years) are to complete 20 hours of inservice.

10 Staff Development Hours – Those who have worked for the Cooperative for more than 3 years (including the past 3 years) are to complete 20 hours of inservice.

As a general rule, two (2) credits or hours of inservice for each month (or partial month-even 1 day) worked should equal the total number of inservice credits required.

Paras who have worked for the Cooperative **continuously since August 2007 or before** are required to obtain ten (10) credits of inservice training over the course of the school year as a condition of their employment.

**It is expected that the required hours of inservice will be completed within regular working hours.** If a paraeducator resigns during the school year, he/she must have the required number of inservice credits for the months employed. All inservice records are maintained by the Para Facilitator in the Coop Central office.

Continuing this year is the ParaProfessional Inservice Record which will be sent to each paraeducator from the Para Facilitator. All Inservice documentation is to be written on the form, documentation stapled to the back, and the supervisor's signature beside each activity accomplished. This form will be turned in twice a year: **KEEP A COPY FOR YOUR RECORDS.**

**All inservice credits are required to be submitted to the Para Facilitator  
no later than December 1st & April 1<sup>st</sup>.**

The following inservice opportunities may be available to paraeducators throughout the year:

1. **Orientation** with the Coop is mandatory before beginning work. This will include information regarding confidentiality, health and safety and policies and procedures. Some paras may also be required to attend orientation with their District. The "Application" level MAY NOT be requested for these inservices.
2. **District Orientation** may be required for some paras before school begins. You will be notified if you are required to attend. The "Application" level MAY NOT be requested for this inservice.
3. **Program Training with Teacher** is provided for **up to three (3) hours** prior to the beginning of school with supervising teacher. The "Application" level MAY NOT be requested for this inservice.
4. **Workshops** for paraeducators are held intermittently throughout the school year at the Central Office. They are usually scheduled for either full or half days, and are designed to provide information paraeducators might need related to their assignment. Paraeducators will be notified in advance as to when inservice workshops will be held. Paraeducators will receive their normal rate of pay for attending workshops held during a regular work-day.
5. **Kansas Infinitec Coalition Network** is the computer based training system that the Coop utilizes. Each paraeducator must complete a MINIMUM of four (4) lessons. The credit for each lesson is based upon its length. Passing is 70% or better. Confirmation that a lesson has been successfully completed is mandatory to received credit.
  - a. If a para uses a CD-ROM or VHS to watch an Infinitec lesson rather than going on-line, they **must** request a paper test be sent with it. After viewing the lesson the test must be completed and sent to the Para Facilitator for grading.

*Required documentation: **Email received from Infinitec, a transcript of all lessons completed that may be found on the Infinitec website, or a completed paper test***
6. **College courses** may be applied toward inservice requirements. Each college credit hour is equal to twenty (20) credits of inservice. Courses taken during the fall and spring semesters will apply for the school year in which they are taken. Summer courses will be applied to the following school year.

7. **Selected reading** may be used for **up to three (3) hours of credit**. Example: One related book may be read for up to three hours of credit. It may take several articles from the Internet to equal three (3) hours of credit.
8. **Videotapes/DVDs/CD-ROMs** may be checked out through the IMC. A list of available titles was provided at orientation. Inservice credit for these items is awarded according to the actual length of the video, DVD or CD-ROM. **ONLY two (2) videotapes may be used per year**.
9. **Professional development training in your District** that is made available to the faculty may be utilized for inservice credit. You may be **paid for UP TO 3.5 hours** of training with your District. The training should be approved by your supervising teacher and should be specifically related to the area and type of program in which you work.
10. **Community based classes, workshops or seminars** that relate to working with children or safety may be counted toward inservice. *Attendance at this type of inservice will ONLY be paid time if the Coop requires the inservice as part of the job*

Required documentation: **A copy of a certificate of completion**

11. **Related Services training** includes training that paraeducators may receive throughout the school year from PTs, OTs, Speech therapists, Adaptive PE teachers or medical personnel regarding the students that they serve.
12. **Parapro Assessment (or any other State Approved assessment to assist paraeducators reach Highly Qualified status)** administered by ETS is not required by the Coop therefore taking it is strictly voluntary and the scheduling and cost are solely the responsibility of the employee. Detailed information may be found on the ETS website at [www.ETS.org](http://www.ETS.org). Passing the Parapro assessment (or one of the state approved assessments) is worth 20 inservice credits.

Required documentation: **A copy of the test results indicating passing score**

### **Knowledge & Application Level Credit**

Two (2) types of inservice credit may be earned for inservice training. The first type is **Knowledge** level credit that is equal to the actual clock hours of the inservice training.

EXAMPLE: Peggy attends a workshop on Multisensory Learning at the Coop. The workshop is 3 hours long. Peggy has earned three (3) **Knowledge** level inservice credits.

**Application** level credit may also be earned. A paraeducator may be request this if they “Apply” or “Implement” skills or techniques over an extended period of time that were learned at an inservice. The implementation of the skill or technique should be documented & verified by the supervising teacher. These credits are equal to 2 times the Knowledge level credits.

EXAMPLE: In the example above Peggy earned three (3) inservice credits for attending a workshop on Mutisensory Learning. She then returns to her classroom and over the semester utilizes the techniques she learned on 5 students she works with. She documents the work she does with those students by keeping pre & post examples of the students work. At the end of the semester she requests six (6) Application level credits for the same Multisensory Workshop which is equal to **2 x Knowledge Level credits = Application level credits**. Peggy has now earned 9 inservice credits for attending 1 workshop

## **MANDATORY REPORTING OF SUSPECTED CHILD ABUSE & NEGLECT**

Information provided in part from A Guide to Reporting Child Abuse & Neglect in Kansas, 2006, Kansas SRS & Kansas Children's Service League & Kansas Statutes.

Teachers, administrators or other employees of a school are mandatory reporters of suspected child abuse or neglect. Kansas Statute #38-2223 indicates a report must be made to SRS if they "have **reason to suspect** that a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse..."

**Reason to suspect** means that the law does not require proof that that abuse or neglect has actually occurred or that the reporter witnessed the incident in question. Reporting is a request for an assessment into the condition of a child.

Some agencies may expect staff to discuss abuse situations with their supervisor before reporting. However, if a staff member believes a report of child abuse or neglect needs to be made to SRS or law enforcement, ***it is the responsibility of the staff member to report, whether or not the supervisor is in agreement.***

Definitions:

- **Child abuse** is any physical injury, physical neglect, emotional injury or sexual act inflicted upon a child.
- **Neglect** means the failure or inattention on the part of the caregiver or parent to provide for the child's basic needs, such as food, clothing, shelter, medical care and supervision that results in harm to a child.

Suspected abusers may include:

- A parent, foster parent, guardian, or immediate family member
- A person living in the same home (at least 4 years old than the child)
- A paramour or significant other of the parent
- A person responsible for the child's welfare

### **Steps to Make a Report:**

1. Discuss your concerns with your supervising teacher. They may have information regarding the student that you do not. If a student reports information to you, just listen. Do not ask a lot of questions.
2. If someone else volunteers to make the report you must make sure it was made or you may be held legally liable. Statute #38-2223 also indicates: "Willing and knowing failure to make a report...&/or preventing or interfering with the making of a report is a class B misdemeanor..."
3. Call the SRS office in the county where the child resides or the statewide number (*you may make your report anonymously if you wish & you may disclose protected health information*):
  - Sedgwick County SRS Child Abuse & Neglect Reporting #316-337-6601
  - Sumner County SRS Child Abuse & Neglect Reporting #620-326-7439
  - Harvey County SRS Child Abuse & Neglect Reporting #316-283-3015
  - Statewide SRS Child Abuse & Neglect Reporting #800-922-5330
4. As a matter of courtesy, let your building principal know a report was made.
5. Complete any additional documentation that may be required by your building, District, SRS or law enforcement & cooperate with any investigation.

### **GRIEVANCE PROCEDURE**

Classified employees are urged to first discuss all concerns, problems or grievances with their supervising teacher in an effort to resolve the issue. If the matter cannot be resolved with the supervisor, concerns should then be discussed with the principal, Assistant Director or Para Facilitator as appropriate.

Employees are encouraged to consult with the Para Facilitator to obtain guidance in solving problems. No action will be taken by the Para Facilitator or Administrator prior to a conference being held between the supervising teacher and the classified employee regarding the concern.

To resolve complaints about discrimination or sexual harassment, employees should follow the procedures outlined in **Implementing Regulations on Complaints** (p. 16) or the **Policy on Sexual Harassment** (p. 17).

### PROGRESSIVE DISCIPLINE PROCESS

SCAESIC #618 expects all employees to maintain high standards of behavior and to conduct him/herself in a professional manner at all times to promote the best interests of SCAESIC #618. In the event that there are concerns regarding an employee's performance disciplinary action will be taken. The primary objective of disciplinary action is to conform an employee's behavior to that expected of all productive SCAESIC employees. Rules and regulations governing employee discipline are designed to provide guidance for supervisors in the handling of employee misconduct and/or unsatisfactory work performance. Honoring the confidentiality of employees is of utmost importance. The supervisor should not communicate to other staff that any disciplinary action took place. They should only discuss issues with the Para Facilitator or Coop Administrator. We want to work towards creating an environment in which employees feel problems and issues are addressed without violating the confidentiality of any employee.

Each incident of employee misconduct needs to be considered in reference to the appropriate level of disciplinary action needed to correct the problem. Progressive discipline is optional; SCAESIC #618 may, but is not required to proceed through any or all of the outlined steps.

Some examples of performance issues that may result in use of progressive discipline are:

- *Attendance including tardiness*
- *Inappropriate/unprofessional behavior toward staff or students*
- *Any social networking that references school and/or students*
- *Excessive personal telephone use*
- *Failure to meet job expectations*

Some types of behavior are so detrimental to the institution, employees or students that a single occurrence may be grounds for termination. In these instances SCAESIC Administration retains the discretion to make immediate termination decisions. These include but are not limited to the following:

- *Inappropriate behavior with students*
- *Theft*
- *Harassment*
- *Unauthorized release of confidential information*
- *Violating boundaries and appropriate touch*
- *Inappropriate correspondence with students and/or parents*
- *Absence without proper notification \*\*\*\*\**
- *Insubordination or refusal to comply with policies, rules or procedures of the school District, building or SCAESIC.*
- *Selling, possessing, consuming, procuring or distributing illegal or unauthorized substances on school property*
- *Possession of a firearm, explosive or other weapon on school property*

The **THREE** steps of progressive discipline consists of:

1. **Verbal Counseling:** When it appears that the personal conduct or job performance of an employee is unsatisfactory, the supervising teacher should counsel the employee in private and review the duties that the employee is expected to perform. The supervising teacher should clearly explain why the employee's conduct or performance on the job has not been acceptable and provide the employee with an opportunity to explain or justify his/her conduct or performance on the job. This verbal counseling session should be informally documented in writing and maintained by the supervising teacher for future reference.
2. **Notice of Corrective Action:** When an employee's conduct or job performance has not improved to the satisfaction of the supervising teacher following verbal counseling, the supervising teacher will issue a written corrective action plan using the "Corrective Action" form. The supervising teacher shall discuss the written corrective action plan with the employee and the employee will be asked to sign the form to acknowledge only that the conference was held and that the employee is aware of the contents of the form. The employee shall be advised that he/she has the right to respond and that any response shall be attached to the written reprimand. A copy of this form should be sent to the Para Facilitator to be maintained in a file separate from the employee's personnel file. (**Notice of Corrective Action Form, ESC-65 may be found on the website**)

*Supervising teachers shall have employees sign any disciplinary action form to acknowledge they are aware of the contents of the form and that the conference occurred. If the employee refuses to sign, it should be noted and initialed by the supervising teacher.*

3. **Plan of Improvement:** When an employee's performance or conduct has not improved during the time indicated following the written corrective action plan the immediate supervisor may request that the employee be placed on a Plan of Improvement by SCAESIC Administration for a minimum of 10 working days. The Plan of Improvement is developed and presented to the employee by the Para Facilitator and Assistant Director. This document will be placed in the employee's personnel file. The employee shall be advised that he/she has the right to respond and

4. that any response shall be attached to the Plan of Improvement. If improvements in the employee's conduct or performance have not been made during the time indicated for the Plan of Improvement, it could be grounds for termination. ***When an employee successfully completes a Plan of Improvement the expectation is that the improvement will continue. The Plan of Improvement may be revisited at any time if the supervising teacher and Administration feel that the employee's performance warrants it.***

#### **ELECTRONIC DEVICES (CELL PHONES & COMPUTERS)**

Cell phone usage including texting and excessive personal phone calls of any kind during school/student time is prohibited. This includes time that the paraeducator may be monitoring a student (i.e. in lunchroom). Paraeducators are expected to comply with the policies of their assigned building regarding telephone and cell phone usage and any violation may result in termination.

E-mail is provided for business use and communication should be used in a professional manner at all times. District and Internet e-mail may be monitored and should not be considered private; therefore, employees should not use e-mail services to transmit information about personal matters. To transmit any information that in any way violates the Board of Education or District policy on technology use is prohibited and may result in termination.

Computer settings should NEVER be changed by anyone other than the assigned technology person.

#### **VOLUNTEERING**

Per the Fair Labor Standards Act (FLSA) an employee may not volunteer to do the same type of work they are paid by SCAESIC to do. While an employee might volunteer to serve as a sponsor of a school club, they cannot volunteer to perform normal paraeducator duties without compensation.

## SCEASIC #618 BOARD POLICIES

### ACCEPTABLE USE POLICY

#### ACCEPTABLE USE OF COMPUTERS, NETWORKS, INTERNET, ELECTRONIC MAIL, AND OTHER ONLINE SERVICES - EMPLOYEES

##### BOARD POLICY:

The Cooperative or the district in which the employee is working will provide administrators, teachers, and other employees access to computers, networks, Internet, electronic mail (e-mail), and employee data systems through the Cooperative's or the district's internal and external Portal accounts. The purpose of this access is to promote educational excellence in schools by facilitating resource sharing, innovations, and communications. The use of computers, networks, the Internet, e-mail, and other on-line services shall be in support of education and research consistent with the educational objectives of the Cooperative and the district in which the employee is working.

##### Administrative Implemental Procedures:

1. **Services.** The Cooperative and member districts encourage employees to learn to use computers, networks, Internet, e-mail, and other online services and apply these tools in appropriate ways to the performance of tasks associated with their positions and assignments.
2. **Appropriate Use.** Employees shall communicate with telecommunication tools in a professional manner consistent with state laws and Cooperative/district policies governing the behavior of school employees and with federal laws governing copyright. For compliance with electronic discovery rules, employees are required to use Cooperative or district e-mail, rather than personal e-mail accounts, to conduct Cooperative business. E-mail and telecommunications shall not be improperly utilized to disclose confidential information about Cooperative/district employees or to disclose information from student education records in violation of the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g, as amended, and its interpretive regulations, 34 C.F.R. § 99.1, *et seq.* This shall not apply to the student information system program or other Cooperative/district administrative software that is to be used by authorized employees in a manner that complies with FERPA and its interpretive regulations.
  - a. It is the responsibility of all Cooperative employees and/or persons with access to Cooperative/district data (including contractors and volunteers) to maintain the highest level of security to prevent data stored on portable devices from being accessed by unauthorized individuals. Portable devices include, but are not limited to, laptop computers, jump drives, and external hard drives.
3. **Public Communication.** Communication over networks should not be considered to be private. Messages may be diverted accidentally to another destination. The Cooperative/district network administrator(s) from time to time may review directories, files, or e-mail to ascertain compliance with network guidelines for acceptable use and/or appropriate personnel action. In addition, e-mail and other electronic files may be reviewed for other purposes, such as litigation and open records requests. The network administrator(s) may delete files that are not kept to a manageable storage level or are deemed inappropriate.
4. **Student Access.** Regardless of any "technology protection measure" implemented by the Cooperative/district as may be required by the Children's Internet Protection Act, teachers, administrators, and others who make decisions regarding student access to the Internet shall, in making such decisions, at all times consider the Cooperative's/district's stated educational mission and the student acceptable use policy. To the extent possible, students' use of the Internet shall be structured in ways that point students to those resources that have been evaluated prior to use. Cooperative professional staff shall supervise students utilizing Cooperative-/district-provided Internet access. Students shall not be allowed to utilize electronic communications unless a signed consent is on file. A family's right to decide whether or not to sign the consent for their student shall be supported and respected. Permission is not transferable from one student to another and may not be shared.
5. **Violations.** Employees who violate this policy will be subject to appropriate disciplinary action, up to and including termination.
6. **Inappropriate Use.** The following uses of Cooperative/school-provided access to computers, networks, Internet, e-mail, and other online services are not permitted on the part of Cooperative employees:
  - a. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material;
  - b. Transmitting obscene, abusive, sexually explicit, or threatening language;
  - c. Violating any local, state, or federal statute;
  - d. Accessing another employee's materials, information, or files without permission from the employee or the appropriate network administrator or principal;
  - e. Violating copyright or otherwise using the intellectual property of another individual or organization without permission, specifically including, but not limited to the unlawful downloading of music, movies, computer software, or pictures;
  - f. Using others' passwords and allowing students or third parties who are not employed by the Cooperative/district to use staff members' passwords;

- g. Vandalizing, which is any unauthorized access and/or malicious attempt to damage computer hardware/software or networks or destroying the data of another user, including creating, uploading, or intentionally introducing viruses;
  - h. Intentionally wasting limited resources, including, but not limited to, storage of excessive amounts of personal e-mails, movies, music, and picture files on Cooperative/district computers or servers;
  - i. Using the Cooperative's/district's network or computers for commercial purposes, including, but not limited to, selling items, and maintenance of a personal or business website or e-mail accounts;
  - j. Harassing, bullying, insulting, or attacking others;
  - k. Accessing or transmitting e-mail or other electronic files containing inappropriate and/or offensive material that is aimed at members of any protected class (examples would include jokes targeted at person(s) based upon gender, race, ethnicity, disability, etc.);
  - l. Using e-mail lists from the Cooperative's/district's Internet site, network, or servers to create mailing lists for non-Cooperative/district purposes;
  - m. Gaining unauthorized access to resources or entities;
  - n. Invading the privacy of individuals;
  - o. Improperly altering the setup of computers (e.g., desktops, icons, wallpapers, screensavers, or installed software) as determined by the network administrator;
  - p. Failing to follow Cooperative/district policies while using computers or failing to follow any other policies or guidelines established by Cooperative/district administration or the user's supervisor and failure to follow instructions of supervisors; and
  - q. Seeking to gain or gaining unauthorized access to information resources or other computing devices;
  - r. Using Cooperative/district resources to create or access personal e-mail accounts to conduct Cooperative/district business or to engage in conduct that would violate any Cooperative/district policy.
7. **Security.** Users are responsible for maintaining a safe, secure environment:
- a. Users will keep passwords secure; and
  - b. Users will change passwords when directed by the Cooperative/network administrator.
8. **Security Risk.** Any user identified as a security risk or having a history of problems with other computer systems may be denied access.
9. **Copyright law shall be respected for all Internet and online services.**
10. **Disclaimer.** The Cooperative/district makes no warranties of any kind, whether express or implied, for the access it is providing, nor will it be responsible for any damages suffered. This includes loss of data resulting from delays, nondeliveries, misdeliveries, or service interruptions caused by its own negligence or user errors or omissions. Use of any information obtained via the Internet is at the user's risk. The Cooperative/district denies any responsibility for the accuracy or quality of information obtained through its system. The Cooperative/district is not liable for any commercial transactions conducted through its system.
11. **Statements of Personal Belief.** Any statement of personal belief found on computers, networks, the Internet, e-mail, other on-line services, or any other telecommunication system shall be implicitly understood to be representative of the author's individual point of view, and not that of the Cooperative/district, its administrators, teachers, staff, or the participating school. No representations to the contrary shall be published without written approval from the designated Cooperative-/district-level administrator(s). Directors, Assistant Directors, Principals, district-level administrators, or their designees may review all content in any Internet or on-line accounts paid for, in whole or in part, by the Cooperative/district or any school, without notice of any kind.
12. **Cooperative Employee Access Contract and Annual Review.**
- a. Prior to use of Cooperative/district computers, networks, the Internet, electronic mail, and other on-line services, the employee desiring to use such services shall submit a signed Cooperative Employee Access Contract to the Cooperative office for filing. A Cooperative Employee Access Contract must be on file in order for the employee to have access to the above services.
  - b. Any employee who declines to sign a Cooperative Employee Access Contract shall be denied access to the above services. In this event, the employee shall initial the Cooperative Employee Access Contract to acknowledge awareness of this policy. The initialed Cooperative Employee Access Contract shall be submitted to the Cooperative office for filing.
  - c. The Cooperative shall maintain a current list of employees who have signed Cooperative Employee Access Contracts and make it available to all directors, principals, district office administrators, and their designees at their request.
  - d. Cooperative administrators are required to meet with staff and review this Acceptable Use Policy and any revisions prior to September 15 of each year.
  - e. This Acceptable Use Policy applies to all employees regardless of whether or not they sign or initial a Cooperative Employee Access Contract and/or attend annual review meetings related to this policy.
13. **E-mail Publications.** E-mail publications are E-mail messages addressed to multiple recipients and intended for a general audience (example – ALLPRINCIPALS) as opposed to a specific group. Such e-mail publications are prohibited, unless authorized by the Cooperative administration, principal of the school in which the employee works or other appropriate supervisor that originates the message.

**COMPENSATION POLICY (FLSA)**

Classified employees shall be paid according to pay rates established by the Board. Payment shall be made at the established pay date following the end of each pay period.

**Workweek**

For the purposes of Fair Labor Standards Act (FLSA) compliance, the workweek will be 12:00 a.m. Sunday until 11:59 p.m. Saturday.

**Classification of Employees**

For purposes of compliance with the Fair Labor Standards Act, the Director shall ensure that all job positions are classified as exempt or non-exempt and that employees are made aware of such classifications.

**Overtime**

No non-exempt employee shall work more than 40 hours per week without the **prior written permission of the appropriate Special Education Administrator**. Administrators and supervisors shall monitor employees' work to ensure that the overtime provisions of this policy and the Fair Labor Standards Act are followed. All employees shall be compensated for overtime worked at a rate of one and one-half (1.5) times their normal rate of pay for any hours worked over 40 in any workweek.

Non-exempt employees whose normal workweek is less than 40 hours will be paid at the regular rate of pay for time worked up to 40 hours. Overtime pay or compensatory time off will be provided only if an employee works more than 40 hours in a workweek.

**Compensation for Out-of-Town/Overnight Trips**

When classified personnel are required to be out of town on district business, they shall be compensated in the following manner:

Regular or overtime pay (or compensatory time) as appropriate for time away from the Wichita or surrounding areas where you work **MINUS:**

1. Eight hours for sleep when overnight;
2. Reasonable time for meals (normally one hour per meal); and
3. Time used exclusively for pleasure or personal business

**Compensatory Time**

In lieu of overtime monetary compensation, non-exempt employees may receive compensatory time off at a rate of not less than one and one-half (1.5) hours for each one hour of overtime worked, if such compensatory time is agreed to by the employee before the overtime work is performed and is authorized by the employee's special education administrator as stated above.

*Adopted by Board of Directors: December 15, 2005*

### **FAMILY AND MEDICAL LEAVE POLICY**

Cooperative employees shall be provided family and medical leave as provided by a plan approved by the Board. The plan for providing leave under this policy shall be filed with the clerk of the Board and made available to all staff at the beginning of each school year.

#### **FAMILY AND MEDICAL LEAVE PLAN**

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) the 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;
- (4) a serious health condition of the employee that prevents the employee from performing the job functions;
- (5) a qualifying emergency arising because the spouse, son, daughter or parent of the employee is on active duty (or has been notified of an impending call or order to achieve active duty in the Armed Forces); or
- (6) a spouse, son, daughter, parent or next of kin of a covered service member if they need care from the eligible family member. Eligible employees are, in this case, entitled to a combined total of 26 workweeks of leave during a 12-month period.

*\*Leave for reason 1 or 2 must be taken within 12 months of birth or placement and may not be used intermittently or on a part time basis without the prior approval of the Director or Assistant Director*

The leave shall normally be unpaid leave. However, if the employee has any paid vacation or temporary leave 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 Director or Assistant Director will notify the employee of the beginning date of family and medical leave and the amount of the employee's accrued paid leave designated as family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the Cooperative and 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 Director 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 employer will notify the employee of:

- a. the reasons that leave will count as family and medical leave
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave,
- d. requirements for premium payments for health benefits and the employee responsibility for repayment if employer pays employee share,
- e. right to be restored to same or equivalent job,
- f. any employer required fitness-for-duty certifications.

The Director 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 Director 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

*Adopted by Board of Directors: July 17, 2008*

## **PROCEDURE TO REQUEST FMLA**

Once an employee is aware of a need for leave, they must follow this procedure:

14

1. Contact the Para Facilitator or Assistant Director in charge of Paraeducators who will review FMLA criteria.
2. Complete the Request for FMLA form that is provided to them and return to the Cooperative Central office  
**(Request for FMLA Form, ESC-63 may be found on the website)**
3. The Request for FMLA will be reviewed by Administration and then a notice will be provided to the employee indicating approval or denial of the request.

***An employee who does not meet the eligibility criteria for FMLA, but needs to take extended leave for any reason outlined by FMLA must notify their supervisor and Para Facilitator outlining their leave plan. The Cooperative will evaluate need for continuing employment on a case by case basis.***

## HAZING AND BULLYING POLICY

The Sedgwick County Area Educational Services Interlocal Cooperative #618 Board of Directors believes that all students and staff have a right to a safe and healthy school environment. The Cooperative, school and community have an obligation to promote mutual respect, tolerance, and acceptance.

The Sedgwick County Area Educational Services Interlocal Cooperative #618 will not tolerate behavior that infringes on the safety of any student or staff member and/or disrupts the educational process. Cooperative students and staff shall not bully, intimidate, harass or haze another student or staff member through words or actions, written, drawn, or spoken. Such behavior includes, but is not limited to: direct physical contact, such as hitting or shoving; threats; verbal assaults, such as teasing or name-calling; and social isolation or manipulation either in person or on the internet, while on the Cooperative's property or as an educational disruption brought to the Cooperative through a personal or commercial internet communication.

This policy applies to students and staff on Cooperative grounds, while traveling to and from the Cooperative in school district vehicles, while waiting for the arrival of, or immediately following the departure of any school bus or Cooperative vehicle at designated school bus stops and at Cooperative-sponsored activities whether on or off Cooperative grounds. This policy also includes conduct occurring off of Cooperative school grounds, which manifests itself at school and results in a disruption of the educational process.

Students who violate this policy are subject to disciplinary action set forth in the student behavior code of their individual school district and the Cooperative student handbook.

### Definitions

**“Third parties”** include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors or others engaged in Cooperative business, such as employees of businesses or organizations participating in cooperative work programs with the Cooperative and others not directly subject to Cooperative control at athletic competitions or other school events.

**“Cooperative”** includes Cooperative facilities, Cooperative premises, on Cooperative-provided transportation or at any Cooperative bus stop, and non-Cooperative property if the student or employee is at any Cooperative sponsored, Cooperative approved or Cooperative related activity or function, such as field trips or athletic events where students are under the control of the Cooperative or where the employee is engaged in Cooperative business.

**“Hazing”** is any act that recklessly or intentionally endangers the mental health, physical health or safety of a student or staff member for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, any Cooperative-sponsored activity or grade level attainment. This includes, but is not limited to:

- forced consumption of any drink, alcoholic beverage, drug or controlled substance,
- forced exposure to the elements,
- forced prolonged exclusion from social contact,
- forced sleep deprivation,
- assignment of pranks or other activities intended to degrade or humiliate.

**“Bullying”** means any act that recklessly or intentionally endangers the mental health, physical health or safety of a student or staff member or that substantially interferes with a student's educational benefits, opportunities or performance, that takes place on or immediately adjacent to Cooperative grounds, at any Cooperative-sponsored activity, on Cooperative-provided transportation or at any Cooperative bus stop, and that has the effect of:

- physically harming a student or damaging a student's property;
- threatening or knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property or causing substantial inconvenience;
- taunting, teasing or intimidation that is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment or it substantially disrupts the orderly operations of the Cooperative.

**“Cyberbullying”** means threats or harassment over Internet through web pages, email, instant messaging, text messaging, or by other electronic means. Bullying shall include cyberbullying initiated on or off of school premises which threatens or endangers the safety of students, employees, or third parties, or Cooperative property, or which substantially disrupts the educational program of the Cooperative.

### Prohibited Conduct

Hazing or bullying of students or school staff is prohibited by Cooperative policy. Any student, Cooperative employee, or third party who engages in prohibited conduct as above described shall be subject to disciplinary action, which may include, but not be limited to, termination from employment, or expulsion from school, or exclusion from all Cooperative

property and programs and from doing business with the Cooperative.

### Reporting of Prohibited Conduct

The Cooperative strongly encourages all victims of prohibited conduct and/or persons with knowledge of prohibited conduct as above described to report the hazing or bullying immediately to the building administration. The Cooperative will investigate all complaints of such prohibited conduct and take corrective action to end the conduct.

Any student who believes that he or she has been subjected to prohibited conduct as above described may file a formal written complaint or informal oral complaint with the Cooperative administrator. Any Cooperative employee who receives a complaint of prohibited conduct as above described from a student shall inform the School Administrator and provide the student the necessary information regarding both formal and informal complaint procedures to report the conduct to the Cooperative Administration, or to the building administrator, and provide the applicable forms.

### Informal Oral Complaint Process

Anyone may use informal procedures to report and resolve complaints of hazing or bullying. At the building level, programs will be established for receiving complaints. Such complaints must be appropriately investigated and appropriate action taken to address the situation. Informal reports may be made to any employee, although every employee shall inform complainants of their right to, and the process for, filing a formal complaint. Employees shall also inform the student's building administrator or designated staff person when they receive complaints of hazing or bullying. The building administrator shall document the nature of all complaints of prohibited conduct and document what corrective action was taken when any complaint is resolved informally.

### Filing a Formal Written Complaint

Any student who files a formal written complaint of hazing or bullying shall have the matter resolved under the Cooperative's Policy complaint procedures. A student may elect to file a formal complaint initially, or may file a formal complaint if the student is not satisfied with the outcome of the informal complaint process. Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes prohibited conduct as above described. Unacceptable student conduct may or may not constitute prohibited conduct as above described, depending on the nature of the conduct and its severity, pervasiveness and persistence. Behaviors that are unacceptable but do not constitute prohibited conduct as above described may provide grounds for discipline under any applicable code of student conduct, regulation or policy.

It shall also be a violation of this policy for any student, employee, or third party to discourage a student or an employee from filing a complaint either formally or informally, or for any employee to fail to refer for investigation any complaint lodged under the provisions of this policy.

An employee who witnesses an act of prohibited conduct shall report the incident to the administrator or designated staff person of the building in which the student is attending. Employees who fail to report complaints or incidents of prohibited conduct to the building administrator or designated staff person may face disciplinary action. Cooperative administrators who, when requested, fail to investigate and take appropriate corrective action in response to complaints of prohibited conduct may also face disciplinary action.

When any complaint contains evidence of criminal activity or child abuse, the building administrator shall report the conduct to the Cooperative Administration in addition to the appropriate law enforcement or SRS authorities.

To the extent reasonably possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the Cooperative's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused.

The filing of a complaint or otherwise reporting prohibited conduct shall not reflect upon the individual's status or grades. Any act of retaliation against any person who has filed a formal or informal complaint, or testified, assisted, or participated in an investigation of a prohibited conduct complaint is prohibited. Any person who retaliates will be subject to disciplinary action, up to and including expulsion for a student, termination of employment for an employee, exclusion from all Cooperative property or programs, or exclusion from doing business with the Cooperative.

False or malicious complaints of prohibited conduct, or a series of totally unfounded complaints, may result in corrective or disciplinary action against the complainant.

A summary of this policy and related materials shall be available in each Cooperative facility. The policy shall also be published in student and employee handbooks.

*Adopted by Board of Directors: January 17, 2008*

## **POLICY ON DISCRIMINATION COMPLAINTS** **& COMPLAINT PROCEDURES**

The board encourages all complaints regarding SCAESIC to be resolved at the lowest possible administrative level.

Whenever a complaint is made directly to the Board as a whole or to a Board member as an individual, it will be referred to the administration for study and possible solution.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age or religion in the admission or access to, or treatment or employment in the Cooperative's programs and activities is prohibited. Larry N. Clark, 620 Industrial, P.O. Box 760, Goddard, KS 67052, (316) 794-8641, has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990. Information concerning the provisions of these Acts, and the rights provided thereunder, are available from the Compliance Coordinator.

*Approved by Board of Directors: August 12, 1993*

### **IMPLEMENTING REGULATIONS ON COMPLAINTS**

The Director shall report any unresolved complaint about policies to the Board at the next regularly scheduled Board meeting.

#### **About Curriculum**

The Director shall report a failure to resolve any complaint about curriculum to the Board at the next regularly scheduled Board meeting.

#### **About Discrimination**

Complaints by an employee should be addressed to the employee's supervisor, the building Principal, or the Compliance Coordinator. Complaints by a student should be addressed to the building principal or the Compliance Coordinator. Complaints by any other person alleging discrimination should be addressed to the building Administrator or the Compliance Coordinator. Complaints about discrimination will be resolved through the following complaint procedure:

1. A complaint should be filed in writing and contain the name and address of the person filing the complaint. The complaint should briefly describe the alleged violation.
2. A complaint should be filed within 10 days after the complainant becomes aware of the alleged violation, unless the conduct forming the basis for the complaint is ongoing.
3. If appropriate, an investigation shall follow the filing of the complaint. If the complaint is against the Director, the Board shall appoint an investigating officer. In other instances, the investigation shall be conducted by the building Principal. The investigation shall be informal but thorough. All interested person, including the complainant and the person against whom the complaint is lodged, will be afforded an opportunity to submit evidence, written or oral, relevant to the complaint to the investigator.
4. A written determination of the complaint's validity and a description of the resolution shall be issued by the Investigator, and a copy forwarded to the complainant no later than 14 days after the filing of the complaint.
5. Records relating to complaints filed and their resolution shall be maintained in a confidential manner by the Compliance Coordinator.
6. The complainant may appeal the resolution of the complaint to Larry N. Clark, or to the Board of Directors if the complaint was against the Director. The request to appeal the resolution shall be made within 10 days after the date of the written resolution of the complaint at the lower level. The Appeal Officer shall review the evidence gathered by the Investigator and the Investigator's report, and shall afford the complainant and the person against whom the complaint is filed an opportunity to submit further evidence, orally or in writing, within 7 days after the appeal is filed. The Appeal Officer will issue a written determination of the complaint's validity and a description of its resolution within 14 days after the appeal is filed.
7. Use of this complaint procedure is not a prerequisite to the pursuit of any other remedies.

#### **About Instructional Materials**

The building Principal shall report any unresolved complaint about instructional materials to the Director immediately after receiving the complaint.

#### **About Facilities and Services**

The Director shall report any unresolved complaint about facilities and services to the Board at the next regularly scheduled aboard meeting.

#### **About Personnel**

The Director or the building Principal involved shall report any unresolved complaint about personnel to the Board at the next regularly scheduled Board meeting.

*Adopted by Board of Directors: August 12, 1993*

### **SEXUAL HARASSMENT POLICY (EMPLOYEES)**

Sexual harassment will not be tolerated by SCAESIC. Sexual harassment of employees or students of the SCAESIC by Board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with SCAESIC is strictly prohibited.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No SCAESIC employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violations of this policy shall result in disciplinary action, up to and including termination, against any employee.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with an Assistant Director or Director, Larry N. Clark.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under SCAESIC's discrimination complaint procedure. (See **POLICY ON COMPLAINTS** p. 16) Confidentiality shall be maintained throughout the complaint procedure.

*Adopted by Board of Directors: August 12, 1993*

### **COMPLIANCE WITH THE HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT OF 1996**

The Sedgwick County Area Educational Services Interlocal Cooperative #618 (Coop) shall cause its group health plan to comply with the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and any other federal or state laws which apply to the confidentiality of employee medical records and protected health information.

Administrative Implemental Procedures:

1. As defined by HIPAA and its implementing regulations, "protected health information" is individually identifiable health information that is transmitted or maintained by electronic media or is transmitted or maintained in any other form or medium. "Individually identifiable health information" is information that: (i) is created or received by a health care provider, health care clearinghouse, employer or health plan; (ii) relates to past, present or future physical or mental health or condition of an individual, the provision of health care to an individual, or the past, present or future payment for the provision of health care to an individual; and (iii) either actually identifies the individual or creates a reasonable basis to believe that the information would identify the individual. Employment records containing health information are specifically excluded from the definition of protected health information by HIPAA and its implementing regulations and are, therefore, not governed by this policy. All other information meeting the above-referenced definition and which is received by the group health plan shall be covered by this policy.
2. The Director is authorized to make such amendments to the district's group health plans as may be necessary to comply with HIPAA and the medical privacy regulations issued thereunder. The Director or designee is authorized to develop procedures as may be necessary or advisable to comply with HIPAA and the medical privacy regulations issued thereunder.
3. Authorized individuals shall have access only to the minimum information from employee medical records necessary to carry out their job function, such as advising supervisors of work restrictions. Personal information may be released for legitimate business needs (insurance, attorneys, union representatives, case management firms, worker's compensation, etc.), and to regulatory or other government authorities or agencies permitted by law. Notwithstanding the preceding sentence, however, "protected health information" may not be released to any person except in accordance with the policies and procedures established by the plan, which policies and procedures shall be consistent with HIPAA and the medical privacy regulations issued thereunder. Individuals shall be given consumer rights in accordance with HIPAA and the medical privacy regulations issued thereunder.
4. As required by HIPAA, the Director or designee shall be designated as the Privacy Officer for the Coop Group Health Plan.
5. The Coop will take reasonable and necessary steps to identify all business associates, as defined by HIPAA and its implementing regulations, and to enter into business associate agreements regarding the confidentiality of employee protected health information.
6. Any record containing PHI shall be preserved and maintained in accordance with HIPAA.

## **SUBSTANCE AND DRUG ABUSE PREVENTION PROGRAM POLICY**

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by students or Cooperative employees on any of the nine school districts or the Cooperative premises or as a part of any school activity is prohibited.

### **CURRICULUM**

All of the Cooperative's students shall be made aware of the legal, social and health consequences of drug and alcohol use. Students shall be instructed on effective techniques for resisting peer pressure to use illicit drugs or alcohol. Students shall also be informed that the use of illicit drugs and the unlawful possession and use of alcohol is both wrong and harmful.

The Board of the Sedgwick County Area Educational Services Interlocal Cooperative #618 does not wish to infringe upon the duties or rights of member districts. Therefore, the Cooperative will leave the obligation of development, promulgation, and the carrying out of a policy for students in connection with this Act to each member district for that district's students served by the Cooperative.

### **EMPLOYEE CONDUCT**

As a condition of continued employment in this Cooperative, all employees shall abide by the terms of this policy.

Employees shall not unlawfully manufacture, distribute, dispense, possess or use of illicit drugs, controlled substances, or alcoholic beverages, other than a controlled substance dispensed as a prescription by a physician for such Cooperative employee, on Cooperative or school premises or at any Cooperative or school activity. Compliance with the terms of this policy is mandatory.

Employees who are found violating the terms of this policy will be reported to the appropriate law enforcement officers. Additionally, any employee who violates the terms of this policy will be subject to any or all of the following sanctions:

1. Short term suspension with pay;
2. Short term suspension without pay;
3. Long term suspension without pay;
4. Required participation in a drug and alcohol education, treatment, counseling, or rehabilitation program; or
5. Termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded due process rights to which they are entitled under their contracts or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the Cooperative to take any other disciplinary action which is provided for in Cooperative policies or the negotiated agreement. This policy is not intended to change any right, duty or responsibilities in the current negotiated agreement.

If it is agreed that an employee should enter into and complete a drug education or rehabilitation program, the cost of such program will be borne by the employee. A list of acceptable drug and alcohol counseling, treatment and rehabilitation programs, available for employees of the Cooperative are on file with the Clerk of the Board.

Employees are responsible for contacting the directors of the programs to determine the costs and length of the program, and for enrolling in the programs.

### **SCREENING PROCESS**

In keeping with the Cooperative's goal to establish and maintain an environment free from the effects of drugs and intoxicating substances, the following procedures are established:

1. For designated positions, applicants who have received an offer of employment must successfully complete a drug and/or alcohol detection test in addition to successful completion of any other physical examination requirements. A positive finding of alcohol or illegal drugs will result in denial of employment with the Cooperative.
2. Applicants who do not submit to screening at the appointed time will be denied employment.
3. The Cooperative administration, with any needed input from an employee's immediate supervisor, shall initiate drug or alcohol screening of employees involved in reportable incidents if there is reasonable suspicion of substance abuse. (No registered nurse concurrence required).

4. Drug or alcohol testing of employees may be initiated by the Board when there is reasonable suspicion that substance abuse is occurring. The concurrence of a registered nurse that there is reasonable suspicion that substance abuse is occurring should be obtained if possible. 20
5. Drug or alcohol screening of applicants or employees may include a urinalysis and may also include a breath analysis and/or blood sample testing. Any positive readings following urine testing may be confirmed by an alternate testing method at the employee's expense; provided however, that administrative action may be taken prior to receipt of results of conformation testing, such action to be within the sole discretion of the administration.

#### **APPEAL PROCESS**

Upon report of a positive test, the employee or applicant will be notified of the test results. As part of that notification, he/she will be provided an opportunity to explain any positive results. An employee or applicant whose test results are positive may, at the employee's or applicant's own expense, have a retest conducted of the original sample at a laboratory of the employee's or applicant's choice that has been approved by the Cooperative. An employee or applicant shall request such retest within thirty days of being notified of the original test results. The laboratory used for the retest shall have chain of custody procedures to ensure proper identification, labeling and handling of test samples and proper exchange with the return of the samples of the original medical group or laboratory. Following a review by the administration of an explanation of positive test results and the results of any retest requested by an employee or applicant, a final determination of any sanctions will be made by the Board.

#### **MISCELLANEOUS**

This policy is intended to be a unilateral expression of the general policies, procedures and guidelines concerning substance abuse and the Cooperative's personnel program. It is not intended to create any contractual rights of employment, either express or implied, between the Cooperative and its employees.

A copy of this policy, along with a list of acceptable drug and alcohol counseling, treatment and rehabilitation programs, shall be provided to all employees. The Cooperative reserves the right to change the provisions of the personnel program and this policy at any time.

*Approved by Board of Directors: 7/17/2008*

## **WORKERS COMPENSATION POLICY**

### **Notice of Accidents:**

Employees must notify the SCAESIC office within 10 days of an accident or the claim may be barred. Additional information about employee rights and responsibilities under workers compensation may be obtained from the SCAESIC office.

### **Coverage:**

Benefits are for personal injury from accident or occupational disease arising out of and in the course of employment with SCAESIC. 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 the Clerk of the Board 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 workers compensation shall be restricted as provided by current statute.

### **Coordination with Leave Benefits:**

The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to those employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving SCAESIC paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or SCAESIC paid disability insurance payments.

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 1) available paid sick leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the Cooperative.

### **Waiting Period:**

The State of Kansas considers the first seven (7) calendar days of a disability as the waiting period. No lost time benefits are paid for this time off, unless the employee loses 21 consecutive days from work. The day after the accident is counted as the first day of the waiting period.

### **Report of Accidents:**

Any school employee who discovers an accident on school property shall report the accident to the building principal or designated representative.

If the person requires medical treatment, the employee shall:

- send for medical help;
- make the individual as comfortable as possible while waiting for competent medical assistance to arrive; and
- notify the principal or designated representative

If an employee present is qualified to administer first aid, that aid may be given. Qualified employees are those employees who have successfully completed an approved Red Cross first aid program or the School Nurse.

If an employee is injured on the job, the supervisor should be contacted immediately and a report should be made within ten days. The supervisor will then be responsible for contacting the SCAESIC office, which will in turn supply the injured employee with the appropriate forms to complete. The employee must keep copies of all doctors' orders and provide a file copy to the SCAESIC office. The employee must inform the doctor or hospital that he/she is covered by the SCAESIC workers compensation plan.

**POLICY ON LEAVE OF ABSENCE FOR VICTIMS  
OF DOMESTIC VIOLENCE OR SEXUAL ASSAULT**

1. A leave of absence under this policy may be taken for any of the following purposes:
  - a. Obtaining or attempting to obtain any relief, including, but not limited to, a temporary restraining order, relief to help ensure the health, safety or welfare of the employee or the employee's child or children;
  - b. Seeking medical attention for injuries caused by domestic violence or sexual assault;
  - c. Obtaining services from a domestic violence shelter, domestic violence program or rape crisis center as a result of domestic violence or sexual assault; or
  - d. Making court appearances in the aftermath of domestic violence or sexual assault.
2. The employee shall provide the Director with reasonable advance notice of the employee's intention to take time off for one of the above purposes, unless it is not possible to provide advance notice.
3. The employee shall provide the Director with documentation to support the need for leave for one of the above purposes within forty-eight (48) hours after returning from the requested leave. The supporting documentation may include, but is not limited to, the types of documentation listed in paragraph 4.
4. In the event of an unscheduled absence for one of the above purposes, no disciplinary action will be taken against the employee if the employee provides a certification to the supervisor within forty-eight (48) hours after the beginning of the unscheduled absence. The certification may be in any of the following forms:
  - a. A police report indicating that the employee was a victim of domestic violence or sexual assault;
  - b. A court order protecting or separating the employee from the perpetrator of an act of domestic violence or sexual assault or other evidence from the court or prosecuting attorney that the employee has appeared in court;
  - c. Documentation from a medical professional, domestic violence advocate or advocate for victims of sexual assault, health care provider or counselor that the employee was undergoing treatment for physical or mental injuries or abuse resulting from an act of domestic violence or sexual assault.
5. Any administrator supervisor receiving supporting documentation for a leave of absence under this policy shall forward such documentation to the Director but shall otherwise maintain the employee's confidentiality regarding the reason for the leave and the supporting documentation.
6. Employees may choose to substitute available paid leave for unpaid leave under this policy. However, substituting paid leave for unpaid leave shall not increase the number of days of leave available under this policy in each calendar year.
7. No employee shall be subjected to termination or retaliation for taking leave pursuant to this policy.

*Adopted by Board of Directors: January 1, 2007*

## PAYROLL & BENEFITS

### PAY PERIODS

Classified employees shall be paid on a monthly basis for hours worked during the pay period that is from the 1<sup>st</sup> day of the month to the last day of the month. The pay date is the 15th of each month for hours worked during the previous month. When a pay date falls on a weekend or holiday the pay date will be on the Friday before. The employee will designate if checks will be received in one of two ways: direct deposit or by mail. Checks will be received by mail, unless the employee has made other arrangements. Direct deposit is available and encouraged. It is the most reliable way to receive pay. All pay stubs will be sent to the employee electronically at the email address provided at orientation.

### CHANGE IN PERSONAL INFORMATION

**Any change of mailing or email address, telephone number or name should be reported immediately to the supervising teacher, building administration and SCAESIC Central office.** Changes in direct deposit information should be reported immediately to the SCAESIC payroll department.

### WAGE ADJUSTMENTS

The Board of Directors, upon recommendation by the Director, may make wage adjustments to the established rates. Wage adjustments may be reviewed annually.

### WORK SCHEDULE

Paraeducators may only work those days when their assigned school is in session and students are present. Any additional working days must be approved by the Assistant Director or Director. It is expected that the paraeducator will report to work at the time specified by their supervising teacher. No overtime or time beyond the normal school hours is allowed without prior approval from the Assistant Director or Director. Employees may not “volunteer” their time for work related activities (see **Policy on Compensation, p. 10**).

Employees may be allowed fifteen minutes beyond their normally scheduled time before and after school for preparation, etc., for a total of 30 minutes, but only if the supervising teacher determines there is a need. If the employee does not have work related activities to perform, then the additional time will not be allowed. Classified employment agreements state “up to” a certain number of hours and is not meant as a maximum time to work each week.

### TIME SHEETS

Employees must submit time sheets to the SCAESIC office no later than the Friday following the last working day of each month. Time sheets indicate the hours the employee worked each day during the pay period and must be an accurate record. If employees are reporting they are working during times when they are not in attendance, it is fraud and grounds for termination. Before submitting a time sheet to SCAESIC office, it must be signed by the employee AND the supervisor. It is the responsibility of the employee to make a copy and send the time sheet to the SCAESIC office (**Time Sheet Form, ESC-108 may be found on the website**).

Absences are recorded on the time sheet by choosing one of the 6 options (A, B, C, D, E or F under “Reasons for Absence”) on the time sheet, writing that letter and any other information requested in the day of absence. Then include the number of hours normally worked in a day and add the time for that day into the total amount of hours for the week. The employee should follow this same procedure even if he/she is not sure the day(s) will be paid. If no temporary leave is available, the Payroll office will adjust the time sheet accordingly.

### Figuring Hours per Day for Timesheet

Classified employees may not work over the hours per week or per day, which is equal to the number of hours indicated on the Letter of Employment divided by five (5).

The following are examples of how to figure your daily hours based on the hours indicated on the Employment Agreement. Please remember that you are not allowed to go over your weekly or daily time allowed unless your teacher has received approval from the Coop. An employee may also utilize the following website to assist in figuring daily hours

<http://copleys.com/timecard/>

<u>MAXIMUM HOURS ALLOWED PER WEEK</u>	<u>/ 5</u>	=	<u>MAXIMUM HOURS ALLOWED PER DAY</u>
36 hrs. 15 min			7 hrs. 15 min.
35 hrs. 30 min.			7 hrs. 6 min.

35 hrs.  
20 hrs.

7 hrs  
4 hrs.

## **TEMPORARY LEAVE**

Temporary leave is a benefit offered to classified employees. With the exception of substitute and temporary employees, classified staff may accumulate one (1) hour of temporary leave for each eighteen hours worked during the regular school year. The temporary leave may accumulate up to a maximum of 525 hours. Temporary leave is accumulated in one (1) hour increments and must be used in one (1) hour increments (if you request to be paid for minutes it will cost you an additional hour of leave). If temporary leave is available the employee must use it for absences. The number of hours of temporary leave on the employees timesheet shall not reflect more time for pay than is considered the employee's normal number of hours of work for that day. **If an employee wishes to be unpaid for days absent AND they have temporary leave available, the employee must have prior approval from a Director or Assistant Director.** Temporary leave may be utilized in the following ways:

**Sick Leave** - Cumulative hours may be used at any time for the personal illness or disability of the employee, or an immediate family member. The immediate family shall mean the husband, wife, mother (in-law), father (in-law), sister (in-law), and daughter (in-law, son (in-law), grandparents, grandchildren, stepchildren, or any other person living in the immediate household. The relationship must be indicated on your timesheet. The number of hours listed for pay for the day or hours of sick leave on the employee's timesheet shall not reflect more time for pay than is considered the employee's normal number of hours of work for that day.

**Personal Leave** - A maximum of two (2) days per school year may be used for personal leave. Personal leave should be used to conduct personal business that cannot be completed at other times. **Personal leave will not be granted to extend a holiday or vacation period.** If extended time off is needed for personal reasons, the situation should be discussed with the supervising teacher and Para Facilitator prior to taking personal leave. In specific cases, other time off might be granted, but without pay. The number of hours listed for pay for the day or hours for personal leave on the employee's timesheet shall not reflect more time for pay than is considered the employee's normal number of hours of work for that day.

**Personal leave time does not accumulate.**

**Bereavement Leave** – The employee may use up to three (3) days of earned temporary leave per school year for bereavement leave due to the death of a member(s) of the immediate family. The immediate family shall mean the husband, wife, mother (in-law), father (in-law), sister (in-law), and daughter (in-law, son (in-law), grandparents, grandchildren, stepchildren, or any other person living in the immediate household. Relationship to the deceased must be indicated on your timesheet. The number of hours listed for pay for the day or hours of an unforeseen closure on the employee's timesheet shall not reflect more time for pay than is considered the employee's normal number of hours of work for that day. **Bereavement leave time does not accumulate**

**Inclement Weather Days/Unscheduled School Closure** - In the event the building or district in which a Cooperative classified employee works is closed due to an unforeseen event to include inclement weather, catastrophe, tragedy, terrible accident, etc., any classified employee of the Cooperative who works in that building or district which experiences an unscheduled closure may request to use one (1) or more days or hours of their own temporary leave for pay during that closure. The number of hours listed for pay for the day or hours of an unforeseen closure on the employee's timesheet shall not reflect more time for pay than is considered the employee's normal number of hours of work for that day. If temporary leave (current or accumulated) is not available, the employee shall be required to take the unscheduled leave without pay. Unscheduled School Closure time does not accumulate.

***If an employee runs out of accumulated temporary leave time, SCAESIC does not have an obligation to continue employment if the employee continues to be absent. The Director and/or Assistant Director will consider circumstances that may arise requiring the employee to be off work without pay on an individual basis.***

**SICK LEAVE POOL**

At the beginning of each school year a classified employee who has worked for the Cooperative for one (1) full year may opt to contribute six (6) leave hours from previously accumulated leave to a sick leave pool which would make the employee eligible for utilizing the pool for a maximum of sixty (60) additional hours should the employee run out of sick leave hours during a given school year. Sick leave pool time must be taken in full day increments. In order to utilize leave from the pool the employee must complete a Classified Staff Request to Utilize Sick Leave Pool form (may be found on website) and receive approval from the Director. Any use of the sick leave pool must be for the extended hospitalization or extended treatment/recovery at home of the employee or a member of the immediate family living in the household because of sickness, injury, or surgery when a doctor prohibits the employee or member of the immediate family living in the household from returning to work or school. Unused pool hours will not be carried over from year to year. This process does not replace the process for requesting FMLA.

**PAID HOLIDAYS**

The Board will grant three (3) paid holidays. Classified employees will be paid for Thanksgiving Day, Christmas Day and New Year's Day. Employees must work five (5) days prior to and five (5) days following the holiday in order to receive pay for that holiday. Holiday pay will be equal to the normal number of hours an employee would work for that week divided by 5. The holiday must be noted on the employee's timesheet.

**LUNCH**

SCAESIC grants paraeducators a duty free lunch that is at least equal to what is allowed for other classified staff in the building. During the lunch period the para must be completely relieved of their duties.

**BREAKS**

Classified employees may be allowed two (2) 15-minute breaks per day if scheduling permits. However the law does not require breaks be provided and supervisors are not required to provide them.

**LEGAL LEAVE**

An employee will be granted unpaid legal leave for appearance in any legal proceeding which the employee is required by law to attend. Personal leave may be used for this type of absence.

**JURY DUTY**

Upon receipt of an order requiring an employee to report for Jury Duty, the order will be shown to the supervising teacher. An employee required to appear for jury duty during such time as the employee would be regularly assigned for duty with SCAESIC will receive regular pay. Pay received by an employee for Jury Duty will be turned in to the SCAESIC office. An employee will not be required to return money that is received as reimbursement for travel and meals while serving on Jury Duty. An employee is not required to return money received for Jury Duty or being a subpoenaed witness when performed on a regular day off, or on a Personal leave day.

**KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERs)**

All certified and non-certified employees, who work 17.5 hours or more per week during a school year, are automatically members of KPERs (Kansas Public Employees Retirement System.) Employees who began working after 7/1/09 will have six percent (6%) of their salary deposited each month in a personal account. Employees who began working prior to 7/1/09 will have four percent (4%) of their salary deposited each month in a personal account. Upon retirement, the employee may withdraw their benefits based upon one of several options. Employee contributions may be withdrawn earlier if the employee leaves the position and does not work elsewhere for a KPERs employer.

**An employee must work at least 630 hours (which is equal to 17.5 hours per week) in a calendar year to be eligible for KPERs. If an employee is regularly working less than 17.5 hours per week they are not eligible for KPERs and must notify the Cooperative Bookkeeper and Para Facilitator immediately.**

**INSURANCE**

Classified employees may participate in the Cooperative's Section 125 Salary Reduction program for Cancer Insurance, Dental Insurance, Vision Insurance, Salary Protection Insurance, Group Term Life Insurance, Dependent Care Reimbursement, Medical Reimbursement and Annuity Program.

Liability insurance is carried by SCAESIC to cover all classified instructional employees while on the job as long as the employee is following SCAESIC and building policies and guidelines

