

TO: Board of Education

FROM: Dr. Michael Clagg, Assistant Superintendent for Personnel

DATE: April, 2013

RE: Updated Handbook for the 2013-2014 school year.

The following changes to the Educational Support Personnel Handbook are presented for your approval.

Under **Employment Procedures:** Wording changed:

Process New Employee:

5. Copy of documents that establish both identity and employment authorization.
6. Copy of documents that establish both identity and employment authorization.

\*2012-2013

5. Copy of Social Security Card or Birth Certificate bearing a seal or other certification
6. Copy of Driver's License, State issued I.D. Card with photograph or U.S. Military Card

Physical Examination Requirement: Words removed

- c. and Substitute School Bus Drivers.

Under **Benefits:** Wording changed

Longevity Pay for Support Personnel: number 1, second paragraph

Employees accruing years of service must be considered full time (30 or more hours per week) to be eligible.

\*2012-2013

Employees accruing years of service must be considered one-half time and work 180 days or more per year to be eligible.

Longevity Guidelines:

1. After three (3) consecutive years with U.S.D. 261 an employee will be eligible to receive longevity pay of \$500, to increase by \$25 per year for each year of service thereafter.
2. Must be a current employee
3. Begin work prior to January 1<sup>st</sup> of year ending June 30<sup>th</sup> for one year service credit
4. Consecutive years of service
5. Employees scheduled to work 30 or more hours per week.
6. Qualify under the Kansas Public Employees Retirement System Plan

\*2012-2013

- a. Begin work prior to January 1<sup>st</sup> of year ending June 30<sup>th</sup> for one year service credit
- b. Consecutive years of service
- c. One-half time employee of 3 ½ hours or more per day
- d. Qualify under the Kansas Public Employees Retirement System Plan
- e. Must be a current employee
- f. After three (3) consecutive years with U.S.D. 261 an employee will be eligible to receive longevity pay of \$500, to increase by \$25 per year for each year of service thereafter. This amount will be prorated in proportion to hours worked

Under **Early Retirement Program:** Words removed:

Benefits: Letter f

The total above amount shall be paid in a single payment on the date of the employee's last pay period unless otherwise arranged for by the employee with the business division and approved by the superintendent.

Under **Tax Sheltered Annuity:**

First sentence:

who qualify

Under **Leaves and Absences:** Words removed:

Section D, number 4: Final Approval

Recommendations for student teaching leave of absence shall be submitted to the Board for approval

Military Leave: and Learning Services.

Vacation: Support personnel vacation allowance is determined on the basis of one day per month of service completed or two weeks after a period of one year service. However, an employee must work at least six (6) months before he/she is entitled to any accumulative vacation allowance on the schedule. After the sixth month waiting period, the employee is entitled to vacation from the first day of employment.

Paid Holidays: Winter Break.....3 days, Non-contract days....2 days

\*2012-2013

Winter Break....5 Days

Under **Leaves and Absences:** Wording changed:

Accumulated Annual Leave:

All support personnel who work a minimum of six (6) hours per day on a regular basis shall be credited with annual leave. All benefit employees, shall be credited with twelve (12) days annual leave and shall have added to the sick leave amount any accumulated, unused days of leave from the previous years to a maximum of (130) days. Employees working six (6) to seven (7) hours per day shall be credited with leave in proportion to their work schedule. Employees may use any of the current year's allocation for sick, personal, bereavement, or snow days. These days are used first and an accumulated leave beyond the current year's allocation can be used for sick leave only. Sick leave may accumulate from year to year for consecutive service only. If an employee is off the payroll at anytime during the normal working year, his/her leave accumulation is lost.

\*2012-2013

All support personnel who work a minimum of three and one-half (3 ½) hours per day on a regular basis shall be credited with annual leave. All benefit employees, shall be credited with twelve (12) days annual leave at the beginning of each school year and shall have added to the sick leave amount any accumulated, unused days of leave from previous years to a maximum of (130) days. Employees working three and one-half (3½ ) to seven (7) hours per day shall be credited with leave in proportion to their work schedule. Employees may use any of the current year's allocation for sick, personal, bereavement, or snow days. These days are used first and an accumulated leave beyond the current year's allocation can be used for sick leave only. Sick leave may accumulate from year to year for consecutive service only. If an employee is off the payroll at anytime during the normal working year, his/her leave accumulation is lost.

Under **Workers Compensation:** Words added:

Number 2: If leave has been exhausted.

Under **Workers Compensation:** Health Care Providers information changed:

Via Christi, Webb Road facility removed and Via Christi, St. Teresa facility added.