



USD 113
Prairie Hills

USD #113
CLASSIFIED HANDBOOK
2025-26

Preparing Kids, Shaping the Future

Approved _06/9/2025_____

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INTRODUCTION

This employee handbook for classified personnel has been prepared to help answer any questions you may have concerning employment with Unified School District No. 113. You will want to keep this handbook in order that you may refer to it when you have questions or problems.

The policies and procedures herein are those currently in effect in Prairie Hills Unified School District No.113. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make decisions that establish policies for Prairie Hills Unified School District No.113. Official policies of Unified School District No. 113 take precedence over practices and procedures should any conflict arise.

The Board of Education, the administration and certified staff are proud to have you as part of the classified staff of Prairie Hills Unified School District No. 113. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

Classified Personnel - all employees who are not required to hold a Kansas State Educational Certificate. Included in the group are custodial, food service, office, instructional support staff, nurses, and transportation personnel.

The classified employee is very important to the district and plays a major role in providing a safe, orderly, and healthy environment for students and staff. Never underestimate the importance of your position. Classified personnel are an important part of “Effective Schools”.

USD 113 MISSION STATEMENT

Preparing Kids, Shaping the Future

EQUAL OPPORTUNITY EMPLOYER

Unified School District No.113 hires and promotes employees on the basis of their qualifications, without regard to race, religion, color, sex, age, national origin, or a disability unrelated to the job in question.

Hiring Procedure

In order to be considered for employment at USD 113, each prospective employee must:

1. Receive and fill out and have on file an application. Applications may be obtained at the Board of Education office at 1619 S Old HWY 75, Sabetha, KS 66534
2. Once the candidate's qualifications are determined to be appropriate for the position, an appointment will be made for the candidate to be interviewed.
3. Candidate passes a background check.
4. After the interview process, a prospective employee's name is submitted to the Board of Education for final approval of employment.

Upon employment and before beginning to work for the school district, all persons must provide:

- I-9, Employment Eligibility Verification
- TB test
- Oath of Allegiance
- Race/Ethnicity form
- Employee withholding certificates (W-4 & K-4 forms)
- Kansas Public Employee Retirement System enrollment and beneficiary forms, when applicable
- Bloodborne Pathogens Certification
- Health physical
- Direct Deposit form
- Advance Life Insurance form
- Sick bank form, if participating

Necessary forms are to be given to district office personnel before an employee begins his/her first day at work. Paychecks will be held at the Board Office until all required paperwork is complete and submitted to the Board Office.

Health Certification

Certification of health shall be required of classified personnel upon their employment. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils and that freedom from tuberculosis has been established by chest X-ray or negative tuberculin skin test. The employee may obtain the health examination and TB test from a doctor of his/her choice. The entire cost of the physical examination must be paid by the employee. A certification of health and Tb no older than 1 year is acceptable.

If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the school board may require a new certification of health. Employee's certificate of health must be signed by a licensed physician, or a designated representative of the physician, on a form prescribed by the Kansas State Department of Health.

Employee Records

It is important that your employment records are kept up-to-date. Be sure to notify the Board of Education office if there are changes in any of the following:

1. Your name;
2. Your mailing address;
3. Your home telephone or cell phone number;
4. The phone number where you can be reached in case of emergency;
5. Correction to your social security number;
6. Marital status or dependent status which may change your W-4, K-4, health insurance coverage, or KPERs beneficiary
7. Direct Deposit banking change

Personal Appearance Policy for Food Service Employees

1. Employees must dress neatly and in clothing designed for the tasks at hand. Clothes should not have holes or be stained. Sleeveless tops may be worn, but the straps must be at least a credit card-width, so as to cover straps from undergarments. Jeans with no holes are acceptable. Clean, unwrinkled medical "scrub" tops and bottoms are acceptable. Capris may be worn, as well as knee-length shorts.
2. Hair and beard restraints must be worn *at all times* in the food production areas. *All* hair should be covered, including bangs, per Kansas Food Code 2012: 2-402.11.
3. Wear clean, sturdy, close toed shoes. Non-skid bottoms are not required, but highly recommended. Open mesh tennis shoes *may not* be worn.
4. Fingernails should be clean, trim and smooth, unpolished, and natural. No artificial nails, nail polish, gels, or wraps *of any kind* are allowed, per Kansas Food Code 2012: 2-302.11.
5. "Except for a plain ring *with a level surface*, such as a wedding band, while preparing food, food employees may not wear jewelry *including medical information jewelry* on their arms or hands." Kansas Food Code 2012:2-303.11. A simple medical information *necklace* is allowed.

6. One pair of simple post earrings and one simple necklace may be worn in the food production area. *No* facial piercings (tongue, nose, lip, brow, etc.), multiple ear piercings, “French hook” earrings, or multiple necklaces may be worn.
7. An apron, disposable or cloth, must be worn over clothing while in food production areas. If the apron becomes soiled, the apron must be changed prior to service time.
8. Visible tattoos are allowed, as long as they are deemed inoffensive by school officials and management. If a tattoo is freshly inked, it would fall under the “open wound” guidelines of the Food Code and would need to be completely covered at all times until fully healed.

Gratis Meals

Classified personnel, whose job description is vital to the preparation, service, etc. of reimbursable meals will receive gratis meals. Employees that would receive gratis meals include: Food Service Employees, individuals responsible for point of sale, and any personnel responsible for transporting meals. This includes breakfast and/or lunch if their on-duty time is during the service of these meals. The negotiated agreement should be consulted for gratis meals for licensed personnel.

Mileage

Classified personnel, whose job description requires in-district travel from one community to another community, will be given a mileage allowance for the number of miles traveled between locations. Mileage will be paid only when district transportation is not available. The rate paid per mile is determined annually by the Board of Education. Mileage reimbursement forms need to be received at the Board of Education office by the 25th of the month to be paid at the next regular Board of Education meeting.

Letters of Employment

Letters of Employment for 10-month employees are for school days, plus extra days for in-service or training as determined by the Principal or Supervisor. School head secretaries also work during Enrollment, Parent Teacher conferences, Teacher Inservice days, and (no more than) one day per week during the summer as needed to check mail and pay invoices.

Attendance and Lateness

U.S.D. 113 expects each employee to report to work on time and to continue to work until the end of the workday. An unsatisfactory attendance report, frequent lateness, and long lunch breaks may be cause for probation. Should these unsatisfactory conditions continue, your attendance record could be reason for dismissal.

How to Report Absences

If you know you will be absent in advance, please contact your supervisor or the supervisor's designated representative. If this isn't possible, please telephone your supervisor or the supervisor's designated representative as early as possible on the first day of your absence. After that, call your supervisor or the supervisor's designated representative daily until you are able to report for work again.

Unavoidable Lateness

If you must be late for work, or need extra time for lunch, please clear this matter with your supervisor. Lateness sometimes cannot be avoided. Please report directly to your supervisor to explain when you arrive late. If your supervisor is not available, report to the building principal.

Payroll Procedures

Each classified employee must keep an accurate record of their time electronically. These time sheets must be submitted to the immediate supervisor. The time cards will then be verified and signed by the supervisor and submitted to the payroll clerk.

Regular working hours vary from one department to another. The hours of your employment will be discussed with you by your immediate supervisor. Employees may not check in or out of their regularly scheduled working hours without prior approval from the immediate supervisor. Employees will be paid for hours worked each month on the payday following the end of the month.

Payroll Checks

Payroll will be distributed on or before the eighth day of each month. If a 10-month employee wishes to save a portion of each month's pay for summer pay, they can open a second checking or savings account and provide the District Payroll Office with a new ACH form with the amounts or percentage that they want deposited into each account.

Benefits Enrollment

Employees working 630 hours per year or more qualify for KPERS and other benefits.

Benefits open enrollment is in August each year for Benefit Year beginning October 1. All staff must go on-line to either enroll or waive coverage during the Open Enrollment period. Some benefit elections, such as health insurance or medical reimbursement can only be changed during Open Enrollment unless there is a qualifying event as determined by the IRS rules.

KPERS

An employee working 630 hours or more per year will automatically be a member of KPERS. The employee's contribution to KPERS is 6%, which is deducted from each paycheck. In addition to retirement, KPERS provides Life Insurance equal to 150% of your salary, and

Disability Coverage. KPERS also offers optional life insurance if you desire additional coverage through KPERS.

Insurance Benefit

A health insurance benefit is granted to qualifying employees. A maximum of \$547.45 per month is granted to employees working 630 or more hours per school year. This benefit may only be used to purchase the district's health insurance. The employee's health insurance benefit goes into effect on the first of the month following the 1st day of employment.

When a classified employee resigns the health insurance benefit ends at the end of the month of their last day of work.

Cafeteria IRS 125 Plan

The cafeteria plan allows the employee to reduce his/her salary for the purpose of purchasing benefits without payment of tax on these items. An employee working 630 or more hours per school year is eligible. USD No. 113's cafeteria plan provides for the following:

1. Health Insurance
2. Disability Insurance
3. Cancer Insurance
4. Critical Illness
5. Life Insurance
6. *Child Care Reimbursement
7. *Medical Reimbursement
8. Dental
9. Vision
10. Accident Insurance
11. Short term disability
12. Medical Transportation Insurance

*The limit for the medical and child care reimbursement will be a maximum set by the Section 125 Plan.

403(B) Employee Matching Contribution

As part of employment with the School District, classified employees working over 630 hours are eligible to participate in the employer matching 403(b) retirement plan. The Board of Education will match a classified staff member's contribution up to \$25.00/month. The benefit will not exceed \$300 per school year. The BOE retains the right to adopt the 403(b) employer matching program on a year to year basis.

Vesting Schedule - Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the District, regardless of years of service. Employer matching contributions are vested according to the following schedule:

Years of Service (completed)	Vesting percentage
0-5 years	0%
6-7 years	25%
8-9 years	50%
After 10 years	100%

Employees will be given years of service credit in the vesting schedule for years of service to USD 113 prior to the inception of this program in August of 2019.

Sick Leave

Classified employees working a minimum of 630 hours per year will be credited with 10 days of paid sick leave equal to their regularly scheduled work day on the first day of the fiscal year. Unused leave will be accumulated to a maximum of 60 days. The maximum number of days available in any fiscal year is 70 days.

An employee may use one (1) day per year from their sick leave for any bereavement.

Sick leave is available for the personal illness of the employee or the critical illness (not to include care for a child that gave birth with a normal pregnancy) or death in his or her immediate family. The immediate family is defined as father, mother, sisters, brothers, husband, wife, sons, daughters, grandparents, grandchildren, mother and father-in-law, brother and sister-in-law, daughter and son-in-law or other relatives whose regular residence is the home of the employee.

Employees found to be abusing sick leave will be considered to have been absent excessively and, therefore, may be liable for probation and possible dismissal.

If at the termination of employment, the employee has accumulated a minimum of 15 days sick leave, he/she shall receive termination pay at the rate of \$15.00 per day for all accumulated leave. If the accumulated leave is 45 days or more, the rate shall be \$15.00 per day for 45 days. Those terminating their employment because of poor health will be considered under the sick leave policy. Resignation letters need to be turned in 10 days before their last day of employment for termination pay.

Sick Leave Bank

The purpose of the sick leave bank is to enable the participating employees of the district to extend their number of sick leave days when necessary by using additional leave days made possible by voluntary contribution to the sick leave bank. The bank will be available to all classified staff members who voluntarily contributed to the bank.

1. Administration of the Sick Leave Bank

The Clerk of the Board will administer the sick leave bank and the Payroll Clerk will process the application from the employee requesting sick leave extension. Applications will be obtained from and submitted to the building principal.

2. Allocation to the Sick Leave Bank

All participants will have to make available to the bank their days of leave prior to September 1 of the year first employed. Cost of participation will be two days of sick leave initially and one day or more of sick leave each time the bank account falls below two hundred and forty (240) hours.

3. Eligibility and Participation

All classified employees will be eligible to participate upon the depletion of their accumulated leave provided that he/she contributes initially two days of leave to the bank and continues to make available any other days or leave to the bank as are required to keep the sick leave bank operational.

- a) The sick days may be used for employee's illness and/or illness of the employee's immediate family.
- b) Sick leave bank days shall not be used to extend normal delivery and/or recovery from delivery (6 weeks).
- c) All Paid Time Off and sick leave days must be exhausted before the sick bank can be utilized.
- d) A three-member committee must approve the leave of an employee. The committee will consist of the superintendent, board clerk, and one classified staff member appointed by the superintendent.
- e) An employee may request days from the bank after 3 days of consecutive illness, but never more than he/she had accumulated on the first day of the present year.

Paid Time Off

Classified personnel working a minimum of 630 hours per year with a 10-month letter of employment will receive three days of paid time off (PTO). Unused PTO will be paid out in the June paycheck.

Classified personnel with a letter of employment for a minimum of 35 hours per week, 52 weeks per year, are eligible for 16 days of paid time off (PTO). This is a combination of 10 days vacation, three floating holidays (President's Day, Good Friday, and 1 day for Spring Break) and 3 personal days. Following completion of ten (35 hours per week, 52 weeks per year) years of employment, the employee is eligible for 21 days of PTO.

For employees with less than 10 years of employment, PTO balances up to 5 days will be carried over into the next year and must be used by December 31 or they will be forfeited. Employees with more than 10 years of employment may carry over up to 7.5 days, which must be used by December 31 or they will be forfeited. Once balances are rolled over to the following year, up to 3 days of remaining PTO will be paid out to the employee, and the rest is forfeited.

Paid Holidays

Fifty-two (52)-week-per-year, minimum of 35 hours-per-week, classified personnel shall have the following paid holidays, (providing such holidays are designated as holidays on the school calendar when students are not in attendance). Cooks, Instructional Support Staff, and Building Secretaries shall have 4 paid holidays as shown in the table below. Additional time off must be approved by your immediate supervisor and the time will be taken from PTO (Paid time off).

Holiday	No. of Days for 12 month employees (BOE, Custodial, Transportation Supervisor)	No. of Days for Cooks, ISS staff, and Building Secretaries
Labor Day	1	1
Thanksgiving	3	1
Christmas	2	2
New Years	1	1
Memorial Day	1	
Independence Day	1	

Other paid holidays may be designated at the discretion of the Superintendent. The number of hours of holiday pay will be equal to their regularly scheduled hourly day.

Employee Leave

Long-Term Leaves of Absence -A long-term leave of absence consists of more than three consecutive working days when the employee cannot be at work for reasons other than illness. To apply for such a leave, fill out an application and submit it to your supervisor. Please make sure you are aware of the specific regulations concerning the type of leave you will be taking.

Guidelines for Family & Medical Leave Act of 1993 – USD 113 is a covered employer under the Family and Medical Leave Act of 1993 (FMLA). Therefore, all eligible employees are guaranteed up to 12 weeks of unpaid, job-protected leave for any of the following reasons:

- a) for the care of the employee’s child (birth, or placement for adoption or foster care);
- b) for the care of the employee’s spouse, son or daughter, or parent, who has a serious health condition; or
- c) for a serious health condition that makes the employee unable to perform his job.

In reference to item a) above, upon written request, an employee will be granted 6 weeks of paid parental leave if adequate sick leave has been accumulated. During the six-week period the sick leave policy will be used to determine the pay for the employee. An additional 6 weeks of unpaid parental leave may be taken upon written request. The total number of weeks of parental leave will not exceed 12 weeks. Parental leave begins the date of the birth of the child or the

adoption of a child and ends a maximum of 12 weeks later depending upon the length of the leave requested. An “eligible employee” is an employee of a covered employer who:

- 1) Has been employed by the employer for at least 12 months, and
- 2) Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and
- 3) Is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite (*See 825.105(b)* regarding employees who work outside the U.S.)

The definition of a year for the FMLA for USD 113 is the fiscal year – from July 1 of a designated year through June 30 of the following year.

Whenever possible, thirty days advance notification must be given to the clerk of the board. It is the employee’s responsibility to document in writing the beginning date and reason for the covered leave. Forms will be available at the various school sites.

Legal Leave – Leave with full pay shall be granted in the following cases: jury duty in city, county, state or federal courts, for witness in a case if subpoenaed, or for the giving of a deposition as long as the case does not involve the employee’s own case as a plaintiff or defendant.

Voting Time--You may take time off with pay to vote in a federal, state or local election only if you would be unable to reach the polls otherwise. Please advise your supervisor in advance that it is necessary for you to take this time off. You are asked not to miss more than one hour of work in order to vote.

Inclement Weather – Each non-salaried employee will receive 2 (student) days/year paid to use when school is canceled due to weather.

School Closings - A classified staff member may use PTO (Paid time off) for school closings due to weather, sporting events, or other circumstances causing school closings.

Political Activities – Employees may seek elections and may hold political offices which do not interfere with the performance of their responsibilities to the school system. However, before deciding to seek office which would interfere with the performance of the duties of the employee for the position which they are under the agreement of a letter of employment to perform, they must reach an agreement with the school board on matters of salary, time to be away from duty, and all other matters relating to interference with performance of regular duties. Each such matter will be considered by the board on an individual basis.

Workers Compensation – USD 113 is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

Other District Benefits

Passes for School District Activities – All employees of U.S.D. #113 along with their spouse and elementary age children shall be admitted free of charge to all home athletic activities at which an admission charge is made. (Admission must be paid, however, at tournaments).

District Procedures

Code of Conduct – U.S.D. #113 prides itself on a clean, orderly, safe, and healthy environment. To continue this tradition, your cooperation is needed. Please read and follow these rules of conduct. Appropriate disciplinary action will be taken for violating these rules of conduct.

Fighting; abuse or destruction of property; possession of drugs, alcohol, weapons on the premises; falsification of school district records; illegal, immoral, or indecent conduct or language; and removal of school district property from the premises without permission is not permitted. Permission must be received from your supervisor before any notices are posted.

All employees are asked not to conduct personal business on company time or with company equipment and resources.

Respect each other's rights and privacy.

Use of alcohol, or illegal drugs is not permitted in the buildings or on the grounds of U.S.D. #113.

Use of tobacco products is not permitted within the buildings or on the grounds of U.S.D. #113.

Limit personal phone calls to emergencies or important matters.

Dress appropriately for an educational environment.

Use of Cell Phones. Employees must ensure that any use of a cell phone does not interfere with their job duties, distract from their attention to the job, or extend beyond a reasonable time, as determined by their immediate supervisor.

Employees are not to use cell phones or otherwise engage in distracted driving while transporting students, driving a school vehicle, or while on duty. This rule applies to the driver regardless of whether the vehicle is in motion. The only exception to these rules is in the case of emergencies. Employees will abide by all rules of the road and any applicable rules of the Nebraska Department of Education and the District relating to driving a motor vehicle. Seat belts and child restraint systems must be used by all occupants.

Safety Regulations

Please follow the basic rules of safety which are appropriate to large work areas for the health and protection of yourself, your fellow workers, the students, and visitors to the buildings. A few policies to follow are:

1. Do not try to lift or carry anything heavy by yourself.
2. Report any injury – large or small – to your supervisor. Should you have an injury or feel ill while at work, contact your supervisor immediately.
3. Should you notice something that appears to be a safety hazard, please report it to your supervisor.

An intensive effort to control injuries on the job is of utmost importance to school district personnel. The district is covered by a Workman's Compensation plan. From time to time, representatives from the sponsoring company will be checking upon the safety measures being taken by our personnel in an effort to reduce Workman's Compensation costs.

Ordering Supplies

All ordering of supplies must be approved by your supervisor prior to purchase. Skyward Purchase Orders are required for purchases over \$50. Building Secretary or designated staff will enter a Purchase Order in Skyward and submit it for approval. An employee making unauthorized purchases will not be reimbursed for his/her purchases.

Handling a Problem or Filing a Complaint

Employees are encouraged to talk things over when they have problems or complaints about job conditions or colleagues. Bring these matters to your supervisor's attention first.

1. Make a written statement of the grievance.
2. Discuss the grievance with your immediate supervisor.
3. Discuss the grievance with the superintendent.
4. Have a hearing before a committee composed of a board member, neutral administrator, and a peer.
5. Have a hearing before the Board of Education.

Evaluations

The job performance of each employee is formally evaluated once a year. Your immediate supervisor will complete the evaluation form and discuss your strengths and possible areas of improvement. Both the supervisor and the classified employee will sign the evaluation form and the employee will receive a copy of the form. A copy of the evaluation form is kept with the employee's file.

Terminations

If an employee's job performance is not satisfactory, he/she will be evaluated more frequently and be given the opportunity to improve his/her job skills. If satisfactory improvement is not made during a reasonable period of time, a ten day (10) notice of termination of employment will be given in writing to the employee. Any classified (at will employee) could be terminated because of budget reductions with ten day (10) notice in writing to the employee.

Resignations

Resignations must be given in writing to the supervisor ten (10) days in advance of the effective date of resignation. These ten (10) days are requested as a courtesy to the district in order that an appropriate replacement may be obtained. When a resignation is received, an exit interview will be scheduled with the employee in order to make sure all required documents are completed before leaving our employment.

Termination Pay

If a classified employee resigns with 10 day notice, PTO (Paid Time Off) will be prorated and paid to them. If they have used more time than accumulated in that time period the adjustment will be made in the final paycheck.

Employee's Files

A master file of all materials relating to an employee shall exist at the district school board office. All materials placed in the employee's file and originating with the school district shall be available to the employee at his or her request for inspection in the presence of the person(s) responsible for keeping the files. All questions relating to classified personnel should be directed either to the immediate supervisor or the superintendent.

Extra Duty Assignments

Classified Employees and USD 113 substitute teachers working extra duty assignments (taking tickets, running the score clock, etc.) including Power Hour and Axtell After School, will be paid an hourly rate of \$12.00 per hour with a two-hour paid minimum, beginning at the conclusion of the regular work day. Extra-duty assignments are open to all classified staff members.

Supplemental Assignments

Non-teacher licensed employees, hired to fulfill supplemental duties for USD 113, (a.k.a. Rule 10 employees) will be required to complete a monthly timecard. They will be compensated whichever amount is greater: Supplemental pay as identified in the USD #113 Negotiated Agreement, or hours logged on the timecard at the established U.S. minimum wage rate. Parameters on hours worked are to be clarified by administration.

Sexual Harassment

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

Definition

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;

Subtle pressure or request for sexual activity;

Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile work environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or

Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

BUS DRIVER PAY

Salary Schedule for Regular Routes

Regular Route Drivers - \$37.25 per route for 336 routes, 1.5 hours minimum (\$/hour) – paid in 12 equal installments (each check is for 28 routes).

The Superintendent may approve additional compensation if a route is longer than 1.5 hours.

Non-Salary Route Pay (per route pay)

Sabetha Pre-School routes - \$ 28.00 per route

Axtell Pre-School Routes - \$22.50 per route

Sabetha Western Center Routes - \$78 per route

Axtell Western Center Routes - \$22.50 per route

Substitute Drivers will be paid the route rate for the route they drive. Non salaried drivers will receive two days of inclement weather pay.

Extra Pay Routes/Trips/Hourly Pay

Student Activity trips - \$14.50 per hour

- Salaried drivers missing a regular route to drive an activity will receive pay for the missed route.
- Activity routes on weekends or non-school days will receive \$14.50 per hour plus one regular route pay (\$37.25)

\$14.50 per hour for bus garage help, in-service, drug testing, training, CPR training, in-service, and required safety meetings.

\$14 not to exceed once per two weeks (and time recorded on time card) for drivers washing buses away from district property. Drivers plugging in engine block heaters at home will be paid \$2.00 per plug-in.

District will pay for the initial CDL license or renewal once every four years (over and above the cost of regular driver licenses) and any required endorsements to drive a school bus.

Upon proof of denial from the employee's insurance company (Explanation of Benefits) or proof of payment from driver to provider the district will reimburse the driver the out of pocket cost for a required CDL physical exam.

Overtime is paid for hours worked above 40 hours weekly based on all driving rates and hours.

For overnight trips, drivers receive hourly pay (\$14.50) until check in at motel/room. Hourly pay begins again upon need for transportation and extends through return to home or motel/room. Student activity trip compensation for regular routes or non-school days applies.

Time Cards and Mileage Records

Drivers are responsible to the Transportation Supervisor to report their actual work time and mileage timely and accurately. If a sub driver is used, enter the sub's name instead of times.

Substitute Teachers

Licensed substitute teachers are paid for 50% of a day or a whole day. The compensation rate will be \$140 per day. For substitutes working as "long-term" subs, compensation will be \$160 per day following 10 consecutive days at the same assignment.

INSTRUCTIONAL SUPPORT STAFF SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3
1	14.35	15.1	16.75
2	14.5	15.25	16.9
3	14.65	15.4	17.05
4	14.8	15.55	17.2
5	14.95	15.7	17.35
6	15.1	15.85	17.5
7	15.25	16	17.65
8	15.4	16.15	17.8
9	15.55	16.3	17.95
10	15.7	16.45	18.1
11	15.85	16.6	18.25
12	16	16.75	18.4
13	16.15	16.9	18.55
14	16.3	17.05	18.7
15	16.45	17.2	18.85
16	16.6	17.35	19
17	16.75	17.5	19.15
18	16.9	17.65	19.3
19	17.05	17.8	19.45
20	17.2	17.95	19.6
21	17.35	18.1	19.75
22	17.5	18.25	19.9
23	17.65	18.4	20.05
24	17.8	18.55	20.2
25	17.95	18.7	20.35
26	18.1	18.85	20.5
27	18.25	19	20.65
28	18.4	19.15	20.8
29	18.55	19.3	20.95
30	18.7	19.45	21.1
31	18.85	19.6	21.25

Level 1 – Library Aide, Para (High School Diploma required)

Level 2 – Para with 30+ semester hours of college

Level 3 – Para with a KS Teacher Certification and/or current KS Sub License
(Sub pay only available when leave is taken.)

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources (Federal and State allocations). These positions are renewed on a year to year basis determined by Federal and State allocations. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc..., may be placed on the salary schedule at any point as determined by the board.

CUSTODIAL SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3
1	14.45	17.45	19.05
2	14.60	17.60	19.20
3	14.75	17.75	19.35
4	14.90	17.90	19.50
5	15.05	18.05	19.65
6	15.20	18.20	19.80
7	15.35	18.35	19.95
8	15.50	18.50	20.10
9	15.65	18.65	20.25
10	15.80	18.80	20.40
11	15.95	18.95	20.55
12	16.10	19.10	20.70
13	16.25	19.25	20.85
14	16.40	19.40	21.00
15	16.55	19.55	21.15
16	16.70	19.70	21.30
17	16.85	19.85	21.45
18	17.00	20.00	21.60
19	17.15	20.15	21.75
20	17.30	20.30	21.90
21	17.45	20.45	22.05
22	17.60	20.60	22.20
23	17.75	20.75	22.35
24	17.90	20.90	22.50
25	18.05	21.05	22.65
26	18.20	21.20	22.80
27	18.35	21.35	22.95
28	18.50	21.50	23.10
29	18.65	21.65	23.25
30	18.80	21.80	23.40
31	18.95	21.95	23.55
32	19.10	22.10	23.70

Level 1 – General housekeeping

Level 2 – Building level custodial work

Level 3 – Building level custodial work and major maintenance

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SECRETARIAL SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3
1	16.55	17.05	19.80
2	16.70	17.20	19.95
3	16.85	17.35	20.10
4	17.00	17.50	20.25
5	17.15	17.65	20.40
6	17.30	17.80	20.55
7	17.45	17.95	20.70
8	17.60	18.10	20.85
9	17.75	18.25	21.00
10	17.90	18.40	21.15
11	18.05	18.55	21.30
12	18.20	18.70	21.45
13	18.35	18.85	21.60
14	18.50	19.00	21.75
15	18.65	19.15	21.90
16	18.80	19.30	22.05
17	18.95	19.45	22.20
18	19.10	19.60	22.35
19	19.25	19.75	22.50
20	19.40	19.90	22.65
21	19.55	20.05	22.80
22	19.70	20.20	22.95
23	19.85	20.35	23.10
24	20.00	20.50	23.25
25	20.15	20.65	23.40
26	20.30	20.80	23.55
27	20.45	20.95	23.70
28	20.60	21.10	23.85
29	20.75	21.25	24.00
30	20.90	21.40	24.15

Level 1 – Building Secretary

Level 2 – Bldg. Level Accounting/Bookkeeping,

Level 3 – District: Accounting Supervisor, Accounts Payable & Secretary

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FOOD SERVICE SCHEDULE

STEP	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
1	14.35	14.85	15.35	20.80
2	14.50	15.00	15.50	20.95
3	14.65	15.15	15.65	21.10
4	14.80	15.30	15.80	21.25
5	14.95	15.45	15.95	21.40
6	15.10	15.60	16.10	21.55
7	15.25	15.75	16.25	21.70
8	15.40	15.90	16.40	21.85
9	15.55	16.05	16.55	22.00
10	15.70	16.20	16.70	22.15
11	15.85	16.35	16.85	22.30
12	16.00	16.50	17.00	22.45
13	16.15	16.65	17.15	22.60
14	16.30	16.80	17.30	22.75
15	16.45	16.95	17.45	22.90
16	16.60	17.10	17.60	23.05
17	16.75	17.25	17.75	23.20
18	16.90	17.40	17.90	23.35
19	17.05	17.55	18.05	23.50
20	17.20	17.70	18.20	23.65
21	17.35	17.85	18.35	23.80
22	17.50	18.00	18.50	23.95
23	17.65	18.15	18.65	24.10
24	17.80	18.30	18.80	24.25
25	17.95	18.45	18.95	24.40
26	18.10	18.60	19.10	24.55
27	18.25	18.75	19.25	24.70
28	18.40	18.90	19.40	24.85
29	18.55	19.05	19.55	25.00
30	18.70	19.20	19.70	25.15
31	18.85	19.35	19.85	25.30

Level 1 –Building Cook, Dishwasher, Server (certification required)

Level 2 –Main Dish, Bake Cook (certification required)

Level 3 – Building Site Manager (certification required)

Level 4 – Assistant District Food Service Supervisor

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NURSE SCHEDULE

STEP	LEVEL 1	LEVEL 2
1	22.90	25.75
2	23.05	25.90
3	23.20	26.05
4	23.35	26.20
5	23.50	26.35
6	23.65	26.50
7	23.80	26.65
8	23.95	26.80
9	24.10	26.95
10	24.25	27.10
11	24.40	27.25
12	24.55	27.40
13	24.70	27.55
14	24.85	27.70
15	25.00	27.85
16	25.15	28.00
17	25.30	28.15
18	25.45	28.30
19	25.60	28.45
20	25.75	28.60
21	25.90	28.75
22	26.05	28.90
23	26.20	29.05
24	26.35	29.20
25	26.50	29.35
26	26.65	29.50
27	26.80	29.65
28	26.95	29.80
29	27.10	29.95
30	27.25	30.10

Level 1 – Part-Time Nurse

Level 2 – Full Time Nurse

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