

MEMORANDUM

TO: ALL KSD STAFF

FROM: Warren L. Hurst  
Director

SUBJECT: KANSAS SCHOOL FOR THE DEAF - EMPLOYEE HANDBOOK

1. The attached KSD Employee Handbook is provided to all Classified and Unclassified employees to give them a set of guidelines and knowledge of school policy. You are advised that this employee handbook is not all-inclusive and does not imply a contract of employment. The handbook does not guarantee employment for any definite period of time. This handbook supercedes any previous handbooks and may only be changed in writing by the Human Resources Director.
2. Please sign below to show that you have received a copy of the KSD Employee Handbook for your reference. This cover page will be filed in your personnel file.
3. I acknowledge receipt of the Kansas School for the Deaf Employee Handbook.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Please print your last name: \_\_\_\_\_

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## HISTORY OF THE KANSAS STATE SCHOOL FOR THE DEAF

The Kansas State School for the Deaf (KSD) was founded by Philip A. Emery, a deaf man who had been a teacher at the Indiana School for the Deaf from 1854 to 1860. Emery had come to Kansas to start a new life and a new occupation; but J. R. Kennedy, one of the early Kansas settlers persuaded him, to educate Kennedy's three deaf children. Emery located a small house with two rooms and an attic in Baldwin City that could be rented for five dollars per month. On December 9, 1861, the Kansas State School for the Deaf opened its doors to the first student, Elizabeth Studebaker from Clinton, a niece of the famous Studebaker wagon manufacturer.

On March 5, 1862, the first Kansas legislation was passed to help the School by appropriating a sum of \$500 for the "purpose of helping Professor P.A. Emery" and twenty-five cents per day per student for their education (the funds were to be paid in state script that could be cashed only by taking a discount of between twenty-five and thirty-five percent off its value). For this Emery was required to report to the auditor of Kansas the number of pupils he taught and the number of days each attended.

Disaster almost came to the Kansas State School for the Deaf on August 21, 1863. Quantrill and his men had finished their infamous raid on the nearby town of Lawrence and were headed to Baldwin City probably intending to destroy the town and everyone in it. However, Major Preston B. Plumb, with 200 Union cavalry, intercepted Quantrill before they reached Baldwin City, thus saving the little school house that was the beginning of the Kansas School for the Deaf.

With land acquired, the School was scheduled to move to Olathe, but the legislators of this time were debating over the location of many State's newly formed institutions. A School for the Deaf located in a legislator's hometown would represent prestige and a source of employment for his constituents. Some legislators believed that all State agencies should be located in Topeka, and so in the Fall of 1864, the Kansas State School for the Deaf was moved to Topeka where it was located for one year before moving back to Baldwin City in 1865. Problems increased about the location of the School and there was a three-way political dispute between Olathe, Baldwin City, and Topeka as to which city would get the School for the Deaf. W. H. Fishback, a senator from Olathe, was able to get a bill passed and signed into law by Governor Carney on February 12, 1864, which stated the School for the Deaf would be located in Olathe, Kansas.

On November 15, 1866, the Kansas State School for the Deaf with its 18 students moved into its newly constructed stone building in Olathe. This building was torn down in 1886 to make way for a new administration; dormitory building that was replaced in 1934 by the present Roth Administration and Dormitory Building. By the year 1893 the enrollment of the school had soared to more than two hundred students.

The School was first known as the Asylum for the Deaf and Dumb and in 1885 the name was changed to the Kansas Institution for the Education of the Deaf and Dumb. In 1896, the School was named the School for the Deaf. In 1905, the legislature enacted a law that made attendance of all deaf persons between the ages of six and twenty-one compulsory unless they attended another special school.

The Kansas School for the Deaf continues as a large center school for the hearing impaired. The School is known for its academic excellence in pre-college preparation and its strong vocational training programs leading to job placement upon graduation.

The Kansas School for the Deaf is a source of pride for all Kansans. We are proud of their history that tells of their commitment to the mission of quality education for the hearing impaired children of Kansas.

### **SCHOOL VISION**

A school, a community, a society in which hearing acuity is incidental, barriers are minimized, human potential is maximized and people are judged by their contributions and their character.

### **SCHOOL MISSION**

To provide students with total access to language, communication and educational excellence in a visual environment.

### **EQUAL EMPLOYMENT OPPORTUNITY / AFFIRMATIVE ACTION POLICY**

In accordance with the Kansas Organization of State Employee's (KOSE) Memorandum of Agreement (MOA) effective May 26, 2008, it is the policy of The Kansas School for the Deaf to prohibit discrimination in employment against any employee or applicant for employment because of race, color, gender, sexual orientation, gender identity, religion, national origin, ancestry, age, military or veteran status, disability status or political affiliation and to promote and implement a positive and continuing program of equal employment opportunity. Any person having inquiries concerning KSD's compliance with the regulations implementing any federal law prohibiting discrimination may contact the Human Resources Director at 450 E. Park Street, Olathe, Kansas 66061-5497, 913-791-0573.

Copies of the KSD Affirmative Action Plan may be obtained in the Human Resource's Office. The plan is also posted on the Official Bulletin Board in the Roth Administration building and other bulletin boards throughout the campus buildings. KSD follows the Governor's Executive Order 92-153 regarding individuals with disabilities (ADA). Coordinator: Human Resources Director regarding employment and facilities.

### **KSD CODE OF ETHICS**

**Affirmation:** As a Kansas School for the Deaf employee I will promote organizational integrity, professional & personal integrity, and exceptional service. **PEP:** Provide Exceptional Service / Ensure Organizational Integrity / Promote Professional & Personal Integrity.

## TITLE IX POLICY

The Kansas State School for the Deaf does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs, employment, or activities. The following person has been designated to handle inquiries regarding the nondiscrimination policies: Human Resources Director, 450 E. Park St., Olathe KS 66061 913-791-0573 Voice/TTY

Furthermore, the Kansas School for the Deaf now notifies all parents, students, patrons, employees and potential employees that it will not discriminate because of sex in the education programs or activities that it operates. This requirement not to discriminate in education programs and activities extends to employment therein and to admission thereto. No student or employee of the Kansas School for the Deaf shall, based on sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity conducted by the Kansas School for the Deaf. More specifically, the Kansas School for the Deaf will treat its students without discrimination based on sex regarding access to and participation in course offerings, athletics, counseling, employment assistance and extracurricular activities as prescribed by the Title IX regulations.

### **POLICIES OF THE KANSAS STATE BOARD OF EDUCATION AND KSD**

The policies of the Kansas State Board of Education relating to KSD may be obtained from the Superintendent's office upon request. KSD maintains a Policy Handbook approved by KSDE as of September 2007. For a copy see the Human Resources Director.

### **KSD AFFIRMS & EMBRACES DIVERSITY**

**Diversity Vision Statement:** To ensure equal access to opportunity and workforce advancement. To respect the dignity of others, to learn about cultures, to become sensitive to differences, and to respect those differences. Simply, Diversity is doing the right thing.

#### **What is Diversity?**

Diversity is each of us, individually and collectively. Diversity is each of us and all of us. It is what we do and how we do it, individually and collectively. Our challenge as individuals and as a community is to expect, appreciate, value and respect diversity in those around us.

Diversity is everything that makes individuals different *and* those things about individuals that are similar. Diversity is things you can see and things you can't see in the people around you, at any time, anywhere. Culture, gender, age, ethnicity, nationality, geography, lifestyle and education are just a few dimensions of diversity present in every individual. Diversity is people and their unique experiences. Diversity is language and how people use it. Dimensions of diversity such as culture, age, ethnicity and geography are reflected in the way people talk.

People using their talents and skills to do different things to accomplish similar goals -- This is also diversity. Faculty in the School Dormitory and other related departments provide different academic experiences yet share the similar goal of education deaf youth. Audiology Service, Support Service, Residential Service, and Instructional Service personnel provide very different services, yet all focus on internal customer service. Using different approaches, research and clinical staff impact the effect of the educational process of each student. As a result, you will have unique opportunities to broaden your understanding and respect of others, providing each of us with opportunities for personal and professional growth. Diversity requires that we create an environment where none is advantaged or disadvantaged by prejudices and biases but where every person is encouraged to fully utilize their unique talents, skills and abilities.

## **PROFESSIONAL CONDUCT**

When an individual joins KSD, that person becomes part of a team. Each person is part of the departmental team doing the best job in a cooperative manner. In an organization such as ours, each department is dependent on the others. Teamwork and cooperation between employees and departments are very important. Whatever your work may be, it is necessary to the efficient and successful operation of the entire school.

All employees are expected to devote their full working day to the business of the School. Work schedules, break time, mealtime, and all leaves of absence are set by the Superintendent or by the Supervisor of their department with the approval of the Superintendent and are consistent with State and Federal rules, regulations, and laws. *Absenteeism and tardiness is a part of your review.*

Employees are expected to use state property carefully and only with proper authorization. It is expected that all employees will maintain a courteous attitude toward students, parents, fellow employees, the public, and this attitude is part of all staff's annual review process.

Employees are required to notify KSD if unable to report to work. Employees are expected to arrive at work BEFORE their assigned work schedule in time to begin their duties at the scheduled time. Check with your supervisor on the policy in your department on this.

## **BULLYING**

KSD has a zero tolerance of bullying whether it be students or staff involved. Bullying means; 1) any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of: a) harming a student or staff member, whether physically or mentally; b) damaging a student's or staff member's property; c) placing a student or staff member in reasonable fear of harm to themselves or to their property; 2) any other form of intimidation or harassment prohibited by any policy of KSD. A copy of the KSD Bullying Prevention Plan is available in school offices.

## OUTSIDE EMPLOYMENT

All employees are expected to place the responsibilities and obligations of their job (KSD) first, and will only be allowed to engage in outside work on off-duty time, and only if:

1. There is no possible conflict of interest.
2. There is no interference with the work of KSD, and the outside employment does not interfere with the employee's job efficiency, quality, and effectiveness.
3. Outside employment shall not be carried on in the school nor shall KSD equipment, supplies, or staff be used for such work or to do personal business without the specific consent of the Superintendent via your Supervisor. Failure to do so is grounds for disciplinary action.

## KSD WORK RULES

*Work Rules* are created by management within its authority and discretion to define the rights of employees on the job. When employee conduct would harm the interests of the State as an employer, KSD may enforce *Work Rules* outside of work hours.

The rules listed below cannot cover every behavior or eventuality, but is a guideline for employees to govern their behavior by, along with good judgement and professional work ethics. The *Work Rules* are listed as activities that are prohibited. These activities may result in disciplinary action ranging from reprimand to immediate discharge, depending upon the seriousness and/or frequency of the prohibited activities. Additional rules are covered in State Statutes and Regulations. Talk with your supervisor if you have any questions about *Work Rules*.

Employees of KSD are prohibited from committing any of the following acts (these are not inclusive and are only a partial list) in the performance of their work:

- Failure or refusal to follow written or verbal instructions of supervisory authority, or failure or refusal to carry out work assignments without good cause.
- Employees may NOT bring children / friends / relatives to the work site while on duty.
- Neglecting or failing to perform job duties or responsibilities.
- ***Loafing, loitering, sleeping, or engaging in other unauthorized personal activities during working hours.***
- Unauthorized disclosure of confidential information and records.
- Intentionally falsifying records or intentionally giving false information to other State agencies, private organizations, or employees responsible for record keeping.

- Failure to observe all safety rules and practices, including, but not limited to, the use of protective equipment and clothing, and in the operation of vehicles and equipment.
- Intentionally altering, withholding, removing, or destroying records, documents, or other materials to conceal wrongdoing or violation of the work rules by the employee or others.
- Directing, encouraging, or knowingly permitting others to intentionally falsify records or give false information to other State agencies or private organizations or to employees responsible for record keeping.
- Stealing State or employee's personal property, or personally acquiring or using State property for unauthorized purposes.
- Failing to report promptly at the scheduled starting time or leaving before the scheduled quitting time, **or** leaving the place of duty during a work shift without permission. (In most instances, excluding lunch periods). Exempt employees must follow leave request procedures for ANY time away from work. ***A supervisor may require an exempt employee to use increments of half-day leave if the employee abuses time away from work. Bulletin 95-01.***
- Failing to notify the proper authority of unexpected absence for any reason or tardiness, one hour prior to scheduled starting time, and/or within specific timeframe and procedure established by an individual department; Unexcused or excessive absences.
- Failing to observe the time limits of lunch (1/2 – 1 hr) or breaks [Lunch is mandatory non-paid time for classified staff. Breaks (paid time) are optional if work schedule permits.]
- Failing to properly maintain equipment according to common standards.
- Abusing or misusing State or private property, equipment, telephones, vehicles, materials, credit cards, keys, passes and staff identification including knowingly permitting, encouraging or directing others to misuse, abuse or use of State property for unauthorized purposes including entering State property outside of assigned work hours without authorization.
- Using work computer for other than work related matters: i.e. inappropriate internet websites.
- Making false or malicious statements about other employees, supervisors, or KSD.
- Threatening to inflict, attempting to inflict, or inflicting bodily injury on others.
- Threatening, intimidating, harassing, or using abusive language toward others.
- Interfering with an employee's performance of their duties.
- Using official stationary (agency letterhead) without administrative authorization.
- Possessing any weapon on KSD campus or at other sanctioned KSD activities off campus.
- Possessing or using alcohol or controlled substances (unless medically prescribed) while on

State time or property including reporting for work in an unsafe condition due to the influence of alcohol or other drugs.

- ***Conduct unbecoming a State employee (example: profanity, lewd gestures, sexually explicit or otherwise inappropriate portrayals on social or publicly accessible websites will be considered a violation of K.S.A. 75-2949f).***
- Smoking or the use (chew) of tobacco products on KSD grounds is prohibited as of 7/1/03.
- ***Littering, creating unsanitary or unsafe conditions.***
- Selling commercial products or services on State property during working hours.
- Soliciting funds or donations for any purpose not directly related to the benefit of KSD during working hours without authorization.
- Workplace horseplay, pranks, and offensive jokes, as they may develop into a serious and dangerous chain of events.
- Lending or borrowing agency keys without authorization. Duplicating keys is prohibited, except by authorized employees.
- Dressing or grooming in an inappropriate or non-professional manner; i.e. T-shirts, shorts for an administrative office.
- Gambling at the workplace, which include tournament pools. (Prohibited by State law).
- Soliciting or accepting compensation, reward or gift from outside sources for any matter related to your job responsibilities as a KSD employee.

## **FIRE ALARMS**

Anyone discovering a fire should react in the following order:

1. Pull nearest fire alarm pull box in the building if available (all staff should locate these the first day in the building).
2. Call 911. Evacuate building A.S.A.P.
3. Notify the Supt.'s office by phone or message and those in the building if necessary.
4. Be prepared to direct firefighters as needed.

## **DIRECTIONS FOR FIRE DRILL**

1. A fire drill will be conducted according to KSDE regulations. The sound will be the fire alarm.
2. When the fire alarm sounds, everyone, without exception, will vacate the buildings. Do not search for a cause.
3. Safety of the children is the first concern. Fighting fire or protection of property is to be considered only after the children have been removed to safety or when absolutely necessary to the removal of the children.
4. Attendance should be taken once students and staff are outside.
5. Students and staff will remain out and away from buildings until they are advised by an administrator on duty to return to the buildings.

### **IT WILL BE THE RESPONSIBILITY OF CLASSROOM TEACHERS AND DORMITORY TEACHERS TO SEE THAT:**

1. The premises are vacated by making room checks.
2. All windows and doors are closed if time allows.
3. Students leave by the assigned exit (all staff should learn their assigned exit prior to students reporting to their classroom / dorm area).
4. Students leave promptly, quietly, and orderly.

### **IT WILL BE THE RESPONSIBILITY OF ALL OTHER KSD STAFF TO HELP WITH THE STUDENTS IN AN EMERGENCY WHENEVER THE CIRCUMSTANCES DICTATE OR WHEN REQUESTED BY ANOTHER EMPLOYEE. THE SAFETY OF THE CHILDREN IS THE RESPONSIBILITY OF ALL STAFF.**

Dormitory and Instructional staff should refer to their departmental instructions for detailed information.

## **TORNADO DRILL / INTRUDER DRILL**

When the tornado drill / alarm is activated as with the fire alarm all staff and students are to move quickly and quietly to their assigned area. Staff are responsible for knowing where they are to go in their respective building. Staff and students will remain in the assigned safety area until they have been notified that the all clear has been sounded. Refer to your departmental policy for specific procedures. When the intruder drill / alarm is activated all staff and students are to move quickly & quietly to their assigned area.

## **INCLEMENT WEATHER**

The Superintendent may declare an inclement weather situation. When students are on campus all KSD personnel are considered essential and should report to their assigned job. If students are NOT on campus at the time of the declaration only essential personnel need report to work. For a detail explanation contact a Director for a copy of the KSD Inclement Weather Implementation Plan.

## **KSD CRISIS MANAGEMENT PLAN**

The KSD Crisis Management Plan sets forth procedures to take when certain situations might occur and how to handle each situation you might encounter. Refer to the Crisis handbook for complete explanation for the following situations: Fire / Tornado / Severe Storm / Intruder / Toxic Chemicals / Bomb Threats / Field Trip / Resource information.

### **MAINTENANCE REQUESTS**

All requests for maintenance and inventory transfers must be in writing (via e-mail) on the proper form. The request should be sent to your supervisor. Maintenance and Housekeeping staff have been given strict instructions not to do maintenance repair or work to move equipment / materials unless the request has been approved by the Director of your department and/or the Superintendent.

### **STATE VEHICLES**

The use of state vehicles for school business related activities should be reserved, in advance, through the Business Manager's Office. ***Drivers must present their driver's license to obtain a vehicle. You may elect to have your license copied and filed for future reference or provide the license each time. Employees are responsible for reporting to the Business Office any change in driver's license status during the year.*** If you will need a gasoline credit card, the office will help you. Be sure vehicles are filled with gasoline before leaving campus, and try to return to campus for gasoline if possible. If you must purchase gasoline off campus, use self-service gasoline pumps whenever possible. For complete information refer to the vehicle manual in each vehicle or ask for a copy in the Business Office.

### **PERSONAL LIABILITY FOR DAMAGES TO STATE VEHICLES**

Historically, agencies of the State of Kansas have not attempted to hold an employee liable for any damages to a state vehicle incurred because of that employee's use of the vehicle for official state business. Two exceptions to this, in which case the state may seek indemnification from the employee for damages, are when the employee is using the vehicle for other than state business or when the damage was caused by the employee's gross negligence. Within the state's policy "gross negligence" means conduct showing a reckless disregard and complete indifference for the possible consequences of the person's actions.

One example of such a situation would be driving under the influence; i.e., drugs or alcohol. (pg. 20 Discipline) All passengers will be secured with provided seat belts. The driver will NOT transport anyone (including pets) in state vehicles who is not on official school business or as approved by the Superintendent.

It is the intent of KSD to follow the above stated policy. It is requested, of course, that employees using state vehicles treat them with the same care as taken with their private vehicles. An employee shall report ANY damage that occurs to a state vehicle while that employee has that vehicle checked out; whatever the cause of the damage, however slight it might appear, and whether the damage is inside or outside the vehicle.

In the event that damage (breaking, bending, denting, cutting, scratching, etc.) is caused by a staff member or a student, the employee who has the vehicle checked out shall inform the Business Manager's office of the cause and the extent of the damage when the vehicle is returned.

In case of an accident while off campus, the employee shall follow the generally accepted routine of calling the police, getting names of people involved in the accident and names of witnesses, survey injuries/damages, etc., and do NOT admit guilt. When possible after the accident, call the Business Manager and advise us of the extent of injuries to staff and/or students, extent of damage to the vehicle and whether the vehicle is driveable.

We will not penalize employees for damage to state vehicles (except as noted above), HOWEVER we MUST insist that damages be reported. Failure to report damage to a state vehicle will result in disciplinary action.

### **MILEAGE LOGS IN STATE VEHICLES**

Whenever a state vehicle is used for any reason, the mileage must be recorded on the log in that vehicle. Anyone using a state vehicle should check the beginning odometer reading with the last entry on the mileage log. Any discrepancy should be noted on the log. Also, please note that repair and/or maintenance to the vehicle is to be noted on the mileage logs. Items needing immediate emergency attention, should also be reported to the Support Services office as soon as possible.

Drivers may request approval to take a vehicle home on the evening of a workday immediately preceding a travel day so long as it does not increase the total one-way trip between work and destination by more than ten (10) miles. (Ref: K.A.R. 1-17-2a)

### **SECURITY / SAFETY**

#### **A. RESPECT FOR PRIVACY**

1. Any searches, for any reason, whether it relates to staff or students, requires that an Administrator BE NOTIFIED IN ADVANCE, and they or a designated staff member will help in the inspection.
2. The Appointing Authority reserves the right to search any vehicle, office, dormitory, or property on campus if reasonable cause is found. For details regarding this refer to the policies listed in the KSD section of the Board of Education Policy handbook (section JCAB), and the KSD Dormitory Staff Handbook.

#### **B. STUDENT VISITATION OF STAFF HOMES**

It will generally NOT be a practice at KSD to allow students to be involved in activities at staff's homes. However, there are some exceptions to this rule. Staff should consult with the Director of Student Life or Director of Instructional Services about the specifics of this policy.

#### **C. VIOLENCE IN THE WORKPLACE**

KSD has a zero tolerance policy. Any attempted be it physical or verbal violence will not be tolerated. This includes the use of profanity. Notify your supervisor immediately. Employees are entitled to have a safe and secure workplace.

#### **D. CAMPUS VISITORS**

Unauthorized solicitations of employees on the premises are strictly prohibited. This prohibition applies both to employees and to non-employees. Solicitations for gifts (for such occasions as resignation, retirements, weddings, and births, etc.) are considered authorized. Distribution of literature of any kind and/or solicitations of any kind by non-employees are prohibited at any time without the consent of the Human Resources Director or Superintendent. Also prohibited is the posting, without specific approval, of notices or signs or writing in any form on school property, including bulletin boards, or the removal of approved notices without specific approval.

1. All visitors on campus must check in through the administrative office of that building. Sales persons or solicitors are not allowed to contact personnel while they are on duty. Do not give the school telephone number or address for private business.

Personnel who schedule visitors or resource persons must receive approval from their supervisor in advance. Secretaries for that area are to be notified to expect that person (s). The person visiting should check in through the office to obtain an appropriate ID badge.

2. The only sales persons allowed on campus are those scheduled to talk with supervisors about purchases for the school. If any individual contacts you on campus or by phone, regarding buying miscellaneous items, i.e., copying machine supplies, ask for their name, company, address and telephone number and then give this information to the Business Manager immediately. KOSE representatives are to check in with the H.R. Director for any visits.

#### **E. STRANGERS ON CAMPUS - Safety First (Refer to the Crisis Management Plan)**

Contact your supervisor if you suspect someone is on campus without authorization. If you feel it necessary notify security and/or police - 911. The person (s) should be questioned as to their identity and business on campus. If they do not belong, ask them to leave immediately. If the person (s) fails to leave, ask your immediate supervisor to notify the local police immediately. If necessary make the call yourself.

#### **F. LOCKED DOORS - Keep Your Area Secure**

Upon leaving an office, classroom, or locked building, be sure to test the lock to make certain the door is secure. Doors to the office and dormitories are locked to prevent unauthorized persons from entering the building. EVERYONE is responsible for security & don't leave your valuables unsecured at anytime.

#### **G. KEYS / KEY ACCESS CARD - ID BADGE / PAGERS**

A complete record of all keys is kept in each Building Manager's office. Keys / cards will be issued, if necessary, when an employee is hired. You are then responsible for the safe keeping of those keys / cards at anytime. Keys / cards are to be checked back in as designated by your department head. Failure to return keys / cards upon termination may hold up processing your final paycheck. Under no circumstances are duplicate keys / cards to be made on the employee's own initiative. All keys / cards lost should be **immediately** reported to your supervisor / department head that issued you the key (s). The employee will bare the cost of replacement of the keys / cards. Students should **NEVER** be given keys / cards for any reason by any staff member.

Laminated ID badges are issued to each new employee preceding the commencement of work. These cards are distributed through the Human Resources office. The card may be used both within and outside of KSD to identify the individual as a School employee. This card should be worn or carried whenever at work. Lost or stolen cards will be replaced at the employee's expense (\$5). The H.R. office is to be notified immediately of lost or stolen cards. Failure to do so may be grounds for disciplinary action. ***Employees may choose to use their personal cell phone or pager to receive emergency KSD communication via text. KSD will not be responsible for any cost associated with use of a personal device. KSD will provide a one-way pager for emergency communication for any employee that does not wish to use a personal device.***

#### **H. HEALTH SERVICES / INFIRMARY / ACCIDENTS**

Blood pressure checks will be provided for staff by the nurses of KSD during specified times. You should call ahead to verify that they are not busy. Also, the nurses will do first aid to staff for injuries while working. Any incident that warrants more than first aid should be dealt with in the appropriate manner, i.e., send the staff to the emergency room at Olathe Medical Center, to their local physician, or call 911 for an ambulance. You are responsible for your fellow staff member and students. The supervisor should be contacted when possible, depending upon the severity of the situation. **A WRITTEN REPORT MUST BE COMPLETED ON ALL ACCIDENTS / INJURIES NO MATTER HOW MINOR.** It is the individual's responsibility to see that the report is completed **WITHIN 24 HOURS** of the incident unless circumstances prevent and then as soon as possible. Notify your supervisor immediately. Failure to do so may result in nonpayment of job related injury medical expenses in the future. Should you become injured while at work you can receive specific information by contacting Human Resource Payroll Office.

#### **I. STATE PROPERTY**

State property is not to be taken from the campus without written permission from your Supervisor or from the Superintendent. This includes machines, tools, supplies, etc. You are expected to exercise due care in the use of school property and to use such property only for authorized purposes. The misuse of computers for personal gain or for illicit means will result in immediate disciplinary action to include possible termination. Negligence in the care and use of school property may be reason for suspension and / or dismissal. Unauthorized removal of school property from the premises or its conversion to personal use will be considered reason for suspension and /or dismissal. School property issued to you must be returned to the school upon termination of employment or when your department head or his or her designated representative requests its return. The value of any property issued, lost, destroyed, or not returned will require a personal check made payable to KSD.

#### **J. SAFETY CONSCIOUS STAFF & STUDENTS**

We expect all of our employees to be safety conscious and to help us in finding conditions in our school that might cause accidents. Report ANY unsafe conditions and ANY injury received while at work to your supervisor **IMMEDIATELY**. We require all employees who have direct supervision of students during activities associated with KSD to assure their health and safety at all times. All staff will abide by the KSD suicide policy and follow appropriate steps if a student shows signs of suicide.

#### **INVENTORY CONTROL OF CONSUMABLE SUPPLIES**

An inventory of supplies will be maintained in your department. Contact your immediate supervisor first if you need supplies. If an item that you need is not available, please complete a requisition and send to your supervisor. Do not purchase an item without prior approval. State policies, procedures, and contracts must be adhered to otherwise you may end up paying for the item (s) yourself. Always check with your supervisor or contact the Business Manager to be sure.

## **INVENTORY CONTROL OF CAPITAL ASSETS**

KSD equipment required to be on inventory, i.e., desk, personal computer, pager, etc. must be accounted for each year. The responsibility for that equipment is the occupant of that office, classroom, building supervisor, etc. As a state employee you are responsible for the equipment within your care. Any changes to your inventory are to go through your supervisor in written form. Any deletions (destroyed equipment or obsolete) must be requested in writing to remove that item from your responsibility. Inventory should be completed by May 1st of each year. Contact the Business Manager's office for more information.

## **PARKING**

The only reserved parking areas are for handicapped located in the various parking lots on campus. Students have been designated to park in specific areas. All parking is on a first-come basis. Do not park in NO PARKING areas or behind someone to block another individual's vehicle. Cars parked illegally are subject to ticketing and/or towing at the individual's expense.

## **TELEPHONES / PAGERS / CELL PHONES**

Pagers & cell phones are conveniences which should not interfere with or distract from workplace responsibilities. Non-work related use should be limited to break time and meal time. Non-critical work related use should be planned to avoid disruption of classroom & student related service delivery. Telephone courtesy is essential. When you answer your phone, state the name of your department, and then your own name. Much business is conducted over the telephone, and the lines should not be tied up with personal phone calls. If a personal call is necessary, please try to make it as brief as possible so it does not interfere with work. Emergency calls may be made or received any time. An emergency is regarded as illness or severe injury, etc. Long distance calls must be for OFFICIAL school business. Personnel making long distance calls must use the State of Kansas operator with your assigned authorization number. (Contact your supervisor for your authorization number) The access number is 1-800-503-2801.

## **MAIL / MEALS**

All incoming mail will be distributed to the appropriate persons. Mail is usually received at the Roth building around 11:00 a.m. The last mail deposit to the Post Office from the Business Manager's Office is at 10:00 a.m. each weekday. KSD is NOT to be used for receiving personal mail & is not responsible for it.

You may eat in the school cafeteria; the cost is set and posted annually in the kitchen. This is announced before the beginning of the school year. Staff pay according to the items selected. Staff supervising students while on duty are not required to pay for meals.

## **REPORTING OF CHILD ABUSE**

K.S.A. 38-716 to 38-724, inclusive, outlines school employee's responsibilities for the reporting of child abuse. All KSD employees are mandated reporters.

Suspected child abuse is to be reported to SRS, Child Protective Service. The telephone number is 866-215-9077 or the 24 hour hotline 1-800-922-5330 for Johnson County KS.

Immediately after reporting the incident to SRS, staff members are to report the incident to their supervisor, and/or their Director and/or the Superintendent. When employees notify their supervisor, the supervisor is to immediately notify the Superintendent.

The National Committee for the Prevention of Child Abuse has prepared a chart showing the Signs of Mistreatment.

## **PHYSICAL ABUSE**

Physical signs: Unexplained bruises, welts, burns, fractures, cuts or abrasions

Behavioral signs: Wary of contact with adults, Apprehensive when other children cry, Extremes of aggressiveness or withdrawal, Frightened of parents, Afraid to go home

## **SEXUAL ABUSE**

Physical signs: Difficulty in walking or sitting, Torn, stained or bloodied underclothing, Pain or itching, bruises or bleeding in genital area, Venereal disease, Pregnancy

Behavior signs: Unwilling to change for gym class, Withdrawal, Fantasy behavior, Delinquent or runaway, Bizarre or unusual sexual behavior/knowledge, Poor peer relationship

## **EMOTIONAL ABUSE**

Physical signs: Speech disorders, Lags in physical development, Physically isolated from peers or adults, Seems tense, worried, anxious

Behavioral signs: Thumb-sucking, biting, rocking, Antisocial, destructive, Sleep disorders, Compliant and passive, or aggressive and demanding, Lags in mental or emotional development

## **NEGLECT**

Physical signs: Consistent hunger, Poor hygiene, Inappropriate clothing, Unattended medical needs, Abandonment

Behavioral signs: Begging, Stealing food, Constant fatigue or listlessness in class, Alcohol or drug abuse, Delinquency, Says there is no caretaker

## **OFFICIAL BULLETIN BOARD**

The official agency information bulletin board and employee bulletin board is located on the ground floor of the Roth Administration building next to the Human Resource office. Please check the bulletin board from time to time to see what has been added or changed. Such items as in-house job vacancies, other state job vacancies, Governor's Directives & Executive Orders, training opportunities, policies on; Affirmative Action Plan, Sexual Harassment, Grievance Procedure, Political Activity, Substance Abuse, Employee Assistance Program, Public Employer-Employee Relations are posted for your information.

## **LEGAL REPRESENTATION**

If a KSD employee is subpoenaed to testify **CONCERNING THE AGENCY** or provide records in a court proceeding, it is very important that the Superintendent AND the Human Resources Director be notified IMMEDIATELY. Certain state records are confidential; certain information known to state employees is confidential; thus, it is very important that legal advice be secured **PRIOR** to the giving of testimony or records. Legal consultation will be obtained through the appropriate school channels according to state regulations.

## **HUMAN RESOURCE INFORMATION**

The Human Resources Director is the Equal Employment Opportunity Affirmative Action Coordinator and the Employee Assistance Coordinator. If at any time an employee needs information for referral to other services, contact the Human Resources office. All information is handled in a strictly confidential manner. Also, those who need additional information about job advancement, testing, other agency job opportunities, etc., is available. If an employee has questions regarding KSD and / or the State of Kansas's policies / procedures, it is the employee's responsibility to contact his / her supervisor or the Human Resources office to clarify or request additional information.

The Kansas civil service is divided into the Unclassified and the Classified services. The Unclassified service comprises positions held by state employees at KSD who are; administrative officers, directors, and teaching personnel of any institution under the supervision and control of the state board of education and generally are employed on a year to year basis. Personnel regulations affecting Unclassified employees are available through the H.R. office. These regulations are taken from three (3) primary sources: Kansas State Board of Education regulations and policies; Kansas State Department of Administration regulations and policies; and KSD procedures.

The Classified service comprises all positions now existing or hereafter created which are not included in the Unclassified service. Appointments in the Classified service shall be made according to merit and fitness from eligible lists prepared upon the basis of examination that as far as practicable shall be competitive. Personnel regulations affecting Classified employees are available through the Human Resources office. (Ref: K.S.A. 75-2935)

### **A. PAYDAY / PAYROLL PERIOD**

The pay period is biweekly. Paychecks are deposited every other Friday electronically to your bank's savings and/or checking account. KSD is not responsible for checks not delivered on time by the postal service. If you do not have direct deposit and wish to participate see the Human Resource Payroll Office for an enrollment form.

### **B. PERSONNEL FILES**

No employee is allowed to examine individual personnel files unless authorized to do so. Employees have the right to examine his/her own file upon request to the Human Resources office. Staff may review their files only while in the presence of someone from the Human Resource department. Nothing may be added or deleted without first making a written request to the Human Resource Director. Copies of information may be obtained by making a written request to the Human Resources department staff of the copies you need.

In accordance of K.A.R. 1-13-1a and KOSE MOA the only information allowed to be given out on an employee regarding employment reference/verification inquiries includes: 1) confirmation that an individual is employed by the agency, 2) name of employing state agency, 3) current or prior title and job position, 4) current or prior rates of pay, 5) length of employment with the state, 6) length of time the employee has served in the employee's current or prior job position. Any additional information must be specified in writing with an original signature of the employee requesting the release to a specific agency/company.

Employee personnel records, are required by law and deemed essential for efficient operations, will be maintained by KSD. Employees are required to report IMMEDIATELY any changes in status to the Human Resources office such as: name, address, phone number, marital status, dependents, college courses completed and other training skills acquired, beneficiaries of life insurance and retirement, physical disabilities, on-the-job injuries, etc. **Remember if the change effects your group health insurance it is very important to make the change within 31 days to comply with federal regulations, otherwise you run the risk of not being covered.**

### C. GRIEVANCES

The efficiency and effectiveness of the Kansas State School for the Deaf are decided mostly by the willingness of employees to do their duties as outlined in position descriptions, day-to-day instructions, and requests by their supervisors, principals, directors, or the Superintendent. Employees have a right to expect supervisors, principals, directors, and the Superintendent to treat employees fairly and to be alert and receptive of ways to improve working conditions. However, when people work together over a period of time, differences between supervisors and employees and with co-workers may develop.

K.A.R. 1-12-1 and KOSE MOA Article 12 require that each agency shall have a written grievance procedure for its employees. It is the intent of this agency to provide an effective mechanism for the orderly, fair, and expeditious processing and settlement of employee grievances. For this procedure, a grievance means a detailed, written expression of dissatisfaction by an employee of working conditions, employee relationships, employment problems, and departmental policies or procedures not covered by statute or Department of Administration Regulation.

However, the grievance procedure may be used for a grievance alleging discrimination based on race, color, national origin, age, sex, sexual harassment, sexual orientation, physical disability, or political or religious affiliation. The grievance procedure applies to all employees. If you have a problem you should first talk with your supervisor when you can and explain how you feel. **You must act within fourteen (14) days of the alleged incident or within fourteen (14) days of the employee's knowledge of its occurrence.** Please refer to your copy of the KSD Grievance Procedure for complete details.

### D. NEPOTISM

Concerning House Bill 2454, section 39; no person shall be appointed, promoted, transferred, or otherwise employed in any position at KSD, when as a result, he or she would supervise (directly or indirectly), or receive supervision from a member of his or her family or household. Supervising means the authority to influence, recommend or approve the individual's appointment, transfer, promotion, salary, evaluation, termination, or other similar personnel actions.

For the purpose of this policy “**Family Member**” means spouse, parent, child (includes legally adopted), or sibling; sibling as denoted by the prefix half; parent, child or sibling denoted by the prefix step; foster child; uncle, aunt, cousin, nephew, niece; any parent or child of a preceding or subsequent generation as denoted by the prefix grand or great; or parent, child or sibling related by marriage as denoted by the suffix of in-law. “**Household Member**” means a person having legal residence in, or permanently living in the employee’s place of residence.

Exceptions will be considered by the Superintendent when enforcement of this policy could result in the non-selection of an employee for a critical position for which there has been demonstrated difficulty in recruiting.

**E. SMOKING POLICY**

According to the State of Kansas Tobacco-Free Schools Law (K.S.A. 21-4010), effective August 1, 1994, the use of tobacco products in ANY building was PROHIBITED. **Effective July 1, 2003**, the KSDE Board approved KSD’s policy of **no tobacco product use on school grounds**. (REF: P-3700)

**F. TEMPORARY STAFF LIVING QUARTERS**

The Kansas State School for the Deaf is a state-funded residential school for the deaf. Residential services are provided for all students enrolled at KSD who wish to use them and meet specified guidelines. Occasionally, new KSD staff are hired from outside the state or from nearby communities and must relocate to begin work at KSD. When an individual is hired and relocation is a problem, the individual may be considered for TEMPORARY living arrangements at KSD. The individual will be required to apply through the Director of Student Services. The Superintendent will give final approval. Approval is for a specified time period not to exceed two months. No individuals (except Supt. and Student Resident Assistants during school year) are allowed to have permanent living quarters on the KSD campus.

**G. PROMOTION / TRANSFER**

If you are interested in advancing within the school, you should perform your present job to the best of your ability and prepare yourself for advancement by taking advantage of training and educational opportunities. Before applying you may wish to contact the Human Resource office, which will acquaint you with the job description and other basic information about the job. Employees who wish to do so are often allowed to transfer from one job to another within the school. This can be done only when; there is a vacancy, there is sufficient revenues to cover any added increase of the individual's salary, both the "sending" and "receiving" Directors approve, and the Superintendent authorizes. KSD employees who are interested in promotion or transfer should contact in writing their supervisor and the Human Resources Director within seven (7) calendar days of a job announcement being posted in the Roth Administration building. Any KSD employee who meets the minimum requirements for the position will be considered. In addition, as an employee of the school, you will be treated on an equal basis with all other applicants without regard to race, creed, color, national origin, religion, age, non-job-related disability, sex, sexual orientation, or veteran status. This also, applies to every aspect of work, including demotion, layoff or other terminations, recalls from layoff, rates of pay and other benefits, and selection for training. Your request for promotion/transfer will be considered based on your qualifications for the position and the needs of the school at the time.

## **H. RESIGNATION / TERMINATION**

All employees who are resigning from their position must submit a letter at least TWO WEEKS PRIOR to the date of the resignation to the Human Resources Director to resign in good standing. You must sign and date the letter. A copy should be sent to your immediate Supervisor. This is necessary to coordinate your employee benefits, i.e., medical and life insurance, KPERS, leave, etc.

All terminating employees will be provided an exit survey form by the Human Resources Director. The main purpose of this interview is to be certain that the reasons for an employee's termination are not founded on a misunderstanding that might be corrected by either the school or the employee. In addition, KSD wants to collect any information that may improve future working conditions.

Unclassified CERTIFIED TEACHERS are covered under the Kansas continuing contract statute; 76-11a05 "written notice of intention to non-renew a contract shall be served . . . .on or before May 01. A teacher shall give written notice . . . .that the teacher does not want continuation of contract on or before May 15." (REF: S.B. #119 Session of 2003)

In addition to voluntary resignation the following conduct shall also be deemed a resignation:

a. Unauthorized and unexplained absence from work for five (5) consecutive working days may be considered by the Superintendent as abandonment of the job and a presumed resignation. The Superintendent or designee must make a reasonable effort to contact (via phone or postal mail) the employee before proceeding with the resignation of the employee.

b. Failure to return to work at the expiration of an authorized leave of absence, or upon notice by the Superintendent that a leave has been terminated.

c. Failure to return an Employment Contract (Unclassified staff) by the stipulated date shown on the contract will be considered a form of resignation and that position will be considered open for receipt of applications to apply for the position. The Superintendent will consider the resignation of any employee that is submitted in writing. The Superintendent will accept such resignation only when the Superintendent believes such resignations will be in the best interest of the Kansas State School for the Deaf. The protection of public interest is a proper consideration in the determination of possibility of liquidated damages. The Superintendent reserves the right to waive the provisions for liquidated damages, if, in the opinion of the Superintendent, such waiver is appropriate (Ref: Section GBO KSSD Board Policy) A teacher who has signed his/her contract and accepted a teaching position at the Kansas State School for the Deaf for the coming year SHALL NOT BE RELEASED from that contract to accept another position until a competent replacement has been contracted in his/her place; or in the case where a spouse is transferred outside the Kansas City metropolitan area; or in the case where a health problem and/or disability exists; or in the case where a significant change, as decided by the Superintendent, has occurred, due to family circumstances. (Ref: GBO-R KSSD Board Policy)

Any layoff or furloughs for Classified staff will be in accordance with K.A.R. 1-14-6 thru 1-14-11. Unclassified staff will be in accordance with KSDE and KSD policy.

## **I. FLOWER FUND**

The purpose of the Flower Fund is to maintain systematic administration of monies needed for sending flowers/cards to employees and/or their immediate family in time of death. The fund operates on voluntary donations by school employees sent to the Superintendent's secretary. When the fund has been nearly depleted, another voluntary donation is requested.

## **J. SEXUAL HARASSMENT**

It is the policy of KSD to maintain an environment free of discrimination for all employees. Part of maintaining a good working atmosphere includes freedom from unwelcome sexual advances. All employees are responsible for assuring that the work place is free from sexual harassment. Therefore, it is important for all employees to know **KSD's policy is "zero tolerance", and understand that no form of harassment will be tolerated.** To help clarify what is unlawful sexual harassment, the Federal Equal Employment Opportunity Commission Guidelines say that unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature will constitute unlawful harassment when:

1. Submission to sexual conduct is an explicit or implicit term or condition of an individual's employment;
2. The submission to or rejection of sexual conduct by an individual is the basis for any employment decision affecting the individual; or
3. Sexual advance, requests for sexual favors, or other verbal or physical conduct of a sexual nature have the purpose or effect of unreasonably interfering with an individual's work performance or create an intimidating, hostile, or offensive working environment.

Any employee who has a complaint of sexual harassment at work concerning anyone including supervisors, co-workers, or visitors must bring the problem to the attention of a responsible school official immediately. As a result, there may be situations in which we find a violation of our sexual harassment policy occurred that would not actually be a violation of law. Employees may bring their complaints to their supervisors, and/or the Human Resources Director/EEO Coordinator. If the complaint is against the complainant's supervisor, then the employee may bring the complaint to another supervisor, the next level of management, or the Human Resources Director. All such complaints will be promptly handled through the school's complaint-handling process, except that special privacy safeguards will be applied. The privacy of both the charging party and the person accused of sexual harassment will be strictly maintained. The school will retain confidential documentation of all allegations and investigations and will take appropriate corrective action, including disciplinary measures, when justified, to remedy all violations of this policy. Please refer to the KSD Policy (REF: P-6200) on Sexual Harassment for the complete policy. The KSD Grievance Procedure is available to make a formal complaint and is specifically designed to handle Sexual Harassment issues. All new employees receive a copy of the Grievance Procedure.

## **K. SUBSTANCE ABUSE POLICY - STATEMENT OF POLICY**

Employees are the State of Kansas' most valuable resource and, therefore, their health and safety is a serious concern. The State of Kansas will not tolerate substance abuse or use that imperils the health and well being of its employee or threatens its service to the public. Furthermore, employees have a right to work in an environment free of substance abuse and with persons free from the effect of drug or alcohol abuse. It shall therefore be the policy of the State of Kansas to maintain a workforce free of substance abuse.

- a. Reporting to work or doing work for the state while impaired by or under the influence of drugs or alcohol is prohibited.
- b. The illegal use, possession, dispensation, distribution, manufacture or sale of a controlled substance by an employee at the worksite, during work hours, or while the employee is on duty, official state business or standby duty is prohibited.
- c. Violation of such prohibitions by an employee is considered conduct detrimental to state service and will result in discipline according to K.S.A. 75-2949d and K.A.R. 1-10-6, or other appropriate administrative regulations.
- d. Employees are required by federal law to notify the Superintendent or Human Resources Director within five (5) days of any criminal drug statute conviction where such conviction was due to an occurrence at the worksite, during work hours, while on duty, official business or standby duty.
  1. An employee who is convicted of violating any criminal drug statute in such workplace situations as stated above will be subject to discipline according to K.S.A. 75-2949d and K.A.R. 1-10-6, or other appropriate administrative regulations.
  2. A conviction means a finding of guilt (including a plea of nolo contendere) or the imposition of a sentence by a judge or jury, or both, in any federal, state, county, or city court.
- e. Employees are given a copy of the Substance Abuse Policy to read and sign during the initial orientation process by the Director of Human Resources. Employees must abide by the terms of the policy as a condition of employment and of the consequences of any violation of such policy.

## **L. DISCIPLINARY PROCESS**

From time to time it may be necessary to discipline due to deficiencies in work performance or because of personal conduct detrimental to the school (Ref: K.S.A. 75-2949e & 75-2949f.) Disciplinary action can be anywhere from a verbal warning to that of termination. Normal progressive discipline steps would include: 1) oral warning, 2) oral warning with a written memorandum, 3) formal written reprimand, 4) written reprimand with a proposed action i.e., special evaluation, three day suspension, or possible termination. ***(Depending on the seriousness of the infraction, some steps may be eliminated.)*** You may obtain forms from the Human Resource office. These forms become part of an employee's personnel file. The Human Resources Director is to be consulted immediately by the supervisor any step beyond step two. Supervisors need to be aware of the correct procedures for Classified vs. Unclassified staff. For further clarification contact the Human Resources Director.

Any regular Classified employee may be suspended, demoted, or dismissed in adherence to proper Civil Service procedures. Staff covered within the working units established by KOSE MOA will follow Article 13. Classified employees with regular status (Second year or longer) shall have the right to a hearing as provided by Civil Service regulation. Unclassified employees and Classified employees within one year, and temporary, and provisional appointments do not have a Civil Service right of appeal.

Unclassified employees, i.e., Administrators, Dormitory Teachers, and Paras, serve at the pleasure of the Superintendent. Unclassified certified teachers are covered under the Kansas continuing contract statute (K.S.A. 72-5435, et seq.). (A teacher must have been offered a contract following three consecutive years of satisfactory teaching at KSD to become tenured REF: K.S.A. 76-11a13).

## **M. TIME SHEETS/CARDS**

KSD is required by law to keep an accurate record of the hours worked by Nonexempt employees. The time sheet or card provides the simplest way to do this. Your time must be recorded. The official work week begins at 12:01 a.m. Sunday until Midnight Saturday. At the end of the payroll period (14 days / two work weeks) your supervisor reviews, approves, and signs your time sheet after you have signed it and sends it to payroll. Payroll requires it NO LATER THAN the Monday after the end of the biweekly pay period.

As a general policy Classified staff are allowed, during each eight-hour working period, two paid (optional) fifteen minute work breaks. The optional breaks are to be taken with approval from your supervisor, in a designated area, and at a designated time. Unclassified staff should check with their Supervisor / Principal for policies on breaks / planning periods, etc. Break times can not be saved, added together or combined with lunch or in place of lunch. A break time is allowed if work situation permits.

All Classified employees who work a minimum of a FIVE-hour shift will be allowed a lunch break (non-paid time) of at least thirty-minute. Eight-hour shift positions **MUST** take at least a ½ hour and may take up to an hour for lunch, if requested and approved by their supervisor. Lunch time is non-paid time.

Work schedules are assigned to each employee. All employees are to be here in time to take care of personal needs **BEFORE** starting work at the scheduled time. Consult your supervisor on your specific department's policy.

## **N. EMPLOYEE PERFORMANCE REVIEW**

Your supervisor will conduct a performance review a minimum of once a year. In addition, your supervisor can conduct a performance review at any other time. New Classified employees will receive two training / probationary evaluations; an initial six (6) month review and a second, one week before the end of their first year of probation service. Certified teachers are Non-tenured until the successful **COMPLETION** (satisfactory rating or above) of their **THIRD** teaching year and offered a contract for the following year.

### **1. CLASSIFIED STAFF:**

Kansas Statutes require that the performance of each state employee in the Classified service be evaluated at least annually. Supervisors are responsible for overseeing the completion of job descriptions, and performance reviews on time. *An employee's performance review after probation will be completed on a regular cycle during the months Oct 1st to Dec 31st.* Pay increases usually do not coincide with performance reviews. During the one (1) year training period an employee may be terminated at the sole discretion of the appointing authority without right of appeal. The new employee may talk with the appointing authority regarding the termination if the employee requests either verbally or in writing to the appointing authority's office within 7 calendar days from the date of proposed termination.

The employee's immediate supervisor will evaluate his/her work performance on a review form provided by the Human Resource Office and a copy will be provided to the employee and supervisor upon completion of all signatures on the review. Subsequently, the performance report will be reviewed and signed by the appropriate staff in the following order; supervisor, reviewer, and employee. The Reviewer **MUST APPROVE** and **SIGN** before the employee sees the review. If the employee feels that the evaluation of their work was unfair or inaccurate, he or she may make written comment on the review form and appeal the report in writing to the Superintendent within seven (7) calendar days after being informed of his or her evaluation. Signing an evaluation does not necessarily signify agreement. (K.A.R. 1-7-12)

## **2. UNCLASSIFIED STAFF:**

Employees are normally evaluated in the months of March/April due to the school calendar events and the issuing of employment letters for the next school year. Evaluations of Unclassified employees are important factors in considering contract renewal. Evaluation appeals may only go up to Superintendent. Specifically, licensed teachers who are covered (those having successfully completed three continuous years & offered a fourth year ("tenure") under the continuing contract state law (REF: K.S.A. 76-11a05) must receive written notice of non-renewal **BY MAY 01**. The tenured teacher shall be given a written notice of the proposed non-renewal or termination including (1) a statement of the reason(s) for the proposed non-renewal or termination, and (2) a statement that the employee may have the matter heard by a hearing committee, upon written notice filed with the Human Resources Director's office as provided by K.S.A. 72-5436, et seq. A teacher shall give written notice to the school that they do not want continuation of the contract **ON OR BEFORE MAY 15**. All other Unclassified staff (REF: K.S.A. 76-1002a&b) ". . . of the Kansas State School for the Deaf shall serve at the pleasure of the Superintendent" i.e., Paras, Dormitory staff, Administrators. (K.A.R. 1-7-12)

## **O. COMPENSATION**

### **1. CLASSIFIED EMPLOYEES**

Classified employees are paid according to classification from the Kansas State Civil Service Basic Salary Plan based on the pay grade for that classification and step. Steps range from step 4 thru 18. Steps 4 & 5 are normally six-month steps. All other steps (6-18) are one-year steps (2.5% increments). Other types of compensation are annual Cost of Living Adjustment (COLA) authorized by the state legislature each year & may vary depending upon the revenue restrictions of the state for that particular legislative session. Similarly, Longevity Pay (Ref: K.A.R. 1-5-29) is authorized if approved for those Classified employees who have worked at least ten (10) **SATISFACTORY** service credit years with a state agency. Employees are paid \$50 for each satisfactory credit year in the calculated pay period based on length of service with the state. Other types of compensation would be shift differential time worked before 6:00 a.m. and after 6:00 p.m. Call-in pay, an employee will receive no less than two hours pay beginning at the start of work. Stand-by pay also is available to those required to be on stand-by. ***An employee who is using sick leave and not able to respond to Call-in or Stand-by is considered not eligible for either types of pay.*** Overtime pay and Holiday pay are other examples. Please see your supervisor or contact Human Resources regarding more details. Again, funding for step movement and longevity for classified staff is subject each fiscal year by the Kansas Legislature's authorization and appropriation.

## **2. UNCLASSIFIED EMPLOYEES**

Unclassified employees may receive an annual increase each year that is approved by the legislature for a Cost of Living Adjustment (COLA). This COLA varies from year to year for all Unclassified employees. This is usually reflected during their September check. Administrators on Twelve Pay Twelve positions receive their first increase around July 8-11th. Another possible increase is the "column" movement for additional college hours on the approved State Board of Education salary schedules each year for Unclassified Staff. Licensed and certificated staff receive approved annually by legislative action comparable pay of the Olathe School District as set out in Kansas Statute 76-11a17, effective July 1, 2007.

Salary is based upon; years of experience, college credits, and inservice hours obtained. College credits will be accepted until August 21st for credit on the upcoming school contract. OFFICIAL transcripts must be in the Human Resources Director office by the 21<sup>st</sup>, no exceptions. It is your responsibility to obtain these transcripts. ***Inservice hours will be counted towards the next school year until the 1st of MARCH*** of the current school year. To move onto a degree column; i.e., BS or MS column you must earn the degrees. All hours to obtain a Ph.D. degree must be earned hours within that approved program by the KSD staff development committee. Hours granted for experience will not be accepted. A combination of college credit and inservice will not be authorized. College credits beyond your degree are counted from the time you obtain your last, highest degree. For more specific details see the Human Resources Director, your Supervisor, or the Curriculum Coordinator regarding Individual Development Plans. Once you obtain your masters degree in-service points start over towards moving over on salary columns.

The following is a general guide regarding the MINIMUM number of work days or hours for each classification for a full-time position:

<b><i>Administrators:</i></b>	<b><i>200 days</i></b>
<b><i>Teachers:</i></b>	<b><i>180 days</i></b>
<b><i>Dorm Supervisors:</i></b>	<b><i>180 days</i></b>
<b><i>Dorm Teachers:</i></b>	<b><i>180 days</i></b>
<b><i>Paras:</i></b>	<b><i>180 days</i></b>

Unclassified Nonexempt staff, who have elected to accrue compensatory time, may use it only within the regular school year, i.e. September to June (end of school year) to cover breaks i.e., Christmas, Spring Break etc. (you may use sick leave or discretionary time if no compensatory time is available)

## **P. FAIR LABOR STANDARDS ACT**

Employees are divided into two categories, Exempt and Nonexempt, as required by the federal Fair Labor Standards Act. If you are a NONEXEMPT employee, you will be paid at the premium rate of 1.5 times your actual hourly rate for all time worked over 40 hours during any one "work week." Holidays are considered work time (May 2008). The standard work week by definition at the school is 12:01 a.m. Sunday thru 12:00 midnight Saturday. Saturday and Sunday work does not necessarily qualify you for premium (1.5 rate) compensation.

## **Q. EMPLOYEE ASSISTANCE PROGRAM**

If you have a question or problem, your supervisor will be glad to talk with you about it. There may be times, however, when you would rather discuss a personal problem with someone who is not directly associated with you. In such a case, the Director of Human Resources will assist you with your problem or direct you to other persons who may be able to help.

**R. E-MAIL & USE OF KSD COMPUTERS POLICY**

All messages distributed via the KSD e-mail system, even personal e-mails, as well as computers are KSD's property. You must have no expectation of privacy in anything that you create, store, or send or receive on KSD's computers. Staff and students are prohibited to; a) **send or forward** e-mails containing libelous, defamatory, offensive, racist or obscene remarks, b) **forward** a personal message or copy a personal message or attachment belonging to another user without acquiring permission from the originator first, c) **send** unsolicited e-mail messages or chain mail, d) **forge** or attempt to forge e-mail messages, or disguise or attempt to disguise your identity when sending e-mail. E-mail "mailboxes" should not exceed 75% full. All business e-mails shall contain a digital signature approved by the IT Network & Computer Services Manager.

**S. TRAINING / INSERVICE**

The school maintains a working environment in which opportunities are provided for all employees to achieve their fullest potential. One of the ways these opportunities are brought about is through training programs. In support of this policy of personal development, the school offers training programs for exempt and nonexempt employees in all departments. There are also training programs in supervisory and managerial skills. A variety of training courses are available to help employees improve job performance. To decide what, when, and where courses are available, ask your supervisor.

**T. NOTARY**

Occasions may arise that require the services of a notary public. You may obtain this service free of charge through the Business Office or Human Resources Office.

**U. DRESS CODE**

All staff should consult with their supervisor as to the appropriate dress code for your position. We are all role models for the students and YOU SHOULD DRESS APPROPRIATE to the position which you hold. All attire should be neat, clean, and not present a safety problem. If necessary a supervisor may ask you to go home (on your own time) to change your attire if it is deemed inappropriate.

**V. POLITICAL ACTIVITY**

KSD employees are NOT to be involved with any political activity on campus. Employees are NOT to compel any employee to join any organization, to take part in any political activity, or to pay or promise to pay any assessment, subscription or contribution. Any employee shall resign from the school upon filing as a candidate for public office unless it is an elective nonpartisan office. (Ref: K.S.A. 75-2953)

## EMPLOYEE BENEFITS

Our employee benefits program can provide comfort and security. It's an addition to your paycheck too. The State supports a comprehensive and up-to-date benefits program. The benefits program is competitive with most plans and is designed to provide protection if you're sick or injured; security for your survivors; and financial support for the future. A quick review of benefits is provided below. If you have further questions, contact the Human Resources Office.

### A. HOLIDAYS

Classified employees, the Superintendent, and some unclassified exempt & non-exempt staff are entitled to receive holiday credit for the following holidays:

1. New Year's Day
2. Martin Luther King Day
3. Memorial Day
4. Independence Day
5. Labor Day
6. Veteran's Day
7. Thanksgiving Day (Thursday) & the Friday after
8. Christmas Day

The Appointing Authority may require a Classified employee to work the holiday. If a Classified employee works a holiday they will receive either holiday pay for that day or compensatory time at the rate of time and a half for hours worked. Employees **MUST be in PAY STATUS the day before and after** to receive pay credit for the actual holiday.

Unclassified employees are on contract for a specified number of school days/hours in the year. In some cases Unclassified staff work holidays due to the school calendar work days. Unclassified NONEXEMPT staff who work a holiday that falls within the school work calendar will receive either holiday pay for that day or compensatory time at the rate of time and a half for all hours worked on the holiday. Most unclassified EXEMPT staff do not receive any "holiday" credit either in extra compensation or time.

### B. DISCRETIONARY DAY

KSD employees benefits eligible receive a Discretionary day if they are; 1) employed 50% or more, and 2) have worked a minimum of six months with KSD. This day is granted on a year to year basis by the Governor to employees to observe a holiday or other special DAY during the calendar year. The Discretionary day should be requested two weeks in advance on a KSD Application for Leave form. It must be approved by your supervisor. Staff are encouraged to not wait till the end of the calendar year to use this time due to scheduling conflicts near the holidays. The Discretionary day is authorized on a calendar basis and may not be carried over into the next calendar year. It **MUST** be taken as a regular whole work day, i.e., 1/2 day (4 hours) for part-time (50%) staff or a full work day (8-24 hours) for full-time (100%) staff.

**C. GROUP HEALTH INSURANCE**

State sponsored group health insurance is available to state employees whose position is 50% or more and are not temporary positions. The state pays a portion of the employee's premiums but the employee must pay the majority of the premiums for his/her dependent and spouse's coverage through payroll deduction. Dental Insurance covers ROUTINE dental work. New employees have a waiting period of approximately 60 days before their insurance becomes effective and then it will begin on the 1st of the month after the waiting period is met. Current employees may change coverage and/or providers during open enrollment usually during October to be effective on January 1st of the New Year. Employees are NOT ALLOWED to change their coverage at-will during midyear. RESTRICTIONS APPLY i.e., waiting periods of pre-existing conditions, CONSULT YOUR INSURANCE CARRIER or the Human Resources Office. Employees who do not work during the summer months but returning in the fall will continue to be covered. Staff not paid 12 months must prepay premiums by bringing a check into the Business Office for the amount normally deducted from their biweekly pay check to cover their portion of the insurance program.

Other benefits extended to staff not working during the summer months; credit for those months not worked (due to school requirements) include; service credit for longevity pay, service pins, leave accrual rate, and classified step movement on the salary schedule.

**D. LIFE INSURANCE – Optional / Free**

Members can enroll at any time or increase their coverage, up to the plan maximum of \$250K, with proof of good health. You can enroll for or increase coverage by up to \$50K without proof of good health, within 30 days of marriage, change in marital status, or the birth or adoption of a child. New employees (30 days from date of employment) can receive up to \$50K of optional life insurance coverage without providing proof of good health. All benefit eligible employees are covered for 1.5 times their annualized salary at no cost (free) while employed.

**E. DISABILITY INSURANCE**

After six months of certified **TOTAL** disability, an employee may receive compensation equal to 60% of state salary. (Percentage will be reduced if employee is receiving any other form of disability pay, i.e. SSI, retirement pay, etc.)

**F. SHARED LEAVE**

Employees who work 50% or more and meet eligibility requirements are eligible for Shared Leave. The Shared Leave policy is posted on the Official Bulletin Board and in the Human Resources Office. (REF: K.A.R. 1-9-23) Shared Leave is for situations considered to be “catastrophic or life threatening” to self or employees' immediate family. A three member (DPS) committee must approve all requests before any donations from state employees are solicited. Employees are not eligible for shared leave if they are receiving worker's compensation benefits. The Superintendent may under extenuating circumstances overrule the decision of the committee at their discretion.

**G. SICK LEAVE**

- Benefit eligible Classified and Unclassified NONEXEMPT employees receive Sick Leave for the pay period worked at the rate of:

**Sick Leave Table for Non-Exempt Employees**

Hours in Pay Status Per Pay Period	Hours Earned Per Pay Period
0 - 07	0.0
08 - 15	0.4
16 - 23	0.8
24 - 31	1.2
32 - 39	1.6
40 - 47	2.0
48 - 55	2.4
56 - 63	2.8
64 - 71	3.2
72 - 79	3.6
80 -	3.7

Non-exempt employees shall only use sick leave increments of a quarter (.25) of an hour.

- Benefit eligible Classified and Unclassified EXEMPT employees receive sick leave according to the number of days worked in their pay period.

**Sick Leave Table for Exempt Employees**

Time in Pay Status Per Pay Period	Hours Earned Per Pay Period
0	0.0
>0	3.7

Exempt employees, including part-time exempt employees, shall only use sick leave in either half (4 hour) or full (8 hour)-day increments. Unclassified Exempt "9 pay 12" staff may accrue 80 hours (10 days), unless they work summer school and then would receive an additional 8 hours. Unclassified Exempt "12 pay 12" staff may accrue 96 hours (12 days).

There is NO limit to the number of sick leave hours an employee can accumulate. If an employee has worked; 8 yrs. and has 800 hours, or 15 yrs. and has 1,000 hours, or 25 yrs. and has 1,200 hours at the time of retirement then the employee will be reimbursed for 30, 45, & 60 days respectively. Sick leave with pay shall be granted for the following reasons: 1) illness or disability of the employee including pregnancy, childbirth miscarriage, abortion, and recovery therefrom; 2) illness or disability, including pregnancy, childbirth, miscarriage, abortion, and recovery therefrom, of a member of the employee's family when the illness or disability reasonably requires the employee to be absent from work. "Employee's family" shall be limited to: (A) persons related to the employee by blood, marriage, or adoption; and (B) minors residing in the employee's home because of court proceedings pursuant to the Kansas code for care of children or Kansas juvenile offenders code; 3) the employee's personal appointments with a physician, dentist, or other recognized health practitioner; or 4) legal quarantine of the employee. (REF: K.A.R. 1-9-5)

As a State benefit eligible employee, who has worked six months at KSD, you are entitled to be covered under the Federal Family and Medical Leave Act (FMLA) up to 12 weeks paid and or unpaid leave based on a “rolling year”. Please refer to the FMLA policy posted on Official Bulletin Board near the Human Resources Director’s Office. Staff are sent an inquiry if they miss more than three work days in a row.

Employees are to turn in their Application for Leave immediately upon return to work or in advance if possible, i.e., doctors appointments, to be approved by your supervisor and to alert them to your absence. If an employee is sick for three consecutive work days or more a doctor's statement is to be given to your supervisor upon return to work. It shall be the policy of KSD to reserve the right to verify employee's reason for use of sick leave and their ability to return to full and unrestricted duties of their position. A doctor's statement and/or release to return to work may be required for any use of sick leave even for one day. (REF: 1-9-3 (a), 1-9-5 (a, d, f))

**H. MATERNITY / PREGNANCY LEAVE**

Up to twelve (12) weeks of paid sick leave and/or LWOP can be used for absence from work because of pregnancy, termination of pregnancy, childbirth and the recovery therefrom. (See FMLA policy) A physician's statement may be requested to decide probable birth and is required after birth to return to work. Any additional time off will require a special request for a Leave of Absence and must be approved by the Superintendent.

**I. VACATION LEAVE / DESIGNATED EMPLOYEES ONLY**

If an employee is entitled to vacation leave with pay that shall be earned and accumulated as shown in the following table per pay period:

<b>Vacation Leave Table for Non-Exempt Employees</b>					<b>Vacation Leave Table for Exempt Employees</b>				
Hours Earned Per Pay Period Based on Length of Service					Hours Earned Per Pay Period Based on Length of Service				
Time in Pay Status Per Pay Period	Less Than 5 Yrs.	5 Yrs. & Less Than 10 Yrs.	10 Yrs. & Less Than 15 Yrs.	15 Yrs. & Over	Time in Pay Status Per Pay Period	Less Than 5 Yrs.	5 Yrs. & Less Than 10 Yrs.	10 Yrs. & Less Than 15 Yrs.	15 Yrs. & Over
0-07	0.0	0.0	0.0	0.0	0	0.0	0.0	0.0	0.0
08-15	0.4	0.5	0.6	0.7	>0	3.7	4.7	5.6	6.5
16-23	0.8	1.0	1.2	1.4					
24-31	1.2	1.5	1.8	2.1					
32-39	1.6	2.0	2.4	2.8					
40-47	2.0	2.5	3.0	3.5					
48-55	2.4	3.0	3.6	4.2					
56-63	2.8	3.5	4.2	4.9					
64-71	3.2	4.0	4.8	5.6					
72-79	3.6	4.5	5.4	6.3					
80-	3.7	4.7	5.6	6.5					
Maximum Accum. of Hours	144.0	176.0	208.0	240.0	Maximum Accumu. of Hours	144.0	176.0	208.0	240.00
Non-exempt employees shall only use vacation leave in increments of a quarter of an hour.					Exempt Employees, including part-time exempt employees, shall only use vacation leave in either half - or full-day increments.				

Annual leave requests are to be submitted to an employee's supervisor with at least two weeks notice to ensure that the work of the School can be accomplished during the employee's absence.

**J. MILITARY LEAVE**

Any employee who is a member of the National Guard, or U.S. Military reserve unit, shall be granted a leave of absence with pay for the duration of any official call to duty or for the annual training period that shall be limited to twelve calendar days in any calendar year. Any additional military time will be taken as vacation time or leave without pay unless specified by the Governor. (K.A.R. 1-9-7)

**K. FUNERAL / DEATH LEAVE**

An Appointing Authority may grant leave with pay to an employee who is working 50% or more upon the death of a close relative. Such leave shall not exceed six (6) working days. The Supervisor shall consider the employee's relationship to the deceased and the necessary travel time among the factors considered in determining whether to grant leave, and, if so, the amount of leave to be granted. To insure consistency regarding the use of funeral leave, "close relative" shall be defined as: spouse, child, (step) mother, (step) father, brother, sister, foster parent, mother-in-law, father-in-law, brother-in-law, sister-in-law, daughter-in-law, son-in-law, grandparent, grandchild, aunt, uncle, cousin, or a relative permanently residing in the employee's household. (REF: K.A.R. 1-9-12)

**L. LEAVE OF ABSENCE WITHOUT PAY**

Leave without pay may be granted to an employee, for an extended illness, temporary disability, or other good or sufficient reason considered in the best interest of the Kansas State School for the Deaf, not to exceed one (1) year. Such leave shall be requested in writing by the employee on an Application for Leave form. The Superintendent must approve the request. If the employee does not return to work at the end of their approved time, their employment status will be officially terminated. (REF: K.A.R. 1-9-6)

**M. JURY DUTY LEAVE**

Benefit eligible employees shall be granted leaves when summoned for jury duty, or to comply with a subpoena as a witness before the civil service board, the Kansas Commission on Civil Rights, the United States Equal Employment Opportunity Commission, or a court. An employee shall NOT be entitled to leave with pay in circumstances where the employee is called as a witness on the employee's own behalf in an action in which the employee is a party. When jury duty leave is requested and taken by an employee, his/her regular salary will be received. Jury duty pay may be retained by the employee if the amount does not exceed \$50.00 You must obtain from the court a written statement showing the days you served as a juror or as a subpoenaed witness. This statement of service is to be given to your supervisor and forwarded with your Application for Leave to the Human Resource's Office. (REF: K.A.R. 1-9-8)

**N. OFFICIAL LEAVE**

In general, official leave is used for attending seminars, workshops, and other official meetings that will benefit the School upon the employees return. Unclassified employees must request official leave to attend off campus training seminars, workshops, or other meetings on scheduled work days whether the School pays for the expenses or not.

**O. DRUG SCREENING**

The Kansas Governor signed into law effective May 16, 2002, the Drug Screening Program which states that the employees of the Kansas State School for the Deaf are included. The bill states that KSD employees can be tested for drugs if there is reasonable suspicion. (H.B. #2933 Session of 2002) (REF: K.S.A. 75-4362)

**P. KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS)**

KSD employees whose positions are at least 1,000 hours (50%) per year and who are not temporary employees, are covered by KPERS. Participation is COMPULSORY and paycheck deductions of 4% (6% for new employees effective 7/1/09) of the employee's gross wages are automatic. Effective July 1, 2009, new employees will be immediate members and not have a waiting year. This system provides disability benefits, retirement plan, and a death benefit. Should a non-vested member resign, he/she may elect to leave their contributions up to five yrs. or apply after 31 days to withdraw their contributions upon filing an application with KPERS. Once vested (5 yrs) effective 7/1/09) employees may leave their contributions in the retirement system until they reach retirement eligibility. Refer to your KPERS booklet for current & specific information or call 1-888-275-5737, Website: [www.kpers.org](http://www.kpers.org) .

**Q. AMERICAN WITH DISABILITIES ACT OF 1990**

The enactment of the American with Disabilities Act of 1990 (ADA) prohibits discrimination against the physically and mentally disabled. This act provides protection to persons with disabilities similar to those accorded under the Rehabilitation Act of 1973. KSD actively supports the ADA in determining and making reasonable accommodations for employees. For more detailed information refer to the ADA Policy Handbook in the Human Resources Director's office.

**R. MISCELLANEOUS BENEFITS**

1. Tax-sheltered benefits through various state approved companies. See the Human Resource Office for more information on Voluntary Tax Shelter Annuities (VTSA).
2. U.S. Savings Bonds are available through the payroll deduction plan. The Business/Payroll Office has enrollment cards.
3. Social Security (FICA tax or OASDI); Employee and employer contributions are deposited with Social Security Administration and are available to employees in the form of retirement, disability, and death benefits. For further information contact your local social security office.
4. Unemployment Insurance; Employees of KSD are under the Kansas Unemployment Compensation Act. This act was designed to provide a program of insurance on a short-term basis for the payment of benefits to former employees of the State who through NO FAULT OF THEIR OWN have been temporarily restricted from gainful employment. All employees are covered by the act. However, employees who are under contract for nine months or who accept a position that is less than twelve months are NOT eligible for unemployment compensation during the summer months IF THEY ARE RETURNING next school year. The eligibility or disqualification of each staff member who separates from KSD employment will be based on type of separation. A claimant must initiate the claim at their nearest State Employment Security / Job Services Office.

5. Workers' Compensation; income protection for ON THE JOB injuries. Payment of medical bills and other

benefits specified by law, providing documentation was completed within required time frame of accident. You will receive information when you complete an accident form.

**S. KANSAS ORGANIZATION OF STATE EMPLOYEES (KOSE):**

The State of Kansas recognized KOSE in May 2008, as the “recognized employee organization,” as that term is defined in K.S.A. 75-4322, for employees in the bargaining unit where it has been certified or recognized. The Employer recognizes the Union as the sole and exclusive representative in all matters establishing and pertaining to wages, hours and other terms and conditions of employment and *revised June 25, 2009, for employees of KSSD and KSSB.*

**T. General information:** All employees are required to furnish various documents during their employment with KSD. Some of these documents are furnished on a one time basis, i.e., social security card, drivers license, etc. All personnel files are reviewed to decide if the required information contained therein is current and meets state and federal guidelines. Employees should understand that misrepresentation or omission of facts on their employment papers is grounds for dismissal. If an employee has questions regarding KSD and/or the State of Kansas' policies or procedures, it is the employee's responsibility to contact his/her supervisor or the Director of Human Resources to clarify or request additional information. All staff are required to abide by all rules and regulations of KSD.

All employees of the school not under a letter of employment for a specified time (school year) period are "employees at-will" of the school. The school reserves the right to discharge any employee with notice. The contents of this handbook are presented as a matter of information only. While KSD believes wholeheartedly in plans, policies, and procedures described here, they are not conditions of employment. KSD reserves the right to modify, revoke, suspend, terminate or change any or all such plans, policies, or procedures, in whole or in part, any time, with or without notice. The language used in this handbook is not intended to create, nor is to be construed to constitute a contract between KSD and any one or all of its employees. Any policies herein that might be in conflict with state or federal regulation will be superseded by state and federal guidelines. Staff are encouraged to obtain a copy of their department policies and to keep all employment information in a safe and accessible place for future reference.

*KSD will not approve any activities between students and KSD staff during the staff's off-duty time. KSD staff are not to socialize with students outside of their work hours, including counseling, tutoring or other personal assistance. KSD staff are not permitted to hire students to work for them in their homes, including babysitting, painting, yard work, or other activities. Any KSD staff who permits students into their homes or who socializes with students during their off-duty hours will be subject to termination of their employment. This includes personal emails or pager communication. Parent permission will not be accepted to override this policy. The one exception to this rule will be for employees who are also parents of KSD students. It is understood that their role as employee and parent conflict under this policy. These employees must notify their supervisors when they will have other KSD students visiting in their homes or face disciplinary actions up to, and including termination. Emergencies which may require an exception to this policy must be approved by the Director of Student Services and Superintendent.*

There are many other numerous policies that may be reviewed with your supervisor or with staff in the Human Resource Office. This handbook is written to give you a GENERAL knowledge of the Kansas State School for the Deaf and to help orientate you to your new job. Welcome, you are a valued employee and KSD will strive to make your employment a happy and well-rounded experience.

Revised: AUG / 09