

LILYPAD CHILDCARE CENTER HANDBOOK



PRATT USD 382

2024-2025

BOE Approved November 11, 2024

USD 382 CHILDCARE STAFF HANDBOOK

This handbook should be read by each childcare staff member, and will be available to all childcare staff members to use for reference.

This handbook is not an employee contract. Further, this handbook is not to be considered as either an expressed or implied contract between the school district and the employee. No employee has authority to create an employee contract by modification of this document.

Anytime the superintendent or childcare director is mentioned in this manual, his/her designee is implied.

As a condition of employment, employees agree to follow rules and regulations that have been adopted by the board.

This handbook may be changed or modified and items added or deleted at any time as recommended by the superintendent and approved by the board.

EMPLOYEE-AT-WILL NOTICE

Employment with Pratt USD 382 childcare center can be terminated at will. Nothing in the staff handbook will be interpreted to create either a contract of employment or an implied contract of employment between Pratt USD 382 and any childcare center employee.

USD 382 MISSION STATEMENT

Pratt USD 382 will provide a relevant, rigorous education built on strong relationships so students graduate with the foundational skills to obtain a college degree, professional certificate, and/or gainful employment.

Published by
USD 382
401 S Hamilton
Pratt, KS 67124

www.usd382.com

INTRODUCTION

Pratt USD 382 schools have a long history of education excellence in Kansas. We maintain high standards in providing an equitable education for our students.

Pratt USD 382 has a district area of 266.5 miles. We are home to four outstanding schools, Southwest Elementary School, Pratt Academic Center, Liberty Middle School, and Pratt High School, plus the Pratt Learning Center (Virtual School). Southwest Elementary serves students PREK-3. Pratt Academic Center serves 4 and 5, Liberty Middle School serves students in grades 6-8 and Pratt High School, a 4A school, is open to students in grades 9-12. The district cooperates with South Central Kansas Special Education Cooperative (SCKSEC) to offer additional programs and services throughout our district. Our Parents As Teachers program serves families with babies from birth through age three and our Gifted and Talented Education (GATE) program serves gifted students in the district. USD 382 is a member of the SCKSEC and the Educational Services and Staff Development Association of Central Kansas (ESSDACK).

EQUAL OPPORTUNITY EMPLOYER

USD 382 is an equal opportunity employer and will not discriminate in its employment practices and policies with respect to hiring, compensation, terms, conditions, or privileges of employment due to an individual's race, color, religion, sex, age, disability, or national origin.

Inquiries regarding compliance may be directed to the Pratt USD 382 Superintendent, 401 S. Hamilton, Pratt, KS 67124, 620-672-4500, or to:

Equal Employment Opportunity Commission
400 State Ave., 9th Floor
Kansas City, KS 66101
(913) 551-5655

Kansas Human Rights Commission
900 SW Jackson, 8th Floor
Topeka, KS 66603
(785) 296-3206

DEFINITIONS

Lilypad Childcare Center (LCC) Staff are employees performing jobs within the Lilypad Childcare Center. These include but are not limited to Childcare Lead and Assistant Teacher roles.

Employment Classifications:

Full-Time: A full-time classified position is at least eight (8) hours a day, forty (40) hours a week, fifty-two (52) weeks per year, two-thousand eighty (2,080) hours a year. Benefits and leaves are on pages 3-8 of this handbook, and Appendix C lists the paid holiday schedule.

Part-Time: A part-time classified employee works less than two thousand eighty (2,080) hours a year:

Class I: More than 630 hours per year:

- o A minimum of 3.5 hours per day during the school year (180 days) OR
- o A minimum of 2.5 hours per day all year.

Class II: Less than 630 hours per year:

- o Less than 3.5 hours per day during the school year (180 days), OR
- o Less than 2.5 hours per day all year.

Class II classified staff members employed after July 1, 2002 are not eligible for benefits or

personal or sick leave.

*** For part-time employees, “day” means the same number of hours as the usual workday.**

Temporary Position: A temporary position is a nonrecurring position of not more than ninety (90) days in duration and may be full-time or part-time. This position is a substitute or temporary replacement situation for another employee. Temporary positions are not eligible for benefits or leave.

Work Week: The workweek for the district begins on Monday and ends the following Sunday.

BENEFITS AND COMPENSATION

None of the benefit provisions shall be applicable to any childcare center staff member who has not been employed by the school district for at least 30 days. Eligibility for benefits is based on employment classification.

Health Insurance

Non-Temporary, Non-Seasonal Full-time and Class I part-time employees are eligible for health insurance benefits. The Board of Education will provide the basic required benefit package necessary to enroll in the health insurance pool for eligible classified staff. To be eligible, the employee must have 30 days of employment. After 30 days of employment, the Board of Education shall provide full (or part) of a single health insurance for classified staff that work a minimum of 1004 hours per year; some contribution to this coverage may be the employee’s responsibility. Classified staff who work between 630 and 1004 hours per year are eligible for partial health insurance benefits. Employees may be eligible for partial family benefits and may enhance their coverage voluntarily at their own expense with a salary deduction method of payment. (See Appendix A for Health Insurance Enrollment Form)

Continuation of coverage will be available through either COBRA or continuation of the district’s plan as provided by the district’s insurance provider’s guidelines. This coverage will be at the employee’s discretion and expense.

Leaves and Absences

- **No personal leave available (or accumulating) or used for the first 60 days of employment.**
- **One half of your yearly allotted leave will be available for user after your 60th day of employment the remaining days will be allotted and made available for use after your 90th day of employment**
- **All leave must have advance approval from the direct supervisor. In cases of emergency, the supervisor should be notified as soon as possible.**
- **For part-time employees, “day” means the same number of hours as the usual workday.**

(See Appendix A for Leave of Absence Form)

Personal Leave – Full-time, 12 month employees receive three days and Class I part-time, 9 month classified staff receive two days of non-cumulative personal leave with no deduction in salary per year. Prior approval must be received from the director. Personal leave is not permitted for job interviews, hunting,

shopping, activities associated with entertainment, second vocations, or personal business that can be arranged outside the school day.

Personal days may be used at the discretion of the classified employee with no reason stated on the leave form except “personal leave.”

Upon completion of the school year, any unused personal leave will be added to the individual employees’ accumulative sick leave, provided the total accumulation of sick leave does not exceed the equivalent of 120 days.

Sick Leave – Full-time and Class I part-time classified employees receive one day of sick leave per month of employment, accumulative to 120 days. When use of sick leave is in excess of 30 consecutive days, a written statement from the employee’s physician is required stating the employee is not able to return to work. (Examples: major surgery, heart trouble, complications due to maternity or major illness, etc.)

Sick leave will be applicable when the employee is ill. In case of illness of a member of the employee’s immediate family, 10 days of sick leave may be utilized. Sick leave is applicable when the employee, an immediate family member, or an individual legally dependent upon the employee, is ill. Employees who become pregnant or need to have elective surgery while they are under contract should notify the building principal who will schedule a conference with the superintendent. During this conference the employee will make known to the superintendent dates and desired plans for the remaining school year such as:

1. The approximate date employee would like sick leave to begin;
2. Whether or not employee wishes to return to duties during the current school year, and
3. The approximate date the employee would return to work.

After considering these factors, the superintendent will schedule dates for the leave of absence. If it is determined by the building principal and/or superintendent that the employee cannot adequately perform job expectations, administration may alter the original schedule established. Thirty days of sick leave benefits shall be applicable during the temporary leave period. If the employee is unable to return at the end of 30 days due to health reasons, extended sick leave will be applicable if a written statement by the employee’s physician states the employee is not able to return to work.

Emergency Sick Leave Bank -- Childcare employees may choose to participate annually in the Classified Emergency Leave Bank by contributing one (1) day of available sick or personal leave to the Bank *after their first full year of employment*. The employee shall notify the Central Office during the Section 125 open enrollment period of their decision to participate in the Classified Emergency Leave Bank.

An employee must have contributed to the Bank in order to request and be eligible to receive days from the Bank. After all accumulated sick leave and personal leave have been exhausted, the maximum withdrawal from the Bank is twenty (20) days per incident. The Superintendent shall consider granting emergency leave from the Bank for catastrophic or chronic conditions affecting the employee. Pregnancy is excluded unless there are complications falling under the catastrophic and chronic definitions.

The employee will submit a letter requesting the number of days and the reason for the leave to the superintendent. In addition, a document from the employee’s health care provider stating the diagnosis, treatment plan, and estimated return to work date must accompany the request, or in case of emergency, be submitted as soon as the information is determined. Medical procedures which are elective in nature or that can reasonably occur outside the member’s normal work schedule are not eligible for emergency leave.

In order to remain in the Bank, a member must contribute one additional day when the Bank total falls below twenty (20) days, except within the last thirty (30) calendar days of the contract year. The Board will contribute twenty (20) days annually to the Classified Emergency Leave Bank. Unused Emergency Leave Bank days will carry into the next year. Carryover amounts do not preclude the annual contribution requirement.

Pay for Unused Leave – Full-time and Class I part-time classified employees will be paid \$30 for each full day of unused sick leave that would be lost as a result of that employee having accumulated the maximum allowed 120 days of unused sick leave. Pay for unused accumulated sick leave will not be made except for those days over 120 days. Compensation for unused sick leave will be paid on or before June 30.

The total accumulated sick leave shall be paid to the employee (or employee's heir) at \$20 per day for which the employee qualifies at the time of retirement or death. Any unused personal leave will be paid at the rate of \$30 for each full day for which the employee qualifies at the time of retirement or death.

Funeral Leave – Full-time and Class I part-time classified employees are eligible to pay for up to five days of non-accumulative leave applicable to relatives of the employee and/or spouse. Up to one day of the five is allowed for persons other than family.

Military Leave – Any classified employee who is called for military duty will be granted unpaid leave for the duration of their active service. Paid vacation days may be used for this purpose. Employees called for military duty must submit a copy of their official orders to their supervisor.

Family and Medical Leave - Family and medical leave as required by federal law shall be granted for a period of not more than 12 weeks during a 12-month period. For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning July 1 and ending the following June 30. Spouses employed by the district may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition. Leave is available due to the following reasons:

1. The birth of a child of the employee, and to care for the child,
2. The placement of a child with the employee for adoption or foster care,
3. The need to care for a spouse, child, or parent of the employee due to a serious health condition, or,
4. A serious health condition of the employee that prevents the employee from performing the job functions.
5. Any qualifying exigency (as determined by the Secretary of Labor) arising because the spouse, child, or parent is on active military duty or has been notified of an impending call or order to active duty.

The National Defense Authorization Act of 2008 allows an eligible employee who is the spouse, child, parent, or next of kin of a covered servicemember, recovering from a serious illness or injury sustained in the line of duty while on active duty, up to 26 weeks of unpaid leave in a single 12-month period to care for the servicemember. Eligible employees who are requesting Family and Medical leave for more than one reason, including care for a service member, are entitled to a combined total of 26 weeks unpaid leave during a 12-month period. Spouses employed by the district may take an aggregate of 26 weeks of leave only for the care of a servicemember or a combination of Family and Medical leave, which includes care of a service member.

Leave for reason 1 or 2 must be taken within 12 months of birth or placement. Family leave 1 or 2 may not be used intermittently or on a part-time basis without the prior approval of the superintendent.

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, or sick leave that is available for use because of the reason for the leave, the paid leave shall be used first and counted toward the annual family and medical leave. The superintendent will notify the employee prior to or during the leave period that the leave has been designated as paid family and medical leave.

The employee is eligible for family and medical leave upon completion of 12 months of service in the district, and employed at least 1250 hours during the preceding year.

During the period of any unpaid family and medical leave the board shall continue to pay the employer's share of the cost of group health benefits in the same manner as paid immediately prior to the leave. The employee will pay any employee portion of the cost to the payroll clerk on the payroll date or other time as the employee and superintendent may agree. The board may terminate group health coverage if the employee payment is not received within 30 days of the due date. When leave is foreseeable, the employee shall give written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable. After the employee provides notice of need for leave, the employer will notify the employee of:

1. The reasons that leave will count as family and medical leave,
2. Any requirements for medical certification,
3. Employer requirement of substituting paid leave,
4. Requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
5. Right to be restored to the same or equivalent job,
6. Any employer required fitness-for-duty certifications.

Holidays

Full-time childcare staff are eligible for up to 10 paid holidays per year. Class I classified staff are eligible for up to 10 paid holidays. (See Appendix C Paid Holiday Schedules)

Vacations

Full-time, twelve-month employees shall receive five days of vacation awarded July 1 of the year following 12 months of continuous employment. Class I part-time classified staff working more than 48 weeks per year are eligible for 3 vacation days. Vacation leave shall not accumulate beyond 20 days. An additional 2 days of vacation will be added at the second year of employment as a district employee. June 30, or the Friday before, should it fall on a weekend, will be the designated review day for all additional vacation days awarded to employees who meet the above criteria. The additional vacation days will be added to the new July 1 contract.

Those working less than 48 weeks per year are not eligible for paid vacation days.

Use of vacation must be arranged in advance with the immediate supervisor or director. Application for use of vacation time must be made on the regular Request for Leave of Absence form (Appendix A). The employee's supervisor and the director must approve vacations. Vacation for each year (the year for

vacation purposes begins July 1) must be used within 18 months and may not be carried over or accumulated. Employees leaving the district in good standing may be paid for accrued vacation time at the employee's regular daily rate of pay.

Activity Passes

The Board will provide all classified employees with a pass valid for the employee to district-sponsored activities with the exception of some specified athletic events and KSHSAA sponsored events.

Pay Day

Salary checks for all classified employees will be directly deposited into the employee's bank account on the 25th day of each month. In the event a payday falls on Saturday, Sunday, or a holiday, the checks will be distributed on the Friday prior to the 25th.

Compensation of Out-of-Town/Overnight Trips

When childcare center personnel are required to be out of town on childcare center business, they will be compensated in regular or overtime pay as appropriate for time away from Pratt MINUS:

1. Eight hours for sleep when overnight,
2. Reasonable time for meals (normally one hour per meal), and
3. Time released from any employment responsibilities and which may be used exclusively for pleasure or personal business.

Reimbursement/Travel Expenses (GAN)

The Board will provide reimbursement for expenses incurred in travel related to the performance and duties of the district's employees when approved in advance by the superintendent.

Salary Reduction Plan – Section 125

Full-time and Class I part-time childcare center employees may participate in a Section 125 district salary reduction plan. The employee must make any salary reduction request during the fall sign-up period. Plan options include:

| | |
|-----------------------------------|-------------------------------|
| Short Term Disability Insurance | Medical Insurance |
| Dependent Care | Supplemental Cancer Insurance |
| Non-reimbursable Medical Expenses | |

The Board may change, add, or delete benefit options included in the plan. During the plan year, a participant may terminate payroll deduction agreement or modify the benefits **only if** his/her family status has changed. A participant has a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child, or termination of employment of a spouse. The participant shall supply written verification to the district of such change and must make any termination or election changes within thirty days of the date of such change in family status.

Execution of this salary reduction agreement does not automatically institute insurance coverage. In most instances an application for insurance must be completed.

Annuity Plan

All Class I classified staff are eligible to participate in a “tax-sheltered” annuity plan [403(b)]. Eligible employees may join on the first day of the month coinciding with or next to the date on which eligibility requirements are met. Contributions can be stopped at any time, upon written notice. Once discontinued, contributions can be restarted again at the start of the new plan year in October.

Increases or decreases to the employee’s 403(b) contributions will be allowed per the rules of our 403(b) provider. The current 403(b) provider allows these changes to be made once per month. In order to make a change, it will be necessary for the employee to request a change form from the payroll clerk, and it will also be necessary to work with the 403(b) agent and complete the necessary change process. The change form from the BOE office will need to be returned prior to the 15th of each month to be effective for that month’s payroll.

Kansas Public Employees Retirement System (KPERs)

Full-time and Class I part-time classified employees are covered by the Kansas Public Employees Retirement System. An employee contribution as determined by current law will be made each pay date.

KPERs School Covered Position Requirements:

1. Position is not temporary or seasonal,
2. Position requires at least 630 hours per year, and
3. Position is covered by Social Security.
4. Concurrent positions when there are two or more school employers, or combined hours total 630 or more, meet above requirements.

Workers Compensation

Notice of Accidents – All employees must notify their supervisor and complete an Accident Report form (Appendix A) within 20 days of an accident or the claim may be barred. Additional information about workers compensation rights and responsibilities may be obtained from your supervisor or district office.

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

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

Coordination With Leave Benefits – The workers compensation plan will provide coverage for medical expenses and wages to the extent required by statute to employees who qualify. Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is

receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or district paid disability insurance payments.

In no event shall an employee be entitled to a combination of workers compensation benefits and salary in excess of his/her full salary. Available paid sick leave may be used for this purpose until: 1) available sick leave benefits are exhausted, 2) the employee returns to work, or 3) employment is terminated. Sick leave shall be deducted on a prorated amount equal to the percentage of salary paid by the district.

Exception Clause – Applicable state statutes or regulations will take precedence over the general guidelines listed above. No guideline is guaranteed above what state law or regulation requires.

SCHEDULES

Work Schedule

Schedules will be assigned by the director, assistant director, or designee, with superintendent approval.

Emergency Closing

In the case of emergency closing we will pay the staff for the time they were scheduled to work. If we are to be closed due to an emergency the director will notify every staff member by phone and email.

Overtime

There should be no overtime worked unless approved in advance by the director, assistant director, and superintendent. All overtime will be paid at the rate required by current law. Approved overtime hours actually worked in excess of 40 hours should be recorded on the employee's time card. Paid leave shall not be considered as hours worked.

Compensatory Time

Employees who are approved in advance by the director, assistant director, or superintendent to work beyond their normal work hours per week, may be granted compensatory time in lieu of overtime pay. Compensatory time will be accrued at the rate of 1 ½ times for each hour actually worked over 40 hours. Compensatory time will not accrue beyond 240 hours. Compensatory time off may be used in any increment and at any time agreed upon by the employee and their principal, supervisor, and/or the superintendent. Compensatory time should be recorded on a leave request form. Compensatory time should be used within the 9-weeks period in which it was earned or at the Thanksgiving, Christmas, and Spring Breaks. Employees will be paid for unused compensatory time at the end of the fiscal year or upon termination of employment.

Time Cards

Time cards are required for all hourly employees. Time cards that are not submitted by the first Friday following the 15th of every month (the 15th is the end of the pay period) may not be paid until the following pay period. Timecards are expected to be submitted accurately (less than 2 errors per week) through SkyWard daily. Weekly submissions will require supervisor approval.

CONDUCT

Drug Free Workplace (GAOA-R)

As a condition of employment in the district, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace.

Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the superintendent of the conviction within five days after the conviction.

Within 30 days after the notice of conviction is received, the school district will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such a program. Each employee in the district shall be given a copy of this policy. (Requirement by inclusion herein.)

This policy is intended to implement the requirements of the federal regulations promulgated under then Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions, which may be taken under existing board policies or the negotiated agreement.

The board believes that maintaining a drug free workplace is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited on district policy.

Drug Free Schools (GAOB-R)

As a condition of continued employment in the district, all employees shall abide by the terms of policy. Employees shall not unlawfully manufacture, distribute, possess, or use illicit drugs, controlled substances, or alcoholic beverages on district property or at any school sponsored student activity. Compliance with the terms of this policy is mandatory. Employees who are found violating the terms of this policy shall be reported to the appropriate law enforcement officers. Additionally, an employee who is guilty of the terms of this policy shall be subject to termination or dismissal from employment.

Prior to applying sanctions under this policy, employees will be afforded all due process rights to which they are entitled under their contract or the provisions of Kansas law. Nothing in this policy is intended to diminish the right of the district to take any other disciplinary action, which is provided for in district policies or the negotiated agreement.

If it is agreed that an employee shall enter into and complete a drug education or rehabilitation program, the cost of such program shall be the responsibility of the employee. Drug and alcohol counseling and rehabilitation programs are available for employees of the district. A list of available programs is listed below. Employees are responsible for contacting the directors of the programs to determine the cost and length of the program, and for enrolling in the programs.

A copy of this policy and a list of available drug and alcohol counseling programs shall be provided to all employees. (Requirement met by inclusion herein.)

- o DCCA, 105 W 4th St, Pratt, 450-4208
- o Crossings Counseling, 111 W 2nd, Pratt, 672-6168
- o Horizon Mental Health, 602 E 2nd, Pratt, 672-2332

Tobacco Use (GAOC)

The use of tobacco products in any form is prohibited in any school building or vehicle, owned, leased, or rented by the district.

Staff-Student Relations (GAF)

Staff members shall maintain professional relationships with students that are conducive to an effective educational environment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status.

Staff Responsibilities for Discipline (GAO)

Each employee is responsible for maintaining proper control and discipline in the school. An employee may use reasonable force necessary to ward off an attack, to protect another person, or to quell a disturbance that threatens physical injury to others.

Professionalism

As representatives of the district, employees will demonstrate appropriate communication skills and conduct with students, parents, and other staff members. Employees are expected to act and behave in a manner that promotes the integrity and reputation of the district.

Confidentiality

Information learned at school should be handled in a confidential manner and be discussed only with the appropriate school personnel. Violations of this rule, which violate the privacy rights of specific individuals, could result in disciplinary action being taken against the employee, including termination.

Dress Code

Employees at Lilypad Childcare Center are expected to dress appropriately for the classroom and for working with children. We expect staff to be in a classroom on the floor and actively working with children. Clothing must be clean and in good condition. We provide you with two Lilypad staff shirts that must be worn at all times during work hours. If you quit before 60 days we will deduct the shirts from your first paycheck. Jeans and leggings are acceptable attire (please no holes). If worn, shorts must be at least fingertip length when your arms are held down to your sides. Shirts must not cover shorts- we must be able to see your shorts at all times. If we find your attire unprofessional, you will be sent home to change, unpaid. You will also have the opportunity to buy more shirts and sweatshirts.

Harassment

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination on the basis of sex, including sexual harassment and race, including racial harassment. Harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, or any others having business or other contact with the school district is strictly prohibited and will not be tolerated.

Non-School Employment

Childcare center employees shall not be excused during their regular workday to perform outside employment. Employees shall not engage in outside employment that interferes with assigned duties.

Conflict of Interest (GAG)

District employees are prohibited from engaging in any activity conflicting with or detracting from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service, or other items that may directly or indirectly benefit the employee. No school employee will enter into a contract for remuneration with the district unless the contract is awarded on the basis of competitive bidding.

Political Activities (GAHB)

Staff members elected or appointed to a public office which restricts the employee's ability to complete contractual obligations may be required to take unpaid leave for a period of time determined by the board or may be terminated. Staff members holding a public office, which in the judgment of the board is less than full-time, shall request unpaid leave from the superintendent at least one week in advance.

An employee who must be absent from school to carry out the duties of a public office must take a leave of absence without pay for the duration of the public office.

Telephone Use

District telephones are for school business and use of phones for personal business should be avoided except in case of an emergency. Use of phones for social calls is not permitted. Cell phone use during hours of working is unacceptable. If you are on your cell phone during working hours you will be asked to give it to administration until the end of your shift. We are here to watch children not be on our phones.

Criminal Convictions

Any employee convicted of a felony or driving under the influence, or who enters a plea of guilty or diversion agreement, must notify the superintendent within five days after the conviction or diversion agreement. Within 30 days after notice of the conviction or entering into a diversion agreement is received, the district will take appropriate action with the employee. Such action may include termination, suspension, placement or probationary status, or other disciplinary action.

Suspension

The superintendent has the authority to suspend classified employees with or without pay until the suspension is resolved by board action.

Termination

The board may terminate a classified employee at any time without cause.

DISTRICT PROCEDURES

Assignment and Transfer

The superintendent, subject to board approval, retains the right to assign, reassign, or transfer classified personnel at the superintendent's discretion.

Board Policy

Employees shall follow and be familiar with all policies and regulations established by the board of education. Board policy can be obtained at the district office.

Complaints/Grievances

Any employee may file a written complaint with his/her supervisor concerning a school rule, regulation, policy, or decision that affects the employee. The written complaint must be filed within ten days following the event complained of, and should specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten days. If the employee disagrees with the decision, the employee may appeal to the superintendent. The superintendent's decision shall be final.

Employment Procedure

The offer of employment or renewal of employment documents shall be presented in duplicate. The classified employee shall sign and return both copies within the time period designated. Upon receipt of the signed copies, the employment document will be presented to the board for approval.

Any written employment document will state the employee is an employee-at-will, which means employment may be terminated by either party. Two weeks' written notice is considered appropriate for cancellation of employment by either party, but is not required. There are no expressed rights of continuing employment.

Drug and Alcohol Testing (GAOD)

All district employees performing job functions that require the employee to maintain a commercial driver's license will be tested for alcohol and drugs as required by current federal law. Board approved rules and regulations necessary to implement the testing program are on file with the clerk.

Each new employee who is required to undergo alcohol and drug testing will be given a copy of the appropriate district regulations. Each new employee will be informed that compliance with the required elements of the testing program is a condition of employment as a driver in the district. All employees shall be informed of this policy on an annual basis.

Childcare Center Employee Evaluation

Childcare center employees may be evaluated twice during the first year of employment and may be evaluated at least once a year during subsequent years. A copy of the completed formal evaluation, if used, will be given to the employee after it is signed by the employee and the evaluator and will be placed in the employee's personnel file with the clerk. If an annual raise is approved by the BOE for classified employees, an individual employee's eligibility is dependent upon a satisfactory evaluation and marked on the employee's evaluation. Informal evaluations may be used for these evaluations if deemed appropriate by supervisors. A sample of the evaluation form is in Appendix A.

Employment Status

All classified employees are employed on an "at-will" basis, regardless of their length of service, and may be dismissed at any time.

Jury Duty

Employees of the school district shall be excused for jury duty with no jeopardy to their employment, and will receive his/her regular daily salary. Any compensation received by the employee shall be refunded to the district, except for reimbursement for meals and mileage.

Distribution of Materials

Materials from sources outside the district may not be distributed on school grounds without prior permission from the principal or superintendent. Examples of outside materials include, but are not limited to, political materials, special interest materials, and advertisements.

Personal Property

The district does not provide insurance on employee's personal property and does not assume any liabilities. If an employee's personal property is broken, damaged, or stolen while the employee is on the job, repair or replacement is the employee's responsibility.

Use of Personal Vehicle

When a district vehicle is not available and with prior approval of the administration, classified employees may use their private vehicles to perform district business. To receive mileage reimbursement, the employee shall file a report showing dates, number of miles traveled, supervisor's signature, and signature of the employee, at the central office.

Weapons

Employees are prohibited from carrying weapons on school property or at school sponsored events, unless approved in advance in writing by the superintendent.

Searches of Students and Property (JCAB-R)

Any person other than the principal who wishes to search a student's locker or property shall report to the principal before proceeding. In no event shall any person be permitted to search a student's locker or property without the principal's consent unless the person has a valid search warrant authorizing a search.

Resignation

Classified employees may resign from their jobs in accordance with the Employment Agreement.

RECORDS

Personnel Records (GAK)

Personnel files required by the district shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon proper notice under the supervision of an administrator.

Required Documents

Each employee must provide the following to be eligible for a paycheck:

| | |
|------------------------------|--|
| Employment application | Copy of bank deposit slip (or account number and bank information) |
| Loyalty oath | KPERS enrollment form (if employee is eligible) |
| Copy of driver's license | Completed Federal & State W-4 withholding certificates |
| TB Test results | Health insurance enrollment form (if employee is eligible) |
| Copy of social security card | I-9 Employment Verification form |
| Background Check | Fingerprints |

*Within 30 days of employment employees are required to take the Foundations module and CPR/First Aid, which are required by the State of Kansas.

REPORTS

Accidents

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

If an employee is injured on the job, the supervisor should be contacted immediately and a report will be made within ten days. ([Appendix A](#))

Child Abuse (GAAD)

Any employee who has reason to know or suspect a child has been injured as a result of physical, mental, or emotional abuse or neglect, or sexual abuse, shall promptly report the matter to the local Social Rehabilitation Services (SRS) office or to the local law enforcement agency if the SRS office is not open.

It is recommended that the building principal also be notified after the report is made.

District employees shall not contact the child's family or any other persons to determine the cause of the suspected abuse or neglect. It is not the responsibility of school employees to prove the child has been abused or neglected.

HEALTH

Asbestos

The USD 382 Asbestos Management Plan is located in the yearly-published district school calendar. Materials known to contain asbestos should not be altered or disturbed.

Bloodborne Pathogens

All staff who have occupational exposure to bloodborne pathogens will be provided yearly inservice as detailed in board policy. See board policy GARA for more information.

Communicable Diseases (GAR)

When an employee has been diagnosed by a physician as having a communicable disease as defined by current regulation, the employee shall report the diagnosis and nature of the disease to the superintendent so that a proper reporting may be made for the county or joint board of health as required by statute.

An employee afflicted with a communicable disease dangerous to the public health shall be suspended from duty for the duration of the contagiousness in order to give maximum health protection to other district employees and the students.

The employee shall be allowed to return to duty upon recovery from the illness, or when the employee is no longer contagious as authorized by the employee's physician.

The board reserves the right to require a written statement from the employee's physician indicating that the employee is free from all symptoms of the communicable disease.

Administering Medications

The supervision of oral medications shall be in strict compliance with board policy. School employees may not dispense or administer medications to students except as outlined in board policy JGFG-B-R.

SAFETY AND SECURITY

Severe Weather Closure

Unless otherwise notified, the center will be open on snow days and snow emergencies, or during other severe weather. Employees are encouraged to come into work if we are open, however, there may be some flexibility. You will need to notify administration if you are unable to attend work due to the weather. If you see that we are expecting snow, please plan ahead. If the center is closed due to severe weather, all staff who are normally scheduled 35+ hours will receive the hours of paid time they were scheduled to work that day.

If you are scheduled for that day off, you will not receive any pay unless you are using sick/vacation pay. If you scheduled that day off and are using vacation time, you will receive full pay for your vacation hours. If you call in before a closure is confirmed, you will not be paid for the weather closure. Please make sure your email and phone number are always current in our system since this is how we contact you with schedule changes. We will also post severe weather closures on our Facebook page, email and Brightwheel App.

Safety Practices

All employees shall engage in safe lifting, climbing, and carrying practices. Employees shall ask for assistance when needed.

Securing Work Area

Employees are expected to lock or otherwise secure any files, records, safes, tools, vehicles, or other district equipment at the close of each workday and other appropriate times.

Keys

The building principal or superintendent is responsible for issuing keys and maintaining a current and accurate list of all people who have been issued keys. No keys are to be duplicated without permission. Keys should be turned in to the appropriate supervisor when an employee is no longer employed by the district or is assigned to another building. Keys should not be loaned to anyone. Any lost keys must be reported immediately to the principal.

EQUIPMENT AND SUPPLIES

Appropriate Use of Equipment and Supplies

Use of equipment and supplies is for the performance of official and approved assignments only. Use of district equipment or supplies for personal projects is prohibited without prior permission of the employer's supervisor.

Computers

Computer systems are for educational and professional use for legitimate educational and research efforts. The district Acceptable Use Policy is found in board policy IIBG.

Copying and Duplicating

Federal copyright laws make it illegal for anyone to duplicate copyrighted materials without permission. Copies are to be made for school district use only.

Vehicle Request

A district vehicle may be available for transportation to district events (Appendix A). Principal or supervisor's signature is required to obtain the use of a district vehicle.

All school vehicles are to be used for official school business only. Any exception will require the consent of the superintendent. All vehicles must be operated in compliance with all traffic laws to include wearing of seat belts at all times. Smoking, other tobacco products, and alcohol, are not permitted in school vehicles.

Employee Childcare

Employees working full-time scheduled hours will get a discount of \$ 50.00 a week off the regular tuition rate. If your child comes part time you will get a \$ 10.00 a day discount off the daily rate of childcare.

Absence

Lilypad is required to maintain strict staff to child ratios. Excellent staff attendance is crucial to maintaining these state-mandated ratios. Employees need to call in to the director as soon as they believe they may not be able to work, preferably no later than 7:00 pm the night before your shift or before you are scheduled to work please call the center up to the center opening. You should call in sick only if it's an emergency. Afternoon staff needs to call in at least three hours before their scheduled shift. It can be very difficult to find substitutes on short notice, and you may be asked to come into work if one is not found. Administration also reserves the right to request a doctor's note for any absence due to illness or for appointments made during your shift.

In-Service Requirements

Each employee will be required to have a total of 16 training hours each year in order to be employed at the childcare center. The director will help each employee find these training hours. These trainings will be paid for by Lilypad Childcare Center. If you should quit before 60 days of employment you will be required to pay for any training that you have taken during that time. This amount will be deducted from your paycheck.

APPENDIX C

PAID HOLIDAY SCHEDULES

Full-Time 12-Month Employees

| <u>Month</u> | <u>Holiday</u> |
|--------------|--|
| July | 1 day – July 4, or the Friday prior to the 4 th |
| September | 1 day – Labor Day |
| November | 2 days – Thanksgiving (Thursday, & Friday) |
| December | 3 days – Christmas Day + two days |
| January | 1 day – New Years Day |
| April | 1 day – Good Friday |
| May | 1 day – Memorial Day |

Total Paid Holidays = 10 days

Class I Part-time (employed a minimum of 630 hours per year)

Minimum of 3.5 hours/day during the school year or a minimum of 2.5 hours/day all year

| <u>Month</u> | <u>Holiday</u> |
|--------------|--|
| July | 1 day – July 4 or the Friday prior to the 4 th (only if employed during July)* |
| September | 1 day – Labor Day |
| November | 2 days – Thanksgiving (Thursday, & Friday) (only if scheduled to work Thursday & Friday)* |
| December | 3 days – Christmas Day + two days |
| January | 1 day – New Years Day |
| April | 1 day – Good Friday (only if scheduled to work Friday)* |
| May | 1 day – Memorial Day (only if employed through Memorial day week)* |

Total Paid Holidays = 10 days