

The mission of Abilene USD 435 is to help all students become successful and responsible lifelong learners in a changing world.



Classified Personnel Handbook 2020-21

Abilene Public Schools

USD 435

213 N. Broadway

PO Box 639

Abilene, KS 67410

785-263-2630

Fax 785-263-7610

Table of Contents

- 1 Introduction
 - a. Equal Opportunity Employer
 - b. Social Media On-line
 - c. Use of District Resources
 - d. Cell phone
 - e. Workplace Safety
 - f. Blood Borne Pathogens
 - g. Tobacco and Drug Free Workplace
 - h. Harassment

- 2 Employment
 - a. Criminal Background Investigation
 - b. Drug Testing
 - c. Physical Examination
 - d. Job Description
 - e. Dress Code
 - f. Passes to Athletic Events
 - g. Work Performance Evaluations
 - h. Discipline Procedures
 - i. Termination
 - j. Grievance Procedure

- 3 Compensation and Benefits
 - a. Movement for Classified positions
 - b. Employee Benefits
 - c. Kansas Public Employees Retirement System
 - d. Retiree Health Insurance
 - e. District Early Retirement Plan
 - f. Work Day/Work Year
 - g. Time clocks
 - h. Overtime
 - i. Paid Holidays

- 4 Employee Leave
 - a. Personal Leave
 - b. Maternity/Paternity Leave
 - c. Sick Leave
 - d. Family Medical Leave Act (FMLA)
 - e. Jury/Civil/Temporary Military Leave
 - f. Payment of Unused Sick Leave
 - g. Vacation

h. Call in Procedures

Appendix A – Social Media On-line

Appendix B – Universal Precautions

Appendix C – Family and Medical Leave Plan

1. Introduction

a. Equal Opportunity Employer: (See Board Policy GAAA)

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

b. Social Media On-line (See Board Policy Staff Social Media Guidelines)

Unified School District No. 435 (the "Abilene School District") understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, both on the District's system as well as privately owned systems, we have established these guidelines for the appropriate use of social media. These guidelines apply to all administrators, faculty and staff of U.S.D. No. 435. **(See Appendix A for guidelines.)**

c. Use of District Resources: (See Board Policy IIBG)

Computer systems are for educational and professional use. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. Unauthorized access to and/or unauthorized use of the district server or security system (including, but not limited to, surveillance footage) is also prohibited. The district retains the right to discipline any student, up to and including expulsion, and any employee, up to and including termination, for violations of this policy.

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be filed in the district office.

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the superintendent's approval to be installed on any district server or computer.

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

Staff may install free apps through their own iTunes account on their district issued iPad. Students may install apps provided by the district on their district issued iPad.

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

Employees, BOE members and/or students shall have no expectation of privacy when using district e-mail or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on school time shall be the property of the board.

d. Cell Phone

Personal cell phone usage is permitted as long as it does not interfere with the employee's job performance or infringe on the rights of others.

e. Workplace Safety

The district shall make all reasonable efforts to provide a safe environment for students and employees. Every employee and student should make every effort to help the district maintain a safe workplace environment.

f. Blood Borne Pathogens (See Appendix B)

Bloodborne pathogens are a potential health hazard and you need to assume responsibility for preventing contact with blood or body fluids. Glove before you touch. Have students treat their own injury if possible. **Treat all blood and body fluids as if infected.** Report all first aid incidents that involve blood or fluids containing blood to the school nurse **the same day.** Report possible exposure immediately. Hand washing is **VERY** important. If away from running water use antiseptic towelettes until soap and water are accessible.

Every employee is required to read and sign the Universal Precautions sheet annually and return it to the school nurse.

g. Tobacco and Drug Free Workplace (GAOA, GAOB, GAOC)

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the district. The unlawful manufacture, distribution, sale, dispensing, possession or use of a controlled substance is prohibited in the district. (See GAOA)

The unlawful possession, use, sale or distribution of controlled substances and the possession, use, sale or distribution of alcohol by school employees at school, on or while utilizing school property, or at school sponsored activities or events is prohibited. (See GAOB)

The use of tobacco products in any form and/or of any nicotine delivery device is prohibited for any staff member in any district facility; in school vehicles; at

school-sponsored activities, programs, or events; and on school owned or operated property.

The following definitions apply to this policy,

“Nicotine delivery device” means any device that can be used to deliver nicotine or nicotine salts to the person inhaling from the device. Such definition shall include, but may not be limited to, any electronic cigarette, cigar, cigarillo, pipe, or personal vaporizer.

“Tobacco product” means any product that is made from or derived from tobacco, or that contains nicotine, that is intended for human consumption or is likely to be consumed, whether smoked, heated, chewed, absorbed, dissolved, inhaled or ingested by any other means, including, but not limited to, a cigarette, a cigar, pipe tobacco, chewing tobacco, snuff or snus.

“Tobacco product” also means any component or accessory used in the consumption of a tobacco product, such as filters, rolling papers, pipes, and substances used in electronic cigarettes, whether or not they contain nicotine. (See GAOC)

h. Harassment (GAAC, GAACA)

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. Sexual harassment will not be tolerated in the school district. Sexual harassment of employees or students of the district by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. (See GAAC)

The board of education is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment, on the basis of race, color, national origin, or disability. Racial and disability harassment will not be tolerated in the school district. Racial or disability harassment of employees or students of the district by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the school district is strictly prohibited. (See GAACA)

2. Employment

a. Criminal Background Investigation

A Criminal background investigation will be conducted on every employee.

b. Drug Testing

The district performs random drug testing on all employees.

c. Physical Examination

All employees who come into regular contact with students will submit a certification of Health in accordance with KSA 72-5213.

d. Job Description

All job descriptions shall be kept on file with the Clerk of the Board

e. Dress Code

Dress for Success! All employees at Abilene Public Schools are to serve as models for our students. One important aspect of modeling is your appearance. Please dress appropriately as a professional employee. For those whose profession normally does not allow for jeans, Friday has been designated as a casual day, so jeans are appropriate on Friday only.

f. Passes to Athletic Events (GCRL)

USD 435 employee passes will be issued annually to all USD 435 full time employees, part time employees, and personnel employed by other districts who work directly with USD 435 students on a full time basis. A USD 435 district pass will also be issued to substitute teachers who worked more than 15 days within the district the previous year along with being an eligible/active substitute during the current year.

The USD 435 employee pass covers the employee, spouse, school age children, and children dependent upon the home while continuing their education.

The pass only is valid for events hosted by USD 435 during the regular season. The pass is not recognized by other schools and cannot be used to gain admittance to KSHSAA post season events hosted by USD 435.

g. Work Performance Evaluations (GCI)

All classified employees shall be evaluated twice during their first year of employment and at least once a year during subsequent years. Evaluation documents will be on file with the clerk of the board.

Classified employees shall be evaluated by the supervisor to whom they are assigned. Classified employees shall be evaluated on their personal qualities, their commitment to duty and work skills related to their job description. A copy of the completed evaluation 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.

h. Discipline Procedures

All employees are expected to behave in an orderly, courteous manner and to fulfill the obligations set out in their job descriptions. If employees knowingly and willingly violate district rules of conduct, their immediate supervisor will discipline the employee in accordance with these general guidelines:

First Offense: Informal Counseling

Upon knowledge of a performance or conduct problem, the supervisor will counsel the employee involved on an informal basis. The purpose of informal counseling is to make the employee aware that his/her conduct is not meeting specified requirements. This verbal warning will be documented by the supervisor issuing the warning.

Second Offense: Written Warning and Counseling

In case of a repeated or serious problem, either performance or conduct, the supervisor will counsel the employee involved on a formal basis. The purpose of the written warning and counseling is to discuss the nature of the problem and the specific steps to be taken by the employee in correcting it.

The written warning will include the date, a description of the problem, and a specific corrective action to be taken by the employee over a designated period of time. The employee will review the written warning documenting the session, add any comments desired, and sign the document.

Third Offense: Probation

In cases of a major job performance problem and/or continued lack of improvement in performance or conduct, the supervisor will place the employee on probation. The purpose of the probation is to resolve the problem situation during a designated period. Employees will review the terms of the probation and sign the document.

Probation is the final resolution attempt made to correct a performance or conduct problem. Failure to achieve the specified results within the probation period will result in termination.

Termination:

Flagrant disregard for policies and practices such as gross insubordination or physical violence may warrant immediate termination. Major offenses, such as dishonesty, breach of trust, use and/or possession of drugs or alcohol, and violation of the weapons policy are so serious in nature that an employee may be terminated for the first violation.

Termination from employment will also occur when the probation period progress reviews indicate that the employee's performance or conduct has not improved sufficiently during the probation period. Disciplinary actions will be handled on a fair and equitable basis. They will be nondiscriminatory in their application and reasonable in their appropriateness to the problem situation. Termination will be used only as

a final measure when reasonable remedial efforts have failed except in those situations that justify immediate dismissal.

The District reserves the right to bypass the disciplinary steps and base its disciplinary action on the severity, frequency, or combination of infractions when circumstances warrant immediate action.

i. Termination

Classified staff are at-will employees. Employment can be terminated by either the employee or employer giving a two (2) week written notice.

j. Grievance Procedure

Complaints (GAE) Any employee may file a complaint with their supervisor concerning a school rule, regulation, policy or decision that affects the employee. The complaint shall be in writing, filed within ten (10) days following the event complained of and shall specify the basis of the complaint. The supervisor shall meet with the employee and provide a written response within ten (10) days. If the employee disagrees with the decision, employee may appeal to the superintendent. The superintendent's decision shall be final. Employees covered by the negotiated agreement shall follow procedures outlined in that document.

Complaints of Discrimination (GAAB) (See JDDC, JGECA and KN)

The district is committed to maintaining a working and learning environment free from discrimination, insult, intimidation or harassment due to race, color, national origin, religion, sex, age, genetic information, or disability. Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or the district compliance coordinator for investigation and corrective action by the building or district compliance officer. Any employee who engages in discriminatory conduct shall be subject to disciplinary action, up to and including termination.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, genetic information, or religion in the admission or access to, or treatment or employment in the district's programs and activities is prohibited. The superintendent, (USD 435, 213 N. Broadway, Abilene, Kansas 67410; 785-263-2630) has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and The Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the building principal or the compliance coordinator. Complaints against the superintendent should be addressed to the board of education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedures.

3. Compensation and Benefits

a. Movement for Classified positions

Compensation will be based on experience and qualifications.

b. Employee Benefits

Employees working 20 hours or more per week are eligible for health insurance and insurance through the section 125 plan.

c. Kansas Public Employees Retirement System

Employees working in a KPERS covered position are required to be enrolled in the Kansas Public Employees Retirement System and have a percentage deducted from their paycheck.

d. Retiree Health Insurance (GACDA)

Upon retirement under KPERS or disability, a staff member will be reimbursed for sick leave accumulated while employed with USD435 unless the staff is reassigned to a position, in which case the staff member signs a statement deferring payment until final termination of employment.

If a staff member has been with USD435 for over 15 years and should die while still employed, his/her estate would be paid for the unused sick leave at the same rate as the retired teacher. The amount to be paid for unused sick leave upon retirement or death is \$15 per day. The payment shall not exceed 1/2 of the daily wage.

Classified employees who retire prior to age 65 will be eligible to participate in the District health insurance plan until their 65th birthday as long as they submit their check to the Board Clerk in a timely fashion.

e. District Early Retirement Plan (GADCB)

If an employee of USD No. 435 finds it necessary or desirable to retire from employment after age 60 and less than 65 years of age, the following terms and conditions for such early retirement shall be as follows:

ELIGIBILITY - The Employee:

1. Must be a full time employee of the District upon retirement.
2. Must reach 60 years of age prior to September 1 of any given year and be less than 65 years old.
3. Must have at least 15 years of continuous, full-time experience with USD No. 435 prior to retirement.
4. Must submit the application for approval to the superintendent of schools with sufficient facts and information necessary to prove eligibility for early retirement. The application shall be provided by the Education Center and it shall be submitted to the

Superintendent of Schools by April 1 preceding the anticipated retirement date.

5. Upon receipt of the application for early retirement, assuming that all requirements are met and the application is in order, the Superintendent shall notify the applicant in writing, by April 15 of the same year, indicating the approval/disapproval of early retirement and state the amount of annual early retirement benefits to be paid.
6. The Board of Education will review, on an individual basis, early retirement requests from employees ages 55 to 60, who are not eligible for KPERS disability, who for personal or physical reasons, wish to retire. Such benefits will not include more than the 5 years of benefits derived by multiplying the descending percentage index times the last annual salary times the years of experience, as defined in the regular plan.

EARLY RETIRMENT BENEFITS:

1. The early retirement monthly benefit shall be the product of:
 - The years of service with the District,
Multiplied by –
 - The individual's average annual salary (the average annual compensation paid by the District for the last two years of service with the District including salary supplements),
Multiplied by –
 - a percentage factor related to the person's current age (see below),
Multiplied by - one-twelfth (1/12).

The benefits computed at the time of retirement will not be subject to inflationary increases.

2. The percentage factor paid each month will be determined by the employee's age and will be calculated as follows:

Age 59 - use the multiple of 00
Age 60 - use the multiple of .008
Age 61 - use the multiple of .007
Age 62 - use the multiple of .006
Age 63 - use the multiple of .005
Age 64 - use the multiple of .004
Age 65 - use the multiple of 00

Example: the monthly income at age 60 with 25 years with the District and a final annual salary of \$25,000, would be equal to: $25 \times \$25,000 \times .008 \times 1/12 = \416.67 (approx. \$5,000 annually).

3. The retiring employee shall be paid the percentage factor allowed for their age, on the July 1 retirement date, for the first twelve months of retirement. Thereafter, the retirement dollars shall be computed on a monthly basis using the appropriate percentage factor for the age of the retiree. The percentage factor will automatically change on the month of the retiree's birthday.

TERMS AND CONDITIONS:

1. The District retirement benefit shall be paid annually by the first pay period of the fiscal year. Payment will be made into the district established post retirement 403(b) account.
2. An employee taking early retirement shall have the option to maintain health insurance coverage at the employee's expense through the district sponsored health insurance program provided payment is made one (1) month in advance.
3. All early retirement benefits, including the option for health insurance, shall terminate the month the employee reaches the age of 65.
4. An employee who takes early retirement shall not be eligible for full time employment by the District (more than the equivalent of 20 calendar days) unless the early retirement benefit is terminated.
5. If any provision of this early retirement plan is determined to be in violation of State or Federal law or regulation, this policy shall terminate and shall be of no further force or effect.

f. Work Day/Work Year (GCA)

Work Assignments

Subject to board approval, the supervisor shall develop time schedules for all classified employees. Work assignments for classified employees shall be made by the supervisor.

Attendance Required

Regular attendance is required of all employees subject to leave provisions in district policy, employee handbooks or other documents approved by the board.

Excessive absences or tardiness, unauthorized leave or unexcused absences may result in disciplinary action including termination of employment. Sick leave of 3 days or more **per week** requires a doctor's note in order to return to work.

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

g. Time Clocks

Classified employees will record their work time and absences using the time clock unless otherwise instructed.

h. Overtime

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

i. Paid Holidays (GCRI)

Holidays to be paid to employees **working 12 months** shall include: July 4, Labor day, Thanksgiving (district office staff & custodians 2 days), Christmas (2 days), New Year's (1.5 days) [If Christmas and New Years falls on a week end, the employee will work a minimum of 2 days during the Christmas Break], Good Friday (if school is not in session), and Memorial Day.

Paid Holidays for employees **working less than 12 months** shall include Labor Day, Thanksgiving, Christmas, New Year's Day, Good Friday (if school is not in session) and Memorial Day. Employees will be paid for Holidays and vacation days for their normal daily duty day.

4. Employee Leave (GCRG & GCRH)

a. Personal

Personal Leave: Each classified employee will be allowed three days of personal leave per year. Staff with personal leave remaining at the end of the year will be rolled into sick leave which shall not accumulate more than 7 times the number of the months employed. Personal leave can be accumulated to a maximum of 3 days. Personal leave should be requested one week in advance and should not be scheduled prior to or following a holiday or the last week school is in session.

b. Maternity/Paternity Leave

The district does not provide additional leave for maternity/paternity leave. Classified employees may use their sick leave for maternity/paternity leave. (See also FMLA.)

c. Sick Leave

Classified staff shall receive sick leave for personal illnesses equal to one day of sick leave per month of contract duty plus one day (9 month contract = 9 + 1 = 10 days), cumulative to 7 times the number of months employed. An employee may begin a year with the maximum accumulated sick leave and use the annual allowance before dropping below the maximum. Partial days employees who work daily will receive the same number of partial sick days as do full time employees. Sick leave is to be used only for the employee's illness, illness of the immediate family or funeral days. Sick leave will be reimbursed on not more than eight (8) hours per day.

Funeral days will be permitted as necessary and deducted from sick leave. Leave for deaths in the immediate family shall be limited to one week unless special approval is granted by the superintendent for additional days. The Board of Education will consider extended sick leave, as recommended by the superintendent, when an employee encounters a serious illness.

d. Family and Medical Leave Act (See Appendix A)

FMLA is unpaid protected leave. USD 435 requires the employee to use any leave they have during the FMLA absence. This means that the employee will receive their paid leave and the leave will also be considered protected FMLA leave and counted against their FMLA leave entitlement.

To be eligible for FMLA leave, an employee must have worked for an employer for at least 12 months, meet the hours of service requirement (1250 hours) in the 12 months preceding the leave, and work at a site with at least 50 employees within 75 mile.

e. Jury/Civil/Temporary Military Leave

Any employee called to jury duty will be granted paid leave and such leave will not be deducted from the employee's credited paid leave.

f. Payment of Unused Sick Leave

Payment will be made for unused sick leave for those days lost beyond the maximum accumulation. The reimbursement will be made at the same rate as payment made for unused sick leave at retirement, which is \$15 per day. The payment shall not exceed 1/2 of the daily pay.

g. Vacation (GCRH)

Only twelve-month employees are entitled to paid vacations. Unless stated differently in policy or contract, two weeks (10 days) paid vacation will be provided starting July 1 after one full year of employment. Vacations are to be taken within the contract year earned and must be used by July 30 of the following year or they are forfeited and shall not be cumulative or reimbursable thereafter. Vacation leave will be paid on the normal contract work week.

On July 1, the following apply:

1-5 years **see below	10 days
Beginning of 6 – 10 years	12 days
Beginning of 11-12 years	14 days
Beginning of 13-14 years	16 days
Beginning of 15-19 years	18 days
Beginning of 20 years	20 days

**The following will apply to employees hired after April 13, 2020:

0-6 months: No vacation

6 months-1year: 1 week (if July 1 occurs during this time, the unused vacation is forfeited and one week is issued again)

h. Call in Procedure

All employees will notify their supervisor or designee in advance of their absence. If that is not possible due to illness or an emergency, the employee should notify their supervisor as soon as possible and reasonable before their scheduled start time. In certain circumstances the employee may be unable to contact the supervisor. In which case, the employee is allowed to have someone else notify the supervisor.

APPENDIX A
UNIFIED SCHOOL DISTRICT NO. 435
SOCIAL MEDIA GUIDELINES
(ref. Policy IIBGC Staff Online Activities)
Adopted: 2-9-2015

Unified School District No. 435 (the “Abilene School District”) understands that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, both on the District’s system as well as privately owned systems, we have established these guidelines for the appropriate use of social media. These guidelines apply to all administrators, faculty and staff of U.S.D. No. 435.

GUIDELINES

In the rapidly expanding and constantly changing world of electronic communication, *social media* can mean many things. For purposes of these Social Media Guidelines, the definition of *social media* includes any means of communicating, posting, sharing information, content or resources of any type on the Internet, including but not limited to, a Web page, log, blog, journal or diary, Website, social networking or affinity Website, Web bulletin board or a chat room, as well as any other form of electronic communication. Social media can include text, audio, video images, pod casts and many other types of other multi-media communications. The following is intended to serve as a non-exhaustive list of some well-known social media outlets:

1. Facebook;
2. Twitter;
3. Snap-Chat;
4. Instagram;
5. YouTube;
6. Tumblr;
7. Flickr;
8. and Linked In.

The same principles and guidelines found in the Abilene School District’s policies and procedures apply to your activities online. As a general rule, your online behavior should reflect the same standards of honesty, respect and consideration you apply offline. Ultimately, you are responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that, by their nature, social medial outlets are not private, and others may have access to information you post for long periods of time after it is posted. This could allow others to view, forward, copy, or archive information you have posted on-line. Any online conduct on your part that adversely and materially affects your job performance, the performance of fellow faculty and staff or otherwise disrupts school activities or a staff members ability to perform his or her job duties or which adversely affects faculty, staff, students, or others who work for or volunteer on behalf of the Abilene School District or the Abilene

School District's legitimate business and educational interests may result in disciplinary action, up to and including termination.

Be mindful that any content you publish remains accessible through various search engines, in many cases even after the content is deleted. Moreover, even so-called "private messaging" may be subject to discovery in legal actions.

KNOW AND FOLLOW THE RULES

Carefully read these guidelines, the Abilene School District's policies and procedures, and ensure your postings are consistent with these policies. Among other things, postings that include obscenity, slander or libel, references to the use of illegal drugs or the excessive or irresponsible consumption of alcohol, profanity, vulgarity, sexually explicit messages, discriminatory remarks, confidential student or staff information or documents, harassment, and/or threats of violence or other inappropriate or unlawful conduct cannot be tolerated and may subject you to disciplinary action, up to and including termination.

BE FAIR AND COURTEOUS

Be fair and courteous to fellow faculty and staff, students and all who work or volunteer on behalf of the Abilene School District. Keep in mind that you are more likely to resolve work-related issues, when they arise, by talking directly with your co-workers or by utilizing District policies and procedures than by posting concerns to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, audio or other material that could reasonably be viewed as malicious, obscene, threatening or intimidating, that disparage faculty and staff, students or people who work or volunteer on behalf of the Abilene School District, or that might constitute harassment or bullying. Examples of such conduct include, but are not limited to, posts meant to harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or the Abilene School District's policies. These examples are not intended to be exhaustive.

BE HONEST AND ACCURATE

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about previous posts you have made or, if applicable, altered. Remember that even deleted postings can be searched. Never post information or rumors that you know to be false about the Abilene School District, its administrators, faculty, staff, students or any of the people who work or volunteer on behalf of the Abilene School District.

POST ONLY RESPECTFUL CONTENT AND PROTECT THE PRIVACY OF OTHERS

Seek to build trust in your use of social media. Refrain from disrespectful or malicious posts. Respect the privacy of students, faculty and staff. Confidential student and staff information should not be posted on-line or otherwise publically disseminated, as mandated by state and federal law, including but not limited to the Family Educational Rights and Privacy Act ["FERPA"] and the Health Insurance Portability and Accountability Act ["HIPAA"]. FERPA protects the privacy of student educational

records by prohibiting their release except under certain specified conditions. HIPAA protects private health information such as an individual's health status, the provision of health care or payment for health care that can be linked to an individual. If you have questions about your responsibility under the law, take time to review the statutes or contact the building Principal or the Superintendent. Do not create a link from your blog, website or other social networking site to an Abilene School District website without identifying yourself as an employee and obtaining the written authorization of the building Principal or the Superintendent.

Express only your personal opinions. Do not represent yourself as a spokesperson for the Abilene School District. If the Abilene School District is a subject of the content you are creating, be transparent and open about the fact that you are an employee and make it clear that your views do not represent those of the Abilene School District, fellow faculty and staff, students or people working or volunteering on behalf of the Abilene School District. If you publish a blog or post online about the work you do or other subjects associated with the Abilene School District, make it clear that you are not speaking on behalf of the Abilene School District. It may be best and make things most clear to include a disclaimer such as: "The postings on this site are my own and do not necessarily reflect the views of the Abilene School District" or "This site contains user-created content which is not formally reviewed, monitored or endorsed by U.S.D. No. 435."

EMPLOYEE-STUDENT RELATIONS

The district recognizes the role that communication and collaboration between employees and students plays in the educational process and experience. The district further recognizes that the advancement of electronic communication and social media technologies creates greater opportunity for interactions between employees and students, and provides these additional guidelines for our own and our students' protection.

- Employees are never under an obligation to accept friend or follower requests from any student, or to use personal social media accounts to engage with students or participate in district projects. In addition, you should bear in mind that unless your account has privacy settings correctly configured, everything you post may be publicly accessible to your students whether you are connected to them or not.
- Employees should exercise care in connecting with students on any social media channels. Permission-based friend or follower requests to students should not be sent. Use discretion and carefully consider the guidelines provided by the district before accepting any permission-based friend or follower requests received from students. It is the District's recommendation that, if an employee decides to accept friend or follower requests received from students, they should accept all such requests and not selectively limit their interactions to what could be perceived as a few preferred individuals.
- Any employee-student communications or relationships via social media should be of an appropriate professional nature, include content that is appropriate for both the communications medium and the audience addressed, and must not violate any provisions of the Family Educational Rights and Privacy Act. With each communication, ask yourself if it's something you would feel comfortable

being printed in the newspaper, read by parents, colleagues, or the School Board. As with all online content, assume any communication can easily end up in the public realm.

- Employees who are connected to or communicate with students via social media must understand that they may be granting those students access to all content in their personal social media profiles and should consider the guidelines the district has provided to ensure students are protected from exposure to inappropriate content or content that might compromise the employee's professional reputation.
- Employees are also responsible for ensuring any relationship and all dialogue with the student is kept professional in its nature and for immediately reporting to the District any inappropriate communication received from a student. This is as much for your protection as the student's protection. Any content or communication generated either by you or by a student which would be inappropriate in the classroom is inappropriate when shared via social media.

The District recognizes there may be certain limited exceptions to these guidelines, such as a student being a family member or relative, or in those instances where an employee's interaction with a student is as a result of certain extracurricular activities, such as Boy Scouts, Girl Scouts, religious organizations or other similar relationships.

STUDENT PHOTOGRAPHS, STUDENT NAMES, AND COPYRIGHT OR INTELLECTUAL PROPERTY LAWS

You may post your student identification with either first initial and last name or first name last initial, however a student's full name should not be used. You may also display the student's work or show student's anonymous photo. The social media content you post should not violate copyright or intellectual property laws. This requires that care be taken to secure the written consent of all involved parties before distributing or publishing recordings, photos, images, video, text, slide show presentations, or other materials.

USING SOCIAL MEDIA AT WORK AND USE OF DISTRICT EQUIPMENT

Refrain from using social media while on work time or on equipment provide by the District, unless it is work-related and authorized by your Principal. Do not use Abilene School District email addresses to register on social networks, blogs or other online tools utilized for personal use. Persons using District electronic and computer equipment should understand that there is no expectation of privacy with regard to this usage regardless of where it occurs.

AUTHORIZATION REQUIRED FOR DISTRICT PRESENCE ON SOCIAL MEDIA SITE

The Abilene School District's presence on any social media site, including school-related accounts, such as clubs, teams, field trips, course, and other sites associated with the Abilene School District or a school within the Abilene School District, must be authorized by a building principal or the Superintendent prior to establishing the presence. Upon request, usernames and passwords to the account shall be given to building administrator. Upon leaving USD 435, please remove any social media presence that is associated with Abilene School District.

DISTRICT LOGO

The use of U.S.D. No. 435 logos on a social media site must be approved by the building Principal or the Superintendent.

RETALIATION IS PROHIBITED

The Abilene School District prohibits taking negative action against any employee for reporting a possible deviation from these guidelines or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from these guidelines or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

MEDIA CONTACTS

Faculty and staff should not speak to the media on behalf of the Abilene School District without obtaining permission from the building Principal or Superintendent. All media inquiries should be directed to the building Principal or Superintendent.

FOR MORE INFORMATION

If you have questions or need further guidance, please contact the Building Principal or the Superintendent.

UNIFIED SCHOOL DISTRICT NO. 435

APPENDIX B UNIVERSAL PRECAUTIONS

DEFINITIONS

Blood borne pathogens – Microorganisms that are present in human blood and can cause disease in humans including HBV and HIV.

Exposure incident – A specific eye, mouth, other mucous membrane or non- intact skin with blood or other potentially infectious materials that results from the performance of an employees duties. Report an exposure to the principal or school nurse immediately.

Hepatitis B Virus (HBV) – Causes inflammation of the liver that could lead to cirrhosis or cancer of the liver.

Human Immunodeficiency Virus (HIV) – Causes AIDS

Universal Precautions – The infection control measures whereby all human blood and certain body fluids are treated as if known to be infections for HIV, HIV, and other bloodborne pathogens.

This is the policy of USD 435 for all employees. Treat everyone as if they are infected.

The conscientious practice of proper hand washing procedures and the use of universal precautions will provide you with the best-recommended protection from HIV and HBV in the school setting. Intact skin provides a natural barrier against these viruses. The viruses generally enter the body as the result of splashes in the eyes, mouth, or through open wounds or breaks in the skin. The use of gloves will provide a barrier that prevents direct contact. **Use gloves when contact with blood or body fluids are anticipated.** Disposable gloves are available in all health rooms. Never reuse disposable gloves. Dispose of them in a plastic lined trash container. Wash hands after use. You should have a zip lock bag with gloves, gauze, and hand wipes in your classroom or office. They do not tolerate heat well so check for signs of deterioration. These are available from the school nurse. Utility gloves used by custodians are to be disinfected. Wash hands after use.

When cleaning surfaces of body fluids, put on disposable or utility gloves. Sprinkle absorbent over the spill or cover with paper towels and allow fluid to absorb. Dispose of material in lined trashcan. Spray surface with a disinfectant tuberculocidal product (follow directions on label), wipe with paper towels, and dispose in a lined container. Personal protective equipment such as goggles, masks, and gowns are available in the unlikely event that a large spill should occur. They can be found in each health room in a plastic container labeled “clean-up kit”. If there is a large amount of blood and it is dripping from towels a trash bag is to be used then place in a red BIOHAZARD bag for proper disposal. The school nurse is responsible for the disposal.

When cleaning individuals, use disposable gloves and wipe material with paper towels. Dispose of gloves and towels and wash your hands. Encourage students to clean themselves when possible.

For sharp objects like broken glass wear gloves and use a dustpan and broom. Place them in a puncture proof container for disposal.

School districts are required by OSHA to identify Category 1 employees that have the most risk to occupational exposure to blood borne pathogens. Employees in these positions are provided free Hepatitis B vaccine. USD 435 includes school nurses, building secretaries, elementary administrators, coaches of contact sports, P.E. teachers, industrial arts and vocational agricultural teachers, custodians, laundry workers, and workers in SMH, TMH, and early childhood programs. The employee may decline the vaccine and later request that it be provided. It is a safe vaccine and is given as a series of three injections. The Hepatitis B vaccine is also provided for all other employees who have limited exposure if they become exposed. The vaccine is given after the exposure and is effective if given within seven days. **Always report a possible exposure to the school nurse as soon as possible.** The vaccine only protects from HBV not HIV that causes AIDS. Memorial Hospital will assist with exposures.

Coaches and P.E. teachers, always utilize first aid and clean up procedures. Instruct students to not share water bottles or towels. Used towels should be placed in locker room containers. First aid and cleanup kits should be well stocked. Check with the school nurse or athletic director. KSHAA pamphlet (1-21-93) is a good reference.

SUMMARY

Bloodborne pathogens are a potential health hazard and you need to assume responsibility for preventing contact with blood or body fluids.

Glove before you touch.

Have students treat their own injury if possible.

Treat all blood and body fluids as if infected.

Report all first aid incidents that involve blood or fluids containing blood to the school nurse **the same day. Report possible exposure immediately.**

Hand washing is **VERY** important. If away from running water use antiseptic towelettes until soap and water are accessible. There are fanny packs in the health rooms for field trips and zip lock bags for classrooms.

A copy of the complete District Exposure Plan is available on request. Contact Brandi McGivney RN, school nurse, if you have questions.

APPENDIX C
USD #435 FAMILY AND MEDICAL LEAVE PLAN

Definitions from FMLA Regulations by US Department of Labor: Employee’s spouse, son or daughter, or parent:

Spouse – husband or wife as defined or recognized under state law for purposes of marriage in the state where the employee resides, including common law marriage in state where it is recognized.

Parent – biological, adoptive, step or foster father or mother, or any other individual who stood in loco parentis to the employee when the employee was a child. This term does not include parents-in-law.

Son or daughter – biological, adopted, step, or foster child; a legal ward; or a child of a person standing in loco parentis who is either under age 18, or age 18 or older and “incapable of self-care because of a mental or physical disability” at the time that leave is to commence.

In loco parentis – including those with day-to-day responsibilities to care for and financially support a child. This would include grandparents who have taken in a grandchild and assumes ongoing responsibility for raising the child because the parents are incapable of providing care, or no longer living. Whether an employee stands in loco parentis to a child is a fact issue dependent on multiple factors. Courts have enumerated factors to be considered in determining in loco parentis status; these factors include:

- _The age of the child;
- _The degree to which the child is dependent on the person claiming to be standing in loco parentis;
- _The amount of support, if any, provided, and
- _The extent to which duties commonly associated with parenthood are exercised.

Employees of USD 435 are eligible for family and medical leaves of absence described herein if they have at least 12 months of service and have worked at least 1,250 hours within the preceding 12-month period.

An eligible employee may be able to take up to 12 weeks of unpaid leave during the period from July 1st through June 30th of each academic school year for the following reasons:

- _The birth of a child of the employee or to care for a child within the first 12 months after birth;
- _The placement of a child with the employee for adoption or foster care and to bond with and care for the child (within first 12 months after placement);

_To care for an immediate family member (spouse, child or parent of the employee) who has a serious health condition;

_For a serious health condition that prevents the employee from performing the functions of his/her position; or

_If the employee experiences a qualifying exigency that arises out of the fact that a spouse, parent, or child who is a member of the National Guard, military reserves, or the regular armed forces has been called to or is on active military duty or who is a member of the National Guard or military reserves and is called to active duty in a foreign country.

If the teacher has any paid vacation, personal, sick or disability leave, the leave shall be used first and counted toward the annual family and medical leave.

Military Caregiver Leave

In addition, an employee who is the spouse, parent, child, or next of kin of a current member of the National Guard, military reserves, or the regular armed forces, or within five (5) years of such member's separation from the armed forces, who was injured while on active duty, or who had a pre-existing serious injury or illness that was aggravated as a result of their active duty, may be eligible for up to 26 weeks of FMLA leave in a 12-month period, including the types of leave listed above.

Notice of Leave

When requesting leave, the employee must:

_Supply sufficient information for USD 435 to be aware that the leave provided in this policy may apply to the leave request, as well as information regarding the anticipated timing and duration of leave;

_Provide notice of the need for leave at least 30 days in advance or as soon as practicable;

_Cooperate with all requests for information regarding whether absences qualify for the leave described in this policy;

_Attempt in good faith to schedule leave requests so as to minimize disruption to the academic environment.

Failure to comply may result in leave being delayed or denied.

Intermittent Leave

When medically necessary, employees may take the leave provided in this policy intermittently or on a reduced schedule basis for their own serious health condition, the serious health condition of a family member, or for military caregiver leave. Employees are required to cooperate with USD 435 to arrange reduced work schedules or intermittent leave so as to minimize disruption of its academic functions.

Leave because of the birth or adoption of a child may not be taken intermittently and must be completed within the 12-month period beginning on the date of birth or placement of the child.

Medical and Other Certifications

Employees will be required to provide a medical certification if the leave request is: 1)

for the employee's own serious health condition, 2) to care for a family member's serious health condition, or 3) military caregiver leave. Failure to provide the requested certification in a timely manner may result in denial of the leave until it is provided. If an employee refuses to provide a certification, his/her leave request may be denied and the employee may be disciplined.

USD 435, at its expense, may require a medical examination by a health care provider of its own choosing if it has a reasonable question regarding the medical certification provided by the employee. USD 435 may contact the health care provider directly to clarify or authenticate a medical certification, including certifications for military caregiver leave.

Separate certification may also be required regarding the nature of the family member's military service and/or the existence of a qualifying exigency.

Fitness for Duty Certifications

Because USD 435 wishes to ensure the well-being of all employees, any employee returning from the leave provided in this policy for his/her own serious health condition may be required to provide a Fitness for Duty (FFD) certification signed by his/her health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated.

FFD certifications may be required when an employee returns from intermittent leave if serious concerns exist regarding the employee's ability to resume his/her duties safely.

Maintenance of Benefits

USD 435 will maintain health care benefits for the employee while on the leave provided in this policy, but the employee is responsible for paying the normal monthly contribution. Any teacher portion of the cost shall be paid by the teacher to the clerk of the board by the payroll date or other time as he/she and superintendent/designee may agree. The board may terminate group health coverage if the teacher's payment is not received within 30 days of the due date. If the employee elects not to return to work at the end of the leave period, the employee may be required to reimburse USD 435 for the cost of premiums paid for maintaining coverage during the leave period. All other benefits cease to accrue during the unpaid portion of the leave.

Concurrent Leave

Employees must use any accumulated and available leave benefits during the leave provided in this policy unless such leave is compensated, in whole or in part, under workers' compensation and other similar benefit laws and provisions, in which case the employee may use accumulated leave time only for the purpose of satisfying any waiting period, unless USD 435 and the employee agree, in writing, to allow use of accumulated and available leave benefits to supplement the compensation up to the amount of the employee's regular rate of pay. Absences in excess of accumulated and available leave benefits will be treated as unpaid leave.

Married Couples Who Work for USD 435

If an employee and his/her spouse both work for USD 435, they are both eligible for the leave under this policy as hereinafter described. The employee and the employee spouse may be limited to a combined total of 12 weeks of leave during the period from

July 1st through June 30th of each academic school year if the leave is taken for:

_The birth, adoption, or foster placement of a child;

_To care for and bond with such child who does not suffer from a serious health condition;

_To care for a parent with a serious health condition; or

_A combination of the above.