

AGREEMENT

Between

The Board of Education

of

USD 259

Wichita, Kansas

and

The Service Employees International Union

Local No. 513



July 1, 2018 – June 30, 2019

WICHITA BOARD OF EDUCATION

2018-2019

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The Wichita Public Schools does not discriminate on the basis of race, color, ancestry, national origin, religion, sex, disability, age, veteran status, or any other legally protected classification. Persons having inquiries may contact the School District's Title IX Director/ADA/ Section 504 Coordinator for adults at (316) 973-4420, or Section 504 Coordinator for students at (316) 973-4702, 903 S. Edgemoor, Wichita, KS 67218.

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**Agreement Between
The Board of Education of
Unified School District 259
Wichita, Kansas
and
The Service Employees International Union
Local No. 513**

PREAMBLE

This statement of understanding is made and entered into following meetings as specified in the Kansas Public Employee Relations Act. The terms of this statement of understanding hereinafter called agreement, apply only to those employees who are included in the bargaining unit which was certified by the Kansas Public Employee Relations Board on January 19, 1973, and as amended on December 16, 1987, and as are set forth in Article I, B. Such unit members, hereinafter called employees, have ratified this agreement. This agreement has been ratified by the Board of Education of Unified School District 259, Sedgwick County, Kansas, and Service Employees International Union, Local No. 513, hereinafter called the Union, and this agreement shall constitute Board policy for the period specified. The agreement between the Board and the Union is to be for a term of one (1) year beginning July 1, 2018, and ending June 30, 2019 Article XII, Employment Benefits, may be reopened to negotiate board contribution to premiums only in the event that the health fund reserves fall below eighteen (18) million dollars. By mutual agreement between the Union and the Board, this agreement may be opened as to any change or modification. Any subsequent statements of understanding which result from such reopening shall be set forth and made an amendment to this agreement and when ratified by the employees and the Board shall constitute a change in this policy. The parties agree to meet and confer by February 1, 2019.

The Wichita Public Schools is committed to ensuring an environment that is free of discrimination and to fostering a climate in which all employees and students may participate, contribute, and grow to their fullest potential.

We recognize and value our diverse population and are committed to fair treatment of all employees and students.

Harassment and disparate treatment based on race, color, national origin, sex, handicap/disability, age, or religion will not be permitted or condoned in the Wichita Public Schools.

All Wichita Public Schools employees have the responsibility to support this policy and to take appropriate steps to ensure a workplace free of discrimination against any person.

Each of us should:

- Treat every student, parent, coworker, customer, and supplier with respect and dignity.
- Examine our attitudes and actions toward people who are different from ourselves.
- Speak out when we see harassment and discrimination in our work environment.

We will not tolerate any action that violates the core beliefs of our school district.

ARTICLE 1: RECOGNITION

- A. The Board recognizes the Union as the exclusive representative for the purpose of meeting and conferring and the settlement of grievances for those designated in the bargaining unit.
- B. The bargaining unit shall consist of all employees of Unified School District 259 who are employed in permanent positions for twenty (20) or more hours per week and are paid on ranges A through Jc of the Classified Salary Schedule. However, the unit shall not include any such person who is designated as a security employee or a confidential employee.
- C. The Board of Education will seek input from Service Employees International Union members when designing inservice activities for classified employees during the school year.

ARTICLE II: CLOSURE CLAUSE

Both the Board and the Union acknowledge that all mandatory subjects have been discussed and neither party has any right to meet and confer further on these or any other subjects during the term of this agreement except by mutual consent or as otherwise expressly provided herein.

ARTICLE III: MANAGEMENT'S RIGHTS

The Union acknowledges that the Board and the Superintendent have certain exclusive statutory rights and responsibilities which they may not surrender and except as expressly provided otherwise by this agreement or by law, the Board shall retain its rights to make, amend, or execute decisions and policies that are necessary to operate and maintain the program of the school district and to otherwise carry out its lawful rights and responsibilities.

Neither shall anything in this agreement be construed to limit the statutory power and duty of the Superintendent. Such rights of the school district include but are not limited to: direct the work of the employees; hire, promote, demote for non-disciplinary reasons, transfer, assign, or retain employees in positions within the public agency; demote for disciplinary reasons, suspend or discharge employees for proper cause; maintain the efficiency of governmental operations; relieve employees from duties because of a lack of work or for other legitimate reasons; take actions as may be necessary to carry out the mission of the school district in emergencies; and to determine the methods, means, and personnel by which operations are to be carried on, including subcontracting if such is deemed desirable. Employees whose positions are eliminated by subcontracting, downsizing, or dissolving will be given priority to transfer to vacant positions within the district for which they are qualified or receive training.

ARTICLE IV: SAVINGS CLAUSE & CAPTIONS

A. Savings Clause

Any paragraph of this agreement or any action pursuant thereof which is contrary to law shall be null and void; but, the remainder of the policy shall remain in full force and effect.

B. Captions

The captions set forth at the beginning of each article, paragraph or subparagraph are for the convenience of the parties only and are not intended to fully describe or define the provisions of the portions of the Agreement to which they pertain and shall not affect the meaning or interpretation of this Agreement.

ARTICLE V: EMPLOYEE RIGHTS

A. Employees shall have the right to form, join, and participate in the activities of employee organizations of their own choosing.

B. Employees shall also have the right to refuse to join or participate in activities of employee organizations.

C. Classified employees will be included on building committees and entitled to vote.

D. No employee shall be subject to workplace bullying, harassment, discrimination, abusive, derogatory, or belittling language, and/or retaliation.

ARTICLE VI: PAYROLL DEDUCTIONS

A. Authorized Deductions

The Board agrees that whenever duly authorized by any employee on a form or forms appropriate for such purpose and consistent with the regulations established by the Business Services, payroll deductions shall be made and paid over in accordance with such form or forms for any or all of the following purposes:

1. Donations to the Friendship Fund
2. Union dues
3. YMCA dues
4. Flexible Spending Account
5. Tax Sheltered Annuity
6. Health Insurance Premiums

B. Union Dues

The Union shall develop and the Board shall approve a dues authorization card which shall provide for the cancellation of union dues only once during the year, which date shall be July 1 each year, unless the employee terminates employment with the school district. Such dues

deduction authorization may specify that it will continue each year and will continue in effect from year to year unless terminated as specified on the authorization card.

1. The Union shall indemnify and hold harmless the Board of Education from any and all claims, demands, suits, or other forms of liability (including specifically costs and attorney fees) that shall arise out of or by reason of any action taken or not taken by the Board for the purposes of complying with the provisions of Paragraph B or the authorization form.
2. The Union may submit new payroll deduction authorization cards on a monthly basis. Such cards shall be submitted on or before the fifth of each month and should be representative of employees who have successfully completed their probationary employment status.

C. Tax Sheltered Annuity Plan

Employees shall be eligible to participate in a tax-sheltered annuity plan established pursuant to the Internal Revenue code, consistent with regulations established by the Business/Financial Services Division.

ARTICLE VII: HOURS OF WORK

A. Changes and Exceptions

Nothing herein shall be construed as guaranteeing any employee any number of hours of work per day or week. Work schedules may be changed by the administration, and such schedules may vary from the base work schedule. However, an employee is to be paid for any additional time worked at the request of the employee's supervisor.

B. Hours for Specific Positions

The working hours for specific positions are as follows: (Employees who are involved in a shift change will be given a three-day notice unless there is an emergency.)

1. Maintenance Personnel

Base schedule, forty (40) hours per week, 7 a.m. to 4 p.m., Monday through Friday, with one-half hour or one-hour lunch period to be determined by needs of respective departments. The working schedule for the Roofing section of the Building Repair Operational Area is a five-day work week, Monday through Friday, 6:00 a.m. to 2:30 p.m., when the heat contingency working schedule is approved and operational for facilities' personnel. The facilities' administration will give consideration to severe days identified outside of the heat contingency plan for a working schedule change.

Four-day, ten-hour per day working schedules, and other flexible schedules may be initiated by the Administration in selected areas where there is mutual agreement on the part of management and the selected department personnel.

2. Supply and Distribution

Base schedule, forty (40) hours per week. Regular Monday through Friday weekly schedules are determined by the starting time of schools and Facilities with one-half hour or one-hour lunch period to be determined by the respective departments.

3. Custodial Personnel

Base schedule, forty (40) hours per week. Regular Monday through Friday weekly and daily schedules are provided individual classifications. Lunch periods will be one-half hour unless lengthened to one hour by the site manager/supervisor.

4. Aides and Paraeducator Personnel

The nature of the work of an Aide and a Paraeducator shall determine the normal schedule. Aides and Paraeducators shall be informed of their respective schedules at the time of employment by the Human Resources Division and of any subsequent changes by the immediate supervisor.

5. Nutrition Services Personnel

Working schedules are determined by the guidelines approved for establishing nutrition services allocations. The nutrition services manager will provide the time schedule for each nutrition services employee, which will include a one-half hour lunch period.

6. Clerical Personnel

Working schedules are determined by the guidelines and procedures approved for establishing clerical allocations. Base schedule, forty (40) hours per week, regular Monday through Friday working schedules; however, the nature of the work and assignment location shall determine the working schedule which may require less than forty (40) hour work week.

C. Rest Periods/Breaks

All employees shall be allowed a rest period if their regular daily schedule calls for four (4) hours or more of continuous work. Rest periods may be flexible, but shall generally be consistent with the following recommended schedule:

Daily Hours Worked	Suggested Rest Periods	
8 hours	15 minutes	15 minutes
7.5 hours	15 minutes	10 minutes
7 hours	15 minutes	10 minutes
6.5 hours	10 minutes	10 minutes
6 hours	10 minutes	10 minutes
5.5 hours to 4 hours	15 minutes	

ARTICLE VIII: COMPENSATION

A. Salary Schedule

The salaries of employees covered by this agreement are set forth in the salary schedule in Appendix A which is attached to and incorporated into this agreement.

B. Salary Range

An individual employee of the Wichita School System will be placed on a range as identified in the Board-approved Classified Personnel Classification Plan. The exact step on the range will be determined by the Division of Human Resources after consideration of the individual's prior work, education and/or training.

C. Salary Steps

Increment or step increases are included in the wage and salary schedule to recognize changes in responsibility based upon assignment and to reward length of service.

D. Step Movement

Employees who began service prior to January 1, of the current year, shall normally advance one step on the salary schedule on July 1. Any employee, who on July 1 is on a disciplinary probation or Plan of Assistance, shall not advance on the salary schedule. For the 2018-2019 school year only, all eligible employees will receive one (1) step movement on the salary schedule. Notwithstanding anything to the contrary herein, classified employees shall not move a step for the 2019-2020 school year and thereafter.

E. Certificates

Certain employees, due to the nature of their jobs, are required to qualify for and obtain certificates from the City of Wichita or governmental bodies. In such instances, the Board shall compensate full-time individuals having such a certificate which is recommended for reimbursement according to the following categories:

Architectural State Registration, Main	\$300/mo.
Architectural State Registration, back-up	\$150/mo.
Asbestos Program Manager	\$200/mo.
Asbestos Management Planner	\$100/mo.
Asbestos Inspector	\$50/mo.
Asbestos Supervisor Class II	\$35/mo.
Asbestos Worker Class I	\$20/mo.
ASE (automotive) certificate, any 1 area	\$60/mo.
ASE (automotive) certificate, any 2 areas	\$80/mo.
ASE (automotive) certificate, any 3 areas	\$100/mo.
ASE (automotive) certificate, any 4 areas	\$120/mo.
ASE (automotive) certificate, any 5 areas	\$140/mo.
ASE (automotive) certificate, any 6 areas	\$160/mo.
ASE (automotive) certificate, any 7 areas	\$180/mo.
ASE (automotive) certificate, any 8 areas	\$200/mo.
Cement Contractor License	\$100/mo.

Contractor License back-up	\$75/mo.
Commercial Drivers License/Class B	\$20/mo.
Commercial Drivers License/Class A	\$40/mo.
Commercial Drivers License HAZMAT endorsement	\$60/mo.
Contractor, General, Main	\$250/mo.
Contractor, General, back-up	\$150/mo.
Drainlayer	
Masters Certificate	\$100/mo.
Masters License back-up	\$75/mo.
 Electrical	
Masters License	\$200/mo.
Masters back-up	\$150/mo.
Journeyman	\$100/mo.
Fire Alarms	
NICET II, Main	\$300/mo.
NICET II, back-up	\$200/mo.
NICET I, Main	\$100/mo.
Fire Extinguishers (portable)	
Class RB state certification- NAFED, Main	\$150/mo.
Class RB state certification- NAFED, back-up	\$100/mo.
Heating	
Masters Main	\$200/mo.
Masters back-up	\$150/mo.
Journeyman	\$100/mo.
Mechanical	
Masters License Main	\$200/mo.
Masters back-up	\$150/mo.
Journeyman	\$100/mo.
Metals, General	
Masters Main	\$200/mo.
Masters back-up	\$150/mo.
Journeyman	\$100/mo.
Pest Control, 7A-E Main	\$200/mo.
Pest Control, 7A-E back-up	\$150/mo.
Playgrounds, Main	\$200/mo.
Playgrounds, back-up	\$150/mo.
Plumbing	
NICET II, Main	\$300/mo.
NICET II, back-up	\$200/mo.
NICETT III, Main	\$300/mo.
NICETT III, back-up	\$200/mo.
Masters License	\$200/mo.

Masters back-up	\$150/mo.
Journeyman	\$100/mo.
Professional Engineer License (Electrical)	\$150/mo.
Professional Engineer License (Mechanical)	\$150/mo.
Roofing License back up D	\$100/mo.
Welder certificate	\$100/mo.

Such payment shall be consistent with the procedures which have been set down in Board policy for payment for special certificates. Part-time employees will receive a prorated amount.

F. Professional Development Program (PDP)

Full-time service employees who qualify may complete the requirements for the Professional Development Program (PDP) certificates awarded by the School Nutrition Association. Upon receipt in the Human Resources Division of proof of such certification and approval by the Director of Nutrition Services, qualified employees will receive the following compensation. Part-time employees will receive a prorated amount. Notwithstanding anything to the contrary herein, full-time/part-time service employees shall not receive compensation for certificate pay for the 2018-2019 school year and thereafter, unless obtaining such certificate is required by Federal law.

SNA Certification	\$18.00/mo.
SNA Certification + 24 hours credit + 2 years of service	\$28.00/mo.
SNA Certification + 24 additional hours credit (48 total) + 3 years of service	\$38.00/mo.
SNA Certification + 24 additional hours credit (72 total) + 4 years of service	\$48.00/mo.
SNA Certification + 24 additional hours credit (96 total) + 5 years of service	\$58.00/mo.
SNA Certification + 24 additional hours credit (120 total) + 6 years of service	\$68.00/mo.

A Career Ladder Committee shall consist of three (3) A through Jc employees appointed by the Union President and three (3) management employees appointed by the Director of Nutrition Services. The Committee shall meet and report as needed by management or the union.

G. Clerical Professional Growth Program (CPG)

Full-time clerical employees who qualify for and complete the requirements for the Clerical Professional Growth Program (CPG) approved by the Human Resources Division will receive the following compensation:

Level 1:	\$30 per month
Level 2:	\$50 per month
Level 3:	\$70 per month

Clerical employees who qualify for additional pay through the Clerical Professional Growth must begin on Level 1, and may only move up one level per CPG opportunity.

H. Documentation of Job/Career Training

Employees are responsible for submitting evidence of job or career-related training to their immediate supervisor who shall forward such material to the Human Resources Division for placement in their respective personnel files.

I. Shift differential

Full-time classified employees placed on Ranges A through Jc shall be paid fifty cents (50¢) shift differential pay per hour for each hour of their regular working schedule which occurs later than 6:00 p.m. but earlier than 6:00 a.m.

J. Spray Paint/Clean up

An additional seventy-five cents (75¢) per hour is paid to eligible employees when assigned to spray painting and spray painting clean-up work.

K. Sandblasting/Clean up

An additional one dollar (\$1.00) per hour is paid to eligible employees when assigned to sandblasting and sandblasting clean-up work.

L. Differential Pay

An additional seventy-five cents (75¢) per hour will be paid to eligible employees in the Facilities Division and Operations Division areas when working conditions are identified by the employees as justifying such differential pay and when the need is verified by the supervisors. These working conditions will also involve verified working time spent in the nutrition services coolers and freezers.

M. Pitch

An additional one dollar twenty-five cents (\$1.25) per hour shall be paid to eligible employees when working with pitch.

N. Pesticides

An additional one dollar (\$1.00) per hour shall be paid to eligible employees when working with pesticides.

O. Asbestos

Employees who are required to have an Asbestos Class I or Class II certificate, and employees who have received a minimum of 16 hours of asbestos training and are identified and required by the appropriate administrator to wear the protective garb and respirator, shall be paid an additional one dollar seventy-five cents (\$1.75) per hour for a minimum of 2 hours when working with asbestos.

P. Medium Density Fiberboard (MDF) is an engineered wood. Employees who are required to work with MDF are required by the appropriate administrator to wear the protective garb and respirator. To be eligible to receive the one dollar seventy-five cents (\$1.75) per hour, an employee must work a minimum of 2 consecutive hours when working with MDF.

Q. Paid Holidays

Paid holidays covered by this agreement are shown in Article X and are included in determining the number of paid working days in a pay period for computing fractional or part-time work by employees.

R. Longevity

Permanent classified employees who work twenty (20) hours or more per week are eligible for longevity payment if they meet the established qualifications. Classified employees who are eligible for longevity during 2018-2019 will be paid by November 30, 2018. (See Timeline for Determining Percentages.) Notwithstanding anything to the contrary herein, classified employees who completed ten (10) years of employment with the Board on or before July 1, 2019, will not advance to receive a longevity payment for the 2019-2020 school year and thereafter.

1. Determination

An employee's longevity shall be determined by counting the years of continuous service as an employee of Unified School District 259 in any position which is permanent and requires a working schedule of twenty (20) hours or more per week.

2. Discontinuance of Employment

Any discontinuity in employment, regardless of length, shall result in full loss of longevity. In the event that a former employee, terminated as a result of reduction in force, is reemployed within two (2) years of the date of termination, then the period of unemployment shall not be regarded as a discontinuity in employment for the purpose of determining eligibility for a longevity payment. However, the period of unemployment shall not be counted in determining such eligibility.

3. Years of Service

Classified employees on Ranges A through Jc of the Classified Salary Schedule shall qualify for longevity payments according to the following schedule:

10 to 19 years	3% of July 1 base salary
20 to 29 years	7% of July 1 base salary
30 or more years	11% of July 1 base salary

4. Timeline for Determining Percentages

The percentages specified in item three (3) above shall be applied to the employee's base salary as of July 1 excluding all licenses, certificates, differentials, overtime, etc., and shall not be affected by any increases due to a reclassification or adjustment occurring after July 1.

To be eligible for a particular longevity category in item three (3) above, an employee must have started that number of years of continuous service on or before July 1.

5. Longevity Payment Schedule

All longevity payments shall be made in November in accordance with regular payroll procedures and shall be subject to all applicable deductions. Any employee whose employment terminates prior to November 15 shall receive no part of any longevity payment.

S. Mileage

Classified employees who are required to drive their own automobiles in connection with their employment shall be compensated at a rate per mile established by the Board of Education at the beginning of the fiscal year. Compensation shall be in a manner consistent with procedures established by the Business Services.

T. AMAC Parking

Employees at the Alvin E. Morris Administrative Center shall be provided a parking space or paid parking within reasonable walking distance of the Alvin E. Morris Administrative Center.

U. Custodial Building Maintenance Program

Full-time custodial employees paid on Ranges A through Jc who successfully complete a Custodial Building Maintenance program will receive a Certificate of Proficiency awarded by the Wichita Public Schools and \$40.00 per month. Employees earning a Masters Certificate issued by the Wichita Public Schools will receive \$70.00 per month. Employees are responsible for submitting evidence of training to their immediate supervisor who shall forward such materials to the Human Resources Division for placement in their respective personnel files. Head custodians who held the position prior to July 1, 2012, will be grandfathered in regarding Master Certificate at their current base location, unless they move to a new location. All other head custodian positions after July 1, 2012, will require the Master Certificate, subject to Paragraph Y of this Article.

The above certificates are issued for two or five years and can be renewed after expiration if the holder has attended at least one class during the life of the certificate. Part-time employees will receive a prorated amount.

V. Paraeducators

1. Inservice

Paraeducators who volunteer to attend inservice and are approved to attend will receive their regular hourly rate of pay up to but not exceeding the amount teachers receive per hour.

2. Newly Hired Paraeducators

The Board of Education will provide a mandatory twelve (12) hour training program for newly-hired paraeducators.

3. Community Based Instruction

An additional \$30.00 per month for ten (10) months will be paid to eligible special education paraeducators who drive their own car in transporting students in the community based instruction program.

4. Classroom Supervision Compensation

Paraeducators who supervise a classroom or classrooms when a certificated teacher for the classroom is absent from school and when there are no other certified or substitute staff present in the classroom shall receive an additional four dollars (\$4.00) per hour for providing such supervisory services. The right to direct the work in Article III applies to this paragraph.

5. Career Ladder (Paraeducators)

Paraeducators who have met all requirements and who have not been placed on a disciplinary Plan of Assistance will move on the Career Ladder, subject to Paragraph Y of this Article.

W. District Sponsored Inservice

Classified employees who are released to attend district sponsored inservice activities and are being paid a wage will be allowed to use that time, if approved by Superintendent, Chief Human Resources Officer or designee, to advance on a career ladder or receive compensation for certificates or required licenses.

X. Nutrition Services Uniforms Allowance

Nutrition services personnel, who are required to wear uniforms, will receive maximum annual clothing allowance of 150.00 to purchase designated shirts, pants, and sweatshirts.

Y. Extended Years Schools

Nutrition services employees, paraeducators, aides, and library clerks who are employed at an extended year school and who work at least 210 days shall receive the same benefits as do 220-day employees, except they shall not receive vacation benefits.

Z. Career Ladder Advancement and Certificate/License Compensation

For the 2018-2019 contract year only, in order to be paid for Career Ladder Advancement, all eligible employees must submit documentation to Human Resources by December 1, 2018. Eligible employees will not be entitled to retroactive compensation for years prior to 2018. Notwithstanding anything to the contrary herein for classified employees, there will be no advancement on career ladders (including Paraeducators) for the 2019-2020 school year and thereafter.

Increases in compensation will be considered for certificates or licenses awarded for the 2018-2019 school year if a special license is required for movement from one position to another position. SSC workers who are required to hold more than one certificate for their current position will be compensated for all certificates required for their current position. A list of the certificates can be found in Article VIII of the negotiated agreement.

ARTICLE IX: OVERTIME AND HOLIDAY PAY

A. Holiday Pay Rates

Employees who are required to be on duty on holidays observed by the Board will receive premium pay. Employees shall receive hourly rates as follows:

1. Two (2) times their regular hourly rate plus the Board-paid holiday rate, if eligible, for work required on the days listed in Article X, A. If employees are called back to work at any time other than their regular working schedule, such employees will be paid three (3) times their regular hourly rate for all hours worked on national Board-approved holidays which fall on Monday through Friday, unless the employees at their own option choose to report other than during regular working hours. If employees are called back to work during the above days, and during their regular working schedule, the employees will receive two (2) times, their regular hourly rate plus Board-paid holiday rate, if eligible, for work required during their regular assigned shift.
2. One and one-half (1½) times their regular hourly rate plus the Board-paid holiday rate, if eligible, for work required on the days listed in Article X, B.

B. Sunday Pay

Employees called back to work on Sunday shall earn two (2) times their hourly rate, unless Sunday is a Board-recognized national holiday, in which case the employees shall be paid three (3) times their hourly rate.

C. Saturday Pay

Employees called back to work on a Saturday which is not a holiday shall receive one and one-half (1½) times their regular hourly rate provided the employees have been in pay status (a 40-hour work schedule) prior to the Saturday assignment.

D. Excess of Forty (40) Hours (Overtime)

Employees shall be paid one and one-half (1½) times their regular hourly rate for all assigned hours exceeding a forty (40) hour work week (40 hours in pay status) which are assigned during Monday through Friday and are not identified in A, 1 or A, 2 above.

E. Call Back to Duty

A "call back" to duty shall be considered not less than two (2) hours' work performed. Employees called to work under special circumstances, such as snow removal, will be allowed to work overtime and a regular shift.

F. Major Emergency Work

In cases of major emergency work, designated employees will be paid according to the stipulations set forth in the Board policy entitled "Major Emergency Work."

G. Determination of Eligibility for Overtime Work

All earned or accrued leaves of absence with pay and paid holidays will be credited as time worked in determining eligibility for overtime pay.

H. Opportunity for Overtime Work

All qualified classified employees shall be given an equitable opportunity for overtime work. All employees who are qualified to perform an overtime assignment shall be rotated in overtime assignments as evenly as possible. The distribution of overtime shall be the responsibility of the administrator or supervisor of the work to be done. Employees shall keep the administrator or supervisor informed concerning their availability for overtime work. In the event a qualified employee is not available on a voluntary basis for necessary overtime work, the supervisor may appoint an employee to fill the overtime assignment. A list shall be maintained by the supervisor showing such assignments.

I. Planning and Notification of Overtime Work

Supervisors are responsible for planning work assignments and will inform the employee at least one day in advance when overtime is required, unless an emergency situation occurs, and in the emergency situation an attempt should be made to inform the employee as soon as possible.

J. Authorization of Overtime Work

Final determination in the authorization of overtime work and personnel selected is the responsibility of the appropriate administrator, building principal, Division Director, Facilities, or their designated representative.

ARTICLE X: HOLIDAYS

A. Board Recognized National Holidays

The calendar adopted by the Board recognizes certain national holidays. For 2018-2019, these days are as follows:

Independence Day
Labor Day
Veteran's Day
Fall Recess
Winter Recess
New Year's Day
Martin Luther King, Jr. Day
President's Day
Memorial Day

Other Board Recognized Holidays

The calendar adopted by the Board designates certain other days as holidays. For 2018-2019, these days are as follows:

Friday following Thanksgiving
Christmas Eve
New Year's Eve
Spring Break

C. Rate of Holiday Pay

Full-time employees shall be paid their regular daily rate for their normal shift assignment for the above holidays provided they are in pay status (except personal business) or have an approved request for absence on the day before and the day following paid holidays.

D. Nutrition Services Employees

Nutrition Services employees shall have ten (10) paid holidays. For 2018-2019, these days are as follows:

Fall Recess (2 days)
Winter Recess (3 days)
New Year's Holiday (1 day)
Martin Luther King, Jr. Day (1 day)
Spring Recess (3 days)

The Director of Nutrition Services may adjust holiday work schedules to meet the needs of the nutrition services program, and any such adjustments shall not make any affected employee eligible for overtime pay.

E. Clerical Employees

Clerical employees shall have paid holidays according to the following working schedule:

1. Schedule of 220 day, 225 day, and 230 day:

Clerical Employees who work the 220 day, the 225 day, and the 230 day schedule shall have twelve (12) paid holidays. For 2018-2019, these days are as follows:

Labor Day (1 day)
Veterans Day (1 day)
Fall Recess (2 days)
Winter Recess (2 days)
New Year's Day (1 day)
Martin Luther King, Jr. Day (1 day)
Spring Recess (3 days)
Memorial Day (1 day)

2. Schedule of 260 day
Clerical Employees who work the 260 day schedule shall receive the same paid holidays as identified in Section A and B.

F. Other Selected Individuals

Paraeducators, parent involvement workers, library clerks and other selected individuals will work the same calendar as teachers. In addition, paraeducators and library clerks may leave at the end of one-half day (3.5 hours) at the end of each grading period on days when teachers are required to provide grade reports (i.e., non-teaching duty days). Paraeducators and library clerks will be paid at their regular hourly rate of pay for hours beyond one-half day (3.5 hours) not worked on such days which, if worked, would be within their normal shift assignment. They shall have ten (10) paid holidays. For 2018-2019, these days are as follows:

Fall Recess (2 days)
Winter Recess (3 days)
New Year's Day (1 day)
Martin Luther King, Jr. Day (1 day)
Spring Recess (3 days)

The calendar adopted by the Board may be altered at the discretion of the Board or Administration.

ARTICLE XI: VACATIONS

A. Eligibility

Vacation with pay is granted to full-time classified personnel employed in positions requiring a 260, 230, 225, or 220 day working schedule.

1. Schedule of 260 Day

A minimum of ten (10) days and a maximum of twenty (20) days paid vacation is granted based on continuous years of employment for personnel working the 260 day schedule.

2. Schedule of 230 Day

A minimum of seven (7) days and a maximum (12) days paid vacation is granted based on continuous years of employment for personnel working the 230 day schedule.

3. Schedule of 225 Day

A minimum of six (6) days and a maximum of eleven (11) days paid vacation is granted based on continuous years of employment for personnel working the 225 day schedule.

4. Schedule of 220 Day

A minimum of five (5) days and a maximum of ten (10) days paid vacation is granted based on continuous years of employment for personnel working the 220 day schedule.

B. Vacation Accrual Dates

The date for determining vacation eligibility is the anniversary date of employment for each full-time employee. Vacation credit shall be accrued and earned on a monthly basis based upon an employee's working schedule set forth hereafter. An employee is eligible to use accrued vacation days once earned, except, new employees shall not be eligible to use accrued vacation days until they have satisfactorily completed their three month probationary period. A new employee will not be eligible for vacation pay or credit if the new employee is terminated prior to satisfactorily completing their three (3) month probationary period.

Hours of Vacation Accrued per Month Based on Years of Service				
Months of Service	220-Day	225-Day	230-Day	260-Day
1 to 36	3.33	4.00	4.67	6.67
37 to 48	4.00	4.67	5.33	7.33
49 to 60	4.00	4.67	5.33	8.00
61 to 72	4.67	5.33	6.00	8.67
73 to 84	4.67	5.33	6.00	9.33
85 to 96	5.33	6.00	6.67	10.00
97 to 108	5.33	6.00	6.67	10.67
109 to 120	6.00	6.67	7.33	11.33
121 to 132	6.00	6.67	7.33	12.00
133 to 144	6.00	6.67	7.33	12.67
145 and over	6.67	7.33	8.00	13.33

C. Approval of Vacation

The responsibility for approval of an individual's vacation schedule rests with the building level supervisor who signs payroll forms for that building to which the employee is assigned. Vacation approval for custodians building engineers, site maintenance workers, and nutrition services workers who earn vacation should be shared with the respective School Service Center supervisor, when appropriate, in order

to provide substitutes if needed. Approval of vacation for building engineers must be shared with the supervisor of Building Equipment and Grounds. If an individual's request for vacation is denied, the supervisor must give a written reason why the request is denied.

1. Carryover of Vacation

All vacation accrued between anniversary dates of any given year shall ordinarily be scheduled and taken prior to the employee's anniversary date of the following year. While the "carrying over" of vacation is discouraged, an employee may carry over vacation days beyond June 30 of each year to a maximum of forty (40) days.

2. Maximum Days Allowed

The maximum allowable number of vacation days that may be scheduled at any one time shall be the total number of days that an employee will earn between the anniversary dates of the year the vacation is taken.

3. Minimum Units of Vacation Allowed

Absences chargeable to vacation time for employees paid on ranges A through Jc shall be in units no smaller than one-quarter hour.

D. Severance Pay

All earned vacation credit up to a maximum of twenty (20) days is paid upon separation from employment and is computed on the basis of the current salary. At the discretion of the Administration, employees who move to a shorter work year may be paid for some or all of their accumulated unused vacation days.

E. Holiday During Vacation

Holidays will not be charged against an employee's vacation time when they occur during regularly scheduled vacation periods.

F. Working During Vacation

Employees are not allowed to work for the Board during their scheduled vacation time and receive additional pay for such time worked. Any exceptions, due to an emergency situation, must have prior approval of the appropriate administrator or supervisor.

G. Fall/Winter/ Spring Breaks

Classified employees who work the 220, 225, or 230 day schedule will be allowed, when approved by their supervisor, to use up to five (5) earned vacation days during winter and/or spring breaks on non-work non-paid days (excluding weekends), provided request for vacation is made a minimum of twenty (20) days in advance. Utilizing these days (fall, winter, or spring break) as workdays is not an option. Those using this choice would work fewer days on the end of their work schedule depending on the number of vacation days used during the holiday period. No overtime or extra time will be allowed at the end of the schedule to perform the work. Total number of days on the work schedule will not change.

ARTICLE XII: EMPLOYMENT BENEFITS

A. Medical and Dental Benefits

1. The Plan

a) The Board will offer employees a base medical and a base dental plan with no additional employee paid premiums other than: premium without wellness discount, tobacco/nicotine user premium, working spouse premium, and part-time employee premium (0.75-0.99 FTE), as further described below. The Board provided medical and dental plans shall provide coverage for employees and eligible dependents, if any, in accordance with the terms, conditions and exclusions of the Board provided group medical and dental plans. Changes in these Board provided medical and dental plans will normally be effective on January 1 of any year and only with the involvement of the Union. At its discretion, the Board may offer additional medical and dental plan options with employee-paid premiums, through payroll deduction, that will be in addition to the premiums further described below.

b) The medical and dental plans will begin January 1 and will end December 31 of each year.

2. Eligibility

a) Employees who are employed in a position for 30 hours or more per week are eligible to participate in the Board provided group medical and dental plans. The employees' participation will be governed by the Health Plan Document.

b) Employees who were employed for at least 20 hours but less than 30 hours per week as of August 1, 2014, and who are currently receiving Health Plan benefits ("Grandfathered Employees") will also be eligible to participate in the Health Plan ("Grandfathered Employees"). An employee whose Grandfathered Status ends will no longer be eligible to participate in the health plan. The employee's removal from participation in the health plan will be governed by the Health Plan document.

c) To be eligible to participate in the Board group medical and dental plans, all employees will be required to enroll during open enrollment or within 31 days of hire. Employees who do not enroll, or decline through the enrollment process, will be automatically enrolled in the employee only base medical plan without the wellness discount and the employee only base dental plan.

3. Board Contribution

a) The Board will contribute \$690 per month, all of which will be used to partially fund the Medical and Dental Plan, for every employee who is eligible to participate in the Health Plan under this Article XII, Section A. b) The Board shall continue to pay its contribution for any eligible employee who suffers a continuing total disability for a period not to exceed 180 calendar days after the date of the commencement of the total disability. All actions and decisions under the medical and dental plans shall be made in accordance with rules and regulations established by the Administration.

4. Premiums/Payroll Deductions

a) Effective January 1, 2018, classified employees and their spouses shall agree to a payroll deduction as set in the table below unless the employee and/or spouse qualify for a wellness premium discount:

	Bi-weekly 26 pays	Bi-weekly 20 pays	Monthly	Annually
Employee Without Wellness Discount	\$46.15	\$60.00	\$100.00	\$1,200.00
Spouse Without Wellness Discount	\$46.15	\$60.00	\$100.00	\$1,200.00
Both Without Wellness Discount	\$92.30	\$120.00	\$200.00	\$2,400.00

*These premiums do not apply to dependent children; actual monthly deduction may vary based on pay calendar

The wellness premium shall be waived if the employee and spouse participate in wellness activities that equal 100 points each per year chosen by the employee and spouse from a list provided by Employee Benefits and Insurance Management and employee and/or spouse provide(s) proof of such participation through the online benefit enrollment system.

If non-tobacco/nicotine user is one of the wellness points selected for the current plan premium credit, the employee and/or spouse will be subject to audit and confirmation testing. If the test has a positive result, the employee and/or spouse will be disqualified from receiving the wellness discount and will be subject to paying the annual tobacco premium. The payroll deduction for a positive test result or refusal to be tested shall equal the annual tobacco premium, averaged between the date of the first payroll deduction after the employee and/or spouse refuses a test or is found to be positive for tobacco/nicotine use and the last payroll deduction paid in December of the year the payroll deduction is begun. Wellness points earned between January 1st and December 31st apply towards the premium discount the following year.

b) Employees whose spouses have access to group medical insurance and the employer pays 50% or more of the employee only premium for such insurance and who choose to utilize the Board provided group medical and dental plans to provide coverage for the employee’s spouse shall agree to a payroll deduction of \$200 per

month, or \$2400 per year, beginning January 1, 2017 and thereafter. However, such employees who work less than a 12 month assignment shall agree to a payroll deduction equal to \$2,400 per year pro-rated for the length of their assignment.

	Bi-weekly 26 pays	Bi-weekly 20 pays	Monthly	Annually
Working Spouse	\$92.31	\$120.00	\$200.00	\$2,400.00

Employees with a spouse shall sign a certified statement verifying whether or not their spouse has access to group medical insurance.

c) Effective January 1, 2017, a permanent employee who is employed 30 or more hours and less than 40 hours per week in a primary benefited position shall agree to a payroll deduction of \$40 per month. However, such employees who work less than a 12 month assignment shall agree to a payroll deduction of \$480 per year prorated for the length of their assignment. For the 2016 health plan year only, the \$40 per month part-time premium will be waived for eligible employees who are .75 FTE to .99 FTE. Grandfathered Employees, defined under Article XII, Section A, who are less than .75 FTE will continue paying the \$40 monthly premium for the health plan.

	Bi-weekly 26 pays	Bi-weekly 20 pays	Monthly	Annually
Part Time Premium	\$18.46	\$24.00	\$ 40.00	\$ 480.00

d) An employee who is a tobacco/nicotine product user shall agree to pay the annual tobacco premium.

	Bi-weekly 26 pays	Bi-weekly 20 pays	Monthly	Annually
Employee tobacco user	\$46.15	\$60.00	\$100.00	\$1,200.00
Spouse tobacco user	\$46.15	\$60.00	\$100.00	\$1,200.00
Both tobacco users	\$92.30	\$120.00	\$ 200.00	\$ 2,400.00

However, such employees who work less than a 12 month assignment shall agree to a payroll deduction equal to the annual tobacco premium, prorated for the length of their assignment. To be eligible to participate in the Board medical plan, an employee whose spouse is a tobacco/nicotine product user who participates in the Board health insurance plan shall agree to pay the annual tobacco premium. However, such employees who work less than a 12 month assignment shall agree

to a payroll deduction equal to the annual tobacco premium, prorated for the length of their assignment. Employees shall sign a certified statement verifying whether or not they are tobacco/nicotine product users and whether or not their spouse who participates in the Board health insurance plan is a tobacco/nicotine product user.

A tobacco/nicotine product user is a person who uses a tobacco/nicotine product or products four or more times per week within no longer than the past 6 months and includes cigarettes (including electronic cigarettes), cigars, pipes, and any form of chewing tobacco. The term tobacco/nicotine user does not include for religious or ceremonial use or when prescribed or recommended by a physician or in conjunction with smoking cessation treatment. Physician documentation would be required.

5. Cash Option

a) Eligible employees who provide evidence of other medical coverage during benefit enrollment through the online enrollment system may waive medical coverage and elect a cash option of \$1,200.00 per year pro-rated for the length of their assignment subject to applicable payroll deductions.

	Bi-weekly 26 pays	Bi-weekly 20 pays	Monthly	Annually
Cash Option	\$46.15	\$60.00	\$ 100.00	\$ 1,200.00

B. Severance Pay Benefits

1. Death, Retirement, Honorable Resignation

An employee who dies or who retires or resigns honorably after reaching age fifty-five (55) years or five (5) years in the employ of the Board shall be eligible for a severance payment.

2. Termination

An employee with 15 or more years of service with USD 259 who is terminated (other than for suspected criminal activity) may have his/her individual case reviewed through the grievance procedure. The parties to the grievance may allow the employee to voluntarily resign rather than involuntary termination, and if allowed, the employee will receive severance pay, if otherwise eligible. As a condition of allowing the discretionary severance payment, the employee must agree to settle and discontinue his/her grievance and additionally waive any other individual right or rights he/she may have against any officer, manager, supervisor, or employee of USD 259 arising out of his/her termination. The employee who is allowed to self-terminate under the above conditions will sign a Personnel Action Request with the remark "not eligible for rehire" in the comment section.

3. Computation and Rate of Severance Pay

The amount of the severance payment for which the employee is eligible shall be computed by multiplying the sum of the number of unused temporary leave hours which the employee has accumulated plus the number of unused vacation hours which the employee has accumulated in excess of the number which he/she is still eligible to take by \$3.75 per hour.

For those employees paid by the hour the severance payment will be computed by multiplying the accumulated hours by \$3.75 per hour. The severance payment shall be made to the eligible employee in accordance with regular payroll procedures and shall be subject to all applicable deductions.

4. Exceptions

Any employee who applies for retention of employment prior to retiring for the purpose of KPERS is not eligible for such severance payment at that time.

C. Group Life Benefits

The Board shall provide group term life coverage with individual limits of \$30,000 for all permanent employees who work twenty (20) hours or more per week. Any increase in coverage shall not be effective until the employee reports for work.

D. Short Term Disability Benefits

The Board shall provide short-term disability benefits as set forth in the short term disability summary plan description.

1. Rate of Benefits and Waiting Period

Short term disability benefits for disabilities resulting from non-occupational illness or injury, shall be paid at the rate of 70% of the employee's regular rate subject to all applicable deductions. Following the exhaustion of temporary leave, there is a five (5) day waiting period before short term disability benefits begin. The five (5) day waiting period will be waived for absences greater than thirty (30) consecutive calendar days and short term disability payments shall be paid retroactively. (See also Temporary Leave.)

2. Single Disability

A single disability for a period of 180 calendar days is defined as a single absence. Under no circumstances will short term disability benefits be paid in excess of 180 calendar days from the date of disability.

3. Exceeding 180 Days Absent

If the employee cannot return to work on or before the 181st calendar day of absence, the employee will be terminated or placed on leave of absence from the district, if eligible.

4. Recurrence of Disability

For the recurrence of a disability to be considered a new disability, the disability will be subject to a new waiting period and required independent medical evaluation designated by Employee Benefits and Insurance Management. In addition, the employee must have returned to work for a continuous period equal to the period of absence or for thirty (30) consecutive work days. Short absences for reasons not related to the disability shall not be counted towards fulfillment of this requirement, but will not be considered an interruption thereof.

5. Second Distinct Disability

If a second distinct disability occurs prior to the expiration of thirty (30) consecutive work days, the thirty (30) day work requirement may be waived by the Chief Human Resources Officer or designee.

6. Injury/Accident During Employment

If subsequent to the commencement of short term disability benefits, it is determined that the illness or accident arose out of or in the course of employment, the employees compensation shall revert to worker's compensation disability payments and the employee's short term disability shall be reduced by any retroactive payment of workers compensation.

E. KPERS Benefits

The Board shall participate in the Kansas Public Employees Retirement System in accordance with KSA 74-4931, et seq.

F. Worker's Compensation Benefits

The Board shall continue under the Kansas Workers Compensation Law to provide worker's compensation coverage for all employees. Employee benefits are defined in state statute and are subject to legislative and judicial changes. Current state statute will supersede any provisions contained in this agreement. Workers compensation covers injury and disease arising out of and in the course of one's employment. Benefits include medical expenses and disability payments when applicable. Job related accidents will be reported to the employee's supervisor, and both the Employee Report of Incident and Supervisor's Report will be forwarded to the Employee Benefits and Insurance Management office immediately but no more than 24 hours after the occurrence. Compensation and charge to temporary leave procedures are as follows:

1. Procedures:

- a. Injured employees will immediately report accidents to their supervisors and the Employee Benefits and Insurance Management office within 24 hours.
- b. Injured employees will take their doctors' work status report after each appointment to his or her supervisor.
- c. Injured employees will report in after each doctor visit to the Employee Benefits and Insurance Management office.

- d. If employees have questions concerning worker compensation benefits or procedures, they may call the Employee Benefits and Insurance Management office, or the claims advisory section of the Division of Workers Compensation (1-800-332-0353).

2. Disability Payments:

- a. A seven calendar day waiting period must be met before the disability payments begin. If the employee is off work for 21 consecutive days, the same statute requires the employer to pay retroactively the first seven (7) days of disability.
- b. The employee will receive $66\frac{2}{3}$ percent of his or her average weekly wage, subject to the state weekly maximum. This benefit is paid as long as the authorized treating physician certifies that the employee is temporarily, totally disabled.
- c. A job injury absence up to five days will be charged to the employee's accumulated temporary leave to the extent that temporary leave is available, such charge will be reinstated if the employee is authorized to be off work for 21 consecutive days.
- d. Use of vacation time to cover any part of any absence due to an on-the-job injury is not permitted.
- e. If certified by the authorized treating physician, the Board will pay any permanent partial disability according to the formula provided by the state statute.

3. Medical Expense:

- a. Workers compensation will pay all medical expenses resulting from the job related injury and prescribed by the authorized treating physician. Kansas state statute allows the Board to direct the medical care of its injured employees.
- b. Injured employees will receive care from authorized doctors and will return a work status form from the doctor after each appointment to his or her supervisor.
- c. State statute provides a limited amount for the employee to use at his or her discretion for a second opinion or treatment.

G. General Liability Coverage

- 1. The Board shall provide commercial general liability coverage with a combined single limit of liability of at least \$500,000 per occurrence and including employees of the district within this coverage.

2. This coverage will include classified employees who transport pupils within the course and scope of their employment. However, a commercial general liability policy excludes coverage for automobiles. This reference to transport of pupils refers to the act of supervision of pupils. Employees' own automobile insurance shall be primary coverage for property damage, personal injury protection, and automobile liability protection. Board insurance shall provide secondary coverage only.

H. Unemployment

The Board, under the Kansas Employment Law, shall provide unemployment compensation for all eligible employees.

I. Voluntary Early Retirement

The Board will provide a voluntary early retirement program for classified employees who were hired prior to July 1, 1996. The substance and procedures of the program, and any changes thereto, are in each instance to be determined by the Board. Alterations shall not be applied retroactively to affect any retired employee receiving benefits from the program.

J. Flexible Spending

The Board shall provide a Flexible Spending Account Plan established pursuant to Section 125 of the Internal Revenue Code which will allow voluntary payroll deduction. The substance and procedures of the Plan, and any changes thereto, are in each instance to be determined by the Board after consultation with the Union. The Plan shall include only dependent care assistance and non-reimbursed medical expenses. Health insurance premiums will be deducted from wages on a pre-tax basis through the use of a Section 125 Cafeteria Plan.

K. Reassignment

Employees who are reassigned from one employee group to another will be subject to decisions by the Human Resources Division concerning temporary leave, longevity payments, and other conditions of employment. Such decisions shall be based on relevant provisions of various policies, procedures and employment agreements in addition to the past practices of the district and maintenance of equity among employees.

L. Personal Injury/Battery

Whenever employees are absent as a result of personal injury caused by battery arising out of or in the course of their employment and when investigation by the administration indicates that they have used reasonable judgment, they shall be paid their full salary less any other Board provided or State provided employee compensation or disability benefits for the period of such absence without having such absence charged to their accumulated temporary leave. Payment for such absence shall not extend beyond 180 calendar days.

M. Catastrophic Emergency Benefit Plan

The Catastrophic Benefit Pool was established to help employees recover some of their used temporary leave days when they have exhausted all their temporary leave and experience a major disaster declared by the President of the United States or a qualified medical emergency. The catastrophic event would need to be considered a qualifying Family Medical Leave event to be deemed a qualifying medical emergency.

1. The plan shall be established by allowing each benefited employee to contribute one (1) day of temporary leave into the plan. Those who wish to enroll in the Plan (those new to the district, those who wish to enroll for the first time, or those who went off benefits since they contributed a day) may do so during the annual catastrophic open enrollment period. Those who have contributed a day in the past will NOT be allowed to do so again unless they went off benefits since they contributed the day or if in the future the hours drop low enough that the pool is required to be replenished.

2. All applicable temporary leave must be exhausted before individuals are eligible to apply for reinstatement of temporary leave days already deducted because of the catastrophe. Temporary leave must be in deduct and showing up as such on the PeopleSoft system before individuals are eligible. Employees who meet the criteria above shall be eligible to submit an application to draw on the pool up to twenty (20) days per contract year.

3. The Catastrophic Benefit Pool is not an option for people eligible for or receiving Worker's Compensation or Disability Compensation payments.

4. The plan shall be administered by Employee Benefits and Insurance Management. Disputes shall be resolved by the President of the Service Employees International Union or designee, the President of the United Teachers of Wichita or designee, and the Chief Human Resources Officer or designee.

N. BOE Carrier Options

Each benefit specified by this agreement may, at the Board's option, be provided by a Board selected carrier or by self-funding by the Board or any combination thereof. The Board may change from one carrier to another or to self-funding at any time. The specific coverage may be altered by the Board at any time so long as the coverage provided complies with the expressed terms of this agreement.

ARTICLE XIII: TEMPORARY LEAVE

A. Eligibility

Employees are eligible to accrue temporary leave days if they are working in a permanent position twenty (20) hours or more per week. Temporary leave days are computed on a common factor for all eligible employees based on one (1) day earned for every fifteen (15) days in pay status.

B. Accrual

Each employee who is eligible to accrue temporary leave days shall be granted the number of days to which he/she is entitled for a year on the first day that the employee reports for work on or after July 1. Temporary leave days will be prorated for any eligible employee who works less than full time or who is hired after July 1. Temporary leave days granted shall be added immediately to the employee's accumulation. Probationary employees will not be granted any temporary leave days in advance of such days being earned.

C. Unused Temporary Leave

Unused temporary leave days shall be cumulative without limit.

D. Use of Temporary Leave

Accumulated temporary leave days may be used for:

1. Personal Illness, Injury, Incapacitation

Personal illness, injury, or incapacitation up to the maximum of the number of days the employee has accumulated. However, no employee may use temporary leave days for any single such disability beyond 180 calendar days from the first day of the disability. If the absence qualifies or will qualify for Short Term Disability and an employee will be absent six (6) or more consecutive work days, the employee must notify Employee Benefits and Insurance Management and provide medical documentation to Employee Benefits and Insurance Management within fourteen (14) calendar days of the onset of the absence. Employee Benefits and Insurance Management may require the ongoing verification of disability.

2. Spouse, Child, Parent

Illness, injury, or death of the employee's spouse, child, or parent up to a maximum of fourteen (14) days per fiscal year. Up to eight (8) of these days may be used for illness, injury, or death of the employee's in-law, grandchild, grandparent, sibling, aunt, uncle, niece, nephew, any person having been regularly living in the employee's household, or in-law of the employee's spouse, child, or parent.

3. Personal Business

Personal business up to a maximum of three (3) days per fiscal year by employees with less than twenty (20) years employment with the Board, and up to a maximum of four (4) days per fiscal year by employees with twenty (20) years or more employment with the Board. Temporary leave days for personal business shall be granted as long as regular work assignments can be carried on. However, temporary

leave days for personal business shall not be used to extend vacation and/or to extend adopted Board approved holidays, conference release days, or non-working days. Personal business leave is provided for the employee who is confronted with serious and urgent individual or family problems, emergency situations, or legal demands which cannot be attended to at any time other than through the employee's duty day. Personal business leave may be used in the event of the illness or death of a friend or any other relative not identified as a member of the immediate family. Personal business leave is not provided for recreation or avocational activities. The employee is not required to give the specific reason or nature of the personal business but must state that it falls within the above definition. The immediate supervisor must be notified as soon as the employee knows of the need for personal business leave in order for the necessary arrangements to be made. Repetitive use of personal business leave without proper notice, normally at least 24 hours in advance, will be cause for review.

- a. One day of personal business leave may be used as a personal leave day by employees, as provided for in Article XIII, D, 3, (b), who do not accumulate vacation.
- b. A personal leave day taken in place of a personal business day shall be granted by the employee's supervisor as long as regular work assignments can be carried on. Employees are not required to give a specific reason to justify the taking of personal leave day. The immediate supervisor shall be notified as soon as the employee knows of the need for a personal leave day in order for the necessary arrangement to be made. In addition, employees shall file an Anticipated Absence Form of notification not later than twenty-four (24) hours in advance of taking a personal leave day. In cases of emergency, the supervisor may waive the twenty-four hours advance notice requirement. A personal leave day shall not be used during the first five or the last five days of the school year and shall not be used to extend board holidays, conference release days, non-working days, or designated inservice days. The restrictions set forth in the preceding sentence do not apply to attending a graduation ceremony of the employee's child.

4. Temporary Active Duty

Temporary active duty up to a maximum of fourteen (14) days per fiscal year. Leave for temporary active duty is provided the employee who is a member of a reserve military unit which is ordered to active duty as a result of an emergency or disaster.

5. Paternity Leave

Paternity leave up to a maximum of three (3) days per fiscal year.

6. Adoptive Leave

Adoptive leave up to a maximum of five (5) days per fiscal year. Adoptive leave is provided to the employee to provide time needed by the employee to complete the adoption of a child by the employee.

E. Charging Temporary Leave

When an employee is absent from his/her assignment for any of the above reasons, such absence shall be a chargeable absence and the number of days of such chargeable absence shall be subtracted from his/her accumulated temporary leave days. Absence for a part of a day for hourly employees shall be charged as temporary leave in amounts no smaller than one quarter hour.

F. Excessive Absences

Absences in excess of accumulated temporary leave or in excess of the specified limits are deducted from the employee's salary at a daily rate for each day of such excess. However, the specified limits may be extended by the Chief Human Resources Officer upon written request by the employee if the employee has accumulated sufficient days.

G. Absences Subject to Review

All chargeable absences that continue beyond the specified limits, all absences without leave, all absences which are too frequent, and all chargeable absences which end without the employee giving proper advance notice shall be subject to review and appropriate action by the Administration.

H. Roofing Pitch Burns

Employees who suffer a roofing pitch burn(s) may be authorized to a maximum of five (5) consecutive temporary leave days for a given injury which shall not be charged to their individual accumulation of temporary leave. No employee shall leave the job site claiming a roofing pitch burn without the supervisor's approval.

I. Reemployment

Any former employee, who is reemployed within twelve (12) months of the date of termination, upon satisfactory completion of their probationary period, will have their temporary leave days that were accrued at the time of their separation reinstated for up to a maximum of five (5) years for temporary leave that was accrued after March 31, 1999, unless severance compensation has been paid for such leave.

J. Exceeding Five Days

If temporary leave is claimed in excess of five (5) consecutive work days, on or before the end of the sixth (6th) day, for an illness, injury, or incapacitation, certification by a physician may be required before the salary for the period of leave is paid. Further, an employee's immediate supervisor may request, given evidence there is just cause, a physician's statement requiring medical verification at any time the employee is absent.

K. Voting in Elections

In accordance with the provisions of Kansas Labor Laws, (KSA, 1978, Supp. 25-418) persons entitled to vote at a general or primary election shall be entitled to absent themselves from their employment under the circumstances and for the period of time described therein.

L. Court/Jury Duty

Non-chargeable temporary leave for court duty or jury duty may be granted to a classified employee to appear in court to answer a jury summons or for reasons other than personal neglect, violation of law, or matters in which the classified employee has a vested interest. The amount paid for jury duty or witness fees, if any, shall be deducted from the classified employee's regular pay. Verification of the amount received for jury duty or witness fees must be provided.

M. Notifying Supervisor

Employees desiring to be off duty for any reason should make arrangements with their supervisors as far in advance as possible.

ARTICLE XIV: EXTENDED LEAVE

Employees may be granted extended leave without pay or benefits subject to approval of the Board for health, illness of spouse, child, or parent, maternity, paternity, adoption, study, campaigning for or serving in public office, or for professional activities. Such leaves are subject to the provisions of the Board policy on Extended Leaves.

Employees will be allowed to take an unpaid leave of absence for military service in accordance with BOE P4084 Military Leave.

ARTICLE XV: LEAVE OF ABSENCE FOR STUDENT TEACHING

A. Purpose

In order to provide opportunities for professional improvement, student teaching leaves of absence are available to classified employees to complete student teaching requirements at a college or university for earning teaching licensure in the State of Kansas.

B. Eligibility

1. Years of Service

An applicant must have performed two (2) years of continuous benefited service in Unified School District 259 immediately prior to the commencement of the student teaching leave of absence.

2. Return to Service

Each applicant must sign a statement of intent to return to service in Unified School District 259 immediately upon completion of student teaching leave of absence.

3. Commitment to Repay

Each applicant must sign a commitment to repay the amount paid during the student teaching leave of absence on a prorated basis in the event the employee fails to return to Unified School District 259 and perform assigned services, including a

contract of employment for a period of two (2) years after return from student teaching leave of absence.

C. Application

1. Deadline

Applications for student teaching leave of absence shall be made to the Chief Human Resources Officer on or before the annual deadline of March 31 of each year.

2. Proposed Plans

The application shall present the applicant's plans for the student teaching leave of absence and such other information as the committee deems advisable.

D. Selection

1. Selection Committee

The committee for student teaching leave of absence shall consist of two members appointed by the Superintendent, two members appointed by Service Employees International Union, Local 513, and the Chief Human Resources Officer or designee, who will chair the committee.

2. Judgment/Priorities

The committee will prepare a priority listing of eligible applicants and recommend employees for student teaching leave of absence appointments. The committee shall judge the quality of the applications and recommend no more than two (2) employees per contract year. Exception may be made by the Board if they determine to fund additional positions.

3. Consideration shall be given to:

- a. Assured eligibility.
- b. The potential contribution to the applicant's professional growth.
- c. The applicant's prior contribution to the school district and potential for future contributions.
- d. Evidence of professional growth.
- e. Any other pertinent factors as established by the committee.

4. Final Approval

The priority listing of applicants for student teaching leave of absence shall be submitted to the Board for approval.

E. Compensation

While on student teaching leave of absence the employee shall be paid according to the base salary which would have been earned had the employee not been on leave.

F. General Provisions

An employee shall:

1. Receive full credit for system experience as a classified employee while on student teaching leave of absence.
2. Be subject upon return from student teaching leave of absence to any general salary reductions which may be ordered by the Board.
3. Retain during the student teaching leave of absence current status if applicable in the Wichita Supplemental Annuity Plan.
4. Retain accumulated temporary leave and vacation days, if applicable, but additional temporary leave and vacation days shall not accumulate during the student teaching leave of absence.
5. Maintain all rights accruing under Kansas Public Employees Retirement System (KPERs), if any.
6. Be permitted to retain the health coverage benefit as set forth in the Employment Benefits Article.
7. Retain Group Term Life Coverage.
8. Retain disability income protection coverage.
9. Upon completion of student teaching leave of absence, be assigned in a position which is at least comparable to the one held when assuming student teaching leave of absence status.
10. Be eligible for student teaching leave of absence for one (1) semester only.
11. Not deviate while on student teaching leave of absence from his/her approved plan except with the written approval of the Committee for Student Teaching Leave of Absence.

ARTICLE XVI: PLAN OF ASSISTANCE

The Plan of Assistance is designed to be helpful. It is initiated when other means of the assistive process have not been successful and the supervisor determines that the classified employee needs additional assistance and support to maintain or achieve an acceptable level of performance.

ARTICLE XVII: NO STRIKE-LOCKOUT CLAUSE

- A. The Union shall not authorize, cause, aid, ratify, condone nor shall any bargaining unit employees take part in, aid, render assistance to, or support any strike, sit-down, slow-down, stoppage of work, boycott, picket, or other interruption of work at any facilities or in the operation of the school district.
- B. The Board agrees that during the term of this agreement, there will be no lockout. Lockout is defined in KSA 75-4322 (r) as any action taken by the Board to provoke interruptions of or prevent the continuity of work normally and usually performed by the employees for the purpose of coercing the employees into relinquishing rights guaranteed by this act.

ARTICLE XVIII: CLASSIFIED REDUCTION IN FORCE

The Superintendent of Schools shall have the responsibility for determining the number of classified positions employed by the school district. If the Superintendent determines the need to reduce the number of classified positions, the Superintendent may, at his/her discretion, declare the existence of a reduction in force. In such event, the following administrative implemental procedures shall take full force and effect.

- 1. The greatest possible reduction shall be accomplished through attrition.
- 2. The remaining reduction in the number of positions shall be accomplished by layoff.
 - a. The reduction shall be applied to the largest group of classified positions which may be reasonably considered. The Superintendent or designee shall consult with union representatives prior to determining the group or groups of classified positions from which the reduction shall be made.
 - b. Within each specified classified group, classified employees shall be selected by the respective administrator for layoff in the following order:
 - 1) Probationary classified employees within their 90 day probationary period.
 - 2) Classified employees on probation when a reduction in force is declared.
 - 3) Classified employees who are on a Plan of Assistance when a reduction in force is declared.
 - 4) Within each of the above sub- paragraphs, if two or more classified employees are otherwise equally eligible for selection, employees with shorter lengths of total seniority within the district will be selected before those with longer lengths of total district seniority.
 - 5) Following the above procedures, if two or more classified employees are equally eligible based on total seniority in the district, employees with the shorter lengths of current employment within the position will be selected before those of longer length of current employment.

3. After implementing such a reduction procedure, the list of names of laid off classified employees shall be maintained by the Human Resources Division for two (2) years.
4. Any classified employee who has been so laid off shall no longer be considered an employee and shall have no employee rights or benefits other than those required by law or by this policy.
5. Any classified employee who has been so laid off may retain membership in the Board provided health coverage plan for a period of up to 18 months. However, the Board shall make no contribution and the employee must make advance arrangements for payment of premiums with the Employee Benefits and Insurance Management Office.
6. It is the responsibility of the listed laid off classified employee to keep the Human Resources Division informed of their current contact information, i.e., e-mail address, current address, and phone number. Additionally, the laid off employee will maintain a current electronic employment application with Human Resources.
7. The named classified employee on the list will be considered an internal applicant. If a classified vacancy occurs within two (2) years for which the named classified employee on the list is qualified, the employee will be contacted to interview for the open position. The usual employment procedures will be followed in determining the fitness for employment.
8. If any classified employee on the list waives recall rights in writing, fails to accept recall to a position for which the employee is qualified, fails to respond within 10 days to a recall notice sent to the latest address furnished to Human Resources Division, or fails to report for duty in the accepted position, the name of such classified employee shall be removed from the list and such classified employee shall have no further recall rights.
9. Any classified employee who is recalled shall regain all employment benefits to which he/she was entitled at the time of layoff. However, no benefits may be accrued during the period of unemployment and the classified employee shall be subject to all changes in employment conditions which have been made in the interim.

ARTICLE XIX: GRIEVANCE PROCEDURE

A. Grievance Definition

It is the right of an employee to seek relief to any problem as specified in the Grievance Procedure. A grievance shall be defined as a violation or allegation of a violation or misapplication of a negotiated agreement.

B. Immediate Level of Administration

An employee or a group of employees shall seek a solution to a grievance at the immediate level of administration having the authority to make necessary adjustments.

C. Informal Review

Within ten (10) regular work days from the occurrence of a grievance, the aggrieved shall seek and review and, if possible, resolve the problem with the immediate supervisor. However, an employee or the Union may consult directly with the Chief Human Resources Officer and/or Human Resources Director concerning an unusual grievance.

D. Written Formal Grievance

If further action is required, the aggrieved has ten (10) regular work days from the review with the immediate supervisor to file a written, formal grievance with the Chief Human Resources Officer and/or Human Resources Director. The written grievance will indicate the specific language of the negotiated agreement which has been violated or misapplied and all supporting data.

E. Closed Administrative Hearing

A closed administrative hearing will be called and conducted by the Chief Human Resources Officer and/or designee within thirty (30) regular work days after the grievance is filed.

1. The petitioner will be informed in writing of the time, date, and place of the hearing at least five (5) regular work days prior to the date set.
2. The petitioner may be represented by an authorized representative of SEIU, Local #513, himself/ herself, legal counsel, or any other person selected by the petitioner. The petitioner may request that employees of the district with relevant information be present at the hearing. The petitioner may also request that relevant documents in the custody of the district be produced for the hearing. Such request shall be made in writing to the Chief Human Resources Officer five (5) days prior to the hearing. The petitioner or his representative shall have the right to cross-examine district witnesses and the district shall have the right to cross-examine petitioner's witnesses. A taped record of the hearing will be taken by the district and will be kept for a period of not less than sixty (60) days and shall be made available to the petitioner upon request.

3. Within ten (10) regular work days following the conclusion of the review, the petitioner will be given a written decision of the administrative review by the Chief Human Resources Officer and/or designee.

F. Arbitration (Termination Grievances Only)

1. Within ten (10) days after receiving the decision of the Chief Human Resources Officer and/or designee, the petitioner may appeal the decision (in termination grievances only) to arbitration. The petitioner shall forward copies of the request for arbitration to the petitioner's representative, if any, the authorized representative of SEIU, Local #513, and the Chief Human Resources Officer and/or designee. Cost of arbitrator shall be shared equally by both parties.
2. Within ten (10) days after the receipt of the request for arbitration, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators. The right to first strike a name shall be determined by the flip of a coin. The parties shall then alternately strike names from this list until one name remains. The person whose name remains shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the petitioner and the District, requesting that he/she set a time and place for the hearing subject to the availability of the parties, and the letter shall specify by stipulation the issue to be determined by the arbitrator.
3. The arbitrator shall have no right to add to, subtract from, nullify, ignore, or modify any of the terms of this agreement. He/she shall consider and decide only the stipulated issue presented to him/her in writing by the District and the petitioner, and his/her decision and award shall be based solely on his/her interpretation of the application of the terms of the agreement to the issue stipulated. If the matter presented to the arbitrator does not involve interpretation of the terms of provision of this agreement, the arbitrator shall so rule in his/her award and shall make no other decision on the issue. The arbitrator shall render no award under this agreement which shall be retroactive beyond the date of the event on which the grievance is based. The award of the arbitrator shall be final and binding upon the Board, the SEIU, Local #513, and the petitioner involved.
4. The arbitrator selected shall determine the time and place for the arbitration and notify the parties thereof. In a termination grievance, the arbitrator shall have no authority to alter or amend the termination imposed by the District if the arbitrator finds either that the District's actions did not violate the agreement or that there was just cause for the action.
5. No arbitration decision made hereunder shall constitute a binding precedent with respect to any renewal of the existing agreement or the making of a new agreement between the SEIU, Local #513, and the Board. The force and effect of arbitration decisions shall expire when the agreement expires, unless the language involved is substantially the same in the expired agreement and the new agreement.

6. No decision of the arbitrator in any one case shall create a basis for retroactive adjustment in any other case which arose prior to the date of the written decision of the arbitrator, unless SEIU, Local #513, and the District mutually agree otherwise in writing.
7. The fees and expenses of the arbitrator shall be borne equally by both parties. Each party shall be responsible for its own arbitration expenses. The party providing any witnesses shall pay the expenses of said witnesses, if any. Upon request of either party, an official court reporter shall record the proceedings, and the party making such request shall pay the cost of the reporter. If the other party requests a copy of the proceeding, that party shall share equally the costs of the reporter.

G. Board Review (All Grievances other than Termination)

1. Should the decision (relating to grievances other than termination grievances as outlined in Item F above) of the administrative review be unsatisfactory to the petitioner, within ten (10) regular work days of the rendering of the decision, the petitioner may make a written request for appeal to the Board. The petitioner shall file a request for appeal with the Chief Human Resources Officer and/or designee.
2. The Chief Human Resources Officer and/or designee will set a hearing date with a committee of the Board not fewer than ten (10) regular work days or more than forty (40) regular work days after such an appeal is filed with the Chief Human Resources Officer and/or designee and the petitioner will be informed in writing of the time, date, and place of the hearing at least five (5) regular work days prior to the hearing.
3. The petitioner may be represented by an authorized representative of SEIU, Local #513, himself/ herself, legal counsel, or any other person selected by the petitioner. The petitioner may also have witnesses appear at the hearing. The Chief Human Resources Officer and/or designee shall be informed in writing five (5) days prior to the hearing with the Board of the petitioner's representatives and all witnesses to be present during the hearing.
4. The Board of Education, or a committee thereof, shall conduct the hearing in executive session unless the employee requests an open hearing.
5. The petitioner will be given a written decision of the Board within thirty (30) regular work days following the conclusion of the hearing.
6. The final decision lies with the Board of Education, except that the employee shall have other remedies or appeals as are provided by the federal or state constitutions or by law.

H. Legal or Statutory Remedy

If the petitioner pursues any legal or statutory remedy for an issue, then any further or subsequent proceedings for relief through the grievance procedure shall be barred unless the court or administrative agency refuses jurisdiction until all administrative remedies have been exhausted.

I. Reprisal/Discrimination

No employee shall be subject to any reprisal or discrimination by reason of the exercise of his/her rights under this Grievance Procedure or any appeal provisions set forth herein.

**ARTICLE XX: CLASSIFIED PROFESSIONAL
DRESS PHILOSOPHY**

- A. It is the intent of the Wichita Public Schools Classified Professional Dress policy to ensure all classified personnel present themselves to our students, parents and public in a manner which enhances their professional position and/or job assignment. The secondary intent of this professional dress is to ensure all classified personnel model for students and staff the attire appropriate to success and provide a positive image for our educational community.
- B. The professional dress applies to all classified personnel-attendance center and non-attendance center based. All attire for classified personnel will be compatible with student dress codes and appropriate for job assignments within the building's culture. The professional dress expectations are in effect during normal business hours and should conform to the standards and expectations of the school and the workplace. Any item of clothing, jewelry or body adornment that in the opinion of the Superintendent or designee creates a disruption to the environment and/or well-being of students and staff may be excluded. Where questions arise concerning appropriateness of professional dress/attire, the building administration or supervisor will make the final determination.
- C. By enacting this professional dress policy, the Wichita Public Schools recognizes that there are occasions when individuals may need to wear specific clothing due to medical reasons or as a part of a *bona fide* personal religious practice. When such is the case, the classified personnel should provide documentation to his or her supervisor of the medical necessity or his or her *bona fide* personal religious practice that gives rise to the need for deviation for this professional dress policy.
- D. Inappropriate Professional Dress includes, but not limited to, clothing that promotes or displays:
- Tobacco products
 - Alcohol or drugs
 - Sexually explicit language or graphics
 - Profanity, violence, or gang references
 - Racially derogatory language or graphics
 - Clothing that displays midriff, underwear, low cut tops, etc.
 - Athletic wear – no sweat pants
 - Sleepwear

E. Inappropriate Professional for Males and Females:

- Sweat/wind pants, jogging suits, spandex, lycra or form fitting pants
 - Shirts/tops/blouses/tank tops which show visible cleavage or excessive skin, such as low cut, see through midriff, halter style, off the shoulder or large armhole cut-outs
 - T-shirts (with the exception listed below) no cutoff sleeves or sleeveless T-shirts allowed
 - Men's tank tops
 - Athletic shoes except during playground duty or the exception below
 - Beach-style flip-flops
 - Headwear (see below)
 - Visible undergarments
 - Visible tattoos and piercings that may be deemed inappropriate by the determination of the building principal/supervisor with the coordination of Human Resources
- **Exceptions: School t-shirts, athletic shoes, sleepwear, and/or costumes may be designated for specific circumstances such as spirit days, field trips, Friday dress down, etc.

F. Professional Dress Requirements:

All employees are required to adhere to dress requirements established for their specific work group (i.e., required uniform, safety glasses or any other Personal Protective Equipment, etc.)

G. Appropriate Professional Dress for Females:

In order to maintain professionalism, recommended female dress includes tops, blouses, collared shirts, sweaters, and jackets. Sleeveless clothing must cover undergarments.

Suits, dresses, skirts and dress shorts are to be no shorter than three inches above the knee, Pants for women could include slacks, trousers, capri pants, and dress shorts. All preferred bottoms should be free from holes and rips and should be worn at the natural waistline.

Appropriate footwear include dress shoes, pumps, boots, and casual comfort shoes as seen appropriate with above mentioned attire. Open toed shoes with a dress appearance and/or heel is also permitted within the responsibilities of the employee's assigned duties.

H. Appropriate Professional Dress of Males:

In order to maintain professionalism, recommended males dress includes buttoned and/or collared shirts when worn without a jacket. Sweaters and turtlenecks are also appropriate.

Preferred professional pant options for men could include dress slacks or business casual pants. All preferred bottoms should be free from holes and rips and should be worn at the natural waistline.

Appropriate footwear include dress lace or loafer style shoes, boots, or casual comfort shoes as appropriate with the above mentioned attire and within the responsibilities of the employee's assigned duties.

ARTICLE XXI: CLASSIFIED ATTENDANCE STANDARDS

- A. The purpose of the Classified Attendance Standards are to provide guidelines to supervisors concerning employees who are approaching or in deduct status pertaining to the use of temporary leave.
- B. It is the employee's responsibility to be aware of how many temporary leave hours they have accumulated and have remaining.
- C. Temporary Leave Balance Under Forty (40) Hours
 - 1. An "awareness letter" will be sent to the employee who has forty (40) hours of temporary leave remaining. The goal is to notify the employee as close to forty (40) hours as possible-realizing that due to hours missed this awareness letter may not be issued at exactly forty (40) hours of temporary leave remaining. The "awareness letter" utilized in this conference is signed by both the employee and the supervisor. A signed copy of this letter is to be given to the employee. This is not a disciplinary conference. The documentation of this conference will be kept in the supervisors file for five (5) years.
 - 2. Employees who have been in deduct status previously within the prior five (5) years of employment will move to the progressive disciplinary actions for attendance when they have a temporary leave balance under forty (40) hours.
- D. Deduct Absences
 - 1. An absence is considered to be in deduct when the employee does not have enough temporary leave hours available to cover all hours that they were absent for that shift.
 - 2. Any protected absence approved by Employee Benefits considered is exempt and will not be included in calculation or application of this rubric.
 - 3. A deduct absence that shall be considered as exempt from the rubric must also be approved by the Chief Human Resources Officer.
- E. Progressive Disciplinary Actions
 - 1. When an employee is in deduct status for the first time since employment they will receive a written warning with a mandatory referral to the Employee Assistance Program. The second deduct absence will result in the employee being placed on a ninety (90) day probation for attendance. The third absence in deduct will result in termination.

2. Employees who have been in deduct status previously within the prior five years of employment will receive a written warning with a mandatory referral to the Employee Assistance Program when they have a temporary leave balance under forty (40) hours. The first deduct absence will result in being placed on a ninety (90) day probation for attendance. The second deduct absence will result in termination.
3. Supervisor will notify Human Resources before proceeding with disciplinary actions for deduct absences.
4. A formal disciplinary conference requires the supervisor to give written 24-hour notification to the employee. The employee has the right to bring representation of their choice to the conference. A signed copy of Personnel Conference Summary is to be sent to Human Resources.
5. When an employee is on probation for attendance, a defined absence is: a no call, a late call, (meaning past the timeframe in which the employee is slated to call in to report an absence), no shows, tardies, leaving early without permission, and non-exempt absences.

	Paid leave balance under 40 hours	Deduct absence #1	Deduct absence #2	Deduct absence #3
<u>Level A</u> Employee is in deduct status for the <i>FIRST</i> time since employment OR it has been at least 5 years since the employee has been in deduct status.	Awareness Letter (Letter A)	Written Warning and EAP referral (PCS A1)	90 day Probation for attendance (PCS A2)	Termination (PCS A3)
<u>Level B</u> Employee has a temporary leave balance under forty (40) hours, and has been in deduct status in one of the previous 5 years of employment.	Written Warning and EAP referral (PCS B1)	90 day Probation for attendance (PCS B2)	Termination (PCS B3)	

**WICHITA PUBLIC SCHOOLS
A-J SALARY SCHEDULE 3.65%
2018-2019**

Step	1	2	3	4	5	6	7	8	9	10	11	12	13	Y	Z
Range															
A	13.06	13.24	13.44	13.65	13.90	14.13	14.39	14.68	14.97	15.27	15.59	15.95	16.29	16.67	17.04
B	13.41	13.61	13.83	14.07	14.32	14.61	14.88	15.20	15.51	15.85	16.19	16.55	16.91	17.30	17.69
C	13.78	14.00	14.24	14.50	14.78	15.05	15.37	15.69	16.02	16.36	16.74	17.11	17.53	17.94	18.34
D	14.18	14.43	14.68	14.95	15.24	15.54	15.86	16.19	16.55	16.91	17.30	17.69	18.12	18.54	18.96
E	14.62	14.87	15.18	15.47	15.79	16.13	16.48	16.85	17.23	17.63	18.05	18.48	18.92	19.36	19.81
F	15.05	15.36	15.64	15.97	16.31	16.67	17.03	17.42	17.81	18.22	18.66	19.10	19.58	20.04	20.50
G	15.56	15.86	16.18	16.51	16.87	17.23	17.62	18.02	18.44	18.87	19.31	19.78	20.26	20.75	21.24
H	16.06	16.38	16.74	17.10	17.49	17.89	18.31	18.73	19.19	19.65	20.13	20.62	21.14	21.64	22.15
I	16.59	16.94	17.32	17.69	18.11	18.51	18.94	19.39	19.85	20.34	20.83	21.34	21.87	22.41	22.94
J	17.17	17.55	17.94	18.34	18.76	19.19	19.64	20.10	20.57	21.08	21.58	22.12	22.66	23.23	23.79
JA	17.76	18.17	18.57	19.02	19.45	19.93	20.40	20.89	21.41	21.94	22.49	23.04	23.62	24.21	24.80
JB	18.37	18.82	19.23	19.68	20.14	20.62	21.12	21.63	22.16	22.71	23.27	23.83	24.42	25.04	25.66
JC	19.03	19.46	19.94	20.42	20.89	21.40	21.90	22.43	22.97	23.53	24.11	24.71	25.30	25.92	26.54

BOARD OF EDUCATION POLICIES

The following Board of Education policies, currently in force, may be of interest to classified personnel and are summarized for their information. Additional information is contained in the publication "*Classified Personnel Policies and Procedures*" which is supplied to each employee. Complete copies of these policies are available for inspection on the district's website www.usd259.org in each principal's office, other administrative offices, high school libraries, and the Wichita Public Library downtown.

P0900 Integration and Desegregation

P0910 Civil Rights Resolution

P4025 Equal Opportunity Employment

These policies provide that there will be no discrimination in employment practices, that the Board is an equal opportunity employer, and that the Board will engage in affirmative action.

P4069 Voluntary Early Retirement Program

This policy specifies that the Board shall provide a voluntary early retirement program for all employee groups with the procedures and substance, and any changes thereto, of the program to be determined by the Board. Continued participation in the early retirement program by employees in any employee group shall be contingent upon that group's continued willingness to allocate from within its salary/benefit package its share of the cost of the program as determined by the administration. The eligibility criteria along with the early retirement benefits are outlined within this policy. The plan shall not be changed prior to consultation with the Union.

P4503 Salary Placement Procedures

This policy shows how an individual employed by the Wichita Public Schools will be placed on a Range as identified in the Board-approved classified personnel classification plan. The exact Step or the Range will be determined by the Division of Human Resources after consideration of the individual's work, education and/or training.

P4510 Classified Employee Protection

This policy stipulates ways in which the Board of Education agrees to afford protection for classified employees, and agrees to strive continually to provide working conditions free of hazards which would endanger the health, safety, or well-being of all employees. Classified staff will not be required to perform medical duties without proper training.

P4515 Orientation and In-service Training

This policy provides for all new employees the opportunity to be given pre-assignment and in-service instruction relative to job requirements, working conditions, benefits and specific circumstances required by and related to their individual positions.

P4523 Suspension and/or Dismissal

This policy sets forth the general categories for suspension and dismissal. The policy provides that the time limit for any suspension shall not exceed five working days for disciplinary reasons.

P4524 Probationary Status

This policy defines the initial probationary period of an employee as 90 calendar days. In addition, the policy provides that an employee whose work conduct is determined as not meeting satisfactory performance may be placed immediately on probation for a period up to 90 calendar days, during which time efforts will be made to improve the quality of work conduct of the employee or the employee may be placed on disciplinary probation, suspension or termination. Work performance issues are generally handled through a Plan of Assistance. The probationary period for a new hire or for discipline can be extended up to an additional 90 calendar days.

P4525 Termination

This policy provides that, except in emergency situations, employees shall be given a two weeks' notice of proposed termination. The policy sets forth the procedures which are followed in terminating an employee. When employees are scheduled by the supervisor and/or administrator to attend a special conference concerning not meeting satisfactory performance, the employees have the right to have a representative of their choice attend the conference with them. The supervisor should inform employees of this right. The supervisor should offer suggestions to the employees and help direct them toward improvement. The supervisor may elect to summarize the conference by using the "Personnel Conference Summary," or the "Special Performance Rating" forms.

When employees are scheduled by the supervisor and/or administrator to attend a special conference concerning disciplinary action the employees have the right to have a representative of their choice attend the conference with them.

P4550 Major Emergency Work

This policy specifies that when a major emergency work situation has been declared by the Superintendent of Schools, salary rates can be adjusted for those who are working on the major work situations. The policy specifies wage rates during a work situation for employees who are asked to remain on standby duty and specifies the maximum hours which may be worked in a given period of time. In addition, the policy provides that work schedules may be altered to meet the major emergency work requirements.

CLASSIFIED PERSONNEL POLICIES AND PROCEDURES

201.01 AND 203.02

These two sections specify criteria to be used for filling vacancies and transferring employees. First consideration shall be given to qualified, current employees. The selection should be based on the qualifications and the ability to perform; identified skills, strengths, and successful work experiences; seniority, and successful years of experience with the Wichita Public Schools. Insofar as is reasonably possible, the Superintendent shall strive to maintain an equitable balance in each category of employment with regard to race, age, and sex. All employees having met the criteria as established by the administration will be considered for an interview.

July 1, 2018 – June 30, 2019

/s/ Rinann Speaker
Union Local 513

/s/ Lori Hollins
Union Local 513

/s/ Jerome Graber
Union Local 513

/s/ Tony Pruett
Union Local 513

/s/ Kenny Fiegeles
Union Local 513

/s/ Sheri Balderas
Union Local 513

/s/ Silvia Fleming
Union Local 513

/s/ Wendy Ratliff
Union Local 513

/s/ Brian Knox
Union Local 513

/s/ Russell Wyatt
Union Local 513

/s/ Sheril Logan
Board of Education

August 27, 2018
Date

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