

Administrative Employee Handbook

Revised 4/2021



Mission

The Mission of USD 267 is to prepare all students to be college and career ready for the 21st century

Welcome to Renwick USD 267

We're very happy to welcome you to Renwick USD 267. Thank you for joining us! We want you to feel that your association with Renwick USD 267 will be a mutually beneficial and fulfilling one.

This handbook provides answers to most of the questions you may have about Renwick USD 267's benefit programs, as well as the company policies and procedures we abide by – our responsibilities to you and your responsibilities to Renwick USD 267. If anything is unclear, please discuss the matter with your supervisor. You are responsible for reading and understanding the Employee Handbook, and your performance evaluations will reflect your adherence to Renwick USD 267 policies. In addition to clarifying responsibilities, we hope this Employee Handbook also gives you an indication of Renwick USD 267's interest in the welfare of all who work here.

From time to time, the information included in our Employee Handbook may change. Every effort will be made to keep you informed through suitable lines of communication, including postings on the district web site, school bulletin boards and/or notices sent directly to you. The handbook posted on the district web site shall be considered the most current version.

Compensation and personal satisfaction gained from doing a job well are only some of the reasons most people work. Most likely, many other factors count among your reasons for working – pleasant relationships and working conditions, career development and promotion opportunities, and health benefits are just a few. Renwick USD 267 is committed to doing its part to assure you of a satisfying work experience.

No one will be denied opportunities or benefits on the basis of age, sex, color, race, creed, national origin, religious persuasion, marital status, or disability that does not prohibit performance of essential job functions; nor will anyone receive special treatment for those reasons.

Notice

The policies in this handbook and in Board of Education policy are to be considered as guidelines for administrative employees only. This handbook and its contents are not, and should not, be construed to constitute a contract between the covered administrative employees and the Renwick Board of Education. Renwick USD 267, at its option, may change, delete, suspend or discontinue any part or parts of the policies in this handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. Employees may not accrue eligibility for monetary benefits that they have not earned through actual time spent at work. Employees shall not accrue eligibility for any benefits, rights, or privileges beyond the last day worked. No one other than the Board of Education of Renwick USD 267 may alter or modify any of the policies in the handbook. No statement or promise, verbal or written, by a supervisor or department head may be interpreted as a change in policy nor will it constitute an agreement or commitment with an employee.

Should any provision in this employee handbook be found to be unenforceable and invalid, such finding does not invalidate the entire employee handbook, but only the subject provision.

This handbook will be adopted annually.

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Personnel Administration

The task of handling personnel records and the related personnel administration functions at Renwick USD 267 has been assigned to the business office in the District Office (D/O). Questions regarding insurance, wages, and interpretation of policies may be directed to the business office.

Your Personnel File

Keeping your personnel file up-to-date can be important to you with regard to pay, deductions, benefits and other matters. If you have a change in any of the following items, **please be sure to notify your supervisor and the business office** as soon as possible:

1. Legal name
2. Home address
3. Home telephone number
4. Cell phone number
5. Person to call in case of emergency
6. Number of dependents
7. Marital status
8. Change of beneficiary
9. Driving record or status of driver's license, if you operate any Renwick vehicles
10. Exemptions on your W-4 (federal) and K-4 (state) tax form
11. Email address
12. Change in bank information for direct deposit

Coverage or benefits that you and your family may receive under Renwick USD 267's benefits package could be negatively affected if the information in your personnel file is incorrect. The district shall not be responsible for such negative effect if and when you fail to maintain accurate up-to-date personal information in your personnel file.

Since Renwick USD 267 refers to your personnel file when we need to make decisions in connection with promotions, transfers, layoffs and recalls, it's to your benefit to be sure your personnel file includes information about completion of educational or training courses, outside civic activities, and areas of interest and skills that may not be part of your current position here.

You may view and/or obtain a copy of the information in your personnel file by contacting the business office.

Employment Policies

Anniversary Date

For all non-administrative certified employees hired at the beginning of the school year the anniversary date is August 31st of that year. For all non-administrative certified employees hired during the school year the anniversary date is the first day you report to work.

For administrative and classified employees the first day you report to work is your anniversary date.

“At Will” Employment

All classified employees and non-contractual administrative positions with Renwick USD 267 are **“at will”**. This means your employment can be terminated with or without cause, and with or without notice, at any time, at the option of either Renwick USD 267 or yourself, except as otherwise provided by law.

Background Checks

Renwick USD 267 reserves the right to perform background checks on all new hires. The employee is required to sign a waiver prior to the background check being performed. Failure to sign the waiver could result in rescission of the District’s offer as could an unsatisfactory background review.

Bonding Requirement

Under certain circumstances, Renwick USD 267 may require that you be bonded. It is your responsibility to assure that you are bondable. Renwick USD 267 will pay the cost of bonding. Should you fail to maintain these qualifications, you will be subject to transfer to another position, if available, or dismissal.

Confidential Information

Our patrons entrust Renwick USD 267 with important information. The nature of this relationship requires maintenance of confidentiality. In safeguarding the information received, Renwick USD 267 earns the respect and further trust of our patrons.

Your employment with Renwick USD 267 assumes an obligation to maintain confidentiality, even after you leave our employ.

Any violation of confidentiality seriously injures Renwick USD 267’s reputation and effectiveness. Even casual remarks can be misinterpreted and repeated, so develop the personal discipline necessary to maintain confidentiality.

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

Conflict of Interest

District employees are prohibited from engaging in any activity that may be a conflict of interest and/or detracts from the effective performance of their duties. No employee will attempt, during the school day or on school property, to sell or endeavor to influence any student or school employee to buy any product, article, instrument, service or other items which would directly or indirectly benefit the school employee. This includes emails whether originated or forwarded by the employee. No school employee will enter into a contract for financial gain with the district other than a contract for employment unless the contract is awarded on the basis of competitive bidding. If an employee is unsure whether an activity constitutes a conflict of interest he or she should discuss the situation with their supervisor or building administrator.

Any district employee shall report alleged violations of the conflict of interest policy to the superintendent. The superintendent shall make an initial investigation to determine whether the policy has been violated. Upon evidence of a violation, the superintendent shall report to the board for a board determination. If a district employee has been found to have violated the conflict of interest policy, the board may warn the employee, in writing, to cease and desist from all such activities, suspend, or possibly dismiss the employee.

Dismissal

A two week notice is anticipated upon notice of resignation or release by the district. No notice should not be anticipated for involuntary dismissal for lack of performance or misconduct.

Driver's License & Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license and a driving record acceptable to our insurer. You will be asked to submit a copy of your driving record to Renwick USD 267 from time to time. Any changes in your driving record must be reported to the business office immediately. Failure to do so may result in disciplinary action, up to and including possible dismissal.

Equal Employment Opportunity

Renwick USD 267 will provide equal employment opportunity without regard to race, sex, age, disability, religion, national origin, marital status, or status as a veteran.

The policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation benefits, and all other conditions and privileges of employment in accordance with applicable federal, state, and local laws.

It is the policy of Renwick USD 267 to comply with all the relevant and applicable provisions of the Americans with Disabilities Act (ADA). Renwick USD 267 will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. Renwick USD 267 also will make reasonable accommodation wherever possible and necessary for all employees or applicants with disabilities, provided that the individual is otherwise qualified to safely perform the duties essential and assignments connected with the job and provided that any accommodations made do not require significant difficulty or expense.

Equal employment opportunity notices are posted on appropriate employee bulletin boards as required by law. The notices summarize the rights of employees to equal opportunity in employment and lists the names and addresses of the various government agencies that may be contacted in the event that any person believes he or she has been discriminated against.

Management is primarily responsible for seeing that Renwick USD 267's equal employment opportunity policies are implemented, but all members of the staff share in the responsibility for assuring that by their personal actions the policies are effective and apply uniformly to everyone.

Any employees, including supervisors, involved in discriminatory practices will be subject to discipline, up to and including possible dismissal.

Discrimination against any individual on the basis of race, color, national origin, sex, disability, age, or religion in the admission or access to, or treatment or employment in, the district's programs and activities is prohibited. The Superintendent of Schools, 600 West Rush, Andale, Kansas 67001 has been designated to coordinate compliance with nondiscrimination requirements contained in Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

Complaints of discrimination should be addressed to an employee's supervisor or to the compliance coordinator. Complaints against the superintendent should be addressed to the Board of Education.

Complaints of discrimination will be resolved using the district's discrimination complaint procedure, as outlined in Board Policy KN.

Hazing/Intimidation/Bullying/Menacing

Renwick USD 267 is committed to providing a positive and productive learning and working environment. Hazing, intimidation, menacing or bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the district.

Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board of Education.

Individuals may also be referred to law enforcement officials.

Health Examinations

All employees of Renwick USD 267 shall submit, at the employee's expense at the time of their employment, a Certificate of Health (TB skin test) on a form provided by the district and signed by a person licensed to practice medicine and surgery under the laws of any state. If at any time there is a reasonable cause to believe that any employee of the district is suffering from an illness detrimental to the health of the students of the district, the board may require the employee to file a new certificate of health.

The board may require any staff member to take a physical examination to verify fitness to fulfill their work assignment or in case of frequent or prolonged questionable absences. If it is determined the employee cannot complete his/her duties, the board reserves the right to require the employee to step down from his/her position, in accordance with the contract laws of the State of Kansas. Any required physical examination will be paid by the board, who will select a doctor if its choice.

Job Descriptions

Renwick USD 267 maintains a job description for each position. The job description will be updated when duties or responsibilities are significantly changed. A job description can be obtained from the employee's supervisor, or the business office.

Keys/Fobs/ID Badges

Building principals will be responsible for issuing door keys/fobs/ID badges and maintaining an accurate up-to-date list in the school office of all people who have been issued keys/fobs/ID badges. Building principals are responsible for retrieving all keys/fobs/ID badges provided to any employee under their authority when the employee is no longer employed by the district or is assigned to another building.

Staff members shall not loan keys/fobs/ID badges to students or other people. A complete inventory of all keys/fobs/ID badges shall be made at least once each year. Any loss of keys/fobs/ID badges⁷⁸ shall be reported immediately to the principal so that measures may be taken to protect district property.

Loyalty Oath

As required by current law, all employees must have a signed loyalty oath on file in the district office before beginning employment to be eligible for a paycheck.

Nepotism

The board discourages the employment of anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law of any member of the board or certified employee (See Board Policy GAGA).

This provision shall not apply to any person who has been regularly employed by the board prior to the adoption of this policy or to any person who has been regularly employed by the board prior to the election or appointment of a new board member to whom the person is related.

The superintendent shall make reasonable efforts to determine whether a candidate for employment in the district is related to a board member or an employee. If a candidate is related, the superintendent will make this fact known to the board.

Outside Employment

What you do on your free time is your own business. However, if you are employed by Renwick USD 267 in a full-time position, Renwick USD 267 will expect that your position here is your primary employment. Any outside activity must not interfere with your ability to properly perform your job duties at Renwick USD 267. If you are thinking of taking on a second job, it would be wise to notify your supervisor immediately. He or she will thoroughly discuss this opportunity with you to make sure that it will not interfere with your job at Renwick USD 267 nor pose a conflict of interest.

Proof of U.S. Citizenship and/or Right to Work

Federal regulations require that 1) before becoming employed, all applicants must complete and sign Federal Form I-9, Employment Eligibility Verification Form; and 2) all applicants who are hired need to present documents of identity and eligibility to work in the U. S.

Renwick USD 267 shall maintain a file on all of the district's employees hired after November 6, 1986, proving that each employee has verified their identity, employment status, U. S. citizenship, or legal alien status.

An Authorized Representative for Renwick USD 267 must review and verify the Employee's documents. Acceptable documents that establish both identity and Employment Authorization can include but are not limited to one of the following: US Passport or US Passport Card, Permanent Resident Card, Foreign Passport that contains a temporary I-551 Stamp, etc.

Additional documents that can be presented can include but are not limited to two of the following (one from each list):

List 1: Driver's License or ID Card issued by a State, ID Card issued by Federal, State or Local Government Agencies, School ID Card with photograph, Voters Registration Card, etc.

List 2: Social Security Account Number Card, Certification of Birth Abroad (Form FS-545), Certification of Report of Birth (Form DS-1350), Original or Certified Copy of Birth Certificate, etc.

Security Checks

Renwick USD 267 may exercise its right to inspect all packages and parcels entering and leaving our premises.

Sexual Harassment

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

Sexual harassment shall include, but not be limited to telling of sexually suggestive jokes and stories, display of sexually suggestive objects or pictures, unwelcome sexual advances, unwelcome touching, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment

decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

No district employee shall sexually harass, be sexually harassed, or fail to investigate or refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, which may include but not be limited to verbal warnings, letters of reprimand, mandatory harassment training, transfers, suspension with or without pay, and dismissal.

Employees who believe that they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal and/or the superintendent.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure (Board Policy KN). Confidentiality shall be maintained throughout the complaint procedure.

Student Privacy Rights

District employees may have ongoing opportunities to access confidential information or records that are required to be kept confidential. Much of the student information processed by district employees is confidential, and state and federal law limits its release, for example, driver record and vehicle registration information, confidential student records, criminal history background check information, information obtained pursuant to Social and Rehabilitation Services (SRS) intervention, social security number information, and professional misconduct background checks.

Employees are prohibited from divulging information contained in the student records and files of the district, except to other, authorized employers who may need such information for an educational purpose in connection with their duties and to authorize persons or agencies only in accordance with law, district policies, and administrative rules.

If an employee is approached to provide information inappropriately, the employee must refuse to release the requested information unless authorized by his/her supervisor or otherwise be required to release the information under law or court order. In all cases, the employee's supervisor shall immediately be informed of any requests.

Any employee who inappropriately releases information, or uses confidential information obtained in the course of his/her employment with the district will be disciplined in accordance with board policies, the negotiated agreement, and district procedures. Disciplinary action may include penalties, up to, and including dismissal.

Wage & Salary Policies

All Renwick USD 267 employees' wages will be paid through the district's payroll system and appropriate payroll taxes will be withheld. No employee may be paid directly out of petty cash or any other such fund for work performed. The only exception to this policy is where a contract relationship exists with a bona fide contractor.

Deductions from Paycheck (Mandatory)

Renwick USD 267 is required by law to make certain deductions from your paycheck each time one is prepared. Among these are your federal, state and local income taxes and your contribution to social security as required by law. These deductions will be itemized on your check stub. The amount of the deductions may depend on your earnings and on the information you furnish on your W-4 (Federal) and K-4 (State) form regarding the number of dependents/exemptions you claim. Any change in name, address, telephone number, marital status or number of exemptions must be reported to the business office immediately, to ensure proper credit for tax purposes. The W-2 form you receive each year indicates precisely how much of your earnings were deducted for these purposes.

Any other mandatory deductions to be made from your paycheck, such as court-ordered attachments, will be explained whenever Renwick USD 267 is ordered to make such deductions.

Note: See "Wage Assignments (Garnishments)" later on in this section for further information.

Pay Period

Cut-off Date 1st Friday of every month (unless designated by the district office)

Cards to D/O Monday following 1st Friday

Pay Date 20th of every month, unless the 20th falls on a Saturday, Sunday or holiday, the pay date will be on the Friday before.

The cut-off date of the 1st Friday of every month is for all payroll information, including all time cards, leave cards, extra duty and activity pay, teacher for teacher and substitute cards, drivers ed., and any other payroll related information. Supervisors are responsible for turning in the above information and approving the electronic timekeeping by the following Monday.

Any information received late in the district office will not be paid until the following month's payroll.

Direct Deposit

Renwick USD 267 requires that all employees utilize direct deposit for payroll purposes. Each employee will complete a form authorizing the district to deposit his/her net pay directly to the bank account of their choosing. Pay can be deposited into a checking or savings account and into more than one bank. Paystubs will be emailed on the day of payroll to either a work email address or an email account of the employee's choosing.

It is very important to notify the business office of any change in bank or account numbers prior to the 1st Friday of the month. Payroll will not process correctly if the employee fails to notify the business office that the account originally designated for direct deposit is closed.

Time Cards/Electronic Timekeeping/Records

By law, we are obligated to keep accurate records of the time worked by employees. This is done by paper time cards/electronic timekeeping. All paper time cards/electronic timekeeping must be approved by the supervisor.

Your paper time card/electronic timekeeping is the only way the payroll department knows how many hours you worked and how much to pay you. Your paper time card/electronic timekeeping indicates when you arrived and when you departed. You are to report time in and out for lunch and for brief absences like a doctor's or dentist's appointment. All employees are required to keep the office advised of their departures from and returns to the premises during the workday by filling out a paper absentee card or electronic leave request.

You are responsible for your paper time card/electronic timekeeping. Remember to record your daily time. When using a paper time card daily time should be rounded up or down to the nearest quarter (.25) hour. Payment of employee wages will be based on actual hours worked. Bus drivers are guaranteed 2 hours per a.m., p.m. and mid-day routes (in the case of an early release due to inclement weather, teacher in-service etc.). Special Ed drivers add 15 minutes per a.m. and p.m. route for pre-trip, etc.

No one may record hours worked on another's card. Tampering with another's time card is cause for disciplinary action, including possible dismissal, of both employees. Do not alter another person's record, or influence anyone else to alter your record for you. In the event of an error in recording your time, please report the matter to your supervisor immediately.

Wage Assignments (Garnishments)

We hope you will manage your financial affairs so that we will not be obligated to execute any court-ordered wage assignment or garnishment against your wages. However, whenever court-ordered deductions are to be taken from your paycheck, you will be notified.

According to the Federal Wage Garnishment Act, three (3) or more garnishments may be cause for dismissal.

Performance Reviews

Performance Reviews

Your supervisor is continuously evaluating your job performance. Day-to-day interaction between you and your supervisor should give you a sense of how your supervisor perceives your performance.

However, to avoid haphazard or incomplete evaluations, Renwick USD 267 conducts a formal review once a year for each employee.

Performance reviews will be conducted annually during the school year. New employees may be reviewed more frequently. A review may also be conducted in the event of a promotion or change in duties and responsibilities.

During formal performance reviews, your supervisor will consider several factors including the following:

- ☆ Attendance, initiative and effort
- ☆ Knowledge of your work
- ☆ Attitude and willingness
- ☆ The quality and quantity of your work
- ☆ The conditions under which you work
- ☆ Effective working relationships with others

The primary reason for performance reviews is to identify your strengths and weaknesses in order to reinforce your good habits and develop ways to improve in your weaker areas. This review also serves to make you aware of and to document how your job performance compares to the goals and description of your job. This is a good time to discuss your interests and future goals. Your supervisor is interested in helping you to progress and grow in order to achieve personal as well as work-related goals – perhaps he or she can recommend further training or additional opportunities for you.

In addition to individual job performance reviews, Renwick USD 267 periodically conducts a review of job descriptions to insure that we are fully aware of any changes in the duties and responsibilities of each position, and that such changes are recognized and adequately compensated.

Leave Policy

Holidays

Administrators will follow the approved district calendar for holidays and the number of holidays as indicated below:

	Superintendent Asst. Supt. Business Manager Facilities Director Technology Director	Principals Asst. Principals Food Service Dir. Transportation Dir.
Labor Day	1	1
Thanksgiving	5	3
Christmas	2	5
New Year's Day	2	4
Good Friday	1	1
Memorial Day	1	1
Independence Day	1	0
Spring Break	0	5
	11	20

Contract Length

Position	Length of Contract (Months)	Start Date	End Date
Superintendent	12	July 1	June 30
Assistant Superintendent	12	July 1	June 30
Business Manager	12	July 1	June 30
Facilities Director	12	July 1	June 30
Food Service Director	10 ½	August 1	June 15
Technology Director	12	July 1	June 30
Principals	10 ½	August 1	June 15
Assistant Principals	10 ½	August 1	June 15

With the exception of temporary or seasonal employees, all classified employees are eligible for holiday pay only if the holiday falls on a normal workday for the employee. Temporary or seasonal employees are not eligible for holiday pay. Holiday pay will be based upon the length of your normally scheduled workday.

Jury Duty

Employees of the school district serving on a jury will be granted additional leave for the period of actual service on the jury. Employees will also be granted leave for responding to a summons as witness for appearing in any legal proceedings in connection with his/her employment when directed by the superintendent, or other matters in which the employee has no vested interest.

Discretionary Leave

Discretionary leave may be used at the employee's discretion. A "Request for Administrative Leave" form needs to be filled out and signed by the administrator.

Position	Personal Leave
Superintendent	0
Assistant Superintendent	0
Business Director	0
Facilities Director	0
Food Service Director	4
Technology Director	0
Principals	4
Assistant Principals	4

Sick Leave

Sick leave covers the areas of leave that occur within the contractual year for personal illness or disability, immediate family illness or disability, bereavement and childbirth due to adoption and doctor appointments.

Position	Sick Leave
Superintendent	12
Assistant Superintendent	12
Business Director	12
Facilities Director	12
Food Service Director	8
Technology Director	12
Principals	8
Assistant Principals	8

Special Leave

Special leave, including professional leave, covers areas of leave that are unique, civic or job enrichment in nature and, therefore have limited application. The amount of special leave granted an administrator, if any, rests with the superintendent. All administrative leave require approval on the "Request for Administrative Leave:" form.

Vacation Days

The Assistant Superintendent, Business Manager, Facilities Director, and Technology Director have 20 days of vacation per year. The other administrators do not have vacation days.

Twelve-month, full-time personnel shall be allowed non-accumulative vacation each year, allotted at a rate of 1 hour of leave for each 26 scheduled hours, to a maximum of 80 hours. New employees must work at least six (6) months before being entitled to any vacation allowance; however, after the six-month waiting period, the employee is entitled to vacation from the first day of employment. After the 10th year, vacation will accrue at a rate of 1 hour for each 17 scheduled hours, to a maximum of 120 hours.

A paper absentee card or electronic leave request must be filled out to show the number of hours and/or days an employee was absent.

Accumulation Rights

Vacation time may not be carried over and accumulated in subsequent calendar years. Therefore each employee should utilize vacation time before October 1st of each year. Exceptions to the policy may be made in unusual circumstances, each case to be considered separately by the superintendent, with approval in writing.

Payment in Lieu of Vacation

The purpose of a vacation is to provide you with a time to rest and relax; therefore, no additional wages will be paid to you in lieu of vacation.

Bereavement Leave

Renwick USD 267 will allow up to five (5) days of non-chargeable leave (per occurrence) to the employee for the bereavement of immediate family.

Sick/Discretionary Leave

Sick Leave

Sick leave may be used for personal illness, disability or doctor appointments of the employee or the employee's immediate family and childbirth due to adoption. It may also be used for bereavement of a close friend or relative, other than immediate family (as described above).

Discretionary Leave

Discretionary leave may be used at the employee's discretion.

Carryover

Unused sick leave shall be accumulated to a maximum of 640 hours. The leave hours accumulated to 640 plus the current year leave allowance will be the maximum number of hours available for use. Unused discretionary leave for a given year converts to sick leave for accumulation purposes.

Renwick USD 267 will reimburse the employee for each unused 8.0 hour day of sick leave that is attained above the maximum accumulation of 640 hours at a rate of fifty dollars (\$50) per day.

Unpaid Leaves of Absence

Reasons for Taking Leave

An employer must grant unpaid leave, without pay and benefits, to an eligible employee for one or more of the following reasons:

- ☆ for the care of the employee's child (birth, or placement for adoption or foster care;
- ☆ for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition;
- ☆ for a serious health condition that makes the employee unable to perform their job;
- ☆ for other approved reasons; or
- ☆ for all approved absences in excess of the employee's accumulation of appropriate paid leave.

At the employee's or employer's option, certain kinds of paid leave may be substituted for unpaid leave.

Advance Notice

The employee is required to provide advance leave notice to the supervisor and gain written approval.

Intermittent or Reduced Leave

An employee may take intermittent leave or may work a reduced leave schedule to reduce the usual number of hours per day or workweek. Intermittent or reduced leave schedules are subject to employer approval unless medically necessary.

Insurance Premium Payment During Leaves of Absence

Other than for leave under the Family Medical Leave Act, you will be responsible for paying the total premiums for your coverage and that of your dependents while on leave. Failure to do so may result in loss of coverage or possible refusal by the insurance carrier to allow your coverage to be reinstated or you may be subject to preexisting condition exclusions from benefits.

Family Medical Leave Act

Basic Leave Entitlement

Family Medical Leave Act (FMLA) requires covered employers to provide up to 12 weeks of unpaid, job protected leave to eligible employees for the following reasons:

- for leave due to pregnancy, prenatal medical care or child birth;
- to care for the employee's child after birth, or placement for adoption or foster care;
- to care for employee's spouse, son or daughter or parent, who has a serious health condition; or
- for a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

Eligible employees with a spouse, son, daughter or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status or is on the temporary disability list.

Benefits and Protections

During FMLA leave, the employer must maintain the employee's health coverage under any "group health plan" on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer at least one year; have worked at least 1,250 hours during the 12 months prior to the start of the FMLA leave; and worked at a location where if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may be also taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-Protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- interfere with, restrain, or deny the exercise of any right provided under FMLA;
- discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for the involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

Notice of CHIPRA Policy

(Children's Health Insurance Program Reauthorization Act of 2009)

If you decline enrollment for yourself or your dependents (including your spouse) because of other health coverage, you may be able to enroll yourself and your dependents in this plan at a later date if you or your dependents lose eligibility for that other coverage (or if the employer stops contributing towards your or your dependents' other coverage). However, you must request enrollment within 30 or 63 days after your or your dependents' other coverage ends (or after the employer stops contributing toward the other coverage).

Effective April 1, 2009, if you or a dependent lose coverage under Medicaid or a state children's health insurance program (SCHIP), you may be eligible for coverage under this plan. However, you must request enrollment within 60 days after the coverage ends.

In addition, if you have a new dependent as a result of marriage, birth, adoption, or placement for adoption, you may be able to enroll yourself and your dependents. However, you must request enrollment within 30 days after the marriage, birth, adoption or placement for adoption.

Retirement

Administrative Early Retirement

Philosophy Statement

The Board of Education of Renwick USD 267 will grant early retirement to all administrators who qualify. The primary purpose of the early retirement program is to maintain the best possible level of instruction for the students and patrons of the district. Secondary purposes of the program are to reward administrators for their service to the district, to enhance the benefits of employment in the district and to facilitate the necessary and/or desirable early retirement of employees.

Regulations and Guidelines for Early Retirement

Eligibility – All administrators are eligible for early retirement if such administrator is currently a full-time employee of the district and has a minimum of 7 years of full-time service to USD 267, and is not less than 57 years of age and not yet eligible for full social security benefits.

Application – An administrator may apply for early retirement by giving written notice to the superintendent. Such written notice shall be given on or before March 1st of any year preceding the anticipated retirement date. Retirement date is to be considered the following fiscal year. Following final action by the Board of Education on any application for early retirement, the superintendent shall notify the applicant, in writing, of the final disposition and the date and amount of early retirement benefits to be paid.

Benefits – An eligible administrator who takes early retirement will be entitled to receive annually from the school district a sum of money (early retirement benefit) equal to:

The single health insurance premium, not to exceed \$250.00 per month, for administrators employed with the Renwick School District for at least 7 years but not more than 14 years.

or

1% of qualifying salary for each year of service in district (minimum of 15 years), to a maximum of 27 years or 27%, not to exceed \$1000.00 per month.

(Example: 18 years with Renwick USD#267 = 18%
30 years with Renwick USD#267 = 27%)

The qualifying salary will be the sum of the administrative salary. Supplementary or extended contract salaries are not to be included. These benefits will be available for a maximum of eight (8) years or until the month a person becomes eligible for full social security benefits, whichever comes first.

Terms and Conditions – The following terms and conditions all apply to the school district's early retirement plan:

Should an early retirement program be discontinued at any time, all administrators who were on the program prior to the discontinuance of the program will continue on the program until the completion of the contract year in which the administrator is eligible for full social security benefits or until the completion of eight years on the early retirement program, whichever occurs first.

If any provision of this early retirement plan is determined to be in violation of federal or state laws or regulations, then the entire plan shall immediately terminate and shall be of no further force or effect unless readopted by the Board of Education.

An administrator who takes early retirement shall have the responsibility to keep the school district informed of his or her current mailing address and telephone number.

Early retirement benefits shall cease upon the death of the retired administrator.

Administrator must have reached his/her qualifying age stipulation prior to July 1st on any given year, prior to retirement.

All retirees will receive his/her checks beginning in the month of July on the district's regular selected payday. All checks will be mailed out, direct deposited, or may be picked up by the retiree on the regular monthly payroll dates.

In the event the Board of Education would increase or decrease the index percentage at any given year, those employees already retired and having some years left on their retirement benefit shall not be affected by this newly approved index figure for their remaining years of eligibility.

Eligibility for early retirement will be determined by the district office of USD 267. An administrator applying for early retirement shall have the responsibility to provide all facts and information necessary to prove eligibility. The form for application will be provided by the district office.

Insurance coverage will be provided as state statutes allow. USD 267 Board of Education will allow any retiree to remain a part of the existing group plan until said employee becomes eligible for Medicare. The retiree will have to pay for his or her monthly premiums at the level of cost to the district, and the amount will be deducted from their monthly early retirement benefit. A retiree is not entitled to any medical benefit contribution made by the board to the district's employees. In the event the current staff would opt to change to a different company or change deductibles, the retiree would have the option of continuing with this new group plan or new company, but would not be permitted to vote on any changes.

The Board of Education retains the right to discontinue the early retirement incentive program if it is determined that a cost to the Board of Education exists. This determination of cost shall be reached by using a two-year average of the salaries of the retiring administrators in comparison to the cost of the early retirement benefit to such administrators, plus the cost of the replacement salaries. If it is determined that a cost is present, the board shall provide the administrators an opportunity to finance this cost through new monies to be used for salary increases. Should the board then decide to discontinue the program, notification shall be given to the staff in the period between May 1st and August 15th, two years prior to discontinuing the program.

Other Policies

Communications

Successful working conditions and relationships depend upon successful communication. Not only do you need to stay aware of changes in procedures, policies and general information, you also need to communicate your ideas, suggestions, personal goals or problems as they affect your work.

In addition to the exchanges of information and expressions of ideas and attitudes which occur daily, make certain you are aware of and utilize all Renwick USD 267 methods of communication, including this Employee Handbook, bulletin boards, discussions with your supervisor, memoranda, staff meetings, newsletters, training sessions, district website, emails, etc.

You will receive other information booklets, such as your insurance booklets, from time to time. You may take these booklets home so that your family may know more about your job and your benefits.

In addition, you may receive letters and/or emails from Renwick USD 267. There is no regular schedule for distribution of this information. The function of each letter and/or email is to provide you and your family with interesting news and helpful information that will keep you up-to-date on the events here at Renwick USD 267.

Concerns/Complaints

Certified employees contracted under the Professional Negotiated Agreement should refer to Article 7 from the Professional Negotiated Agreement.

Personnel having a concern should follow the procedure below to resolve conflict or concern:

- Level I:* Meet with immediate supervisor.
- Level II:* Meet with building principal.
- Level III:* Meet with superintendent of schools.
- Level IV:* Meet with board of education.

School personnel should not supersede this conflict-resolving procedure unless otherwise stated in another policy, contract or statute. If no solution is found at a step, the supervisor or administrator should refer the issue to the next step. Personnel who are refused the next step should contact the superintendent. The complaint or concern should be in writing at Level II and Level III.

Benefit Continuation Privileges

At your exit interview or upon dismissal, you will learn how you can continue your insurance coverage and any other benefits you currently enjoy as an eligible employee.

If your attendance at department meetings is mandatory, you will be informed in writing. Your attendance at the August District in-service is mandatory. Classified staff will be paid for the time spent attending in-service.

Dress Code/Personal Appearance

A neat, tasteful appearance contributes to the positive impression you make on our patrons. You are expected to be suitably attired and groomed during working hours or when representing Renwick USD 267. A good clean appearance bolsters your own poise and self-confidence and greatly enhances our district1 image.

Exit Interviews

In instances where an employee voluntarily leaves our employ, Renwick USD 267 administration would like to discuss your reasons for leaving and any other impressions that you may have about Renwick USD 267. If you decide to leave, you will be asked to complete an Exit Interview Survey. On the Exit Interview Survey, you can express yourself freely. It is hoped that this exit interview will help us part friends, as well as provide insights into possible improvements we can make. All information will be kept strictly confidential and will in no way affect any reference information that Renwick USD 267 administration will provide another employer about you. Your district email account will be discontinued after your last payroll check. Only the superintendent can grant an exception to this policy.

Expense Reimbursement

You must have your supervisor's written authorization (requisition/purchase order, etc.) prior to incurring an expense on behalf of Renwick USD 267. To be reimbursed for all authorized expenses, you must submit an expense report/voucher accompanied by receipts and approved by your supervisor. The Travel and Business Expense Guide is on file in the District office.

If no district vehicle is available and you are asked to conduct district business using your personal vehicle, you will be reimbursed at the rate approved by the board for mileage reimbursement.