



**USD 113**  
**Prairie Hills**

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**USD #113**  
**CLASSIFIED HANDBOOK**  
**2019-20**

***Preparing Kids, Shaping the Future***

Approved: 07/24/2019

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## **INTRODUCTION**

This employee handbook for classified personnel has been prepared to help answer any questions you may have concerning employment with Unified School District No. 113. You will want to keep this handbook in order that you may refer to it when you have questions or problems.

The policies and procedures herein are those currently in effect in Prairie Hills Unified School District No.113. They are subject to change through appropriate administrative or Board of Education action. The Board of Education retains its legal obligation to make decisions that establish policies for Prairie Hills Unified School District No.113. Official policies of Unified School District No. 113 take precedence over practices and procedures should any conflict arise.

The Board of Education, the administration and certified staff are proud to have you as part of the classified staff of Prairie Hills Unified School District No. 113. You have been selected for the position you hold because your qualifications indicate that you are the best person to fill the position.

**Classified Personnel** - all employees who are not required to hold a Kansas State Educational Certificate. Included in the group are custodial, food service, office, instructional support staff, tutors, and transportation personnel.

The classified employee is very important to the district and plays a major role in providing a safe, orderly, and healthy environment for students and staff. Never underestimate the importance of your position. Classified personnel are an important part of “Effective Schools”.

### **USD 113 MISSION STATEMENT**

*Preparing Kids, Shaping the Future*

### **EQUAL OPPORTUNITY EMPLOYER**

Unified School District No.113 hires and promotes employees on the basis of their qualifications, without regard to race, religion, color, sex, age, national origin, or a disability unrelated to the job in question.

### **Hiring Procedure**

In order to be considered for employment at USD 113, each prospective employee must:

1. Receive and fill out and have on file an application. Applications may be obtained at the Board of Education office at 1619 S Old HWY 75, Sabetha, KS 66534

2. Once the candidate's qualifications are determined to be appropriate for the position, an appointment will be made for the candidate to be interviewed by the department head.
3. After the interview process, a prospective employee's name is submitted to the Board of Education for final approval of employment.

Upon employment and before beginning to work for the school district, all persons must provide: (a) TB test; (b) oath of allegiance; (c) Race/Ethnicity form (d) employee's withholding allowance certificate (W-4 & K-4 form); (e) social security number; (f) fringe benefit option designation; (g) Kansas Public Employee's Retirement System (KPERs) enrollment forms, when applicable, (h) Employment Eligibility Verification Form 1-9; (i) Bloodborne Pathogens Certification; and (j) reviewed the drug-free schools policy. Necessary forms are to be given to the Personnel Director before an employee begins his/her first day at work.

### **Employee Records**

It is important that your employment records are kept up-to-date. Be sure to notify the Board of Education office if there are changes in any of the following:

1. Your name;
2. Your mailing address;
3. Your home telephone number;
4. The phone number where you can be reached in case of emergency;
5. Correction to your social security number;
6. Any change in the number of dependents you wish to claim on the W-4 & K-4 form.

### **Health Certification**

Certification of health shall be required of classified personnel upon their employment. If at any time there is reasonable cause to believe that an employee is suffering from an illness detrimental to the health of students, the school board may require a new certification of health. Employee's certificate of health must be signed by a licensed physician, or a designated representative of the physician, on a form prescribed by the Kansas State Department of Health. The certification must include a statement that there is no evidence of physical condition that would conflict with the health, safety, or welfare of the pupils and that freedom from tuberculosis has been established by chest X-ray or negative tuberculin skin test. The employee may obtain the health examination and TB test from a doctor of his/her choice. The entire cost of the physical examination must be paid by the employee. A certification of health and Tb from no longer than 1 year ago is acceptable. Health assessment and Tb are due within 1 month from date of hire.

## **Payroll Procedures**

Each classified employee must keep a time card(s) or accurately log hours electronically. These time cards must be returned to the immediate supervisor. The time cards will then be verified and signed by the supervisor and given to the payroll clerk.

Regular working hours vary from one department to another. The hours of your employment will be discussed with you by your immediate supervisor. Employees may not check in or out of their regularly scheduled working hours without prior approval from the immediate supervisor. Employees will be paid for hours worked each month on the payday following the end of the month.

## **Bus Driver Required Meetings**

Bus drivers will be paid the activity trip rate to attend all required monthly meetings. Hours spent in required meetings are to be written on the time card of the pay period the meeting was held. The district will pay for a CDL physical examination every two years, CDL license every four years (over and above the cost of regular driver licenses) and any required endorsements to drive a school bus.

## **Payroll Checks**

Payroll statements are e-mailed or delivered to each building and distributed on or before the eighth day of each month.

Substitute employees payroll statements are e-mailed to the employee when possible or mailed to their home address. Employee's summer payroll will follow the same procedure.

## **Payroll Deductions**

Federal and state income taxes, social security payments, and KPERs (when applicable), are deducted from your monthly earnings. These deductions may vary as they are affected by changes in the amount you earn, by legislation and by the number of dependents you declare.

## **Insurance Benefit**

A health insurance benefit is granted to qualifying employees. A maximum of \$392.86 per month is granted to employees working 630 or more hours per school year. This benefit may only be used to purchase the district's health insurance. The employee's health insurance benefit goes into effect on the first of the month following the 1<sup>st</sup> day of employment.

When a classified employee resigns before completing the contract, the health insurance benefit ends at the end of the following month.

## **Cafeteria IRS 125 Plan**

The cafeteria plan is a plan, which allows the employee to reduce his/her salary for the purpose of purchasing benefits without payment of tax on these items. An eligible employee is an employee who is scheduled to work at least 10, 11, or 12 months. An employee may protect the maximum limit set by the Section 125 Flexible Benefit Plan year. This amount may be found by contacting the payroll clerk. USD No. 113's cafeteria plan provides for the following:

1. Health Insurance
2. Disability Insurance
3. Cancer Insurance
4. Life Insurance
5. \*Child Care Reimbursement
6. \*Medical Reimbursement
7. Dental
8. Vision
9. Accident Insurance

\*The limit for the medical and child care reimbursement will be a maximum set by the Section 125 Plan.

## **403(B) Employee Matching Contribution**

As part of employment with the School District, classified employees are eligible to participate in the employer matching 403(b) retirement plan. The Board of Education will match a classified staff member's contribution up to \$25.00/month for 10 month employees and the benefit will not exceed \$250.00 for 12 month employees. The BOE retains the right to adopt the 403(B) employer matching program on a year to year basis.

**Vesting Schedule** - Employee contributions are 100% vested. This means the value of your contributions and earnings are yours when you leave the District, regardless of years of service. Employer matching contributions are vested according to the following schedule:

Years of Service (completed)	Vesting percentage
0-5 years	0%
6-7 years	25%
8-9 years	50%
After 10 years	100%

Employees will be given years of service credit in the vesting schedule for years of service to USD 113 prior to the inception of this program in August of 2019.

## **Mileage**

Classified personnel, whose job description requires in-district travel from one community to another community, will be given a mileage allowance for the number of miles traveled between locations. Mileage will be paid only when district transportation is not available. The rate paid per mile is determined annually by the Board of Education. Mileage reimbursement forms need to be received at the Board of Education office by the 25th of the month to be paid at the next regular Board of Education meeting.

## **Attendance and Lateness**

U.S.D. 113 expects each employee to report to work on time and to continue to work until the end of the workday. An unsatisfactory attendance report, frequent lateness, and long lunch breaks may be cause for probation. Should these unsatisfactory conditions continue, your attendance record could be reason for dismissal.

## **How to Report Absences**

If you know you will be absent in advance, please contact your supervisor or the supervisor's designated representative. If this isn't possible, please telephone your supervisor or the supervisor's designated representative as early as possible on the first day of your absence. After that, call your supervisor or the supervisor's designated representative daily until you are able to report for work again.

## **Unavoidable Lateness**

If you must be late for work, or need extra time for lunch, please clear this matter with your supervisor. Lateness sometimes cannot be avoided. Please report directly to your supervisor to explain when you arrive late. If your supervisor is not available, report to the building principal.

## **Sick Leave**

Each employee begins each year with ten (10) days of sick leave equal to their regularly scheduled hourly day – for full time employees, the regularly scheduled day is defined as the employees regular work day – for the employee's own illness or for the critical illness (not to include care for a child that gave birth with a normal pregnancy) or death in his or her immediate family. Classified employees will receive full salary for ten (10) regularly scheduled days of absence. The immediate family is defined as father, mother, sisters, brothers, husband, wife, sons, daughters, grandparents, grandchildren, mother and father-in-law, brother and sister-in-law, daughter and son-in-law or other relatives whose regular residence is the home of the employee. If the classified



employee does not use his/her sick leave, it will accumulate up to seventy (70) scheduled days.

An employee may use one (1) day per year from their sick leave for any bereavement.

Employees found to be abusing sick leave will be considered to have been absent excessively and, therefore, may be liable for probation and possible dismissal. Sick leave will be pro-rated when an employee works less than 30 hours a week

Employees who resign before working 12 months will have sick leave and personal leave pro-rated. Adjustments will be made to the final paycheck if they have exceeded the amount of sick and personal leave earned.

### **Sick Leave Bank**

The purpose of the sick leave bank is to enable the participating employees of the district to extend their number of sick leave days when necessary by using additional leave days made possible by voluntary contribution to the sick leave bank. The bank will be available to all classified staff members who voluntarily contributed to the bank.

#### 1. Administration of the Sick Leave Bank

The Clerk of the Board will administer the sick leave bank and the Payroll Clerk will process the application from the employee requesting sick leave extension. Applications will be obtained from and submitted to the building principal.

#### 2. Allocation to the Sick Leave Bank

The sick leave bank will be established by participants allocating one of their unused sick leave days into the sick leave bank account. The number of hours within the sick leave bank account will not be less than two hundred and forty hours (240). When the bank account drops below this number, each participant will be asked to contribute one additional day of sick leave. All participants will have to make available to the bank their days of leave prior to September 1 of the year first employed. Cost of participation will be two days of sick leave initially and one day or more of sick leave each time the bank account falls below two hundred and forty (240) hours.

#### 3. Eligibility and Participation

All classified employees will be eligible to participate upon the depletion of their accumulated leave provided that he/she contributes initially one days of leave to the bank and continues to make available any other days or leave to the bank as are required to keep the sick leave bank operational.

- a) The sick days may be used for employee's illness and/or illness of the employee's immediate family.

- b) Sick leave bank days shall not be used to extend normal delivery and/or recovery from delivery (6 weeks).
- c) All vacation/personal days must be exhausted before the sick bank can be utilized.
- d) A three-member committee must approve the leave of an employee. The committee will consist of the superintendent, board clerk, and one classified staff member appointed by the superintendent.
- e) An employee may request days from the bank after 3 days of consecutive illness, but never more than he/she had accumulated on the first day of the present year.

### **Personal Appearance Policy For Food Service Employees**

1. Employees must dress neatly and in clothing designed for the tasks at hand. Clothes should not have holes or be stained. Sleeveless tops may be worn, but the straps must be at least a credit card-width, so as to cover straps from undergarments. Jeans with no holes are acceptable. Clean, unwrinkled medical “scrub” tops and bottoms are acceptable. Capris may be worn, as well as knee-length shorts.
2. Hair and beard restraints must be worn *at all times* in the food production areas. *All* hair should be covered, including bangs, per Kansas Food Code 2012: 2-402.11.
3. Wear clean, sturdy, close toed shoes. Non-skid bottoms are not required, but highly recommended. Open mesh tennis shoes *may not* be worn.
4. Fingernails should be clean, trim and smooth, unpolished, and natural. No artificial nails, nail polish, gels, or wraps *of any kind* are allowed, per Kansas Food Code 2012: 2-302.11.
5. “Except for a plain ring *with a level surface*, such as a wedding band, while preparing food, food employees may not wear jewelry *including medical information jewelry* on their arms or hands.” Kansas Food Code 2012:2-303.11. A simple medical information *necklace* is allowed.
6. One pair of simple post earrings and one simple necklace may be worn in the food production area. *No* facial piercings (tongue, nose, lip, brow, etc.), multiple ear piercings, “French hook” earrings, or multiple necklaces may be worn.
7. An apron, disposable or cloth, must be worn over clothing while in food production areas. If the apron becomes soiled, the apron must be changed prior to service time.
8. Visible tattoos are allowed, as long as they are deemed inoffensive by school officials and management. If a tattoo is freshly inked, it would fall under the “open wound” guidelines of the Food Code and would need to be completely covered at all times until fully healed.

### **Voting Time**

You may take time off with pay to vote in a federal, state or local election only if you would be unable to reach the polls otherwise. Please advise your supervisor in advance that it is necessary for you to take this time off. You are asked not to miss more than one hour of work in order to vote.

## **Vacation**

Classified personnel employed 35 hours per week, 52 weeks per year, are eligible for a paid ten day (10) vacation. Following the completion of ten (35 hours per week, 52 weeks per year) years of employment, the employee is eligible for a paid fifteen (15) days of vacation. One-half of one years allotted unused vacation may be carried over into the next year. Carry over days must be used by December 31<sup>st</sup>. If carry over days are not used by December 31st they will be forfeited. Contracts will be pro-rated when a contract is not fulfilled. If more vacation has been used than the employee is entitled to it will be paid back to the district by deducting the pay from the last check.

Vacations are usually scheduled during the summer months and must be approved by your supervisor. Please schedule your vacation with your supervisor as far in advance as possible. Vacation slots are filled on a first-come, first-served basis.

Vacation must be indicated "Vacation" on the time card or electronic database.

## **Employee Leaves**

### **Long-Term Leaves of Absence**

A long-term leave of absence consists of more than three consecutive working days when you cannot be at work for reasons other than illness. To apply for such a leave, fill out an application and submit it to your supervisor. Please make sure you are aware of the specific regulations concerning the type of leave you will be taking.

**GUIDELINES FOR FAMILY & MEDICAL LEAVE ACT OF 1993** – USD 113 is a covered employer under the Family and Medical Leave Act of 1993 (FMLA). Therefore, all eligible employees are guaranteed up to 12 weeks of unpaid, job-protected leave for any of the following reasons:

- a) for the care of the employee's child (birth, or placement for adoption or foster care);
- b) for the care of the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- c) for a serious health condition that makes the employee unable to perform his job.

In reference to item a) above, upon written request, an employee will be granted 6 weeks of paid parental leave if adequate sick leave has been accumulated. During the six-week period the sick leave policy will be used to determine the pay for the employee. An additional 6 weeks of unpaid parental leave may be taken upon written request. The total number of weeks of parental leave will not exceed 12 weeks. Parental leave begins the date of the birth of the child or the adoption of a child and ends a maximum of 12 weeks later depending upon the length of the leave requested. An "eligible employee" is an employee of a covered employer who:

- 1) Has been employed by the employer for at least 12 months, and
- 2) Has been employed for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and

- 3) Is employed at a worksite where 50 or more employees are employed by the employer within 75 miles of that worksite (*See 825.105(b)* regarding employees who work outside the U.S.)

The definition of a year for the FMLA for USD 113 is the fiscal year – from July 1 of a designated year through June 30 of the following year.

Whenever possible, thirty days advance notification must be given to the clerk of the board. It is the employee's responsibility to document in writing the beginning date and reason for the covered leave. Forms will be available at the various school sites.

**Legal Leave** – Leave with full pay shall be granted in the following cases: jury duty in city, county, state or federal courts, for witness in a case if subpoenaed, or for the giving of a deposition as long as the case does not involve the employee's own case as a plaintiff or defendant. Per diem for jury duty and witness fees (excluding court paid travel allowance) will be paid to U.S.D. #113. All reimbursed expenses paid by the court will be retained by the employee.

**Personal Leave** – An employee may take three regularly scheduled days of personal leave with pay when a request is approved by the supervisor. Each employee begins each year with three personal days equal to his/her regularly scheduled workday. The definition of an employee's workday is the regularly scheduled hours worked on that day. Any unused personal days will be added to the employee's accumulated sick leave if under the 70 day limit.

**Inclement Weather** – Each non-salaried employee will receive 1 day/year paid to use when school is canceled due to weather.

**School Closings** - A classified staff member may use personal leave for school closings due to weather, sporting events, or other circumstances causing school closings.

**Political Activities** – Employees may seek elections and may hold political offices which do not interfere with the performance of their responsibilities to the school system. However, before deciding to seek office which would interfere with the performance of the duties of the employee for the position which they are under contract to perform, they must reach an agreement with the school board on matters of salary, time to be away from duty, and all other matters relating to interference with performance of regular duties. Each such matter will be considered by the board on an individual basis.

**Workers Compensation** – USD 113 is subject to the Kansas Workers Compensation Law which provides compensation for job-related injuries.

### **Paid Holidays**

Fifty-two-(52)-week-per-year, minimum of 35 hours-per-week, classified personnel shall have the following paid holidays, (providing such holidays are designated

as holidays on the school calendar when students are not in attendance). Additional time off must be approved by your immediate supervisor and the time will be taken from vacation/personal leave.

Labor Day	1 Paid Day
Thanksgiving	3 Paid Days
Christmas	1 Paid Day
New Years	1 Paid Day
Presidents' Day	1 Paid Day
Good Friday	1 Paid Day
Spring Break	1 Paid Day
Memorial Day	1 Paid Day
Independence Day	1 Paid Day

Other paid holidays may be designated at the discretion of the Superintendent. The number of hours of holiday pay will be equal to their regularly scheduled hourly day. Cooks and building secretaries will be paid four (4) holidays per year; which include Labor Day, Thanksgiving, Christmas and New Year.

### **Other District Benefit**

**Passes for School District Activities** – All employees of U.S.D. #113 along with their spouse and elementary age children shall be admitted free of charge to all home athletic activities at which an admission charge is made. (Admission must be paid, however, at tournaments).

### **District Procedures**

**Code of Conduct** – U.S.D. #113 prides itself on a clean, orderly, safe, and healthy environment. To continue this tradition, your cooperation is needed. Please read and follow these rules of conduct. Appropriate disciplinary action will be taken for violating these rules of conduct.

Fighting; abuse or destruction of property; possession of drugs, alcohol, weapons on the premises; falsification of school district records; illegal, immoral, or indecent conduct or language; and removal of school district property from the premises without permission is not permitted. Permission must be received from your supervisor before any notices are posted.

All employees are asked not to conduct personal business on company time or with company equipment and resources.

Respect each other's rights and privacy.

Use of alcohol, or illegal drugs is not permitted in the buildings or on the grounds of U.S.D. #113.

Use of tobacco products is not permitted within the buildings or on the grounds of U.S.D. #113.

Limit personal phone calls to emergencies or important matters.

If you must make a long distance phone call, call the operator and have the call charged to your home telephone number or use your calling card.

Dress appropriately for an educational environment.

### **Safety Regulations**

Please follow the basic rules of safety which are appropriate to large work areas for the health and protection of yourself, your fellow workers, the students, and visitors to the buildings. A few policies to follow are:

1. Do not try to lift or carry anything heavy by yourself.
2. Report any injury – large or small – to your supervisor. Should you have an injury or feel ill while at work, contact your supervisor immediately.
3. Should you notice something that appears to be a safety hazard, please report it to your supervisor.

An intensive effort to control injuries on the job is being initiated by the school district personnel. The district is covered by a Workman's Compensation plan. From time to time, representatives from the sponsoring company will be checking upon the safety measures being taken by our personnel in an effort to reduce Workman's Compensation costs.

### **Ordering Supplies**

All ordering of supplies must be made by your supervisor. Requisitions for needed supplies are available from your supervisor. Fill out the requisition form, keep a copy, and submit the requisition to your supervisor. Any employee making unauthorized purchases will not be reimbursed for his/her purchases.

## **Handling a Problem or Filing a Complaint**

Employees are encouraged to talk things over when they have problems or complaints about job conditions or colleagues. Bring these matters to your supervisor's attention first.

1. Make a written statement of the grievance.
2. Discuss the grievance with your immediate supervisor.
3. Discuss the grievance with the superintendent.
4. Have a hearing before a committee composed of a board member, neutral administrator, and a peer.
5. Have a hearing before the Board of Education.

## **Evaluations**

The job performance of each employee is formally evaluated once a year. Your immediate supervisor will complete the evaluation form and discuss your strengths and possible areas of improvement. Both the supervisor and the classified employee will sign the evaluation form and the employee will receive a copy of the form. A copy of the evaluation form is kept with the employee's file

## **Terminations**

If an employee's job performance is not satisfactory, he/she will be evaluated more frequently and be given the opportunity to improve his/her job skills. If satisfactory improvement is not made during a reasonable period of time, a ten day (10) notice of termination of employment will be given in writing to the employee. Any classified (at will employee) could be terminated because of budget reductions with ten day (10) notice in writing to the employee.

## **Resignations**

Resignations must be given in writing to the supervisor ten (10) days in advance of the effective date of resignation. These ten (10) days are requested as a courtesy to the district in order that an appropriate replacement may be obtained. When a resignation is received, an exit interview will be scheduled with the employee in order to make sure all required documents are completed before leaving our employment.

## **Employee's Files**

A master file of all materials relating to an employee shall exist at the district school board office. All materials placed in the employee's file and originating with the school district shall be available to the employee at his or her request for inspection in the presence of the person(s) responsible for keeping the files. All questions relating to classified personnel should be directed either to the immediate supervisor or the superintendent.

## **Extra Duty Assignments**

Classified Employees and USD 113 substitute teachers working extra duty assignments (taking tickets, running the score clock, etc.), will be paid an hourly rate of \$10.00 per hour beginning at the conclusion of the regular work day. Extra-duty assignments are open to all classified staff members.

## **Supplemental Assignments**

Non-teacher licensed employees, hired to fulfill supplemental duties for USD 113, (a.k.a. Rule 10 employees) will be required to complete a monthly timecard. They will be compensated whichever amount is greater: Supplemental pay as identified in the USD #113 Negotiated Agreement, or hours logged on the timecard at the established U.S. minimum wage rate. Parameters on hours worked are to be clarified by administration.

## **Sexual Harassment**

No district employee shall be sexually harassed by an employee or non-employee or permit sexual harassment of an employee or a student by an employee or non-employee. Violation of this policy shall result in disciplinary action, including termination, against any employee. Violation of this policy also includes any supervisor's failure to follow the policy or to investigate complaints.

If an employee's immediate supervisor is the object of a harassment complaint, the employee may bypass the supervisor and report directly to the superintendent. Complaints against the superintendent shall be heard by the board.

## **Definition**

It shall be a violation of district policy to harass another employee sexually, or to permit the sexual harassment of an employee by an employee or a non-employee. Sexual harassment may include, but not be limited to:

Sexually oriented communication, including sexually oriented verbal "kidding" or harassment or abuse;



Subtle pressure or request for sexual activity;

Persistent unwelcome attempts to change a professional relationship into a personal, social-sexual relationship;

Creating a hostile work environment, including the use of innuendoes or overt or implied threats;

Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person's body;

Requesting or demanding sexual favors accompanied by implied or overt threats concerning an individual's employment;

Requesting or demanding sexual favors accompanied by an implied or overt promise of preferential treatment with regard to an individual's employment; or

Sexual assault or battery as defined by current law.

Any person who believes he or she has been subjected to sexual harassment should discuss the problem with his/her immediate supervisor. Regardless of the means selected for resolving the problem, the initiation of a complaint of sexual harassment will not cause any reflection on the complainant nor will it affect his or her employment, compensation or work assignment. The initiation of a complaint shall not adversely affect the job security or status of an employee. If a finding of fact determines that the employee acted improperly, appropriate action shall be taken. Strict confidentiality shall be maintained throughout the complaint procedure.

### **Termination Pay**

If at the termination of employment the employee has accumulated a minimum of 15 days sick leave, he/she shall receive termination pay at the rate of \$15.00 per day for all accumulated leave. If the accumulated leave is 45 days or more, the rate shall be \$15.00 per day for 45 days. This applies to those terminating their employment at the expiration of his/her contract. Those terminating their employment because of poor health will be considered under the sick leave policy. Resignation letters need to be turned in by June 1<sup>st</sup> to be considered for termination pay.

**PARA-PROFESSIONAL SALARY SCHEDULE 2019-20**

<b>Steps Para</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>
<b>Step 1</b>	\$10.40	\$11.15	\$12.80
2	\$10.55	\$11.30	\$12.95
3	\$10.70	\$11.45	\$13.10
4	\$10.85	\$11.60	\$13.25
5	\$11.00	\$11.75	\$13.40
6	\$11.15	\$11.90	\$13.55
7	\$11.30	\$12.05	\$13.70
8	\$11.45	\$12.20	\$13.85
9	\$11.60	\$12.35	\$14.00
10	\$11.75	\$12.50	\$14.15
11	\$11.90	\$12.65	\$14.30
12	\$12.05	\$12.80	\$14.45
13	\$12.20	\$12.95	\$14.60
14	\$12.35	\$13.10	\$14.75
15	\$12.50	\$13.25	\$14.90
16	\$12.65	\$13.40	\$15.05
17	\$12.80	\$13.55	\$15.20
18	\$12.95	\$13.70	\$15.35
19	\$13.10	\$13.85	\$15.50
20	\$13.25	\$14.00	\$15.65
21	\$13.40	\$14.15	\$15.80
22	\$13.55	\$14.30	\$15.95
23	\$13.70	\$14.45	\$16.10
24	\$13.85	\$14.60	\$16.25
25	\$14.00	\$14.75	\$16.40
26	\$14.15	\$14.90	\$16.55
27	\$14.30	\$15.05	\$16.70
28	\$14.45	\$15.20	\$16.85
29	\$14.60	\$15.35	\$17.00
30	\$14.75	\$15.50	\$17.15

Level I – Library Aide, Para (High School Diploma required)

Level II – Para with 30+ semester hours of college

Level III – Para with a KS Teacher Certification and/or current KS Sub License

Summer School – Paras paid @ their normal hourly rate

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources (Federal and State allocations). These positions are renewed on a year to year basis determined by Federal and State allocations. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc..., may be placed on the salary schedule at any point as determined by the board.

**CUSTODIAL SALARY SCHEDULE 2019-20**

<b>Steps Cust</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>
<b>Step 1</b>	\$ 10.65	\$ 13.65	\$ 15.25	\$ 16.20
2	\$ 10.80	\$ 13.80	\$ 15.40	\$ 16.35
3	\$ 10.95	\$ 13.95	\$ 15.55	\$ 16.50
4	\$ 11.10	\$ 14.10	\$ 15.70	\$ 16.65
5	\$ 11.25	\$ 14.25	\$ 15.85	\$ 16.80
6	\$ 11.40	\$ 14.40	\$ 16.00	\$ 16.95
7	\$ 11.55	\$ 14.55	\$ 16.15	\$ 17.10
8	\$ 11.70	\$ 14.70	\$ 16.30	\$ 17.25
9	\$ 11.85	\$ 14.85	\$ 16.45	\$ 17.40
10	\$ 12.00	\$ 15.00	\$ 16.60	\$ 17.55
11	\$ 12.15	\$ 15.15	\$ 16.75	\$ 17.70
12	\$ 12.30	\$ 15.30	\$ 16.90	\$ 17.85
13	\$ 12.45	\$ 15.45	\$ 17.05	\$ 18.00
14	\$ 12.60	\$ 15.60	\$ 17.20	\$ 18.15
15	\$ 12.75	\$ 15.75	\$ 17.35	\$ 18.30
16	\$ 12.90	\$ 15.90	\$ 17.50	\$ 18.45
17	\$ 13.05	\$ 16.05	\$ 17.65	\$ 18.60
18	\$ 13.20	\$ 16.20	\$ 17.80	\$ 18.75
19	\$ 13.35	\$ 16.35	\$ 17.95	\$ 18.90
20	\$ 13.50	\$ 16.50	\$ 18.10	\$ 19.05
21	\$ 13.65	\$ 16.65	\$ 18.25	\$ 19.20
22	\$ 13.80	\$ 16.80	\$ 18.40	\$ 19.35
23	\$ 13.95	\$ 16.95	\$ 18.55	\$ 19.50
24	\$ 14.10	\$ 17.10	\$ 18.70	\$ 19.65
25	\$ 14.25	\$ 17.25	\$ 18.85	\$ 19.80
26	\$ 14.40	\$ 17.40	\$ 19.00	\$ 19.95
27	\$ 14.55	\$ 17.55	\$ 19.15	\$ 20.10
28	\$ 14.70	\$ 17.70	\$ 19.30	\$ 20.25
29	\$ 14.85	\$ 17.85	\$ 19.45	\$ 20.40
30	\$ 15.00	\$ 18.00	\$ 19.60	\$ 20.55

Level I – General housekeeping

Level II – Building level custodial work

Level III – Building level custodial work and major maintenance

Level IV – District custodial supervisor

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc..., may be placed on the salary schedule at any point as determined by the board.

**SECRETARY SALARY SCHEDULE 2019-20**

<b>Steps Sec</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>		
<b>Step 1</b>	\$10.65	\$12.75	\$13.25	\$14.00		
2	\$10.80	\$12.90	\$13.40	\$14.15		
3	\$10.95	\$13.05	\$13.55	\$14.30		
4	\$11.10	\$13.20	\$13.70	\$14.45		
5	\$11.25	\$13.35	\$13.85	\$14.60		
6	\$11.40	\$13.50	\$14.00	\$14.75		
7	\$11.55	\$13.65	\$14.15	\$14.90		
8	\$11.70	\$13.80	\$14.30	\$15.05		
9	\$11.85	\$13.95	\$14.45	\$15.20		
10	\$12.00	\$14.10	\$14.60	\$15.35		
11	\$12.15	\$14.25	\$14.75	\$15.50		
12	\$12.30	\$14.40	\$14.90	\$15.65		
13	\$12.45	\$14.55	\$15.05	\$15.80		
14	\$12.60	\$14.70	\$15.20	\$15.95		
15	\$12.75	\$14.85	\$15.35	\$16.10		
16	\$12.90	\$15.00	\$15.50	\$16.25		
17	\$13.05	\$15.15	\$15.65	\$16.40		
18	\$13.20	\$15.30	\$15.80	\$16.55		
19	\$13.35	\$15.45	\$15.95	\$16.70		
20	\$13.50	\$15.60	\$16.10	\$16.85		
21	\$13.65	\$15.75	\$16.25	\$17.00		
22	\$13.80	\$15.90	\$16.40	\$17.15		
23	\$13.95	\$16.05	\$16.55	\$17.30		
24	\$14.10	\$16.20	\$16.70	\$17.45		
25	\$14.25	\$16.35	\$16.85	\$17.60		
26	\$14.40	\$16.50	\$17.00	\$17.75		
27	\$14.55	\$16.65	\$17.15	\$17.90		
28	\$14.70	\$16.80	\$17.30	\$18.05		
29	\$14.85	\$16.95	\$17.45	\$18.20		
30	\$15.00	\$17.10	\$17.60	\$18.35		

Level I – Typist, Receptionist, Data Entry

Level II – Building Secretary

Level III – Bldg. Level Accounting/Bookkeeping, District Accounts Payable & Secretary

Level IV – District Accounting Supervisor, District Asst. Board Clerk

Salary advancement in no case is automatic, but contingent upon favorable evaluations and available resources. This schedule is intended to serve as a guide and in no way is intended to bind the board. New employees, based on their previous experience, education, certification, projected duties, etc., may be placed on the salary schedule at any point as determined by the board.

**FOOD SERVICE SALARY SCHEDULE 2019-20**

<b>Steps Cook</b>	<b>Level I</b>	<b>Level II</b>	<b>Level III</b>	<b>Level IV</b>	<b>Level V</b>	<b>Level VI</b>
<b>Step 1</b>	\$ 10.30	\$ 10.55	\$ 10.80	\$ 11.05	\$ 11.55	\$ 13.10
2	\$ 10.45	\$ 10.70	\$ 10.95	\$ 11.20	\$ 11.70	\$ 13.25
3	\$ 10.60	\$ 10.85	\$ 11.10	\$ 11.35	\$ 11.85	\$ 13.40
4	\$ 10.75	\$ 11.00	\$ 11.25	\$ 11.50	\$ 12.00	\$ 13.55
5	\$ 10.90	\$ 11.15	\$ 11.40	\$ 11.65	\$ 12.15	\$ 13.70
6	\$ 11.05	\$ 11.30	\$ 11.55	\$ 11.80	\$ 12.30	\$ 13.85
7	\$ 11.20	\$ 11.45	\$ 11.70	\$ 11.95	\$ 12.45	\$ 14.00
8	\$ 11.35	\$ 11.60	\$ 11.85	\$ 12.10	\$ 12.60	\$ 14.15
9	\$ 11.50	\$ 11.75	\$ 12.00	\$ 12.25	\$ 12.75	\$ 14.30
10	\$ 11.65	\$ 11.90	\$ 12.15	\$ 12.40	\$ 12.90	\$ 14.45
11	\$ 11.80	\$ 12.05	\$ 12.30	\$ 12.55	\$ 13.05	\$ 14.60
12	\$ 11.95	\$ 12.20	\$ 12.45	\$ 12.70	\$ 13.20	\$ 14.75
13	\$ 12.10	\$ 12.35	\$ 12.60	\$ 12.85	\$ 13.35	\$ 14.90
14	\$ 12.25	\$ 12.50	\$ 12.75	\$ 13.00	\$ 13.50	\$ 15.05
15	\$ 12.40	\$ 12.65	\$ 12.90	\$ 13.15	\$ 13.65	\$ 15.20
16	\$ 12.55	\$ 12.80	\$ 13.05	\$ 13.30	\$ 13.80	\$ 15.35
17	\$ 12.70	\$ 12.95	\$ 13.20	\$ 13.45	\$ 13.95	\$ 15.50
18	\$ 12.85	\$ 13.10	\$ 13.35	\$ 13.60	\$ 14.10	\$ 15.65
19	\$ 13.00	\$ 13.25	\$ 13.50	\$ 13.75	\$ 14.25	\$ 15.80
20	\$ 13.15	\$ 13.40	\$ 13.65	\$ 13.90	\$ 14.40	\$ 15.95
21	\$ 13.30	\$ 13.55	\$ 13.80	\$ 14.05	\$ 14.55	\$ 16.10
22	\$ 13.45	\$ 13.70	\$ 13.95	\$ 14.20	\$ 14.70	\$ 16.25
23	\$ 13.60	\$ 13.85	\$ 14.10	\$ 14.35	\$ 14.85	\$ 16.40
24	\$ 13.75	\$ 14.00	\$ 14.25	\$ 14.50	\$ 15.00	\$ 16.55
25	\$ 13.90	\$ 14.15	\$ 14.40	\$ 14.65	\$ 15.15	\$ 16.70
26	\$ 14.05	\$ 14.30	\$ 14.55	\$ 14.80	\$ 15.30	\$ 16.85
27	\$ 14.20	\$ 14.45	\$ 14.70	\$ 14.95	\$ 15.45	\$ 17.00
28	\$ 14.35	\$ 14.60	\$ 14.85	\$ 15.10	\$ 15.60	\$ 17.15
29	\$ 14.50	\$ 14.75	\$ 15.00	\$ 15.25	\$ 15.75	\$ 17.30
30	\$ 14.65	\$ 14.90	\$ 15.15	\$ 15.40	\$ 15.90	\$ 17.45

Level I – Building Cook, Dishwasher, Server

Level II – Level I + Certification

Level III – Main Dish, Bake Cook

Level IV – Level III + Certification

Level V – Site Manager (certification required)(grandfather clause 2001)

Level VI – District Food Service Supervisor

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**NURSE SALARY SCHEDULE 2019-20**

<b>Steps Nurse</b>	<b>Level I</b>	<b>Level II</b>
<b>Step 1</b>	\$18.90	\$21.75
2	\$19.05	\$21.90
3	\$19.20	\$22.05
4	\$19.35	\$22.20
5	\$19.50	\$22.35
6	\$19.65	\$22.50
7	\$19.80	\$22.65
8	\$19.95	\$22.80
9	\$20.10	\$22.95
10	\$20.25	\$23.10
11	\$20.40	\$23.25
12	\$20.55	\$23.40
13	\$20.70	\$23.55
14	\$20.85	\$23.70
15	\$21.00	\$23.85
16	\$21.15	\$24.00
17	\$21.30	\$24.15
18	\$21.45	\$24.30
19	\$21.60	\$24.45
20	\$21.75	\$24.60
21	\$21.90	\$24.75
22	\$22.05	\$24.90
23	\$22.20	\$25.05
24	\$22.35	\$25.20
25	\$22.50	\$25.35
26	\$22.65	\$25.50
27	\$22.80	\$25.65
28	\$22.95	\$25.80
29	\$23.10	\$25.95
30	\$23.25	\$26.10

Level I – Part-Time Nurse

Level II – Full Time Nurse

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**BUS DRIVER SALARY SCHEDULE 2019-20**

1 Year	\$ 8,250
2 Years	\$ 8,336
3 Years	\$ 8,422
4 Years	\$ 8,507
5 Years	\$ 8,593
6 Years	\$ 8,674
7 Years	\$ 8,760
8 Years	\$ 8,845
9 Years	\$ 8,930
10 Years	\$ 9,015
11 Years	\$ 9,101
12 Years	\$ 9,187
13 Years	\$ 9,238
14 Years	\$ 9,288
15 Years	\$ 9,334
16 Years	\$ 9,379
17 Years	\$ 9,425
18 Years	\$ 9,470
19 Years	\$ 9,515
20 Years	\$ 9,565
21 Years	\$ 9,611
22 Years	\$ 9,657
23 Years	\$ 9,707
24 Years	\$ 9,752
25 Years	\$ 9,797
26 Years	\$ 9,843
27 Years	\$ 9,893
28 Years	\$ 9,938
29 Years	\$ 9,984
30 Years	\$ 10,033
31 Years	\$ 10,080

**\$10.00 PER HOUR FOR ACTIVITY TRIPS**

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