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7-1-1992

# Wichita, Kansas Unified School District 259 Board of Education and Service Employees Union, AFL- CIO, Local 513 (1992)

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# Wichita, Kansas Unified School District 259 Board of Education and Service Employees Union, AFL-CIO, Local 513 (1992)

**Location**

Wichita, KS

**Effective Date**

7-1-1992

**Expiration Date**

June 1994

**Number of Workers**

1500

**Employer**

The Board of Education of Unified School District 259, Wichita, Kansas

**Union**

Service Employees Union

**Union Local**

Wichita, KS

**NAICS**

61

**Sector**

Local government

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**AGREEMENT**

**BETWEEN**

**The Board of Education**

**of**

**USD 259**

**Wichita, Kansas**

**AND**

**The Service Employees Union**

**Local No. 513**

**AFL-CIO, CLC**

**July 1, 1992 - June 30, 1994**

8/24/92-





# **AGREEMENT**

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**The Board of Education**

**of**

**USD 259**

**Wichita, Kansas**

**AND**

**The Service Employees Union**

**Local No. 513**

**AFL-CIO, CLC**

**July 1, 1992 - June 30, 1994**

**WICHITA BOARD OF EDUCATION  
1992-1993**

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Tyrone Gordon  
M. Claradine Johnson  
Carol Rupe  
Jean Schodorf  
Jerome Williams

**SUPERINTENDENT OF SCHOOLS**

Stuart Berger

**NEGOTIATION TEAM**

Winston C. Brooks  
*Director, Classified Personnel*  
*Chief Negotiator*

Billy Breckenridge  
*Principal, Ingalls Elementary School*

Marc Webb  
*Director, Planning/Operations*

Sharon Carlson  
*Director, Food Services*

**SERVICE EMPLOYEES UNION LOCAL-513  
AFL-CIO,CLC  
USD 259 UNIT OFFICERS**

***SCHOOL SERVICE CENTER***

William Vredenburg, Chairperson  
Dana Spencer, Vice Chairperson  
Ted Grosvenor, Recording Secretary  
Mark Aubert, Sergeant-At-Arms

***INSTRUCTIONAL PARAPROFESSIONALS***

JoAnn VanDusen, Chairperson  
Barbara Stafford, Vice Chairperson  
Betty Strickland, Recording Secretary  
Janis Butterfield, Sergeant-At-Arms

***FOOD SERVICE***

Myrtle Harris, Chairperson  
Julie Martin, Vice Chairperson  
Glenna Barker, Recording Secretary  
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***CUSTODIAL***

Howard Swick, Chairperson  
Steve Wholey, Vice Chairperson  
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***CLERICAL***

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Kay Beach, Vice Chairperson  
Patty Aubert, Recording Secretary  
Margaret Shady, Sergeant-At-Arms

**SERVICE EMPLOYEES UNION LOCAL-513  
AFL-CIO,CLC  
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Jerald McCray  
Jeanine Veach

Fred Tholen  
Dana Spencer  
Rita Young

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Robert Sanders, Vice President West  
Lee Hall, Vice President Central  
Edna Whetstone, Vice President East  
Fran Blake, Recording Secretary  
Fran Gable, Sergeant-At-Arms  
Art Veach, Business Representative

**NEGOTIATING COMMITTEE**

Melany Barnes  
Kay Beach  
Myrtle Harris  
Julie Martin  
Steve Wholey  
Dana Spencer

Barbara Stafford  
Howard Swick  
JoAnn VanDusen  
Art Veach  
Jeanine Veach  
William Vredenburg

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**Agreement Between  
The Board of Education  
of Unified School District 259  
Wichita, Kansas  
and  
The Service Employees' Union  
Local No. 513, AFL-CIO, CLC**

**PREAMBLE**

This statement of understanding is made and entered into following meetings as specified in the Kansas Public Employee Relations Act. The terms of this statement of understanding, hereinafter called agreement, apply only to those employees who are included in the bargaining unit which was certified by the Kansas Public Employee Relations Board on January 19, 1973, and as amended on December 16, 1987, and as are set forth in Article I, B. Such unit members, hereinafter called employees, have ratified this agreement. This agreement has been ratified by the Board of Education of Unified School District 259, Sedgwick County, Kansas, and Service Employees' Union Local No. 513, AFL-CIO, CLC, hereinafter called the Union, and this agreement shall constitute Board policy for the period specified. The agreement between the Board and the Union is to be for a term of two (2) years beginning July 1, 1992 and ending June 30, 1994, but either the Union or the Board will have the option to open specifically only as to compensation, employment benefits, paid holidays and recommendations of joint committees, and for the period July 1, 1993 to June 30, 1994. By

mutual agreement between the Union and the Board, this agreement may be opened as to any other change or modification. Any subsequent statements of understanding which result from such reopening shall be set forth and made an amendment to this agreement and when ratified by the employees and the Board shall constitute a change in this policy. The parties agree to commence meet and confer meetings by February 1 of each year.

### **ARTICLE I: RECOGNITION**

- A. The Board recognizes the Union as the exclusive representative for the purpose of meeting and conferring and the settlement of grievances for those designated in the bargaining unit.
- B. The bargaining unit shall consist of all employees of Unified School District 259 who are employed in permanent positions for twenty (20) or more hours per week and are paid on ranges A through J of the Classified Salary Schedule. However, the unit shall not include any such person who is designated as a security employee or a confidential employee.

### **ARTICLE II: CLOSURE CLAUSE**

Both the Board and the Union acknowledge that all mandatory subjects have been discussed and neither party has any right to meet and confer further on these or any other subjects during the term of this agreement

except by mutual consent or as otherwise expressly provided herein.

### **ARTICLE III: MANAGEMENT'S RIGHTS**

The Union acknowledges that the Board and the Superintendent have certain exclusive statutory rights and responsibilities which they may not surrender and except as expressly provided otherwise by this agreement or by law, the Board shall retain its rights to make, amend, or execute decisions and policies that are necessary to operate and maintain the program of the school district and to otherwise carry out its lawful rights and responsibilities. Neither shall anything in this agreement be construed to limit the statutory power and duty of the Superintendent. Such rights of the school district include but are not limited to: direct the work of the employees; hire, promote, demote, transfer, assign, or retain employees in positions within the public agency; suspend or discharge employees for proper cause; maintain the efficiency of governmental operations; relieve employees from duties because of a lack of work or for other legitimate reasons; take actions as may be necessary to carry out the mission of the school district in emergencies; and to determine the methods, means, and personnel by which operations are to be carried on, including subcontracting if such is deemed desirable.

### **ARTICLE IV: SAVINGS CLAUSE**

Any paragraph of this agreement or any action pursuant thereof which is contrary to law shall be null and

void; but, the remainder of the policy shall remain in full force and effect.

## **ARTICLE V: EMPLOYEE RIGHTS**

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

## **ARTICLE VI: PAYROLL DEDUCTIONS**

- A. The Board agrees that whenever duly authorized by any employee on a form or forms appropriate for such purpose and consistent with the regulations established by the Business Services Division, payroll deductions shall be made and paid over in accordance with such form or forms for any or all of the following purposes:
1. Donations to the Friendship Fund
  2. Payments to the Credit Union of America
  3. Union dues
  4. Recreation Area for Teachers (RAFT)
  5. Wichita Supplemental Annuity (if eligible)
  6. Uniforms
  7. YMCA dues
- B. The Union shall develop and the Board shall approve a dues authorization card which shall provide for the cancellation of union dues only

once during the year, which date shall be July 1 each year, unless the employee terminates employment with the school district. Such dues deduction authorization may specify that it will continue each year and will continue in effect from year to year unless terminated as specified on the authorization card.

- C. The Union shall indemnify and hold harmless the Board of Education from any and all claims, demands, suits, or other forms of liability (including specifically costs and attorney fees) that shall arise out of or by reason of any action taken or not taken by the Board for the purposes of complying with the provisions of Paragraph B or the authorization form.
- D. The Union may submit new payroll deduction authorization cards on a monthly basis. Such cards shall be submitted on or before the fifth of each month and should be representative of employees who have successfully completed their probationary employment status.
- E. Employees shall be eligible to participate in a tax-sheltered annuity plan established pursuant to Section 403B of the Internal Revenue Code consistent with the regulations established by the Business Services Division.

#### ARTICLE VII: HOURS OF WORK

- A. The working hours for specific positions are as follows: (Employees who are involved in a shift

change should be given a three day notice unless there is an emergency.)

1. **Maintenance Personnel:** Base schedule, forty (40) hours per week, 7 a.m. to 4 p.m., Monday through Friday, with one-half hour or one-hour lunch period to be determined by needs of respective departments. The Roofing Department working schedule is based on a four-day, ten-hour per day work week starting the first of April and will continue through September; however, during the hot summer months the working schedule will change to an eight hour per day, five day work week, Monday through Friday, when the heat contingency working schedule is approved and operational for Plant Facilities' personnel. The Plant Facilities' administration will give consideration to severe days identified outside of the heat contingency plan for a working schedule change.

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

2. **Supply and Distribution:** Base schedule, forty (40) hours per week. Regular Monday through Friday weekly schedules are determined by the starting time of schools and Plant Facilities

with one-half hour or one-hour lunch period to be determined by the respective departments.

3. Custodial Personnel: Base schedule, forty (40) hours per week. Regular Monday through Friday weekly schedules are provided individual classifications. Lunch periods will be one-half hour or one hour in length as determined by the reporting time to start a shift or end a shift.
4. Aides and Instructional Paraprofessional Personnel: The nature of the work of an Aide and an Instructional Paraprofessional shall determine the normal schedule. Aides and Instructional Paraprofessionals shall be informed of their respective schedules at the time of employment by the Personnel Services Division and of any subsequent changes by the immediate supervisor.
5. Food Service Personnel: Working schedules are determined by the guidelines approved for establishing food service allocations. The food service manager will provide the time schedule for each food service employee, which will include a one-half hour lunch period.
6. Clerical Personnel: Working schedules are determined by the guidelines and procedures approved for establishing clerical allocations. Base schedule, forty (40) hours per week, regular Monday through Friday working schedules; however, the nature of the work

and assignment location shall determine the working schedule which may require less than forty (40) hour work week.

- B. Nothing herein shall be construed as guaranteeing any employee any number of hours of work per day or week. Work schedules may be changed by the administration, and such schedules may vary from the base work schedule. However, an employee is to be paid for any additional time worked at the request of the employee's supervisor.
- C. All employees shall be allowed a rest period if their regular daily schedule calls for four (4) hours or more of continuous work. Rest periods may be flexible, but shall generally be consistent with the following recommended schedule:

<b>Daily Hours Worked</b>	<b>Suggested Rest Periods</b>	
8 hours	15 minutes	15 minutes
7.5 hours	15 minutes	10 minutes
7 hours	15 minutes	10 minutes
6.5 hours	10 minutes	10 minutes
6 hours	10 minutes	10 minutes
5.5 hours to 4 hours	15 minutes	—

## **ARTICLE VIII: COMPENSATION**

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

- B. An individual employee of the Wichita School System will be placed on a range as identified in the Board-approved Classified Personnel Classification Plan. The exact step on the range will be determined by the Division of Personnel Services after consideration of the individual's prior work, education and/or training.
- C. Increment or step increases are included in the wage and salary schedule to recognize and reward individual merit, to recognize changes in responsibility based upon assignment, and to reward length of service.
- D. Employees who began service prior to January 1, of the current year shall normally advance one step on the salary schedule on July 1. Advancements above the mid-point, Step 6, on the salary schedule must be justified by an overall evaluation of "Meets Expectations" or "Exceeds Expectations" in order to receive a pay increment.
- E. Certain employees, due to the nature of their jobs, are required and/or encouraged to qualify for and obtain certificates from the City of Wichita or governmental bodies. In such instances, the Board shall compensate full time individuals having such a certificate which is recommended for reimbursement according to the following categories:

Asbestos Program Manager	\$200.00/mo.
Asbestos Management Planner	\$100.00/mo.
Asbestos Inspector	\$50.00/mo.
Asbestos Supervisor Class II	\$35.00/mo.
Asbestos Worker Class I	\$20.00/mo.
<b>Mechanical</b>	
Masters (abc)	\$200.00/mo.
Masters (ab)	\$150.00/mo.
Masters Back-up (abc)	\$150.00/mo.
Masters Back-up (ac)	\$110.00/mo.
Journeyman (abc)	\$100.00/mo.
Journeyman (ac) or b	\$75.00/mo.
<b>Electrical</b>	
Masters License	\$200.00/mo.
Masters Certificate Back-up	\$150.00/mo.
Journeyman Certificate	\$100.00/mo.
<b>Plumbing</b>	
Masters License (includes fire protection and water testing)	\$200.00/mo.
Masters Certificate Back-up	\$150.00/mo.
Journeyman Certificate	\$100.00/mo.
<b>Cement</b>	
Contractor License	\$100.00/mo.
Contractor License Back-up	\$50.00/mo.
<b>Drainlayer</b>	
Masters License	\$100.00/mo.
Journeyman Certificate	\$50.00/mo.
<b>Pesticide</b>	
Overall Certificate 7A-7E-3A-3B	\$100.00/mo.
Overall Certificate Back-up 7A-7E-3A-3B	\$50.00/mo.
Turf Certificate 3A-3B	\$75.00/mo.
Turf Certificate Back-up 3A-3B	\$37.50/mo.
General Pest Control 7A-7E	\$37.50/mo.
<b>General Contractor</b>	
License A or B	\$250.00/mo.
License A or B Back-up	\$150.00/mo.

Roofing License Back-up D	\$100.00/mo.
Architectural State Registration	\$300.00/mo.
Architectural State Registration Back-up	\$150.00/mo.
Professional Engineer License (Electrical)	\$150.00/mo.
Professional Engineer License (Mechanical)	\$150.00/mo.
Certified Welder Boiler Vessel	\$100.00/mo.
Certified Welder Boiler Vessel Back-up	\$50.00/mo.
State Certified Weights and Scales	\$50.00/mo.

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

- F. Full-time food service employees on Ranges A through J who qualify for certificates awarded by the American School Food Service Foundation and upon receipt in the personnel office of proof of such certification will be paid additional compensation of \$18.00 per month. Part-time employees will receive a prorated amount.
- G. Full-time clerical employees who qualify for Professional Standards Program (PSP) certificates awarded by the National Association of Educational Office Professionals which meet the requirements as established by the school district's Professional Growth Program (PGP) and approved by the Personnel Services Division will receive the following fringe benefits upon receipt of proof of the certificate in the Personnel Office:

Basic Certificate	\$30.00/mo.
Associate Certificate	\$35.00/mo.
Advanced I Certificate	\$40.00/mo.
Advanced II Certificate	\$45.00/mo.
Advanced III Certificate	\$50.00/mo.
Bachelor's Certificate	\$60.00/mo.
Master's Certificate	\$65.00/mo.

The Professional Growth Program for clerical personnel will closely parallel the National Association for Educational Office Professionals which should allow a clerical employee to receive a certificate from NAEOP, if desired.

Part-time employees will receive a prorated amount.

- H. Employees are responsible for submitting evidence of job or career-related training to their immediate supervisor who shall forward such material to the Personnel Services Division for placement in their respective personnel files.
- I. Full-time classified employees placed on Ranges A through J shall be paid fifty cents (50¢) shift differential pay per hour for each hour of their regular working schedule which occurs later than 6:00 p.m. but earlier than 6:00 a.m.
- J. An additional fifty cents (50¢) per hour is paid to eligible employees when assigned to spray painting and spray painting clean up work.

- K. An additional seventy-five cents (75¢) per hour is paid to eligible employees when assigned to sandblasting and sandblasting clean up work.
- L. An additional fifty cents (50¢) per hour will be paid to eligible employees in the operational service areas when working conditions are identified by the employees as justifying such differential and when the need is verified by the supervisors. These working conditions will involve verified working time spent in the food service coolers and freezers.
- M. An additional one dollar (\$1.00) per hour shall be paid to eligible employees when working with pitch.
- N. Selected employees who are required to possess a commercial drivers license shall receive 20¢ per hour when operating any school vehicle requiring such license. The positions requiring this license will be reviewed annually for the purpose of identifying the number of hours per year eligible for the additional compensation which will be paid as a monthly rate.
- O. Employees who are required to have an Asbestos Class I or Class II certificate, and employees who have received a minimum of 16 hours of asbestos training and are identified and required by the appropriate administrator to wear the protective garb and respirator, shall be paid an additional

\$1.75 per hour for a minimum of 2 hours when working with asbestos.

- P. An additional forty cents (40¢) per hour shall be paid for all hours worked on Saturday, Sunday and holidays to eligible employees who are required to work Saturday, Sunday or holidays as part of their regular work week.
- Q. Paid holidays covered by this agreement are shown in Article X and are included in determining the number of paid working days in a pay period for computing fractional or part-time work by employees.
- R. Permanent classified employees who work twenty (20) hours or more per week are eligible for longevity payment if they meet the established qualifications.
  - 1. An employee's longevity shall be determined by counting the years of continuous service as an employee of Unified School District 259 in any position which is permanent and requires a working schedule of twenty (20) hours or more per week.
  - 2. Any discontinuity in employment, regardless of length, shall result in full loss of longevity. In the event that a former employee, terminated as a result of reduction in force, is reemployed within one (1) year of the date of termination, then the period of unemployment shall not be

regarded as a discontinuity in employment for the purpose of determining eligibility for a longevity payment. However, the period of unemployment shall not be counted in determining such eligibility.

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

10 to 14 years	1% of July 1 base salary
15 to 19 years	3% of July 1 base salary
20 to 24 years	5% of July 1 base salary
25 to 29 years	7% of July 1 base salary
30 to 34 years	9% of July 1 base salary
35 or more years	11% of July 1 base salary

4. The percentages specified in item three (3) above shall be applied to the employee's base salary as of July 1 excluding all licenses, certificates, differentials, over-time, etc., and shall not be affected by any increases due to merit, reclassification, or adjustment occurring after July 1.
5. To be eligible for a particular longevity category in item three (3) above, an employee must have started that number of years of continuous service on or before July 1.
6. All longevity payments shall be made in December in accordance with regular payroll procedures and shall be subject to all applicable deductions. Any employee whose employment

terminates prior to December 1 shall receive no part of any longevity payment.

- S. Classified employees who are required to drive their own automobiles in connection with their employment shall be compensated at a rate per mile established by the Board of Education at the beginning of the fiscal year. Compensation shall be in a manner consistent with procedures established by the Business Services Division.
- T. Employees at the Administrative Center shall have paid parking within reasonable walking distance of the Administrative Center. Employees required to work past normal working hours will be allowed to move their vehicles after hours to the Administrative Center and utilize available parking within the Administrative Center parking lot.
- U. Full-time custodial employees paid on Ranges A through J who earn a 60 hour Custodial Building Maintenance Certificate of Proficiency awarded by the Vocational-Technical School will receive \$20.00 per month, and employees issued a State Vocational Masters Certificate requiring 120 hours will receive \$40.00 per month upon receipt in the Personnel Office of said proof of certificates. In addition to the classes, both certificates require passing a building inspection and presenting a written daily work schedule.

The above certificates are issued for two or five years and can be renewed after expiration if the

holder has attended at least one class during the life of the certificate and passes another building inspection.

Part-time employees will receive a prorated amount.

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

#### ARTICLE IX: OVERTIME PAY

- A. Employees who are required to be on duty on holidays observed by the Board will receive overtime pay. Employees shall receive hourly rates as follows:
  - 1. Two (2) times their regular hourly rate plus the Board-paid holiday rate, if eligible, for work required on the days listed in Article X, A. If employees are called back to work at any time other than their regular working schedule, such employees will be paid three (3) times their regular hourly rate for all hours worked on national Board-approved holidays which fall on Monday through Friday, unless the employees at their own option choose to report other than during regular working hours. If employees are called back to work during the above days, and during their regular working sched-

ule, the employees will receive two (2) times, their regular hourly rate plus Board-paid holiday rate, if eligible, for work required during their regular assigned shift.

2. One and one-half (1½) times their regular hourly rate plus the Board-paid holiday rate, if eligible, for work required on the days listed in Article X, B.
- B. Employees called back to work on Sunday shall earn two (2) times their hourly rate, unless Sunday is a Board-recognized national holiday, in which case the employees shall be paid three (3) times their hourly rate.
  - C. Employees called back to work on a Saturday which is not a holiday shall receive one and one-half (1½) times their regular hourly rate provided the employees have been in pay status (a 40-hour work schedule) prior to the Saturday assignment.
  - D. Employees shall be paid one and one-half (1½) times their regular hourly rate for all assigned hours exceeding a forty (40) hour work week (40 hours in pay status) which are assigned during Monday through Friday and are not identified in A, 1 or A, 2 above.
  - E. A "call back" to duty shall be considered not less than two (2) hours' work performed. Employees called to work under special circumstances, such as snow removal, will be allowed to work overtime and a regular shift.

- F. In cases of major emergency work, designated employees will receive overtime and overtime pay according to the stipulations set forth in the Board policy entitled "Major Emergency Work."
- G. All earned or accrued leaves of absence with pay and paid holidays will be credited as time worked in determining eligibility for overtime pay.
- H. All qualified classified employees shall be given an equitable opportunity for overtime work. All employees who are qualified to perform an overtime assignment shall be rotated in overtime assignments as evenly as possible. The distribution of overtime shall be the responsibility of the administrator or supervisor of the work to be done. Employees shall keep the administrator or supervisor informed concerning their availability for overtime work. In the event a qualified employee is not available on a voluntary basis for necessary overtime work, the supervisor may appoint an employee to fill the overtime assignment. A list shall be maintained by the supervisor showing such assignments.
- I. Supervisors are responsible for planning work assignments and should inform the employee at least one day in advance when overtime is required, unless an emergency situation occurs, and in the emergency situation an attempt should be made to inform the employee as soon as possible.

- J. Food Service personnel are paid one and one-half (1½) times base rate for unusual or irregularly scheduled assignments (evening dinners, teas, etc.) which are approved by the Director of Food Service when such work is begun after their regular first shift has ended. (Normally there would be a period of time between the two work periods.)
  
- K. Final determination in the authorization of over-time work and personnel selected is the responsibility of the appropriate administrator, building principal, Director of Plant Facilities, or their designated representatives.

#### ARTICLE X: HOLIDAYS

- A. The calendar adopted by the Board recognizes certain national holidays. For 1992-1993, these days are as follows: Independence Day, Friday, July 3, 1992; Labor Day, Monday, September 7, 1992; Thanksgiving Day, Thursday, November 26, 1992; Christmas Day, Friday, December 25, 1992; New Year's Day, Friday, January 1, 1993; Martin Luther King, Jr.'s Birthday, Monday, January 18, 1993; Presidents' Day, Monday, February 15, 1993; Memorial Day, Monday, May 31, 1993.
  
- B. The calendar adopted by the Board designates certain other days as holidays. For 1992-1993, these days are as follows: Friday, November 27, 1992;

Thursday, December 24, 1992; Monday, March 22, 1993; Tuesday, March 23, 1993; Wednesday, March 24, 1993; Thursday, March 25, 1993; Friday, March 26, 1993.

- C. In the event that schools are closed due to weather, the 196 day working schedule will not require make-up days unless the number of school days closed exceeds two (2) days.
- D. Full-time employees shall be paid their regular daily rate for their normal shift assignment for the above holidays provided they are in pay status (except personal business) or have an approved request for absence on the day before and the day following paid holidays.
- E. Instructional Paraprofessionals, Aides, and Food Service Employees shall have eleven (11) paid holidays. For 1992-1993 these days are as follows: Labor Day (1 day); Thanksgiving (2 days); Christmas (2 days); New Year's (1 day); Dr. Martin Luther King, Jr.'s Birthday (1 day); Presidents' Day (1 day); Spring Recess (3 days). The Director of Food Service may adjust holiday work schedules to meet the needs of the food service program, and any such adjustments shall not make any affected employee eligible for overtime pay.
- F. Clerical Employees shall have paid holidays according to the following working schedule:
  - 1. Clerical Employees who work the 196 day schedule shall have eleven (11) paid holidays.

For 1992-1993 these days are the same as those identified in Section E.

2. Clerical Employees who work the 220 day and the 230 day schedule shall have twelve (12) paid holidays. For 1992-1993 these days are the same as those identified in Section E plus one (1) day Memorial Day.
  3. Clerical Employees who work the 260 day schedule shall receive the same paid holidays as identified in Section A and B.
- G. The calendar adopted by the Board may be altered at the discretion of the Board or Administration.

## ARTICLE XI: VACATIONS

- A. Vacation with pay is granted to full-time classified personnel employed in positions requiring a 260, 230 or 220 day working schedule. A minimum of ten (10) days and a maximum of twenty (20) days paid vacation is granted based on continuous years of employment for personnel working the 260 day schedule; a minimum of seven (7) days and a maximum of twelve (12) days paid vacation is granted based on continuous years of employment for personnel working the 230 day schedule; and, a minimum of five (5) days and a maximum of ten (10) days paid vacation is granted based on continuous years of employment for personnel working the 220 day schedule.

- B. The date for determining vacation eligibility and for computing credit is July 1. If employed between July 1 and December 31, employees will receive one (1) year credit on a continuous employment basis. At the end of three (3) years of continuous employment, employee will receive additional days for continuous employment.
- C. New full-time employees hired during the period beginning July 1 and ending June 24, with continuous employment through June 30 will become eligible for vacation credit according to the following schedule:
- D. New employees terminating will be eligible for vacation pay if they have satisfactorily completed

#### 220-DAY EMPLOYEE VACATION SCHEDULE

Current Year	Hours of Vacation Based on Years of Service					
	1 to 3 years	4 to 5 years	6 to 7 years	8 to 9 years	10 to 12 years	13 & over
1592-1760	40	48	56	64	72	80
1416-1591	36	43	50	58	65	72
1240-1415	32	38	45	51	58	64
1064-1239	28	34	39	45	50	56
888- 1063	24	29	34	38	43	48
712-887	20	24	28	32	36	40
536-711	16	19	22	26	29	32
360-535	12	14	17	19	22	24
184-359	8	10	11	13	14	16
8-183	4	5	6	6	7	8

## 260-DAY EMPLOYEE VACATION SCHEDULE

Current Year Hours Worked	A-J Employees - Hours of Vacation Based on Years of Service										
	1 to 3 Yrs.	4 Yrs.	5 Yrs.	6 Yrs.	7 Yrs.	8 Yrs.	9 Yrs.	10 Yrs.	11 Yrs.	12 Yrs.	13 & over*
1984-2080	80	88	96	104	112	120	128	136	144	152	160
1880-1983	76	84	91	99	106	114	122	129	137	144	152
1776-1879	72	79	86	94	101	108	115	122	130	137	144
1672-1775	68	75	82	88	95	102	109	116	122	129	136
1568-1671	64	70	77	83	90	96	102	109	115	122	128
1464-1567	60	66	72	78	84	90	96	102	108	114	120
1360-1463	56	62	67	73	78	84	90	95	101	106	112
1256-1359	52	57	62	68	73	78	83	88	94	99	104
1152-1255	48	53	58	62	67	72	77	82	86	91	96
1048-1151	44	48	53	57	62	66	70	75	79	84	88
944-1047	40	44	48	52	56	60	64	68	72	76	80
840-943	36	40	43	47	50	54	58	61	65	68	72
736-839	32	35	38	42	45	48	51	54	58	61	64
632-735	28	31	34	36	39	42	45	48	50	53	56
528-631	24	26	29	31	34	36	38	41	43	46	48
424-527	20	22	24	26	28	30	32	34	36	38	40
320-423	16	18	19	21	22	24	26	27	29	30	32
216-319	12	13	14	16	17	18	19	20	22	23	24
112-215	8	9	10	10	11	12	13	14	14	15	16
8-111	4	4	5	5	6	6	6	7	7	8	8

## 230-DAY EMPLOYEE VACATION SCHEDULE

Current Year Hours Worked	Hours of Vacation Based on Years of Service					
	1 to 3 years	4 to 5 years	6 to 7 years	8 to 9 years	10 to 12 years	13 & over
1680-1840	56	64	72	80	88	96
1528-1679	51	59	66	73	81	88
1376-1527	46	53	60	67	73	80
1224-1375	42	48	54	60	66	72
1072-1223	37	43	48	53	59	64
920-1071	32	37	42	47	51	56
768-919	28	32	36	40	44	48
616-767	23	27	30	33	37	40
464-615	19	21	24	27	29	32
312-463	14	16	18	20	22	24
160-311	9	11	12	13	15	16
8-159	5	5	6	7	7	8

their three-month probationary period. Likewise, employees will become eligible for vacation credit only after they have completed their three-month probationary period.

- E. The responsibility for approval of an individual's vacation schedule rests with the building level supervisor who signs payroll forms for that building to which the employee is assigned. Vacation approval for custodians, building engineers, site maintenance workers, and food service workers who earn vacation should be shared with the respective School Service Center supervisor in order to provide substitutes if needed.

1. Normally, vacations should be scheduled during the period of June 1 through August 31. However, exceptions may be authorized by the appropriate division director or area superintendent.
  - a. In those individual circumstances for which exception is made in the written job specifications for a position.
  - b. In cases of emergency and/or as deemed advisable in the best interest of efficient operations of the public school system.
2. All vacation accrued by July 1 of any given year should be scheduled and taken prior to June 30 of the following year. While the "carrying over" of vacation days is discouraged, in unusual circumstances a divisional director or area superintendent may authorize an employee to carry over vacation days beyond the June 30 date.
3. The maximum allowable number of vacation days that may be scheduled at any one time shall be the total number of days that an employee has earned during the year prior to July 1.
4. Absences chargeable to vacation time for employees paid on Ranges A through J shall be in units no smaller than one-half hour.

- F. All earned vacation credit up to a maximum of twenty (20) days is paid upon separation from employment and is computed on the basis of the current salary. At the discretion of the Administration, employees who move to a shorter work year may be paid for some or all of their accumulated unused vacation days.
- G. Holidays will not be charged against an employee's vacation time when they occur during regularly scheduled vacation periods.
- H. Employees are not allowed to work for the Board during their scheduled vacation time and receive additional pay for such time worked. Any exceptions, due to an emergency situation, must have prior approval of the appropriate administrator, divisional director, or area superintendent.

## ARTICLE XII: EMPLOYMENT BENEFITS

- A. Effective August 1, 1992, the Board shall pay \$315 per month for each permanent employee who works twenty (20) hours or more per week as full payment of membership in the Board provided group health/dental plan. Eligible classified employees who provide evidence of health coverage may select a cash option of \$100 per month in lieu of the provided health/dental plan. This plan shall provide health/dental coverage for the employee and dependents, if any, in accordance with the terms, conditions, and exclusions of the plan.

Changes in the plan will normally be effective on August 1 of any year and only with the involvement of the Union. All monies contributed to the health/dental fund shall be used to provide benefits for participants in the fund.

The Board shall continue to pay full membership in the plan for any eligible employee who suffers a continuing total disability for a period not to exceed 180 calendar days after the date of the commencement of the total disability. All actions and decisions under this health/dental plan shall be made in accordance with rules and regulations established by the Administration.

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

An employee with 15 or more years of service with USD 259 who is terminated (other than for suspected criminal activity) may have his/her individual case reviewed through the grievance procedure. The parties to the grievance may allow the employee to voluntarily resign rather than involuntary termination, and if allowed, the employee will receive severance pay, if otherwise eligible. As a condition of allowing the discretionary severance payment, the employee must agree to settle and discontinue his/her grievance and additionally waive any other individual right

or rights he/she may have against any officer, manager, supervisor, or employee of USD 259 arising out of his/her termination. The employee who is allowed to self-terminate under the above conditions will sign a Personnel Action Request with the remark "not eligible for rehire" in the comment section.

The amount of the severance payment for which the employee is eligible shall be computed by multiplying the sum of the number of unused temporary leave days which the employee has accumulated plus the number of unused vacation days which the employee has accumulated in excess of the number which he/she is still eligible to take by thirty (\$30) dollars.

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

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

- C. The Board shall provide a group term life coverage with individual limits of \$25,000 for all permanent

employees who work twenty (20) hours or more per week.

Any increase in the life coverage for an employee shall not be effective until that employee reports or is able to report for work on or after the effective date of such increase.

- D. The Board shall provide short-term disability income protection coverage for all classified employees who are eligible to accumulate temporary leave. This coverage in substance shall ensure that eligible classified employees shall be compensated in accordance with the terms, conditions and exclusions of such coverage for hereinafter specified periods of total disability resulting from occupational or nonoccupational illness or injury at a rate of seventy percent (70%) of the employee's regular hourly rate. Such compensation shall be subject to all applicable deductions. The periods of total disability for which payments are to be paid hereunder shall commence on the sixth working day following the expiration of the last day of the employee's temporary leave days and shall continue to the date which is one hundred eighty (180) calendar days after the date of commencement of the total disability for which this, or any other benefit, is being paid. In the event of a single and total disability for a continuous period of thirty (30) calendar days or more from the first day of disability, the employee's first five (5) working days of disability income protection compensation

for such disability shall be paid retroactively. For the recurrence of a disability to be considered a new disability, the employee must have returned to work for a period equal in length to the period of absence or for thirty (30) scheduled working days if the period of absence exceeded thirty (30) scheduled working days. The employee's disability income protection compensation shall be reduced by personal Social Security benefits and any worker's compensation total disability payments as herein provided. If subsequent to the commencement of compensation for disability income protection, it is determined that the illness or accident for which compensation has been made under this section arose out of or in the course of the employee's employment, the employee's compensation shall revert to worker's compensation disability payments, and the employee's disability income protection compensation shall be reduced by any retroactive payment of worker's compensation total disability payments.

- E. The Board shall participate in the Kansas Public Employees Retirement System in accordance with KSA 74-4931, et seq.
- F. The Board shall continue under the Kansas Worker's Compensation Law to provide worker's compensation coverage for all employees. Compensation and charge to temporary leave procedures are as follows:

1. The employee will receive 100 percent of base wage for a maximum of the first 21 calendar days of job injury absence. Temporary leave must be available in order for this waiting period to be covered.
  - a. Within the first seven calendar days of the job injury absence up to five days will be charged to the employee's accumulated temporary leave to the extent temporary leave is available.
  - b. The employee's pay for each of the first five days of job injury that cannot be covered by temporary leave will be payroll deducted.
  - c. Use of vacation time to cover any part of an absence due to an on-the-job injury is not permitted.
  - d. The allowable worker's compensation payment will be supplemented with an amount sufficient to pay the employee 100 percent of base wage from the 8th through the 21st calendar days of job injury absence. (Worker's compensation payment will be deducted for paid days only.)
  - e. The employee will be compensated for the first five work days of absence if the injury period extends through the 21st calendar day as follows:

- (1) The employee's accumulated temporary leave account will be credited with whatever number of temporary leave days that were charged for the first five work days.
  - (2) The employee will be paid the appropriate worker's compensation amount for whatever number of days the employee was salary deducted for the first five work days.
2. The employee will be paid 70 percent of base wage from the 22nd through the 180th calendar days from the date of injury as follows:
    - a. The allowable worker's compensation payment will be supplemented, effective with the 22nd calendar day of job injury absence, with an amount sufficient to pay the employee 70 percent of base wage for the remainder of the job injury absence period up to a maximum of 180 calendar days from the date of injury. (Worker's compensation payments will be deducted for paid days only.)
    - b. Only the allowable worker's compensation will be paid on and after the 181st day from the date of injury.
3. Appropriate taxes, KPERs contributions, etc., will be deducted only on the compensation the employee receives in excess of allowable worker's compensation payments.

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

This coverage will include classified employees who transport pupils within the course and scope of their employment.

- H. The Board, under the Kansas Employment Law, shall provide unemployment compensation for all eligible employees.
- I. The Board will provide a voluntary early retirement program for classified employees. The substance and procedures of the program, and any changes thereto, are in each instance to be determined by the Board. Alterations shall not be applied retroactively to affect any retired employee receiving benefits from the program.
- J. Employees who are reassigned from one employee group to another will be subject to decisions by the Personnel Services Division concerning temporary leave, longevity payments, and other conditions of employment. Such decisions shall be based on relevant provisions of various policies, procedures and employment agreements in addition to the past practices of the district and maintenance of equity among employees.

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

### ARTICLE XIII: TEMPORARY LEAVE

- A. Employees are eligible to accrue temporary leave days if they are working in a permanent position twenty (20) hours or more per week. Temporary leave days are computed on a common factor for all eligible employees based on one (1) day earned for every fifteen (15) days in pay status.
- B. Each employee who is eligible to accrue temporary leave days shall be granted the number of days to which he/she is entitled for a year on the first day that the employee reports for work on or after July 1. Temporary leave days will be prorated for any eligible employee who works less than full time or who is hired after July 1. Temporary leave days granted shall be added immediately to the employee's accumulation. Probationary employees will not be granted any temporary leave days in advance of such days being earned.
- C. Unused temporary leave days shall be cumulative without limit.

- D. Accumulated temporary leave days may be used for:
1. Personal illness, injury, or incapacitation up to the maximum of the number of days the employee has accumulated. However, no employee may use temporary leave days for any single such disability beyond 180 calendar days from the first day of the disability. On or before the end of the thirty (30) calendar days from the beginning date of the disability, the employee and his/her physician shall furnish medical information on a form provided by the Personnel Services Division. For the recurrence of a disability to be considered a new disability, the employee must have returned to work for a period equal in length to the period of absence or for thirty (30) scheduled working days if the period of absence exceeded thirty (30) scheduled working days.
  2. Illness, injury, or death in the immediate family up to a maximum of fourteen (14) days per fiscal year. Immediate family is defined as spouse, child, inlaw of these, inlaw, grandchild, parent, grandparent, sibling, and any person having been regularly living in the same household.
  3. Personal business up to a maximum of three (3) days per fiscal year. Temporary leave days for personal business shall be granted as long as regular work assignments can be carried on.

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

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

5. Paternity leave up to a maximum of three (3) days per fiscal year. Paternity leave is provided for the father to attend the birth of his child.
  6. Adoptive leave up to a maximum of five (5) days per fiscal year. Adoptive leave is provided to the employee to provide time needed by the employee to complete the adoption of a child by the employee.
- E. When an employee is absent from his/her assignment for any of the above reasons, such absence shall be a chargeable absence and the number of days of such chargeable absence shall be subtracted from his/her accumulated temporary leave days. Absence for a part of a day for hourly employees shall be charged as temporary leave in amounts no smaller than one-half (1/2) hour.
- F. Absences in excess of accumulated temporary leave or in excess of the specified limits are deducted from the employee's salary at a daily rate for each day of such excess. However, the specified limits may be extended by the Superintendent upon written request by the employee if the employee has accumulated sufficient days.
- G. All chargeable absences that continue beyond the specified limits, all absences without leave, all absences which are too frequent, and all chargeable absences which end without the employee giving proper advance notice shall be subject to review

and appropriate action by the Administration.

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

If at any time the supervisor feels an employee is abusing this policy the supervisor may request a doctor's statement to verify injury. Claims of injury proven false or fraudulent could result in disciplinary action when so verified by the immediate supervisor.

- I. Any former employee, upon satisfactory completion of the probationary period, will have temporary leave days accrued at the time of separation reinstated unless severance compensation has been paid for such leave days.
- J. If temporary leave is claimed in excess of five (5) days for an illness, injury, or incapacitation, certification by a physician may be required before the salary for the period of leave is paid.
- K. In accordance with the provisions of Kansas Labor Laws, (KSA, 1978 Supp. 25-418) persons entitled to vote at a general or primary election shall be entitled to absent themselves from their employ-

ment under the circumstances and for the period of time described therein.

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

#### **ARTICLE XIV: EXTENDED LEAVE**

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

#### **ARTICLE XV: NO STRIKE-LOCKOUT CLAUSE**

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

employees for the purpose of coercing the employees into relinquishing rights guaranteed by this act.

## **ARTICLE XVI: GRIEVANCE PROCEDURE**

- A. It is the right of an employee to seek relief to any problem as specified in the Grievance Procedure. A grievance shall be defined as a violation or allegation of a violation or misapplication of a negotiated agreement.
- B. An employee or a group of employees shall seek a solution to a grievance at the immediate level of administration having the authority to make necessary adjustments.
- C. Within fifteen (15) regular work days from the occurrence of a grievance, the aggrieved shall seek a review and, if possible, resolve the problem with the immediate supervisor. However, an employee or the Union may consult directly with the Director of Classified Personnel concerning an unusual grievance.
- D. If further action is required, the aggrieved has fourteen (14) regular work days from the review with the immediate supervisor to file a written, formal grievance with the Division Director of Personnel Services. The written grievance will indicate the specific language which has been violated or misapplied and all supporting data.

- E. A closed administrative hearing will be called and conducted by the Division Director of Personnel Services within forty (40) regular work days after the grievance is filed.
  - 1. The petitioner will be informed in writing of the time, date, and place of the hearing at least five (5) regular work days prior to the date set.
  - 2. The petitioner may be represented by counsel and/or have witnesses at the hearing.
  - 3. Within ten (10) regular work days following the conclusion of the review, the petitioner will be given a written decision of the administrative review.
  
- F. A Classified Personnel Grievance Committee will be established for the purpose of impartially hearing termination grievances for the petitioner represented by the bargaining unit. Should the decision rendered by the Division Director of Personnel Services be unsatisfactory to the petitioner, within ten (10) regular work days following the rendering of the decision, the petitioner may appeal to the Classified Personnel Grievance Committee.
  - 1. The Grievance Committee (hearing termination grievances only) shall be composed of:
    - a. One member to be appointed by management
    - b. One member to be appointed by the Union

- c. One member to be selected by mutual consent of the heretofore mentioned parties. The member selected by mutual consent shall not be part of management or the Union.
2. The petitioner will be informed in writing of the time, date, and place of the hearing at least five (5) regular work days prior to the date set and will be scheduled within 40 regular work days after the appeal has been received by the Director of Classified Personnel.
3. The petitioner may be represented by counsel and/or have witnesses at the hearing.
4. The Grievance Committee hearing the grievances as may arise due to terminations only will submit their recommendations within the ten (10) regular work days following the conclusion of the review to the Superintendent of Schools for administrative action. Within ten (10) regular work days the petitioner will be given a written decision from the Superintendent.
5. Should the decision rendered by the Superintendent of Schools be unsatisfactory to the petitioner, within ten (10) regular work days following the rendering of the decision, the petitioner may appeal through the

Superintendent to have the Grievance Committee present their recommendations to a committee of the Board for final review. This hearing will be set with the committee of the Board within 40 regular work days after the appeal has been received by the Director of Classified Personnel.

6. The petitioner will be given a written decision of the Board within thirty (30) regular work days following the conclusion of the hearing.
  7. The final decision lies with the Board of Education.
- G. Should the decision (relating to grievances other than termination grievances as outlined in Item F above) of the administrative review be unsatisfactory to the petitioner, within ten (10) regular work days of the rendering of the decision, the petitioner may make a written request for appeal to the Board.
1. The petitioner shall file a request for appeal with the Director of Classified Personnel.
  2. The Director of Classified Personnel will set a hearing date with a committee of the Board not fewer than ten (10) regular work days or more than forty (40) regular work days after such an appeal is filed with the Director of Classified Personnel, and the petitioner will be informed in writing of the time, date, and place of the

hearing at least five (5) regular work days prior to the hearing.

3. The petitioner may be represented by another individual and/or have witnesses appear at the hearing.
4. The Board of Education, or a committee thereof, shall conduct the hearing in executive session unless the employee requests an open hearing.
5. The petitioner will be given a written decision of the Board within thirty (30) regular work days following the conclusion of the hearing.
6. The final decision lies with the Board of Education, except that the employee shall have other remedies or appeals as are provided by the federal or state constitutions or by law.

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

Appendix A  
 Wichita Public Schools  
 CLASSIFIED PERSONNEL SALARY SCHEDULE  
 Hourly Rated Classified Personnel Salary Schedule  
 Effective July 1, 1992, through June 30, 1993

Step	1	2	3	4	5	6	7	8	9	10	11	12	X*	Y
Range														
A	6.81	6.91	7.02	7.13	7.26	7.39	7.53	7.68	7.84	8.01	8.18	8.37	8.56	8.76
B	6.99	7.10	7.22	7.35	7.49	7.63	7.78	7.95	8.12	8.29	8.48	8.68	8.88	9.09
C	7.19	7.31	7.44	7.58	7.73	7.89	8.05	8.22	8.41	8.60	8.79	9.00	9.22	9.44
D	7.40	7.54	7.68	7.83	7.99	8.16	8.33	8.52	8.71	8.91	9.12	9.34	9.57	9.80
E	7.63	7.78	7.93	8.10	8.27	8.45	8.63	8.83	9.03	9.25	9.47	9.70	9.94	10.18
F	7.88	8.04	8.20	8.38	8.56	8.75	8.95	9.16	9.37	9.60	9.83	10.07	10.32	10.58
G	8.14	8.31	8.49	8.67	8.87	9.07	9.28	9.50	9.73	9.96	10.21	10.46	10.72	10.99
H	8.42	8.60	8.79	8.98	9.19	9.40	9.63	9.86	10.10	10.34	10.60	10.86	11.14	11.42
I	8.71	8.90	9.10	9.31	9.53	9.75	9.99	10.23	10.48	10.74	11.01	11.28	11.57	11.86
J	9.02	9.22	9.44	9.66	9.88	10.12	10.37	10.62	10.88	11.15	11.43	11.72	12.02	12.32

\*For explanation of X and Y merit step placement refer to Board Policy entitled *Merit Rating - Classified Employees*.

## BOARD OF EDUCATION POLICIES

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

### **P0900 Integration and Desegregation**

### **P0910 Civil Rights Resolution**

### **P4025 Equal Opportunity Employment**

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

### **P4069 Voluntary Early Retirement Program**

This policy specifies that the Board shall provide a voluntary early retirement program for all employee groups with the procedures and substance, and any changes thereto, of the program to be determined by the Board. Continued participation in the early retirement program by employees in any employee group shall be contingent upon that group's continued willingness to allocate from within its salary/benefit package its share

of the cost of the program as determined by the administration. The eligibility criteria along with the early retirement benefits are outlined within this policy. The plan shall not be changed prior to consultation with the Union.

#### **P4503 Salary Placement Procedures**

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

#### **P4510 Classified Employee Protection**

This policy stipulates ways in which the Board of Education agrees to afford protection for classified employees, and agrees to strive continually to provide working conditions free of hazards which would endanger the health, safety, or well-being of all employees.

#### **P4515 Orientation and Inservice Training**

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

#### **P4522 Performance Evaluation**

This policy spells out the procedures which are

utilized in evaluating the performance of classified employees. Employees must be permitted to review their performance evaluation and are requested to sign on the line provided. The signature does not necessarily acknowledge agreement but signifies awareness of the performance review. Employees should feel free to comment in the space provided on the performance evaluation form. Employees have the right to raise questions about their evaluations in an informal meeting.

When it appears to an employee's immediate supervisor that the employee's work performance is not meeting the minimum requirements, and that some disciplinary action will be taken against the employee, the employee has the right to have a representative of his/her choice attend the conference. The supervisor should inform the employee of this right prior to the scheduled personnel conference.

#### **P4523 Suspension and/or Dismissal**

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

#### **P4524 Probationary Status**

This policy defines the initial probationary period of an employee as three months. In addition, the policy provides that an employee whose work performance is determined as not meeting the

minimum requirements may be placed immediately on probation for a period not to exceed 90 days, during which time efforts will be made to improve the quality of work performance of the employee or the employee may be terminated.

#### **P4525 Termination**

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

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

#### **P4526 Merit Rating - Classified Employees**

This policy sets forth the procedures which are followed in recommending and granting merit pay increases for employees who have demonstrated high quality of job performance.

#### **P4550 Major Emergency Work**

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

#### **P4530 Reduction in Force**

This policy specifies that the Superintendent of Schools shall have the responsibility for determining the number of classified positions employed by the school district. If the superintendent determines the need to reduce the number of classified positions, the superintendent may, at his/her discretion, declare the existence of a reduction in force. In such event, this policy identifies procedures to be followed when selecting employees to be terminated and procedures relating to benefits which may be available for a twelve (12) month period.

## PERSONNEL POLICIES AND PROCEDURES FOR CLASSIFIED PERSONNEL

### 201.01 and 203.02

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

July 1, 1992 - June 30, 1994

1s/ John Van Ruer  
Union Local 513

1s/ Barbara Stafford  
Union Local 513

1s/ Marilyn Harris  
Union Local 513

1s/ Cherie Martin  
Union Local 513

1s/ William Kedenburg  
Union Local 513

1s/ Dana M. Spencer  
Union Local 513

1s/ Jeanine Beach  
Union Local 513

1s/ Kay Beach  
Union Local 513

1s/ David Howard  
Union Local 513

1s/ Steve Whaley  
Union Local 513

1s/ Melany Barnes  
Union Local 513

1s/ Carl Beach  
Union Local 513

1s/ Joan Kuster Schodorf  
Board of Education

6-1-92

Date

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