

# CLASSIFIED HANDBOOK

2022-2023



**SPRING HILL**  
SCHOOLS



# SPRING HILL SCHOOLS

## VISION

Maintain small-town values and empower each student to achieve world-class success.

## MISSION

To be a school district that engages students to learn, create, adapt and succeed in an ever-changing world.

## HANDBOOK DISCLAIMER

While this handbook will cover a variety of topics, it is not meant to be an “all-encompassing document.” Administrators are given the flexibility to work with situations that may not be specifically covered here. District policies and procedures are subject to change and we will work to provide timely notice of all changes.

## DEVELOPING & ADOPTING POLICY

### BOE POLICY BDA

The board shall adopt all new policies and delete or modify existing policies. Board policies, rules and regulations may be amended at any board meeting by a majority vote of the board. All handbooks shall be approved by the board and adopted, by reference, as a part of these policies and rules.



### District Administrative Center

17650 W 199th Street  
Spring Hill, KS 66083  
(913) 592-7200



### Spring Hill Early Learning Academy

300 E South Street  
Spring Hill, KS 66083  
(913) 592-7222



### Dayton Creek Elementary

21120 W 188th Terrace  
Spring Hill, KS 66083  
(913) 592-7266



### Prairie Creek Elementary

17077 W 165th Street  
Olathe, KS 66062  
(913) 592-7255



### Spring Hill Elementary

300 S Webster Street  
Spring Hill, KS 66083  
(913) 592-7277



### Timber Sage Elementary

15800 W 173rd Terrace  
Olathe, KS 66062  
(913) 592-7244



### Wolf Creek Elementary

19250 Ridgeview Road  
Spring Hill, KS 66083  
(913) 592-7233



### Spring Hill Middle

301 E South Street  
Spring Hill, KS 66083  
(913) 592-7288



### Woodland Spring Middle

17450 W 167th Street  
Olathe, KS 66062  
(913) 592-7255



### Spring Hill High

19701 S Ridgeview Road  
Spring Hill, KS 66083  
(913) 592-7299

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## ADDRESS CHANGES

Any address changes will be made to the payroll office before or at the close of the pay period in which the change took place to ensure correct delivery of the paycheck.

## AFTER-SCHOOL PROGRAMS

Classified staff members hired to work after-school programs will be paid at their hourly rate. Those classified staff members working during after-school programs must have an after-school program pay code added into Skyward that must be requested by the building principal. The classified staff member will clock out of his/her regular classified position and clock back in under the after-school program pay code.

## BLOODBORNE PATHOGEN, NON-DISCRIMINATION, AND HARASSMENT

All classified employees must undergo bloodborne pathogen, non-discrimination, bully prevention, suicide prevention, and harassment training every work year. CPI training will be provided to those staff members whose position requires this training (see Board Policies AC & KN).

## COMPLAINTS

Any employee who believes that any part of this handbook has not been followed correctly may submit a complaint, in writing, to their immediate supervisor. If the complaint is against the employee's direct supervisor, the complaint should be submitted to that supervisor's supervisor. If the complaint is not settled within 15 business days after submission, the employee may submit the complaint to the supervisor's supervisor. The supervisor shall review the complaint with the employee and investigate as needed. The supervisor shall make a determination for resolution of the complaint and inform the employee within 15 business days of the decision.

## COMPUTER/TECHNOLOGY USAGE Computer Use (See Board Policies ECH, JCAB and KBA) IIBG

District computer systems are for educational and professional use only. Employees should have no expectation of privacy from the use of

district technology. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by district administrators. The district retains the right to discipline any employee, up to and including termination, for violations of this policy. (The full [Acceptable Use Policy](#) is on the district intranet site--Spring).

## DISCRIMINATION/BULLYING

Discrimination based on race, ethnicity, color, religion, sex, gender (to include orientation, identity and expression), national origin, disability, genetic information or age will not be tolerated. Understanding the law is important. Discrimination includes actions such as harassment or the creation of a hostile work environment based on an improper motive. Examples of discrimination that involve a supervisor and employee could include:

- sexual harassment,
- A supervisor writing an employee up for work rules the employee didn't break,
- A supervisor reducing an employee's hours or scheduling the employee for hours that are in total conflict with what the employee can do, or
- A supervisor reducing hourly pay and or leave.

Giving an employee a negative evaluation, giving constructive criticism, and/or correcting an employees' behavior is not necessarily considered creating a hostile environment nor bullying behavior. Any allegation of discrimination should be reported in the same manner as the Complaint procedure. Retaliation against anyone making a good faith complaint will not be tolerated (Board Policy KN).

## DISTRICT RESOURCES/SUPPLIES

Resources/supplies are for USD 230 use and should not be taken for personal use. Any supplies taken off of district property or not used for district use is prohibited. If additional resources/supplies need to be ordered, the employee should immediately notify his/her supervisor.

## **DRUG FREE SCHOOLS AND COMMUNITIES ACT**

The unlawful possession, use, or distribution of illicit drugs and alcohol by school employees on school premises or as part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L.102-226, 103 St. 1928. All employees shall be provided access to the district's Drug Free Schools and Communities Act policy. (see Board Policy GAOB)

## **EMERGENCY SCHOOL CLOSING**

USD 230 has five options for staff during emergency school closures. Those five options are detailed on the Employee Guidelines for School Closure document on page 10.

## **EMPLOYMENT-AT-WILL**

Classified employees in USD 230 (with few exceptions) fall under the employment-at-will category. Employment-at-will is a term used to describe an employment relationship in which a worker is employed at the will of an employer for an indefinite period of time rather than for a fixed term. Kansas enacts employment-at-will rules, where both the employer and the employee have the ability to end the employment relationship at any time and for any reason.

## **ESTABLISHED POLICIES & PRACTICES**

The classified employee handbook shall apply to personnel who have a work agreement. Employees are subject to policies, rules and regulations adopted by the Board of Education concerning classified personnel of Spring Hill Unified School District 230

## **EVALUATIONS**

USD 230 shall maintain a formal performance evaluation plan for classified employees as per policy GCI. All classified employees shall be evaluated at least once per year. Classified employees shall be evaluated by the building principal and/or supervisor to which they are assigned. Upon completion, the evaluation is to be submitted to the Director of Human Resources and a copy(digital) given to the employee. A paper copy can be produced upon request.

## **HAZARDOUS WASTE INSPECTION AND DISPOSAL**

Any employee who becomes aware of or discovers hazardous waste shall notify the employee's immediate supervisor. Immediate supervisors will provide rules and regulations reporting and proper disposal of hazardous waste, if your job warrants.

## **HEALTH AND DENTAL FRINGE BENEFITS**

A district contribution to health and dental insurance premiums will be paid for classified employees who participate in the district-sponsored health and dental insurance plan. Part-time employees must work at least 6 hours per day to qualify for the insurance benefit. Level of contributions will be determined each year. Substitute personnel will not be eligible for this benefit. The school district provides eligible employees with a \$20,000 paid group life and accidental death policy. Additional benefits, such as short-term disability and accidental death insurance, will be available to the classified employee for additional purchase. Employees who participate in the physical screening provided at district facilities or have completed a physical screening by a medical doctor, will save \$25.00 per month toward their health premium cost.

## **VOLUNTARY SALARY REDUCTION PLAN**

USD 230 employees may participate in a salary reduction plan for the following options:

- Qualified dependent/child care;
- Group health/dental/cancer/accident/disability income protection insurance plan/vision/identity theft protection; or
- Medical out-of-pocket expenses.

A participant may elect to terminate their Voluntary Payroll Reduction Agreement or change the benefits elected at open enrollment or if a qualifying event has occurred. A qualifying event is a change in family status upon marriage, divorce, death of a spouse or child, birth or adoption of a child or termination of employment of a spouse. The participant shall supply written verification to the district of such change. This must be completed within 30 days from the date of such change in family status, which has occurred. A

participant desiring to make such change may discontinue participation or reduce benefits but an election of new or increased benefits shall be subject to the requirements of the particular nontaxable benefit selected.

## HEALTH EXAMINATIONS

As a condition to entering employment, all new employees are required to complete a health examination, which includes a tuberculin test, and submit the Certification of Health for Classified Personnel form to the Human Resource office within 30 days of hire. If at any time there is reasonable cause to believe that any employee is suffering from an illness detrimental to the health of the pupils and/or staff, the school board may require a new certification of health. (K.S.A. 72-6266)

## HIRING

USD 230 is an equal opportunity employer. The district will make every effort to assure equal opportunity of qualified individuals, regardless of race, ethnicity, age, disability, genetic information, color, religion, national origin, ancestry or sex, and gender (to include orientation, identity and expression). USD 230 will endeavor to remain in compliance with all Americans with Disabilities Act regulations. It is the employee's responsibility to notify his direct supervisor of the need for any "reasonable" accommodations needed (see reasonable accommodations). All new employees will be required to pass a Kansas Bureau of Investigation background check. Any employee who is arrested or convicted of a crime has a duty to report in writing to the Human Resources department within three business days of the incident. (GAPB-Duty to Report) The BOE reserves the right to have an employee examined by a physician of his/her choice to determine if the employee is mentally and/or physically able to fulfill the obligations of the employment contract and/or the policies and rules of the Board of Education. The costs of any examination required will be borne by the Board of Education. Any classified employee who is involved in an accident while using a district vehicle may be required to take a drug test. Exceptions to be made based upon the judgment of the supervisor. If in the opinion of the director or administrator, an incident/accident is sufficiently serious to warrant a drug test, the director/ administrator

may petition the superintendent or designee to direct a drug test on any classified employee. Any director/ administrator-petitioned test approved by the assistant superintendent will be paid at district expense.

## HOLIDAYS - PAID

Holiday is defined as paid non-working days. The holidays will be:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day (12 month employees)
- Independence Day (12 month employees)
- Labor Day
- Wednesday before Thanksgiving Day
- Thanksgiving Day
- Friday following Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- Day following Christmas Day
- New Year's Eve

If New Year's Day, July 4, and/or Christmas Eve, Christmas Day and/or New Year's Eve falls on a Saturday, the observed paid holiday will be the immediately preceding Friday. If a before-mentioned holiday falls on Sunday, the observed paid holiday will be the immediately following Monday.

\*Salary equal to daily hours specified on Salary Placement Letter/Work Agreement, providing the individual is employed during said holiday.

**To receive holiday pay, an employee must be in pay status the scheduled working day before and following the holiday(s), and working a minimum of a nine-month schedule.** Pay status is defined as physically on the job or on "paid leave" or on "paid vacation" for the full scheduled working day. Supervisors have some decision-making discretion on working with employees who schedule vacations during holidays.

## HOURS (WORK)

- All classified personnel will work the number of days and hours per day as listed on the employee's at-will agreement.
- Employees are assigned specific starting and ending times and may perform absolutely no work outside this schedule (i.e., no overtime) unless specifically authorized by their immediate supervisor in writing. Any deviation from the assigned starting/ending time must be approved by the supervisor in writing. All excess or overtime hours must be pre-approved in writing by the supervisor.
- While USD 230 appreciates employees who want to work "above and beyond" without pay, we cannot allow this practice due to Wage and Hour laws. Employees should not be at work before/after they clock in/out and employees should not clock in/out before their designated work time. Failure to follow this rule can result in disciplinary action.
- If the employee prefers to take compensatory time (comp time) **he/she must request and receive permission in writing from his/her Supervisor prior to working beyond their regular work schedule.**
- Failure to get prior approval for overtime or compensatory time (comp time) can lead to disciplinary action up to termination.
- Employees shall not clock in or out for another employee. This will lead to disciplinary action for both employees that could result in suspension or termination

## IDENTIFICATION BADGE

Employees who are employed under an employment agreement or contract will be issued one nontransferable identification badge. All identification badges and keycards must be returned upon termination of employment. Identification badges and keycards will not be issued to part-time or substitute employees unless otherwise approved by the Human Resources office.

## INSUFFICIENT FUNDS

Should funds available to the Board of Education be insufficient to meet payroll, the pay rate of each employee shall be lowered on a pro rata basis.

## LEAVES AND ABSENCES

Classified employees must be in one of the following duty statuses each day covered by their work agreement: Present for Duty, Vacation (12 month classified), Sick Leave, Bereavement Leave, Personal Leave, Jury Duty, Military Leave (USD 230 will follow all state and federal guidelines), Family Medical Leave Act (FMLA) (see GARI), School District Business, Professional Improvement. There are no official "dock" or "without pay" days. Without prior written permission from a district-level director, principal and/or district level administrator, any classified employee who is absent without accrued leave may be terminated.

### I. Sick Leave

Sick leave is defined as a time when classified employees may be absent from duty exclusive of vacation/personal time.

Sick leave may be used for personal illness or serious injury of the employee, or illness or serious injury of immediate family members.

As used herein, "immediate family" shall be:

- Classified employee's spouse;
- Classified employee's natural or adopted dependent children;
- Classified employee's spouse's natural or adopted dependent children;
- Classified employee's foster dependent children;
- Classified employee's parents;
- Classified employee's stepparents.

The terms of days as used herein are defined as days on which the classified employee drawing sick leave would normally have reported for duty. Under certain circumstances the employee may be required to provide documentation from a physician identifying the nature of the illness or injury. Employees must have a physician's written permission to return to their normal working assignment after an extended absence due to an injury or illness.



**Category 2 (< 12 month), as noted in your placement letter:** One (1) day for each month of employment, up to a maximum of ten (10) days per year, cumulative to seventy (70) days for full-time employees. Sick days can be used only after they are earned. Employees earn a sick day at the beginning of each month they work.

**Category 1 (12-month employees):** Twelve (12) days per year, accumulative to seventy (70) days for full-time employees. Sick days can be used only after they are earned. Employee must work a full month to earn each sick day.

**Rehired classified employees:** Classified employees, who left the district in good standing, may reinstate  $\frac{1}{2}$  of previously accrued sick leave up to 12 days. Sick leave that was part of district payment of unused sick leave is not able to be reinstated. The Human Resources office will make the determination of good standing. Personal leave or other forms of leave are not included in this reinstatement.

### **Pay for unused sick leave**

When an employee has accrued at least 60 days of \*banked sick leave at the end of the fiscal year (July 1 – June 30), the Board of Education may, each year, purchase a maximum of five (5) days of sick leave from the employee's \*current earned sick leave at a rate of 1/7th of the employee's daily pay rate.

For example, if an employee has earned nine (9) sick days in the current fiscal year, but has only used two (2) of those in the current year, the BOE may purchase five (5) of the remaining seven (7) days, while the other two (2) days are accrued as banked sick leave. This provision may only be exercised by the BOE if this employee has at least 60 days of banked leave prior to the current fiscal year.

The Board of Education will notify the classified employee by June 30 as to how many current unused sick leave days will be purchased for the current fiscal year.

### **Definitions:**

Banked Sick Leave – Unused or uncompensated sick leave earned prior to the current fiscal year. Banked sick leave may only accumulate to 70 days.

Current Earned Sick Leave – Unused sick leave earned in the current fiscal year.  
Current earned sick leave which is not

purchased by the BOE will become banked sick leave at the change of the fiscal year (July 1).

1/7th Daily Rate of Pay – Calculated by taking the employee's average daily rate of pay for the fiscal year and dividing it by seven (7).

Upon resignation or retirement, classified employees with at least **15 years of service to the district** may be paid for up to 70 accrued and unused sick days at a rate of **1/7th their daily rate of pay**.

Classified employees who are nearing retirement may request early payment for up to 70 accrued and unused sick days at a rate of **1/7th their daily rate of pay**. The following conditions would also need to be met:

1. The employee has submitted a written application for payment of unused sick leave to the District Office on a form provided by the School District by the 15th of the month prior to the month payments would begin; and the superintendent approves the application.
2. The employee has a minimum of 15 years of service to the district.
3. The employee will qualify for KPERS retirement benefits not more than 36 months after the submission of an application for payment of unused sick leave to the District Office.

If the applicant qualifies for payment of unused sick leave and the Superintendent approves the application, the applicant will be entitled to payment for all banked unused sick leave in installment payments over the remaining period of time until the applicant qualifies for KPERS retirement benefits. Such installment payments shall be added to the employee's periodic salary payment and shall be subject to the wage withholding requirements of state and federal law. An employee who receives payment for unused sick leave shall no longer be entitled to those sick leave days for which payment has been received.

## **II. Bereavement Leave**

Three (3) days per year, (two will be un-accumulative, the third day will be deducted from sick leave). Bereavement leave shall be granted only when the deceased was related

to the employee as a spouse, grandparent, parent, child, brother, sister, or grandchild, father-in-law, mother-in-law, son-in-law or daughter-in-law, brother-in-law or sister-in-law.. Other bereavement leave may be granted at the discretion of the superintendent.

### III. Personal Leave

One (1) day per year, un-accumulative. One (1) additional personal day may be taken and deducted from sick leave.

- Personal leave must be submitted to direct supervisor then sent to the superintendent for final approval. Three days advance notices is requested.
- Personal leave on the last working day before or after an authorized school holiday will not be honored. Special requests for personal leave during these days may be submitted to the building principal, director or administrator if the request specifies a once-in-a-lifetime opportunity or is at the request of a director.

### IV. Legal Leave, Including Subpoena

The superintendent may grant employees legal leave without pay to attend to legal matters. Absence for legal matters is permitted when:

- A. Any employee is required to attend any legal action in a court of law as a witness, plaintiff or defendant.
- B. Any employee is not required by court order or subpoena, but requests leave to settle any legal action filed against or instigated by the employee or his/her dependents.

### V. Jury Duty

Payment for Jury Duty: A classified employee called and/or assigned jury duty will be paid his/her daily rate of pay, less any money or monies received from the Court for actual work days missed. Court appointed funds will be returned to USD 230 less funds given for transportation to and from Court. Payment must be approved by the Superintendent and will be made for actual days missed.

### OVERTIME

For those personnel of Spring Hill USD 230 who work on a regular, supervised, total hours basis per week, any hours worked over the regular 40 hour week (physical working hours) will be considered overtime. All overtime hours must have **prior written approval of the appropriate classified supervisor**. All overtime (over 40 hours) so approved will be paid at the rate of time and one-half. Directors/ administrators are authorized to change any work schedule deemed necessary to maintain a working force to meet the needs of the district, but no more than a 16-hour duration. Every effort will be made to minimize disruption to an employee's regular duty hours.

### PAYROLL/PAYROLL DIRECT DEPOSIT

USD 230 provides a payroll direct deposit program to its employees at no charge. All employees are requested to participate. If there is an error in payment, please contact the business department in writing immediately with your concerns. [Direct Deposit Form](#)

### POSITIONS

1. All classified positions will be determined by the superintendent or his designee and as approved by the Board of Education.
2. The Board of Education will approve the employment of classified personnel.
3. The Board of Education, or its representative, reserves the right to assign or reassign all classified personnel.
4. Full-time positions: in order to be considered a full-time employee, the employee must work at least thirty (30) hours per week based on a nine-month schedule.

### REASONABLE ACCOMMODATIONS

Spring Hill USD 230 will make reasonable accommodations to help employees accomplish their jobs successfully. This does not include creating a new job if the employee cannot meet their job description requirements.

## **RELATIONSHIPS**

Employees shall keep their relationships at a legal, consensual, ethical, and professional level. In the event two employees' relationship changes, they will maintain a civil and professional relationship while on district property and/or conducting district business.

## **RESIGNATION**

It is the expectation of USD 230 that employees must give at least ten (10) working days' notice to their immediate supervisor before the expected date of resignation. Keys, photo identification badge, keycard and other district property should be turned in before employee leaves the district.

## **SAFETY EXPECTATIONS**

The establishment and maintenance of a safe working environment is the shared responsibility of the district and all district employees at every level. The district will attempt to do everything within its control to ensure compliance with federal, state and local safety regulations and to provide a safe working environment for employees. It is the district's expectation each employee will follow sound safety practices with due diligence, wear safety equipment when required and operate district owned equipment and vehicles in a safe manner. Employees should be aware of possible safety concerns – loose clothing, jewelry, hair which can be caught in equipment, cell phone and/or electronic usage while operating equipment, etc. (Please use common sense). Additionally, employees are expected to correct or report unsafe conditions immediately. All accidents that result in injury must be reported to the appropriate supervisor in a timely manner.

## **SCHOOL CLOSING/SNOW DAYS**

USD 230 has five options for staff during emergency school closures. Those five options are detailed on the Employee Guidelines for School Closure document on page 10.

## **SCHOOL VEHICLES**

Any employee who anticipates driving a district vehicle must submit a copy of a valid driver's license to the district office. If an employee's driver's license is suspended or revoked, the

employee shall immediately notify the district office and shall immediately cease driving a school vehicle.

## **SUPERVISION**

The superintendent or designee is responsible for the supervision of all classified employees not directly under the supervision of the building principal. Building principals will work with the appropriate supervisor in the supervision of personnel assigned to the respective building.

## **SUSPENSION/PROBATION**

Classified personnel may be suspended with or without pay by the superintendent or designee. Classified employees may be placed on a 60-calendar day probation upon the recommendation of their supervisor and approval of the superintendent or designee.

## **TERMINATION**

USD 230 will provide notice before termination of any employee. Upon termination the employee is expected to return keys, keycard, photo identification badge, and any other district-owned property in his/her possession. The employee should vacate the premises immediately and should not be on USD 230 property without the superintendent's or designee's prior permission.

## **TIME SHEETS**

Time sheets must reflect exact time worked at job site (as designated by director/administrator). The monthly pay period runs from the 26th of the previous month through the 25th of the current month. Time sheets should be submitted electronically, in a timely manner, to your building secretary or your direct supervisor. Employees are paid on the 10th of the month. Failure to follow these expectations could result in disciplinary action up to termination.

## **TRANSFER**

The Board of Education, or its representative(s), reserves the right to assign or reassign all classified personnel. Employees can apply for other positions within the school district when those positions are available.

## TRAVEL EXPENSES (ALL PERSONNEL)

Classified personnel may be permitted to attend state, regional and national meetings. Guidelines for payment of expenditures and reimbursements are defined in the [Travel and/or Professional Activity Request Form](#) (located on the Intranet Spring).

## VACATIONS

(all full-time 12-month personnel)

Vacation benefits are provided for full-time, twelve-month, classified employees. Vacation time accrues at the following rates per year coinciding with the employment year of July 1 to June 30.

**Classified** employees will receive vacation based on the following formula:

- Years 1-5 = 10 days/year (6.67 hrs/month)
- Years 6-10 = 15 days/year (10 hrs/month)
- Years 11-12 = 16 days/year (10.67 hrs/month)
- Years 13 - 14 = 17 days/year (11.33 hrs/month)
- Years 15 - 16 = 18 days/year (12 hrs/month)
- Years 17+ = 19 days/year (12.67 hrs/month)

If the employee has been continuously employed with the district, their time as a less than 12-month employee shall be counted in their yearly anniversary calculation. A separation in employment with the district will reset the anniversary calculation. When employees leave the district (retirement, resignation, etc.), they will receive payment for their unused vacation time based on their daily rate of pay.

Vacation days can be used after they are earned. Employees must work a full month to earn one vacation day. Classified employees with 1-5 years of employment can roll over 80 hours on July 1 (or the equivalent of one year's accrued vacation time). Employees with 5+ years can roll over 120 hours.

## VIDEO SURVEILLANCE

USD 230 has many video cameras throughout the district. Employees should be aware they may be under video surveillance while at work.

## WORKER'S COMPENSATION

USD 230 provides Worker's Compensation (WC) for all employees. When an employee is injured

on the job they are required to report their injury to their supervisor immediately. The USD 230 may require the employee to meet with the district's WC designated doctor. Within ten (10) days of the accident, the worker's compensation accident form must be completed and given to the employee's supervisor. Sick leave pay will be reduced by the amount of the worker's compensation salary benefit received

## WORK EXPECTATIONS

For a school district to function properly, it is imperative for the district's employees to be punctual and prepared. Employees are expected to arrive at work on time and be ready to work. It is imperative that employees notify their supervisor (a minimal one hour) ahead of time (preferably 24 hours in advance) if they cannot attend work or if they will be late. Employees who do not arrive for work, without prior notification, may be terminated immediately.

Employees are expected to dress in a manner that is appropriate and safe for their duties. Unless otherwise noted by your director or principal (most food service employees, 8 hour paras and secretarial staff have a working lunch), employees have a thirty (30) minute duty free lunch. Employees should not leave their work site during the duty hours unless instructed to do so by their supervisor.

Personal calls, personal visits, personal emails, personal texts, or other personal electronic communication should not be conducted during work hours. Employees shall be engaged in the work duties assigned to them per their job description while on duty.

Employees will:

- honor all confidentiality requirements
- provide for the protection of school district assets
- refrain from the use of school district assets (without direct supervisor written permission)
- maintain proper workplace etiquette (professional, courteous, ethical, and diligent behavior).

Employees shall conduct themselves in a professional manner at all times while on district property and/or conducting school business. Employees who do not meet these

basic expectations can be disciplined up to and including termination.

### **WORKING LUNCH**

For some eight-hour classified employees, it is necessary for them to work during lunch. These employees have positions critical in meeting the public or working directly with students and can expect to be interrupted during their lunch. These employees should plan to eat at or very near their work assignment. This includes building and district secretarial/administrative professional staff and eight-hour paraprofessionals.



# Employee Guidelines for School Closure

**1**

**School closed for students.**

**USD 230 employees do not report with the exception of essential staff.**

- Essential staff is defined as the snow removal crew.
- Exempt Classified employees will work from home.
- All USD 230 Employees will be paid.
- Designated essential (non-administrative) employees will be paid double time.
- School buildings must have a monitoring plan in place to ensure students are not left out in the cold.

**2**

**School closed for students.**

**12-month employees and administration will report within one hour of their regular start time.**

- All non-12 month employees will be paid.
- School buildings must have a monitoring plan in place to ensure students are not left out in the cold.

**3**

**School closed for students.**

**12 month employees and administration will report at their regular scheduled time.**

- All non-12 month employees will be paid.

**4**

**School closed for students.**

**All USD 230 Employees will report.**

**5**

**Late start for students.**

**All USD 230 Employees will report at their regular scheduled time.**





# SPRING HILL SCHOOLS

**Spring Hill District  
Administrative Center**  
17640 W. 199th Street  
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[info@usd230.org](mailto:info@usd230.org)