

KUTZTOWN AREA SCHOOL DISTRICT

Handbook

For

Classified

Employees



6th Edition
July 2018

Kutztown Area School District does not discriminate in our educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school district. EOE.

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Compiled by the Human Resources Office. Any questions regarding the information in this handbook may be brought to the attention of your supervisor or Human Resources.

CLASSIFIED EMPLOYEES

PURPOSE OF THIS HANDBOOK

This Handbook has been prepared to inform you about the Kutztown Area School District's (referred to as District) philosophy, employment practices, operational policies and procedures, the benefits provided to you as an employee, and the conduct expected from you.

An employee handbook may not answer every question; however, this handbook shall serve as a guide to assist you in your position. We depend on you--your success is our success. We ask that you read this Handbook carefully and refer to it whenever questions arise.

Should you have questions concerning this handbook, your employment, or benefits, please feel free to discuss them with your supervisor or Human Resources.

NOTICE

The Kutztown Area School District, at its option, may change, delete, suspend, or discontinue any part or parts of the policies in this Handbook at any time without prior notice. Any such action shall apply to existing as well as future employees. Employees do not accrue eligibility for monetary benefits (provided for in writing) that they have not earned through actual time spent at work. Employees do not accrue eligibility for any benefits, rights, or privileges beyond the last day worked.

No one other than the Superintendent or Board of School Directors of the Kutztown Area School District, or its written designee, may alter or modify any of the policies in this Handbook. No statement or promise by a supervisor or manager may be interpreted as a change in policy, nor will it constitute an agreement with an employee.

Should any provision in the Classified Employee Handbook be found to be unenforceable and invalid, this finding does not invalidate the entire Classified Employee Handbook but only the subject provision.

WHAT YOU MAY EXPECT FROM THE SCHOOL DISTRICT

Everything we do here is a team effort. Every person here is expected to do his or her job well. With the support we give each other and the excitement and enthusiasm we generate together, excellence never seems far from our collective reach.

The Kutztown Area School District's employee relations policies are to:

1. Select employees based on skill, training, ability, attitude, and character without discrimination with regard to age, sex, color, race, creed, national origin, religious persuasion, marital status, political belief, or disability that does not prohibit performance of essential job functions. The Kutztown Area School District is an Equal Opportunity Employer (EOE).
2. Review wages, employee benefits, and working conditions with the objective of providing benefits in these areas consistent with sound business practices.
3. Provide paid vacations and holidays to all eligible employees.
4. Provide health, retirement, life insurance, and other benefits to all eligible employees.
5. Develop competent employees who understand and meet our objectives and who accept with open minds the ideas, suggestions, and constructive criticisms of management and fellow employees.
6. Allow employees, after talking with their supervisor, an opportunity to discuss any problem with district-level management.
7. Maintain mutual respect in our working relationship.
8. Assure that work areas and offices are attractive, comfortable, orderly, and safe for our students, staff, and community.
9. Provide a safe environment for the educational objectives of the District's students and staff.
10. Do all these things in a spirit of friendliness and cooperation so that the Kutztown Area School District will be known as a "great place to work"!

WHAT THE SCHOOL DISTRICT EXPECTS FROM YOU

Just as the District assumes certain responsibilities, you as an employee have certain responsibilities to the District and your fellow employees:

- Knowledge of your duties and how to complete them promptly, correctly, and pleasantly;
- Regular attendance and being on time each day;
- Cooperation with management and fellow workers;
- Uphold good safety performance; and
- Maintain a team attitude;
- Grasp opportunities for professional development that are offered to you;
- Represent the District fairly and professionally in your contacts with vendors, visitors, and other people outside your work environment; and
- Accurate, prompt reporting of factual data and time information.

The Kutztown Area School District's business is to provide an environment in which students can learn to the best of their ability. Whatever your role with the District, you play an important part in our success.

JOINING US

Equal Opportunity Employer

The Kutztown Area School District provides equal employment opportunity for everyone regardless of age, sex, color, race, creed, national origin, religious persuasion, marital status, or disability that does not prohibit performance of essential job functions. This is reflected in Kutztown's practices and policies regarding hiring, training, promotions, transfers, layoff, rates of pay, and other forms of compensation. All matters relating to employment are based upon the ability to perform the job, as well as being dependable and reliable, during employment by the District.

Employee/Employer Relations

As an employee of Kutztown Area School District, you will be treated with courtesy, dignity, and respect. We are committed to fulfilling our obligation to you with regard to wages, job opportunities, job development, and training. In return, you are obligated to give the District your cooperation, personal interest, and best efforts.

Level of Performance

You are expected to fulfill the requirements of your job description as directed by your supervisor. An annual Performance Evaluation will be conducted by your supervisor in May, or as needed.

Safety

All your work shall be performed with concern for the safety of the students, staff, community and you.

Show of Respect

You are expected to show respect for all other employees, students and visitors, and for the property of the Kutztown Area School District.

Attendance

The District's successful operation depends on the regular attendance of each employee. Unnecessary and unexcused absences are undesirable as they affect not only Kutztown's plans and program, but also the way your fellow employees are able to do their jobs. You have a responsibility to place a high priority on prompt, regular daily attendance.

Awareness of Policies and Compliance

You are responsible for being familiar with the contents of this Handbook and for complying with all policies and procedures contained or referenced herein.

Nature of Job

District employees work in areas where children are constantly present. Your behavior shall be above reproach at all times.

Mandatory Training

District employees are required to complete the mandatory training assigned each school year in the timeframe requested. These trainings may occur in person or hosted by an online platform/training application.

EMPLOYEE SELECTION***Recruitment Policy***

The District will attempt to secure the best employee for each position. When all things are equal, current qualified employees will be considered for vacancies.

Vacancies

Vacant classified positions in the District may be posted on the District website, online, and/or in the local newspapers. Current qualified employees are given the opportunity to apply for openings/vacancies and will be considered upon submitting a letter of application to the Human Resources Office requesting consideration.

Applications

The following information is necessary for employment consideration by the District:

- *Employment Application*
- *Act 34 Criminal History Record Check*
- *Act 114 FBI Fingerprinting Clearance*
- *Act 151 Pennsylvania Child Abuse History Clearance*
- *Act 168 Form(s)*
- *Act 24 Arrest & Conviction Form*
- *I-9 Form and Proof(s) of ID*

Misrepresentation of any information provided in the employment application or these documents is grounds for non-hiring or termination. If an incident occurs while employed, notify your supervisor immediately.

Screening of Applicants

The District will review and screen applicants based on the information provided in their employment applications, as well as contact references provided by the applicant. The administration may administer or have administered screening tests to determine a candidate's ability to perform the essential job functions of the position. These tests may be given to candidates for job changes as well as to new applicants.

Hiring of Relatives

The District may hire relatives of employees if the new employee does not work in a manager-subordinate relationship with the relative.

Temporary Summer Employees

Procedures for recruiting temporary summer help will be the same as those used for recruiting other employees. Job vacancies may be posted in the buildings, on the District website, and/or advertised in the local newspaper.

HIRING

Board Approval of the Candidate

All employees hired must be approved at a public meeting of the Board of School Directors. With prior approval from the Superintendent or his/her designee, new employees may conditionally begin work prior to Board approval if necessary when the candidate has completed all requirements for employment.

Letter of Employment

Following Board action, the School Board Secretary will send the new employee a letter confirming his/her appointment. **This approval letter informational in nature, it is not an employment contract.**

Job Description

Each employee will be provided with a job description for his or her position and will be responsible for compliance with all aspects of that description.

Employee Health Examinations

Candidates chosen for employment will be required to complete the following:

- a. Post-Offer Physical Exam
Completion of a successful physical examination, including TB test, is required of all new employees, prior to the start of employment. Employees will have the examination performed by his/her personal physician, at the employee's expense.

- b. Other Required Examinations
The District may require special medical examinations for any employee at any time. An employee may be required to undergo a health examination on District time and expense at any point of employment to ensure that the employee is physically, mentally, and/or emotionally capable of handling tasks involved in their job position safely and without possible harm to themselves or others. This may include Drug and Alcohol testing.

Former Employees

To be considered, an applicant must follow District application procedures and have been in good standing at the time of termination of employment and must have provided at least two weeks advance notice of termination. A re-hired employee shall begin to accrue benefits as if he/she was a new employee.

EMPLOYEE CLASSIFICATION

Definitions

Classified employees are any District employees who are not part of the teaching staff, supervisors or administrators specifically listed under Act 93, Business Administrator, Assistants to the Superintendent, or Superintendent.

Categories of classified employees:

- 12-month employees - work year-round – 260 days per school year
- 11-month employees –food service coordinator- 240 days per school year
- 10-month employees - work during the school term only–180 days per school year
 - (August-June)
- Full-time is 30 or more hours per week (not including lunch)
- 100% employees work 30 or more hours per week, 180 days per school year (not including lunch)
- Part-time is less than 30 hours per week (not including lunch)

Temporary Employee

Any employee who is employed as either full or part-time with the understanding that their employment is temporary and/or seasonal and will be terminated on a specific date or upon completion of an assignment.

CONFIDENTIALITY

All District employees, especially those in direct contact with students, are expected to fully cooperate with faculty and staff and to confidentially work with the teacher and student(s) to whom they are specifically assigned. Personal information about students, parents, and employees is of a confidential nature. You may have access to this as part of your job responsibilities or by accident because of the conditions under which you work. Please be reminded that as an employee of the District you are prohibited from discussing or revealing any of this information either to the general public, your fellow employees, or anyone else. Employee confidentiality also refers to the laws and regulations pertaining to HIPPA and FERPA. If you violate this policy, you will be subject to discipline up to and including termination.

EMPLOYMENT GUIDELINES

Personal Information Changes

If you have a change in any of the following information, please be sure to notify the Human Resources Office & the Payroll Office: name, home address, telephone number, number of dependents, marital status, insurance or retirement beneficiary, status of driver's license, exemptions on your W-4 form. Coverage or benefits that you and your family may receive under the District's benefits package could be negatively affected if the information in your personnel file is incorrect.

Driver's License and Driving Record

Employees whose work requires operation of a motor vehicle must present and maintain a valid driver's license. A driving record search will be done and must be acceptable to our insurer. Any changes in your driving record must be reported to the Human Resources Office immediately. Failure to do so may result in disciplinary action, including possible termination. Driver records are checked annually through DMV. No unlicensed or improperly licensed employee may operate a District vehicle.

Company Equipment and Vehicles

When using District property, including computer equipment and company vehicles, exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Notify your supervisor if any equipment appears to be damaged, defective, or in need of repair. Prompt reporting may assist to prevent the equipment's deterioration and could also help prevent injury to you or others.

Using or operating equipment improperly, carelessly, negligently, or unsafely could lead to disciplinary action. In addition, you may be held financially responsible for any loss to the District due to mistreatment.

Employees who are provided access to company vehicles may be requested to undergo an annual physical examination and submit to random drug and alcohol testing. Employees must also agree to have the District randomly access their motor vehicle records.

You may not use any organization property, including vehicles, for personal purposes or remove any organization property from the premises without prior written permission from your supervisor.

Dress Guidelines/Uniforms/Safety Equipment*

Clothing shall be neat, clean and appropriate for the nature of the work required and comply with all safety standards. Special safety equipment shall be worn as directed by your supervisor and District policy. If the District requires any safety equipment or uniforms, the District will be responsible for the cost of that item(s).

District employees serve as role models for our students. As such, appropriate office casual attire is expected. Denim (except custodial/maintenance staff), spandex, exposed midriffs, open toed shoes and/or backless shoes, etc. are inappropriate for the school setting.

* Unless appropriate to the position or for health and safety reasons and approved by the employee's supervisor

Photo ID/Card Access

All employees must wear their photo ID's at all times when on duty and/or property owned by the District. Your ID may also provide you access to enter certain district buildings. Any request for issuing a change in access must be provided in writing to your supervisor.

Employees are encouraged to safeguard their ID so that it is not improperly used. ID cards may not be shared or given to another employee for use. If you have lost or damaged your ID, contact the Human Resources Office to obtain a new one. Failure to safeguard your photo ID may result in you being charged ten (10) dollars for a replacement and disciplinary action, if warranted.

Employees severing employment with the District must return his/her ID to their supervisor or you will be charged a ten (10) dollar fee via payroll deduction.

Personal Telephone and Electronic Device Use

While it is acknowledged that personal calls/text messages may need to be made or accepted during work hours, employees are strongly encouraged to keep personal calls and cell phone use to a minimum, outside of an emergency. Personal cell phone use is not permitted during meetings or while serving in a classroom. It is expected that the personal cell phone is placed on silent or vibrate so as not to disrupt the orderly operations of the District.

Mandatory Training

All District employees are required to have mandatory training in CPR/AED/First Aid. Additional annual/mandatory trainings will be completed through an online platform, including, but not limited to, Act 126 Child Abuse Reporting and various District policies.

STANDARDS OF CONDUCT

By accepting employment with us, you have a responsibility to the District and to your fellow employees to adhere to certain rules of behavior and conduct. The purpose of these rules is not to restrict your rights but rather to be certain that you understand what conduct is expected and necessary.

Unacceptable Activities

We expect each person to act in a mature and responsible way at all times.

Occurrences of any of the following activities, as well as violations of any District rules or policies, may be subject to disciplinary action, including possible dismissal. This list is not all-inclusive:

- Violation of security or safety rules or failure to observe safety rules or safety practices; failure to wear required safety equipment; tampering with District equipment or safety equipment.
- Negligence or any careless action that endangers the life or safety of another person.
- Intoxication or under the influence of controlled-substances while at work; use, possession, or sale of alcohol or controlled-substances in any quantity while on school premises except use of medications prescribed by a physician for you that do not impair work performance.
- Possession of firearms, weapons, explosives, or any dangerous or illegal items on school property or while on duty.
- Engaging in criminal conduct or acts of violence or making threats of violence toward anyone on school premises or when representing the District; fighting or horseplay or provoking a fight on school property, or negligent damage of property.
- Committing an offense that may be considered reason for concern for employment around children.
- Conviction of a felony.
- Insubordination or refusal to obey instructions issued by your supervisor pertaining to your work; refusal to help on a special assignment.
- Engaging in an act of theft, sabotage or vandalism; causing the loss, destruction or damage of school property or the property of fellow employees, suppliers, or visitors in any manner.
- Creating or contributing to unsanitary conditions.
- Unauthorized possession, use or removal from the premises of any school equipment or property, including documents, without prior permission from management.

- Dishonesty; falsification or misrepresentation of your application for employment or other work records; lying about sick leave; falsifying reason for a leave of absence or other data requested by the District; alteration of school records or other school documents.
- Malicious gossip, harassment, and/or spreading rumors; engaging in behavior designed to create discord and lack of harmony; interfering with another employee on the job; restricting work output or encouraging others to do the same.
- Use of social networking activities during work hours.
- Engaging in private 1:1 communication with students via social media or through chat features.
- Immoral conduct or indecency on school property.
- Divulging or releasing confidential data or information.
- Failure to report an absence or late arrival; excessive absence, repeated tardiness or leaving early. Failure to be ready to work at the start of a workday, sleeping on the job; loitering/loafing or stopping work before time specified.
- Posting, removing, or altering notices on any bulletin board on school property without permission of management.
- Soliciting or collecting funds of any kind for charities or others without prior authorization on work time.
- Obscene or abusive language toward any supervisor, employee, student, or visitor; indifference or rudeness toward a visitor, student, or fellow employee; any disorderly or antagonistic conduct on the District premises.
- Failure to immediately report damage to or an accident involving school equipment or vehicle.
- Failure to use your time card; alteration of your own time card or records or attendance documents; failure to punch your own time card; punching or altering another employee's time card or records, or causing someone to alter your time card or records.
- Unauthorized overtime.
- Unauthorized possession, use, or distribution of District keys.
- Purchase of equipment, supplies, or materials for personal use.
- Violation of any other District rules or policies.

COMPENSATION AND PERFORMANCE

Salary and Wages

The salaries and wage rates for support personnel are established each fiscal year by the Board of School Directors. Wage increases become effective July 1st and are normally granted to employees who have received a satisfactory performance review. At the discretion of the administration, a wage increase can be awarded for exemplary performance.

Performance Reviews

Performance reviews will be conducted by your administrator/supervisor at least one time per school year and shall be completed by the end of May. Additional reviews may be conducted at any time. The reviews will determine if a pay increase is warranted.

Ninety-Day (90) Probationary Period

All new employees will have a ninety-day (90) probationary period. After the ninety-day (90) probationary period, your supervisor will conduct a performance evaluation to determine continued employment with the District.

DISCIPLINARY PROCEDURES

Progressive disciplinary procedures may be used as follows in those instances where immediate discharge or suspension is not warranted:

- a. **A verbal warning** from your supervisor. Your supervisor will discuss the infraction with you and any future course of action should the violation happen again. Notice of verbal warning is placed in the employee's personnel file.
- b. **A written warning** is more formal notice to you that continued infractions will be treated more seriously. It will include the reasons for your supervisor's dissatisfaction, any supporting evidence, and the possible consequences of continued inappropriate action, to include suspension or termination. A letter of warning will be placed in the employee's personnel file.
- c. **A suspension** without pay is subject to the Superintendent's approval. Suspensions may range from a single day up to ten (10) days of scheduled work and are indicative of serious infractions or reoccurring violation of rules and/or safety procedures. Suspension letters are filed in an employee's personnel file and further violation may lead to termination.
- d. **Termination** is subject to Superintendent's recommendation and Board approval.

EMPLOYEE BENEFITS
Human Resources Office

The benefits program described in this Handbook represents a very large investment by the District, and we trust that you will avoid abusing any of the program's benefits. The District will periodically review this benefits program and make modifications as appropriate.

Eligibility for Benefits

If you are a full-time employee, you will enjoy all the benefits described in this Handbook as soon as you meet the eligibility requirements for each benefit.

(12-month Full-time Employees)

Vacation
Holidays
Family Health
Sick Leave
Funeral (Bereavement Leave)
Jury Duty Leave

(10 & 11-month Full-time Employees)

Sick Leave
Funeral (Bereavement Leave)
Jury Duty

Part-time (less than 30 hrs./week) employees do not receive benefits.

INSURANCE COVERAGE
Payroll & Benefits – Business Office

A comprehensive health and life insurance program is available to full-time employees, while he/she is employed by the school district. Subject to insurance company rules and the District's insurance policy, if you are eligible, your coverage will begin on the date you begin work or the date the Board approves your employment, whichever date is later, unless the Board motion approving your employment states otherwise.

For the purpose of determining insurance coverage, only employees who are scheduled to work more than 30 hours per week, excluding lunch, and scheduled to work a minimum of 180 days in a school year, are eligible for insurance coverage benefits. The school year is defined as the period from July 1 to June 30. Current employees who do not meet these requirements who are currently provided with insurance benefits will be allowed to maintain such benefits, i.e. "grandfathered". Should any of these employees leave employment with the District and return at a future date, they must meet the minimum requirements to be eligible for insurance benefits. All insurance benefits are active while the employee is employed by the District.

NOTE: 10-month employees will have September through June insurance paid for by the District as described above, but will be billed for coverage during July and August.

The 10-month employees have the option to pay July & August health insurance as a payroll deduction over 21 pays throughout the school year.

A. Medical Insurance

Eligible employees, as defined above under Insurance, and their family members are covered by the designated insurance provider at no cost. (Employee may decline coverage.)

B. Dental Insurance

Eligible employees, as defined above under Insurance, may be covered by the designated insurance provider at no cost. (Employee may decline coverage). Family members may be added to the coverage for a monthly fee to be paid by the employee, which is processed as a payroll deduction.

C. Vision Insurance

Eligible employees, as defined above under Insurance, may be covered by the designated insurance provider at no cost. (Employee may decline coverage). Family members may be added to the coverage for a monthly fee to be paid by the employee, which is processed as a payroll deduction.

D. Prescription Plan

Pharmacy and mail orders are available under the medical plan above.

E. Life Insurance

Eligible employees, as defined above under Insurance, are covered by \$45,000 of term life insurance at no cost to the employee.

Family Health Credit

Only 100% 11/12-month classified employees and/or coordinators are eligible for family health credit coverage. The *Family Health Reimbursement Request/Voucher* shall be used to submit up to \$550.00 per year in health receipts for reimbursement by the District. Examples of such expenses are: prescription, dental, vision, and costs of medical treatment by a duly licensed practitioner. Receipts may be submitted only after all possible insurances have been applied. Expenses can be incurred by employee, employee's spouse, and/or employee's dependent children. The unused portion of the Family Health Credit is cumulatively carried over from year to year. New hires and terminated/resigned employees will receive a prorated amount based on the number of days worked in that fiscal year (July 1-June 30).

Termination of Benefits

Upon termination of employment for any reason, full-time employees will receive health insurance coverage at the District's expense for the last month in which service was rendered to the District.

Continuation of Benefits (COBRA Coverage)

If you were covered under the District's health plan immediately before one of the following qualifying events, and coverage under the plan would otherwise be lost as a result of that event, you may purchase health coverage for no longer than the maximum period specified for that event except as required under Section 4980B of the Internal Revenue Code of 1986 as amended.

1. At your death, coverage may be purchased by your spouse and children for a maximum of thirty-six (36) months.
2. At the termination of your employment (other than for gross misconduct

- or reduction of hours), continued coverage may be purchased by you, your spouse and children for a maximum of eighteen (18) months.
3. At the divorce or legal separation from the employee, continued coverage may be purchased by the covered spouse and children for a maximum of thirty-six (36) months.
 4. When you are eligible for Medicare, continued coverage may be purchased by the spouse (if ineligible for Medicare) and children for a maximum of thirty-six (36) months.
 5. At a covered child's attainment of the limiting age, continued coverage may be continued by the child for a maximum of thirty-six (36) months.
 6. Failure to pay the required monthly premium and fees to the District by the premium deadline date may result in termination of the health benefit.

Long Term Disability

Long Term Disability may be purchased at the employee's expense during open enrollment. The cost of this insurance is calculated on the employee's earnings.

Employee Assistance Program (EAP)

The District provides access to an Employee Assistance Program (EAP), which is offered to all employees and their dependents through a contracted service provider. You may seek help anonymously for such matters as alcohol or other chemical dependency, family and marital problems, personal and work-related stress situations, and anxiety disorders. Financial counseling, legal counseling, and elder care assistance are also available. Information on the EAP is available at all buildings, or you may contact your supervisor or Human Resources for additional information.

UNPAID LEAVES OF ABSENCE

Human Resources Office

Family Medical Leave Act (FMLA)

Under the Family Medical Leave Act, you may be entitled up to twelve (12) weeks of unpaid leave with benefits and twenty-six (26) weeks to care for family military personnel. The terms of that leave are briefly outlined here. For a copy of the complete policy, contact the Human Resources Office.

- a. Eligibility: If you have been employed by the District for at least twelve (12) months and have worked a minimum of 1,250 hours during the most recent twelve (12) month period, you are eligible for FMLA.

- b. Qualifying Reasons:
 1. The birth of a child and the care for this child.
 2. The adoption or foster placement of a child.
 3. The serious health condition of your spouse, parent, or child when you are needed to care for the family member; and,
 4. Your own serious health condition that makes you unable to

perform the functions of your position.

- c. Application: Your maximum leave under this Act is twelve (12) weeks. Leave for a family member serving in the military is twenty-six (26) weeks.
- d. Limitations: When both a husband and a wife work for the District, FMLA is limited to an aggregate of twelve (12) weeks for the birth, adoption, or foster care of a child, or to care for a sick family member.

Military Service Leave

The Kutztown Area Board of School Directors recognizes and supports the nation's need for military preparedness and grants military leave subject to the following conditions, in accordance with the Uniformed Services Employment and Reemployment Rights Act:

- a. An employee who has completed twelve (12) months of continuous employment and is drafted into military service, will, upon request, receive unpaid leave of absence for the duration of the required service.
- b. A similar unpaid leave will be granted to an employee of like service during the active duty period of enlistment in the Active Reserve or National Guard.
- c. Upon presentation of written Reserve or National Guard orders to the supervisor, an employee will receive unpaid leave for annual training.

PRIVACY OF HEALTH INFORMATION (HIPAA)

Human Resources Office

As an employer, health plan sponsor, and a provider of health care services, certain District departments and personnel engage in HIPAA-covered functions and must comply with the HIPAA Privacy Rule. A *Notice of Privacy Practices* has been distributed to all employees and is available in the Business Office. This notice describes the uses and disclosures that the District is permitted or required to make under the HIPAA Privacy Rule and the rights related for employees, students, and/or other individuals who may receive services from the District's covered component(s). The District's Privacy Officer, Assistant to the Superintendent, is the contact person for District employees wishing to file a complaint if they believe health insurance personnel are failing to comply with the administrative policies and procedures.

GOVERNMENT COVERAGE

Business Office and Human Resources Office

Workers' Compensation

The Pennsylvania Workers' Compensation Law is a no-fault insurance plan, which is supervised by the state and paid for by the District. This law was designed to

provide you with benefits for any injury you may suffer in connection with your employment. Under the provisions of the law, if you are injured while at work, you are eligible to apply for workers' compensation.

The intent of sick leave is to provide a continuous income at the same level paid while on the job. If you receive workers' compensation, you may use sick leave to make up the difference between your regular take-home pay and the amount received in workers' compensation benefits. Your sick leave will be charged on a prorated basis to the nearest one-quarter day per absence. If you are paid full sick leave and then receive workers' compensation benefits for those days, you must reimburse the District to recover earned leave time used. You may not collect workers' compensation and full sick pay at the same time.

If you sustain a work-related injury, no matter how slight, you are to immediately report that injury to your supervisor. A report must be completed and signed by your supervisor and forwarded to the Payroll Specialist immediately, or, if the office is closed, within twenty-four (24) hours. Failure to complete the appropriate report or failure to notify the supervisor may jeopardize your right to a claim as a result of an injury.

Except in an emergency, you must use one of the designated health care providers posted in each building. If you do not visit a health care provider on this list and seek treatment elsewhere, the District is not responsible for the payment of any medical treatment you receive during the mandatory period as set by Workers' Compensation Law.

Retirement (PSERS)

All public school employees working a minimum of one hundred-eighty (180) days or five hundred (500) hours per year are required by law to enroll in the Public School Employees' Retirement System (PSERS) and contribute by payroll deduction at the current established rate.

Part-time employees may waive membership in the PSERS if they elect to contribute to an Individual Retirement Account (IRA) instead of joining the system. A waiver form must be completed and submitted at the beginning of each year to PSERS by part-time employees who choose not to join. Additional information regarding retirement is available in the Business Office.

Unemployment Compensation

The District is required by law to contribute to unemployment compensation benefits. The employee is also required to contribute at the prevailing rate. Deductions are made each pay period. If an employee becomes unemployed, eligibility for unemployment compensation benefits will be determined by the local state unemployment office. Employees given reasonable assurance of employment are not eligible for unemployment benefits.

PERSONNEL FILE
Human Resources Office

Individual personnel files are confidential. Upon written request, an employee may access his/her official personnel file during regular business hours at a time mutually agreed upon between the employee and the Human Resources Office. Employees must review their personnel file under supervision. No documents may be removed from the personnel file.

WORK DAY SCHEDULE
Administration/Supervisor

Position types and responsibilities differ, the supervisor will determine the starting and ending times upon hire. All overtime must be pre-approved by the supervisor. There will be no compensatory time given to an employee, unless approved by the Business Administrator or Superintendent.

PAID HOLIDAYS
Human Resource Office

The Kutztown Area School Board will set a holiday schedule each school year for 12-month full-time personnel. Holidays which fall on student/teacher snow make-up days, are not to be taken if school is in session. Ten-month employees such as teacher aides and building clerical aides follow the calendar of the students and/or teachers at the discretion of the Superintendent or his/her designee.

SNOW DAYS/INCLEMENT WEATHER

The Superintendent and/or designee will provide a district-wide phone call to all staff with the status of school and when staff should report to work. **Please make sure to listen to the message carefully.**

10-month instructional support staff & 10-month food service staff during delays and closings shall report as determined by the District message.

11-month technology support staff & 12-month office personnel during delays and closings shall report as determined by the District message.

12-Month Maintenance and Head Custodians & 12-Month Second Shift Custodians
School Closed Days - Essential personnel (maintenance & head custodians) and 2nd shift custodians are required to report to work in the event of inclement weather and will be paid straight time for the eight (8) hours worked. If overtime is required, you will be paid time and one half for anything over 40 hours in that week. If essential personnel (maintenance & head custodians) and/or 2nd shift custodians do not report to work when required, you will be charged a vacation day.

School and Offices Closed Days - In the event the school and offices are closed for the entire day, essential personnel (maintenance, head custodians and other essential personnel) must report to work as directed by his/her supervisor or designee. All essential personnel who report to work when the offices are closed for the entire day will be paid their regular 8 hr/day rate, plus time and one half for additional hours worked.

2nd shift custodians shall report to work **only** under the direction of their immediate supervisor, building principal or Business Administrator. If the offices are closed for the entire day, all 2nd shift custodians who report to work will be paid their regular 8/hr/day rate, plus time and one half for additional hours worked.

EXCUSED ABSENCES
Human Resources Office

Sick Leave Days

Sick leave days may only be used when an employee is sick or employee must be absent for personal medical appointments impossible to schedule during non-working hours. All sick days credited are cumulative from year to year with no limit. Sick days will be prorated based on number of months worked within the current year when a new employee begins employment. If an employee leaves the District to work at another Pennsylvania public school district, a portion of the leftover sick days may transfer to the other district, which is determined by the other district and/or PA School Code.

Full time employees working:

- 12-months/year: 12 sick days/year
- 11-months/year: 11 sick days/year
- 10-months/year: 10 sick days/year

Employees working less than 30 hours per week receive no paid excused absences.

At the August 20, 2007 School Board Meeting, the Board of School Directors approved payment for unused sick days to full time support staff employees who retire under the provisions of the Public School Code of Pennsylvania, as follows.

Eleven (11) and twelve (12) month employees will be paid for each accumulated sick day at the rate of \$15 per day, not to exceed 150 days. Ten-month employees will be paid \$10 per day, not to exceed 100 days. Employees must have worked 15 consecutive years at the school district to be eligible. Effective September 1, 2007.

Family Health Days

Classified employees may use a portion of their sick leave for immediate family medical concerns. Immediate family is defined as father, mother, brother, sister, son, daughter, husband, wife, parent-in-law, or any person residing in the same household. Family Health days will be deducted from the employee's total sick days. Therefore, if an employee is out of sick days, family health days may not be used.

- All full-time employees (12, 11, or 10-month): maximum of 3 Family Health days/year. Those days will be deducted from your allocation of sick days given at the beginning of the new school year. Unused Family Health days are not carried over from one year to the next.

Vacation Days

- Full-time 12-month classified employees receive vacation days.
- Vacation days are available for use the year after they are earned.
- All vacation requests must be pre-approved by the Administrator/Supervisor. The approval will be at the discretion of Administrator/Supervisor. Vacation requests may not be approved for specific days/times of the year that may hinder the activities at the building.
- It may be difficult for the District to approve 12-month classified employees to take vacation two weeks prior to the start of school. Please consider that timeframe when requesting vacation days. It is possible that your request for vacation two weeks prior to the start of the school year may be declined.
- Only in emergency situations, as determined by the Superintendent or his/her designee, may days be borrowed before July 1st.
- The yearly vacation allotted per school year must be used through August 7th of the following fiscal year or will be lost. Exceptions may be granted with prior approval from the Superintendent or his/her designee.
- Vacation time will not be accrued during any unpaid leave of absence.

Number of vacation days earned for 12-month employees

- If first day of employment falls between July 1 and December 31:
10 vacation days are available on July 1 of the following fiscal year as the first (1st) year is considered a complete year.
- If first day of employment is after December 31:
Vacation days will be prorated and awarded on July 1 of following fiscal year. Proration is based on number of months worked in first year.
- Service of 1-5 years will be awarded ten (10) days on the following July 1.
- Service of 6 or more years will be awarded 10 days plus one (1) additional day for each year completed up to a maximum of twenty (20) days.

<u>Complete Years Worked</u> <u>as of July 1st</u>	<u>Vacation Days</u> <u>Earned/Year</u> <i>Available the following year</i>
0 – and start date is after Dec 31 st	Proration of 10
0 – and start date prior to Jan 1 st	10
1-5	10
6	11
7	12
8	13
9	14
10	15
11	16
12	17
13	18
14	19
15+	20

An employee's balance of available vacation days is printed on paycheck stubs and available online. Vacation requests shall be submitted to one's Supervisor **10 days** prior to taking the vacation day(s).

Bereavement Leave

Paid days are available for full-time employees as follows:

- Five days of absence (5 consecutive days, including the funeral day) are permitted for the death of: spouse, parent, stepparent, child, stepchild, brother, or sister
- Three days of absence (3 consecutive days, including the funeral day) are permitted for the death of: parent-in-law, grandparent, step-grandparent, grandchild, step-grandchild, son-in-law, daughter-in-law, brother-in-law, sister-in-law, grandparent-in-law, aunt, uncle, or any relative residing in the employee's household
- One day of absence (funeral day only) is permitted for the death of: niece, nephew, or 1st cousin.
- Unforeseen circumstances may require additional approval by the Superintendent or designee.

Jury Duty

An employee of the school district shall be paid his/her regular salary (minus amount already paid by the court) for days missed due to jury duty, after submitting his/her jury duty compensation notification to the business office.

POSTING OF VACANCIES

Human Resources Office

Vacant classified positions may be posted in District buildings, on the District website, Internet, and/or local newspapers. Interested personnel shall notify the Human Resources Office, in writing, of his/her interest in the position.

MAINTENANCE REQUESTS

Maintenance Office

If maintenance is required in your area of responsibility, complete a *Work Order using School Dude*. School Dude is accessible through the District website. Verbal requests for maintenance will not be accepted, except in emergency cases.

ATTENDANCE

Human Resources Office

Reporting absence from work shall be done as soon as possible prior to normal reporting time. The reason for the absence must be specified at that time.

All absences must be reported in the District's online absence management system in addition to the position specific notifications outlined below:

Building secretaries and aides – notify the building principal

Custodians and maintenance – notify the building principal and/or Facilities Coordinator at **least two hours** before your scheduled start time.
Cafeteria workers – notify the Head Cook and/or Food Service Coordinator **at least two hours** before your scheduled start time.

Upon returning to work, complete a KASD Record of Employee Attendance Form (yellow half sheet) to verify the reason for the absence.

No Pay Days

Employees are not permitted to take *No Pay* days for an excused absence unless the day(s) was preapproved by your immediate supervisor and the Superintendent.

Absence or Tardiness

From time to time it may be necessary for you to be absent from work. The District is aware that emergencies and illness may arise. Sick days have been provided for this purpose as outlined in the Benefits Package section of your Handbook.

When you call in to inform the District of an illness, unexpected absence or late arrival, ask for your supervisor directly. For late arrivals, please indicate when you expect to arrive for work. If your supervisor is not available when you call, you may leave the information with another district office/ building office person. Notifying a fellow employee is not sufficient. If you are unable to call in yourself, make sure to have someone call on your behalf. A 'yellow sheet' must be completed upon return from an absence. If it is a scheduled day off, the 'yellow slip' may be completed in advance. You will also need to enter the absence in the online absence management system.

Absence from work for three (3) consecutive workdays without notifying your supervisor will be considered a voluntary resignation.

Excessive Absenteeism or Tardiness

In general, five (5) incidents of absence in a 90-calendar day period, or a consistent pattern of absence, will be considered excessive, and the reasons for the absences will come under question. Tardiness or leaving early is as detrimental to the District as an absence. Three (3) incidents of tardiness in a 90-calendar day period will be considered a "tardiness pattern" and will carry the same weight as an absence. Be aware that excessive absenteeism, tardiness, or leaving early will lead to a reduction of paid time or disciplinary action, including possible termination.

Record of Absence or Lateness

If you are absent because of illness for three (3) or more consecutive workdays, you may be required to submit written documentation from your doctor. You will be responsible for any charges made by your doctor for this documentation.

Per board policy #334,

The Board reserves the right to require of any employee claiming sick leave pay sufficient proof, including a physician's certification, of the employee's illness or disability.

Always notify the office when leaving from and returning to your building during the school day and/or the scheduled workday, for any reason, including lunch breaks.

ABSENCE MANAGEMENT

Human Resources

The District utilizes an online absence management tool for staff to request absences. The online system allows for a substitute to view the absence and fill the absence. Entering a request in the online system does not take the place of reporting the absence to your supervisor and completing an Employee Absence Form.

PAYROLL & TIMESHEETS

Payroll - Business Office

Overtime

All overtime ***must*** be pre-approved by your supervisor. Exempt and non-exempt designation of employees is defined by the Fair Labor Standards Act (FLSA). The FLSA is a federal law that protects employees from unfair pay practices and guarantees non-exempt employees payment of minimum wage and overtime.

Definition of non-exempt employee

Many employees are entitled to overtime pay under the Fair Labor Standards Act if they are defined as non-exempt employees. Employers must pay them one-and-a-half times their regular rate of pay when they work more than 40 hours in a week.

Definition of exempt employee

The Fair Labor Standards Act contains dozens of exemptions under which specific categories of employers and employees are exempted from overtime requirements. The most common exemptions are the white-collar exemptions for administrative, executive, and professional employees, computer professionals, and outside sales employees, no matter how many hours they work.

Payroll Workweek

The payroll workweek begins at 12:01 A.M. each Sunday and ends on Saturday at 12:00 midnight.

Pay Period

Pay periods are every two weeks based on the workweek described above.

Payday

Paychecks are issued via direct deposit every other Friday, in accordance with dates specified by the Business Office, for services performed for the two (2) week period ending the previous Saturday at midnight for timesheet employees. 12-month employees are paid to date of services rendered.

Time Sheets

One time sheet shall be submitted for each two-week pay period as listed on the reverse of the time sheet. All time sheets and forms for payroll supplementals are to be in the Business Office Wednesday morning, one week and two days prior to the pay date.

DO NOT complete your time sheets prior to the days actually worked. This practice is not acceptable.

Only hours physically worked should be marked on the time sheet. If you are sick, write the date and indicate SICK. Do not add in the hours for sick days. Payroll will be notified if sick days are available and will take care of adding the hours to the time sheet.

Sample time sheet and instructions:

Date	In	Lunch	Out	Total Hours	Date	In	Lunch	Out	Total Hours
#1	#2	#3	#4	#5	#6	#7	#8	#9	#10
TOTAL HOURS FOR WEEK ONE				#11	TOTAL HOURS FOR WEEK TWO				#12

TOTAL HOURS #13

- #1 – Dates for week one of 2-week time sheet (use one line per day)
- #2 – Enter the time you began for the day
- #3 – Amount of time spent at lunch (ex. 30 min.) unpaid time
- #4 – Enter the time you left for the day
- #5 – Total Hours to be paid that day (#4 - #2 - #3)
- #6-10- Same as above for dates in week two
- #11 – Total Hours to be paid for week one only
- #12 – Total Hours to be paid for week two only
- #13 – OFFICE USE ONLY

Report times in 15-minute increments, example: 1:00, 1:15, 1:30, 1:45, 2:00

All full-time time sheet employees must note a 30-minute unpaid lunch period.

DO NOT COMPLETE THIS FORM PRIOR TO THE ACTUAL WORKDAY

Payroll Deductions--Mandatory.

- | | |
|------------------------------|-----------------------|
| a. Federal Income Tax | b. Social Security |
| c. State Income Tax | d. Local Income Tax |
| e. Retirement | f. Local Services Tax |
| g. Unemployment Compensation | |

Payroll Deductions—Voluntary

The District will deduct for employees, at their written request, payment to the following organizations approved by the District:

- a. Credit Union – The District agrees to allow for payroll deductions for credit unions. Please complete the direct deposit form and provide to Payroll three (3) weeks in advance.

- b. Tax-Sheltered Savings (403(b)) - You may, after completing the appropriate Salary Reduction Form, have a deduction made from your paycheck for an IRS approved tax-sheltered annuity of your choice. You must agree to keep the District informed, in writing, of any changes in these deductions and that you will not hold the District responsible for failure to make, discontinue, or change a deduction. At least three (3) employees must agree to participate in any given annuity for the District to provide for the deduction.
- c. Section 125 Plan – Flexible Spending Plan; Medical & Dependent Care

Error in Pay

Every effort is made to avoid errors in your paycheck. If you believe an error has been made, contact the Payroll Department. We will take the necessary steps to research the problem and to assure that any necessary correction is made properly and promptly.

CONFERENCE REQUEST FORMS

Building Principals/Supervisors

Conferences that enhance and improve an employee's performance in their existing position may be considered for approval through *Conference Request Forms* available in the Building Office or on the Staff Portal of the District website, www.kasd.org/staff, under Forms. All expenses must be listed and totaled on the form. Submit the completed form to your building principal/supervisor for approval, prior to registration. Conferences having a total cost exceeding \$600 must also be approved by the School Board prior to registration.

EXPENSE REIMBURSEMENT

Accounts Payable - Business Office

Personal expenses (including mileage at the current IRS rate) incurred by an employee in the performance of an assigned or approved duty may be eligible for reimbursement by completing an *Expense Reimbursement Claim Form* and submitting it to the Administrator/Supervisor for approval.

TUITION REIMBURSEMENT

Payroll & Benefits – Business Office

All 100% classified employees interested in furthering their education may be reimbursed up to \$600 per year for courses taken. The courses must be pre-approved by the Superintendent.

In special circumstances, a 12-month classified employee may request to be reimbursed up to \$1600 per year for courses taken. The course(s) must be aligned to the present job function of the employee. The course(s) must be pre-approved by the immediate supervisor and the Superintendent.

Employees must complete an administrative/support personnel tuition reimbursement form and submit it to the Superintendent's office for pre-approval at least two weeks prior to the beginning of the course. A copy of this form will be sent back to you indicating approval or denial. If pre-approval is not given prior to the start of the course, employee is not eligible for reimbursement. After completion of the course, forward a copy of the grade report and a receipt of payment to the Business Office. Only grades "B" and above will be eligible for reimbursement. Staff members are reminded when applying for tuition reimbursement that only the amount specifically designated as "tuition" is reimbursable. The cost of textbooks, supplies, materials, activity fees, etc., required in conjunction with the course is not reimbursable.

Repayment - An Employee not remaining in the District's employ for at least four (4) full semesters following the completion of the course shall repay tuition reimbursement, unless employment is disrupted by reason of death, illness, reduction in force, or other specific exception approved by the Superintendent in the individual case.

NOTE: Expense, tuition and family health credit reimbursements are Board approved at the second meeting of each month. Deadlines for submitting bills for reimbursement shall be two weeks prior to said meeting.

WORKERS' COMPENSATION CLAIMS

Payroll & Benefits and Human Resource Office

The State Workers' Compensation Act also requires that you report any illness or injury caused by the workplace, no matter how slight. If you do not report an injury, you may jeopardize your right to collect workers' compensation benefits.

If you suffer a work-related injury or illness of a serious nature that requires the assistance of an ambulance or emergency squad, they should be contacted immediately. Any injury or illness must be reported to your supervisor and the Payroll Specialist.

An employee accident/illness report form shall be completed and provided to your supervisor for review and signature. The form must be completed regardless of whether or not you seek medical treatment as we are required to keep records of all accidents and illnesses that occur on the job. If you require medical care, you must seek treatment with an approved provider listed on the panel provided from our Workers' Compensation insurance carrier. The panel is posted within your building and shall be provided to you at time of injury.

YOU MUST CONTINUE TO TREAT WITH THAT PROVIDER FOR A PERIOD OF NINETY (90) DAYS FROM THE DATE OF YOUR FIRST VISIT OR YOUR BILLS MAY NOT BE PAID.

Workers' compensation relating to sick days:

- *No employee will receive more than 100% of his or her pay while out on workers' compensation.*

- ❑ *If a doctor advises an employee to be out of work for seven or more consecutive days due to a work related injury, the workers' compensation insurance carrier will issue payment to the employee. In this case, sick days will only be paid to the extent necessary and available in $\frac{1}{4}$ day increments to bring the level of pay up to 100% of normal weekly pay.*
- ❑ *If the absence is six days or less, you will not be paid by workers' compensation and you may use any available sick days until released by a doctor.*
- ❑ *If you are absent due to a workers' compensation injury or illness, regardless of length of absence, a doctor's note is required to return to work.*

EXITING PROCEDURES

Administrator/Supervisor and Human Resources Office

Upon submitting your resignation/retirement letter, the following procedures must be followed.

- Give signed and dated letter of resignation to your Administrator/Supervisor, indicating the last day of work.
- Contact the Human Resources Office to review any remaining vacation days (12-month employees), sick days (if applicable).
- Return keys to your Administrator/Supervisor, if applicable.
- Check status of lunch account with the Food Service Coordinator.
- Complete any paperwork with the Payroll Office.
- Schedule an exit interview with the Human Resources Office.

DISTRICT POLICIES

Human Resources Office

The District policies are available on the District website at www.kasd.org under the [Our People, School Board](#) tab. The Policies and Administrative Guidelines in Section 300 are for all employees. These explanations are not intended to be word-for-word depictions of specific policies but more as guidelines and helpful information explaining most common working situations.

NONDISCRIMINATION IN EMPLOYMENT PRACTICES POLICY

As per Policy 104: Harassment on the basis of race, color, religion, national origin, gender, age, or disability means conduct of a verbal or physical nature that is designed to embarrass, harr, distress, agitate, disturb, or trouble people, including coworkers and students. Harassment may include, but is not limited to:

- Verbal, physical, electronic or written harassment or abuse;
- Repeated remarks of a demeaning nature;
- Implied or explicit threats concerning one's grades, job, etc.
- Demeaning jokes, stories, pictures, symbols, gestures or activities directed at a student or employee.
- Sexual harassment is illegal and will not be tolerated. It includes sexual advances, requests for sexual favors, and/or other verbal or physical conduct of a sexual nature. Sexual harassment may include but is not limited to:
 - Verbal or written harassment or abuse;
 - Pressure for sexual activity;

- Repeated remarks to a person with sexual or demeaning implications;
- Unwelcome touching;
- Suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning one's grades, job, etc.

Persons who engage in harassment or retaliation may be subject to disciplinary action including, but not limited to, reprimand, suspension, termination/expulsion or other sanctions as determined by the administration and/or Board . . . Staff and/or students who feel they have been harassed or who feel they have witnessed incidents of harassment are encouraged to contact their teacher, principal, supervisor, division administrator, or the Superintendent. Employees and students are advised that all reports will be kept as confidential as possible and that retaliation will not be tolerated. (See Policy #548 for the complete explanation of the District's view of Harassment). There will be mandatory Harassment Training each school year for all employees of the District.

TARDINESS POLICY

As per Policy #318: Whether tardiness or absence is excusable shall be determined by the appropriate supervisor in accordance with applicable District rules. Continuing tardiness or absence without excusable cause will be grounds for dismissal after written warning.

DISCIPLINARY PROCEDURES POLICY

As per Policy #317: Disciplinary procedures include where appropriate, verbal warning, written warning, suspension without pay and/or dismissal. Use of Employee Warning Notice is recommended. In the event it is necessary to demote or dismiss, a hearing will be provided if requested by employee.

NO SMOKING POLICY

As per Policy #323: In order to protect students and staff from an environment that may be harmful, and because the Board cannot, even by indirection, condone the use of tobacco because of its possible harm to personal well-being, **the Board prohibits smoking/tobacco usage** (including cigars, cigarettes, pipes, and smokeless tobacco) **in school buildings, on school property and in school owned/leased vehicles by all District employees as well as students and visitors.** Violators of this policy will get a warning on 1st offense and be cited by District Justice for 2nd and further offenses, as well as District imposed discipline, which may include termination.

WEAPONS AND DANGEROUS INSTRUMENTS POLICY

As per Policy #345: "Weapons" include but are not limited to any knife, cutting instrument, cutting tool, firearm, shotgun, rifle, and any other tool or implement capable of inflicting bodily harm ...Employees of the District may not possess firearms, shotguns, or rifles on school premises, or in school vehicles, unless for a purpose authorized by the Superintendent. Other items considered weapons may be possessed on school premises, or in school vehicles, only for lawful purposes.

COMPUTER HARDWARE/SOFTWARE POLICY

Brief overview of Policy #815: The Board supports use of computer hardware, software, Internet and other computer networks in the district's instructional and operational programs in order to facilitate learning, teaching, and daily operations through interpersonal communications and access to information, research and collaboration for employees, students and guests.

For instructional purposes, the use of computer hardware, software and network facilities shall be consistent with the district's mission, curriculum adopted by the district, as well as the varied instructional needs, learning styles, abilities, and developmental levels of students. . .

The *Kutztown Area School District* will rigorously uphold laws pertaining to the use of technological equipment and the information contained in them or generated by its use. Anyone found to be violating such laws will be subject to further disciplinary action and may be reported to appropriate authorities.

EMPLOYEE USE OF SOCIAL NETWORKS

As per Policy #815.1: Employees are discouraged from following or "friending" students on personal social networking sites. If an employee finds it necessary to communicate with students using personal or district sites, s/he must maintain professional interaction at all times in accordance with the PA State Code of Conduct. . . . Employees shall avoid private 1:1 communication with students via social media or through chat forums. Private 1:1 communication with a student shall be limited to electronic resources provided by the District such as email or classroom management applications.

NOTE: The information contained in this handbook is subject to change and not considered a contract.

Kutztown Area School District does not discriminate in our educational programs, activities or employment practices based on race, color, national origin, sex, disability, age, religion, ancestry or any other legally protected classification. This policy is in accordance with state and federal laws, including Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973 the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990 and the Pennsylvania Human Relations Act. Information relative to special accommodation, grievance procedure, and the designated responsible official for compliance with Title VI, Title IX and Section 504 may be obtained by contacting the school district. EOE.