

# **SECTION 1**

**DONIPHAN COUNTY EDUCATION COOPERATIVE 616  
GENERAL WORKING PROCEDURES  
PROFESSIONAL EMPLOYEES**

**TIME SCHEDULES**

To facilitate the supervision of students and the instructional program of the cooperative, professional employees must be at their places of assignment, preceding, during and following classes each school day. All teachers are required to follow the arrival and departure times of the building to which they are assigned. Itinerant employees may select different arrival and departure times by mutual agreement with the Director of the Cooperative. Cooperative staff members are expected to arrange their schedule to provide a maximum level of service to teachers and students during the workday. The DCEC office is open 8:00 A.M. till 4:00 P.M., Monday through Friday, except on National Holidays.

**STAFF MEETINGS**

Meetings will be scheduled by the administration to be as convenient as possible for all staff with at least one day notice given, whenever possible, of the meeting date and time. It is the responsibility of the staff to attend.

**PARTICIPATION IN COMMUNITY ACTIVITIES**

Staff members are encouraged to participate in community activities and organizations, as long as these activities do not infringe upon Cooperative time. Prior permission must be obtained from the Director for participation in any community activity that takes place during school time.

**NON-SCHOOL EMPLOYMENT**

The Board reserves the right of exclusive access to the professional services of certified employees in accordance with the terms of their contract. Certified employees shall not be permitted to engage in outside employment which impairs the effectiveness of their instructional service. We are aware that some of you contract with the districts in which you work to perform coaching duties. We encourage this sort of participation with general education. However, sometimes these coaching duties cut into the school day and DCEC administration needs to be assured that this does not affect the quality of programming for exceptional children. Each year you will need to let the DCEC administration know your coaching duties, the frequency of your activities during the school day, and your plan for serving our special education students in your absence.

## **CONSULTING**

Certified employees may be excused from regular duty by the Board to perform technical or instructional services as consultants to other districts, government agencies or private industry. Requests for approval to serve as a consultant shall be submitted in writing to the Director who shall forward the request together with a recommendation to the DCEC Board for consideration.

## **NEW STAFF MEMBERS**

New professional employees shall provide to the Cooperative, prior to employment, a valid original Kansas certificate or proof that they have both completed a degree and/or certification program for their area of assignment, and that they have applied for a Kansas teaching certificate. Continuing Cooperative Professionals shall provide to the Cooperative a valid, original employer's copy of their Kansas teaching certificate by the expiration date of the previous certificate or in case of provisional endorsement, before the provisional endorsement expires. Failure to provide to the Cooperative, upon request of the Director, proof of application for a renewal certificate being submitted to the State at least thirty days prior to the expiration, shall result in immediate disciplinary action.

## **LEAVE FOR PROFESSIONAL EMPLOYEES**

All full-time certified professional employees shall be eligible to receive the following leave benefits with pay. Leave benefits applying to the day immediately preceding or following a scheduled holiday may require a written doctor's excuse.

### **Sick Leave**

Ten (10) days per school year annual sick leave shall be granted to each professional employee for personal illness or injury to the employee or for the employee's family (spouse or child). Sick leave may also be taken for hospitalization of employee's parent's and parents-in-law. Each professional employee must notify both the building principal and the DCEC office for each day they are absent. An absence form must be completed by all employees, who miss part of or all of the duty day, for any reason.

### **Bereavement Leave**

Bereavement leave, not to exceed 10 days per year, may be granted to a teacher and shall be charged against the teacher's current and accumulated sick leave. Bereavement leave may be used only in case of immediate family, or close relative or close friend. More than ten (10) days can be allowed at the discretion of the Director.

### Professional Leave

Each teacher shall be entitled to three (3) professional leave days during each school term for the purpose of attending professional conventions, institutes and meetings. Ten (10) day notice and permission of the administrator shall be required for professional leave. If an employee uses three (3) or less sick days in one contract year, the following contract year that employee shall be able to use one (1) professional leave day as an additional personal leave day. Requests shall be made by submitting an application form (available from the clerk) to attend a professional conference and require approval from the Director and appropriate building principal. One should not assume that approval has been granted until authorization has been given in writing.

### Personal Leave

Each teacher shall be entitled to three (3) personal leave days during each school term. This personal leave shall not be charged against teacher's current and accumulated sick leave. A Personal Leave Data Record form must be submitted to the DCEC office prior to taking a personal leave day. Notification of intent to take personal leave shall be made three days in advance, when possible. In case of an emergency (less than 3 days), a written notice is required and should be made to the building principal and DCEC administration.

## **CONFERENCE REQUESTS AND REIMBURSEMENT**

The Doniphan County Education Cooperative #616 will pay the full cost of conference registration fees and motel/hotel expenses for prior approved conferences. No repayment of any cost or expense shall be made by the cooperative without approval. Approval for conferences shall be at the Director's discretion. Receipts must be retained and submitted to the accounts payable clerk for reimbursement. In addition, billings by hotels, travel agencies, associations, airlines, etc., for expenses incurred are within the per-diem limit established. So that reimbursement may be expedited and the accounting of conference expenses kept current, the conferee should submit a request for reimbursement within 5 working days after returning from the conference by submitting a Conference Request Form with receipts attached to the cooperative office. The claim for reimbursement will be used to maintain accurate records of the cooperatives total cost for conference attendance.

## **STUDENT TEACHERS**

The Board and administration of DCEC #616 have stated a willingness to cooperate with area colleges and universities in providing practical experience for prospective teachers in teacher training programs. A supervising teacher has a professional responsibility to assist in whatever manner he or she can to ensure that a student teacher has every opportunity to be as well prepared as possible, professionally and academically, to enter the teaching profession. Any compensation received for taking student teachers will be given to the supervising teacher. The Cooperative administration should be notified in writing so the student teacher request can be approved prior to the student teacher being assigned.

## **PERSONNEL RECORDS**

Personnel files required by the Cooperative shall be confidential and in the custody of the Director or Board clerk. Employees have the right to inspect their files upon proper notice under the supervision of an administrator. A request by a third party for release of any personnel record shall be made in writing and submitted to the clerk who shall administer the request as required by law. All records and files maintained by the Cooperative should be screened annually by the clerk and obsolete materials shall be discarded. As appropriate, all personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

## **EMERGENCY AND LEGAL**

To the extent possible, employees should give advance notice in requesting emergency leaves. Whenever an employee takes an emergency leave without prior consent, the employee shall notify the principal or immediate supervisor at the earliest possible time. When the employee is unable to give such notice, arrangements should be made for some other person to notify the employee's principal or immediate supervisor of the emergency leave.

## **JURY DUTY**

Teachers subpoenaed or summoned to serve as witnesses or jurors in any court proceeding shall receive full pay for time absent while actually in court (being the same number of days for which the teacher is paid by the court for serving as a witness or a juror), less any remuneration received by the teacher in the form of a witness or juror's fee.

## **PARA SUPERVISION**

Para educators shall follow all applicable Cooperative policies, rules and regulations and shall be under the general supervision of the Cooperative administration.

The teacher is the first-line supervisor for the para educator. The first-line supervisor has the following responsibilities:

1. Planning activities for completion by the para educator.
2. Providing necessary training of specific techniques for the para educators.
3. Arranging schedule to meet student needs.
4. Arranging schedule to allow for duty free lunch.
5. All para educators shall be evaluated twice per school year, by November 15<sup>th</sup> and February 15<sup>th</sup>. Classified employees shall be evaluated on their personal qualities, their commitment to duty and specific work-related skills which are directly related to their job description. A copy of the completed evaluation will be given to each employee and the evaluator sign it. And a copy must be submitted to the DCEC office for the employee's personnel file.

## Para Educators

1. All para Educators must read the para educator handbook located on the website.  
[www.ksdcec.org](http://www.ksdcec.org)
2. Para educators shall follow all applicable policies, rules, and regulations established by the Doniphan County Education Cooperative #616.
3. It is the policy of the DCEC board and administration to not have a single para educator work exclusively with a single student.
4. It is the policy of the DCEC board and administration that para educators not attend IEP meeting.

## **RELIGIOUS**

Requests for religious leave without pay must be made to the Director at least five school days prior to the first day of such requested leave. Such leave may be granted by the Director, but such leave shall not exceed two school days per employee per school year. Such requests for religious leave shall be in writing and shall fully explain the time and date of such leave and the reasons therefore.

## **WORKER'S COMPENSATION**

All employees of the Doniphan County Education Cooperative are covered by Worker's Compensation at the expense of the Board of Directors. Most injuries sustained while an employee is on active duty are covered by Worker's Compensation. It is important that any injury sustained while on duty be reported immediately to the local administrator where the accident occurred and within the first twenty-four (24) hours to the Clerk of the Board. The clerk will make the appointment at one of the two designated clinics.

## **KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM**

All Cooperative employees working 17.5 hours or more per week during the year meet the KPERs minimum requirement must participate in the Kansas Public Employees Retirement System.

## **SOCIAL SECURITY**

Employee share of Social Security tax will be deducted at the currently applicable rate.

## **FIELD TRIPS**

Educational trips, field trip visitations, and excursions can and do in many cases add a great deal to the child's educational experience. The objectives of such trips should be clearly defined and properly geared to the interest, ability, and level of maturity reached by those pupils involved. All field trips shall be pre-approved by the building principal and Director, as per the use of the DCEC Field Trip Request Form.

## **ASSIGNMENT AND TRANSFER**

The Board retains the right to assign, reassign and transfer all personnel at any time.

## **SUPERVISION**

The responsibility for the immediate supervision of faculty members rests with each building administrator. The Director and other office staff designated by the Director also have a responsibility to supervise faculty members at regular intervals during the school year.

## **HARRASSMENT**

The Board is committed to providing a positive and productive working and learning environment free from discrimination on the basis of sex, including sexual harassment. Sexual harassment will not be tolerated in the cooperative. Sexual harassment of employees or students of the cooperative by board members, administrators, certified and support personnel, students, vendors, and any others having business or other contact with the cooperative is strictly prohibited.

Sexual harassment is unlawful discrimination on the basis of sex under Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, and the Kansas Acts Against Discrimination. All forms of sexual harassment are prohibited at school, on school property, and at all school-sponsored activities, programs or events. Sexual harassment against individuals associated with the school is prohibited, whether or not the harassment occurs on school grounds.

It shall be a violation of this policy for any student, employee or third party (visitor, vendor, etc.) to sexually harass any student, employee, or other individual associated with the school. It shall further be a violation for any employee to discourage a student or another employee from filing a complaint, or this policy. Violation of this policy by an employee shall result in disciplinary action, up to and including termination.

Sexual harassment shall include, but not be limited to, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may result from verbal or physical conduct or written or graphic material. Sexual harassment may include, but is not limited to: verbal harassment or abuse; pressure for sexual activity; repeated remarks to a person, with sexual or demeaning implication; unwelcome touching; or suggesting or demanding sexual involvement accompanied by implied or explicit threats concerning an employee's job status.

The cooperative encourages all victims of sexual harassment and persons with knowledge of such harassment to report the harassment immediately. Complaints of sexual harassment will be promptly investigated and resolved.

Employees who believe they have been subjected to sexual harassment should discuss the problem with their immediate supervisor. If an employee's immediate supervisor is the alleged harasser, the employee should discuss the problem with the building principal or the cooperative compliance coordinator. Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the cooperative's discrimination complaint procedure. (See KN)



Complaints received will be investigated to determine whether, under the totality of the circumstances, the alleged behavior constitutes sexual harassment under the definition outlined above. Unacceptable conduct may or may not constitute sexual harassment, depending of the nature of the conduct and its severity, persuasiveness and persistence. Behaviors which are unacceptable but do not constitute harassment may also result in employee discipline.

Any employee who witnesses an act of sexual harassment or receives a complaint of harassment from another employee or a student shall report the complaint to the building principal. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may face disciplinary action. School administrators who fail to investigate and take appropriate corrective action in response to complaints of sexual harassment may also face disciplinary action. Initiation of a complaint of sexual harassment in good faith will not adversely affect the job security or status of an employee, nor will it affect his or her compensation. Any act of retaliation against any person who has filed a complaint or testified, assisted, or participated in an investigation of sexual harassment complaint is prohibited. Any person who retaliates is subject to immediate disciplinary action, up to and including termination of employment. To the extent possible, confidentiality will be maintained throughout the investigation of a complaint. The desire for confidentiality must be balanced with the cooperative's obligation to conduct a thorough investigation, to take appropriate corrective action or to provide due process to the accused. False or malicious complaints of sexual harassment may result in corrective disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each cooperative facility. The policy shall also be published in student, parent and employee handbooks as directed by the cooperative compliance coordinator. Notification of the policy shall be included in the newsletter or published in the local newspaper annually.

### **DRIVER'S LICENSE**

Cooperative employees shall not (a) operate a Cooperative vehicle at any time, or (b) operate any other vehicle during the workday in the course of Cooperative business (for example, transporting students or other staff) unless the employee is in possession of a valid unrestricted driver's license with an appropriate endorsement for the vehicle.

Cooperative employees who may be expected to operate Cooperative vehicles or use any vehicle during the workday in the course of Cooperative business (for example, transporting students or other staff), shall promptly, and no later than the next business day, notify their immediate supervisor and Cooperative administration if (a) the employee is arrested or cited for any traffic or driving violation, or (b) any action is threatened to be taken, restrict, suspend or revoke the employee's driver's license. The notice shall include, at a minimum, the name and job title of the employee, the date, location and nature of the violation and whether the employee's license has been restricted, suspended or revoked, and such other information as may reasonably be requested, with due consideration to the rights of the employee.

Upon receipt of the information described above, whether from the employee or any other source, Cooperative administration shall determine the circumstances surrounding the incident and then take such action as may be appropriate, including restricting the employee from certain work activities, suspending the employee, with or without pay pending disposition of the charge, and/or recommending termination of employment.

Any Cooperative employee who violates this board policy shall be subject to discipline up to and including termination of employment.

Cooperative employees will comply with all State rules and regulations regarding transportation of students.

### **REPORTING CRIMINAL ARREST/CONVICTIONS**

Cooperative employees shall promptly, and no later than the next business day, notify their immediate supervisor and cooperative administration if the employee is arrested for or convicted of any misdemeanor or felony. The notice shall include, at a minimum, the name and job title of the employee, the date, location and nature of the arrest or conviction, and such other information as may reasonably be requested, with due consideration to the rights of the employee.

Upon receipt of the information described in part 1 above, whether from the employee or any other source, Cooperative administration shall determine the circumstances surrounding the arrest or conviction and then take such action as may be appropriate, including restricting the employee from certain work activities, suspending the employee, with or without pay pending disposition of the charge, and/or recommending termination of employment.

Any Cooperative employee who violates this board policy shall be subject to discipline up to and including termination of employment.

### **PAYCHECKS**

DCEC requires all employees to be set-up for direct deposit. Paychecks are deposited on the 15th of each month. If the 15<sup>th</sup> falls on a Saturday or Sunday, paychecks are issued the Friday before the 15<sup>th</sup>.

### **ITINERANT TRAVEL**

All Itinerant positions are required to clock in and out of the building they are assigned to daily. Itinerant positions must clock out and report to the DCEC office if they are leaving during the work day.

Itinerant Staff must submit a monthly schedule to the DCEC office. Clock-in and clock-out of each building is required. The location of DCEC's time clock can be found at each site that special education services are provided.

Please make every effort to inform the secretary/receptionist that you are in the building. Some of the schools are now issuing name badges to all staff and visitors to insure a safe protected environment. Itinerants will need to observe the rules and regulations of all the school districts in which they work.

In-county mileage is reimbursed for travel between work stations. Authorized travel is by the most direct route between assignments. Personal business conducted during the duty day is to be turned in as personal leave.

	Elwood	Wathena	Troy	Highland	Midway	Bendena
Elwood		6	15	27	26	23
Wathena	6		9	21	20	17
Troy	15	9		12	11	8
Highland	27	21	12		9	12
Midway	26	20	11	9		3
Bendena	23	17	8	12	3	

Mileage reports are turned in to the Clerk by the 3<sup>rd</sup> day of each month. Additional mileage report forms may be picked up at the DCEC office or found on the DCEC website.

### **TIME CLOCKS**

DCEC certified employees will follow the time clock procedures of the building to which they are assigned.

### **EXPENSES**

Pre-approved expenses must be approved by the DCEC director or designee. Pre-approved out-of-pocket expenses are reimbursed for the exact amount and must be turned into the DCEC office by the 3<sup>rd</sup> of each month.

### **MAIL**

DCEC maintains mailboxes at the office. Please be sure to check your mailbox whenever you are in the office. If the need arises, mail will be sent to you at the school site in which you work by way of DCEC personnel.

### **COMPUTERS**

#### **Use of District Computer/Privacy Rights**

Computer systems are for educational and professional use only. All information created by staff shall be considered district property and shall be subject to unannounced monitoring by the district administrators. The district retains the right to discipline any student, up to and including expulsion and any employee, up to and including termination, for violations of this policy.

#### **Copyright (See ECH)**

Software acquired by staff using either district or personal funds, and installed on district computers, must comply with copyright laws. Proof of purchase (copy or original) must be files in the district office.

#### **Installation**

No software, including freeware or shareware, may be installed on any district computer until cleared by the network administrator. The administrator will verify the compatibility of the software with existing software and hardware, and prescribe installation and de-installation procedures. Program files must have the Superintendent's approval to be installed on any district server or computer. Students shall not install software on district computers or computer systems.

#### **Hardware**

Staff shall not install unapproved hardware on district computers, or make changes to software settings that support district hardware.

### Audits

The administration may conduct periodic audits of software installed on district equipment to verify legitimate use.

### Privacy Rights

Employees and/or students shall have no expectation of privacy when using district email or other official communication systems. Any e-mail or computer application or information in district computers or computer systems is subject to monitoring by the administration.

### Ownership of Employee Computer Materials

Computer materials or devices created as part of any assigned district responsibility or classroom activity undertaken on cooperative time shall be the property of the Board.

## **REQUISITIONS**

To request instructional materials and/or equipment, professional staff must file a Purchase Requisition Form in the DCEC office with the Clerk of the Board. All requisitions are subject to approval by the Director.

## **SCHOOL CANCELLATION**

Staff that is assigned to specific districts will go according to that district's schedule. If the USD cancels school, the staff will not need to attend. Itinerant staff will need to follow their schedule, i.e., if the district they are to serve for that day is cancelled due to weather, they will not need to report. However, if they are scheduled for a district that is in session, they should use their own discretion regarding travel safety. If the decision is to not report for duty they must notify that school district they will not be working. Also, notify the DCEC office to report said absence.

The following TV and radio stations carry announcements regarding closings due to severe or threatening weather:

KNZA 104, FM  
KQTV News Channel

KARE 1470, AM  
KKJO 1550, AM

KFEQ 680, AM

## **DRESS CODE**

Dress appropriately and professionally at all times according to the policy of the building to which you are assigned.

## **PERSONNEL FILES**

Personnel files required by the Cooperative shall be confidential and in the custody of the records custodian and/or the superintendent. Employees have the right to inspect their files upon notice under the supervision of an appropriate supervisor. All records and files maintained by the Cooperative should be screened periodically by the custodian of records.

All personnel files and evaluation documents, including those stored by electronic means, shall be adequately secured.

#### Requests for References

Unless otherwise allowed by law, a request by a third party for release of any personnel record shall require the written consent of the employee and shall be submitted to the records custodian who shall respond to the request as the law allows. Upon receipt of written request Cooperative officials may provide information regarding past and present employees to prospective employers in compliance with current law.

Information that may be provided will include:

- Employment date (s);
- Job description and duties while in the Cooperative's employ;
- Last salary or wage;
- Whether the employee was voluntarily or involuntarily released from service and the reasons for the separation;
- Written employee evaluations which were conducted prior to the employee's separation from the employer and to which an employee shall be given a copy upon request.

#### Immunity Provided

Unless otherwise provided by law, an employer who responds in writing to a written request concerning a current or former employee from a prospective employer of the employee shall be absolutely immune from civil liability for disclosure of the information noted above to which an employee may have access.

#### **END OF SEMESTER CHECK-OUT**

All Certified staff and Itinerant staff are required to check-out at the DCEC office during the allotted time frame, as scheduled by the MIS Clerk. A checklist will be provided to certified personnel prior to December 1 and staff will be required to schedule their meeting time by December 1<sup>st</sup>.

#### **END OF THE YEAR CHECK-OUT**

All Certified and Itinerant staff contracted with the Doniphan County Education Cooperative #616 are required to check-out at the DCEC office during the scheduled time frame stated on the End of the Year Check-Out form. The beginning date of the check-out process may vary with each school calendar, but check-out begins after the last day for students. This time period usually falls the week before Memorial Day Monday. To allow time to prepare for the Extended School Year, DCEC's end date for check-out is the Friday that follows Memorial Day Monday. End of the year check-out must be completed by the end date designated on the check-out form. You must make the Director aware of any changes in this check-out timeline you cannot meet. Being excused of noncompliance is subject to the Director's prior approval.