

Non-KSDE Licensed Staff HANDBOOK

2022-2023

Ark Valley Special

Education Cooperative

ARTICLE I. DEFINITIONS

ARTICLE II. INITIAL EMPLOYMENT

ARTICLE III. GENERAL PROVISIONS

ARTICLE IV. WORK SCHEDULE

ARTICLE V. EVALUATION

ARTICLE VI. LEAVES

ARTICLE VII. FRINGE BENEFITS

ARTICLE VIII. COMPENSATION

REPRODUCTION OF THE HANDBOOK: The Non-KSDE Licensed Staff

Handbook can be located on the USD 262 website.

ARTICLE I. DEFINITIONS

1. **ADMINISTRATION:** All persons employed by the Board in positions requiring an administrative license by regulation of the Kansas State Department of Education as stated in the current Licensure Handbook.
2. **BOARD:** The Board of Education of Unified School District No. 262, Sedgwick County, Kansas.
3. **DAYS:** Except when otherwise indicated, days shall mean calendar days.
4. **DISTRICT:** Unified School District No. 262 (USD 262), No. 369 (USD 369), and/or No. 439 (USD 439). When needed, the specific district will be indicated.
5. **SUPERINTENDENT:** Superintendent of Schools of USD 262, USD 369, and/or USD 439. When needed, the specific district will be indicated. Note: Anytime the superintendent is mentioned in this handbook, it is assumed that his/her designee is implied.
6. **ARK VALLEY SPECIAL EDUCATION COOPERATIVE:** The Special Education Cooperative serves the member districts USD 262, USD 369, and USD 439.
7. **BEHAVIOR SPECIALIST:** Certification as a Board-Certified Behavior Analyst (BCBA or BCBA-D) from the Behavior Analyst Certification Board (BACB) OR licensed as a Behavior Analyst (BA) or Psychologist (LP) by the Behavior Sciences Regulatory Board (BSRB) and are employed by the USD 262 Board of Education as a Behavior Specialist.
8. **OCCUPATIONAL THERAPIST:** Current license from the Kansas Board of Healing Arts and is employed by the USD 262 Board of Education as an Occupational Therapist.
9. **PHYSICAL THERAPIST:** Current license from the Kansas Board of Healing

Arts and is employed by the USD 262 Board of Education as an Orientation/Mobility Specialist.

10. SOCIAL WORKER: Licensed Masters Level professionals working with children and families. Current and valid license (or temporary license) issued by the Behavioral Sciences Regulatory Board (LMSW/LSCSW) and employed by the USD 262 Board of Education as a Social Worker.
11. SPEECH LANGUAGE PATHOLOGIST: Current and valid license from KDHE Health Occupations Credentialing and are employed by the USD 262 Board of Education as a Speech Language Pathologist.
12. EMPLOYEE: Employee shall collectively mean Behavior Specialist, Occupational Therapist, Physical Therapist, Social Worker, and Speech Language Pathologist.

ARTICLE II. INITIAL EMPLOYMENT

1. Initial employment for Employees shall be for the term of the school year and at a salary determined by the USD 262 Board of Education.
2. As a new employee, the date of employment determines when the first paycheck will be received.
 - a. If work begins between the 1st day of a month and the 15th day of the month, the first paycheck will be on the 25th day of the same month.
 - b. If work begins between the 16th day of the month and the last day of the month, the first paycheck will be on the 10th day of the following month.
3. USD 262 provides a fringe benefit program for employees who work four or more hours per day (20 hours per week or more) that currently allows the purchase of pre-taxed (as permitted by the applicable Internal Revenue Code), approved fringe benefits. USD 262 provides a tiered system of contributions for health insurance premiums beginning the first day of the month following the date of hire. The benefits department at the

USD 262 District Office can be contacted to explain this fringe benefit program and help process the necessary forms. There is no requirement for participation in the benefits program. The purchase of fringe benefits will be the sole responsibility of the employee. Each employee must sign the election form yearly even if the employee does not elect to participate in the program.

4. Resignations and retirements will be accepted with the following conditions:

Tier 1: On or before January 2; pay the employee \$2000
Tier 2: January 3 through February 29; pay the employee \$1000
Tier 3: March 1 through June 2; no payment / no penalty
Tier 4: After June 2, a penalty of \$2000 will be assessed.

These provisions may be waived by the Board of Education.

RELEASING AN EMPLOYEE FROM CONTRACT FOR THE CURRENT YEAR

If an employee resigns or leaves the district between August 1 and the final contract day of the current school year, the employee will be penalized \$5000.

This provision may be waived by the Board of Education.

- 5.

ARTICLE III. GENERAL PROVISIONS

1. If any provision of this Handbook or any application of this Handbook to any Employee is held to be contrary to law, then such provision or application shall be deemed invalid, except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.
2. **INDIVIDUAL EMPLOYEE CONTRACT: Speech and Language Pathologists, Behavior Specialists, Occupational Therapists, Physical Therapists, and Social Workers** are employed on a one-year contract. At the end of each school year, the District will notify the employee of its intent to rehire for the following year. After a minimum of four completed years with USD 262 (and/or Interlocal #618) no non-KSDE licensed

employee will be nonrenewed without the employee being provided documentation that outlines the concern(s), provides step(s) to address the concern(s), and establishes a time frame for completion.

ARTICLE IV. WORK SCHEDULE

1. WORK DAY:

- a. The regular workday for Employees shall be eight (8) hours. Administration at each building shall determine the start and end time of the workday subject to Board approval.
- b. If conditions of severe weather, construction, or any other event to be determined by the District necessitate the regular school workday to be extended to make up school hours, then each workday shall begin ten (10) minutes before the regular start time and end ten (10) minutes after the regular end time, or as otherwise determined by the Administration at each building. Additional school workdays may be scheduled as make-up days at the discretion of the Superintendent.
- c. Employees will be required to attend Parent-Teacher Conferences and School Open Houses, which may be scheduled outside the regular workday.
- d. All employees' attendance shall not be required whenever student attendance is not required due to inclement weather. Days may be made up at the discretion of the superintendent. At which point the district may not meet the state threshold for minimum required hours of student attendance, the superintendent may convert a cancelled student contact day to a teacher professional development day or a student remote learning day.

2. LUNCH:

All Employees shall have a duty-free lunch for a period of not less than thirty (30) minutes each day, notwithstanding emergency situations.

3. CALENDAR – WORK DAYS:

a. Employee Work Days:

- Employee's will have no more than 187 days; one day (eight hours) will be a pre-service professional development day in lieu of one (1) flex PD day.
- Should an AVSEC district have more than 187 contract days, their AVSEC Employee's will be paid their per diem rate for any additional days.
- Should an AVSEC district have less than 187 contract days, the AVSEC administration will provide that district's AVSEC teachers with responsibilities to fulfill the contracted time. Those responsibilities will be highly structured, and will include dates, time frames, and locations. The responsibilities could include: SPED specific training; professional development opportunities; AVSEC cross-district meetings; and other SPED-related items.

b. New Employee Calendar Days: Employee's new to AVSEC shall report three days earlier than returning employee's. They will not be compensated for the extra days, but they can use this for flex PD hours.

c. School Calendar:

- The school calendar for each school year shall be made available to each Employee. AVSEC employee's will follow their home district's calendar, plus any adjustments necessary in order to adhere to the number of contracted days of this Handbook.
- Employee's shall have one workday on the last contracted day of each semester. Employee's will follow their home district's calendar.

d. Employee Calendar: A calendar that designates specific workdays for employees will be made available.

e. Flex Work Day:

- Employees are permitted to flex the work day at the end of the first and second semesters. The one-half day flex time can be achieved by documenting up to eight hours of work within the school building (minimum 30-minute blocks) during non-contracted time. Each building principal will be responsible for establishing the documentation process. The window for documenting the first semester flex time is from after Labor Day Thanksgiving Break and prior to the last student day of the first semester. The window for documenting the second semester flex time is from after the first semester workday through the Friday prior to the last week of the school year. Remaining hours, not documented, will be worked on the last workday of the first semester and/or second semester as designated on the calendar.
- Additionally, in order for an employee to not be present in the building on the last workday of each semester, all progress reports must be finalized, submitted, and verified by the end of the regular contracted day/time on the day prior to the employee workday.
- Employee's will follow their home district's calendar and practices regarding employee work days.

f. Flex Professional Development Day: Employee's will have one (1) pre-service professional development day in lieu of one (1) flex PD day.

4. TRANSFERS:

- a. The superintendent shall make classified personnel assignments after consideration of the personnel and positions involved.
- b. Any Employee may be transferred at any time to a new location or position at the discretion of the Superintendent. The Board shall be

notified of the transfer at its next regular meeting.

ARTICLE V. EVALUATION

1. EVALUATION:

An evaluation of the Employee will be completed by a supervisor at least annually. Annual evaluations shall be completed, signed by the supervisor and Employee, and filed with the USD 262 and AVSEC HR departments by May 15 of each calendar year. Upon completion, the report is to be signed by the evaluator and the Employee. A copy of the signed evaluation will be given to the Employee.

When it appears to an Employee's immediate supervisor that the Employee's work performance is not meeting minimum requirements, the supervisor may place the Employee on a Plan of Improvement or recommend termination of employment. The terms of the Plan of Improvement shall be at the sole discretion of the Employee's supervisor, but will include the Employee's input.

ARTICLE VI. LEAVES

A. TEMPORARY PAID LEAVES:

1. SICK LEAVE:

a. Illness, Injury of self or others or Deaths of others:

- i. Employees shall receive fifteen (15) normal working days of sick leave for each full contract year. They may accumulate up to sixty (60) days of sick leave to be carried forward from one contract year to another. Employees shall file a Request for Leave which must be approved by administration. They may use up to sixty(60) days of accrued sick leave during a given school year. No more than the maximum accrual may be carried forward from one year to the next. Employees may use up to three sick leave for illness days when

normal family care providers are not available due to emergency situations.

- ii. Employees may use sick leave for illness of self or others, injury of self or others, or medical and dental appointments for self or others, or death of others
 - iii. Medical disability associated with pregnancy shall be treated as any other form of medical disability including but not limited to miscarriage, abortion, childbirth or recovery there from.
 - iv. When absent from duty for more than five (5) consecutive school days, the Employee shall furnish verification of leave (including an estimate of length of the absence) by a licensed physician before sick pay may be approved. A doctor's release shall be required in such cases before the Employee is allowed to return to duty. Sick pay will not be allowed for days of absence not covered by the verification or for days missed from duty after being released by the doctor.
 - v. At the end of the contract year, the Employee will be paid for unused sick leave in excess of sixty (60) days at one-half (1/2) of the daily substitute pay. This payment will be a separate payment made with the October 25th pay warrant of the next school year of re-employment.
 - vi. The Family and Medical Leave Act (FMLA) is available to Employees should they meet the qualifications.
2. Job Related Illness or Injury: Employees whose absence is due to injury or illness incurred in the course of employment and covered by Workers' Compensation will be entitled to use the district's sick leave provisions as set forth in this Handbook. However, the Employee will be allowed to use sick leave only in fractional amounts to supplement the Workers' Compensation benefits not to exceed 100% of their regular salary.
3. Sick Leave Bank:

- a. The sick leave bank ("Bank") is defined as a depository of accumulated sick leave that is contributed by the Employee and USD 262 Board of Education for providing the Employee security during long term, unforeseen illness, or injury due to accident.
- b. Each new Employee will contribute one (1) day of sick leave to the Bank during the first year of employment. If the Bank contains fewer than 360 days at the beginning of a school year, the USD 262 Board of Education will restore the Bank to 360.
- c. The accumulated days in the Bank on June 30th of each year shall remain. Additional days contributed by new Employees shall be credited to the Bank each year. No further replenishment of the Bank shall take place during a school year.
- d. Employees must first use accumulated sick leave days, then vested extended leave days (if applicable), before the Bank will be available to them.
- e. Screening Board Membership: The Sick Leave Screening Board shall review all applications for benefits from the sick leave bank. The membership of the Board shall consist of the Superintendent or his/her designee, Teacher's Principal, a Board of Education Member, and six teachers (one from each building).
- f. Application Procedures:
 - i. Any Employee who has exhausted all other vested district sick leave days may make a written application for use of the Bank benefits to the Screening Board. A written statement from the physician which outlines the Employee's health status and inability to perform normal job duties must accompany the application for use of the Bank.
 - ii. The disposition of the request for Bank benefits shall rest with the Sick Leave Screening Board. A written summary of the decision of the Sick Leave Screening Board shall be furnished to the Employee

within three (3) calendar days after a decision has been made.

- iii. If benefits in excess of fifteen (15) days are utilized from the Bank the Employee must submit an additional doctor's statement. The Screening Committee may request the Employee submit to a physical examination by a physician chosen by the Screening Board. The cost of said physical examination shall be borne by the school district.

The number of days of benefits from the Bank are available to each Employee according to the following number of years of employment:

<u>Years of Employment</u>	<u>Days Available</u>
1 st and 2 nd year	20 days
3 rd year	30 days
4 th year	40 days
5 th year	50 days
6 th year	60 days
7 th year	70 days
8 th year	80 days
9 th year	90 days

NOTE: No Employee can draw more than ninety (90) days from the Bank in any one fiscal year.

- g. A Restoration Bank ("Restoration Bank") will be established and will be used to repay up to twenty (20) days per year that any employee accesses from the Bank provided days are available from the Bank. Employees can access a total of 80 Restoration Bank days throughout their career with USD 262. They may donate up to five (5) sick leave days to the Restoration Bank on or before September 1st of each year. When the Restoration Bank balance falls below two hundred (200)

donated days, staff will be able to donate additional days to the Restoration Bank at the beginning of the next school year.

- h. Employees accessing the Bank multiple times cannot have a balance of days owed to the Bank greater than the number of days they qualify for per their years of service.
- i. Restoring Days an Employee Uses From the Sick Leave Bank: The Employee shall return days they used from the Bank the following year or years as necessary. Five days will automatically be taken from the Employees' sick leave each year, plus all unused sick leave at the end of the year, until all used Bank days have been returned. Employees who resign and have not restored all the Bank days they used will be docked for each day not returned to the Bank. The pay dock will be the amount paid as a substitute.

4. Personal Leave

- a. Employees in their first four years of employment with USD 262 shall be allowed two (2) days of personal leave per year, chargeable to Paid Sick Leave. These staff members may apply to receive up to three additional personal days per year by exchanging two sick days for each one additional personal day. The specific date of the personal day(s) must be given. The requestor must receive approval from his/her supervisor who will forward the request to the AVSEC Director for final approval.
- b. Upon beginning the fifth consecutive year in USD 262, each employee under this agreement shall be allowed five (5) days of personal leave per year chargeable to Temporary Paid Leave. These employees may not apply to receive additional personal days.
- c. Employees who use personal leave will submit a request for such leave at least twenty-four (24) hours prior to the absence, if known in advance. In case of emergencies, verbal approval may be given with the assurance that a request form will be filed within forty-eight (48)

hours after the Employee returns to duty. Final approval will be made by the Employee's building administration. Forms submitted that do not meet deadlines may not be approved and a deduction in pay will be made.

- d. Personal leave cannot be used to extend a holiday or vacation period. This provision may be waived only with prior approval of the AVSEC Director.
- e. Employees under this agreement may leave the building for periods of one hour or less without salary deduction or a deduction in any benefit if prior approval is secured from the building Principal and the employee has secured another employee to cover the related service without additional pay.
- f. Should an employee need to take temporary paid leave but has no leave available, the employee's pay will be reduced. The employee will receive a salary deduction equal to 50% of the employee's per diem rate if the absence falls under an FMLA qualifying reason. FMLA qualifying reasons include: 1) the birth of a child or placement of a child for adoption or foster care; 2) to bond with a child (leave must be taken within 1 year of the child's birth or placement; 3) to care for the employee's spouse, child, or parent who has a qualifying serious health condition; 4) for the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job; 5) for qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent. When the absence does not fall under those parameters, the employee will receive a salary deduction equal to 67% of their per diem rate of pay. The superintendent must approve all leave under this section.
- g. The full amount of the deduction will be taken from a single paycheck as near the absence(s) as possible. Examples of such leave would include, but not limited to: weather related absences, extended leaves

not covered under other provisions, etc. Should your remaining pay not cover your payroll deductions, you may petition the superintendent to modify the timeframe of the pay deduction.

- h. Leave under this article may not be used on a Professional Development Day or Parent Teacher Conferences without prior approval of the Superintendent.

5. Jury Duty:

- a. Employees who are called for jury duty shall be allowed to serve with no loss of pay or accumulated leave.
- b. The jury duty form that indicates the per diem paid for jury duty shall be provided to the USD 262 District Office and the per diem amount will be deducted from the base pay of the individual. Meal allowances, mileage and other expenses will not be deducted from the Employee's pay.

6. EXTENDED LEAVES:

- a. The AVSEC Director may recommend extended leaves for purposes not identified above. In making such recommendations the Superintendent will consider available replacements, potential benefits to the district, as well as the nature of the request. All recommendations for extended leave must be submitted to the Board for final determination. Leaves may be granted for a variety of reasons such as to run for or hold public office, extended medical disability, study or military service. The Superintendent's recommendation to the Board shall set forth the conditions of the extended leave.

ARTICLE VII. FRINGE BENEFITS

- 1. SALARY DEDUCTIONS AND REDUCTIONS: The USD 262 Board of Education authorizes deductions from the salary of the Employee in order to make appropriate remittance for:
 - a. Annuities, including 403b/457 Plan
 - b. Charitable donations (as approved by the Board)

- c. Credit Union
- d. Employee Insurance including Health, Vision, Dental, Cancer
- e. Disability Insurance shall not be available through the Salary Reduction Plan (pre-tax) but may be purchased through payroll deduction (after tax).
- f. Term Life Insurance
- g. Flexible Spending Accounts
- h. Any other deductions agreed upon by the Superintendent and Employee.
- i. Payment of insurance premiums under the plan shall be limited to carriers approved by the USD 262 Board of Education. All salary deductions and reductions shall be handled according to rules established by the district administration.

2. ACTIVITY PASS:

The Board agrees to provide an activity pass to each USD 262 employee which grants free admissions to all USD 262 “home” school-sponsored athletic events for the Employee, spouse, and their children who are high school aged or younger. The employee’s badge will serve as the pass and must be shown. The employee must be present. The badge/activity pass is not valid for KSHSAA regional or state sponsored activities held in the district.

3. SALARY REDUCTION:

- a. Employees’ salaries shall be available for use in an IRC Section 125 Salary Reduction Plan as adopted.
- b. Available benefits under salary reduction shall include:
 - i. term life insurance
 - ii. health insurance premiums
 - iii. dental insurance premiums
 - iv. cancer insurance premiums
 - v. flexible spending accounts

4. KANSAS PUBLIC EMPLOYEES RETIREMENT SYSTEM (KPERS):

All Employees who are employed six hundred forty (640) hours or more per year to fill positions covered by KPERS must become a member of KPERS. A payroll deduction, as determined by KPERS, will be made semi-monthly.

5. HEALTH INSURANCE:

- a) USD 262 will provide Employees who are employed at least four (4) hours per day the following contributions toward the District's group health insurance:

Tier	District Contribution
Employee	\$445.00
Employee + Spouse	\$581.00
Employee + Child(ren)	\$581.00
Family	\$581.00

- b) The District will contribute an additional twenty dollars (\$20) a month toward health insurance premiums for those staff members that meet the Healthy Living Additional Benefit requirements as adopted by the District. Requirements of the Healthy Living Additional Benefit are subject to the terms and conditions set forth by USD 262. Employees hired following the beginning of a new plan year will become eligible to qualify for the Healthy Living Additional Benefit before the start of the next plan year. The plan year typically begins April 1.
- c) This benefit does not carry a cash option. To receive the health insurance benefits, the Employee must participate in the approved district health insurance plan.
- d) Any changes to the established health insurance plan currently offered by the USD 262 (unless provider changes during contract year), must

be approved by the Health Insurance Committee, by majority vote, before approved by the Board.

- e) An informational meeting will be held for all district personnel prior to the Health Insurance Committee vote.

The Health Insurance Committee (HIC) will consist of:

- i) A USD 262 District Office staff member and/or BOE Member
- ii) One or more Administrator representatives
- iii) One or more Classified employee representatives
- iv) Representatives from VCNEA (one each: elementary, middle, and high school)

6. DIRECT DEPOSIT:

Direct deposit of Employee salary checks is available.

7. REIMBURSEMENT FOR TUITION/CEU CREDITS:

Employees may, with prior written approval of the Superintendent, receive reimbursement for tuition costs in the following circumstances:

- (1) The reimbursement is for courses taken as part of a recognized Master's or Doctorate degree program in the field of licensure from a nationally accredited college or university.
- (2) Reimbursement for any tuition would not exceed one-half of the actual cost of tuition, up to a maximum of five-hundred dollars (\$500.00) per course.
- (3) Reimbursement for CEU credits would not exceed one-half of the actual cost per CEU credit, up to a maximum of \$170.00 per CEU credit.
- (4) Payment will be made on or before June 25th of each calendar year, provided evidence has been given to the USD 262 Assistant Superintendent showing successful completion of the course(s).
- (5) Any tuition pool entitlements and/or reimbursements received during the current or previous contracted year must be repaid if the employees do not return for employment with USD 262.

- (6) The total amount for all tuition reimbursement shall not exceed five-thousand (\$5,000.00) per year.
- (7) The total amount for all CEU reimbursement shall not exceed five-thousand (\$5,000.00) per year.
- 2) Longevity Pay: All who have been continuously employed with USD 262 (and Interlocal #618) and as of September 1 are in their tenth (10th) year or beyond in USD 262/#618 will receive an annual retention bonus stipend with the November 25 pay period.
Payments will be as follows:
 - a) Years 10-14, employee received \$150
 - b) Years 15-19, employee received \$200
 - c) Years 20-24, employee received \$250
 - d) Years 25-29, employee receives \$300
 - e) Years 30 and beyond, employee receives \$350

ARTICLE VIII. COMPENSATION

- 1. GENERAL PROVISIONS:
 - a. Initial Salary: Each employee shall be eligible for and shall receive a salary in accordance to his/her highest academic preparation- including the the total credit hours needed for that preparation,, and experience. Other considerations for initial salary include number and grade levels of the students served as well as comparisons to peer salaries.
 - b. Subsequent Years of Service: Employees may receive the same average, percentage salary increase as licensed teachers including steps/base increases. Any salary increase is at the sole discretion of the District.
 - c. Compensation for Additional College Coursework: Beginning

with the second contract, employees may receive compensation equal to a 1.3% pay increase for each 12 hours of additional graduate college coursework beyond a Master's degree, up to 60 total hours, provided the following requirements are met:

- i. Courses were not used for initial placement.
- ii. Courses are taken after January 1, 2019.
- iii. Courses are taken after earning the Master's degree.
- iv. Courses are taken as part of a recognized Master's, Ed.S., or Doctorate degree program in the field of licensure from a nationally accredited college or university, or the pre-approved courses will benefit the employee's performance in USD 262, and
- v. Official college transcripts are provided to verify the successful completion of the courses.

Each employee covered in this handbook shall provide the District with a transcript of all credit hours earned as of October 1st of each year. Employees must notify the District on or before the last contracted day of the current school year of all credit hours that they wish to have recognized for salary advancement for the following school year.

- d. If the contract year exceeds the normal number of contracted days, the calculated daily rate for the regular year will be calculated and multiplied times the number of days in the extended contract.

2. Other Compensation:

a. Extra Duty Assignments:

- i. Extra duty assignments are assignments not required by the Employee Contract or Work Agreement but are performed by Employees outside of their normal workday. Extra duty assignments performed by

employees shall be compensated as follows:
compensation shall be at the rate of fifteen dollars (\$15.00) per hour with a maximum payment of two hundred forty dollars (\$240.00) per event (16 hours).
For all homebound teaching, professional development and/or curricular work that is requested by administration, the compensation rate shall be twenty dollars (\$20) per hour.

- ii. Should the employee be requested by administration to substitute for an employee during a time normally dedicated as “plan time”, the employee will be compensated \$15 for half of the period or less and \$30 for more than half of the period.
 - iii. For the 2022-2023 school year, district-approved instructional programs that occur outside the contract (summer school, extended school year, after-school, etc.) will be compensated at the per diem rate of the employee’s salary.
- b. Supplemental Assignments: An Employee accepting a supplemental assignment from an Administrator shall be compensated as specified in the USD 262 Negotiated Agreement. If the Employee has signed a supplemental duty contract and has not fulfilled the expectations (i.e. excessive absences, non-participation, or any other essential job-related duties) of the supplemental position(s), the supplemental contract(s) may be rescinded and the position(s) may be reassigned at the discretion of the administration. The pay may be adjusted based upon the percentage of the contract(s) fulfilled.
3. Accumulated Sick Leave Upon Retirement: Employees who have been employed by the District and #618 a minimum of six (6) years, may

receive a payment for accumulated sick leave. The payment will be equal to two-thirds (2/3) of the daily rate of pay for a temporary, daily substitute teacher for each accumulated sick leave day (maximum of ninety (90) days). This payment will be made at either retirement or death of that Employee. In the event of the Employee's death, the payment will be awarded to the Employee's beneficiaries.

4. Mileage Allowance: Any Employee who is required or requested to use his/her personal automobile as a regular condition of meeting employment or for other business of the district shall be reimbursed for his/her expenses monthly based on the rate per mile established by the Secretary of Administration of the state of Kansas. Mileage logs must be turned in to the Director of Special Education on the tenth (10th) of the month. All such requests for mileage reimbursement must have prior approval of the District Office. This allowance will not be paid for normal travel to and from work. Employee's will be assigned to a home building/district. Mileage accrued from the home building/district to other ACSEC school districts/ buildings will be eligible for reimbursement.

2. METHOD OF PAYMENT:

1. Pay Periods: Employees shall be paid in twenty-four (24) equal installments on the tenth (10th) and twenty-fifth (25th) of each month. If these dates fall on a weekend or school holiday, not including Winter Break, that pay date will be the last school day before the school weekend or school holiday. During Winter Break, the December 25th pay warrant will be issued on or before December 22nd. (Exception - When Spring Break falls one week in advance of payday it would be excluded from holiday pay schedule).
2. Employees in their first year of employment shall be paid in twenty-five (25) equal installments on the 10th and 25th of each month beginning on August 25th.

3. Exceptions: A written request for lump sum payment for the pay dates of June 25th, July 10th, July 25th, August 10th and August 25th must be on file in the District Office before April 1 of the year payment is to be made. Once a request has been made, the lump sum payment will continue from year to year unless the written request is withdrawn. The lump sum payment will be available on June 25th or on the Friday before the 25th if it falls on Saturday or Sunday.
 4. Summer Checks: Summer checks, other than for Extended School Year Employment, shall be mailed to the address designated by the Employee.
 5. Correction or adjusting contractual errors or omissions in the employees contract: The USD 262 Board and the employees will adjust contract salaries when errors or omissions have been noted. Errors may be subject to retroactive action for that current contracted period. All alterations to the contract must be made in writing.
3. SUPPLEMENTAL DUTIES SCHEDULE:
1. All persons performing supplemental duties listed on the schedule for the first time will be placed on the adopted Supplemental Salary Schedule of the USD 262 Negotiated Agreement.
 2. Employees who sign a supplemental duty contract and resign that position after the first pay day of the school year (September 10) will pay the district \$100.00. Exceptions to this would be if said employees accept another position as approved or is requested by the district for supplemental contract or for medical reasons as certified by the district doctor.
 3. If an Employee has signed a supplemental duty contract and has not fulfilled the expectations (i.e. excessive absences, non-participation, or any other essential job-related duties) of the supplemental position(s), the supplemental contract(s) may be rescinded and the position(s) may be reassigned at the discretion of the administration.

The pay may be adjusted based upon the percentage of the contract fulfilled.