

Northeast Kansas Infant Toddler Program  
Addendum Handbook

2015-2016

## Northeast Kansas Infant Toddler Program Addendum 2015-2016 Changes

Year updated on cover.

### Hours of Work

Added to #6.....”without supervisor’s approval.”

### Benefits

Changed to:

Staff working thirty or more hours per week qualify for single health and dental plan if they choose to participate.

Employees working thirty hours or more per week with a twelve month contract will receive \$460 for a single health plan in addition to the single dental plan. All employees who are working 20 hours or more per week are eligible to participate in any of the section 125 plan benefits at their own expense.

### Time Cards

Added #3 – Both employee and supervisor must sign timecards.

### Absence Reporting

Added – ...”and scheduled families” to the first paragraph.

### Professional Leave

Added the word “in-service” to the first and second paragraph.

Added - #3 – Tiny-k coordinator must first approve the request.

### Mileage Reimbursement Guidelines

Added the word “employees” to Example 1.

### Attendance and Punctuality

Added the words “Absences that...” to #5.

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## **HUMAN RESOURCES**

### **Fair Labor Standard Act (FLSA)**

The Fair Labor Standard Act (FSA), 29 U.S.C. 201 et seq., contains federal statutes establishing minimum wage, overtime pay, equal pay regardless of sex, record keeping requirements and child labor standards for nonexempt employees. FLSA is administered and enforced by the United State Department of Labor, Wage and Hour Division.

### **Rate of Pay**

All employees' salaries / wages will be identified on contracts and approved by the Board of Directors.

### **Overtime Pay**

Employees shall receive not less than one and one-half times their regular rates of pay for hours worked in excess of the applicable maximum hours.

Overtime will be paid upon approval of director/supervisor and must be approved prior to the overtime worked. Overtime is calculated for over 40 hours actual work time per week. Days taken as sick, personal, holiday, vacation, or without pay will not be used for calculation purposes. Overtime pay will be paid in the payroll month in which the overtime occurred.

If employee physically works a total of 40 hours or less, no extra pay is required.

### **Workday**

Workday is defined as total yearly contracted hours divided by fifty-two weeks, divided by 5 days a week to obtain daily average. The average is then used as the workday for calculating absences and paid leave. All employees will have their workday computed to determine their daily average hours of work.

### **Hours of Work**

1. Staff are not required to work when their assigned counties are closed due to inclement weather or other emergencies. Staff will reschedule home visits at times agreeable to families in order to meet IFSP services.
2. Workshops attended on weekends do **not** count as workdays.

3. All staff must file a general workday schedule with the Tiny-K office prior to September 1st. An amended schedule to be submitted if there is a change to scheduled workdays.
4. If staff will not be working on scheduled days, follow procedure for notification of absences.
5. If an employee works with supervisor's approval on a day Keystone is closed, the employee will be paid regular pay for the hours worked. If an employee does not work, personal or unpaid may be used.
6. Staff may schedule time over an eight-hour day when it is deemed necessary. However, employees are not permitted to work time over 40 hours a week without supervisor's preapproval.
7. Monthly hours submitted are not exceed contracted monthly amounts unless otherwise approved by supervisor.

The immediate supervisor with the approval of Keystone administrators will determine the hourly schedule for paraeducators.

1. The immediate supervisor will inform paraeducators of their daily schedule of hours of work, including meal periods and breaks.
2. Administrators may schedule time over contracted hours when it is deemed necessary. Paraeducators are not permitted to work time over their contracts without the prior approval of Keystone administrators. Violation of not informing Keystone Administrators could result in disciplinary action to the supervising teacher and or para.
3. Workday should be reported in  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full day increments on the time card. Sick, personal, and jury duty should be reported in these increments.

## **Duty and Work Assignments**

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of tiny-k. It is the employer's responsibility (and privilege) to control the work of its employees.

## **Practice/Cooperating Teachers**

Licensed Tiny-k staff may agree to supervise a practicum / fieldwork level student provided the Tiny-k coordinator has given approval. All inquiries from universities or prospective students should be referred to coordinator to establish next steps. Any money received by the district as reimbursements or payments may be distributed either into the general budget or as payroll to the cooperating teacher.

## **Evaluations**

All personnel will be evaluated by Coordinator(s) in accordance with the requirements of KDHE and Part C. Completion of paperwork requirements, child and family supports, interactions with families, interactions with other staff, and record keeping will be some of the components of each teacher's evaluation. Child records may be reviewed to determine if IFSP's are completed on time and in compliance with federal and state regulations. The quality of IFSP's will be evaluated according to Evidence Based Practice outlines. In addition, data collected during annual file reviews will be used to report the quality of IFSP's. Other records reviewed may include peer reviews, documentation of parent contacts, and information gathered from IT Department, etc. The accuracy of the IFSP documents is equally as important.

## **PAYROLL AND BUSINESS OFFICE**

### **Benefits**

Staff working thirty or more hours per week qualify for single health and dental plan if they choose to participate.

Employees working thirty hours or more per week with a twelve-month contract will receive \$460 for a single health plan in addition to the single dental plan. All employees who are working 20 hours or more per week are eligible to participate in any of the section 125 plan benefits at their own expense.

There is an agency imposed one calendar month waiting period for benefits eligibility. New employees will be eligible for benefits on the first day of the month following a full month of employment.

**Life Insurance can be purchased through the 125 Plan as an after tax employee paid product.**

If an employee resigns or is terminated prior to completing current contract, all benefits will cease at the end of the resignation/termination month.

## Time Cards

Tiny-k coordinator is expected to review and sign all staff time cards.

1. Tiny-k employees must report each day's hours, absences, mileage, traveled log, and initials of children served as well as explanation of hours worked on monthly time sheets.
2. Time cards are due to coordinator by the 2nd of the month for coordinator's signature and must be in Keystone's office by the 5<sup>th</sup> day of the month.
3. Both employee and supervisor must sign timecards.

## Absence Reporting

All employees must call/email the Tiny-K office, supervisor, and scheduled families the day of absence. Substitutes will not be hired for short-term absences, however arrangements can be made with team members to insure tiny-k families are supported.

- Keystone personnel must report all absences on their monthly timecard/calendar.
- Absences are to be reported as quarter, half, three-quarter or full day.
- Notification of absences should be made to Tiny-k office, supervisor, scheduled families, and affected team members.
- Fill out appropriate form (professional / personal leave) and submit to supervisor.

## Ordering Supplies

Any supplies needed by Tiny-k staff should be submitted to the Tiny-k coordinator for approval. Once approval is given, staff may purchase and submit for reimbursement or submit a purchase order.

1. Personal expenses for supplies will be reimbursed if the employee obtains prior approval **and** submits a receipt. *Sales tax is not reimbursable.*
2. Supply budget is set for program as a whole.

## LEAVE

### Vacation /Sick/Discretionary Leave

Tiny-k employees will receive 6 weeks / 30 days of paid time off.

1. These days will be prorated for employees contracted after the start of the contract year.
2. Certified hourly staff who work less than full time will have their leave days prorated to equal an hourly amount per contract.
3. At the end of the contract year, up to and not to exceed 5 days can be carried over to the following contract year.
4. Maximum of seventy (70) days can be accumulated over time.
5. Leave must be reported on the employee's monthly timecard/calendar by  $\frac{1}{4}$ ,  $\frac{1}{2}$ ,  $\frac{3}{4}$  or full day.
6. A monthly report of remaining leave will appear on paycheck stubs. (Current to calendars submitted)
7. Although paid time off can be used throughout the contract period, it is earned at a rate of 2.5 days per month.
8. Employees will complete a calendar of anticipated leave with no more than 2 consecutive weeks off at a time.
9. If an employee resigns or terminates before finishing the contract year and has been paid for un-accrued days, the final paycheck will be adjusted to pay back un-accrued days.
10. Retirement is the only time accumulated leave will be paid. Employees who resign, non-renewed or terminated in the contract year, will not be paid for their accumulated sick and discretionary leave. Retiree will be reimbursed up to 70 days of leave at the rate of \$100.00 per day.
11. Leave will not be approved to complete contract unless administration and or Board approves the request. If approval is not received, leave will be without pay.

Accrued Vacation/Sick/Discretionary Leave will not be paid if separation occurs.

Employee on FMLA, extended leave or disability is responsible to submit to Human Resource a physicians release to return to work.

Employees receiving disability pay will follow short-term disability guidelines.

## **Bereavement Leave**

Each employee shall be allowed three (3) paid non-cumulative bereavement days, for each death in the immediate family. Immediate family shall be defined as: spouse/partner, children/dependents, parents, parents-in-law, siblings, grandparents, and grandchildren. – Please note on timecard/calendar relationship of loved one.

## **Professional Leave**

It is the belief of Keystone that in order to provide appropriate programs for students, staff must be life-long learners, constantly adding to their knowledge, skills, and attitudes. All Keystone employees are expected to continue to learn new skills and to be knowledgeable regarding best practices and new developments in their respective areas of specialization. Staff development of special education staff is provided at the beginning of each school year and periodically throughout the year. Attendance of licensed staff is required at the August staff development day(s) and any other training as notified. Other staff development opportunities will include workshops for specific groups, workshops on topics of general interest, and individual coaching as needed. Professional leave is for the purpose of attending conferences, in-service institutes and other activities designed to improve the teacher's professional competency. The approval of Keystone Administration is required prior to taking professional leave.

Keystone sponsored workshops/in-service: Professional Leave Request Forms do NOT need to be completed. Simply follow the instructions in the announcement information, which typically includes emailing or calling the office to register.

Off-site Workshops/Conferences: A Professional Leave Request Form must be submitted to the special education administrator. All requests will be carefully considered by the administrative team and returned with the decision about attendance and reimbursement information. Conference information (registration information, conference description) must be attached to the request.

- Reimbursement: To be reimbursed for conference attendance/mileage/meals/etc., submit information with receipts\* on the Conference Expense Voucher Form and send it to the Ozawkie office ATTN: Accounts Payable. Do not submit on the monthly expense voucher.
  - Vouchers must be turned in on the first day the media route runs of each month before the fifth day of the month or payment may be delayed until the following month.
  - Vouchers for the current school year must be turned in by June 5<sup>th</sup>; failure to do so may result in non-reimbursement of expenditures.

- Meal Reimbursement: Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions in the following manner: If the meal is not provided at the function, the expense of the noon meal as well as morning/evening meals are reimbursable not to exceed the daily amount of \$45. Prior approval on the Professional Leave Request Form is required.

\* Keystone is a tax-exempt agency. Employees will not be reimbursed for any sales tax or gratuity (tips). No alcoholic beverage is allowed on a receipt (all items on the receipt will not be reimbursed).

1. Staff wishing to attend a conference, workshop, etc. must submit a "Certified Staff Professional Leave Request Form" to the Keystone Central Office, ATTN: special education administrator responsible for your district.
2. Conference information (registration information; conference description) Must be attached to a request.
3. Tiny-k coordinator must first approve the request.
4. All requests will be returned to the employee with the decision about Attendance and reimbursement information.
5. To be reimbursed for conference expenses, submit this information with Receipts on the "Conference Expense Voucher" form and send to the Central Office ATTN: Accounts Payable. Do not submit on the monthly expense voucher.
6. Keystone is a tax-exempt agency. Employees will not be reimbursed for any sales tax.
7. Meals are not reimbursable for day-trip conferences. Meals are only reimbursable for overnight functions. Approved meal allowance is up to \$45.00 per day. If conference provides breakfast and or lunch the meal stipend will be adjusted accordingly.
8. If a teacher is granted professional leave but does not use it, he/she should Notify the Keystone Central Office so that the day will not be charged against professional leave.

## **Monthly Expense Voucher**

Monthly expenses and mileage reimbursement are completed in combination with timecard. Mileage will be reimbursed at the current state rate.

1. Mileage is documented beginning at county line of our service area and to each subsequent visit by listing town and ending at the exit of county line at the end of their workday.
2. Cell Phone or cell phone stipend is given monthly to all Tiny-K certified staff.
3. Approved supply purchases receipts are attached to timecard / expense voucher.

## **Mileage Reimbursement Guidelines.**

- Activities outside of the ***Tiny-k*** area will be reimbursed in the following manner:  
Employees may claim mileage from home and back with prior administrative approval.  
Mileage reimbursement for conferences must be claimed on the “Conference Expense Voucher” **not** on the monthly “Expense Voucher” form.  
Example 1: An employee lives in Topeka and drives from home to an all- day workshop in Lawrence. Mileage may be claimed from the employees home to Lawrence and back.
- Activities *within the Keystone* area will be reimbursed in the following manner:  
Employees may not claim mileage from home to their first work location of the day or from work to home at the end of the day. (unless otherwise agreed upon in contract negotiations)

**Where/When to Send the Reimbursement Form.** Send completed Mileage/Expense vouchers to Tiny-k Coordinator by the 2nd of each month for signature. Coordinator will submitted all timecards/expense vouchers to Ozawkie office ATTN: Accounts Payable. Vouchers must be turned in on the first day the media route runs of each month or payment may be delayed until the following month by no later than the fifth. Vouchers for the current school year must be turned in by June 5<sup>th</sup>; failure to do so may result in non-reimbursement of expenditures.

## **STAFF BEHAVIOR**

### **Attendance and Punctuality**

It is the procedure of Tiny-k to have employees report to work / home visits / team meetings punctually and to work contracted hours. Excessive tardiness and poor attendance disrupts workflow and will not be tolerated.

1. Supervisors should provide starting, ending, meal / break times.
2. Supervisors will record the absences and tardiness, or early departures.
3. All employees are expected to be regular in attendance according to set days.
4. The immediate supervisor will review frequent absences.
5. Absences that are too frequent, without leave, and extend beyond the established limits for a given reason are subject to review and appropriate action by supervisor (Plan of Action and Dismissal).

### **Building/Job Responsibilities**

1. Tiny-k personnel will be under direct supervision of Coordinator.

2. Dress code for Tiny-k staff is modest and professional, as well as appropriate to complete the requirements of assigned duties.
3. Tiny-k employees are encouraged to work closely with team members concerning scheduling, planning time, and services.
4. Certified employees are encouraged to attend county ICC and visit community partners as time allows to help build relationships and referral support for the program.
5. While on duty pleasure reading, playing games, using technology for personal reasons is strictly prohibited.
6. Personal activities should only be conducted during lunch/break time.