

Kansas State Department of Education (KSDE)
Technical Assistance Systems Network (TASN)
General Supervision, Timely and Accurate Data Project (GSTAD)
Addendum Handbook

2016-2017 School Year
June 15, 2016

The purpose of Project GSTAD is to continue to provide data management for the State Performance Plan indicators, Annual Performance reporting, preparation of district performance reports and support for the Kansas Integrated System of Accountability (KIAS). KSDE TASN GSTAD Project is funded with IDEA VI-B funds through a special project by Kansas State Department of Education Special Education Services Team. A continuation of the previous five year Project was awarded to Keystone Learning Services beginning in July 2015.

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HUMAN RESOURCES

Fair Labor Standard Act (FLSA)

Project Staff and the Project Coordinator are considered to be Exempt Employees with respect to FLSA. Exempt employees are not covered by the FLSA. To qualify for exemption, initially the employee must be considered salaried. In order to be considered salaried the employee must regularly receive a predetermined amount of pay that is not dependent upon the quantity or quality of work performed. The employee must receive full salary for a workweek in which the employee performs any work, regardless of the number of days or hours worked.

Rate of Pay

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

Days of Work

The Project Coordinator and Data Analyst are employed for 1.0 FTE (260 days). The On-Site File Reviewer is employed for .56 FTE (144 days).

Workday

1. Workday is defined as any day that is not considered a legal holiday.
2. The school district where the Project staff member resides is the school district schedule the Project staff will follow when closed due to inclement weather. If a Project staff member works on a day the residence school district is closed due to inclement weather, the Project staff member will count that day as a regular contract. If a Project staff member does not work, vacation, or personal leave may be used. Sick leave cannot be used for these days.
3. If an employee cannot be at work, he/she must notify the office or immediate supervisor.

Duty and Work Assignments

Employees are assigned duty and work assignments (both temporary and regular) as dictated by the needs of the GSTAD Project Activities, KSDE ECSE Title Programs Administration and Keystone. It is the employer's responsibility (and privilege) to control the work of its employees. The following positions are full-time: Project Coordinator, Data Analyst and Administrative Assistant.

Evaluations

Project staff and the Project Coordinator are directly supervised on a daily basis by the KSDE ECSE Title Programs Administration. Project staff and the Project Coordinator shall be formally evaluated by the KSDE ECSE Title Programs Administration.

PAYROLL AND BUSINESS OFFICE

Ordering Supplies

Project staff may purchase supplies for reimbursement after obtaining prior approval from the Project Coordinator. The Project Coordinator may purchase supplies for reimbursement.

Expense Vouchers

Send completed Mileage/Expense claim vouchers to the Keystone office ATTN: Accounts Payable. Vouchers must be turned in on the by the fifth of the month or payment may be delayed until the following month. All claim reimbursements on the voucher are subject to review and approval by the project director and/or project coordinator. Only the approved claims will be reimbursed.

Travel Expenses

Send completed Mileage/Expense claim vouchers to the Keystone office ATTN: Accounts Payable. Vouchers must be turned in on the by the fifth of the month or payment may be delayed until the following month. All travel claim reimbursements on the voucher are subject to review and approval by the project director and/or project coordinator. Only the approved travel claims will be reimbursed.

1. Non Overnight Travel-

- 1.1. *Non Overnight Travel* is travel where all three of the following conditions are met:
 - 1.1.1. Staff member does not stay overnight away from the staff member's domicile/office located within the state of Kansas,
 - 1.1.2. Staff member travel is more than 30 miles, one way, from the staff member's domicile/office located within the state of Kansas, and
 - 1.1.3. Staff member workday is extended 3 hours beyond the staff member's normal workday.
- 1.2. *Non Overnight Travel* Mileage Reimbursement: Mileage will be reimbursed at the state rate of reimbursement. Turnpike tolls will be reimbursed provided that staff member provides receipt with monthly expense voucher.
- 1.3. *Non Overnight Travel* Lodging Reimbursement: None. There is no overnight travel.
- 1.4. *Non Overnight Travel* Meal Allowance Reimbursement: Project Staff are eligible for a taxable, flat, per diem of \$24.00 when meals are not provided. The taxable, flat, per diem will be reduced to \$12.00 when one meal is provided. The taxable, flat, per diem will be reduced to \$0.00 when two or more meals are provided. Meal Receipts are not required to be submitted with monthly expense voucher.
- 1.5. Examples:

1.5.1. *Non Overnight Travel* Eligible Meal Allowance Reimbursement Example

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance?	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	KSDE, 152 mile one way trip	5:00 AM	7:00PM	3	\$24.00	0	\$24.00
9/9/15	Burrton Office	KSDE, 152 mile one way trip	5:00 AM	7:00PM	3	\$24.00	1 Meal: \$12 reduction in per diem	\$12.00

1.5.2. *Non Overnight Travel* Not Eligible Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	KSDE, 152 mile one way trip	5:00 AM	7:00PM	2	\$24.00	2 meals: \$24 deduction in per diem	0
9/9/15	Burrton Office	KSDE, 152 mile one way trip	8:00 AM	4:00PM	NA, day not extended	0		0
9/9/15	Lawrence Office	KSDE, 28 mile one way trip	5:00 AM	6:00PM	NA, not more than 30 miles	0		0

2. Overnight In State Travel:

- 2.1. *Overnight In State Travel*: The Staff member stays overnight within the state and the stay is away from the staff member’s domicile/office located within the state of Kansas. The number of miles travelled is not a condition when determining *Overnight In State Travel* reimbursement eligibility.
- 2.2. *Overnight In State Travel* Mileage Reimbursement: Mileage will be reimbursed at the Kansas rate of reimbursement. Turnpike tolls will be reimbursed provided that staff member provides receipt with monthly expense voucher.
- 2.3. *Overnight In State Travel* Lodging Reimbursement: All in state lodging must be charged sales tax exempt. Receipts are required to be submitted with monthly expense voucher.
- 2.4. *Overnight In State Travel* Meal Allowance Reimbursement: Project Staff are eligible for a meal reimbursement on a quarter of a day basis. Meal Receipts are not required to be submitted with monthly expense voucher.
- 2.4.1. A quarter day is a day divided into the following timeframes and is reimbursed as follows:

Quarter	Timeframe	Overnight In-state Travel Meal Reimbursement Allowance
Quarter I	12:01 A.M. – 06:00 A.M.	\$9.00
Quarter II	06:01 A.M. – 12:00 Noon	\$12.00
Quarter III	12:01 P.M. – 06:00 P.M.	\$12.00
Quarter IV	06:01 P.M. – 12:00 Midnight	\$25.00

- 2.4.2. The number of eligible quarter days allowed begins with and includes the quarter day in which the staff member departs on official in state overnight travel.
- 2.4.3. The number of eligible quarter days also includes each subsequent quarter day after the quarter in which the staff member departed.
- 2.4.4. Exceptions to the number of eligible quarter days:
 - 2.4.4.1. The quarter day in which the employee returns to the official station or domicile/office located within the state of Kansas is not an eligible quarter day. The final eligible quarter day is the quarter day before the staff member returns to the staff member’s domicile/office located within the state of Kansas.

2.4.4.2. A quarter day is not an eligible quarter day when a meal was provided to the Project staff member during that quarter day.

2.4.5.:Overnight In State Travel Meal Allowance Examples:

2.4.5.1. Eligible Overnight In State Travel Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	KSDE	5:00 AM	NA	Q1-Q4	\$58.00	0	\$58.00
9/10/15	KSDE	KSDE	NA	NA	Q1-Q4	\$58.00	0	\$58.00
9/11/15	KSDE	Burrton Office	NA	6:30PM	Q1-Q3	\$33.00	0	\$33.00

2.4.6. Not Eligible *Overnight In State Travel* Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	KSDE	5:00 AM	NA	Q1-Q4	\$58.00	Q1:\$9, Q2:\$12 Q3:\$12 Q4:\$25	\$00.00
9/10/15	KSDE	KSDE	NA	NA	Q1-Q4	\$58.00	Q1:\$9, Q2:\$12 Q3:\$12 Q4:\$25	\$00.00
9/10/15	KSDE	Burrton Office	NA	6:30PM	Q1-Q4	\$33.00	Q1:\$9, Q2:\$12 Q3:\$12	\$00.00

2.4.7. Both Eligible and Not Eligible *Overnight In State Travel* Meal Allowance Reimbursement Examples

	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement= Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	KSDE	5:00 AM	NA	Q1-Q4	\$58.00	Q3:\$12	\$46.00
9/10/15	KSDE	KSDE	NA	NA	Q1-Q4	\$58.00	Q1:\$9, Q2:\$12 Q3:\$12 Q4:\$25	\$00.00
9/10/15	KSDE	Burrton Office	NA	6:30PM	Q1-Q3	\$33.00	Q1:\$9, Q2:\$12	\$12.00

3. Out of State Travel:

3.1. Out of State Travel: The Staff member stays away from the staff member's domicile/office located within the state of Kansas overnight in a location that is not within Kansas. Reimbursement for Out of State Travel expenses will be made only when the staff member travel is required to attend meetings and conferences by KSDE or the Project Coordinator. The number of miles travelled is not a condition when determining Out of State Travel reimbursement eligibility.

- 3.2. Out of State Travel Request: The Staff member must submit an Out of State Travel request in writing to the Project Coordinator two weeks prior to the beginning of Out of State Travel. The Out of State Travel request must be approved by the Project Coordinator prior to the commencement of the Out of State Travel.
- 3.3. Out of State Travel Mileage Reimbursement: Mileage will be reimbursed at the state rate of reimbursement.
- 3.4. Out of State Travel Other Reimbursement: Staff member must submit estimate of other expenses on the Out of State Travel Request. Examples of Out of State Travel Other expenses include airfare, transportation within destination city, parking and turnpike tolls. Receipts must be submitted with monthly expense voucher.
- 3.5. Out of State Travel Lodging Reimbursement: Lodging will be reimbursed at the prevailing rate for the conference hotel or locale. Receipt must be submitted with monthly expense voucher.
- 3.6. Out of State Travel Meal Allowance Reimbursement: Project Staff are eligible for a meal reimbursement on a quarter of a day basis. Meal Receipts are not required to be submitted with monthly expense voucher. Out of State Travel Meal Allowance Reimbursement is non-taxable.
- 3.7. A quarter day is a day divided into the following timeframes and is reimbursed as follows:

Quarter	Timeframe	Out of State Meal Reimbursement Allowance
Quarter I	12:01 A.M. – 06:00 A.M.	\$14.00
Quarter II	06:01 A.M. – 12:00 Noon	\$19.00
Quarter III	12:01 P.M. – 06:00 P.M.	\$19.00
Quarter IV	06:01 P.M. – 12:00 Midnight	\$38.00

- 3.8. The number of eligible quarter days allowed begins with and includes the quarter day in which the staff member departs on official out of state overnight travel.
- 3.9. The number of eligible quarter days also includes each subsequent quarter day after the quarter in which the staff member departed.
- 3.10. Exceptions to the number of eligible quarter days:
 - 3.10.1. The quarter day in which the employee returns to the official station or domicile/office located within the state of Kansas is not an eligible quarter day. The final eligible quarter day is the quarter day before the staff member returns to the staff member's domicile/office located within the state of Kansas.
 - 3.10.2. A quarter day is not an eligible quarter day when a meal was provided to the Project staff member during that quarter day.

3.11. Out of State Travel Meal Allowance Reimbursement Examples:

3.11.1. Eligible Out of State Travel Meal Allowance Reimbursement Example

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement = Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	Washington DC	5:00 AM	NA	Q1-Q4	\$90.00	0	\$90.00
9/10/15	Washington DC	Washington DC	NA	NA	Q1-Q4	\$90.00	0	\$90.00
9/11/15	Washington DC	Burrton Office	NA	6:30PM	Q1-Q3	\$90.00	0	\$52.00

3.11.2. Not Eligible *Out of State Travel* Meal Allowance Reimbursement Examples

Date	Starting Location	Destination	Starting Location Departure Time	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement = Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	Washington DC	5:00 AM	NA	Q1-Q4	\$90.00	Q1:\$14, Q2:\$19 Q3:\$19 Q4:\$38	\$00.00
9/10/15	Washington DC	Washington DC	NA	NA	Q1-Q4	\$90.00	Q1:\$14, Q2:\$19 Q3:\$19 Q4:\$38	\$00.00
9/10/15	Washington DC	Burrton Office	NA	6:30PM	Q1-Q3	\$52.00	Q1:\$14, Q2:\$19 Q3:\$19	\$00.00

3.11.3. Both Eligible and Not Eligible *Out of State Travel* Meal Allowance Reimbursement Examples

	Starting Location	Starting Location Departure Time	Destination	Starting Location Return Time	Qtrs Elig for Reimb.	Total \$ Possible for Reimb.	Qtr Meals Provided & Allowance	Meal Reimbursement = Total \$ Possible – Amt Meals Provided.
9/9/15	Burrton Office	5:00 AM	Washington DC	NA	Q1-Q4	\$90.00	0	\$90.00
9/10/15	Washington DC	NA	Washington DC	NA	Q1-Q4	\$90.00	Q1-Q4	\$00.00
9/10/15	Washington DC	NA	Burrton Office	6:30PM	Q1-Q3	\$52.00	Q1:\$14, Q2:\$19	\$19.00

Communication Expenses

The Project Coordinator shall determine whether Project staff and the Project coordinator will be reimbursed a monthly stipend for communication expenses or for the actual costs of communication expenses following monthly submission of invoices.

Contractual Expenses

The project activities and budget require the project to enter into contractual arrangements with specific providers of services named in the project such as software vendors as well as vendors for such services as room rental and catering. The Project Coordinator and the MIS Technical Assistant/Secretary will make arrangements for those contracted services. Payment for the services will be made by the Keystone Business Office or through reimbursement to the Project Coordinator.

Inventory

The Project Staff and the Project Coordinator in possession any electronic equipment/hardware purchased by the GSTAD project must submit a request for a Keystone Inventory sticker to the Media Center Coordinator. The request must contain the person's mailing address and the type of electronic equipment/hardware, model and serial number. Upon receipt of the Keystone Inventory sticker, the sticker must be affixed to the electronic equipment/hardware.

LEAVE

Personal Leave

1. Full-time employees are allowed three (3) personal days per year, non-cumulative, unless contract specifies otherwise.
2. Personal Leave must be recorded on the monthly calendar in quarter, half, three-quarter or full increments.
3. Personal leave can be used at any time.
4. Contracts shall not be completed with paid personal leave unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.
5. Accrued personal leave will not be paid if separation occurs.

Sick Leave

Full-time employees working 12 months receive 12 days of sick leave available for use at any time (accrued one per month per contract length), unless contract specifies otherwise.

At the end of the school year, any unused leave will be accumulated to seventy (70) sick days, unless contract specifies otherwise.

1. Sick days may accumulate to a total of seventy days, unless contract specifies otherwise.
2. Sick leave must be reported on the time card / calendar in quarter increments.
3. A monthly report of remaining sick leave will appear on paycheck stubs.
4. Full-time employees who begin after the start of the contract year will receive a percentage of sick leave according to the percentage of the contract worked. The following formula will be used to determine the earned sick leave for new hired staff: 0-6 days left to work in the month the employee will earn 0 days of sick leave for that month; 7-16 days worked in the employees first month the new employee will earn ½ day of sick leave for that month; if the new employee works 17 or more days in a month, they will earn one day for their initial month of employment. Each month thereafter the employee will accrue one day of sick leave each

- month they work.
5. If an employee resigns or terminates before the end of said contract and has been paid for un-accrued days, the final paycheck will be adjusted to pay back unearned days.
 6. Sick leave shall cover absences for the employee's own illness and illness or death within the immediate family. Immediate family shall include parents, siblings, spouse, children, grandparents and parents in-laws of the employee.
 7. Sick leave will not be approved to complete contract unless administration and or Board approve the request. If prior approval is not received, leave will be without pay.
 8. Accrued sick leave will not be paid if separation occurs.

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

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

Bereavement Leave

Each full-time 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.

Emergency Leave

1. A maximum of one (1) day emergency leave will be projected to each full-time employee.
2. Emergency leave is defined as leave provided for business or activities, which cannot be conducted during time outside of school.
3. Requests for this leave must be made orally to the Project Director with written explanation to follow as soon as possible.
4. Emergency leave is nondeductible and non-cumulative.
5. Emergency leave is projected only if all other applicable leave is exhausted.

Paid Holidays

Full-time employees will receive eight paid holidays. Employees must be employed at the time and resume work after a paid holiday to receive this benefit.

- a. July 4th
- b. Labor Day
- c. Two days at Thanksgiving
- d. Christmas
- e. New Year's Day
- f. President's Day or Martin Luther King Day
- g. Memorial Day

Paid Vacation

July 1, full-time employees working 12 months will receive 20 vacation days available for use at anytime agreeable with the employee and project coordinator.

Vacation days will be prorated for employees contracted after the start of said contract year. If an employee in any given year resigns or terminates before fulfilling their contract, days will be prorated and

the final paycheck will be adjusted to pay back unearned days.

Vacation days must be used by July 31 of the previous contract year.

Employees who receive 20 or more days per year of vacation per year may add unused days at the end of their contract year to their sick leave. If their sick leave has accumulated to 70 days, employees may receive reimbursement for up to five unused vacation days at the rate of \$70 per day.

Professional Leave

1. Project Staff wishing to attend a conference, workshop, etc. must submit a "Professional Leave Request Form" to Project Coordinator. The form is available by contacting the Keystone Learning Services Business office.
2. The amount of the reimbursement of expenses paid by the Keystone for approved professional leave will be at the discretion of the Project Coordinator. Arrangements for direct billing of expenses to be incurred by staff for approved professional leave will be made whenever possible. Receipts of all other claimed expenses must be submitted for reimbursement on the "Conference Expense Voucher". Submit mileage and other travel expenses on the monthly expense voucher.
3. 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 Keystone office ATTN: Accounts Payable. 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 5th; 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 expenses 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.
4. The Professional Leave Request Form must be approved by the Project Coordinator before the Project staff member attends the conference.
5. All requests will be returned to the employee with the decision about attendance and reimbursement information.
6. To be reimbursed for conference expenses, submit this information with receipts on the monthly expense voucher.
7. Keystone is a tax-exempt agency. The Project Coordinator can approve at his discretion tax and gratuity for reimbursement. No alcoholic beverage is allowed on a receipt (all items on the receipt will not be reimbursed). Employees may use agency purchase card for charging meals.