



Keystone Learning Services

Personnel Policies And Procedures Handbook

August 2017

Keystone does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Keystone Executive Director, 500 E. Sunflower Blvd., Ozawie, KS 66070. Phone: 785-876-2214 / Fax: 785-876-2629.

Keystone Personnel Policies And Procedures Handbook
2017-2018 Changes

Page 1: Dates were changed to reflect 2017-2018 school year.

Page 21: Deleted the work “intentionally.”

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MISSION

Forging educational partnerships through innovation and leadership to provide quality services that produce independent learners.

VISION

Keystone delivers high-quality, innovative services using affordable, technology rich, and time responsive methods. Keystone is a leader with respect to all educational issues. We are unified across all Keystone programs and divisions. We maximize service and reduce costs. Through relentless commitment to excellence, Keystone is trusted throughout the region to deliver the best possible educational products and services.

VALUES

- Demonstrating respect for students and families
- Improving student lives through education
- Developing trust relationships based upon professionalism, collaboration and respect
- Recruiting highly qualified staff and providing ongoing professional development
- Providing efficient and centrally located facilities for current and future programs

INTRODUCTION AND HISTORY

The Atchison/Jefferson Education Cooperative was formed July 1, 1976 by the following school districts: Valley Falls, U.S.D. #338; Jefferson County North, U.S.D. #339; Jefferson West, U.S.D. #340; Oskaloosa, U.S.D. #341; McLouth, U.S.D. #342, Perry Unified, U.S.D. #343; and Atchison County Community, U.S.D. #377. The purpose of this organization was to provide special education services for the cooperating districts. On January 1, 1989, the organization became the Northeast Kansas Education Service Center. NEKESC adopted the name Keystone Learning Services (hereon in this document to be referred to as Keystone) in 2008 to reflect the expanded programs that Keystone has committed to provide. Easton, U.S.D. #449 was added to Keystone Learning Services Special Education organization on July 1, 2014.

Keystone is funded through local assessments and state and federal funding. It is governed by a Board of Directors (hereon in this document to be referred to as the Board) made up of one board member from each of the eight districts. The

superintendents of the cooperating districts serve as advisors to the Board and the Administrators of Keystone.

POLICIES

All employees of Keystone shall follow all applicable board policies, rules and regulations.

Keystone Policies can be found on the website at www.keystonelearning.org under the Personnel tab.

DISCRIMINATION (Board Policy GAAB)

Any incident of discrimination in any form shall promptly be reported to an employee's immediate supervisor, the building principal or Keystone compliance coordinator (Executive Director) for investigation and corrective action by the building or service center compliance officer.

RACIAL HARASSMENT (GAACA)

The Board is committed to providing a positive and productive working and learning environment, free from discrimination, including harassment on the basis of race, color or national origin. Racial harassment will not be tolerated.

Employees who believe they have been subjected to racial 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 Keystone's compliance coordinator (Executive Director). Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under Keystone's discrimination complaint procedure.

SEXUAL HARASSMENT (GAAC)

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 by Keystone. Sexual harassment of employees or students of the service center by board members, administrators, certificated and support personnel, students, vendors, and any others having business or other contact with Keystone employees 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 to fail to investigate or refer for investigation, any complaint lodged under the provisions of this policy. Violation of this policy by any 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 the 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.

Keystone 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 a Keystone administrator.

Employees who do not believe the matter is appropriately resolved through this meeting may file a formal complaint under the service center's discrimination complaint procedure. Complaint should be in written format. (See KN of the Keystone Policies)

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 on 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/Executive Director. Employees who fail to report complaints or incidents of sexual harassment to appropriate school officials may 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 a 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 service center'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 or disciplinary action against the complainant.

A summary of this policy and related materials shall be posted in each service center facility. The policy shall also be published in student, parent and employee handbooks as directed by the service center compliance coordinator. Notification of the policy shall be included on the Keystone Learning Services website.

WORKERS COMPENSATION (GAOE)

In case of an on-the job injury, the employee must notify all supervisors and contact Human Resources for proper workers' compensation forms.

Whenever an employee is absent from work and is receiving workers compensation benefits due to a work-related injury or is receiving district paid disability insurance, the employee may use available paid sick leave to supplement the workers compensation or service center paid disability insurance

payments. In the event that the employee has been injured by a student, the employee will be allowed up to five days of leave per incident with no deduction in leave days, provided a doctor's statement verifies that the employee was unable to work due to the injury. This will be in accordance with service center policy GAOE. Workers compensation benefits and FMLA benefits provided in a board approved plan shall run concurrently if both are applicable.

In no event shall the employee be entitled to a combination of workers compensation benefits, service center paid disability insurance, and salary in excess of his/her full salary. Available paid leave must be used for this purpose until 1) available paid leave benefits are exhausted; 2) the employee returns to work; or 3) employment is terminated. Leave shall be deducted on a prorated amount equal to the percentage of salary paid by the service center. Staff is responsible for providing written documentation from the physician of expected date to return to work. If staff does not fulfill this requirement or return to work on stated date, and they have not communicated with Keystone as to the reason, the employee after the third day of consecutive leave could be terminated.

WORKERS' COMPENSATION PROCEDURES

1. Upon employment by Keystone, the employee will read the following and sign a copy of the "Workers' Compensation Procedures Agreement" to be placed in their personnel file. Staff is expected to read and sign the agreement by the first day of staff inservice in the Fall.
2. The Human Resources shall maintain a set of procedures to be followed by building principals, building managers and supervisors when employees become involved in work-related accidents.
3. Failure to follow safety procedures may result in denial of claim(s). These procedures will specify that:
 - All accidents must be reported to the injured person's special education supervisor and Keystone Human Resources immediately. If medical attention is needed the employee will see the designated health care physician. If the employee opts to see his/her own family physician, treatment will be considered unauthorized and a maximum of \$500 will be paid.
4. Building principals and building managers shall report all work-related injuries of employees assigned to their building within twenty-four hours to Human Resources by using an "Employer's Report of Accident Form" received by Keystone Human Resources. Employees are not allowed to complete the employer's form.
5. All immediate supervisors must complete a "Supervisor's Incident Report" form before the end of the shift during which the accident, illness or other incident occurred/reported. It must accompany the state "Employer's Report of Accident Form". These forms need to be sent to Keystone

Human Resources Department.

6. If an incident involved vehicular damage but no employee injury, the police report will be sufficient. Police reports are required for all vehicular incidents unless otherwise designated by police department.
7. Human Resources shall assist the immediate supervisor and the injured employee in the development of an action plan, which outlines corrective actions, to be taken by the employee and/or supervisor to prevent the causative factors associated with the accident from reoccurring.
8. If it is proved that the injury to the employee results from the employee's deliberate intention to cause such injury, or from the employee's willful failure to use a guard or protection against accident required pursuant to any statute and provided for the employee, or a reasonable and proper guard and protection voluntarily furnished the employee by the employer, or substantially from the employee's intoxication, any compensation in respect to that injury shall be disallowed.
9. The employer shall not be liable under the Workers' Compensation Act where the injury, disability or death was substantially caused by the employee's use of drugs, chemicals or any other compounds or substances, including but not limited to, any form or type of narcotic drugs, marijuana, stimulants, depressants or hallucinogens, except such drugs or medications which are available to the public without a prescription from a physician and which are used for the treatment of an illness, or which were obtained and used by the employee pursuant to and in accordance with such a prescription.
10. Building principals or Keystone Human Resource Department shall advise medical care providers that an injured employee is covered by Workers' Compensation and medical bills should be submitted to Human Resources.
11. If an eyewitness was present, the supervisor will ask him/her to fill out the "Report by Eyewitness." The reports are to be turned in to Keystone Human Resource. Human Resources will then fill out the "Employer's Report of Accident."

KEYSTONE LEARNING SERVICES
500 E. Sunflower Blvd.
Ozawkie, KS 66070

Workers' Compensation Procedures Agreement

I have read the Workers' Compensation policy and understand the procedure to follow in the event of a work-related accident.

Employee Name (print)

Employee Signature

Witness

Date

DRUG FREE WORKPLACE (GAOA, GAOA-R)

Maintaining a drug free work place is important in establishing an appropriate learning environment for the students of the service center. The unlawful manufacture, distribution, sale, dispensing, possession of or use of a controlled substance is prohibited in Keystone.

As a condition of employment in Keystone, employees shall abide by the terms of this policy.

1. Employees shall not unlawfully manufacture, distribute, dispense, possess or use controlled substances in the workplace.
2. Any employee who is arrested/convicted under a criminal drug statute for a violation occurring at the workplace must notify the Special Education Director of the arrest/ conviction within five days after the arrest/conviction.
3. Within 30 days after the notice of arrest/conviction is received, Keystone will take appropriate action with the employee. Such action may include the initiation of termination proceedings, suspension, placement on probationary status, or other disciplinary action.
4. Alternatively, or in addition to any action short of termination, the employee may be required to participate satisfactorily in an approved drug abuse assistance or rehabilitation program as a condition of continued employment. The employee shall bear the cost of participation in such program.
5. This policy is available on the Keystone website or a copy may be requested from the Keystone Office. This policy is intended to implement the requirements of the federal regulations promulgated under the Drug Free Workplace Act of 1988, 34 CFR Part 85, Subpart F. It is not intended to supplant or otherwise diminish disciplinary personnel actions, which may be taken under existing Board policies or the negotiated agreement.

CHILD ABUSE (GAAD)

Any Keystone employee who has reason to know or suspect a child has been injured as a result of physical, mental or emotional abuse or neglect or sexual abuse, shall promptly report the matter to the local Department for Children and Family Services (DCF) office or to the local law enforcement agency if the DCF office is not open.

Unless otherwise specified, Keystone employees will follow those policies adopted at each local district level and Keystone.

These policies will follow the guidelines established by the State of Kansas for reporting child abuse.

Procedures for Keystone staff making reports of abuse or neglect are as follows:

1. Notify the immediate supervisor and/or building principal prior to making the report, if possible, or as soon as possible after making the report.
2. The mandated report to (DCF) or law enforcement is verbal.
3. If the staff member believes a verbal report should be made, s/he must do so even if the supervisor disagrees.
4. A short written record of the report will be kept on file by the reporting party.

STAFF-STUDENT RELATIONS (GAF)

Staff members shall maintain professional relationships with students, which are conducive to an effective educational environment. Staff members shall not submit students to sexual harassment or racial harassment. Staff members shall not have any interaction of a sexual nature with any student at any time regardless of the student's age or status or consent.

NEPOTISM (GACCA)

The Board will avoid employing anyone who is the father, mother, brother, sister, spouse, son, daughter, son-in-law, or daughter-in-law of a direct supervisor, unless extenuating circumstances are present (ex. Staff shortages, availability of qualified employees, etc.)

UNLAWFUL ACTIVITY

If a staff member is arrested for any nature, it is the responsibility of the staff member or the designee to notify the Special Education Director of such arrest within 24 hours of arrest. Depending on the reason for the arrest, staff may be placed on administrative leave until investigation is complete. If proven guilty of a felony, or if the punishment affects the staff member's ability to do their job (ex. loss of driving privileges and the person works as an itinerant staff member), staff member may be dismissed.

PROCEDURES

HUMAN RESOURCES

Background Checks

All new non-licensed employees will submit to a background check prior to beginning their new position. The background check will be conducted by the National Screening Bureau on behalf of Keystone and Keystone will pay the cost. Below is the Authorization and Disclosure form that will be used.

Authorization and Disclosure for Background Check

We value our employees, volunteers, safety of children in our care and the people whom we serve. In order to help safeguard those in our care, Keystone Learning Services has joined National Screening Bureau in conducting criminal background history checks on the volunteers and employees who have unsupervised contact with a child, the elderly or persons with disabilities.

Disclosure:

Please complete this form of basic information about you, which assures the best possible program and safety for all. All information obtained will be handled in a confidential manner. Information may contain information about your character, general reputation, personal characteristics, mode of living, qualifications and credentials. The nature and scope of the consumer report or investigative consumer report is the procurement of reports such as consumer credit, criminal records, civil records, driving records, employment verification, education verification, professional license verification and others. I understand that, upon written request within a reasonable period of time, I am entitled to additional information concerning the nature and scope of this investigation. I also understand you may make use of the internet including social networking sites. I understand that pursuant to the Fair Credit Reporting Act (FCRA), I have the right to know if adverse action is being considered against me as a result of information contained in this report, that I have the right to a copy of this report prior to any adverse action taken against me and to dispute the accuracy of any information in this report by contacting the consumer reporting agency, NATSB, 920 N Tyler Suite 302, Wichita, KS 67212, toll free (877) 263-4405. I understand that I may have additional rights under State law, which I may determine by contacting my State or local consumer protection agency.

Authorization / Release of Information:

I have carefully read and understand the above Disclosure. I hereby authorize the obtaining of consumer reports and investigative consumer reports at any time after receipt of this authorization. I authorize without reservation, any party or agency contacted by National Screening Bureau or NATSB, acting on behalf of National Screening Bureau, to furnish information about my character, reputation, personal characteristics, credentials, and/or credit and indebtedness. I understand this may involve personal interviews with sources such as schools, employers, supervisors, friends, neighbors, associates, state, federal or local agencies, and public

record or law enforcement agencies as well as driving record providers. I further authorize ongoing procurement of these reports at any time during my continued employment or contract for services, unless specifically prohibited by state law. I also agree that a fax or photocopy of this authorization with my signature shall be accepted with the same authority as the original.

< PLEASE PRINT CLEARLY >

Signature: _____ **Date:** _____

Last Name	First Name	Middle Name	Other Names Used	
If Married-How Long	Maiden Name	Email	Other Email	
Home Street Address	City	State	Zip	How Long Years Months
If less than 7 years at present address Previous address	City	State	Zip	
Phone #	Sex	Date of Birth	Social Security #	Drivers License #
	M F	MM DD YYYY		
*NOTE: Date of birth, sex, and race are being requested only for purposes of identification in obtaining accurate retrieval.			Race	State Drivers License was issued in:

Keystone Learning Services - Adopted _____

Personnel Files

Personnel files required by Keystone shall be confidential and in the custody of the records custodian and/or the Executive Director. Employees have the right to inspect their files upon proper notice to Human Resources under the supervision of an appropriate supervisor.

Before the first salary payment, all employees will be expected to have the following items on file in the Keystone central office (Human Resources):

1. Loyalty oath;
2. Certified Staff must have a current certificate or license and transcript on file before the first paycheck can be issued.
2. Keystone Application for Employment and references;
3. Within three days of hire, Keystone must have an I-9 verification of citizenship form plus two proofs of identification completed; (i.e. valid driver's license, or another picture id, and a social security card);
4. Verification of TB test upon initial employment and completed Health Certificate;
5. KPERS enrollment;
6. College transcripts, if applicable (official copies);
7. W-2 form;
8. K-4 form;
9. Proper forms for additional salary withholding annuities, other insurance and any other payroll deductions which are approved by the Board and the employee.
10. Current name, address, marital status (for emergency contact, benefits and tax withholding purposes only) and telephone numbers (including cell numbers) must also be on file. If an employee has an unlisted number, he/she should list it privately with Human Resources at Keystone.
11. An official college transcript (no duplicate copies will be accepted) and/or an office inservice transcript must be given to Human Resources on or before **September 1** in order to advance on the salary schedule. **THERE WILL BE NO EXCEPTIONS MADE.**

NOTE: All certified staff must hold certification or licensure in the area and at the teaching level, or be eligible for a waiver of these requirements by the State of Kansas. State funding is contingent upon meeting these requirements.

In the event that a teacher allows his/her license to expire the teacher will receive substitute wages from the date of expiration until the date a new license is issued. When license is issued, there will be no retroactive pay to teacher wages.

Each licensed employee has a professional responsibility to maintain appropriate licensure. To assist teachers with this responsibility, strong support will continue through the administrative team and support staff at Keystone. We notify teachers of impending expiration dates and visit with teachers who seem to be slow in initiating licensure renewal.

Employees are expected to complete all paperwork before the first day of employment.

Paraprofessionals are an at-will employee. At-will employees can be fired at any time, for any reason (except for a few illegal reasons such as age, race, religion and sex).

Duty and Work Assignments

Employees assigned to school districts are assigned duty and work assignments (both temporary and regular) as dictated by the needs of Keystone and the students we serve. Employees may be involuntarily transferred or reassigned without prior notice at the discretion of the Director of Special Education or his/her designee. It is the employer's responsibility (and privilege) to control the work of its employees.

Transfers

Employees have the right to request a transfer. Keystone reserves the right to approve or disapprove transfer requests based on the educational and operational needs of Keystone. Transfers typically occur before the school year begins to prevent disruption of the classroom.

Any employee wishing to transfer shall make said request in writing to Human Resource indicating the position and school/department to which he/she wishes to be transferred.

Reasonable Assurance

Kansas Employment Security Law prohibits employees who work for an educational institution from receiving unemployment benefits during regularly scheduled breaks of employment. These scheduled breaks would include scheduled time off for summer, spring, and winter. Any employee who has the reasonable assumption of continuing in the same or similar employment following any or all of these scheduled breaks would be ineligible for unemployment benefits. This includes employees of certified, classified and substitute status, so

as long as the employee is paid directly by Keystone and is not contracted services.

Release from Contract (Employees that hold position requiring State licensure)

The continuing contract law requires the employer to notify certified staff by the third Friday in May if his/her contract will not be renewed for the following year. In turn, certified staff must notify their employer by the fourteenth day following the third Friday in May if they do not plan to renew their contract. Requests for release from a contract made after the fourteenth day following the third Friday in May will be acted on individually by the Board of Education considering the merits of each case. It is likely that requested release will be contingent on finding a suitable replacement. A penalty has been initiated by the Board against staff who resign after the certified notification date (14 days after the third Friday in May). See the Negotiated Agreement for specific information regarding this penalty.

PAYROLL AND BUSINESS OFFICE

Paperwork Submission Deadline

All business office and payroll paperwork is due in the Keystone Central office no later than the fifth day of the month.

At the end of the school year, all purchase requisitions and vouchers must be submitted by June 5th to be taken out of the current year's budget. Failure to do so may result in vouchers not being reimbursed or supplies not being ordered.

Payroll

1. Keystone's payday is the 20th of each month. Employees will be paid by check or direct deposit on or before the 20th of each month.
2. Employees will be paid in compliance with State statute 12-105b, which states that employees will be paid the month after hours are worked.
3. Yearly salary for certified staff will be paid in twelve equal payments. Teachers may choose to receive July, and August checks at one time or they may receive two checks, one per month, for the July and August payment. The Keystone Business Office (Payroll Clerk) must be notified by April 1st if the employee is electing lump sum or non lump sum payment.
4. Paychecks are not released in advance for any reason.

5. Employees have the option of having checks deposited directly. Arrangements for direct deposit may be made with the payroll department at the Keystone office. If an employee is planning on picking up his/her paycheck they need to call Keystone before 1:00 pm otherwise paycheck will be mailed.
6. If an employee is planning to let another person pick up his/her paycheck, they need to call by 1:00 pm. Employee must complete a **Paycheck Authorization Form**. The authorized person must bring it into the Keystone office in order for the check to be released. No checks will be released to a person other than the employee, or person listed on the Paycheck Authorization Form. Employee or person listed on the Paycheck Authorization Form must show a valid identification card with a picture to pick up a paycheck from the Keystone office.

Monthly Payroll / Attendance Calendar

(If applicable)

Please put your name on your calendar!

All Licensed and Grant Staff are required to submit calendars every month for payroll and auditing purposes. Mark your calendar with the appropriate codes listed on the calendar.

- Mark an "X" if work a full day. If not worked a full day please write $\frac{1}{4}$, $\frac{1}{2}$, and $\frac{3}{4}$ amount worked on the calendar. Please identify leave being used in quarter increments. (Ex. $\frac{1}{4}$ work $\frac{3}{4}$ SL, PL, etc.)
- Submit monthly calendars by the first day the media route runs each month, in the Keystone office no later than the fifth day of the month.

Calendar Codes

X = days worked

SL = Sick leave - allowed 5 yearly - may accumulate to 70

DL = Discretionary leave - allowed 5 - unused at end of year convert to SL

PL = Personal leave - allowed 2 yearly - non accumulative

PROL= Professional leave

PTC's (Parent Teacher Conference) = PT & number of hours worked beyond normal work day

Snow/Emergency/Bereavement = write in reason for absence on day

Leave non-working days blank

KPERS

All employees of Keystone who work at least 17.5 hours a week/ 630 hour annually in a covered position, as defined in the Kansas Public Employees Retirement System (KPERS) Manual, are automatically members of KPERS.. Tier I employees (hired prior to July 2009) will have 5% of their salary deposited each month in a personal account. Effective January 1, 2015, the rate will increase to 6%. Tier II employees (hired after July 2009) will have 6% of their salary deposited each month in a personal account. After five (5) years the employee is vested in KPERS and eligible for benefits upon retirement. If the employee leaves Keystone and does not work elsewhere for a KPERS employer, he/she may request a report of his/her KPERS contributions. For more information, see the KPERS Manual or talk to Keystone's appointed KPERS Representative in the business office.

See the negotiated agreement for information pertaining to Keystone retirement benefits, including eligibility, sick leave reimbursement, and fringe benefits. (if applicable)

Upon termination of employment, if the employee is a member of KPERS and under 65, application may be made for withdraw of contributions made to the Kansas Public Employees Retirement System. This request may be made 31 days after the final paycheck is issued.

Pay Deductions

Any absence that does not fall under leave will result in a deduction in salary / wage equivalent to one day's pay. If an employee resigns or terminates before completing their contract and has been paid for unearned days, the final paycheck will be adjusted to pay back unearned days.

Purchase/Credit Card

Purchase Card can be made available to staff pending Board approved training and special education administrator's approval. Teachers and Paraeducators who have been issued a purchase card during the school year must turn the card in at the end of each school year as part of checkout.

Purchase/Credit Card Procedure

Employee Responsibilities

- Sign all credit card purchases. Make it clear that no one may use the credit card except authorized individuals. All purchases must be school related – no personal purchases.
- Submit credit card receipts, invoices, and logs to the business office on a regular basis.

- Report all lost or stolen credit cards immediately to the business office.
- Never accept cash for credit card returns. Request that merchant credit the credit card account.
- Make sure telephone and catalog orders include appropriate shipping addresses and instructions (name of organization, building, employee's name, etc.)
- Make sure merchants are aware of the sales tax exemption status of school districts when purchasing merchandise with credit cards.

LEAVE

Military Leave

Both federal and state laws grant employees the right to leave from employment for military service. The rights of returning members of the uniformed services, including the National Guard or Reserve, are defined in the Uniformed Service Employment and Reemployment Rights Act (USERRA), 38 U.S.C 4301 *et seq.*, and K.S.A. 73-213 *et seq.*

Leave Without Pay

There is no Leave Without Pay except for FMLA. Staff who have used all of their paid leave and who are not on FMLA may be dismissed by the Board.

Leave With Pay

Administrators may place staff members (certified and classified) on leave with pay during an investigation, for a disciplinary action or as deemed necessary by the special education administration.

Work Related Injury Leave

In the event that an employee has been injured by a student, the employee will be allowed up to five days of leave per incident with no deduction in leave days, provided a doctor's statement verifies that the employee was unable to work due to the injury. This will be in accordance with service center policy GAOE.

Jury Duty and Other Court Appearances

Employees are expected to fulfill their obligation as a citizen in serving jury duty when selected. Employees should notify their immediate supervisor, building principal(s) and Keystone administrator (if applicable) and submit a copy of your summons to Keystone Human Resources as soon as possible so that a substitute may be secured if needed. Any compensation, except expenses, shall revert to Keystone. No deductions of personal leave, or loss of pay, shall be made for judicial leave, unless the employee is a complainant against Keystone or any of the eight school districts, or if they are serving in their own defense or personal civil matters.

Family and Medical Leave

Family and medical leave, as required by federal law, shall be granted for a period of not more than 12 weeks during a 12-month period. (For purposes of this policy, a 12-month period shall be defined as a fiscal year beginning on July 1 and ending the following June 30.) Spouses/partners employed by the Keystone may only take an aggregate of 12 weeks of leave for a birth or adoption of a child or to care for a child with a serious health condition. Leave is available because of:

1. the birth of a son or daughter of the employee and to care for the son or daughter;
2. the placement of a son or daughter with the employee for adoption or foster care;
3. the need to care for a spouse/partner, son, daughter or parent of the employee because of a serious health condition; or
4. a serious health condition of the employee that prevents the employee from performing the job functions.

(Leave for reason 1 or 2 must be taken within 12 months of birth or placement.)

The leave shall normally be unpaid leave. However, if the employee has any paid vacation, personal, sick or disability leave that is available, these leave days will be used first and counted toward the annual family and medical leave. The Executive Director will notify the employee prior to or during the leave period that the leave has been designated as paid or FMLA leave.

The employee is eligible for family and medical leave upon completion of 12 months of service with Keystone and at least 1250 hours of service during the preceding year.

During the period of approved family and medical leave Keystone will continue to pay the employer portion of the employees benefits and the employee is responsible for sending in money for their regular monthly contribution. The Board may terminate group health coverage if the employee payment is not received within 30 days of the due date.

If the employee does not qualify for FMLA through our agency the Board does not continue to pay his/her portion of the benefits and the employee is responsible for sending money in for all current benefits selection until she/he return to their current position.

When leave is foreseeable, the employee shall give to the Executive Director a written notice 30 days in advance. If leave is not foreseeable, notice will be given as soon as practicable.

Upon the employee providing notice of need for leave, Keystone will notify the employee of:

- a. the reasons that leave will count as family and medical leave,
- b. any requirements for medical certification,
- c. employer requirement of substituting paid leave.
- d. requirements for premium payments for health benefits and employee responsibility for repayment if employer pays employee share,
- e. any fitness-for-duty certification required by the employer.

Family leave (reasons 1 and 2) may not be used intermittently or on a part-time basis without prior approval of the Executive Director.

The Executive Director may require an instructional employee to continue leave until the end of a semester if the leave begins more than five (5) weeks before the end of a semester, lasts more than three (3) weeks and the return would occur during the last three (3) weeks of the semester.

If the leave is for a reason other than the employee's serious health condition, the Executive Director may require an instructional employee to continue leave until the end of a semester, if:

1. the leave begins in the last five (5) weeks of a semester, will last more than two (2) weeks and the return to work would occur in the last two (2) weeks of a semester, or
2. the leave begins in the last three (3) weeks of a semester, and lasts more than five (5) days.

Professional Leave Certified and Non-Certified Staff (Grant staff refer to respective addendum)

It is the belief of Keystone that in order to provide appropriate programs for students, employees 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 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, inservice 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/inservice: 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 Keystone 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 Keystone 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 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 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). Alcoholic beverages are not allowed on a receipt.

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 the request.
3. The request must first be approved by the principal(s) that would be impacted by the possible absence.
4. All requests will be returned to the employee with the decision about attendance and reimbursement information.
5. To be reimbursed for preapproved 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

Completing the Form. Employees who travel to other buildings on Keystone business will be reimbursed at the current state rate, unless otherwise specified on contract. Staff seeking reimbursement must report their mileage on the monthly "Expense Voucher" or "EReqs System (if applicable).

Travel Code "A" (Service to special education student) should be listed in the column marked "Reason" for the following:

- Staff travel directly related to providing special education and related services to exceptional children.

Travel Code “B” (Other) should be used for the following:

- Inservice, workshops or other professional meetings; transportation of media center materials and supplies; etc. (Grant staff uses Travel Code B)

Staff who does not have codes completed may have their forms returned which may cause a month delay in reimbursement. Please mark A or B.

Mileage Reimbursement Guidelines

- Activities outside of the Keystone 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 employee’s 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. Travel to the central office or another school during the workday is reimbursable.

Example 1: An employee assigned to Valley Falls and Oskaloosa may claim mileage between these two buildings during the day, but may not claim mileage from home to school or school to home.

Example 2: An employee lives in Atchison and drives to a Keystone workshop in Ozawkie. No mileage will be reimbursed.

Travel for after school meetings may be reimbursed from the employee’s school to the meeting location and then back to the employee’s school or home (whichever is closer).

Example 1: An employee living and teaching in Oskaloosa attends an after-school inservice in Ozawkie. The employee may claim mileage from Oskaloosa to Ozawkie and back to Oskaloosa.

Example 2: An employee living in Oskaloosa and teaching in Effingham attends an after-school inservice in Ozawkie. The employee may claim mileage from Effingham to Ozawkie and from Ozawkie back to the employee's home in Oskaloosa.

- Itinerant staff must determine a "home school" or "base" and this must be constant throughout the school year. The above reimbursement guidelines will then apply.
- Travel for after duty day, classes or training, will not be reimbursed unless stated prior to the training/classes.

Mileage Reimbursement Guidelines

Travel for meetings, in-state conferences and on-site visits required by Keystone, the grant project or KSDE will be reimbursed from the employee's office to the meeting location and then back to the employee's office. Travel to airports for out of state conferences required by KSDE will be reimbursed from the employee's office to the airport and then back to the employee's office. Mileage will be reimbursed at the current state rate. Rates will be adjusted at semester if any changes are made by the State during the school year.

Where/When to Send the Reimbursement Form. Send completed Mileage/Expense vouchers to the Keystone 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 5th; failure to do so may result in non-reimbursement of expenditures.

To receive mileage reimbursement, the following must be on record in the business office prior to any reimbursement issued: copy of employees valid drivers license and proof of automobile insurance (liability).

STAFF BEHAVIOR

Attendance and Punctuality

It is the procedure of Keystone to require employees to report to work punctually and to work all scheduled hours. Excessive tardiness and poor attendance disrupts workflow and will not be tolerated.

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

Confidentiality

1. Confidentiality refers to the protection of personally identifiable information at all stages, including the collection, use and maintenance of education records.
2. Confidentiality applies to both written records **and** oral information.
3. Violations of confidentiality, which violate the privacy rights of students or personnel, could result in disciplinary actions being taken against the employee, including termination.
4. If you must talk to someone else, talk to your supervisor or someone who has shared access to the individual or information to be shared.
 - a. Paraeducators may share confidential student information only with their supervising special education and general education teacher; principal; and Keystone administration.
 - b. If a family member of the student or friend of the student inquires as to the student's status, progress or problems, the paraeducator must direct the person without further comment to the licensed special education provider.
 - c. Confidential information, whether perceived to be positive or negative, must never be shared by a para to individuals other than those identified above.
5. When taking equipment or files out of a building, staff must use all forms to securing items, such as storing items in a locked vehicle, or in a trunk (if applicable). In addition, passwords and other measures of security must be established on electronic devices. Employee must notify Keystone

Administration if any breach of confidentiality or losses of devices or files happens with secure Keystone information.

Reports

Upon request, all personnel of Keystone shall submit to the Director of Special Education any information required for the preparation of annual reports required by the State Department of Education and any other information that is needed by either federal or state sources. These reports are to be filed promptly and accurately.

Personnel Problems

If problems concerning Keystone personnel arise, they should be referred immediately and in a professional manner to the immediate Keystone supervisor. Even if the problem is resolved at this level, the special education administrator or Executive Director should be notified.

Personal Contact with Keystone Board of Directors

Personnel should not approach Board members directly with individual problems without having first spoken with the Executive Director. Personnel may be referred to the Board. Personnel may also ask to be placed on the agenda of the regular monthly Board meeting to express their concerns.

Fraternization

Staff should refrain from entering into relationships other than or beyond friendships with co-workers.

Telephone / Computer / Equipment Usage

Cellular phone use is prohibited unless used during lunch or breaks. Personal telephone calls should not be conducted during the duty day unless it is an emergency or during breaks.

Using school district computer/equipment (copier, fax machine, printers, cameras, smartboard, etc.) is strictly prohibited for personal usage. Using computers to access personal accounts, e-mails, facebook, writing personal information or searching the internet is not allowed except during lunch or breaks. (All employees may use the computer for communication from Keystone-including electronic direct deposit slips).

During school/business hours district and Keystone IT staff monitors activity conducted on computers. Inappropriate usage of computers and equipment can result in disciplinary action or dismissal.

Solicitations- Selling Items

All solicitations of and by staff members while in the work setting are prohibited.

Disciplinary Action for Misconduct

Employees may be disciplined for misconduct by reprimand, suspension, disciplinary supervision or dismissal. Examples (not all-inclusive) of misconduct are:

- Illegal or Serious Misconduct (such as reporting and/or being on duty under the influence of alcoholic beverages or illegal drugs; threatening, intimidating, coercing, abusive or vulgar language; interfering with the performance of other employees, customers or vendors; dishonest or improper conduct on the job; actions which are disruptive to the operation of the school; unauthorized use of Keystone or District(s) equipment)
- Insubordination (such as breaking of Keystone rules, regulations, or policies; willful disobedience of a direct order from a supervisor)
- Poor attendance (such as excessive, unexplained, or unexcused absenteeism; frequent tardiness; or failure to notify supervisor)
- Unsatisfactory work performance (such as failure to progress in job proficiency; incompetence; inappropriate dress/hygiene)
- ***Serving as a spokesperson for the agency without administration approval (such as representing self as an appointed spokesperson of Keystone Learning Services)***

In cases involving serious misconduct, such as a major breach of policy or violation of law, the procedures contained below, may be disregarded. Administration should suspend the employee immediately and, if appropriate, recommend termination of the employee. Employees suspended from work will not receive or accrue any employee benefits during the suspension, unless administration grants an exception.

At any investigatory interview conducted for the purpose of determining the facts

involved in any suspected violation of Keystone rules and regulations, the following procedure should apply: prior to the interview, the employee who is suspected of violating Keystone rules and regulations should be told in general terms what the interview is about.

Types of Disciplinary Action

1. Oral Reprimands. This is the most frequently used and mildest form of discipline. It is a warning, which at the same time, tries to get at the root of the problem and overcome the source of difficulty. When the supervisor gives an oral reprimand, he/she makes a brief note of it for his/her own future reference and guidance.
2. Written Reprimands. An offense, which in the opinion of the supervisor, justifies a written reprimand containing a brief description of the unsatisfactory conduct of the employee. It may include a written warning and suggest actions to be taken. A copy shall be provided to the employee prior to being included in his/her personnel file. The employee may respond in writing with five (5) workdays and such written response shall be included and made part of his/her personnel file.

Civil Actions and Administrative Complaints

Any Keystone employee served with formal legal process and a complaint from a federal or state court or civil rights enforcement agency (including the Kansas Human Rights Commission, the Federal Equal Employment Opportunity Commission, or the Office for Civil Rights of the U.S. Department of Education) shall immediately advise Keystone Executive Director. The filing of litigation or a complaint with an administrative enforcement agency shall suspend any further processing by Keystone of any internal complaint made regarding same subject matter. Upon receipt of any final order by a court administrative enforcement agency, any internal complaint pending Keystone regarding the same subject matter shall be dismissed.

Voluntary Resignation

1. Employees who are absent from work for three consecutive days without being excused or giving proper notice may be considered as having voluntarily quit.
2. Former employees who left Keystone in good standing may be considered for re-employment.
3. Former employees who resigned without notice or who were dismissed for cause may not be considered for re-employment.

4. Paraeducators who separate employment and return to work for Keystone within 12 months of last employment will be hired at or above their last hourly wage.

PARAEDUCATORS

Time Cards

Teacher supervisors are expected to review and sign paraeducator's time cards.

1. Keystone paraeducators must report each day's arrival and departure plus all absences on monthly timesheets. If timecards are incomplete they will be returned, which may delay payment.
2. Time cards are due the 1st day the media mail runs of each month and must be in Keystone's office by the 5th day of the month.
3. Time cards must be signed by both employee and supervisor.
4. Time cards must be left at work and in a place where they may be located by the supervisor if para is absent on the date time cards must be submitted for payroll.

Intensive Duty Hourly Pay

Paraprofessional assigned to work with students in certain circumstances may have their supervisor apply for IDH pay at a Board approved rate. In order to receive this pay, the supervising teacher must complete Intensive Duty Hours (IDH) Pay Request form and receive prior approval.

To apply for IDH pay for paras teachers must complete appropriate form and send to special education administrator by the 5th day of the month so para can be paid. IDH pay is based on the need of the student and not the assignment. Circumstances that may qualify for this pay include:

- Assignment to work with students requiring intensive assistance with self-care at the middle or high school level
- Assignments in alternative setting (such as a behavioral classroom)
- Assignment to work with a student with unique physical needs or behavioral needs in which physical danger is consistently present

Only those assignments with the most intense level of services will be approved. Typical assistance in the restroom (i.e. wiping or diapering) for elementary age students will not be approved. Likewise, paraeducators working with students with behavioral concerns including verbal aggression and noncompliant behavior will not be approved. IDH pay for paraeducators assigned to support student(s) with aggressive behaviors will only be approved when a consistent pattern of physical aggression directed at the paraeducator has been established. The

approval progress may require observation of student behaviors and/or additional documentation such as behavioral data sheets.

Each case will be individually considered for approval by the administrative team. The time allowed for the IDH pay should be directly tied to the need that qualifies for the IDH pay. For example, if intense physical assistance in the restroom were required for a student who otherwise functions with typical support for the day, the IDH pay would only be for the time spent performing restroom duties with the student. It should also be noted that changes to schedules or student needs may result in a change in the approval of IDH for any paraeducator who previously received such pay. IDH pay is contingent upon specific student assignments and scheduling; therefore, IDH pay is NOT guaranteed for an entire school year, or year to year. It is the responsibility of the supervising teacher to inform administration of changes and monitor the IDH time reported on time cards.

IDH is not paid if a student(s) is absent or a service is not delivered to a student.

Para Supervision

All teachers supervising paraeducators should be familiar with policies and procedures specific to paraeducators.

It is the supervising teacher's responsibility and privilege to professionally supervise paraeducators. Communication is vital in providing effective and efficient services to students.

Inservice Hours

1. Paras with less than three years of continuous employment or staff with more than three years of employment but have unsatisfactory evaluations with Keystone must attend twenty hours of inservice training annually.
2. Paras with more than three years of continuous employment with Keystone and satisfactory evaluations must complete at least ten hours of inservice training annually.
3. One hour of college credit counts for 20 hours of inservice hours.
4. There are different types of inservices allowed:
 - a. On-Line/Computer Programs. Earn inservice hours using computer programs (Infinitic and WorkKeys). To receive credit a copy of the certificate must be sent in with confirmation passing the course.
 - b. Inservice Classes. Examples include First aid and other inservices sponsored by the school, district, teacher, or support staff (ex. speech pathologist, school psychologist, APE, etc.). Inservice hours can also be earned through trainings at Keystone.

- c. Reading/Video. A maximum of five (5) hours can be earned for reading an approved book or watching an approved educational video. Twenty pages equals one (1) hour of inservice.
 - d. Passing the ParaPro Assessment is worth 20 hours. Coursework prior to the ParaPro assessment will not to be counted to the 20 hours given to passing the ParaPro Assessment. Certificate is necessary for credit.
5. Examples of non-allowable inservice hours are time worked while setting up a classroom or closing a classroom at the end of the year. Television programs are not allowed. Journal (unless refereed) or magazine articles are generally not allowed. Computer classes or inservices that are unrelated to the job are not allowed (ex. taking an algebra II class and the job held is in the preschool program). Confidentiality and Bloodborne Pathogens are presented at the para inservice in the fall and new para inservices. These will not be approved for individual training hours. If in doubt contact the Director of Special Education.

Inservice Documentation

1. All inservice requires Keystone Administrative approval to receive credit.
2. Paraeducators must complete the “Paraeducator Staff Development Documentation Form” (found on the website) and submit to Keystone Administration for approval. This form must be signed by the paraeducator’s supervisor.
3. Paraeducator’s attending a Keystone inservice opportunity needs only sign the “Staff Sign-in Sheet” to receive credit. No other documentation is required.

Teachers are responsible for paras receiving all required inservice hours. If a para leaves in the middle of the year, teachers are responsible to turn in all required documentation for the time the para was employed.

The Keystone office will keep paraeducator inservice documentation for 5 years.

Paraeducator Evaluations

1. All paraeducators will be evaluated by their supervisor(s).
2. Building principals are expected to assist in these evaluations and/or submit a separate evaluation.
3. Implementing instruction, student progress, interactions with students, interactions with other staff, and special education record keeping will be components of each para's evaluation.
4. Evaluations can be conducted anytime it is deemed necessary by the

- supervisor and the building special education administrator.
5. If a behavior warrants or an evaluation indicates an area of need, a Plan of Improvement can be written for the para. Keystone administrator must be contacted to assist in the writing of the plan of improvement.

Bloodborn Pathogens

Refer to the Bloodborn Pathogens Booklet

Hepatitis B Request Form

Date: _____

Employee Name: _____

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B viral (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself under the following conditions:

1. I request the administration of the hepatitis B vaccination at this time due to the potential exposure to infectious materials at this time.
2. I have not in the past received the Hepatitis b series.

Employee's signature _____

Hepatitis B Vaccine Decline Statement (Previously Vaccinated)

I understand that due to my occupational exposure to blood or other potentially infectious materials that I may be at risk of acquiring hepatitis B virus infection. I have been given the opportunity to be vaccinated with the hepatitis B vaccine at no charge to me. I decline the hepatitis B vaccine at this time because I received the complete hepatitis B vaccine series in the past.

Employee's signature _____