

**HIGH PLAINS  
EDUCATIONAL COOPERATIVE**

**CERTIFIED  
PERSONNEL**

Revised 7/10

“High Plains Educational Cooperative will assist and support the member districts in providing educational services which will maximize opportunities for all children to live, learn, and work in society.”  
HPEC Mission Statement

## **INTRODUCTION**

This handbook is for you, a professional educator and the most valuable resource this organization has. It is intended to help guide the management of a very diverse organization, the High Plains Educational Cooperative.

The procedures as identified in this personnel handbook were developed to ensure support for students' educational services. The HPEC central office staff, administrators and this handbook support the High Plains Educational Cooperative's mission and policies and are available to assist you in providing educational services to districts and their students. Call 1-800-779-HPEC for further assistance.

### **An Equal Employment/Educational Opportunity Agency**

The High Plains Educational Cooperative does not discriminate on the basis of sex, race, color, national origin, disability, or age in admission, access to, treatment or employment, in its programs or activities. Any questions regarding HPEC's compliance with Title VI, Title IX, ADA, or Section 504 may be directed to the Coordinator, who is the Director of the HPEC, Mike Lewis. He can be reached at (620)356-5577 or 800-779-4732 at 621 E. Oklahoma, Ulysses KS 67880. The Assistant Secretary for Civil Rights, U.S. Department of Education is also available.

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## **Organization and Administration**

The High Plains Educational Cooperative (HPEC) is governed by an elected Board of Directors with seventeen members, one member chosen by each respective district. The Board selects a president and vice-president from its membership each year. A clerk, treasurer, and attorney are appointed by the Board on an annual basis. The Board functions according to the powers delegated from the State of Kansas, and legally is a subdivision of the State government.

The function of the Board of Directors is that of establishing the policies by which the HPEC is governed. The execution of these policies is the responsibility of the employees of the HPEC.

HPEC teachers will be ultimately responsible to the special education director; however, their immediate responsibility shall be to the building principal and superintendent. HPEC teachers shall promptly and consistently carry out the instructions of the local administrators when there exists no discrepancies between the local administrative instructions and the policies of HPEC.

It shall be the duty of the HPEC teachers to be informed concerning the rules, policies, and regulations of the local board of education as well as the HPEC Board stated herein.

## **Personnel Selections**

*Philosophy* - The philosophy of the High Plains Educational Cooperative Board of Directors and administrative staff calls for the employment of the best teachers available. Once this has been done, every effort is extended to ensure that teachers are successful. The success or failure of a teacher to perform up to expected standards is dependent upon the cooperation and attitude of the teacher, supervisory personnel and administration.

*Equal Employment Opportunity* - It shall be the policy of the Board of Directors to recruit, promote, demote, and transfer employees in a manner which will avoid discrimination on the basis of race, color, creed, national origin, age, sex, marital status, or handicapping condition.

The Director of Special Education is charged with the responsibility of carrying out the spirit and the stated intent of this policy. In so doing the Director shall initiate and coordinate programs and efforts to carry out such federal and state mandates which have been and shall be issued in this regard.

Employment of Relative - A wife and husband may be eligible for employment in High Plains Educational Cooperative.

## **Licensure**

*New Teachers* - When a teacher is initially contracted by High Plains Educational Cooperative and is not the holder of a valid Kansas Teacher License, the teacher shall immediately complete an Application for Teacher License. Licensure is the responsibility of the teacher. Proper application forms are available in the central office except for the initial application. They can also be found on the Kansas State Department of Education website ([www.ksde.org](http://www.ksde.org)). HPEC Administrators are available to lend assistance or to answer

questions concerning the application form. The application, official transcript(s), accompanied by a personal check or money order, made payable to "License" should be submitted to the Licensure Section of the Kansas State Board of Education.

Effective July 1, 2002 all applicants for initial Kansas licensure and any applicant whose certificate/license has been expired one year or more will be required to submit fingerprint cards for a criminal history records check. Applicants will be required to submit two separate checks: one check for \$44.00 for the background check submitted with the fingerprint cards; and one check for \$36.00 for the application fee submitted with the completed application packet.

According to Kansas School Law, a teacher must be the holder of a valid Kansas License in order to receive compensation for his or her services (KSA 72-1390). Unless prior approval from the Director is received, and an application for licensure has been received by the State Board of Education, **no pay** may be issued to a teacher until a valid Kansas teaching license has been registered in the HPEC Central Office. Prior approval depends on assurance from the State Board of Education of ability to certify. Licensure requirements are outlined in the Certificate Handbook, which can be obtained by writing to the State Board of Education. For information on licensure you can call the State Department's automated system at 785-296-2288.

Continuing Teachers - Teachers who are in the employ of High Plains Educational Cooperative **renew** their license **prior** to the expiration date stated on their certificate/license. Each teacher is responsible for renewing their license before the expiration date. The teacher follows the same application procedure as explained for a new teacher in the preceding section.

### **Certificate of Health**

Certificate of Health - Each person beginning employment with HPEC is required to provide a signed certificate of Health. Both sections of the form should be completed.

### **Background Checks**

Background Checks - HPEC will not require background checks beyond June 30, 2001. Local districts may require new HPEC employees working in that district to submit to background checks.

### **Transcripts of College Work**

New Teachers - Upon employment by High Plains Educational Cooperative, all newly employed teachers shall secure official transcripts of all their college credits. The HPEC board clerk will place this copy of the transcripts in the teacher's personnel file.

Teachers in the System - Transcripts of college work taken are important to the teacher for salary purposes. It is essential that all college hours obtained by teachers be recorded in the HPEC central office. All teachers who are presently in the system should request an official transcript of their college work **immediately** upon completion of any new college courses. By September 1, please notify HPEC central

office in writing and ensure HPEC has all transcripts if you believe you are eligible to move across the salary schedule. Proper notification of college coursework ensures appropriate salary advancement. See the negotiated agreement for additional information regarding salary advancement.

## **Professional Development**

Responsibility for Professional Development - Teachers are expected to observe their school district's regulations, seek professional growth, and participate in faculty duties.

HPEC meetings are held periodically throughout the year to discuss common problems and for inservice training purposes. Staff members are required to attend all general and categorical inservices. Professional Development Inservices are provided as an option to teachers for growth and salary advancement. Individuals will be notified of HPEC meetings of interest and will be strongly encouraged to attend. More information on the Professional Development Plan is provided in this handbook.

College Hours - The Board of Directors will reimburse certified employees for college hours as outlined in the negotiated agreement contract with the HPEC. A stipend program also is available for teachers working toward full special education licensure. See Negotiated Agreement page 6 for more information.

Conventions and Conferences - Staff members are given the opportunity to attend various professional meetings under the direction of or with the permission of the Director. Any teacher wishing to attend a conference, workshop, or convention should fill out the Application for Leave form for each day (including weekends), provide written justification for the leave and an estimate of expenses. Completed leave forms will be reviewed by the Director and area supervisor (s). Final approval of all leave will be made by the Director. Registration, travel, lodging, and a per diem of \$20.00 for meals for each approved day of leave may be paid by HPEC. However, it may not in every circumstance be appropriate for HPEC to cover all conference costs for everyone. Requests to attend national conferences must be approved by the Director and the Board of Directors and generally will not be approved if a similar meeting is available within the region. Certain regional and national conferences may be supported through specific grant activities. Any staff member taking professional leave will be asked to include the meeting or workshop attended on their Individual Development Plan.

Professional Development Plan - The Board of Directors has adopted the Professional Development Plan to show a commitment to quality education, provide quality staff development opportunities and allow teachers to relicense using Professional Development points. Through Professional Development, HPEC has set goals and objectives to accomplish these tasks. Each teacher will file an individual development plan including minimum documentation for professional leave day activities for the year. For specific information and procedures, see the Professional Development Plan. The Professional Development Council is also available to answer questions or assist with the writing of plans.

## **Personnel Privileges, Benefits, and Service**

Workman's Compensation - The Board of Directors provides workman's compensation benefits for all employees. If a teacher or other employee should sustain any kind of injury while on the job, he/she should contact the principal as soon thereafter as possible in order to report the injury for insurance benefit. To

receive any insurance benefit, all claims must be reported to the High Plains Educational Cooperative Central Office, by phone, within five (5) days then the insurance agency will be notified within twenty-eight (28) days from the date of injury. The workman's compensation form should be completed. If you are unable to fulfill the job requirements as specified in current employment setting within 5 days, please notify the Director for accommodations or reassignment.

Kansas Workers Compensation Social and Recreational Act: K.S.A. 44-508(f) precludes recovery of workers compensation benefits when the injury occurs while the employee is "engaged in recreational or social events under circumstances where the employee was under no duty to attend and where the injury did not result from the performance of tasks related to the employee's normal job duties or as specifically instructed to be performed by the employer."

Kansas Public Employees Retirement System (KPERS) - All public school employees working 630 hours or more during a calendar year are **required** to participate in this program. This system requires a deduction from your gross salary. There is no membership fee involved. Your contribution plus interest are returnable from KPERS should you terminate employment with the HPEC in accordance with KPERS regulations. Under this system, you are entitled to retirement benefits, accident benefits, death and total disability benefits. See [www.KPERS.org](http://www.KPERS.org) for more information.

Social Security - In addition to the Kansas Public Employee's Retirement System, teachers of Kansas are included under the Federal Social Security Plan. Each month, the Board of Directors is required to deduct from the monthly check a certain percent prescribed by Congress (SS 6.20% and Medicare 1.45%) while the HPEC pays 7.65%.

403(b) Investment Options - The High Plains Educational Cooperative will withhold money to be invested in tax deferred annuity programs. Beginning September 24, 2008, American Fidelity will be the administrator for all 403(b) regulations in accordance with Internal Revenue Service. A list of approved providers can be obtained at HPEC Central Office.

Professional Liability Insurance - the HPEC provides personal injury liability insurance in the amount of \$1,000,000 per occurrence to all staff. Professionals and paraeducators are responsible for securing their own personal professional insurance coverage.

Financial Institutions - When there are at least 5 HPEC employees signed up with an institution, the HPEC will withhold money for individuals to be invested or to pay loans. Presently deductions are made to Garden City Teachers Federal Credit Union. An authorization for deduction form can be obtained from the credit union/bank.

Outside Employment - The initial obligation of the teacher is to the students of HPEC districts. There is no type of outside employment or community obligation which will supersede the professional's responsibility to the children. Before any professional makes a commitment to outside employment or other such obligation, he/she should make sure in advance that it does not interfere with his/her school duties and responsibilities.

## **Provisions for Certificated Personnel**

Employment Security - Your position offers maximum security. HPEC records verify that professionals are

not dismissed without just cause following a thorough review of the individual situation.

Continuing Contract Law - Kansas School Law provides for automatic renewal of teacher contracts for the ensuing school year unless the teacher is notified in writing by the Director on or before May 1st. Under the same law a teacher must give written notice to the HPEC Director on or before the fifteen day of May if he/she does not desire continuation of his/her contract.

Grievance Procedure - The Board of Directors reserves the right to terminate a contract for reasons of cruelty, immorality, negligence, or incompetence, but only after notice and an opportunity for the person to be heard. (KSA 72-1617) 1955. See pages 13-15 of Negotiated Agreement.

Complaints by employees relative to the HPEC and its personnel will be considered if the proper steps are taken. The recommended method is for the employee to register his complaint with the principal or immediate supervisor. If a satisfactory solution cannot be developed, the employee has the right to present his complaint to the Director of Special Education.

Transfer Policy and Procedures - The HPEC reserves the right to transfer a teacher. If a teacher desires to make a transfer, a request in writing must be submitted to the HPEC office. After considering all factors, the teacher will be notified of the transfer decision.

Teacher Absences - In the interest of the welfare of teachers, the Board of Directors has made provisions in its adopted policies for absence from duty. Immediately upon learning of the need for any absence (workshops, field trips, jury duty, etc.), the teacher should fill out a High Plains Educational Cooperative Application for Leave, and submit it to the principal for consideration. Any absence should have prior approval when possible. Final approval or disapproval rests with the Director of High Plains Educational Cooperative. The teacher should in every case communicate in advance with the principal about the need to be absent from duty so that tentative arrangements may be made for a substitute if needed. If the absence is such that prior approval cannot be obtained, the Application for Leave should be completed when the teacher returns to his/her teaching duties. Refer to the negotiated agreement for specific leave requirements. Leave forms are available at <http://www.highplained.com>

**PLEASE SUBMIT APPLICATION FOR LEAVE FORMS AS LEAVES OCCUR.** Do not hold and submit monthly.

## **Drug Free Workplace**

(ADOPTED 9/20/90)

The Board of Directors believes that maintaining a drug free work place is important in establishing an appropriate learning environment for students. As a condition of employment in the HPEC board policy, employees shall abide by the terms of this policy. Employees shall not unlawfully manufacture, distribute, dispense, possess, or use controlled substances in the workplace. Any employee who is convicted under a criminal drug statute for a violation occurring at the workplace must notify the Director of the conviction within five (5) days after the conviction. Within 30 days after the notice of conviction is received, the HPEC 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. 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.

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.

## **Harassment**

(ADOPTED 7/17/97)

Sexual harassment will not be tolerated in any High Plains Educational Cooperative service or activity. Sexual harassment of employees or students by board members, administrators, certificated and support personnel, students, vendors, or any others having business or other contact with HPEC is strictly prohibited.

Sexual harassment shall include, but not be limited to, sexual advances, requests for sexual favors, and other verbal or physical contact 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.

No district employee shall sexually harass, be sexually harassed, or fail to refer a complaint of sexual harassment for investigation. Complaints of sexual harassment by employees will be promptly investigated and resolved. Initiation of a complaint of sexual harassment will not adversely affect the job security or status of an employee, nor will it affect his or her compensation or work assignment. Violation of this policy shall result in disciplinary action, include termination against any employee.

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 harassed, the employee should discuss the problem with the building principal. If the building principal is involved, the employee should discuss it with the HPEC area supervisor. If the area supervisor is involved the employee should discuss it with the director of the HPEC (HPEC). If the director is involved, the employee should discuss it with the president of the Board of Directors.

Employees who do not believe that the matter is appropriately resolved through this meeting may file a written complaint under the district's discrimination complaint procedure. (See teacher handbook or paraeducators handbook, or BOD Policies and Procedures manual). Confidentiality shall be maintained throughout the complaint procedure.

HPEC employees shall not sexually harass, or permit sexual harassment of a student by another employee, student, non-employee or non-student. Neither shall a student sexually harass another student or students. Violation of this policy shall result in disciplinary action. This action may include termination of an employee, or disciplinary action against the student(s) involved. Supervisors who fail to follow this policy or who fail to investigate complaints shall be in violation of this policy. If the teacher is the object of a harassment complaint, the student may report directly to the principal. If the principal is involved, the student may report to the superintendent of the district or to the area supervisor from HPEC. If either of

these individuals involved, the student may report to the other individual, or to the director of HPEC. If the Director is involved, the student may report to the president of the Board of Directors. Complaints against the director or any HPEC administrator shall be heard by the Board of Directors.

### Definitions

- Sexual harassment may include, but not limited to:
- Sexual oriented communication, including sexually oriented verbal “kidding” or harassment or abuse;
- Subtle pressure or request for sexual activities;
- Persistent attempts to change a professional relationship into a personal, social-sexual relationship;
- Creating a hostile school environment, including the use of innuendoes or overt or implied threats;
- Unnecessary touching of an individual, e.g., patting, pinching, hugging, repeated brushing against another person’s body;
- Requesting or demanding sexual favors accompanied by implied or overt promise of preferential treatment with regard to a student’s grades or status in any activity; or

### Sexual assault or battery as defined by current law:

Any student who believes he or she has been subjected to sexual harassment should discuss the problem with his/her principal, or another certified staff member. Initiation of a sexual harassment complaint will not cause any adverse reflection on the student. The initiation of a student’s complaint shall not adversely affect the permanent job security or status of any employee or student until a finding of fact determines that improper conduct occurred. However, the teacher or administrator may be placed upon a paid leave of absence, pending completion of the investigation. Strict confidentiality shall be maintained throughout the complaint procedure.

Prompt and complete reporting of any sexual harassment incident is expected. Full reporting should be provided within 24 hours of any sexual harassment incident.

## **Anti-Bullying Policy**

(ADOPTED 7/19/2007)

Senate Bill 68 was passed by the 2007 legislature requiring school districts to adopt policies prohibiting bullying on school property, in school vehicles or at school sponsored activities. Each district will adopt and implement a plan to address bullying as well as provide training for staff. The Kansas legislature defines bullying as: Any intentional gesture or any intentional written, verbal or physical act or threat that is sufficiently severe, persistent or pervasive that creates an intimidating, threatening or abusive educational environment for a student or staff member that a reasonable person, under the circumstances, knows or should know will have the effect of:

- a. Harming a student or staff member, whether physically or mentally;
- b. Damaging a student’s or staff member’s property;
- c. Placing a student or staff member in reasonable fear of harm to the student or staff member;  
or
- d. Placing a student or staff member in reasonable fear of damage to the student’s or staff member’s property; or any form of intimidation or harassment prohibited by the board of education of the school district in policies concerning bullying adopted pursuant to this second or subsection (e) or K.S.A. 72-8205, and amendments thereto.

“School vehicle” means any school bus, school van, other school vehicle and private vehicle used

to transport students or staff members to and from school or any school sponsored activity or event. High Plains Educational Cooperative staff will comply with the legislative requirements through policies set forth in each member district. High Plains Educational Cooperative staff working in member districts buildings are expected to follow local district policies and procedures. Please contact the building principal where you are based regarding the appropriate procedures to follow.

## **Bloodborne Pathogen Standards**

(ADOPTED 9/20/90)

In December, 1991, the Occupational Safety and Health Administration (OSHA) published final regulations governing the treatment of exposure to bloodborne pathogens and other potentially infectious body fluids in entities subject to OSHA. The Kansas Department of Human Resources (KDHR), is granted the authority to inspect places of public employment, including school districts, for documenting conditions or methods of operation which may be dangerous or injurious to employees pursuant to K.S.A. 44-636. Each school district is required to have a written exposure control plan which contains: an exposure determination and a schedule and method of implementation for (1) methods of compliance; (2) hepatitis B vaccination; (3) post-exposure evaluation and follow up; (4) communication of hazards and (5) record keeping. High Plains Educational Cooperative is required to comply with the bloodborne pathogens regulations regarding exposure to transmittable diseases in the work place. Compliance is assured through following local district policies and procedures. Please contact the building principal where you are based regarding the appropriate procedures to follow. Inoculations are voluntary and free of charge to High Plains employees.

## **Student Discipline**

Good discipline in the school is extremely important to the school program. Without good discipline the school cannot discharge its primary responsibility in the development of citizenship. Without good discipline students cannot realize their greatest opportunities for growth. In maintaining discipline, teachers must be able to proceed with the assurance that support will be forthcoming from the Principal, the HPEC Director and the Board of

Directors. Teachers should be aware of the local district's policies on student discipline. The following guides to good discipline are recommended:

1. Good discipline is usually positive rather than negative in nature. It consists of keeping students interested and busy doing something constructive rather than punishing them for doing things that are antisocial.
2. Good discipline is always fair, dignified, and in good temper.
3. Physical punishment (any bodily contact) should be administered only if approved by local district policy and in the presence of the principal, assistant principal, or his representative. Such punishment shall never be administered unless an adult witness is present. HPEC discourages use of corporal punishment.
4. Conferences with teachers, principals, and parents should be effectively employed to bring about acceptable behavior.
5. Should it become necessary to consider suspension and/or expulsion of a student with an IEP from school for any reason, legal requirements of Kansas law and regulations must be followed. Please contact your area supervisor and school psychologist regarding suspension/expulsion.

## Physical Restraint

A staff member may use appropriate physical restraint with a student when it is essential for self defense, the preservation of order, the protection of others, or to prevent property destruction. HPEC provides training in the use of appropriate physical restraint. Please contact the HPEC Central Office for additional information.

## Paraeducators

The HPEC may provide paraeducators assistance to the instructional staff of a building if conditions warrant the additional resource. The building principal, along with general and special education staff, should carefully consider all resources and options for providing appropriate support and services to students before concluding additional paraeducator assistance is needed. The building principal and general and special education staff share responsibility for the appropriate utilization of paraeducators. Special education teachers should review page 25 of the paraeducator handbook for specific responsibilities they have for paraeducators. Sharing of responsibility for paraeducators assigned to a building requires communication and teamwork. The building principal is responsible for ensuring that everyone understands their role in this process.

High Plains Educational Cooperative strives to employ the best candidates available. Employment applications are available on the HPEC website. High Plains Educational Cooperative may have paraeducator applications on file in our central office. Another source of paraeducator applicants may be located at the local district or building level. If there are not sufficient applicants, the district may wish to advertise the position. Prior to offering a new paraeducator the position, we ask that you contact the HPEC Central Office.

There are several forms that a new paraeducator must complete prior to employment. All necessary forms are available on the HPEC web site under forms and policies. Please assist your paraeducator in locating and completing the necessary employment forms. Otherwise we are unable to issue an accurate paycheck.

It is the responsibility of the supervisor and paraeducator to insure that timesheets are accurate and turned into the HPEC central office on the designated date. In all situations time sheets must be signed by the supervisor. The supervisor's signature insures that the time sheet is accurate. The supervisor **will not sign** the time sheet if agreement can not be reached on actual hours worked. The availability of future paraeducator positions depends on the completion and documentation of in-service hours. HPEC will not be reimbursed for paraeducators who do not meet the in-service requirement and paraeducators not meeting the in-service requirement are not eligible for future employment. The paraeducator cannot work more than the total number of hours designated on the personnel action unless approved by the HPEC Director in advance. The teacher is responsible for evaluating the paraeducator on the following schedule; October and March, or more frequently for first year paraeducators; March or more frequently for returning paras. First year paraeducators beginning after January 1, shall be evaluated in March and May or more frequently if deemed beneficial by the supervising teacher or principal. Teachers should also see that paraeducators attend the required hours of inservice by or before May 15th. Paraeducators who have worked as a Kansas special education para less than 3 years (**within the past 3 years**) are to complete 20 hours of inservice if employed for 9 months during the school year.

Paraeducators who have worked as a Kansas special education para for more than 3 years (**including the past 3 years**) must complete 10 hours in inservice if employed for 9 months during the school year. Each paraeducator is provided a handbook, and it is essential that the teacher review the handbook with the paraeducator since specific information is provided there.

Employment forms may be downloaded from the HPEC web page at <http://www.highplained.com>

## **Board of Directors: Director – Teacher Relationships**

It is the full responsibility and legal right of the Board of Directors to make all decisions pertaining to the business and personnel of the HPEC. Relationships between all groups (Board of Directors, administrators, teachers) exists through the channels of communication. Effective communication is necessary among all groups. Respecting appropriate channels of communication is necessary to ensure efficient operation of the HPEC.

Office Hours - Office hours for the HPEC Central Office are 8:00 a.m. to 5:00 p.m. Monday through Friday August through May. Central Office hours for the summer months are adjusted.

Duty Day - The number of duty days for HPEC staff are the total number of duty and inservice days identified on the teachers' base district calendar plus the HPEC inservice days. HPEC teachers are required to keep the same hours as the general education teachers assigned to the building. Except under unique circumstances teachers are expected to travel to and from work on their own time.

Salary Deduction for Loss of Workdays - In the case of salary reduction due to termination, resignation, approved non-pay, unexcused absences or other similar circumstances, the daily rate of pay will be computed as follows:

*The contractual salary for the individual will be divided by the total work days as identified on the teachers contract.*

Resignations - Release from Teacher's Contract - After May 15 any request received will be judged on its own merits and the teacher can only be released from contract by formal action of the Board of Directors. Upon resignation, please **request** a KPERs optional life insurance form be sent to you from HPEC central office.

Salary Schedule Regulations - The Board of Directors reserves the right to deviate from the salary schedule in any special situation. Initial placement on the salary schedule and number of years of credit for public school teaching or its equivalent shall be determined by the Board of Directors and the HPEC administration. Initial placement and subsequent annual credit on the salary schedule will be allowed for full years only. Experience will not be granted for half days taught during a complete school year. Experience will not be granted for part of a year, unless the teacher has a combination of half years equaling a full year. See the Negotiated Agreement for more information on Salary Schedule Regulations.

Fringe Benefits - See Negotiated Agreement for information on Teacher Benefits.

Leaves - See Negotiated Agreement for information on leave policy and procedures.

Coaching Policy (Adopted 7/17/97) - The board encourages HPEC staff assigned in the districts to participate in the full school program. When an HPEC teacher or paraeducator is contracted by a district as a coach, director, or sponsor of a school extracurricular activity, the HPEC staff members time after school hours will be paid by the district. Substitutes for such activities will be paid by the contracting district.

Participation in said activities will not interfere with the need to meet with families of students with IEP's at parents' convenience. Neither will such participation interfere with the staff member attending required HPEC staff development events.

A staff member who is placed on a plan of assistance during one school year, and the plan of assistance is to be continued into the following school year will be discouraged from accepting coaching/directing/sponsoring assignments during the following school year.

The Board of Directors discourages HPEC staff from accepting head coaching, directing, and/or sponsoring positions; and discourages HPEC staff from accepting any level of coaching, directing, and/or sponsoring positions for more than one activity season per school year.

Cell Phone Use - The teacher serves as a role model for all students in the district. Schools do not allow student use of cell phones during instructional time. Please do not use cell phones during instructional time with students.

Texting - High Plains Education employees will adhere to Senate Bill 300 in regards to texting while driving. For full details see <http://www.kslegislature.org/bills/2010/300.pdf> .

Expense Reports - In completing expense reports, please be sure to include the following:

- Date of trip
- Starting point and all schools served that day
- Mileage for the entire trip (in district travel only)
- For out of district workshops or conferences, state the conference attended and the location
- All meal receipts (HPEC will only reimburse for meals when you are out of HPEC territory)
- Motel/Hotel bill (for out of district conferences)

For out-of-district meals the HPEC will pay up to a per diem of **\$20.00 for each approved day** of leave (including weekends). All meal receipts must be included with your expense report. Use the following formula to figure your meal reimbursement: *Number of approved days x \$20.00 = amount to be reimbursed or total of receipts which ever is less*. You must attach the meal receipts for payment to be made. The HPEC pays the approved State mileage rate for travel expense when individual is requested to attend out of district meetings. Employees will receive prior notice of mileage rate changes. The following example formula is for figuring mileage: .50 x Miles = Total Cost for Mileage.

Please use an expense report to submit **ALL** reimbursement requests (including college classes taken).

Mileage Reimbursement – Most of our mileage is reimbursed at 80% by the state – If it is labeled correctly. Please be sure we are coding all mileage on the expense reports.

S – is for student mileage. **ANY** travel that is student related should be marked S. This would include IEP

meetings, student services, or any other student related meeting. The destination column needs to be completed in where you have traveled.

**M** – general fund meeting travel. This should only be used when travel is required for a meeting when student issues are **NOT** discussed.

**I** – Inservice/Staff Development travel. Travel for **IN-DISTRICT** staff development should be marked with an I. This would include MANDT training, mentor travel or HPEC scheduled meetings. Please put the **NAME** and **PLACE** of the inservice. Out of district inservice mileage or gasoline is **NOT** reimbursable.

Please be sure to use your mileage chart when calculating mileage. A chart is on the back of this page for easy reference. The mileage column is your total miles for the round trip. HPEC will reimburse from your base to your destination – not from your home. Mileage is currently paid at the State rate, upon Board of Directors approval.

## Mileage Chart

	Copeland	Deerfield	Elkhart	Garden City	Holcomb	Hugoton	Johnson	Lakin	Leoti	Liberal	Montezuma	Moscow	Rolla	Satanta	Scott City	Sublette	Syracuse	Tribune	Ulysses
Copeland		66	84	50	57	50	70	74	110	46	11	37	66	22	86	12	98	132	48
Deerfield	66		99	16	9	65	58	8	50	83	69	74	81	59	52	53	35	69	36
Elkhart	84	99		105	108	34	47	91	131	67	95	47	118	62	141	72	75	109	63
Garden City	50	16	105		7	71	74	24	60	67	53	58	87	43	36	37	51	82	52
Holcomb	57	9	108	7		74	67	17	59	74	60	65	90	50	43	44	44	78	45
Hugoton	50	65	34	71	74		51	57	99	33	61	13	16	28	107	38	79	113	29
Johnson	70	58	47	74	67	51		51	84	84	73	60	41	48	108	57	28	62	22
Lakin	74	8	91	24	17	57	50		42	90	77	66	73	54	60	61	27	61	28
Leoti	110	50	131	60	59	99	84	42		127	113	108	115	96	24	97	56	22	70
Liberal	46	83	67	67	74	33	84	90	127		57	46	49	36	103	32	112	146	62
Montezuma	11	69	95	53	60	61	73	77	113	57		48	77	33	89	25	101	135	51
Moscow	37	74	47	58	65	13	60	66	108	46	48		29	15	94	25	88	122	27
Rolla	66	81	18	87	90	16	41	73	115	49	77	29		44	123	54	69	103	45
Satanta	22	59	62	43	50	28	48	54	96	36	33	15	44		79	10	76	110	26
Scott City	86	52	141	36	43	107	108	60	24	103	89	94	123	79		73	80	46	88
Sublette	12	53	72	37	44	38	57	61	97	32	25	25	54	10	73		85	119	35
Syracuse	98	35	75	51	44	79	28	27	56	112	101	88	69	76	80	85		34	50
Tribune	132	69	109	82	78	113	62	61	22	146	135	122	103	110	46	119	34		84
Ulysses	48	36	63	52	45	29	22	28	70	62	51	27	45	26	88	35	50	84	



## 2010-2011 EXPENSE PAY DATES

These are the cut-off dates for expense reports. Any expense report received after a cut-off date will automatically be processed for the next pay date. These dates are the second and fourth Friday of the month, unless otherwise stated. It is not necessary to submit an expense report for each period.

<b>CUT OFF DATE</b>	<b>PAY DATE</b>
<i>Expense report due to central office:</i>	<i>To be paid on:</i>
August 13	August 27
August 27	September 10
September 10	September 24
September 10 College Reimbursement	October 1
September 24	October 8
October 8	October 22
October 22	November 12
November 12	November 23
November 24	December 10
December 10	December 22
December 22	January 14
January 14	January 28
January 28	February 11
February 1 College Reimbursement	February 15
February 11	February 25
February 25	March 11
March 11	March 25
March 25	April 8
April 8	April 21
April 8 CLASSROOM BUDGET CLOSES	
April 21 ALL MILEAGE TO DATE DUE	May 13
May 13	May 27
May 27	June 10
June 10	June 24

## Purchase Requisitions

1. To order materials under your classroom budget, complete the online eReq. Instructions for completing eReqs can be found online at [http://www.highplainsed.com/certifiedpolicies\\_forms.htm](http://www.highplainsed.com/certifiedpolicies_forms.htm) Shop around for the best price.
2. Some companies require a minimum dollar amount to be ordered before they can process your order. Please check this before completing your requisition. Also, please make sure all catalogs are current when ordering.
3. Shipping cost will be charged to your budget. Shipping and handling charges will be figured at 15% (unless otherwise stated - check your catalog).  
EXAMPLE: If an item total dollar amount is \$250.00, x 15% for shipping, you will need to add an additional \$37.50 to cover costs of transportation. Please read your shipping and handling instructions carefully.
4. All items will be delivered to High Plains Educational Cooperative #611, 621 E. Oklahoma Ulysses, KS 67880. This will allow us to catalog and inventory your order. Your order can either be picked up at the HPEC central office or delivered by an HPEC employee traveling to your school.
5. Materials purchased by an individual can be reimbursed on an expense report. Be sure to attach your receipt and a detailed list with prices for non-consumable items so that they may be properly inventoried. If you are purchasing books, workbooks, etc. – make sure the list includes the title of the item. HPEC is tax exempt and will not be able to reimburse you for tax.
6. Inventory of items: All items you purchase which are not consumable will be added to your classroom inventory. Examples of consumable items include: pencils, stickers, workbooks, student rewards (books, trinkets, perishables), and items which tend to get broken or lost easily (rulers, inexpensive scissors, etc.).

**CHARGING TO HPEC - Employees are encouraged to order through the requisition process. Educators should request to charge ONLY when items can be purchased cheaper than ordering. Charging is permitted ONLY with pre-approval from the HPEC business office. Before approval of a charge, the business office should receive a purchase requisition with an adequate description of the item to be charged. This will allow us to inventory charged purchases. The business manager will guide teachers through the necessary process to charge to HPEC.**