

2021-2022 Classified Employee Handbook Corrections by line

Page	Heading/Paragraph (PP)	Previous	Corrected
Cover	Updated Dates	July 7, 2020-June 30, 2021 July 2020	July 1, 2021- June 30, 2022 Revised July 2020
3-5	Table of Contents	Updated page numbers	
6	Assignments and Transfers- PP 1	Removed-for a minimum of five (5) days prior to such vacancy being filled.	for a minimum of five (5) days prior to such vacancy being filled.
12	Harassment-PP 2	Add-for finding complaint form	Added: and on the district webpage under employee resources.
13	Recognizing Sexual Harassment PP 1 & 2	Add-for Title IX compliance	Added the first two paragraphs from Policy GAAC and district title IX coordinator contact contact information for Title IX
14	Reporting Harassment Including Sexual PP 1	Add-for finding complaint form	Added: or on the district webpage under employee resources.
18	Section: Time Off and Leaves of Absence	Add-section Blackout Dates (from negotiated agreement)	Addition: BLACK OUT DATES- When students are present, an employee's absence the day before or after Thanksgiving holiday, winter break, spring break, or the first or last day of school may result in a salary deduct per day of absence, except for reasons due to verified illness, hospitalization, or other health related absences. In the case where a salary deduction occurs a leave day will not be charged.
19	Leave Buy Back PP 1	Add-language for JSOC to read exactly as the negotiated agreement.	Added: *(JSOC employees will be paid at the JSOC daily certified substitute rate of pay).
22	FMLA Leave PP 4	Removed a page reference	(Pg. 21)
32	Return of Property PP 1	Addition of consequence for not returning district property	Added: In the event an employee fails to return district property a police report will be filed.
37	Progressive Discipline Section	Moved Section after Provisional period and before Problem Solution	Changed order went to page 37 just before problem solution.
37	Progressive Discipline PP 1	Removed:	The purpose of this policy is to state TUSD 202's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

37	Progressive Discipline PP 3	Add-Numbers for clarification	– 1.) verbal warning, 2.) written warning, 3). suspension with or without pay, or 4.) termination of employment
37	Progressive Discipline PP 4	Changed order: <i>depending on the severity of the problem and the number of occurrences.</i> There may be circumstances when one or more steps are bypassed.	There may be circumstances when one or more steps are bypassed, <i>depending on the severity of the problem and the number of occurrences.</i>
39	Grievance Procedure Section :D.6	Add-Title IX Clarification	*All title IX Sexual Harassment complaints or inquiry should be directed to the district Title IX Coordinator: Dr. Lana Gerber gerberl@turnerusd202.com or 913-288-4152
44	Exit Interview	Added /Survey and /share	TUSD 202 may request an exit interview or survey at the time of employment termination. The exit interview/ survey will afford an opportunity to discuss/ share such
45	Resignation	Added signature and frontline language	Resignations should be submitted to supervisor or HR and signed (if in Frontline the signature is electronic all other forms require an employee signature). ALL district property such as keys, tools, and equipment including technology must be returned to direct supervisor before the last day of work. In the event an employee fails to return district property a police report will be filed.
45	Return of Property	Addition of consequence for not returning district property	Added: In the event an employee fails to return district property a police report will be filed.