

## **GENERAL INFORMATION/REQUIREMENTS**

### Use of District Owned Cell Phones

This benefit is viewed as a taxable benefit per IRC guidelines and subject to comply with the IRS; therefore, a monthly benefit will be reflected on W2's.

### Drug Free Schools

The unlawful possession, use, sale or distribution of illicit drugs and alcohol by school employees on school premises or as a part of any school activity is prohibited. This policy is required by the 1989 amendments to the Drug Free Schools and Communities Act, P.L. 102-226, 103 St. 1928.

### Tobacco Use Free Policy

The use of tobacco in any form is prohibited in or on all district owned, leased, or rented personal or real property.

### Reimbursement for Travel

Travel between centers shall be reimbursed. Reimbursement for mileage will be maintained at .505e per mile for privately owned vehicles. As long as reimbursement above the State allowed rate does not occur, this will not be viewed as a taxable benefit per IRC guidelines.

### Health Insurance

The district will enroll in a health plan, paying 95% of a single health plan premium and 55% of a dependent health plan premium for qualified KPERS contributing individuals, per month, to be applied solely to the district group health insurance plan.

### Salary

The Board of Education reserves the right of initial salary placement of administrators new to the district. All annual contract amounts shall be rounded off to the nearest dollar.

### Reimbursement of College Hours

College hours will be submitted to the Superintendent before a class is taken. Hours will be in an approved advanced degree program or applicable to the administrative assignment. Upon presentation of an official transcript, or grade report followed by an official transcript, administrators shall be reimbursed a one-time payment for such hours at the rate of \$80 per hour for undergraduate credit and \$120 per hour for graduate credit, up to and including 16 hours per contract year.

### Committee Work

Upon approval of the superintendent, an administrator may serve 10 days on a state-sponsored or university-sponsored education committee.

### Salary Reduction

Administrators may allocate up to the maximum allowed by Internal Revenue Service for the purchase of products offered within the district's IRS Section 125 Salary Reduction Plan.