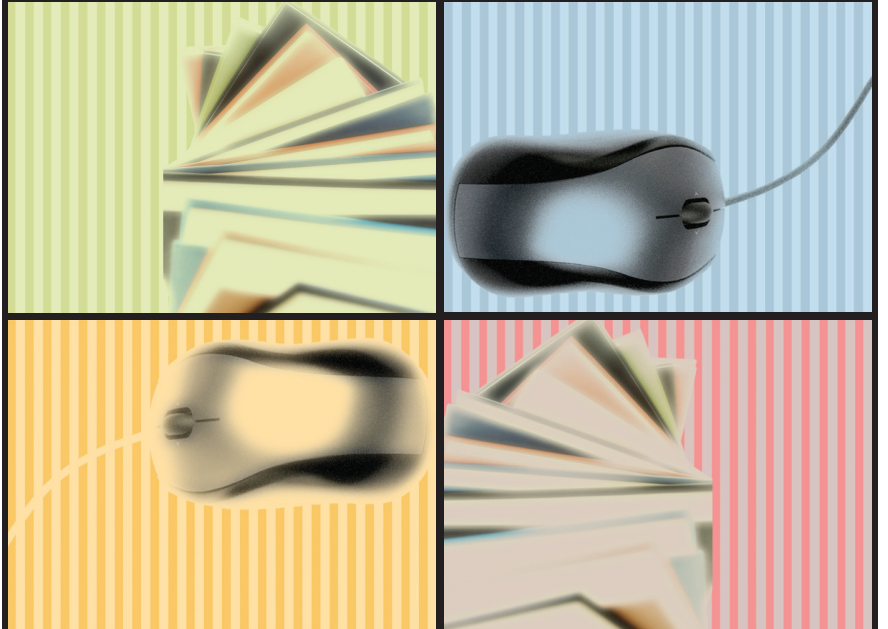


KSBA Employee Handbook Service

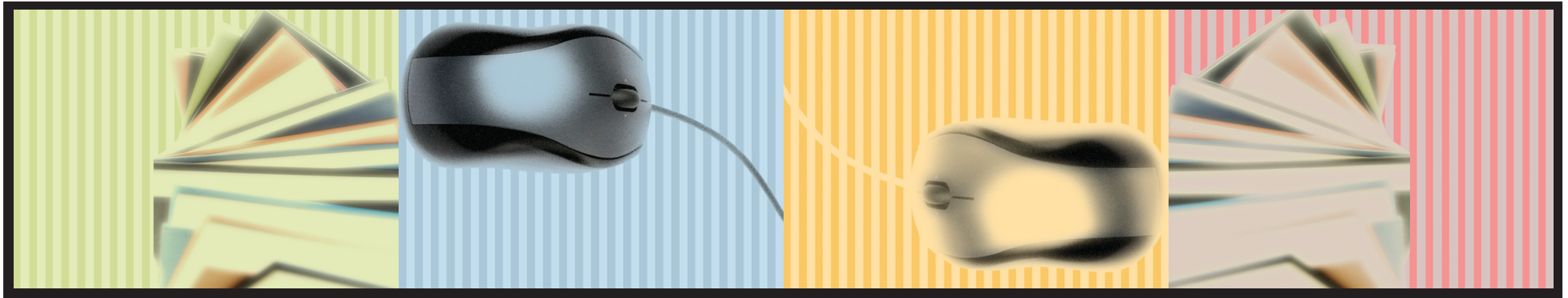


Pressed for time, but still need to get the word out to your employees?

KSBA can help.



260 Democrat Drive
Frankfort, KY 40601



KSBA offers this service to help districts develop employee handbooks. KSBA staff designs a customized handbook for subscribing districts, based on local board of education policies, and additional local information.

Sections include:

- Terms of Employment
- Benefits
- Leaves
- Personnel Management
- Employee Conduct
- Sign-off Form

After final editing, KSBA furnishes the handbook in both hard copy and electronic formats. Districts may print their own handbooks or KSBA can also

provide that service for an additional fee. The district can post a read-only copy of the electronic version on its network and/or Web site. That version is fully searchable and printable and, if stored in WORD format, offers a jump link from any topic listed in the table of contents to the pertinent section.

Each spring following handbook development, KSBA staff provides the following services:

- Review revisions the district has made during the past year and suggest needed revisions to the handbook.
- Add provisions to reflect recommendations from the district's annual update from KSBA.
- Perform final editing and return the updated handbook (hard copy and/or electronic format) to the district.
- Print final hard copies, as directed by the district.

For further information, contact KSBA Policy Services Director Katrina Kinman at katrina.kinman@ksba.org, or contact your district's policy consultant at firstname.lastname@ksba.org.