



Policies and Procedures
Section Three – Staff Policies

301 – EMPLOYMENT MANUAL

Policy 301.1

The superintendent, or designate, will provide an employment manual to all KCS employees. Its intent is to familiarize employees with the school and to provide information about working conditions, key policies, procedures and benefits affecting employment at the school.

Policy 301.2

KCS reserves the right to modify, suspend or terminate any of the policies, procedures and/or benefits described in the manual with or without prior notice to employees. Employees will be notified of any policy change and when it comes into effect.

Policy 301.3

KCS employees will indicate their acceptance of the provisions in the Employment Manual and agreement to abide by the provisions by signing an “Acknowledgement of Receipt” that will be included with the Employment Manual.