

Serving Educational Leaders, Inspiring Student Success

Understanding Employee Leave Issues

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KASBO 11/1/18

TYPES OF LEAVE

Paid leave

- Negotiated agreement
- Board policy

Job protected leave

- Family and Medical Leave Act (FMLA)
- Uniformed Services Employment & Reemployment Rights Act (USERRA)
- Workers' Compensation

Unpaid leave

Board policy



THE FAMILY AND MEDICAL LEAVE ACT (FMLA)

FMLA is a federal law that provides <u>eligible employees</u> of <u>covered employers</u> with unpaid, job-protected leave for specified family and medical reasons.



ELIGIBLE EMPLOYEES

Who is eligible?

- 12 months of service
- Need not be continuous 12 months
- However, after 7-year break in service = start over
- Unless break in service caused by National Guard/Reservist duty

 $\ensuremath{\text{1D}}$ worked 1250 hours during the 12 months immediately preceding the $\ensuremath{\text{IVe}}$

Must credit hours s/he "would have" worked but for military service



COVERED EMPLOYER

The FMLA applies only to "covered" employers.

 Covered employers must provide FMLA benefits and protections to eligible employees and comply with other responsibilities required under the FMLA.

Public schools are covered employers under the FMLA regardless of the number of employees they employ.



SPECIFIED FAMILY AND MEDICAL REASONS

Eligible employees may take up to 12 workweeks of leave in a 12-month period for one or more of the following reasons:

- The birth of a son or daughter or placement of a son or daughter with the employee for adoption or foster care, and to bond with the newborn or newlyplaced child;
- To care for a spouse, son, daughter, or parent who has a serious health condition;
- For a serious health condition that makes the employee unable to perform the essential functions of his or her job; or
- For any qualifying exigency arising out of the fact that a spouse, son, daughter, or parent is a military member on covered active duty or call to covered active duty status.

DEFINITIONS OF FAMILY MEMBERS

Spouse means husband or wife as defined or recognized under state law.

"Parent" means a biological, adoptive, step or foster father or mother or an individual who stands or stood in loco parentis to an employee when the employee was a minor.

"Son" or "daughter" means a biological, adopted or foster child, a stepchild, a legal ward or a child of a person standing in loco parentis, who is either under the age of 18, or age 18 or older and "incapable of self-care because of a mental or physical disability" at the time the leave commences.



SERIOUS HEALTH CONDITION



Serious health condition is defined as:

• Illness, injury, impairment or physical or mental condition that involves <u>impatient care</u> or <u>continuing</u> <u>treatment by a health care provider</u>.

SERIOUS HEALTH CONDITION

Inpatient care means an overnight stay in a hospital, hospice or residential medical care facility.

• Includes any period of incapacity or any subsequent treatment in connection with the overnight stay.

Continuing Treatment by a Health Care Provider

- A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves
 - Two or more in-person visits to a health care provider for treatment within 30 days of the first day of incapacity unless extenuating circumstances exist. The first visit must be within seven days of the first day of incapacity; or,
 - At least one in-person visit to a health care provider for treatment within seven days of the first day of incapacity, which results in a regimen of continuing treatment under the supervision of the health care provider.

SERIOUS HEALTH CONDITION



Pregnancy

• Any period of incapacity due to pregnancy or for prenatal care.

Chronic Conditions

- Any period of incapacity due to or treatment for a chronic serious health condition, such as diabetes, asthma, migraine headaches.
- A chronic serious health condition is one which requires visits to a health care provider at least twice a year and recurs over an extended period of time.
- A chronic condition may cause episodic rather than a continuing period of incapacity.



SERIOUS HEALTH CONDITION

Permanent or Long-term Conditions

A period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective, but which requires the continuing supervision of a health care provider, such as Alzheimer's disease or the terminal stages of cancer.

Conditions Requiring Multiple Treatments

- Restorative surgery after an accident or other injury; or
- A condition that would likely result in a period of incapacity of more than three consecutive, full calendar days if the employee or employee's family member did not receive the treatment.





LEAVE FOR PREGNANCY OR BIRTH



The right to take leave under FMLA applies equally to male and female employees.

A father, as well as a mother, can take leave for the birth, placement for adoption or foster care of a child.

However, only a husband—not a boyfriend or a fiancé who is the father of the child—may take leave to care for the pregnant mom because of her serious health condition.

LEAVE FOR PREGNANCY OR BIRTH

A husband and wife who are both employed by the same district may be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for any of the following:

- Birth and care of the employee's newborn child;
- Placement for adoption or foster care or to care for the child after placement,
- Care for the employee's parent with a serious health condition.

This applies even if the husband and wife are employed at two different worksites.

If one spouse is ineligible for FMLA leave the other is entitled to a full 12 weeks of FMLA leave.



LEAVE FOR ADOPTION OR FOSTER CARE



Leave for adoption or foster care may take place before actual birth or adoption.

INTERMITTENT OR REDUCED LEAVE SCHEDULE

FMLA leave may be taken intermittently or on a reduced leave schedule if it is medically necessary to take care of a qualified family member who has a serious health condition or because of the employee's own serious health condition.

- However, FMLA leave taken in connection with the birth, adoption or foster care of a child cannot be taken intermittently or on a reduced leave schedule unless the employee and employer agree.
- Similarly, an employee using leave for a planned medical treatment must make "reasonable efforts" to schedule the treatment to not unduly disrupt the employer's operations.

I'll be back ...at some point

INCREMENTS OF LEAVE



The employee may use FMLA leave in the smallest increment of time the employer allows for the use of other forms of leave, as long as the smallest increment is no more than one hour.

AMOUNT OF LEAVE

Except in the case of leave to care for a covered service member with a serious injury or illness, an eligible employee's FMLA leave entitlement is limited to a total of 12 workweeks of leave during any 12-month period.

The employer is permitted to choose one of several methods of determining the 12-month period in which the 12 weeks of leave entitlement occurs:

- The calendar year;
- Any fixed 12-month "leave year" such as a fiscal year;
- The 12-month period measured forward from the date any employee's first FMLA leave begins; or
- A "rolling" 12-month period measured backward from the date an employee uses any FMLA leave.



RUNNING FMLA LEAVE CONCURRENTLY WITH PAID LEAVE



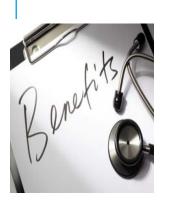


Generally, FMLA leave is unpaid.

However, an eligible employee may choose, or an employer may require the employee, to substitute accrued paid leave for FMLA leave.

• Substitute means that the accrued leave will run concurrently with the unpaid FMLA leave.

MAINTENANCE OF BENEFITS



During any FMLA leave, an employer must maintain the employee's coverage under any group health plan on the same basis as coverage would have been provided if the employee had been continuously employed during the leave period.

The employee must continue to pay whatever share of group health plan premiums that the employee paid prior to the FMLA leave.

HOW TO REQUEST OR BEGIN FMLA LEAVE?

If the need for leave is known to the employee, such as surgery or child birth, advance notice is required.

If the need is an emergency, notice must be given by employee as soon as possible.

Full details are not required, but the employer needs to know the leave may qualify as FMLA so they can begin the calculations and give the employee notice that the 12 week calculation has begun.



WHAT NOTICE OR FORM IS REQUIRED TO BE GIVEN?

Notice by the employer to the employee within 5 business days of the beginning date for FMLA leave

This notice must advise of the following:

- Eligibility as well as the identified 12 month period for calculations;
- Whether medical certification will be required;
- The right to use paid leave;
- The right to maintain health benefits;
- Any required payments; and
- The right to return to the same job within the period of FMLA leave.

If the employee is not eligible the reason for not being eligible.



The Uniformed Services Employment and Reemployment Rights Act (USERRA)

USERRA

The Uniformed Services Employment and Reemployment Rights Act (USERRA) prohibits employment discrimination against a person on the basis of past military service, current military obligations, or intent to serve.

An employer must not deny initial employment, reemployment, retention in employment, promotion, or any benefit of employment to a person on the basis of a past, present, or future service obligation.

In addition, an employer must not retaliate against a person because of an action taken to enforce or exercise any USERRA right or for assisting in an USERRA investigation.

UNIFORMED SERVICES

USERRA applies to persons who perform voluntary or involuntary duty in the "uniformed services."

- Army, Navy, Marine Corps, Air Force, Coast Guard, and Public Health Service commissioned corps, as well as the reserve components of each of these services.
- Federal training or service in the Army National Guard and Air National Guard
- Certain disaster response work (and authorized training for such work)

















UNIFORMED SERVICES DUTY

Uniformed service includes active duty, active duty for training, inactive duty training (such as drills), initial active duty training, and funeral honors duty performed by National Guard and reserve members, as well as the period for which a person is absent from a position of employment for the purpose of an examination to determine fitness to perform any such duty.





USERRA REQUIREMENTS

The pre-service employer must reemploy servicemembers returning from a period of service if they meet five criteria:

- The person must have been absent from a civilian job on account of service in the uniformed services;
- The person must have given advance notice to the employer that he/she was leaving the job for service in the uniformed services, unless such notice was precluded by military necessity or otherwise impossible or unreasonable;
- The cumulative period of military service with that employer must not have exceeded five years;
- The person must not have been released from service under dishonorable or other punitive conditions; and
- The person must have reported back to the civilian job in a timely manner or have submitted a timely application for reemployment, unless timely reporting back or application was impossible or unreasonable.

EMPLOYEE RIGHTS



USERRA provides that returning servicemembers are to be reemployed in the job that they would have attained had they not been absent for military service, (the "escalator" principle), with the same seniority, status and pay, as well as other rights and benefits determined by seniority.

USERRA also requires that reasonable efforts (such as training or retraining) be made to enable returning servicemembers to qualify for reemployment.

• If the servicemember cannot qualify for the "escalator" position, he or she must be reemployed, if qualified, in any other position that is the nearest approximation to the escalator position and then to the pre-service position.

EMPLOYEE BENEFITS

Individuals performing military duty of more than 30 days may elect to continue employer sponsored health care for up to 24 months.

• However, they may be required to pay up to 102 percent of the full premium.

For military service of less than 31 days, health care coverage is provided as if the servicemember had remained employed.



USERRA NOTICES



Employers are required to provide to persons entitled to the rights and benefits under USERRA a notice of the rights, benefits, and obligations of such persons and such employers under USERRA.

To do this, employers may post the notice entitled "Your Rights Under USERRA" where employer notices are customarily placed, mail it, or by distributing it via electronic mail. There is no size requirement for the poster version of the notice.



WORKERS COMPENSATION

Controlled by statute: K.S.A Chapter 44

 Original intent was for workers to give up their rights to sue their employer in return for procedure to assure uniform treatment of work-related injuries



BOARD POLICIES

Requires development and adoption of relevant pol

GAOE

Employee leave

Drug/alcohol testing

Designated health care provider

Coverage for volunteers, students



CLAIMS PROCEDURE

Designated person for notice of injury

Time period for notification — 20 calendar days

Forms for making claims

Investigation of claimed injuries

Prevailing factor



RETURN TO WORK

Job descriptions
Opinion from medical provider
Reasonable accommodations
Keeping job open or filling vacancy
Inability to return to same job



OVERLAP WITH OTHER LAWS

FMLA – Family Medical Leave Act

ADA - Americans With Disabilities

Kansas Unemployment laws





KASB LEAVE POLICIES



GAOE – Workers Compensation

GARI – Family and Medical Leave

GARID - Military Leave

GBRH – Leaves & Absences (Certified)

GCRG – Leaves & Absences (Classified)



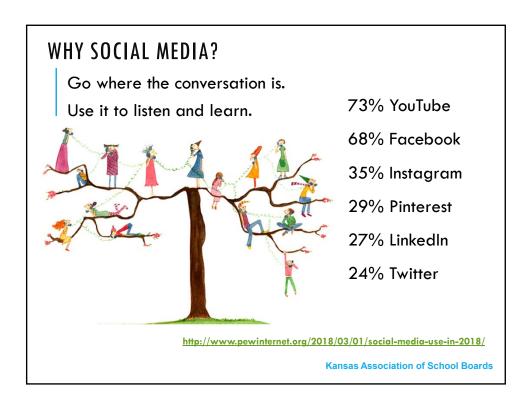
SOCIAL MEDIA: SCHOOL EMPLOYEE FRIEND OR FOE?

Angie Stallbaumer Senior Attorney Kansas Association of School Boards KASBO November 1, 2018

WHAT WE'LL DISCUSS:



- Social Media Use Overview
- Free Speech Law for Public Employees
- Social Media Examples for School Staff



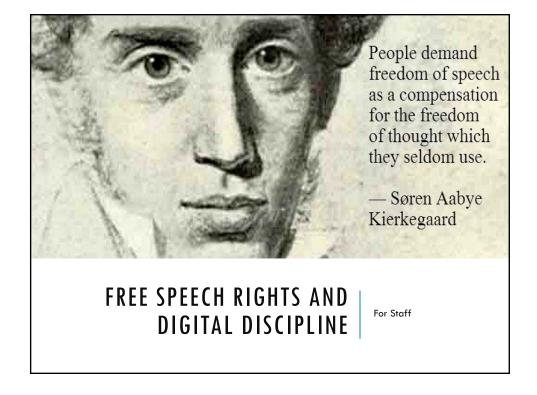
ADVANTAGES OF SOCIAL MEDIA

- Build rapport.
- Collaboration tool, creates connections.
- Grow engagement.
- Improve transparency.
- Digital workforce, world of the future.
- Increases response time for information.
- Cost effective.



Kansas Association of School Boards

WHERE DO WE GET OUR NEWS? In 2017, two-thirds of News consumption via social U.S. adults get news from media continues to increase. social media % of U.S. adults who get news from Social media news use social media sites ... increases among older, nonwhite and less educated 67 62% Americans 20 Hardly ever - 18% 27 Sometimes -2016 2017 **Kansas Association of School Boards**



WHAT FREEDOMS DOES THE FIRST AMENDMENT PROVIDE?

- •Freedom of Speech
- •Freedom of Religion
- •Freedom of the Press
- Freedom of Assembly
- •Freedom to Petition for Redress of Grievances



EXPRESSION CONNECTION

Texas v. Johnson, 491 U.S. 397 (1989)

- Flag burning
- 2 Part Test to determine if non-verbal conduct to be expressive conduct and therefore speech that must be protected:
 - Intend to convey message
 - Great likelihood message will be understood



SPEECH NOT ENTITLED TO PROTECTION

Speech that incites others into imminent lawless action.

Brandenburg v. Ohio, 395 U.S. 444 (1969).

Fighting words.

New Hampshire v. Chaplinsky, 315 U.S. 568 (1949).

Obscenity.

Miller v. California, 413 U.S. 15 (1973).

Libel and defamatory speech.

• New York Times Co. v. Sullivan, 376 U.S. 254 (1964).

True threats.

- Watts v. United States, 394 U.S. 705 (1969).
 - "True Threats" encompass those statements where the speaker means to communicate a serious expression of an intent to commit an act of unlawful violence to a particular individual or group of individuals.



ONLINE SPEECH

The law offers no special protection for online speech.

Public Employee Speech

- Is the employee speaking on a matter of public concern?
 - If no, speech is not protected.
 - If yes, go on to next question.
- Is the employee speaking as a citizen or pursuant to official duties?
 - If pursuant to official duties, speech is not protected.
 - If as a citizen, go on to next question.
- Balance of the employee's and the government's interests
 - Does it materially interfere with the operation of the school?



SCENARIO 1: A TRANS MISSION



Oliver Opinionated has been teaching science at your high school for 15 years. Oliver followed the legislation, caselaw, and Federal executive branch guidance on accommodation of transgender youth in schools. When the Office of Civil Rights guidance suggesting transgender youth should be allowed to use the restroom and locker room facilities of the gender they identify with and not their biological gender was withdrawn by the Trump Administration, Oliver took to Facebook. He applauded the new administration's actions and pointed out that a person's biological gender cannot be cast aside that easily. If your genetic code says you're a boy, you are. Deal with it and act like it.

A number of people share Oliver's post. Before long, it's all over town, and Oliver finds himself in the superintendent's office. Are his statements protected? Would it make a difference if you've had a male student in high school transition to female in the last year?

SCENARIO 2: TAKE A KNEE

A P.E. teacher/football coach posts a video of several of his players and him kneeling during the national anthem on Facebook.

Parents are calling the office enraged that he is disrespecting the flag in his district coaching garb and putting it out there for all the world to see.

Is this protected activity?





SCENARIO 3: CHEERING FOR CHAMPIONS

Your district provides school and community outreach programs as part of your transitional services for special education students. This "Community Champions" program is open only to special education students.

One of their activities includes serving meals at a local retirement home and providing an entertainer's showcase of talented youth performing musical and dramatical selections for the residents' enjoyment.

The program has been a huge success, and your board wants to celebrate these students using district social media accounts. So, you solicit the help of your journalism students to snap photos of these champions, get direct quotes from them, and blast out stories and blurbs on your social media platforms documenting their various great works throughout the community.

What, if anything, do we need to watch out for here?



PRIVACY? WHAT'S PRIVACY?

Appropriate Use of Social Media as a Staff Member

GOLD STAR USE OF TECHNOLOGY



Incorporate student input & gather feedback (PollEverywhere, Socrative, Plickers, Twitter)

Expand the reach of the classroom (Podcasts, Guest Speakers)

Let students create! (Prezi, PowToon)

Get interactive (Bounceapp, Interactive White Boards)

Simulations

Use Facebook groups for engagement

- Share Rich Content
 - Use the Wall share rich content, such as news clips, interesting articles, Web sites, videos, and so on. Invite students to do the same.

BEFORE USING SOCIAL MEDIA IN YOUR CLASSROOM

Check Your School's Social Networking Policy/Acceptable Use Policy.

Request permission from your building administrator before starting any social networking site with student names/access.

Additionally, it's always a good idea to notify parents and receive their permission before asking students to join a social media platform.

 Explain to parents exactly how the tool will be used in the classroom.



"I'll have an ounce of prevention.

ACCEPTABLE USE POLICIES

- Define scope and purpose of e-mail and/or Internet access
- •Require efficient, ethical, and legal utilization of school district resources
- *Usage of Internet & E-mail
- Privilege, not a right
- Responsibilities in return—breach of which can result in loss of privileges, disciplinary action, or both
- Right to monitor; no expectation of privacy



POLICY IIBGC:

Staff members are discouraged from creating personal social networking accounts to which they invite current or future students to be friends. Employees taking such action do so at their own risk. All employees shall be subject to disciplinary action if their conduct relating to use of technology or online resources violates this policy or other applicable board policy, statutory, or regulatory provisions governing employee conduct or the protection of student record information; or if it impairs the staff member's job performance or effectiveness in the work setting. District staff shall endeavor to protect the health, safety, and emotional well-being of students and confidentiality of student record information both in the school setting and in their online actions. Conduct in violation of this policy, including, but not limited to, conduct relating to the use of technology, social networking, or online resources, may form the basis for disciplinary action up to and including termination from employment.

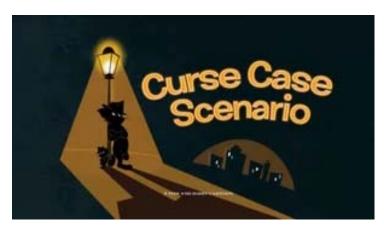


RESTRICTION ON RECORDING (POLICY KGB)

Unless otherwise provided in this policy or policy JGGA, individuals are prohibited from recording students, employees, and/or board members surreptitiously or through the use of concealed audio and/or visual recording devices. This prohibition is in effect at school, on or in district property, and at meetings and conferences held for educational or disciplinary purposes.

Exceptions to this prohibition include the use of video surveillance throughout district facilities and in district vehicles, provided in accordance with JGGA; the recording of meetings subject to the Kansas Open Meetings Act; the recording of due process hearings or student disciplinary hearings for evidentiary purposes; recording of students for use during the student's evaluation or provision of special education services with the principal's prior permission; and the recording of a school sponsored activity, program, or event which is open to the general public.

Individuals wishing to record students, employees, or board members at school, on or in district property, or at meetings and conferences as previously described **shall first notify the superintendent or building principal** in advance.



IT'S TIME FOR THE SCENARIO SHOW!

Brought to you by our not-so-proud sponsors, WHOOPS!, No Virtual Vegas, and #nofilter.

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- The Facts
 - Ecard was "pinned" to the teacher's Pinterest page.
 - Parent came across the pin while doing a quick search online and asked the district to take disciplinary action.

Do you want to hear a secret?

You're the reason your teachers are alcoholics.



YOU BE THE JUDGE



- The Facts
 - Maine football coach accidentally posted naked photo of himself on Facebook
 - Claimed the racy photos were only intended for his girlfriend, but posted them to his general Facebook profile instead (February 2012)







- The Facts
 - The picture was taken while she was on vacation
 - Had no students as "friends" on the Facebook page where the photo was found
 - Profile was private
 - Policy regarding "inappropriate" teacher content on the internet





YOU BE THE JUDGE





- The Facts
 - The picture was taken while she was working a second job.
 - It was posted on the website of a charter fishing boat.







The Facts

- A teacher snapped a picture of herself in pasties on Snapchat, and several persons, including one other female teacher saw it.
- The female teacher receiving the snap forwarded it to another teacher, and word eventually got back to the administration.
- No recipients were students.



YOU BE THE JUDGE



•The Facts:

- Tiffany Webb, New York guidance counselor.
- Had modeled between ages 18 and 20, before entering teaching
- Disclosed former career in interviews
- Photos popped up on websites without her permission
- Positive work evaluations over 12 years
- Student showed photos to a principal







The Facts

- Teacher messages student on Facebook while both are at a local bowling alley.
- Teacher asks student not to tell anyone that she saw him drinking.
- Teacher messages student that his wife is leaving him and that he finds student "wicked attractive."
- Teacher gives student his phone number because he doesn't like talking on Facebook because he feels like people are watching.





















- The Facts
 - Coach posted picture of her and her fiancé on Labor Day Weekend.
 - Fiancé was also a coach for the same school district.
 - Picture was posted on Facebook for about two hours.



YOU BE THE JUDGE



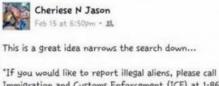


- The Facts
 - Teacher appeared in a picture someone else posted on Facebook.
 - Picture included a male stripper at a bridal shower.





- The Facts
 - Teacher posted on her Facebook page how to report illegal aliens.
 - Message spawned phone calls, emails and visits to the school district.
 - 62% of the students in the district are Hispanic.



"If you would like to report illegal aliens, please call Immigration and Customs Enforcement (ICE) at 1-866-DHS-2ICE (347-2423). They will need to know names, locations (either work place or residence) and any other specific information you can provide. Visit www.ice.gov for more information."

If this offended you in anyway do me a favor and unfriend my American

This was going viral on my daughters



YOU BE THE JUDGE



- The Facts
 - Teacher posted on her Facebook page, "This week is Spirit Week at Smithtown HS West. It's easy to spot which students are racist by the Trump gear they're sporting for USA Day."









•The Facts:

 When two Ohio students came to prom in carriages in May 2017, a middle school teacher posted this to Snapchat:

"These damn kids and parents ... not enough money for school supplies or passing grades but out here renting horses."

Policy: "Employees should operate under the expectation that their online statements are publicly viewable ... discussion about individual students is prohibited."



YOU BE THE JUDGE



•The Facts:

• Melissa Cairns, a middle school math teacher in Ohio with ten years of service and positive evaluations, posted a picture to Facebook of 16 students with duct tape on their mouths and the caption: "Finally found a way to keep them quiet." The students initiated the joke and all put the tape over their own mouths.







- The Facts:
- In September 2017 a Mississippi 2nd Grade teacher's Facebook account said:
- "If blacks in this country are so offended no one is forcing them to stay here. Why don't they pack up and move back to Africa where they will have to work for a living. I am sure our government will pay for it. We pay for everything else."
- The teacher claimed her account was hacked, and that she could not see the post on her page. She said she only posts about "cows, recipes and home improvement stuff not racism."



TEACHERS AS ROLE MODELS

Calling others names
Saying your boss sucks
Relaying information about your mega
hangover

 Have all been deemed to contradict the mission of the public school system and compromises one's ability to be an effective role model.



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THREE THINGS TO REMEMBER ABOUT SOCIAL MEDIA

- "Somebody is always lurking."
- 2. "Never, ever post anything negative about your job."
- 3. "What you say [online] never goes away, so if you're somebody who has no filter or if you have a potty mouth, your best bet is not to be on social media at all."
 - Candance Ledetter, a former middle school teacher who is now a social media consultant.



PRIVACY SETTINGS?

"A surprising large number of school employees don't know about their settings and they assume their information is private."

Michael Simpson, Former NEA General Counsel



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TEACHERS AS ROLE MODELS



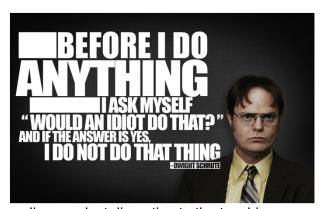
You need to consider that, in anything you do publicly, you're always a teacher.

Depending on the age of the children you teach, they may not have the ability to distinguish when you're being a teacher and when you're being a private citizen.

Teachers are held to a higher standard.

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SCHOOL AUTHORITY TO DISCIPLINE?



Is the online conduct disruptive to the teaching environment?

Does the conduct negatively affect the teacher's ability to perform his or her job?

Is the teacher capable of being an effective teacher and role model to impressionable students?

Inappropriate online materials may constitute "immoral" behavior

