

EAST UNION COMMUNITY SCHOOL DISTRICT

DIFFERENCE MAKERS

EMPLOYEE HANDBOOK



2020-2021

East Union Community School District - 2020-2021 School Calendar



www.eastunionschools.org
641-347-5215

2020-2021 Calendar Draft

Board of Education Approved:

Amended:

Calendar Legend

	Professional Development (No School)
	New Staff Workshop
	First Day of School, Monday, August 24, 2020
	No School
	Quarter Ends
	PTC
	Registration

Student Contact Hours:

HS & MS = 6.58 hours	1158
ES = 6.50 hours	1144
PD required = 36 hrs	
Student required hours = 1,080	
Student Contact Days = 176 (PT Conf. Comp. 2 days)	

INCLEMENT WEATHER

Full Staff PD Days may be used as potential make-up for inclement weather days.

August 2020					Student Days
M	T	W	Th	F	
3	4	5	6	7	
10	11	12	13	14	
17	18	19	20	21	
24	25	26	27	28	5
31					1
September 2020					
	1	2	3	4	4
7	8	9	10	11	4
14	15	16	17	18	5
21	22	23	24	25	4
28	29	30			3
October 2020					
			1	2	2
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	4
26	27	28	29	30	5
November 2020					
2	3	4	5	6	5
9	10	11	12	13	5
16	17	18	19	20	5
23	24	25	26	27	2
30					1
December 2020					
	1	2	3	4	4
7	8	9	10	11	5
14	15	16	17	18	5
21	22	23	24	25	2
28	29	30	31		
January 2021					
				1	
4	5	6	7	8	3
11	12	13	14	15	5
18	19	20	21	22	5
25	26	27	28	29	5
February 2021					
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	4
22	23	24	25	26	5
March 2021					
1	2	3	4	5	5
8	9	10	11	12	5
15	16	17	18	19	
22	23	24	25	26	5
29	30	31			3
April 2021					
			1	2	1
5	6	7	8	9	5
12	13	14	15	16	5
19	20	21	22	23	5
26	27	28	29	30	5
May 2021					
3	4	5	6	7	5
10	11	12	13	14	5
17	18	19	20	21	5
24	25	26	27	28	4
31					176

Start & Finish

August 24 - May 27

August 4	Registration
Aug. 12,13	New Staff Workshop
Aug. 18,19,20	Professional Development (No School)
Aug. 24	Students 1st Day of School
Sept. 7	Labor Day (No School)
Sept. 25	Professional Development (No School)
Oct. 22	End of 1st Quarter (42 days)
Oct. 23	Professional Development (No School)
Oct. 27	PT Conferences (1:00 -8:00) 12:30 Dismissal
Oct. 29	PT Conferences (1:00 -8:00) 12:30 Dismissal
Oct. 30	No School (PTC Comp. Day)
Nov. 25	Professional Development (No School)
Nov. 26-27	Thanksgiving Holiday (No School)
Dec. 22	Early Dismissal 1:30
Dec. 23-Jan. 5	Winter Break (No School)
Jan. 4 & 5	Professional Development (No School)
Jan. 6	Classes Resume
Jan. 15	End of 2nd Quarter (47 days)
	End of 1st Semester (89 days)
Feb. 17	Professional Development (No School)
Mar. 9	PT Conferences (1:00 -8:00) 12:30 Dismissal
Mar. 11	PT Conferences (1:00 -8:00) 12:30 Dismissal
Mar. 12	End of 3rd Quarter (40 days)
Mar. 12	No School (PTC Comp. Day)
Mar. 12-19	Spring Break (No School)
Apr. 2	Professional Development (No School)
May 19	Seniors Last Day
May 23	Graduation, Sunday, May 23, 2021
May 27	End of 4th Quarter (47 days)
	End of 2nd Semester (87 days)
	Students' Last Day
May 31	Memorial Day

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Introduction

Disclaimer

This handbook is a general source of information and may not include every possible situation that could arise. It is not intended and does not constitute a contract between the school district and employees. It is the employee's responsibility to refer to the district policies and/or administrative procedures and decisions for further information. If a conflict exists between information in this handbook and the board policies or administrative procedures, the board policies and administrative procedure shall govern.

Mission Statement

The East Union Community School District provides a challenging curriculum within a safe environment where students achieve their maximum academic and social potential in order to pursue a fulfilling life in a global society.

Goals of the District

Goal 1: Revisit and set a new collective vision and mission, **Goal 2:** Conduct a long-range needs assessment and start the second year of the five-year cycle, **Goal 3:** Provide the supports and opportunities necessary to ensure that all East Union students are College, Career and Life Ready.

This handbook covers all employees of the East Union Community School District. The handbook outlines what all employees can expect from the school district (workday, benefits, etc.) along with what the district expects of all employees (workplace rules).

Definitions

- "The district" means the East Union Community School District.
- "Online learning platform" means Zoom, Google Classroom, or any other web application used to conduct virtual learning.
- "Parent" also means "guardian" unless otherwise stated.
- An administrator's title, such as superintendent or principal, also means that individual's designee unless otherwise stated.
- "School grounds" includes the school district facilities, school district property, property within the jurisdiction of the school district or school district premises, school-owned or school-operated buses or vehicles and chartered buses.
- "School facilities" includes school district buildings and vehicles.
- "School activities" means all school activities in which students are involved whether they are school-sponsored or school-approved, whether they are an event or an activity, or whether they are held on or off school grounds

Contract Year

All employees are issued a contract outlining number of days, rate of pay and other details. Total contract days are listed on the following chart by employee group. Each employee will be notified yearly of the specifics of his/her job assignment (including location, hours, and other relevant information.) Job Descriptions will also be provided.

Contract Days Chart

	Student Days	Prof Dev/ Work Days	Conferences	Holiday s	Flex Days Extra Days Designated by Supervisor	Paid Calendar Breaks	Total Contract Days
First Year Teachers	176	10	2	4			192
Continuing Teachers	176	8	2	4			190
Associates	176	2					178
Food Service	176						176
Transportation	176						176
Technology Director	176	10	2	10	51	11***	260
Transportation Director	176	10		10	53	11***	260
Food Service Director	176	10		10	53	11***	260
Building Secretary	176	10	2	5	27		220
Maintenance Director	176	10		10	53	11***	260
Central Office	176	10		10	53	11***	260

**Flex Days are determined by mutual agreement with their Supervisor with a schedule to best meet the needs of the students and building. These days can be worked during the summer months, teacher professional development days and/or during Conference hours.

***Paid Breaks will vary to include extra days as Thanksgiving, Holiday Break and Spring Break only when school is not in session.

Comp Time

Hourly Staff

Employees may occasionally need to work more than their daily contract time. All extra work time must have prior approval from the supervisor. When this happens, the employee may choose to comp their time and use it as paid time off at a later date.

Ideally the comp time should be used within the same work week. If this is not possible, the employee should complete a leave request for the date the comp time will be used. The employee should attach documentation to the leave request of when the hours were actually worked (i.e. paper timecard and/or note on the computer time clock report).

Comp time must be used within 30 days of the day worked OR the supervisor must contact the business office if a different time will be used; if not, the employee will be paid for the extra time.

Salaried Staff

Salaried employees are not eligible for comp time per federal law.

Trade Contract Days

Based on job requirements and expectations and as approved by supervisor, there may be occasion when an employee is asked to work outside the regular contract year. In these cases, the employee may trade the day for another day within the contract year.

For example, preschool teachers make home visits prior to the start of the school year; if the home visits are on a non-contract day in August, the teacher may trade that August day for a day later in the year. This may also occur for professional development training that happens during the summer (and is not otherwise paid).

Hours

Teachers

The workday shall commence at 7:45 am and end at 3:45 pm, subject, however, to additional time which may be necessary for open house, parent-teacher meetings, conferences and other activities. The commencing and ending times of the workday may be altered by the building principal.

The building principal is authorized to make changes in the workday in order to facilitate the education program. These changes are reported to the superintendent.

Prep Time (Teachers Only)

Building principals shall design schedules with the goal of providing teachers approximately five hours a week*. Employees shall not leave the building during planning periods without permission of the building principal. Preparation periods are to be used for pupils and/or parent conferences, lesson preparation or any other relevant instructional effort in the building. (Changes in a regular schedule include, but are not limited to: late start, early dismissal, field trips, assemblies, and other activities that take teachers from their regular schedule.)

(* It is understood that individual lesson planning will normally be allocated as follows: Elementary Teachers- 320 minutes weekly; Secondary teachers- 3 days at 85 minutes and 1 day at 60 minutes, for a total of 315 minutes.)

Support Staff

Support Staff shall work the number of hours as mutually agreed to between the employee and the district. All hours worked beyond 40 hours/week will be paid at time and one-half rates.

Time Clock for Support Staff

All Support Staff are to individually clock in and out daily on the electronic time system. They will be paid according to their actual hours worked and as approved by their supervisor.

Custodial/Maintenance

Custodial/Maintenance Staff hours will be Eight (8) hours per day for a total of 40 hours per week for 52 weeks. On a rotation basis, custodians may be assigned to weekend inspection duty. Hours worked over 40 hours/week will be paid at time and one-half rates. If the overtime falls during a week with a holiday, holiday time will be counted towards the 40 hours. Vacation, sick or personal leave time does not count towards this total. All personal days, vacation days, paid holidays, and sick days will be paid as 8-hour days.

Preceding Holidays/Vacations

On days immediately preceding holidays and vacations or days when a teacher must serve an extra-curricular duty during the evening hours, employees may leave fifteen minutes following the dismissal of classes and busses without loss of pay; if it doesn't work to leave early that day, the employee can arrange with the supervisor to use another day within the same week. The last day of school is not considered a day preceding a vacation.

Leaving Early on Fridays

Teachers and Secretaries shall be permitted to leave 15 minutes early on Friday without loss of pay.

Lunch Breaks

Employees shall have a daily, uninterrupted duty-free lunch period with a goal of 25 minutes or more per day. Employees may leave the building without requesting permission during their scheduled, duty-free lunch periods.

All full-time hourly staff are expected to take a lunch break each day. A staff member must have pre-approval from his/her supervisor to skip a lunch break.

Food Service Lunch Breaks

All food service staff, who work more than three hours/day, have a 30-minute paid lunch and some job duties may be required during this time. Staff who elect to leave the grounds during their lunch breaks will be required to clock-out and the break will not be paid. The head cook has the discretion of allowing staff who leave the campus to make up their time either at the beginning or the end of the day.

Inclement Weather

Teachers/Associates/Building Secretaries

On days of announced late starts or early dismissals because of **inclement weather only**, teachers, associates and building secretaries will be allowed to arrive/leave in accordance with the announced starting/dismissal time. For example, if school is delayed two hours and the employee normally starts work at 7:45, their starting time would be 9:45 for that day, or if school is dismissed two hours early, an employee that normally leaves at 3:10 would be allowed to leave at 1:10, without loss of pay.

Food Service

When school is dismissed early due to **inclement weather**, cooks and lunch clerks may leave 30-minutes after the students without loss of contracted hours paid. On days of announced late starts due to inclement weather, head cooks' workday shall begin at 7:00 a.m., workers scheduled to start before 10:00 am shall report to work at the designated time assigned by the building Head Cook, or discretion of the Head cook.

Transportation/Maintenance/Technology/Central

Employees may leave or arrive late at their own discretion using Personal, Vacation or Unpaid time with approval by their Supervisor.

Leaving the Building

Teachers

Licensed employees are to be in their assigned school building during the work day. Advance approval to be absent from the school building must be obtained from the principal whenever the licensed employees must leave the school building during the work day.

Support Staff

Support Staff are expected to stay on-site unless they need to leave the building for requirements of their job. The Supervisor may give permission to leave the building during lunch; staff must sign out of the time clock system.

Emergency Closing

In the event school facilities are closed due to COVID-19 concerns, employees will follow the procedures identified in the district's Return-to-Learn plan.

Teacher Pay

Teachers' salaries for 2020-2021 are based on the Board of Education.

The board will determine the compensation to be paid for the classified employees' positions, keeping in mind the education and experience of the classified employee, the educational philosophy of the school district, the financial condition of the school district and any other considerations as deemed relevant by the board.

The Employee's salary is their base salary with approved increase plus lane increase if earned and then plus the Teacher Salary Supplement. A teacher's base salary is calculated without Teacher Salary Supplement dollars. The Teacher Salary Supplement dollars received by the East Union School District are considered flow through funding for the certified staff.

An employee required to hold a license, authorization or certification for his/her position is solely responsible for ensuring it is current. Failure to do so could, and likely will, result in termination because by law the district cannot pay an employee who does not have a current license, authorization, or certification. Specific information regarding an employee's license, authorization, or certification may be obtained from the Iowa Board of Educational Examiners (BOEE). The BOEE may be contacted by calling (515) 281-3245 or by visiting their website, located at www.boee.iowa.gov/.

Teacher Salary Schedule

2020-2021 BASE SALARY SCHEDULE

STEPS	BA	BA+15	MA	MA+15	MA+30
GENERATOR BASE	\$31,512	\$31,512	\$31,512	\$31,512	\$31,512
LANE/EDUCATION BASE INCREASE	\$0	\$3000	\$6000	\$9000	\$12,000
TSS	\$5800	\$5800	\$5800	\$5800	\$5800
NEW TEACHER PAY	\$37,312	\$40,312	\$43,312	\$46,312	\$49,312

Horizontal Lane Change

Teachers who earn graduate credits may be eligible for Horizontal Lane Changes on the Salary Schedule. The Board approves these changes during each August and September meetings each year. The courses must be pre-approved by the superintendent prior to being eligible for a lane change.

In order to be eligible for a Lane Change the Teacher must submit the qualifying documentation to the Business Office prior to board approval. Necessary documentation that may be needed (but is not limited to): Approved Course Approval Forms, Transcripts (when moving to MA - it must be an Official Transcript), Updated Licensure and a Contract Modification Form. The Teacher can contact the business office for more information for what is required for each move.

Athletic Supplemental Schedule

Football
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Volleyball
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Cross Country
Head Coach 9%
Assistant Varsity 5%
Boys/Girls Middle School 5%

Boys Basketball
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Girls Basketball
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Wrestling
Head Coach 9%
Assistant Varsity 5%
Middle School %

Boys Track
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Girls Track
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Golf Soccer
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Baseball
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

Softball
Head Coach 9%
Assistant Varsity 5%
Middle School 5%

New staff will be placed at the level commensurate with education and experience, as deemed appropriate by the Superintendent or their designee.

Other Activities Supplemental Schedule

Annual-High School 6%	Instrumental Music- Middle School 1%
Cheerleaders 5%	Junior-Senior Prom 3%
Drama Production- High School 8%	National Honor Society/ Student Council- High School 6%
Drill Team 5%	Speech 6%
Drill Team JH 3%	Vocal Music- High School 10%
FFA 12%	Vocal Music- Middle School 1%
Foreign Language Club 3%	Weightlifting 1%
Instrumental Music- High School 10%	

General Supplementary Schedule

❖ Teachers on extended contracts shall be reimbursed for additional days of service on a per diem basis computed from their base salary.

❖ New Curriculum for one semester courses \$250.00

❖ New Curriculum for one-year course \$500.00

❖ New curriculum guides to be written will have prior approval of the building principal and the Curriculum Director. Payment will be made when guide is acceptable by the administration.

❖ Required extra-curricular duties before or after the school workdays shall be assigned and distributed equally among the entire certified staff, and any non-certified employees wishing to participate. Such duties performed by an individual shall be paid at the rate of \$20.00 per activity. Assignment after the second activity shall be made on a volunteer basis. However, in the event there are an insufficient number of qualified volunteers, then duties shall be assigned and distributed equally as provided above. All-day events will qualify as two activities

❖ Summer band will need a minimum of 20 students in the program. \$32 per student up to 40 and \$35 per student for 41 students and above.

❖ In the Athletic Supplementary Schedule and in Other Activities Supplementary Schedule, all percentages are to be figured on the number of years of experience in that activity at the percentage of the base established by the board of education.

Support Staff Pay

Support Staff Salary Schedule

Building Secretary - \$14.00 – Hourly Rate
Paraprofessionals – \$10.00 – Hourly Rate
Bus Drivers - \$20.50 - Hourly Rate
Special Education Drivers \$9.00 - Hourly Rate
Maintenance - \$12.00 – Hourly Rate
Food Service - \$12.00 – Hourly Rate

Support Staff Classification

Classification	Part-time Employees (Less than 30 hrs./week)
Classification	Food Service
Classification	Para Educators
Classification	Building Secretary
Classification	Custodians
Classification	Central Office

Full-time

Full-time Support Staff who work all 12 months of the year will be paid by the hour according to the Electronic Time Clock System. This would include Custodians and Central Office Staff. Full-time Support Staff who work 9 months of the year will be paid over a 9-month period or can elect to be paid over a 12-month period. This would include Cooks, Associates and Bus Drivers.

The monthly pay amount will be calculated as follows:

Nine Month Support Staff will also use the Electronic Time Clock System. If staff work more hours in a week than what is stated in their letter of assignment, they will receive payment for the "Extra Hours" at their hourly rate. If they work less hours in a week than what is stated in their Letter of Assignment, their pay will be deducted by their hourly rate. This also includes all regular route bus drivers.

Part-Time

Part-Time Support Staff will be paid by the hour based upon position and experience using the Support Staff Salary Schedule.

Substitute/Temporary Position Rates

Substitutes:

Cooks \$12.00 per hour
Associates \$10.00 per hour
Secretaries \$10.00 per hour
Custodial/Maintenance \$12.00 per hour
Bus Drivers per route pay

Temporary Summer Positions:

Summer School Teacher per diem rate
Summer Maintenance/Lawn care \$12.00 per hour

ECC Payscale for a lead teacher

- If working on qualifications \$13.00
- When requirements are met - \$16.00
- .20 per hour for each year's experience working with the needed qualifications up to 5 years or \$1.00 for a max
- starting wage of \$17.00 per hour for Lead teachers with minimum requirements and 5 years' experience.
- Certified Teacher with Early Childhood - \$18.00 - \$24.00 per hour

Travel Pay

Out of District Travel

Mileage Reimbursement - Employees attending trainings, meetings or other assignments out of the district shall be provided a district vehicle if available. After use, district vehicles will be sanitized by the Transportation Director in accordance with public health guidelines.

If a district vehicle is not available, an employee may drive his/her personal vehicle with prior permission from the Superintendent or designee and be reimbursed at the rate of 34¢/mile. (A background check on the driver will be conducted prior to using personal vehicle per the district's insurance carrier.)

Leaves

Temporary Leave (Available Until December 31, 2020)

Emergency Paid Sick Leave

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at the employee's regular rate of pay when the employee is unable to work because the employee is quarantined in accordance with a Federal, State, or local government order or advice of a health care provider, and/or experiencing COVID-19 symptoms and seeking a medical diagnosis.

Employees may be eligible for two weeks of paid sick leave capped at 80 hours paid at 2/3 the employee's regular rate of pay because the employee is unable to work because of a bona fide need to care for an individual subject to quarantine in accordance with a Federal, State, or local government order, or advice of a health care provider, or to care for a child under 18 years of age whose school or child care provider is closed or unavailable for reasons related to COVID-19, and/or the employee is experiencing a substantially similar condition as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of the Treasury and Labor.

Eligible employees may request emergency paid sick leave by completing the appropriate form.

Expanded Family Medical Leave

Employees may be eligible for up to an additional 10 weeks of paid expanded family and medical leave at 2/3 the employee's regular rate of pay when the employee, who has been employed for at least 30 calendar days, is unable to work due to a bona fide need for leave to care for a child whose school or child care provider is closed or unavailable for reasons related to COVID-19.

Eligible employees may request expanded family medical leave by completing the appropriate form.

Absenteeism

In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday. Employees must notify their building principal or supervisor of all times when they will be absent or to submit leave requests.

Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or

tardiness, prior to designated starting time, is reason for disciplinary action even if the employee has not yet exhausted available paid leave.

Leaves for salaried employees (those not on the Time Clock system) will be taken in quarter day increments (2 hours). Hourly employees may take leaves in 15-minute increments based on the computer Time Clock System.

Sick Leave

Employees who are ill are encouraged to stay home. Employees with a higher risk of developing a severe illness from COVID-19 or have an immediate family member who has a higher risk of developing a severe illness from COVID-19 and requesting an accommodation should contact their principal or immediate supervisor.

Employees will be granted ten days of sick leave in their first year of employment. Each year thereafter, one additional day of sick leave will be granted to the licensed employees up to a maximum of fifteen days. "Day" is defined as one work day regardless of full-time or part-time status of the employee. A new employee will report for work at least one full work day prior to receiving sick leave benefits. A returning employee will be granted the appropriate number of days at the beginning of each fiscal year. Sick leave may be accumulated up to a maximum of 90 days. Under no circumstances shall the district be required to grant more than 90 consecutive sick leave days to any employee. Employees may use accrued sick leave for themselves or immediate family members.

Should the personal illness occur after or extend beyond the sick leave accumulated allowance, the employee may apply for disability benefits under the group insurance plan. If the employee does not qualify for disability benefits, the employee may request a leave of absence without pay.

Evidence may be required regarding the mental or physical health of the employee when the administration has a concern about the employee's health. Evidence may also be required to confirm the employee's illness or family member's illness, the need for the illness leave, the employee's ability to return to work, and the employee's capability to perform the duties of the employee's position. It is within the discretion of the board or the superintendent to determine the type and amount of evidence necessary. When an illness leave will be greater than three consecutive days, the employee will comply with appropriate policies and procedures on employee leave.

It is agreed by the East Union Board of Education that catastrophes may occur that are beyond an individual's control. Catastrophes are defined as extreme misfortunes due to an illness or death. Therefore, in the event of a catastrophe, employees may donate unused personal days to another employee who has exhausted their own personal and sick leave. The intent of this clause is to prevent a financial burden on the employee who is experiencing the catastrophe.

Maternity Leave

In accordance with Iowa law, an employee will be allowed up to eight weeks of unpaid maternity leave. If the employee is eligible for FMLA, the leave will run concurrently with that.

Family Medical Leave Act (FMLA)

Unpaid family and medical leave will be granted up to 12 weeks per year to assist employees in balancing family and work life. For purposes of this policy, year is defined as the district's fiscal year of July 1 to June 30. Requests for family and medical leave will be made to the superintendent. Employees may be allowed to substitute paid leave for unpaid family and medical leave by meeting the requirements set out in the family and medical leave administrative rules. Employees eligible for family and medical leave must comply with the family and medical leave administrative rules prior to starting family and medical leave. For additional information regarding the Family and Medical Leave Act (FMLA) please contact the business office or visit the "Family and Medical Leave Act" section of the United States Department of Labor's website, at www.dol.gov/whd/fmla/.

Extended Leave

Certified personnel having completed 5 years of service in this district may submit a written request to the Board of Directors for a one-year sabbatical leave. If granted, this leave shall be without pay.

Funeral Leave

In the event of a death of an employee's immediate family, relatives, or friends, the employee may be granted up to, but not exceeding, five (5) days of leave per school year at full pay. These days cannot be accumulated from year to year.

Personal

Each employee shall be granted three (3) days of personal leave at full pay at the discretion of the employee. One unused personal day may be carried over to the next school year, resulting in a maximum of four personal days in any contract year.

Jury Duty

Any employee called for jury duty during school hours, or who is required by subpoena to appear in any judicial or administrative proceeding or arbitration matter, shall be provided time. Any fees or remuneration the employee receives during such leave shall be turned over to the East Union Community School System.

Professional Leave

Professional leave time may be granted without loss of pay with prior approval of the Supervisor and concurrence of the Superintendent.

Military Leave

An employee is entitled to time off at full pay for certain types of active or inactive duty in the National Guard or as a Reserve of the Armed Forces. Any full-time or permanent part-time employee is entitled to military leave. Eligible employees may use up to 31 workdays per year for Active Duty, Active Duty Training, and Inactive Duty Training. When the employee requests military leave, they must make an appropriate request and provide copies of their military orders. The School District will comply with all the requirements of the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Veterans' Day Leave

Employees who are currently or were in the armed services will receive Veterans Day as Paid Holiday. If Veterans Day falls on a weekend the employee would be allowed to take closest Monday or Friday as the paid Holiday. Veterans must give their direct supervisor adequate notification of taking the day as a holiday. If an adequate substitute cannot be found for the Veteran or if by taking the Holiday off, it causes a disruption to the learning or leaves an area short staff, the employee may be offered a floating holiday in place of the Veterans Day holiday.

Administrative Leave

The Superintendent may place an employee on Administrative Leave, and it may be paid or unpaid based on personal, disciplinary or other action.

Absence Without Pay

All leave of absence not covered in the above policies shall be approved at least 24 hours in advance by the Superintendent or designee and shall be deducted on a per diem basis of the employee. Absence without pay may not be granted if paid leave is available.

For extended periods of absences without pay the employee's contract may be prorated for significant loss of pay. This is done as a benefit of the employee so that the employee does not end up without a paycheck for a period of time or end up owing the District for overpayment. If that extended period of absence is not covered under FMLA, the employee's insurance benefits may also be prorated.

Holidays

Employees that work a full year contract of 260 days will be granted paid holidays.

Holidays Chart

	Maintenance, Transportation, Technology, Food Service	Central Office
Fourth of July	x	x
Labor Day	x	x
Thanksgiving	x	x
Day After Thanksgiving	x	x
Christmas Eve	x	x
Christmas Day	x	x
New Year's Eve	x	x
New Year's Day	x	x
Memorial Day	x	x
Spring Break	Flexible	Flexible
Winter Break – No School Days	Flexible	Flexible

Vacation Time

Full-time (260 day) employees who are granted vacation days based on their time with the District.

Full time classified employees are entitled to 10 days of vacation with pay. Accruing 1 day per year after the 5th year of employment with a maximum of 15 days.

All vacation schedules shall be subject to the approval of the Supervisor. In order to avoid an inadequate work force at any time throughout the year, employees will be required to schedule vacation days of more than 2 consecutive days, a minimum of 4 weeks in advance. Classified employees will be paid only for the hours they would have been scheduled for the day. Vacation will not be accrued from year to year without a prior arrangement with the superintendent.

Part-Time Employee Leaves

Part-time employees with a contract are eligible for similar leave as listed above with leave based on hours worked per day, that is, an employee working 4 hours per day will be granted 2 four-hour personal days per year and 15 four-hour sick leave days per year. When a part-time employee moves from part-time to full-time status, sick leave earned as a part-time employee will be carried over to the full-time position on an hour/hour basis. Accumulated sick days will be re-computed based on the number of hours per day now being worked by the employee in the full-time position.

Prorating

All leaves amounts are based on the employee fulfilling a full year contract. Leaves shall be prorated if the employee does not fulfill the entire contract year.

Full-time Employee Benefits

Health Benefit

The Board shall pay a monthly stipend to each qualifying Full-time employee. The employee can choose to apply the stipend to any tax-free Health, Dental, Flex Spending and/or Health Savings Account. For the 2020-2021 contract year, the Board shall pay a maximum of \$593.90 per month for full-time employees which may be allocated toward the premium for the combined cost of single and dependent coverage with the remainder of the premium to be paid by the employee. If the stipend is not used to purchase the District Offered Group Insurance, the stipend will be considered cash in compliance with Iowa Code 97B and qualify under Internal Revenue Code Section 125 may be treated as IPERS covered wages.

Health Insurance

The Employer shall maintain, for all full-time employees covered under this Contract, a group health and accident insurance program comparable in benefits as maintained during the previous school year and pay a maximum of \$593.90 per month. If for reasons of economy, or the present carrier's non-cooperation causing the Employer to consider changing the carrier, Employee input would be secured before carrier replacement is made.

The Board provided and purchased program shall be effective for twelve (12) consecutive months, corresponding to the contract year. Coverage for an employee who resigns or whose employment contract is terminated prior to the end of the contract year shall cease upon the date of resignation or termination. The Board shall have no responsibility for payment of premiums beyond said date. The selection of the insurance carriers shall be the responsibility of the Board.

Employees on non-paid leave (NOT covered by FMLA) for thirty (30) days or longer shall have the option to continue the Board provided insurance coverage until the end of the contract year by paying all premiums themselves to the Board, or its designee, within thirty (30) days prior to the billing date, subject to the policy of the insurance carriers.

Health Savings Accounts

Employees that choose a High Deductible Health Plan can participate in a tax-free Health Savings Account (HSA). Employees can choose to go through Advantage Administrators for this account at no cost to the employee. Health Savings Accounts are tax free and roll over for the employee year to year. Health Savings Accounts will remain with the employee even if employment is terminated.

Dental & Vision Insurance

All Full-time employees have the opportunity to purchase a dental and/or vision plans through the District.

Life Insurance

Teachers

Subject to acceptance by the insurance carrier, each full-time teacher shall be covered by a \$20,000 term group life insurance program provided in whole or in part by the Board.

Support Staff

Subject to acceptance by the insurance carrier, each full-time Support Staff shall be covered by a \$20,000 term group life insurance program provided in whole or in part by the Board.

All Full-time employees have the opportunity to purchase an additional life insurance plan through the District. Employees may be able to purchase up to a \$100,000 plan at an affordable price.

Long Term Disability Insurance

The Board shall pay the full premiums for providing each full-time employee, coverage under a group long-term disability insurance program. Subject to acceptance by the insurance carrier, each full-time employee shall be covered by a group long-term disability insurance program provided in whole or in part by the Board.

Flex Spending Accounts

Full-time employees and part-time employees working 20 to 29 hours per week shall have the opportunity to participate in an insurance plan under Internal Revenue Code Section 125 for pretax payment of health and major medical insurance premiums and un-reimbursed medical expenses, long-term disability and day/family care.

The district shall pay one-half of the monthly service charge for the administration of said plan for full-time and part-time employees with the employee paying the remainder. The cost of all other expenses, premiums and contributions pursuant to the plan shall be paid by the employee except as otherwise specifically provided herein. Teachers will cover the additional expenses related to the implementation of the health care reform legislation.

Benefit Eligibility

Full-time employees become eligible for benefits on the first of the month following their starting date. Eligible employees who have will continue to have benefits until their contract has been paid out.

Benefits for All Employees

IPERS

All Regular District employees, and Temporary Employees that qualify, are eligible for the Iowa Public Employees Retirement System (IPERS). During the 2019-2020 school year the District contributes 9.44% for each employee. Each employee also contributes 6.29% of their earnings to this retirement fund.

Workmen's Compensation Insurance

Workmen's Compensation Insurance protects a school district:

1. Against liability for loss because of injuries to employees in or on premises controlled by the employer, or elsewhere if on employer's business.
2. Against liability for death resulting from personal injury.
3. Against liability for disease if it is a result of an injury.
4. Against liability for certain occupational diseases.

All regularly employed school personnel come under the protection of the workmen's compensation statute. If an employee of the school district sustains an injury, which would be covered by Workmen's Compensation Insurance as listed above, notify the Superintendent's Office immediately so the claim may be submitted to the insurance company within 24 hours of the time of the injury.

Use of Facilities

Employees shall have the right to use the buildings and facilities at reasonable times and upon approval using the Facility Use Form and corresponding procedures. After use, school facilities and equipment are to be sanitized by the employee in accordance with public health guidelines.

Access to Building

Employees shall be given a key fob to access their base building assignment with the expectations that the access cards will not be shared with others.

Admission to School Events

Employees shall be issued an employee pass and plus one pass that allows access to most school events (exceptions include district contests, High School Musical).

Health Provisions

Optional Medical Examination the Superintendent or designee may require at any time any employee to provide satisfactory examination results of physical, emotional, or mental fitness to perform duties assigned. Such examination shall be performed by a licensed physician or specialist selected by the district and the expenses thereof shall be borne by the district.

Transfer Procedures

The movement of an employee to a different grade level, department or building shall be considered a transfer.

Voluntary Transfer Procedure

1. The Superintendent or designee shall post all openings or vacancies when they occur.
2. Employees who are interested in an opening or vacancy shall file a statement (written or through e-mail) of such desire with the Superintendent. The notification shall include the position(s) of interest in order of preference.
3. Due consideration shall be given to an employee's transfer request.

Involuntary Transfers

1. Notice of involuntary transfer shall be given in writing to the employee as soon as possible after circumstances necessitate the transfer.
2. The employee may request a conference to discuss the transfer with the Principal/Director and/or Superintendent initiating the transfer. The employee has the right to have a representative(s) present. The conference shall take place prior to the effective date of the transfer.
3. Seniority shall be given consideration.
4. The transfer of an employee is the responsibility of the Superintendent or designee. Involuntary transfer shall not be made for arbitrary or capricious reasons.

Vacancies

All vacancies shall be posted in the district's school buildings, through staff e-mail, and on the Teach Iowa website.

Staff Reduction Procedures

In times of staff reduction, employees shall be terminated based on factors including but not limited to seniority, emergency, temporary or other licensure items (if applicable), endorsements (if applicable), evaluations and experience and shall not be done in an arbitrary or capricious manner.

Teacher Staff Reductions

Teacher Staff Reductions will consider the following groups if possible:

- Endorsements and educational preparation within the grade level and subject areas in which the employee is now performing;
- Relative skills, ability and demonstrated performance;
- Qualifications for co-curricular programs; and
- Number of continuous years of service to the school district. This will be considered only when the foregoing factors are relatively equal between licensed employees.

In the case of teacher reductions, the Superintendent or designee shall provide written notice to each employee to be terminated on or before April 30. Within seven days of the receipt of the written notice of staff reduction, the teacher shall have the right to request a transfer to a different position.

Employees Evaluations

All Employees will be evaluated each year. Staff shall be evaluated on the basis of Iowa law, skill, ability, experience, competence, performance, and professional conduct. Formal evaluation shall be summarized in writing and the employee shall be given a copy. The employee shall, within ten school days of receipt of the written evaluation, have a personal conference with the evaluator to discuss the evaluation. The employee shall have ten additional days to submit a written response to the evaluation which shall be attached to the copy in the employee's personnel file.

Teachers Evaluations

The evaluation process used with teachers will meet the requirements of Iowa Law including timelines, notification, and frequency/types of evaluations.

Anti-Bullying and Anti-Harassment (Copy of Board Policy 104.1 and 104.R1)

The district is committed to providing all students, employees, and volunteers with a safe and civil school environment in which all members of the school community are treated with dignity and respect. Bullying and/or harassing behavior can seriously disrupt the ability of school employees to maintain a safe and civil environment, and the ability of students to learn and succeed.

Bullying and/or harassment of or by students, employees, and volunteers is against federal, state, and local policy and is not tolerated by the board.

Accordingly, school employees, volunteers, and students shall not engage in bullying or harassing behavior while on school property, while in school-owned or school-operated vehicles, while attending or participating in school-sponsored or sanctioned activities, and while away from school grounds if the conduct materially interferes with the orderly operation of the educational environment or is likely to do so.

Complaints may be filed with the superintendent or superintendent's designee pursuant to the regulation accompanying this policy. Complaints will be investigated within a reasonable time frame.

A school employee, volunteer, or student, or a student's parent or guardian who promptly, reasonably, and in good faith reports an incident of bullying or harassment, in compliance with the procedures in the regulation, to the appropriate school official designated by the school district, shall be immune from civil or criminal liability relating to such report and to participation in any administrative or judicial proceeding resulting from or relating to the report.

Retaliation Prohibited

Individuals who knowingly file false bullying or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures.

Any student found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have violated or retaliated in violation of this policy shall be subject to measures up to, and including, removal from service and exclusion from school grounds.

Definitions

For the purposes of this policy, the defined words shall have the following meaning:

- **"Electronic"** means any communication involving the transmission of information by wire, radio, optic cable, electromagnetic, or other similar means. "Electronic" includes but is not limited to communication via electronic mail, internet-based communications, pager service, cell phones, and electronic text messaging. "Harassment" and "bullying" mean any repeated or potentially repeated electronic, written, verbal, or physical act or other ongoing conduct toward an individual based on any trait or characteristic of the individual which creates an objectively hostile school environment that meets one or more of the following conditions:
 1. Places the individual in reasonable fear of harm to the individual's person or property.
 2. Has a substantial detrimental effect on the individual's physical or mental health.
 3. Has the effect of substantially interfering with the individual's academic or career performance. Has the effect of substantially interfering with the individual's ability to participate in or benefit from the services, activities, or privileges provided by a school.
- **"Trait or characteristic of the individual"** includes but is not limited to age, color, creed, national origin, race, religion, marital status, sex, sexual orientation, gender identity, physical attributes, physical or mental ability or disability, ancestry, political party preference, political belief, socioeconomic status, or familial status.
- **"Volunteer"** means an individual who has regular, significant contact with students.

Filing a Complaint

An individual who believes that the individual has been harassed or bullied may file a complaint with the superintendent or superintendent's designee. The complaint form is available on the website. An alternate investigator will be designated in the event it is claimed that the superintendent or superintendent's designee committed the alleged bullying or harassment, or some other conflict of interest exists. Complaints shall be filed within 90 days of the event giving rise to the complaint or from the date the Complainant could reasonably become aware of such occurrence. The Complainant will state the nature of the complaint and the remedy requested. The Complainant shall receive assistance as needed.

Investigation

The school district will promptly and reasonably investigate allegations of bullying or harassment upon receipt of a written complaint. The superintendent or the superintendent's designee (hereinafter "investigator") will be responsible for handling all complaints alleging bullying or harassment.

The investigator shall consider the totality of circumstances presented in determining whether conduct objectively constitutes bullying or harassment as defined in board policy. Upon completion of the investigation, the investigator shall issue a report with respect to the findings, and provide a copy of the report to the appropriate building principal or Superintendent if the investigation involved the building principal

The complaint and identity of the Complainant, Respondent, or witnesses will only be disclosed as reasonably necessary in connection with the investigation or as required by law or policy. Similarly, evidence uncovered in the investigation shall be kept confidential to the extent reasonably possible.

School Decision

The investigator, building principal or superintendent, depending on the individuals involved, shall inform the Complainant and the accused about the outcome of the investigation. If, after an investigation, a student is found to be in violation of the policy, the student shall be disciplined by appropriate measures, which may include suspension and expulsion. If after an investigation a school employee is found to be in violation of this policy, the employee shall be disciplined by appropriate measures, which may include termination. If after an investigation a school volunteer is found to be in violation of this policy, the volunteer shall be subject to appropriate measures, which may include exclusion from school grounds.

Individuals who knowingly file false bullying and/or harassment complaints and any person who gives false statements in an investigation may be subject to discipline by appropriate measures, as shall any person who is found to have retaliated against another in violation of this policy. Any student found to have retaliated in violation of this policy shall be subject to measures up to, and including, suspension and expulsion. Any school employee found to have retaliated in violation of this policy shall be subject to measures up to, and including, termination of employment. Any school volunteer found to have retaliated in violation of this policy shall be subject to measures up to, and including, exclusion from school grounds.

Employee Grievances

An employee with a grievance/complaint shall first meet and discuss the concern with the Principal/Director, with the objective of resolving the matter informally.

If the employee is not satisfied with the disposition of the grievance/complaint, then the employee may request a meeting with the Superintendent or the Superintendent's designee. Within ten (10) days of the meeting, the Superintendent shall indicate disposition of the grievance/complaint in writing.

If the employee is not satisfied with the disposition of the grievance/complaint by the Superintendent, the teacher may then request a meeting with the School Board. The grievance/complaint will then be placed on the next regularly scheduled board meeting agenda.

Right to Representation

Any employee may include another employee in any discussion or meeting with administration

Work Place Rules

Absenteeism	<p>In order to accomplish the goals and mission of the district, daily attendance by all employees is imperative. Employees are encouraged to limit absenteeism to emergencies and appropriate instances that cannot be scheduled outside of a workday.</p> <p>Employees must notify their supervisors or principals of all times when they will be absent. Absences arranged in advance (vacations and personal days) do not require a call when absent or when returning to work, unless outside the scheduled time off. If an employee is absent for three consecutive workdays without proper notification and authorization, the employee shall be considered to have abandoned his or her position and may be terminated. Misuse of leave procedures or misrepresentation of reasons for leave may lead to disciplinary action. Failure to report promptly at the starting time or leaving before the scheduled quitting time or failure to timely notify the proper supervisor of impending absence or tardiness, prior to designated starting time, is reason for disciplinary action.</p> <p>Leaves of absence without pay are not encouraged. Requests for leave of absence without pay will generally be denied. Leave request should be completed prior to absence (personal and/or vacation) or immediately upon return (sick and/or bereavement). Every employee should know to whom they report absences and submit leave requests and is generally the building principal or director who supervisors him/her.</p>
Abuse of Break or Meal Periods	Leaving the place of duty during a work shift without permission is cause for discipline, except during unpaid break periods. Employees are expected to return to work immediately upon completion of a paid or sanctioned unpaid break.
Abuse of District or Co-worker Property	Abuse or misuse of district or non-district owned property is to be reported immediately. Failure to do so will limit district responsibility or increase employee responsibility. It is expected all employees will use care and caution using district and non-district property. Abuse or misuse or unauthorized use of district property, private property, materials and equipment is subject to disciplinary action.
Academic Freedom	<p>The district's curriculum leaves room for teacher discretion and academic freedom within the confines of acceptable materials as outlined in each curriculum.</p> <p>Teachers are expected to use good judgment in their pedagogy and consider the culture and climate of the school and community and age of the students, as they individualize curriculum and provide a learning environment and assignments for their students.</p>
Background Checks	<p>The district is required to have background checks completed on all employees at least once every five years. If an employee refuses to sign permission for the check, it could be grounds for dismissal. Background checks are a legal mandate on the district and are considered as a condition of the individual's continued employment with the district. The sex offender registry, the Iowa adult abuse registry and the Iowa child abuse registry will be checked as well as Iowa Courts. If there is a hit on the registries, the employee will be immediately suspended of duties pending a termination by the school board.</p> <p>A hit on the Iowa Courts will require an investigation by administration and the employee may or may not have consequences.</p>
Board Policies	Board policies are established for the success, safety, and protection of all school employees in the performance of their job duties. Board policies are available on-line through the district's website.
Computer Use	<p>Computers and associated technology are the property of the district and are for the use of district-related activities only. District equipment is not for employee personal or business use. Misuse of district technology may impact an employee's ability to perform his or her essential job functions. Misuse of district technology may incur disciplinary action.</p> <p>Any unlawful use of district technology will be dealt with to the full extent of the law. Use of district e-mail for personal reasons is allowed on a limited basis but is still considered as a representation of the district.</p> <p>District employees are urged to use great care and discretion when using social networking and blogging venues such as Instagram, Facebook, Twitter, etc. District issued technology is subject to inspection at any time.</p>

Confidential Records	<p>School employees are entrusted with confidential information – whether it is about students or fellow employees. Employees must not disclose confidential student information. Give careful thought to what you discuss concerning school matters with parents, colleagues, and members of the community. Rumors and criticism are promoted by outside gossip. Many rumors and unnecessary criticism can be avoided by referring critical community members to the school principal or other staff members. Much care and judgment must be exercised in the handling of confidential information.</p> <p>A break in confidentiality can result in disciplinary action and expose the employee to personal liability for violation of privacy laws.</p>
Dishonesty	<p>District employees are expected to perform their jobs in an ethical and honest manner. Any actions deemed unethical or dishonest will incur appropriate discipline. Licensed staff members are expected to know and understand the Code of Ethics of the Iowa Board of Educational Examiners. It is available at http://www.iowa.gov/boee/doc/ethHndot.pdf.</p>
Dress Code/Grooming and Hygiene	<p>All employees are required to dress in a professional and appropriate manner. Any clothing which could be deemed unsafe could result in disciplinary action. Clothing deemed inappropriate will be discussed with the employee. Tank tops, tube tops, and halter tops are not considered professional attire. As role models for students, all staff members are expected to not only dress appropriately, but to practice exemplary hygiene.</p> <p>Employees, who are furnished work uniforms, are expected to keep them clean and in good repair. The uniforms must be returned to the district when they become unwearable or upon termination of employment.</p>
Drug & Alcohol Policies for Employees	<p>Alcoholic beverages, illegal substances and legal substances used illegally shall not be consumed at any time during the employee's work shift. Reporting to work in an unsafe condition, or in a condition which impairs the employee's judgment or performance of job functions due to the use of alcohol or other substances, is a violation of school district work rules. Unauthorized possession or use of alcoholic beverages or other substances during work hours, while on district time or property, or while engaging in district business will result in discipline, including immediate dismissal.</p>
Efficient Use of Time	<p>An employee is responsible for the time on the job which he/she is assigned. Each employee must develop work habits and systems to eliminate back-tracking or poor usage of time. This requires initiative and planning on the employee's part. Do not allow students, teachers, fellow workers or others to interrupt your work with lengthy conversations; simply excuse yourself and say you have work to do.</p> <p>Guidelines in the Fair Labor Standards Act state non-exempt (non-salaried, hourly) employees are not to begin work prior to their scheduled start time. Employees are expected to be at their designated work area ready to begin work at their scheduled start time, and the start and stop time should be accurately reflected on timesheets. To be paid overtime, that time must be pre-approved by the employee's supervisor.</p>
Failure to Complete Reports or Make Required Reports	<p>In order to have the district function in a timely manner, all employees are expected to meet deadlines for all assigned paper or electronic reports, including time sheets, grade reports, student records, and testing results. Failure to meet the deadline may result in disciplinary action.</p> <p>All on-the-job injuries shall be reported to the immediate supervisor and the principal or principal's secretary in a timely manner shall be done as soon as possible but no later than within 24 hours of the incident. This shall be done regardless of whether medical attention is required.</p>
Fighting	<p>Any verbal or physical altercations between or among employees or others will not be tolerated and may subject the employee(s) to disciplinary action.</p>
Fraud/Unlawful Gain	<p>Any deliberate deception which secures an employee unfair or unlawful gain will be grounds for discipline and may be turned over to law enforcement.</p> <p>Any licensed employee will also be charged with fraud as a violation of the Iowa Board of Educational Examiners' Code of Ethics and the district will petition for license revocation.</p>
Insubordination	<p>Insubordination is the disobedience, failure or refusal to follow the written or oral instructions of supervisory authority or to carry out work assignments and will not be tolerated. Insubordination will result in discipline up to and including termination.</p> <p>School district employees shall contact their principal or immediate supervisor if there are concerns regarding working conditions.</p>
Key Fobs	<p>The District issues Key Fobs to all staff that allow access to the buildings. Employees are responsible for the fob and should not allow students or non-staff to use it.</p>

Mandatory Cooperation in Workplace Investigation	<p>Any workplace investigation conducted by administrative staff or their designee will receive complete cooperation of all employees.</p> <p>Neglect of Duties All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.</p>
Mandatory Reporting of Post-Employment Arrests and Conviction	Any employee who is arrested or convicted shall report such to the district administration. Failure to do so shall incur discipline, up to and including termination.
Neglect of Duties	All employees are mindful that students are not to be left unattended and they (employees) should not place themselves in any position where student safety is at risk or neglect of duty could be claimed.
Offensive or Abusive Language	Threatening, intimidating, interfering with, or using abusive and profane language toward others, including ethnic slurs, will not be tolerated by district employees. Violation will incur discipline, up to and including termination.
Performing Unauthorized Work While on Duty	All district employees are prohibited from performing unauthorized work while on duty. Doing so could result in discipline, up to and including termination.
Personal Profit	District employees and students are to be free of coercion to purchase or contribute to any product or cause that benefits any employee personally. Employees are not to engage in soliciting or selling for personal benefit or profit. For any licensed employee, such behavior violates the Iowa Board of Educational Examiners' Code of Ethics, and the district shall report such.
Procedure for Hearing and Review of Discipline	<p>Board Policy 401.4 - Complaints of employees against fellow employees should be discussed directly between employees. If necessary, complaints will be brought directly to the immediate supervisor, principal or superintendent and will be made in a constructive and professional manner. Complaints will never be made in the presence of other employees, students or outside persons. A formal grievance procedure is contained in the master contract between the teacher's licensed bargaining unit and the board. This policy will not apply to a complaint that has been or could be filed at the employee's discretion under that formal grievance procedure.</p> <p>A formal, written complaint must be filed with the immediate supervisor if the concern is not resolved and a more formal investigation is requested. If the complaint is not resolved, the appeal process may be implemented by contacting - in order - the next supervisor in the line of responsibility, then the building administrator, and then the superintendent. The issue may be resolved at any step in the appeal process. The Board of Education is the final appeal body. If specific information is shared with an individual board member, he or she may be recused from participating in an appeal hearing.</p> <p>No appeal will be heard by the Board of Education and no concerns regarding staff members will be investigated or acted upon unless the concern is submitted in written form, signed by the person lodging the complaint and submitted to the board through the superintendent. Due process rights dictate that information should not be shared with the board until it formally convenes as a hearing or appeal body.</p>
Prohibited Harassment, Including but Not Limited to, Sexual Harassment	<p>Board Policy 104 - Harassment and bullying of students, employees, volunteers and visitors are against federal, state and local policy, and are not tolerated by the board. The board is committed to providing all students with a safe and civil school environment in which all members of the school community are treated with dignity and respect. To that end, the board has in place policies, procedures, and practices that are designed to reduce and eliminate bullying and harassment as well as processes and procedures to deal with incidents of bullying and harassment.</p> <p>Bullying and harassment of students and others by other students, by school employees, by volunteers and visitors who have direct contact with students will not be tolerated in the school or school district.</p>
Relationship with Co-Workers (Fraternalization)	<p>District employees are encouraged to create an environment where co-worker's collaboration and cooperation adds to the overall functioning of the district and fulfillment of individual job responsibilities. All employees must have a responsible attitude toward their jobs and co-workers, and they should not allow students, teachers, fellow workers or others to interrupt their work. It is important that collaboration for student achievement is accomplished through open communication.</p>

Relationship with Students	District employees are encouraged to create professional relationships with students so as to assist with their learning. Employees should be wary of creating a relationship that is unhealthy or illegal. Adults must always be in a position to be trusted and caring for students, but the district will not tolerate any inappropriate relationships.
Sleeping on the Job	Loafing, loitering, sleeping, engaging in unauthorized personal business or prolonged visiting while on duty is strictly prohibited and will result in discipline.
Tardiness	An employee is expected to be at the job site and ready to begin work at the appointed starting time. Arriving late for work or leaving the job early is not acceptable. In extreme emergencies, notify your immediate supervisor if you need to be late for work. Absence or tardiness because of obligations to another job or outside activity is not acceptable as an excuse. No other income-producing activity takes precedence over your job with the district.
Telephone Use	<p>District phones and personal cell phones and message devices are to be used appropriately at times that do not conflict with the employees' duties. All personal calls, texting and e-mails should be made during sanctioned breaks. District telephones are only for official school business.</p> <p>In case of an emergency, a message may be received, or telephone call made, but the call should be limited to no more than five minutes.</p> <p>Employees will not be called to the phone during the workday except in an emergency. Failure to follow this guideline will result in disciplinary action.</p>
Theft	All thefts should be reported immediately to a principal or supervisor. Any conviction of theft will result in appropriate discipline, up to and including termination.
Timekeeping Infractions	All district employees who are required to keep a time card will do so accurately. Failure to do so will result in discipline, up to and including termination.
Treatment of Patrons of District	Patrons of the district are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by district patrons. Employee safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.
Treatment of Students	<p>District students are to be treated with respect on school grounds and at school events. Employees should be courteous at all times, and report to district administration any mistreatment by students. Employee as well as student safety is a major district concern, and employees should remove themselves and report any situations where their safety may be compromised.</p> <p>Employees must report any incident of mistreatment of students by a school employee.</p>
Use of District Vehicles	Only employees who possess a valid driver's license and have appropriate insurance coverage may operate a district vehicle in their work performance. Drivers of vehicles will be responsible to pay fines received, including parking tickets. Unsafe use, breaking motor vehicle laws, or personal use of district vehicles will not be tolerated. Employees must complete a Transportation Request Form and receive prior approval when using any District vehicle.
Use of Facilities	Employees may request the use of facilities using the District Procedures. If it is for a for-profit endeavor, charges may apply.
Violence in the Workplace	Violence in the workplace will not be tolerated in any form, and violent acts will be punished to the full extent of the law. Acts deemed violent, even if not covered specifically in board policies, may incur discipline.
Weapons in the Workplace	<p>Board Policy 502.6 (Student Weapons) - The board believes weapons, other dangerous objects and look-a-likes in school district facilities cause material and substantial disruption to the school environment or present a threat to the health and safety of students, employees and visitors on the school district premises or property within the jurisdiction of the school district. Violations will lead to discipline including discharge.</p> <p>School district facilities are not an appropriate place for weapons, dangerous objects and look-a-likes. Weapons and other dangerous objects and look-a-likes will be taken from students and others who bring them onto the school district property or onto property within the jurisdiction of the school district or from students who are within the control of the school district.</p>

Workplace Privacy	<p>The school district attempts to maintain equipment and supplies which permit work to be accomplished in the most efficient and effective manner possible. While employees are encouraged to use these items, it is important to understand that they are school district property and only to be used for conducting school district business.</p> <p>As a part of their employment, the school district may make a computer, phone, desk or workspace available to employees. The computer, phone, desk and the workspace are school district property. Because the computer, phone, desk and the workspace are District property, not the personal property of the employee, the equipment and the workspace are subject to being inspected by the District at any time, with or without notice to the employee.</p> <p>The District assumes no responsibility or liability for any items of personal property which are placed in the desk or workspace which is assigned to employees.</p> <p>If the District conducts an examination or inspection under the terms of this policy, there will be at least two individuals present at the time of the examination or inspection.</p>
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Designed through suggestion by the Iowa Association of School Boards with special thanks to James Hanks, Attorney of Ahlers & Cooney Law Firm, Des Moines, Iowa

Equal Opportunity & Non-Discrimination Policy

The East Union Community School District provides equal educational and employment opportunities and will not illegally discriminate on the basis of race, color, national origin, gender, disability, religion, creed, age, marital status, sexual orientation, or gender identity. East Union Community School District shall take affirmative action in recruitment, appointment, assignment and advancement of women and men, minorities and disabled. Inquiries regarding compliance with equal educational or employment opportunities and/or affirmative action shall be directed to Jessica Travis, Equity Coordinator, East Union Community Schools, 1916 High School Drive Afton, IA 50830 or jtravis@eastunionschools.org. Inquiries may also be directed in writing to the Director of the Region VII Office of the United States Equal Employment Opportunities Commission, or the Director of the Region VII Office of Civil Rights, United States Department of Education in Chicago, IL.

Federal Civil Rights Statement This explains what to do if you believe you have been treated unfairly. In accordance with Federal Law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. To file a complaint of discrimination, write USDA, Director, Office of Adjudication, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call toll free (866) 632-9992 (Voice). Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

Iowa Nondiscrimination Statement It is the policy of the Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services not to discriminate on the basis of race, creed, color, sex, sexual orientation, gender identity, national origin, disability, or religion in its programs, activities, or employment practices as required by the Iowa Code section 216.7 and 216.9. If you have questions or grievances related to compliance with this policy by the Iowa Department of Education, Bureau of Nutrition, Health and Transportation Services, please contact the Iowa Civil Rights Commission, Grimes State Office Building, 400 E. 14th St., Des Moines, IA 50319-1004; phone number 515-281-4121, 800-457-4416; web site: <http://www.state.ia.us/government/crc/index.html>

District Equity Coordinator Jessica Travis, 1916 High School Drive Afton, IA 50830 641-347-5215 **Board Policies:** 500 Series Definition 100 Series Grievance Procedures Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, shall be directed to the Affirmative Action Coordinator by writing to the Affirmative Action Coordinator, East Union Community School District, 1916 High School Drive Afton, IA 50830; or by telephoning (641) 347-5215. Inquiries by students regarding compliance with equal educational opportunity and affirmative action laws and policies, including but not limited to complaints of discrimination, may also be directed in writing to the Director of the Region VII office of Civil Rights, <http://www.state.ia.us/government/crc/index.html> U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, MO. 64114 (816) 268- 0550 or Iowa Dept. of Education, Grimes State Office Bldg., Des Moines, IA (515) 281-5294. This inquiry or complaint to the federal office may be done instead of, or in addition to, an inquiry or complaint at the local level. Further information and copies of the procedures for filing a complaint are available in the school district's central administrative office and the administrative office in each attendance center. The board will not discriminate in its educational activities on the basis of race, color, national origin, creed, socio-economic status, religion, sex, disability, sexual orientation, gender identity or marital status in its educational activities. The board requires all persons, agencies, vendors, contractors and other persons and organizations doing business with or performing services for the district to subscribe to all applicable federal and state laws, executive orders, rules and regulations pertaining to contract compliance and equal opportunity. The board is committed to the policy that no otherwise qualified person will be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any school district program or activity on the basis of race, religion, sex, marital status, age, national origin, sexual orientation, gender identity, or disability. Further, the board affirms the right of all students and staff, regardless of race, color, religion, sex, national origin, sexual orientation, gender identity, or disability to be treated with respect and to be protected from intimidation, discrimination, physical harm and/or harassment. Legal Reference: 20 U.S.C. §§ 1221 et seq. (2010). 20 U.S.C. §§ 1681 et seq. (2010). 20 U.S.C. §§ 1701 et seq. (2010). 29 U.S.C. § 794 (2010). 42 U.S.C. §§ 12101 et seq. (2010). 34 C.F.R. Pt. 100 (2010). 34 C.F.R. Pt. 104 (2010). Iowa Code §§ 216.9; 256.11, 280.3 (2011). 281 I.A.C. 12. Cross Reference: 101 Educational Philosophy of the School District 401.1 Equal Employment Opportunity 500 Objectives for Equal Educational Opportunities for Students 506.1 Student Records

Appendix

Acknowledgement of Receipt

I acknowledge that I have received or can access a copy of the East Union Community School District's Employee Handbook available at www.eastunionschools.org. I understand the employee handbook contains important information about the district and my role, responsibilities, and duties as an employee. I acknowledge I am expected to be familiar with the contents. I also understand that I should consult the building principal or superintendent with any questions I have about the contents of the employee handbook or any questions that I feel were not addressed. I understand that the employee handbook is a general source of information and may not include every possible situation that may arise. I acknowledge that the Employee Handbook is not intended and does not constitute a contract between the district and any one or all of its employees.

Employee's Signature Date

Employee's Name (Printed)

TO BE PLACED IN EMPLOYEE'S PERSONNEL FILE – COPY PROVIDED TO EMPLOYEE